

**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;