ORDINANCE # 895

AN ORDINANCE OF THE CITY OF WILLIAMS, STATE OF ARIZONA AMENDING THE WILLIAMS CITY CODE, TITLE 10 – DEVELOPMENT PROCEDURES

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WILLIAMS:

WHEREAS, the City of Williams' existing development procedures code was originally adopted in 1974 and revised in 1981; and

WHEREAS, significant changes are needed so that the development procedures code conform with current City staff duty assignments; and

WHEREAS, additions to the development procedures code are also needed to provide for Main Street Design Committee review of projects within the Main Street Area; and

WHEREAS, additional changes are needed to improve organization and clarity of the Application Requirements and Planning and Zoning Fees chapter; and

WHEREAS, planning and zoning fees need to be increased to cover costs of review and processing planning and zoning applications;

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Williams as follows:

Section 1. The City of Williams Code, Title 10 – Development Procedures, is hereby amended by replacement of the Table of Contents and Chapters 1 through 4 with the following:

TITLE 10

DEVELOPMENT PROCEDURES

CHAPTER 1 - APPLICABILITY AND DEFINITIONS

Article 1.01 - Appeal
Article 1.02 - Applicant
Article 1.03 - Conditional Use
Article 1.04 - Departmental Review Team
Article 1.05 - Development Master Plan
Article 1.06 - Development Procedures, Subdivision or Zoning Ordinance Amendment
Article 1.07 - Minor Subdivision
Article 1.08 - Plot Plan Regular and Plot Plan Historic District.
Article 1.09 - Property Line Adjustment
Article 1.10 - Rezoning
Article 1.11 - Special Use Permit
Article 1.12 - Site Plan
Article 1.13 - Subdivision
Article 1.14 - Vacation
Article 1.15 - Variance

CHAPTER 2 - PROCEDURES

Article 2.01 - Conditional Use Permit, Development Master Plan, Minor Subdivision, Plot Plan Historic District, Rezoning, Subdivision, Site Plan and Vacation.
Article 2.02 - Development Procedures, Subdivision or Zoning Ordinance Amendment
Article 2.03 - Appeal, Variance
Article 2.04 - Plot Plan and Building Permit
Article 2.05 - Property Line Adjustment
Article 2.06 - Subdivision Final Plat

CHAPTER 3 - APPLICATION REQUIREMENTS

Article 3.01 - Water Agreement requirement
Article 3.02 - Conditional Use Permit
Article 3.03 - Development Master Plan
Article 3.04 - Minor Subdivision
Article 3.05 - Rezoning
Article 3.06 - Site Plan, Final
Article 3.07 - Site Plan, Preliminary
Article 3.08 - Subdivision, Final Plat
Article 3.09 - Subdivision, Preliminary Plat
Article 3.10 - Vacation
Article 3.11 - Plot Plan, One-Family through Four-Family Residential Structures
Article 3.12 - Plot Plan, New Structure or Exterior Remodeling of Structures in the Historic Preservation Zoning District
Article 3.13 - Plot Plan, Signs
Article 3.14 - Plot Plan, Special Use Permit
Article 3.15 - Plot Plan, All Other Requests

CHAPTER 4 - PLANNING AND ZONING FEES

Article 4.01 - Purpose
Article 4.02 - Applicability
Article 4.03 - Fee Schedule

CHAPTER 5 - PETITION FORMATS

Article 5.01 - Rezoning Petition
Article 5.02 - Petition to Vacate Right-of-Way

CHAPTER 6 - CERTIFICATION BLOCKS

Article 6.01 - Certification Blocks for Subdivision and Site Plan

CHAPTER 7 - FINANCIAL SECURITY FOR COMPLETION OF PUBLIC IMPROVEMENTS

Article 7.01 - Applicability
Article 7.02 - Acceptable Forms of Financial Security
Article 7.03 - Procedure

CHAPTER 8 - DEDICATIONS AND EXACTIONS

Article 8.01 - Right of Appeal
Article 8.02 - City Policy concerning Appeals from Required Dedications or Exactions
Article 8.03 - Appeal Procedure

CHAPTER 9 - DEVELOPMENT FEES

Article 9.01 - Title
Article 9.02 - Purpose
Article 9.03 - Definitions
Article 9.04 - Applicability
Article 9.05 - Service Areas
Article 9.06 - Calculation of Development Fees
Article 9.07 - Individual Assessment of Development Fees
Article 9.08 - Collection of Development Fees
Article 9.09 - Fund Accounting for Development Fees
Article 9.10 - Expenditure of Development Fees
Article 9.11 - Refunds of Development Fees
Article 9.12 - Offsets to Development Fees
Article 9.13 - Developer Agreements for Development Fees
Article 9.14 - Relief Procedures and Hearings
Article 9.15 - Development Fee as an Additional Fee to Other Financing Methods
Article 9.16 - Other Impact Fees
Article 9.17 - In-Fill Incentives
Article 9.18 - Updates and Revisions of the Development Fees
Article 9.19 - Refund of Development Fee
Article 9.20 - Utility Fund Allocation - Fixture Units
Article 9.21 - Utility Fund Allocation - Meter Size
Article 9.22 - Severability
Article 9.23 - Effective Date
Article 9.24 - General Government Development Fee Schedule
Article 9.25 - Police Development Fee Schedule
Article 9.26 - Fire Development Fee Schedule
Article 9.27 - Street Development Fee Schedule
Article 9.28 - Library Development Fee Schedule
Article 9.29 - Parks and Recreation Development Fee Schedule
Article 9.30 - Sanitation Development Fee Schedule
Article 9.31 - Water Treatment and Distribution Development Fee Schedule
Article 9.32 - Wastewater Treatment and Distribution Development Fee Schedule
Article 9.33 - Water Supply Development Fee Schedule
Article 9.34 - Effective Date
Article 9.35 - Severability

CHAPTER 10 - HILLSIDE DEVELOPMENT REGULATIONS

Article 10.01 - Purpose
Article 10.02 - Development Standards

Article 10.03 - Special Design Standards
Article 10.04 - Grading Standards for Lots, Parcels and Planned Development Sites
Article 10.05 - Diagrams

TITLE 10

DEVELOPMENT PROCEDURES

CHAPTER 10-1 - APPLICABILITY AND DEFINITIONS

Article 10-1.01 - Appeal To appeal an administrative decision concerning the zoning ordinance. (Ord. 747 §3(part), 1995)

Article 10-1.02 - Applicant The owner, mortgagee, or lessee of the property which is the subject of one of these procedures; or an authorized official acting on behalf of the City.

Article 10-1.03 - Conditional Use A process to review conditional uses as listed in the zoning ordinance.

Article 10-1.04 - Departmental Review Team A City staff committee chaired by the Planning and Zoning Official and consisting of the following standing members: City Manager, Police Chief, Fire Chief, Water Superintendent, Street Superintendent, and Sanitation Superintendent. The following Ex Officio members will also serve as needed when requested by the Chairman: Contract Planner, Contract City Engineer, City Clerk, Parks and Recreation Director, Golf Course Superintendent, three (3) members of the Historic Preservation Commission, one (1) representative from the Main Street Design Committee and the Airport Advisory Commission Chairman.

Article 10-1.05 - Development Master Plan To provide for a general plan for development of a large or complicated tract of land.

Article 10-1.06 - Development Procedures, Subdivision or Zoning Ordinance Amendment To change the provisions of the Development Procedures, Subdivision or Zoning Ordinance.

Article 10-1.07 - Minor Subdivision The process required by the City to accomplish a land split; or the division of land into two (2) or three (3) lots when a new street is not involved; or the division of land into more than two (2) parts and when the boundaries of such property have been fixed by a recorded plat.

Article 10-1.08 - Plot Plan Regular and Plot Plan Historic District Required for all building permit requests for a new building or an addition to an existing building; and/or any construction or modification or demolition of a parking lot or an existing structure which would affect the exterior appearance of an existing building or sign within a historic preservation zoning district.

Article 10-1.09 - Property Line Adjustment To move the location of a property line in a platted subdivision provided the remaining parcels meet all zoning requirements.

Article 10-1.10 - Rezoning To change the zoning of a parcel of land.

Article 10-1.11 - Special Use Permit A process to review special uses. Special uses are those uses that are temporary, or do not require a building permit, and are not specifically prohibited in the zoning district in which located.

Article 10-1.12 - Site Plan Required for any request that involves more than one principal building on a single lot.

Article 10-1.13 - Subdivision To divide a lot, tract, or parcel of land into two or more lots, plats, sites or other divisions for the purpose of sale or building development.

Article 10-1.14 - Vacation To rescind easement and right-of-way dedications.

Article 10-1.15 - Variance To request a variance from the provisions of the zoning ordinance.

CHAPTER 10-2 - PROCEDURES

Article 10-2.01 - Conditional Use Permit, Development Master Plan, Minor Subdivision, Plot Plan Historic District, Rezoning, Subdivision, Site Plan, and Vacation.

(a) The applicant shall submit the necessary application (Chapter 10-3), plans (Chapter 10-3), and fees (Chapter 10-4) to the City.

(b) The City will review the information to ensure that all submittal requirements have been met. The applicant will be notified in writing of any deficiencies within five (5) working days. The application will not be processed until it includes all submittal requirements.

(c) The Planning & Zoning Official shall refer the application to the Departmental Review Team and shall schedule the completed application for a Departmental Review Team meeting to be held within thirty (30) days of the submittal of the completed application.

(d) The applicant must be present at the review meeting to present and explain the application. If the applicant does not attend the meeting, the application will not be considered.

(e) All Departmental Review Team recommendations, practical concerns and technical requirements shall be in writing and shall be presented to the applicant at the Departmental Review Team meeting. If any City department does not present written comments at this meeting, the Planning & Zoning Official will notify the applicant that the subject department has no concerns or comments. The subject department will not be able to develop comments or concerns later in the process without a written authorization from the City Manager.

(f) Plot Plan Historic District

  (1) Applicant meets with the Planning & Zoning Official to review recommendations of the various departments. Further consultation with the various reviewing departments may be necessary to reach agreement on changes in the plot plan. Design and service oriented issues (not code or ordinance requirements) may be appealed to the Planning and Zoning Commission for final determination. Requirements dealing with Historic Preservation issues may be appealed to the Historic Preservation Commission. Requirements dealing with Main Street issues may be appealed to the Main Street Design Committee.

  (2) The applicant shall make final changes as agreed and submit four copies of the approved plot plan to the Planning & Zoning Official.

(3) The City Engineer will then prepare a memorandum of agreement for public improvements setting forth the applicant's financial assurance that all required public improvements will be completed to City standards, requirements, and specifications (Chapter 10-7). The memorandum of agreement for public improvements must be signed by the applicant prior to issuance of the building permit.

(4) The applicant is then eligible for a building permit and submits the following to the Chief Building Official:
   (A) Building permit application form.
   (B) Two sets of building plans.

(5) The building plans will then be reviewed by the City Staff or referred to the City's architecture or engineering consultant.

(6) The building permit is issued by the Chief Building Official upon approval of the application and building plans and payment of the required fees.

(g) Minor Subdivisions

(1) For minor subdivisions a public hearing by the Planning and Zoning Commission or City Council is not required.

(2) The Departmental Review Team shall approve or disapprove applications for minor subdivisions.

(3) The applicant will have the option of amending the application to satisfy all of the issues raised by the Departmental Review Team or submitting a letter of appeal to the City Council that will explain which of the concerns are not being satisfied and why.

(4) Upon approval of the minor subdivision the applicant shall comply with all engineering plans and financial security agreements as required by Chapter 10-3, Article 10-3.03 of this title.

(5) Upon approval of the above, the City Planner shall cause the original minor subdivision plat to be signed, and recorded with the Coconino County Clerk and Recorder.

(h) For all other applications, the applicant will have the option of amending the application to satisfy all of the issues raised by the Departmental Review Team or submit a letter addressed to the Planning and Zoning Commission which will explain which of the concerns are not being satisfied and why.

(i) As soon as the Planning & Zoning Official receives an amended application, if applicable, and/or a letter of explanation, both of which combined address all of the issues raised by the Departmental Review Team, the application shall be scheduled for the next available Planning and Zoning Commission meeting.

(j) The Planning & Zoning Official shall send notice of public hearing to all property owners within the property and within three hundred (300') feet of the request (list of names and addresses and stamped, addressed envelopes to be provided by the applicant) and shall publish a legal notice of the public hearing a minimum of fifteen (15) days prior to the Planning and Zoning Commission public hearing. In addition the Planning & Zoning Official shall place a public hearing notice on the property a minimum of fifteen (15) days prior to the public hearing.

(k) If more than one (1) year elapses between the Departmental Review Team decision date and the time when all concerns are met or a written statement is provided, the application must be

reviewed again by the Departmental Review Team to ensure that the prior issues, concerns and technical requirements are still applicable.

(l) The Planning & Zoning Official shall prepare a staff report for the Planning and Zoning Commission. This report shall be forwarded to the Planning and Zoning Commission and the applicant a minimum of five (5) days prior to the Commission meeting. The report shall contain a summary and copy of the written comments received from the reviewing departments. In addition, the report at a minimum, shall review the extent to which the application is consistent with the General Plan, other adopted City regulations, policies and procedures, and a recommendation for approval or denial, conditions if applicable, and reasons for the recommendation.

(m) The Planning and Zoning Commission shall hear the application at public hearing and make a recommendation at a regularly scheduled or special meeting. Any decision by the Planning and Zoning Commission shall be made and recorded by motion.

(n) The Planning & Zoning Official shall not forward the application in final form to the City Council until all concerns of the Planning and Zoning Commission have been met unless the applicant submits a detailed written statement to the City Council explaining why the conditions or concerns are not or cannot be met. Upon compliance, the Planning & Zoning Official shall schedule the application for the next available City Council meeting.

(o) The City Council shall hear the application at public hearing and make a decision on the application at a regularly scheduled or special meeting. The City Council may approve, approve with conditions, or deny the application request. If the City Council decides to approve the application request, the City Attorney will be directed to prepare an ordinance approving the application request. In addition, the City Engineer will be directed to prepare a memorandum of agreement for public improvements (Chapter 10-7) setting forth the applicants financial assurance that all required public improvements will be completed to City standards, requirements, and specifications. The memorandum of agreement for public improvements must be signed by the applicant prior to final decision by the City Council. City Council approval shall be made and recorded by ordinance.

(p) Upon approval, the Planning & Zoning Official shall cause the original Subdivision Plat, Site Plan, Vacation or Annexation map to be signed, and recorded with the Coconino County Clerk and Recorder.

Article 10-2.02 - Development Procedures, Subdivision or Zoning Ordinance Amendment

(a) The applicant shall submit a written request detailing the requested amendment and fees (Chapter 10-4) to the Planning & Zoning Official.

(b) The City will review the information to ensure that all submittal requirements have been met. The applicant will be notified in writing of any deficiencies within five (5) working days. The application will not be processed until it includes all submittal requirements.

(c) The Planning & Zoning Official shall refer the application to the Departmental Review Team and shall schedule the completed application for a Departmental Review Team meeting to be held within thirty (30) days of the submittal of the completed application.

(d) The applicant must be present at the review meeting to present and explain the application. If the applicant does not attend the meeting, the application will not be considered.

(e) All Departmental Review Team recommendations, practical concerns and technical requirements shall be in writing and shall be presented to the applicant at the Departmental Review Team meeting. If any City department does not present written comments at this meeting, the Planning & Zoning Official will notify the applicant that the subject department has no concerns or comments. The subject department will not be able to develop comments or concerns later in the process without a written authorization from the City Manager.

(f) The applicant will have the option of amending the application to satisfy all of the issues raised by the Departmental Review Team or submitting a letter addressed to the Planning and Zoning Commission that will explain which of the concerns are not being satisfied and why.

(g) As soon as the Planning & Zoning Official receives an amended application, if applicable, and/or a letter of explanation, both of which combined address all of the issues raised by the Departmental Review Team, the application shall be scheduled for the next available Planning and Zoning Commission meeting.

(h) The Planning & Zoning Official shall publish a legal notice of the public hearing a minimum of fifteen (15) days prior to the Planning and Zoning Commission public hearing. In addition the Planning & Zoning Official shall place a public hearing notice on the property a minimum of fifteen (15) days prior to the public hearing. In addition, in proceedings involving one or more of the following proposed changes or related series of changes to the zoning ordinance, notice shall be provided in the manner prescribed in subsection (i) of this section:

(1) An increase or reduction of ten per cent (10%) or more in the number of square feet or units that may be developed.

(2) An increase or reduction of ten per cent (10%) or more in the allowable height of buildings.

(3) An increase or reduction in the allowable number of stories of buildings.

(4) An increase or reduction of ten per cent (10%) or more in setback or open space requirements.

(5) An increase or reduction in permitted uses.

(i) In proceedings governed by subsection (i) of this section, the Planning & Zoning Official shall provide notice to real property owners pursuant to at least one of the following notification procedures:

(1) Notice shall be sent by first class mail to each real property owner, as shown on the last County assessment, whose real property is directly governed by the changes and those within 300 feet of those directly affected;

(2) Include notice of such changes with utility bills or other mailings;

(3) The City shall publish such changes prior to the first hearing on such changes in a newspaper of general circulation in the municipality. The changes shall be published in a “display ad” covering not less than one-eighth of a full page.

(j) The Planning & Zoning Official shall prepare a staff report for the Planning and Zoning Commission. This report shall be forwarded to the Planning and Zoning Commission and the applicant a minimum of five (5) days prior to the Commission meeting. The report shall contain a summary and copy of the written comments received from the reviewing departments. In addition, the report at a minimum, shall review the extent to which the

application is consistent with the General Plan, other adopted City regulations, policies and procedures, and a recommendation for approval or denial and reasons for the recommendation.

(k) The Planning and Zoning Commission shall hear the application at public hearing and make a recommendation at a regularly scheduled or special meeting. Any decision by the Planning and Zoning Commission shall be made and recorded by motion.

(l) The Planning & Zoning Official shall schedule the application for the next available City Council meeting.

(m) The City Council shall hear the application at public hearing and make a decision on the application at a regularly scheduled or special meeting. The City Council may approve, approve with conditions, or deny the application request. If the City Council decides to approve the application request, the City Attorney will be directed to prepare an ordinance approving the application request. City Council approval shall be made and recorded by ordinance.

Article 10-2.03 - Appeal, Variance

(a) The applicant shall submit the required fees, (Chapter 10-4), and a written request explaining the appeal/variance, to the City Planner.

(b) As soon as the Planning & Zoning Official receives a complete application, the application shall be scheduled for the next available Board of Adjustment meeting. If the application concerns property located within the Historic Preservation Zoning District, a copy of the application shall also be forwarded to the Historic Preservation Commission and to the Main Street Design Committee for their review and recommendation(s), if any, which must be provided a minimum of seven (7) days prior to the Board of Adjustment meeting. This will allow their recommendation(s) to be included in the required staff report.

(c) The Planning & Zoning Official shall send notice of public hearing to all property owners within the subject property and within three hundred (300') feet of the request (list of names and addresses and stamped, addressed envelopes to be provided by the applicant) and shall publish a legal notice of the public hearing a minimum of fifteen (15) days prior to the Board of Adjustment public hearing. In addition the Planning & Zoning Official shall place a public hearing notice on the property a minimum of fifteen (15) days prior to the Board of Adjustment public hearing.

(d) The Planning & Zoning Official shall prepare a staff report for the Board of Adjustment. This report shall be forwarded to the Board of Adjustment and the applicant a minimum of five (5) days prior to the Board of Adjustment meeting. The report at a minimum, shall review the extent to which the application is consistent with the General Plan, other adopted City regulations, policies and procedures, including the Board of Adjustment provisions contained within the zoning ordinance, and shall include a recommendation for approval or denial, conditions if applicable, and reasons for the recommendation.

(e) The Board of Adjustment shall hear the application at public hearing and make a decision at a regularly scheduled or special meeting. Any decision by the Board of Adjustment shall be made and recorded by motion and shall be consistent with the Board of Adjustment section of the zoning ordinance.

(f) Appeals from the Board of Adjustment decision shall be consistent with the Board of Adjustment section of the zoning ordinance.

Article 10-2.04 - Plot Plan and Building Permit

(a) A plot plan (Chapter 10-3, Section 1) along with required fees (Chapter 10-4) shall be submitted to the City Planner.

(b) For work within the Main Street District, including the Historic Preservation District, copies of the plot plan and supporting documents shall be forwarded to the Main Street Design Committee for review.

(c) The applicant shall consult with the Chief Building Official for general information regarding requirements for plot plan and building permit applications and special considerations pertaining to the site. A sketch plan should be brought in for more complex projects to show the concept of the site development.

(d) Each reviewing City Department shall review all plot plan applications on Monday and/or Tuesday of each week and upon review shall approve or shall approve subject to specific conditions being met. This ensures that all applications shall be reviewed by staff within six (6) working days.

(e) Applicant meets with the Chief Building Official to review recommendations of the various departments. Further consultation with the various reviewing departments may be necessary to reach agreement on changes in the plot plan. Design and service oriented issues (not code or ordinance requirements) may be appealed to the Planning and Zoning Commission for final determination.

(f) The applicant shall make final changes as agreed and submit four copies of the approved plot plan to the Chief Building Official.

(g) The City Engineer will then prepare a memorandum of agreement for public improvements setting forth the applicant's financial assurance that all required public improvements will be completed to City standards, requirements, and specifications (Chapter 10-7). The memorandum of agreement for public improvements must be signed by the applicant prior to issuance of the building permit.

(h) The applicant is then eligible for a building permit and submits the following to the Chief Building Official:

(1) Building permit application form.

(2) Two sets of building plans.

(i) The building plans will then be reviewed by the City Staff or referred to the City's architecture or engineering consultant.

(j) The building permit is issued by the Chief Building Official upon approval of the application and building plans and payment of the required fees.

Article 10-2.05 - Property Line Adjustment

(a) A property line in a platted subdivision may be adjusted by any amount if the following conditions are met:

(1) The adjustment will only affect two adjacent lots.

(2) Both adjusted lots will meet all requirements of the zoning code.

(b) An improvement survey is filed with the Planning & Zoning Official showing the original lot lines, the new lot lines, square footage of each lot, any improvements on either lot, all setback dimensions and other information that is necessary to ensure that both new lots will conform to the provisions of the zoning code.

(c) The Planning & Zoning Official will review the improvement survey and will approve the property line adjustment if both adjusted lots meet all requirements of the zoning code.

Article 10-2.06 - Subdivision Final Plat

(a) The applicant shall submit the necessary application (Chapter 10-3), plans (Chapter 10-3) and fees (Chapter (10-4) to the City.

(b) The City will review the information to ensure that all submittal requirements have been met. The applicant will be notified in writing of any deficiencies within five (5) working days. The application will not be processed until it includes all submittal requirements.

(c) The Planning & Zoning Official shall refer the application to the Departmental Review Team and shall schedule the completed application for a Departmental Review Team hearing to be held within thirty (30) days of the submittal of the completed application.

(d) The applicant must attend the review meeting to present and explain the application. If the applicant does not attend the meeting, the application will not be considered.

(e) All Departmental Review Team recommendations, practical concerns and technical requirements shall be in writing and shall be presented to the applicant at the Departmental Review Team meeting. If any City department fails to present written comments at this meeting, the Planning & Zoning Official will notify the applicant that the subject department has no concerns or comments. The subject department be able to develop comments or concerns later in the process only with written authorization from the City Manager.

(f) If more than one (1) year elapses between the Departmental Review Team decision date and the time when all concerns are met or explained in writing, the application must be reviewed again by the Departmental Review Team to ensure that the prior issues, concerns and technical requirements are still applicable.

(g) The Planning & Zoning Official shall not forward the application in final form to the City Council until all concerns of the Departmental Review Team have been met unless the applicant submits a detailed written statement to the City Council explaining why the conditions or concerns are not or cannot be met. Upon compliance, the Planning & Zoning Official shall schedule the application for the next available City Council meeting.

(h) The City Council shall hear the application and make a decision on the application at a regularly scheduled or special meeting. The City Council may approve, approve with conditions or deny the application request. If the City Council decides to approve the application request, the City Attorney will be directed to prepare an ordinance approving the application request. In addition, the City Engineer will be directed to prepare a memorandum of agreement for public improvements (Chapter 10-7) setting forth the applicant's financial assurance that all required public improvements will be completed to City standards,

requirements and specifications. The memorandum of agreement for public improvements must be signed by the applicant prior to final decision by the City Council. City Council approval shall be made and recorded by ordinance. (Ord. 773 §1, 1997)

CHAPTER 10-3 - APPLICATION REQUIREMENTS

Article 10-3.01 - Water Agreement requirement

(a) For Conditional Use Permits, Development Master Plans, Minor Subdivisions, Rezoning, Subdivision (including both Preliminary and Final Plat), Preliminary and Final Site Plans and Vacation Requests, in addition to the information required for review as set forth below, there must be a water agreement between the applicant and the City.

(b) Water agreements will be prepared in accordance with policies established by the City Council, as may be amended from time to time.

Article 10-3.02 - Conditional Use Permit

(a) Information required at the time of application (one [1] copy of each)

(1) Completed application and fees

(2) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger

(2) Name of project

(3) Property address or location

(4) Vicinity map at ½ mile radius

(5) Legal description complete

(6) Registered surveyor's name and address

(7) Total acreage

(8) Latitude, longitude and elevation of property corners

(9) Zoning on and adjacent to site

(10) Names and dimensions of adjacent streets

(11) Dimensions and square footage of each lot

(12) Lot and block numbers

(13) Proposed street names

(14) Existing/proposed adjacent street improvements showing pavement widths and intersecting streets

(15) Existing/proposed rights-of-way in and adjacent

(16) Existing/proposed easements in and adjacent

(17) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent

(18) Existing/proposed curb cuts in and adjacent

(19) Existing/proposed waterways and ditches in and adjacent
(20) Topography acceptable to the City Engineer
(21) Existing/proposed flood plain lines on and adjacent
(22) Statement on how drainage will be handled
(23) A statement: all, part or none of the property is in the flood plain
(24) Existing/proposed structures and paved areas on the site
(25) All public sites to be reserved or dedicated (parks, streets, etc.)
(26) Landscape plan
(27) Percentage of land devoted to buildings, parking & drives, sidewalks and landscaping in table form
(28) Number of employees for non-residential uses and required parking spaces
(29) Proposed use of site
(30) Gross and net residential densities of each parcel
(31) Phasing plan

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)
(1) Capacity and need for water and for sewer
(2) Stamped, addressed envelopes for all property owners within 300 feet of proposed development
(3) Construction schedule
(4) Traffic impact analysis (3 copies)
(5) Drainage report (3 copies)
(6) Soil report sealed by a registered engineer (3 copies)
(7) Water Agreement (3 copies)

(d) Additional information required prior to recording (one [1] copy of each to be submitted to Planning and Zoning Official after final City Council approval)
(1) Final street plans and profiles stamped by a registered engineer
(2) Final drainage plan stamped by a registered engineer
(3) Final utility plan stamped by a registered engineer
(4) Final landscaping plan
(5) Financial security agreements

Article 10-3.03 - Development Master Plan

(a) Information required at the time of application (one [1] copy of each)
(1) Completed application and fees
(2) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -
Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger
(2) Name of project
(3) Property address or location
(4) Vicinity map at ½ mile radius
(5) Legal description complete
(6) Total acreage
(7) Requested zoning districts with size of each
(8) Zoning on and adjacent to site
(9) Names and dimensions of adjacent streets
(10) Proposed street names
(11) Existing/proposed adjacent street improvements showing pavement widths and intersecting streets
(12) Existing/proposed rights-of-way in and adjacent
(13) Existing/proposed easements in and adjacent
(14) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
(15) Existing/proposed waterways and ditches in and adjacent
(16) Topography acceptable to the City Engineer
(17) Statement on how drainage will be handled
(18) Existing/proposed flood plain lines on and adjacent
(19) Existing/proposed structures and paved areas on the site
(20) All public sites to be reserved or dedicated (parks, streets, etc.)
(21) Proposed use of site
(22) Gross and net residential densities of each parcel
(23) Phasing plan
(24) Land use consistent with or must await amendment of General Plan

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)
(1) Capacity and need for water and for sewer
(2) Stamped, addressed envelopes for all property owners within 300 feet of proposed development
(3) Construction schedule
(4) Traffic impact analysis (3 copies)
(5) Drainage report (3 copies)
(6) Soil report sealed by a registered engineer (3 copies)
(7) Water Agreement (3 copies)

Article 10-3.04 - Minor Subdivision

(a) Information required at the time of application (one [1] copy of each)
(1) Completed application and fees

(2) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger
(2) Name of project
(3) Property address or location
(4) Vicinity map at ½ mile radius
(5) Legal description complete
(6) Registered surveyor's name and address
(7) Total acreage
(8) Signature blocks (see Chapter 10-6)
(9) Zoning on and adjacent to site
(10) Names and dimensions of adjacent streets
(11) Proposed lots and approximate dimensions
(12) Dimensions and square footage of each lot
(13) Lot and block numbers
(14) Proposed street names
(15) Location of survey monuments
(16) Bearing, distances, chords, radii, central angles, tangent lines, etc. for all lots, blocks, perimeter and rights-of-way
(17) Existing/proposed adjacent street improvements showing pavement widths and intersecting streets
(18) Existing/proposed rights-of-way in and adjacent
(19) Existing/proposed easements in and adjacent
(20) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
(21) Existing/proposed curb cuts in and adjacent
(22) Existing/proposed waterways and ditches in and adjacent
(23) Topography acceptable to the City Engineer
(24) Statement on how drainage will be handled
(25) Existing/proposed flood plain lines on and adjacent
(26) A statement: all, part or none of the property is in the flood plain
(27) Existing/proposed structures and paved areas on the site
(28) All public sites to be reserved or dedicated (parks, streets, etc.)
(29) Number of employees for nonresidential uses
(30) Proposed use of site
(31) Gross and net residential densities of each parcel
(32) Latitude, longitude and elevation of property corners

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)

(1) Capacity and need for water and for sewer

(2) Boundary closure

(3) Traffic impact analysis (3 copies)

(4) Drainage report (3 copies)

(5) Soil report sealed by a registered engineer (3 copies)

(d) Additional information required prior to recording (one [1] copy of each to be submitted to Planning and Zoning Official after final City Council approval)

(1) Final street plans and profiles stamped by a registered engineer

(2) Final drainage plan stamped by a registered engineer

(3) Final utility plan stamped by a registered engineer

(4) Final landscaping plan

(5) Financial security agreements

Article 10-3.05 - Rezoning

(a) Information required at the time of application (one [1] copy of each)

(1) Completed application and fees

(2) Petition (follow format in Chapter 10-5)

(3) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger

(2) Name of project

(3) Property address or location

(4) Vicinity map at ½ mile radius

(5) Legal description complete

(6) Registered surveyor's name and address

(7) Total acreage

(8) Requested zoning districts with size of each

(9) Zoning on and adjacent to site

(10) Names and dimensions of adjacent streets

(11) Proposed lots and approximate dimensions

(12) Dimensions and square footage of each lot

(13) Lot and block numbers

(14) Proposed street names

(15) Location of survey monuments

(16) Bearing, distances, chords, radii, central angles, tangent lines, etc. for all lots, blocks, perimeter and rights-of-way

(17) Existing/proposed adjacent street improvements showing pavement widths and intersecting streets

(18) Existing/proposed rights-of-way in and adjacent

(19) Existing/proposed easements in and adjacent

(20) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent

(21) Existing/proposed curb cuts in and adjacent

(22) Existing/proposed waterways and ditches in and adjacent

(23) Topography acceptable to the City Engineer

(24) Statement on how drainage will be handled

(25) Existing/proposed flood plain lines on and adjacent

(26) A statement: all, part or none of the property is in the flood plain

(27) Existing/proposed structures and paved areas on the site

(28) Proposed heights of all structures

(29) All public sites to be reserved or dedicated (parks, streets, etc.)

(30) Land use consistent with or must await amendment of General Plan

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)

(1) Capacity and need for water and for sewer

(2) Boundary closure

(3) Stamped, addressed envelopes for all property owners within 300 feet of proposed rezoning

(4) Construction schedule

(5) Traffic impact analysis (3 copies)

(6) Drainage report (3 copies)

Article 10-3.06 - Site Plan, Final

(a) Information required at the time of application (one [1] copy of each)

(1) Completed application and fees

(2) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger

(2) Name of project

(3) Property address or location

(4) Legal description complete

(5) Registered surveyor's name and address

(6) Total acreage
(7) Signature blocks (see Chapter 10-6)
(8) Zoning on and adjacent to site
(9) Names and dimensions of adjacent streets
(10) Dimensions and square footage of each lot
(11) Lot and block numbers
(12) Proposed street names
(13) Bearing, distances, chords, radii, central angles, tangent lines, etc. for all lots, blocks, perimeter and rights-of-way
(14) Existing/proposed adjacent street improvements showing pavement widths and intersecting streets
(15) Existing/proposed rights-of-way in and adjacent
(16) Location and widths of sidewalks
(17) Existing/proposed easements in and adjacent.
(18) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
(19) Existing/proposed curb cuts in and adjacent
(20) Existing/proposed waterways and ditches in and adjacent
(21) Existing/proposed flood plain lines on 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 and drives, sidewalks and landscaping in table form
(28) Number of employees for nonresidential uses and required parking spaces
(29) Latitude, longitude and elevation on property corners

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)
(1) Boundary closure
(2) Letter from County Treasurer verifying payment of taxes
(3) Soil report sealed by a registered engineer (3 copies)

(d) Additional information required prior to recording (one [1] copy of each to be submitted to Planning and Zoning Official after final City Council approval)
(1) Final street plans and profiles stamped by a registered engineer
(2) Final drainage plan stamped by a registered engineer
(3) Final utility plan stamped by a registered engineer
(4) Final landscaping plan
(5) Financial security agreements

Article 10-3.07 - Site Plan, Preliminary

(a) Information required at the time of application (one [1] copy of each)

(1) Completed application and fees

(2) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger

(2) Name of project

(3) Property address or location

(4) Vicinity map at 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 on 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 and drives, sidewalks and landscaping in table form

(28) Number of employees for nonresidential uses and required parking spaces

(29) Proposed use of site

(30) Gross and net residential densities of each parcel

(31) Latitude, longitude and elevation of property corners

(32) Phasing plan

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)

(1) Capacity and need for water and for sewer

(2) Stamped, addressed envelopes for all property owners within 300 feet of proposed development

(3) Construction schedule

(4) Protective Covenants if proposed

(5) Traffic impact analysis (3 copies)

(6) Drainage report (3 copies)

(7) Water Agreement (3 copies)

Article 10-3.08 - Subdivision, Final Plat

(a) Information required at the time of application (one [1] copy of each)

(1) Completed application and fees

(2) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger

(2) Name of project

(3) Property address or location

(4) Legal description complete

(5) Registered surveyor's name and address

(6) Total acreage

(7) Signature blocks (see Chapter 10-6)

(8) Names and dimensions of adjacent streets

(9) Dimensions and square footage of each lot

(10) Lot and block numbers

(11) Proposed street names

(12) Location of survey monuments

(13) Bearing, distances, chords, radii, central angles, tangent lines, etc. for all lots, blocks, perimeter and rights-of-way

(14) Location and widths of sidewalks

(15) A statement: all, part or none of the property is in the flood plain

(16) All public sites to be reserved or dedicated (parks, streets, etc.)

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)

(1) Boundary closure

(2) Letter from County Treasure verifying payment of taxes

(3) Soil report sealed by a registered engineer (3 copies)

(d) Additional information required prior to recording (one [1] copy of each to be submitted to Planning and Zoning Official after final City Council approval)

(1) Final street plans and profiles stamped by a registered engineer

(2) Final drainage plan stamped by a registered engineer

(3) Final utility plan stamped by a registered engineer

(4) Final landscaping plan

(5) Financial security agreements

Article 10-3.09 - Subdivision, Preliminary Plat

(a) Information required at the time of application (one [1] copy of each)

(1) Completed application and fees

(2) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")

(1) Date, north arrow and engineer's scale, 1" = 200' or larger

(2) Name of project

(3) Property address or location

(4) Vicinity map at 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) Proposed lots and approximate dimensions and square footage of each lot

(11) Lot and block numbers

(12) Proposed street names

(13) Existing/proposed adjacent street improvements showing pavement widths and intersecting streets

(14) Existing/proposed rights-of-way in and adjacent

(15) Location and widths of sidewalks

(16) Existing/proposed easements in and adjacent

(17) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent

(18) Existing/proposed curb cuts in and adjacent

(19) Existing/proposed waterways and ditches in and adjacent
(20) Topography acceptable to the City Engineer
(21) Statement on how drainage will be handled
(22) Existing/proposed flood plain lines on and adjacent
(23) A statement: all, part or none of the property is in the flood plain
(24) Existing/proposed structures and paved areas on the site
(25) All public sites to be reserved or dedicated (parks, streets, etc.)
(26) Number of employees for nonresidential uses and required parking spaces
(27) Proposed use of site
(28) Gross and net residential densities of each parcel
(29) Latitude, longitude and elevation on property corners
(30) Phasing plan

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)
(1) Capacity and need for water and for sewer
(2) Boundary closure
(3) Stamped, addressed envelopes for all property owners within 300 feet of proposed development
(4) Construction schedule
(5) Protective Covenants if proposed
(6) Traffic impact analysis (3 copies)
(7) Drainage report (3 copies)
(8) Water Agreement (3 copies)

Article 10-3.10 - Vacation

(a) Information required at the time of application (one [1] copy of each)
(1) Completed application and fees
(2) Petition (follow format in Article 10-5.02)
(3) Proof of ownership (title policy) and owner's written authorization

(b) Information required directly on plans (twenty-five [25] copies of each to be submitted with application -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")
(1) Date, north arrow and engineer's scale, 1" = 200' or larger
(2) Name of project
(3) Vicinity map at ½ mile radius
(4) Legal description complete
(5) Registered surveyor's name and address
(6) Total acreage

(7) Zoning on and adjacent to site
(8) Names and dimensions of adjacent streets
(9) Dimensions and square footage of each lot
(10) Lot and block numbers
(11) Location of survey monuments
(12) Bearing, distances, chords, radii, central angles, tangent lines, etc. for all lots, blocks, perimeter and rights-of-way
(13) Existing/proposed rights-of-way in and adjacent
(14) Existing/proposed easements in and adjacent
(15) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
(16) Existing/proposed curb cuts in and adjacent
(17) Existing/proposed structures and paved areas on the site
(18) All public sites to be reserved or dedicated (parks, streets, etc.)
(19) Number of employees for nonresidential uses and required parking spaces
(20) Proposed use of site
(21) Latitude, longitude and elevation on property corners
(22) Phasing plan

(c) Information required for review-to be submitted with application (one [1] copy of each except as noted)
(1) Boundary closure
(2) Stamped, addressed envelopes for all property owners within 300 feet of proposed development
(3) Traffic impact analysis (3 copies)
(4) Drainage report (3 copies)

Article 10-3.11 - Variance

(a) Information required at the time of application (one [1] copy of each)
(1) Completed application and fees
(2) Proof of ownership (title policy) and/or owner's written authorization
(3) Construction schedule
(4) Description of the variance request and a statement explaining how it meets the findings of hardship and burden (c)

(b) Information required directly on plans (ten [10] copies of each to be submitted with application) -

Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")
(1) North arrow, date of plan, date of revision, legend and engineer scale, 1"=200' of larger
(2) Name of project
(3) Vicinity map showing ½ mile radius
(4) Address of project

(5) Legal description
(6) Name, address and phone number of owner
(7) Zoning on and adjacent to site
(8) Name, address and phone number of person or firm responsible for plan
(9) Lot size
(10) Names and dimensions of adjacent streets
(11) Existing/proposed rights-of-way in and adjacent
(12) Existing/proposed easements in and adjacent
(13) Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
(14) Existing/proposed curb cuts, paved areas, parking areas and sidewalks
(15) Existing/proposed waterways and ditches in or adjacent to site
(16) Topography acceptable to the City Planner
(17) Existing/proposed flood plain lines in and adjacent
(18) A statement: all, part or none of the property is in the flood plain
(19) Existing/proposed structures and their uses, with dimensions and distances from platted property lines
(20) Number of employees for non-residential uses and required parking spaces

(c) Findings for Variance requests
(1) Strict enforcement of the zoning code results in practical difficulty or unnecessary physical hardship inconsistent with the objective of the code
(2) Circumstances or conditions of the property that do not apply generally to other parcels in the same zoning district
(3) Strict enforcement of the zoning code deprives the applicant of privileges enjoyed by the owners of other properties in the same zone
(4) Granting the variance does not constitute special privilege inconsistent with other properties in the same zone
(5) Granting the variance is not detrimental to the public health, safety or welfare and is not materially injurious to properties n the vicinity
(6) In regard to signs – the granting of the variance will not detract from the attractiveness or orderliness of the surrounding neighborhood
(7) In regard to parking – present nor future traffic generated by uses of sites in the vicinity will not interfere with the free flow of traffic on the streets

Article 10-3.12 - Plot Plan, One-Family through Four Family Residential Structures

(a) Information required at the time of application (one [1] copy of each)
(1) Completed Application and Fees
(2) Proof of ownership (title policy) and/or owner's written authorization

(b) Information required directly on plans (ten [10] copies of each to be submitted with application)
(1) North arrow, date of plan, date of revision, engineer scale, legend

(2) Address of project
(3) Legal description
(4) Name, address and phone number of owner
(5) Name, address and phone number of person or firm responsible for plan
(6) Lot size
(7) Existing easements and rights-of-way
(8) Proposed curb cuts, paved areas, parking areas and sidewalks
(9) Landscaping plan including existing vegetation to remain and new vegetation with common and botanical name, planting size and mature size
(10) Waterways on or adjacent to site
(11) Lot grading plan
(12) Existing/proposed structures and their uses, with dimensions and distances from platted property lines
(13) Location and size of proposed water and sewer service connections

Article 10-3.13 - Plot Plan, New Structures or Exterior Remodeling of Structures in the Historic Preservation Zoning District

(a) Information required at the time of application (one [1] copy of each)
(1) Completed Application and Fees
(2) Proof of ownership (title policy) and/or owner's written authorization

(b) Information required directly on plans (ten [10] copies of each to be submitted with application)

Sheet size 24" x 36"
(1) North arrow, date of plan, date of revision, engineer scale, legend
(2) Name of project
(3) Address of project
(4) Legal description
(5) Name, address and phone number of owner
(6) Name, address and phone number of person or firm responsible for plan
(7) Lot size
(8) Existing uses adjacent
(9) Existing zoning adjacent
(10) Existing curb cuts on both sides of perimeter streets
(11) Existing easements and rights-of-way
(12) Proposed easements and rights-of-way
(13) Existing paved areas
(14) Proposed curb cuts, paved areas, parking areas and sidewalks
(15) Landscaping plan including existing vegetation to remain and new vegetation with common and botanical name, planting size and mature size

(16) Landscape installation and material costs if costs are to be guaranteed
(17) Existing two (2) foot contours or other topography acceptable to City Engineer
(18) Proposed two (2) foot contours or other topography acceptable to City Engineer
(19) Waterways on or adjacent to site
(20) Drainage plan
(21) Existing/proposed structures and their uses, with dimensions and distances from platted property lines
(22) Square footages of proposed structures
(23) Proposed use and number of employees
(24) Number of units by type if residential
(25) Location and description of all signs and exterior lights
(26) Parking lot layout
(27) Trash disposal areas and enclosures
(28) Location and size of proposed water and sewer service connections
(29) Elevation drawings showing all views of existing and proposed structures including height, colors and textures
(30) Graphic information for all exterior materials, colors, architectural detail including trim and hardware, illumination and security feathres
(31) Detail sign plan showing size, color, letter style, location and method of attachment
(32) Study of capacity and need for water and sewer services

Article 10-3.14 - Plot Plan, Signs

(a) Information required at the time of application (one [1] copy of each)
(1) Completed Application and Fees
(2) Proof of ownership (title policy) and/or owner's written authorization

(b) Information required directly on plans (ten [10] copies of each to be submitted with application)
(1) North arrow, date of plan, date of revision, engineer scale, legend
(2) Name of project
(3) Address of project
(4) Name, address and phone number of owner
(5) Name, address and phone number of person or firm responsible for plan
(6) Lot size
(7) Existing uses adjacent
(8) Existing zoning adjacent
(9) Existing easements and rights-of-way
(10) Proposed easements and rights-of-way
(11) Existing/proposed structures and their uses, with dimensions and distances from platted property lines

(12) Location and description of all signs and exterior lights
(13) Detail sign plan showing size, color, letter style, location and method of attachment

Article 10-3.15 - Plot Plan, Special Use Permit

(a) Information required at the time of application (one [1] copy of each)
  (1) Narrative describing special use
  (2) Completed Application and Fees
  (3) Proof of ownership (title policy) and/or owner's written authorization

(b) Information required directly on plans (ten [10] copies of each to be submitted with application – Sheet size shall be no less than 8 ½" x 11" and no more than 30" x 36")
  (1) North arrow, date of plan, date of revision, legend and engineer scale, 1"=200' or larger
  (2) Name of project
  (3) Address of project
  (4) Name, address and phone number of owner
  (5) Name, address and phone number of person or firm responsible for plan
  (6) Lot size
  (7) Existing uses on and adjacent to site
  (8) Existing zoning on and adjacent to site
  (9) Existing curb cuts on both sides of perimeter streets
  (10) Existing/proposed easements and rights-of-way
  (11) Existing paved areas
  (12) Proposed curb cuts, paved areas, parking areas and sidewalks
  (13) Existing/proposed waterways and ditches on or adjacent to site
  (14) Lot grading plan
  (15) Existing/proposed structures and their uses, with dimensions and distances from platted property lines
  (16) Square footages of proposed structures
  (17) Proposed use and number of employees (for non-residential uses)
  (18) Location and description of all signs and exterior lights
  (19) Parking lot layout
  (20) Trash disposal areas and enclosures
  (21) Location and size of proposed water and sewer service connections
  (22) Detail sign plan showing size, color, letter style, location and method of attachment

Article 10-3.16 - Plot Plan, All Other Requests

(a) Information required at the time of application (one [1] copy of each)
  (1) Completed Application and Fees
  (2) Proof of ownership (title policy) and/or owner's written authorization

(b) Information required directly on plans (ten [10] copies of each to be submitted with application)

Sheet size shall be no less than 8 ½“ x 11” and no more than 30” x 36”

(1) North arrow, date of plan, date of revision, engineer scale, legend
(2) Name of project
(3) Address of project
(4) Legal description
(5) Name, address and phone number of owner
(6) Name, address and phone number of person or firm responsible for plan
(7) Lot size
(8) Existing uses adjacent
(9) Existing zoning adjacent
(10) Existing curb cuts on both sides of perimeter streets
(11) Existing easements and rights-of-way
(12) Proposed easements and rights-of-way
(13) Existing paved areas
(14) Proposed curb cuts, paved areas, parking areas and sidewalks
(15) Landscaping plan including existing vegetation to remain and new vegetation with common and botanical name, planting size and mature size
(16) Landscape installation and material costs if costs are to be guaranteed
(17) Existing two (2) foot contours or other topography acceptable to City Engineer
(18) Proposed two (2) foot contours or other topography acceptable to City Engineer
(19) Waterways on or adjacent to site
(20) Drainage plan
(21) Existing/proposed structures and their uses, with dimensions and distances from platted property lines
(22) Square footages of proposed structures
(23) Proposed use and number of employees
(24) Number of units by type if residential
(25) Location and description of all signs and exterior lights
(26) Parking lot layout
(27) Trash disposal areas and enclosures
(28) Location and size of proposed water and sewer service connections
(29) Elevation drawings showing all views of existing and proposed structures including height, colors and textures
(30) Detail sign plan showing size, color, letter style, location and method of attachment
(31) Study of capacity and need for water and sewer services

CHAPTER 10-4 - PLANNING AND ZONING FEES

Article 10-4.01 – Purpose

The Purpose of this Chapter is to set forth the schedule of fees charged by the City of Williams Planning and Zoning Department for providing various planning and zoning services.

Article 10-4.02 – Applicability

The new and/or increased fees set forth in this Chapter shall apply to any project making its initial Planning and Zoning Application on or after the effective date. Any project having submitted an Application and having paid fees prior to the effective date under the then current fee schedule shall continue its public reviews for any subsequent, related Application under that schedule.

Article 10-4.03 – Fee Schedule

Type of Application	Fees
• Annexation	$500.00 each
• Board of Adjustments	$250.00 each
• Concept Plan Review (6 copies)	$50.00 each
• Conditional Use Permit (25 copies of plan)	$500.00 plus $250.00 per principal building plus $200.00 per sheet
• Development Agreement	$2,500.00 each plus $10.00 per residential unit and/or $100.00 per commercial acre plus actual legal fees
• Development Master Plan (25 copies of plan)	$1000.00 plus $25.00 per acre plus $200.00 per sheet
• Development Procedures Amendment	$1000.00 each
• Drainage Report Review	$500.00 plus $20.00 per acre
• General Plan Amendment-Major	$1000.00 plus $25.00 per acre
• General Plan Amendment-Minor	$750.00 plus $15.00 per acre
• Lot Combine/Split	$50.00 each
• Minor Subdivision (25 copies of plan)	$250.00 plus $15.00 per lot
• Rezoning (25 copies of plan)	$750.00 per each zoning district plus $75.00 per acre plus $200.00 per sheet
• Site Plan - Preliminary (25 copies) Final	$250.00 plus $250.00 per principal building plus $200.00 per sheet
• Special Use Permit (6 copies)	$250.00 each
• Subdivision Code Amendment (25 copies of plan)	$750.00 each
• Subdivision – Final Plat (25 copies of plan)	$500.00 plus $15.00 per lot plus $200.00 per sheet

• Subdivision – Final Plat Amendment (25 copies of plan)	$250.00 plus $7.50 per lot plus $50.00 per sheet (50% of original final plat fee)
• Subdivision – Preliminary Plat (25 copies of plan)	$750.00 plus $25.00 per lot plus $200.00 per sheet
• Vacation (6 copies of plan)	$500.00 each
• Variance or Appeal (25 copies of plan)	$250.00 per each variance or appeal.
• Zoning Code Amendment	$250.00 per each amendment

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Williams this 10th day of April, 2008, by a vote of 7 in favor and 0 opposed.

_____
Kenneth Edes, Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney