



Planning & Zoning Department

SITE PLAN REVIEW

SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE

A pre-application conference with the Page City Planner is required before submitting an application. See the **Planning Commission Meeting Schedule** for pre-application conference and submittal closings dates.

APPLICATION/PETITION FORM

At the time of final submittal, a completed Application/Petition Form is required. **The owner(s) of the real property must sign this form**, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Arizona, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION

In order to verify ownership, **a copy of the recorded deed(s) for the subject property(ies)**, including exhibits and attachments, is required. The deed and all attachments must be legible.

JUSTIFICATION LETTER

A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

COLOR & MATERIALS

An 8x10 color photo of the original color & materials board(s). The original board(s) shall include: 1) paint & stain color chips; 2) material sample(s). The board(s) shall relate specific color & material selections to the colored building elevations. NOTE: The applicant shall present to the Planning Commission and/or City Council, at the time of the hearing, the original color & materials board(s).

SHRUNKDOWNS (High Resolution Prints)

A reduced, black & white 8.5x11 copy of each of the required site plans, landscape plans, elevations, and floor plans.

PLANS

The following plans must be no smaller than 11" x 17" and no larger than 24" x 36". **The 11" x 17" format is highly preferred.**

BUILDING ELEVATIONS

1 colored and rolled + 2 folded b&w

Draw and make legible all sides of all buildings on site. Building Elevations *must* include:

1. direction of elevation
2. building materials
3. colors called out
4. elevation dimensions / scale

SITE PLAN

1 colored and rolled + 12 folded b&w

Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets.

Site Plans *must* include:

1. property lines called out
2. ingress / egress
3. vicinity map, North arrow, Scale
4. property size (sqft) & building size (sqft.)
5. dimensions (actual)
6. adjacent land uses / streets
7. f.a.r. (floor area ratio)
8. street names
9. landscape areas
10. parking analysis
11. lighting
12. density (for residential site plans)
13. parking spaces/dimensions
14. existing perimeter wall detail
15. proposed perimeter wall detail

LANDSCAPE PLAN

1 colored and rolled + 1 folded b & w

Draw and make legible: all proposed and/or existing trees, shrubs and ground covers within common areas, easements, parking islands, buffers, perimeters and all other open space areas. Photographs may be submitted for existing landscaping only when no changes are proposed. Landscape Plans *must* include:

1. type & size of ground cover
2. specific plant material / size
3. north arrow
4. landscaped area dimensions / scale

FLOOR PLAN

1 colored and rolled + 12 folded b&w

Draw and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor Plans *must* include:

1. entrances/exits
2. maximum occupancy & seating capacity
3. room dimensions/scale
4. use of rooms
5. north arrow