



## Town of Florence Community Development Department

224 W. 20<sup>th</sup> Street, Florence, AZ 85132  
(520) 868-7575

[www.florenceaz.gov/community-development](http://www.florenceaz.gov/community-development)

### PROJECT ASSESSMENT/COMMERCIAL SITE INSPECTION

#### **PURPOSE**

A Project Assessment meeting is an aid to both the applicant and the Town of Florence, in creating an understanding of the opportunities and limitations that a project may have for development or business opening within the town limits. The meeting facilitates discussion with the applicant and staff for the applicant to obtain relevant information, guidelines, and technical requirements in advance of making a significant investment of a commercial project, property, or building. Furthermore, the Project Assessment offers the applicant information and procedures necessary to safely occupy the building prior to opening.

#### **ATTENDEES**

Representatives from the Community Development, Public Works Department, and Fire Department will participate and include Zoning, Building Safety, Fire Safety and Engineering/Public Works. All disciplines are brought together to provide information to the applicant on key considerations as they relate to the Town Code, Historic District, and building/fire code requirements.

#### **PROCESS**

##### **Application**

1. Applicant completes a Project Assessment application, narrative and site plan.
2. Upon receipt of the request, Community Development staff will schedule a meeting where the applicant, will have the opportunity to present the project proposal to our team. This meeting will be scheduled on a Thursday for one-hour, a minimum of five (5) working days after the Project Assessment Application is received. This allows staff time to gather information relating specific to your project and to provide technical feedback at the assessment meeting. Staff will make every attempt to identify *general* project requirements during the meeting and will discuss the items on the attached checklist.
3. At the conclusion of the meeting, the applicant will be provided the meeting checklist with development requirements presented by staff.
4. The information that is provided as part of this assessment is valid for a period of six months after the meeting date. Note, the assessment information is not a comprehensive list without an inspection.

##### **Commercial Site Inspection**

1. A one-time Commercial Site Inspection may be scheduled with Building Safety, Fire Marshal and the applicant.
2. The applicant will complete a Building Permit Application to initiate the Commercial Site Inspection. There is no fee for this permit application.
3. The inspection will be scheduled within five (5) business days following the Project Assessment meeting. Due to staff workloads, the inspection cannot be scheduled concurrently with the Project Assessment meeting. Please note, the inspection is intended to provide a general overview as it relates to building and fire code regulations. Town staff will not be liable for areas that are inaccessible. Inspection will apply to visible areas only.

4. A follow up report of the site inspection will be provided to the applicant with a summary of general code deficiencies required for repair, improvements, and/or a Certificate of Occupancy.

### **TENANT IMPROVEMENTS**

Changes, alterations, upgrades, and repairs to the interior or exterior of a commercial building will require an application for a building permit. A Building Permit application packet may be obtained from the Community Development Department or [download permit application now](#). Permit fees are based on the valuation of the work performed. Once all work has been performed and has passed inspection by both the Building Safety Division and Fire Department, a Certificate of Occupancy can be issued to safely occupy building and open for business. Please contact Community Development Department for more information and guidance.

### **CERTIFICATE OF OCCUPANCY (CofO)**

A Certificate of Occupancy is issued by Town of Florence Community Development Building Safety Division that certifies a buildings compliance with applicable building codes and other laws and indicating it to be in a condition suitable for occupancy. The application for a CofO is completed when the Commercial Site Inspection is requested. A \$50.00 fee will be assessed before the CofO can be issued.

The Town of Florence has a voluntary (free of charge) Certificate of Occupancy (CofO) Program for *existing occupied* businesses. Contact Community Development Department to see if your commercial building qualifies.

### **FEES**

- ✓ Project Assessment Meeting – No Fee
- ✓ Commercial Site Inspection – No Fee
- ✓ Tenant Improvements – Fee based on the valuation of work performed
- ✓ Certificate of Occupancy - \$50.00\*

\*If a tenant improvement building permit is applied for, no additional fee for a CofO is assessed.

### **APPLICATION SUBMITTAL**

**Hand-Deliver:** Town of Florence, Community Development Department, 224 W. 20<sup>th</sup> Street, Florence, AZ 85132

**Mail:** Town of Florence, Community Development Department, PO Box 2670, Florence, AZ 85132

**Email:** [Kimberly.Grable@florenceaz.gov](mailto:Kimberly.Grable@florenceaz.gov)



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**PROJECT ASSESSMENT APPLICATION**

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_

Assessor Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Project Description:

\_\_\_\_\_

**APPLICANT INFORMATION**

**Applicant/New Owner:** \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Agent/Representative:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT/PROPOSAL NARRATIVE**

We recommend a detailed narrative be attached to this request and include detailed information; scaled site plan with a North arrow, proposed use, parking, proposed structures, ingress, egress, planned improvements, utility locations, utility easements, signage, etc.

**PROJECT ASSESSMENT QUESTIONS**

Specific questions or issues to be discussed at the Project Assessment meeting. Attach separate sheet if necessary.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
 Printed Name of Applicant/Agent

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

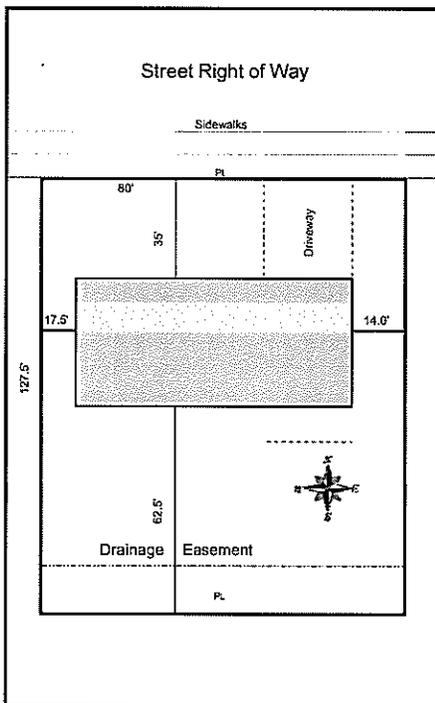
**FOR STAFF USE ONLY**

PAM No: \_\_\_\_\_

Meeting  
 Site Inspection

Date/Time: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_

## Site Plan Example

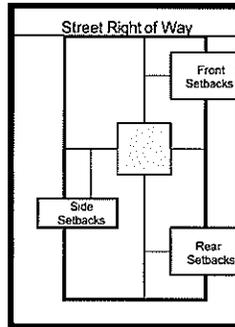


1. When do I have to fill out a building application?

You need to fill out a building application for any new building and addition that requires a permit.

2. What is a setback?

Every zoning district includes setbacks about how far buildings must be from each lot line of your property. This distance is called a setback.



3. Where do I measure the setback from?

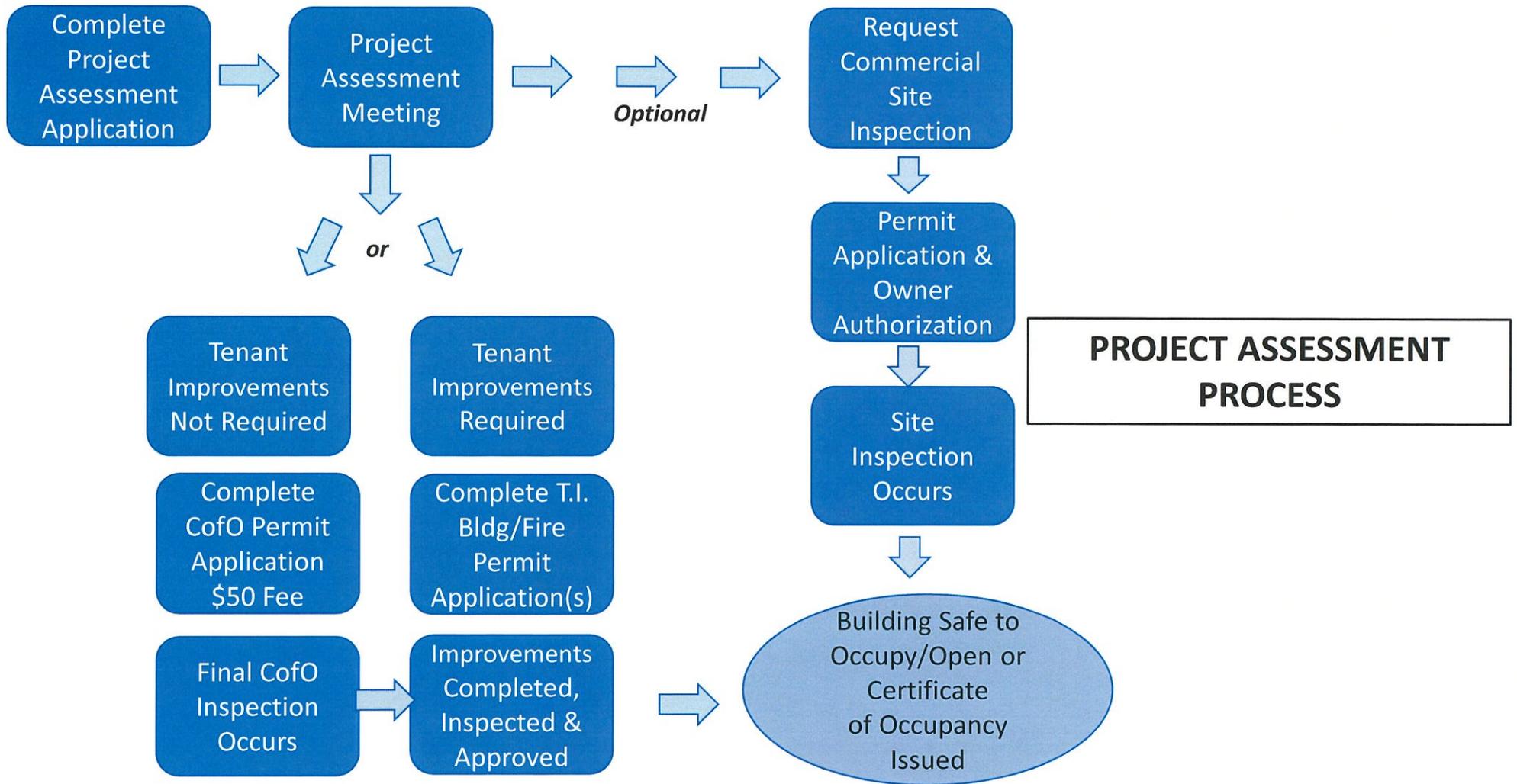
The setback is measured from the lot line of your property, except if there is an access easement or public right of way on it. Then it is measured from the edge of the easement or right of way. You should note that the edge of the right of way is not the edge of the pavement of the road.

4. Where do I measure the setback to?

Most setbacks are measured to the eave or overhang of the structure, including porches, carports, and breezeways.

5. I have a drainage easement on my property, what can I do with it?

You cannot put any structures or fences (including chain link fences) in a drainage easement. In addition, you cannot do any grading or filling of the easement.



# PROJECT ASSESSMENT CHECKLIST

## ITEMS OF CONSIDERATION FOR EXISTING COMMERCIAL BUILDINGS

**Purpose:** This checklist is to be used by the applicant and staff to identify areas that may relate to the project and will be discussed during the assessment meeting.

Required items will need to be acted upon by the applicant.

<b>PLANNING &amp; ZONING</b>			
<i>Maricella "Mari" Benitez, Planner, 520.868.7572, Maricella.Benitez@florencetaz.gov</i>			
	Required	Not Required	Comments
ADJACENT ZONING			
ALLOWABLE USES			
SITE PLAN			
PARKING/ADA/SURFACES			
LANDSCAPE			
OUTDOOR LIGHTING			
EXTERIOR SIGNAGE			
HISTORIC DISTRICT			
SITE IMPROVEMENTS			
EXTERIOR UPGRADES - HD ONLY			
PROFESSIONAL SERVICES			

<b>PUBLIC WORKS / ENGINEERING</b>			
<i>Christian Collins, Town of Florence Engineering/Public Works, 520.868.7695, Christian.Collins@florencetaz.gov</i>			
	Required	Not Required	Comments
GRADING & DRAINAGE			
SITE ACCESS (ADOT)			
UTILITIES & EASEMENTS			
ROADS (INGRESS/EGRESS)			
PROFESSIONAL SERVICES			

**BUILDING SAFETY**

*James Allen, Chief Building Official, 520.868-7615, James.Allen@florenceaz.gov*

	Required	Not Required	Comments
BATHROOMS/ADA			
STRUCTURAL CONCERNS			
BUILDING OCCUPANCY			
ADA ACCESS			
ALTERATIONS/IMPROVEMENTS/ ADDITIONS			
LIFE SAFETY			
EXITS & LIGHTING			
OCCUPANCY CLASSIFICATION			
OCCUPANCY LOAD			
CURRENT CofO			
PROFESSIONAL SERVICES			

**FIRE DEPARTMENT**

*John Kemp, Town of Florence Fire Marshal, 520.868.8319, John.Kemp@florenceaz.gov*

	Required	Not Required	Comments
FIRE ALARMS (Wireless/Wired)			
FIRE EXTINGUISHERS			
FIRE SPRINKLER SYSTEM			
FIRE HYDRANTS			
FIRE ACCESS			
ADDRESSING/BUILDING ID			
KNOX BOX			
KITCHEN HOOD (Equipment Cert)			
STORAGE/COMBUSTIBLES/HAZARDS			
PROFESSIONAL SERVICES			

NOTICE - THE PROJECT ASSESSMENT CHECKLIST IS NOT INTENDED AS A COMPREHENSIVE, IN-DEPTH EXAMINATION OF THE PROPERTY. THE CHECKLIST SERVES AS AN INFORMATIONAL GUIDE THE APPLICANT MAY USE TO MAKE KNOWLEDGEABLE DECISIONS ABOUT THE COMMERCIAL BUILDING.