



Town of Queen Creek
 Development Services Department
 22358 S. Ellsworth Rd.
 Queen Creek, AZ 85142-9311
 480-358-3003

SITE PLAN APPLICATION

SUBJECT INFORMATION

Please indicate the type of request: Major Site Plan Minor Site Plan Major Amendment Minor Amendment

Project Name

Property Address

Assessor's Parcel No.

Project Location (Major Cross-Streets)

Acreage

Current Zoning District

Property Owner

Name

Mailing Address

City

State

Zip

E-Mail

Telephone

Applicant

Name

Mailing Address

City

State

Zip

E-Mail

Telephone

OWNER AUTHORIZATION

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

 Property Owner Signature

 Date

 Applicant Signature

 Date

SITE PLAN REVIEW TIMEFRAME (IN DAYS)

Please note: Incomplete submittals will not be accepted.

Administrative Completeness Review (CR) of Submittal

Review of Submittal (Each Review)

5

30



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SITE PLAN SUBMITTAL CHECKLIST

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PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.

- Project Narrative _____
- Title Report (dated within six months prior to submittal date) _____
- ALTA Survey _____
- Site Plan _____
- Preliminary Landscape Plans _____
- Lighting Photometric Plan (if applicable) _____
- Color sets of Building Elevations and Floor Plans _____
- Preliminary Grading and Drainage Plan _____
- Preliminary Utility Plan _____
- Drainage Report _____
- Water Report _____
- Wastewater Report _____
- Traffic Impact Analysis or Traffic Impact Statement (per the Pre-Application) _____
- Materials and color sample board (mailed to the Town) _____
- Phase I Environmental Survey (if applicable per the Pre-Application) _____
- Pre-Application Comment Response Letter _____
- Application Fees _____

FEES

Site Plan Review Fee, residential: \$1,350 + \$50/acre

Site Plan Review Fee, non-residential: \$2,000 + \$50/acre

Site Plan Amendment: 50% of original fee

Public Hearing Sign Fee: \$300 per sign

- Public Hearing Sign Quantities: *Sites that exceed five (5) acres and/or have frontage on more than one (1) street shall post additional signs at the rate of one additional sign per every ten (10) additional acres, or one sign for each street with a max. of four (4) signs per project.*

Total Fees: \$ _____

NOTE: ALL FEES ARE NON-REFUNDABLE

ARS 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. Per A.R.S. 9-495, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: demands payment of a tax, fee, penalty, fine or assessment, denies an application for a permit or license that is issued by the Town, or requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the Town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five business days after the Town receives that communication.



SUBMITTAL PACKAGE

Site plans shall contain the following information:

- A. A vicinity map;
- B. A legal description and accompanying map exhibit of the property at a scale of one inch equals one hundred feet (1" = 100 ft.) showing the location and type of boundary evidenced. Some description may be related to the U.S.C. and GS, state grid north, if in accordance with the two adjacent corners are shown. Such information should be provided from the recorded plats. The legal description shall include the following data:
 1. Metes and bounds of all property lines;
 2. Total area of property;
 3. Scale and north arrow; and
 4. Name and route numbers of boundary streets and the width of existing right(s)-of-way.
- B. Preliminary Grading and Drainage plan
- C. Existing topography with maximum contour interval of two (2) feet, except where existing ground is on a slope of less than two percent (2%) than either one foot contours or spot elevation shall be provided where necessary.
- D. A final detailed land use plan at a scale of no more than one inch equals one hundred feet (1" = 100 ft.) showing:
 1. The location and arrangement of all proposed uses;
 2. The location, arrangement and dimensions of all lots;
 3. The location, dimensions and type of all walls, fences and landscaping;
 4. The height and number of floors of all buildings, both above and below, or partially below the finished grade;
 5. A cross-section elevation plan depicting all buildings, structures, monuments, and other significant natural and man-made features of the proposed development;
 6. The yard dimensions from the development boundaries and adjacent streets and alleys;
 7. The traffic and the pedestrian circulation system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways and bicycle paths;
 8. Off-street parking and loading areas and structures, including the number of spaces; dimensions of spaces and aisles; and landscaping for parking areas;
 9. Landscaping and active recreation space areas, together with proposed private recreational areas, specifying the proposed improvement of all such areas, and delineating those areas proposed for specific types of recreational facilities;
 10. Architectural features of typical proposed structures, including lighting fixtures, signs and landscaping;
 11. A plan or statement showing the location and design of all screening measures and indicating the type and height of such screening;
 12. The location, size and scale of all signs and outdoor lighting;
 13. The location, horizontal and vertical dimensions and capacity of all waste disposal facilities;
 14. When the development is to be constructed in stages or units, a final sequence of development schedule showing the order of construction of such stages or units, and approximate completion date for the construction of each stage or unit.
 15. Title Report (dated within six (6) months prior to submittal date).