

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.

This project will use the following Arizona ROC licensed contractors with City of Sierra Vista Business Licenses:

_____ License No. ROC _____ Class _____
Fire Contractor

_____ License No. ROC _____ Class _____
Mechanical Contractor

_____ License No. ROC _____ Class _____
Electrical Contractor

_____ License No. ROC _____ Class _____
Plumbing Contractor

_____ License No. ROC _____ Class _____
Other Contractor

I will **NOT** be using Sub Contractors for this project.

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S § 13-2704.

9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.