

## Pre-Submittal Application Process

The pre-submittal application process begins prior to the complete submittal of a commercial site plan or preliminary subdivision plat application. The process is used to provide the applicant with basic site related information for the project. This process will enable both the developer and staff to consider the various issues concerning site development. The process is not meant to be a comprehensive review but more of an overview of the project.

The process involves submitting a no-cost application form and basic site information prior to the pre-submittal meeting. Staff will review the application in advance of the meeting and provide the developer with comments at the time of the meeting. The meeting will typically be scheduled by staff within one week of the submittal at which time a project contact will be assigned.

The goal of the process is to reduce the review processing time of all development applications and to improve the quality of the overall project.

**PRE-SUBMISSION MEETING APPLICATION**  
(Required prior to submittal of commercial site plans and subdivision plats)



TO: Department of Community Development  
City of Sierra Vista  
1011 N. Coronado Drive  
Sierra Vista, AZ 85635  
(520) 458-3315

1. Owner Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Address: \_\_\_\_\_  
Tax Parcel ID Number: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
  
2. Agent Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
(If different from above)  
Address: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
  
3. Site Address or Location (if applicable): \_\_\_\_\_ Submittal Date: \_\_\_\_\_
  
4. Project Description: \_\_\_\_\_

**REQUIRED SUBMITTAL ATTACHMENTS:**

- 1 electronic copy of concept plan or plat;  
(The following information will enable staff to provide a more thorough review.)

**Site Plan Review**

- Property lines;
- Building Setbacks;
- Zoning on the site
- Building sizes;
- Parking;
- Buffering (if known);
- Locations of existing and proposed access points;
- Show basic drainage patterns and basin locations;
- Landscape locations;

**Subdivision Plan Review**

- Lot Sizes; Number
- of Lots; Zoning on
- the site;
- Street Layout and Circulation;
- Areas to be dedicated;
- Buffering (if known);
- Show basic drainage patterns and basin locations;
- Locate adjacent right-of-ways;

# MODIFIED SITE PLAN REVIEW APPLICATION



TO: Department of Community Development  
City of Sierra Vista  
1011 N. Coronado Drive  
Sierra Vista, AZ 85635  
(520) 458-3315

Submittal Date: \_\_\_\_\_

1. Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
2. Agent Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
3. Tax Parcel ID#: \_\_\_\_\_
4. Site Address (if applicable): \_\_\_\_\_
5. Project Description: \_\_\_\_\_

**MODIFIED SITE PLAN: Basic necessary information for complete submittal. PLEASE CHECK EACH BOX THAT APPLIES TO DETERMINE THAT ALL SITE CRITERIA ELEMENTS HAVE BEEN ADDRESSED:**

1. REQUIRED SUBMITTAL ATTACHMENTS:
  - Electronic and physical submittal required
  - Proof of Ownership (Limited title report, no more than 30 days old);
  - Proof of Agency (Notarized letter from owner or corporate resolution);
  - Provide clearly readable cutsheets for any proposed exterior lighting (if applicable)
  - Provide Luminaire Schedule
  - Review Fee - \$250 (includes 2 reviews - \$75 per hour for any review after)
2. SITE DRAWING ELEMENTS should show the following, as applicable:
  - All property lines;
  - Building Setbacks;
  - Current Zoning on the site and all adjacent zoning;
  - Dimensions of all buildings;
  - Parking requirements per Article 151.09 of Development Code;
  - Buffering and Landscaping requirements per Article 151.15 or as determined by the City;
  - Utility tie-ins including existing utilities adjacent to site;
  - Americans with Disabilities Act (ADA) requirements (parking, access, etc.);
  - Site Visibility (Clear Vision Area) requirements per Article 151.04.009, if applicable;
  - Locations of all easements;
  - Locations of all existing and proposed access points per Article 151.17;
  - Indicate drainage patterns on the site with flow arrows;
  - Locate all adjacent right-of-ways and existing public improvements;
  - Indicate any public improvements;
3. DRAINAGE MITIGATION (If Applicable)



## **LEGAL NOTICE – UPDATED SEPTEMBER 24, 2022**

Arizona Revised Statute § 9-495 requires in any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.