



Preliminary Site Plan

A Preliminary Site Plan is an amendment to the Zoning Code. The Preliminary Site Plan is required for any request that involves more than one principal building on a single lot. In order for a parcel of land to obtain a Preliminary Site Plan the following procedures must be followed:

SUBMISSION OF APPLICATION

Applications shall be made to the City of Williams Planning Department on forms provided by the City, and must be accompanied by Proposed Development Plans and the required supplementary information, as outlined in the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-07 (Site Plan, Preliminary). Applications will not be accepted until all required information is provided in full, and the Filing Fees have been paid. Applications must be signed by the property owner(s) of the subject property as well as the applicant if the applicant is other than the property owner(s).

Accepted applications filed by the submittal deadline will be scheduled for Public Hearings at the next available meetings of the Planning and Zoning Commission and the City Council.

FILING FEE

Payment of \$250.00 plus \$250.00 per principal building plus \$200.00 per sheet is due upon submittal of the application for preliminary site plan.

REVIEW AND APPROVAL PROCESS

Applications for preliminary site plan will be reviewed by the City Planner, Departmental Review Team, City Engineer and Planning and Zoning Commission, and must be approved by the City Council in accordance with the following procedure.

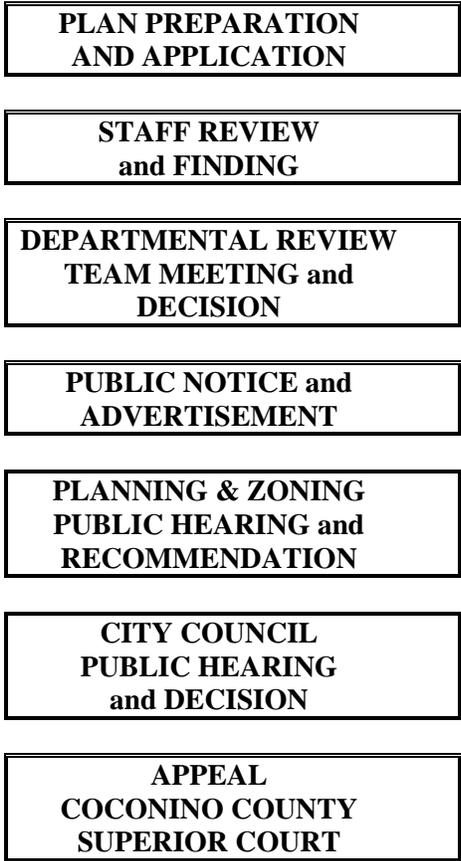
1. The City Planner will forward the application information to the City Engineer and Department Heads for review, and will review the proposed preliminary site plan for conformance with the City of Williams General Plan. The City Planner will prepare a staff report on the proposal for the Planning and Zoning Commission. A Public Hearing by the Planning and Zoning Commission will be advertised in the Williams Newspaper at least 15 days prior to the Commission meeting. The Public Hearing Notice will also be posted on the subject property and mailed to all property owners within 300 feet thereof.
2. The City Engineer will review the proposed preliminary site plan for conformance with the Preliminary Site Plan Application Checklist. The City Engineer's findings will be shared with the applicant at a Departmental Review Team Meeting.
3. The City Planner will call a Departmental Review Team Meeting within 30 days of the submittal date. The applicant is requested to attend. Findings of the City Engineer, Department Heads and City Planner will be shared with the applicant. Applicant has opportunity to respond and adjust application before the Planning and Zoning Commission's Public Hearing.
4. The Planning and Zoning Commission will hold a Public Hearing on the preliminary site plan request. The Commission will make its recommendation on the proposed preliminary site plan, and will forward that recommendation to the City Council. The recommendation will be: 1) The preliminary site plan be approved as requested; or 2) The preliminary site plan be approved subject to certain conditions and/or a development schedule; or 3) The preliminary site plan be denied.
5. The City Council will review the preliminary site plan request at its next available meeting. The City Council will hold a Public Hearing on the preliminary site plan and a Public Hearing Notice will be published in the Williams Newspaper at least 15 days in advance. The City Council may make a decision on the preliminary site plan at that meeting, or may hold the matter over to a future meeting. The decision may be: 1) The

preliminary site plan be approved as requested; or 2) The preliminary site plan be approved subject to certain conditions or 3) The preliminary site plan be denied.

APPEALS

Any person aggrieved by a decision of the City Council regarding approval or denial of a preliminary site plan request may file an appeal of that decision with the Coconino County Superior Court.

**City of Williams
PRELIMINARY SITE PLAN PROCESS**



Submittal schedule can be viewed at www.williamsarizona.gov.

**City of Williams
PRELIMINARY SITE PLAN
APPLICATION CHECKLIST**

PROPOSED DEVELOPMENT PLANS

Proposed Development Plans and certain supplementary information must be submitted with all preliminary site plan applications, in accordance with the requirements of the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-07 (Site Plan, Preliminary), which are outlined below. Information may be submitted to the reviewing engineer in electronic format.

This Checklist **must** accompany all applications, with the boxes **checked** for those items which are being provided. Exceptions to these requirements should be **requested in writing**; the boxes should be **left blank**, and will be initialed by the appropriate City Official upon determination that the proposed plans can be adequately reviewed without those items being provided by the applicant.

INFORMATION REQUIRED AT TIME OF APPLICATION (one copy of each, except as noted)

- 1. Completed application and fees
- 2. Proof of ownership (title policy) and owner's written authorization
- 3. Capacity and need for water, and sewer
- 4. Stamped, addressed envelopes for all property owners within 300 feet of site
- 5. Construction schedule
- 6. Protective covenants if proposed
- 7. Traffic impact analysis (3 copies)
- 8. Drainage report (3 copies)
- 9. Water agreement (3 copies)

PROPOSED DEVELOPMENT PLANS – FORMAT (25 copies)

Proposed Development Plans shall be clearly and legibly drawn, and shall be sized and scaled as follows:

- 1. The size of the sheet shall be no less than 8 ½ " x 11", and no more that 30" x 36".
- 2. The scale of the plans shall be 1" = 200' or larger.

PROPOSED DEVELOPMENT PLANS – CONTENTS (25 copies)

Proposed Development Plans must be stamped by a registered engineer, must contain a statement of compliance with all City codes and specifications, must be drawn to scale and must show the following:

- 1. Date, north arrow and engineer's scale
- 2. Name of project
- 3. Property address or location
- 4. Vicinity map showing ½ mile radius
- 5. Legal description complete
- 6. Registered surveyor's name and address
- 7. Total acreage
- 8. Zoning on and adjacent to site
- 9. Names and dimensions of adjacent streets
- 10. Lot and block numbers

-] 11. Proposed street names
-] 12. Existing/proposed adjacent street improvements showing pavement widths and intersecting streets
-] 13. Existing/proposed rights-of-way in and adjacent
-] 14. Location and widths of sidewalks
-] 15. Existing/proposed easements in and adjacent
-] 16. Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
-] 17. Existing/proposed curb cuts in and adjacent
-] 18. Existing/proposed waterways and ditches in and adjacent
-] 19. Topography acceptable to the City Engineer
-] 20. Statement on how drainage will be handled
-] 21. Existing/proposed flood plain lines in and adjacent
-] 22. A statement: all, part, or none of the property is in the flood plain
-] 23. Existing/proposed structures and paved areas on the site
-] 24. Proposed heights of all structures
-] 25. All public sites to be reserved or dedicated (parks, streets, etc.)
-] 26. Landscape plan
-] 27. Percentage of land devoted to buildings, parking, drives, streets, sidewalks, landscaping in table form
-] 28. Number of employees for nonresidential uses
-] 29. Proposed use of site
-] 30. Gross and net residential densities of each parcel
-] 31. Latitude, longitude, and elevation on property corners
-] 32. Phasing plan