TOWN OF TUSAYAN

845 Mustang Street
P.O. Box 709
Tusayan, AZ 86023
(928) 638-9909

APPLICATION FOR DESIGN REVIEW

Application No.: _____ Date Received: _____ Fee: $_____

Receipt No.: _____ Received by: _____

In order to expedite processing of this application for Design Review, and to eliminate unnecessary delays to the applicant, the Zoning Administrator will not accept this application unless all applicable items have been checked off, and this application form has been signed and dated. In addition, all information is to be submitted in a neat and legible format, and all drawings drawn to scale. One electronic file will be accepted in lieu of paper plans.

In the event errors or omissions are discovered, the application will be deemed incomplete, and will be returned to the applicant for revision.

APPLICATION FILED FOR:

General Plan Amendment	
Re-zone/ Zoning Change	
Site Plan Review/Pre-Application Meeting	

Preliminary Plan	
Final Plat	
Design Review	
Administrative Review	

APPLICATION IS HEREBY MADE TO THE ZONING ADMINISTRATOR THAT:

Property Owner: (Attach sheet if more than one property owner.)

Name: _____ Phone No.: _____

Address: _____ Cell No.: _____

City: _____ State: _____ Zip: _____

Applicant: (Attach sheet if more than one applicant.)

Name: _____ Phone No.: _____

Address: _____ Cell No.: _____

City: _____ State: _____ Zip: _____

Pursuant to A.R.S. § 9-495, for inquiries please contact the Town Manager via email at tusayantownmanger@tusayan-az.gov or by phone at 928.638.9909

BE GRANTED APPROVAL OF DESIGN REVIEW FOR THE FOLLOWING:

_____

_____

ON PROPERTY LOCATED AT: _____

_____

Assessor's Parcel No.: _____

Legal Description of Property: _____

_____

Existing Use of the Subject Property: _____

_____

Existing General Plan Land Use Designation: _____

Existing Zoning of Subject Property: _____

SUBMITTAL CHECKLIST:

□ Once the Town has made an initial review of your application, you will be notified of the initial fee filing costs. No review of your application will be made until the fees have been paid in full.
(The purpose of this fee is to pay for legal noticing and application processing).
□ Pre-application meeting with a staff planner of the Town of Tusayan.
□ Date met with staff for pre-application: _____
A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.

NOTE TO APPLICANT: Please check each of the following items when completed and made a part of this application.

- ☐ Copy of Deed of Record.
- ☐ Four (4) copies of a site plan (24" x 36"), including eight (8) reduced copies (8 ½" x 11") indicating the following: (One electronic file will be accepted in lieu of paper plans.)
- ☐ Location and boundaries of the property, dimensions of all lot lines, names and location of all bordering streets and alleys, size and dimensions of all on-site buildings (existing and proposed), design and layout of vehicular access, on-site parking and loading areas, location of trash bins, location of all free-standing signs (existing and proposed), location of all walls or fences, direction of existing and proposed drainage, scale, north arrow and date.
- ☐ Identify landscape areas (existing and proposed), itemize size and type of plants and identify any trees that are to be removed, and depict all proposed inorganic landscaping.
- ☐ Total land area in square feet or acreage.
- ☐ Parking and paving areas (square footage and percent of lot coverage) including a parking layout.
- ☐ Open Space Area (square footage and percent of lot coverage).
- ☐ Recreational Areas (square footage and percent of lot coverage).
- ☐ Architectural drawings including floor plans in sufficient detail to permit computation of yard and parking requirements and elevations of all proposed structure or additions as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are required.
- ☐ Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. lamp type, lumen output, shielding).
- ☐ Grading and drainage plans if applicable
- ☐ Any additional information determined to be necessary by the Zoning Administrator.

PLANNING AND ZONING COMMISSION AND/OR TOWN COUNCIL REVIEW OF EACH DESIGN REVIEW APPLICATION WILL INVOLVE CONSIDERATION OF THE FOLLOWING FACTORS:

1. Compliance with all applicable requirements of the Town's General Plan, Zoning Code and Development Standards.

2. Overall site design and architectural quality as it relates to the intent of the Zoning Ordinance and to the general nature of the area in which the development is to be located.

The Planning and Zoning Commission and/or Town Council will consider all aspects of the Design Review application before making a determination to approve, conditionally approve, or deny the request. The ruling of the Planning and Zoning Commission and/or Town Council will be final unless appealed to the Board of Adjustment in accordance with the requirements of the Tusayan Zoning Code.

PUBLIC HEARINGS

The Planning and Zoning Commission meets regularly. Applicants will be notified by phone, mail or email of meeting dates, times and places. An incomplete application may delay the scheduling of a hearing.

APPLICANT'S SIGNATURE AND DATE INDICATES COMPLETION AND INCORPORATION OF THE ABOVE-MENTIONED ITEMS INTO THIS APPLICATION FOR DESIGN REVIEW.

I certify that I am the record owner or authorized agent, and that the information filed is true and correct to the best of my knowledge.

Applicant's Signature	**Date**
Owner's Signature	**Date**