

SUBDIVISION REGULATIONS

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MINOR SUBDIVISION LAND SPLITS AND COMBINATIONS

§ 154.001 PURPOSE AND INTENT.

The intent of these regulations is to provide procedures consistent with Arizona law that promote the health, safety and general welfare for all citizens of the city by allowing for orderly growth and harmonious development of the city in a manner that:

(A) Is consistent with the zoning ordinance, design requirements, and all other

City codes and ordinances.

(B) Establishes and maintains safe and effective vehicular and non-vehicular circulation through coordinated street, transit, bicycle and pedestrian systems with relation to major thoroughfares, adjoining subdivisions and public facilities.

(C) Ensures the adequate provisions to all property for water, sewer and other utilities, drainage and stormwater
retention, and other health and safety requirements.

(D) Ensures the provision for adequate sites for schools, recreation, open space and other public facilities.

(E) Promotes the conveyance of land by accurate legal description.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.002 LAND SPLIT OR COMBINATION PROCEDURES AND REQUIREMENTS.

The preparation, submittal, review, and approval of all land splits or combinations located within the city limits shall proceed through the following process, except as otherwise provided in this chapter:

(A) Optional pre-application conference with staff.

(B) Submittal of a surveyed plat and required fees by the applicant, and review and approval of the land split or combination application and survey by the Director or designee.

(C) Recordation of the approved land split or combination map and any associated legal description with the Coconino County Recorder's office by the applicant.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.003 PRE-APPLICATION CONFERENCE.

(A) The pre-application conference is optional and precedes the submittal of the land split/ combination application by the applicant. The applicant can initially present the land split/combination proposal through a sketch plan to city staff who

shall advise the applicant of specific public objectives and requirements related to the property and the procedure for the land split/combination review.

(B) The city staff will review the sketch plan to determine if the approval process authorized by this section, or §§ 154.090 et seq., Reversion of Subdivided Land, should be used instead. The Director may require the applicant to submit whatever information is necessary to make this determination, including, but not limited to, a copy of the Coconino County Assessor's map showing the land being divided and all lots or parcels previously divided from that tract of land and all contiguous land under the same ownership 15 years prior to May 11, 2022, the effective date of these regulations.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.004 LAND SPLIT OR COMBINATION APPLICATIONS.

(A) Application submittal.

(1) All land split or combination applications shall include the following:

(a) A minimum of two surveys stamped by a land surveyor/civil engineer licensed in the State of Arizona, plus any additional copies required by the applicant, showing the proposed land split/combination, existing conditions including the location of all structures, rights-of-way, easements, and building setbacks from property lines;

(b) Any information required as part of the land split/combination submittal shall be shown graphically on the plans by note and/or details, and if needed, sheets showing various elements of the supporting data. All mapped data for the same map shall be drawn at the same scale, which cannot be greater than 100 feet to one inch;

(c) A completed city land split or combination application form;

(d) A non-refundable land split/combination application fee.

(2) Only complete application packets will be accepted and reviewed. If city staff determines the application to be incomplete, it will be rejected and returned to the applicant at the applicant's cost. The city will not hold incomplete applications for the applicant.

(B) Application approval standards.

(1) All land split/combination applications shall be designed to comply with the requirements of the specific zoning district within which it is located, including minimum lot area, lot depth, lot width and minimum access requirements, while showing all building setbacks.

(2) No lot or parcel shall be divided in such a way that any division contains more dwelling units than are permitted by the zoning regulations in the district where the lot or parcel is located.

(C) Process for approval and notifications.

(1) The applicant shall submit all documents, data and other information for approval of a land split/combination to the Planning and Zoning Department. The applicant shall furnish any additional information and materials relevant to the application that are reasonably believed to be necessary to evaluate and understand the application request, and to ensure compliance with the requirements of this section. Compliance shall be as determined by city staff.

(2) The procedures for approval, modification or denial of a land split/combination application shall be as follows:

(a) The Director shall approve or disapprove applications for land splits/combinations pursuant to the provisions of this chapter and to ensure compliance with any applicable conditions of approval.

(b) The applicant may appeal a final action to the Board of Adjustment in accordance with §1 54.140 of this chapter.

(c) No notification of adjacent property owners, signage posting, nor newspaper ad is required.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

PROPERTY BOUNDARY LINE ADJUSTMENTS

§ 154.015 PROPERTY BOUNDARY LINE ADJUSTMENTS.

(A) When a common lot line between two adjoining parcels requires adjustment, the submittal requirements and procedures for a land split/combination provided in §§ 154.001 et seq., Minor Subdivision Land Splits and Combinations,

shall be followed for review and approval by the city staff. No notification of adjacent property owners, posting of signage, nor newspaper advertisement is required.

(B) In addition to the submittal requirements for a land split/combination application established in §§1 54.001 et seq., Minor Subdivision Land Splits and Combinations, the notarized, written consent of all involved property owners of the real property associated with the proposed boundary line adjustment shall be provided with the application.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

MAJOR SUBDIVISION DESIGN STANDARDS AND REQUIREMENTS

§ 154.025 GENERAL REQUIREMENTS.

Except where expressly modified by the City Council, each major subdivision plat shall be in conformity with the standards
set forth or referred to in this subchapter, and the common engineering standards shall apply, as set forth in the MAG SPECS (Maricopa Association of Governments Standard Specifications and Details for Public Works Construction), the most current adopted edition.

(A) All lots or parcels created by the subdivision of land shall have their own frontage to a public or private street. Public and private streets shall be designed and improved to public street standards in accordance with § 154.027, Street design, the common engineering standards and details set forth in MAG SPECS, the most current adopted edition, and all current and adopted Americans with Disabilities Act (ADA) standards and requirements, where applicable.

(B) Driveways, sidewalks, curbs, gutters, stormwater drainage, sewer and water facilities and transmission lines, and all other utilities and site developments for a subdivision shall be designed in accordance with the engineering standards set forth in MAG SPECS, and the ADA standards and requirements, most current adopted editions, where applicable.

(C) The site planning standards, including all landscaping, walls, fences, open spaces, on- and off-street parking facilities, loading and unloading zones,

community and public facilities, signage and all other site plan amenities, shall be designed as provided for in the City of Page Chapter 152, Zoning Code, where the site planning standards shall be applied to the maximum extent feasible.

Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.026 LOT DESIGN.

(A) The size, shape, and orientation of lots in the subdivision shall be appropriate to the location of the proposed subdivision, to the type of development contemplated, and shall be designed in accordance with the specific development requirements of the zoning district within which the subdivision is located. The lot width, depth, frontage, lot area, developable area, building setbacks and building heights shall comply with the minimum requirements of the City of Page Chapter 152, Zoning Code, and the specific development requirements of the specific zoning district where the subdivision is located. Where unusual topography, rock outcroppings, soil conditions or drainage issues exist or prevail, special lot width, depth and area standards may be considered. (See § 154.055, Limited modifications to requirements.) Innovative development approaches, such as a clustered development should be explored in the interest of producing unique, environmentally sensitive projects.

(B) No remnants of property shall be left in the subdivision that does not conform to lot requirements, unless required for a private utility, a designated open space or other public purpose.

(C) All subdivisions shall result in the creation of lots which are capable of being lawfully built upon. Except for parcels or tracts to be maintained as open space, no subdivision shall create lots which are physically unsuitable for improvement due to size or shape, steepness of terrain, location of water courses, problems of sewage or driveway grades, or other natural physical conditions.

(D) Lots having double frontage shall be avoided except where necessary to provide separation of residential development from traffic arterials, to provide ingress and egress in commercial or industrial subdivisions, or to overcome specific disadvantages of topography and orientation.

(E) Corner lots may be required to be wider than interior lots to provide for the principal front yard and secondary street side yard setback requirements.

(F) Lot lines shall be located on or near the crest of ridges to preclude prominent line of sight building construction. Where feasible, the buildable area of a lot (i.e., the area within the setbacks) shall not be located on or near the crest of ridge lines

(G) The construction envelope or buildable area on a lot shall be determined by the setback requirements for the lot and the location of easements and natural topographic features such as watercourses, rock outcrops, native vegetation and trees.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.027 STREET DESIGN.

(A) The minimum requirements for street design are as established in the common engineering standards and details set forth in MAG SPECS, the most current adopted editions, as applicable.

(B) Standard utility design and locations shall comply with the common engineering standards and details set forth in MAG SPECS, the most current adopted edition.

(C) Local streets should be designed to promote connectivity by creating a grid-like network of vehicular, pedestrian, and bicycle connections to provide diversity of route choices between the proposed subdivision and existing streets and routes unless topographic conditions prohibit it.

(D) Names of streets should be consistent with the natural alignments and extensions of existing streets and the city's addressing guidelines. New street names should not duplicate or be easily confused with existing street names.

(E) Local circulation systems and land development patterns shall be designed so that multiple modes of transportation are considered and that the efficiency of bordering arterial routes is maintained.

(F) Proposed streets shall be extended to the tract boundary to provide future connection with adjoining undeveloped lands. The street pattern in the subdivision shall not landlock any adjacent property nor unduly prevent access to public

lands. All dead-end streets shall be provided with a minimum 50-foot turn-around radius to accommodate emergency service vehicles and delivery trucks.

(G) The functional classification of streets shall be as assigned by the city and shall include any street, avenue, boulevard, road, lane, parkway, place, drive or right-of-way which is an existing state, county or municipal roadway; or a vehicular access way shown on a plat which has been approved by the city staff, elected body or agency given the statutory authority to do so, and duly recorded in the Office of the Coconino County Recorder. A street includes all land within the right-of-way whether improved or unimproved, pavement, shoulders, curbs, gutters, sidewalks, parking space, bridges, viaducts and landscaping.

(1) Arterial route. A general term including freeways, expressways, major arterial streets and interstate, state or county highways and usually section line roads. Arterials have between three to five lanes of traffic with a minimum right-of-way width of 100 feet.

(2) Collector street. A street with limited continuity serving the primary function of carrying traffic from local streets to arterial routes, and the secondary function of providing access to abutting properties. Collector streets have a minimum of two lanes of traffic with a minimum right-of-way width of 60 feet.

(3) Local/private street. A street with a primary function of providing access to abutting property and they have a minimum of two lanes of traffic and a right-of-way width of 50 feet.

(4) Cul-de-sac. A short local street no longer than 600 feet long which has one end permanently terminating in and including a vehicular turn-around area with a minimum radius of 50 feet.

(H) Whenever a tract to be subdivided includes any part of a street designated in an adopted street plan, the street shall be platted in conformance with that plan.

(I) Whenever a tract to be subdivided is located within an area for which a development master plan has been approved by the city, the street arrangement shall conform substantially to this most recent approved plan.

(J) Streets shall be designed in relation to existing topography to produce streets of reasonable gradient to facilitate adequate drainage and to produce desirable lots of maximum utility. Where feasible, streets shall be placed along the top of ridges to minimize the extent of grading and reduce the visual impacts of development.

(K) Boundary streets (half streets) shall be discouraged except where necessary to provide right-of-way to complete a half street already constructed, or a street pattern already started, or to ensure reasonable development of a number of adjoining parcels. Where a platted half street abuts the tract to be subdivided, the remaining half of the street shall be platted within the tract.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.028 ALLEY, LANE AND EASEMENT DESIGN.

(A) Alleys and lanes shall be designed and constructed in accordance with city regulations and the common engineering standards set forth in MAG SPECS, the most current adopted edition.

(B) Easements shall be provided and dedicated where deemed necessary for specific purposes for use by the general public, public or private utility corporations, or the City of Page. Easements necessary to assure access to adjacent public lands shall be provided to the satisfaction of city staff. Such easements shall not prevent the reasonable improvement of any development. Pedestrian, bicycle or equestrian access easements may be required where essential for circulation or access to schools, parks, trails, playgrounds, shopping centers, transportation and other community facilities. Easements may be used for a combination of shared uses, such as drainage, utility and/or access, as approved by the Director, and when and where required, by the Public Works Director, or Page Utility Enterprises.

(C) Where a double frontage or corner lot exists, vehicular ingress/egress shall only be allowed on the local street side of the lot. No vehicular ingress/egress shall be permitted on the collector or arterial street side of the lot.

(D) The applicant shall dedicate a storm drainage easement conforming substantially to the line of any existing watercourse that traverses the land; or at the option of the city, provide by dedication further and sufficient easements or detention ponds, or both, to dispose of such surface and stormwater, upon the direction of the applicant's civil design engineer, and as approved by the city.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.029 BLOCK DESIGN.

(A) Blocks shall not normally be more than 1,200 feet in length, measured from the property lines, except in topographically challenged developments or where a subdivision of one-half-acre lots or larger justify or require a variation from this requirement, or where there exist other unusual natural conditions of the property being subdivided, as approved by city staff.

(B) Blocks shall normally have sufficient width for an ultimate layout of two back-to-back rows of contiguous lots of appropriate size, without dedicated alleys between the rows, in accordance with the minimum lot design requirements of the zoning district in which the subdivision is proposed.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

MAJOR SUBDIVISION MINIMUM IMPROVEMENTS REQUIRED

§ 154.040 IN GENERAL.

(A) It shall be the responsibility of the applicant to improve all streets, pedestrian ways, alleys, sidewalks, curbs, gutters, utilities, landscaping, and easements in the subdivision, and adjacent to it, as required to serve the subdivision.

(B) No permanent improvement work shall be commenced until the final plat has been approved and the construction plans have been reviewed and approved by the city's Site Plan Review Committee (SPRC), which is the construction plan reviewing agency for the city to ensure all construction is in compliance with all current local, state and/or federal development and building codes. The SPRC is comprised of one member each from the following city departments: Planning and Zoning, Public Works, Building Code and Safety, Fire, and Police who are all required members. The SPRC also requires one member each from the Page Utility Enterprises (PUE) Electric Utility and the Water and Sewer Utility to serve on the SPRC for all required reviews. Various outside agencies are also required to

participate on the SPRC whenever their easement(s), rights-of-way, utilities or public infrastructure is, or will be located on or adjacent to a property subject to a site plan review, such as: cable TV, gas/propane; fiber optic, telephone and cell tower utility providers, as appropriate; as well as the National Park Service, Federal Bureau of Reclamation, Arizona Department of Transportation (ADOT), Western Area Power Administration (WAPA), United States Postal Service (USPS), the State Fire Marshal and/or County Health Office, or other agency to be included at the discretion of the Director.

(C) In addition to division (B) above, no permanent improvement work shall be commenced until after the appropriate building permits have been approved for the subject work by the Chief Building Official/Building Inspector. Improvements shall be installed to the permanent line and grade and to the satisfaction of the approved plans, the city, and in accordance with the standard subdivision specifications of this code, the MAG SPEC standards and details and ADA regulations and specifications, most current editions. The cost of all inspections shall be paid in full by the applicant.

(D) For subdivisions platted and developed in more than one single phase, the final plat and assurance of performance for improvements shall represent only the limits of each individual development phase. Each phase of a subdivision shall have improvements designed to be fully operational and functional into perpetuity without reliance on the development of future phases. Construction plans submitted for approval shall not represent multiple phases without showing how each phase can be sectioned off to make each individual phase independently operational and functional.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.041 MINIMUM IMPROVEMENTS REQUIRED (SPECIFIC AND GENERAL).

(A) Each subdivision will have its own specific needed improvements, which will be determined by the Site Plan Review Committee during their review of the site plans for each subdivision, based upon the existing topography and natural conditions, available utilities and infrastructure, soil conditions, drainage issues, and various other demands that may be determined to be specific to each

subdivision. Those specific minimum improvements will be shared with the applicant during the Site Plan Review Committee meeting. Any specific conditions of approval shall be adhered to in the development of the subdivision.

(B) Each subdivision will need to adhere to the minimum requirements for all general improvements required, and as dictated by the most current editions of these regulations, the City of Page Zoning Code, the MAG SPEC public improvements minimum requirements, and any other applicable regulations or rules for the design and layout of the lots, public rights-of-way, sidewalks, paths, easements, landscaping, on- and off-street parking, street and property lighting, signage, lot coverage, lot area, building setbacks, and building heights. easements, landscaping, on- and off-street parking, street and property lighting, signage, lot coverage, lot area, building setbacks, and building heights.

(C) Developers of all residential, commercial, industrial or other types of properties are responsible for the cost of design, materials, and installation of street lighting on all streets within and adjacent to their development site(s). Street lighting plans shall be prepared and sealed by a licensed electrical engineer registered in the State of Arizona. The street lighting design shall be reviewed and approved by the Site Plan Review Committee. Street light spacing shall be at intervals not to exceed 300 feet. Intersections shall have the minimum number of street lights installed based upon the table below.

Intersection Type	***Minimum Street Light Quant.***
Local/local or local/private	1
Local/collector, colector/collector or local/arterial	2
Arterial/collector	3
Arterial/arterial	4

(Ord. 692-22, passed 5-11-2022; Ord. 728-24, passed 4-10-2024; Ord. 741-25, passed 7-30-2025)

LIMITED MODIFICATIONS TO REQUIREMENTS

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§ 154.055 LIMITED MODIFICATIONS TO REQUIREMENTS.

(A) Where, in the opinion of the Director, and as approved by City Council, there exist extraordinary conditions of topography, rock outcroppings, soil conditions, land ownership, adjacent development, or other circumstances not provided for in these regulations, City Council may modify the provisions of this code in such a manner, and to such extent as it may deem appropriate to the public interest. The burden of proof for City Council determination of a modification rests with the applicant. The written request for modification shall be made to the city and shall be submitted to the P & Z Commission and City Council after said modifications have been sufficiently reviewed by the Site Plan Review Committee. A recommendation of said modification(s) by the P & Z Commission shall then be sent to City Council for a final decision. Modifications are specific to each case and do not set a precedent due to the extraordinary and specific circumstances involved with each case.

(B) In modifying the standards and/or requirements of these provisions, as outlined above, City Council may make such additional requirements as deemed necessary to be in the best interest of the public, and without creating an undue hardship upon the applicant, to secure substantially the objectives and general intent of the standards or requirements so modified.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

MAJOR SUBDIVISION APPROVAL PROCESS

§ 154.060 GENERAL APPROVAL PROCESS AND PROCEDURES.

(A) The process shall be initiated by the holding of a pre-application meeting with city staff and the applicant, and it shall include the following, at a minimum:

(1) A brief written summary explaining how the applicant is interested in subdividing the subject property, listing the general number of proposed lots, streets and any major structures, and a list of any phasing, and the types of structures to be included in the subdivision, such as: single-family detached

homes, duplexes, multi-family type apartments/condominiums, mobile homes, or commercial subdivisions; and

(2) A location/vicinity map of the area proposed to be subdivided; and

(3) A sketch plan showing how the property is proposed to be subdivided, showing a general layout of the lots, street phasing, and major structures, if any are proposed.

(B) The applicant shall then prepare and submit the zone change application package, if required, or the preliminary plat application package, if no zone change is required.

(1) If a zone change is required, refer to § 152.090 of the City zoning codes for the process for approval of the requested zone change.

(2) If no zone change is required, the applicant shall submit the following in one complete preliminary plat application package.

(C) Upon receipt of the package, the Director will provide it to all members of the Site Plan Review Committee (SPRC) and schedule a meeting.

(D) No public notice, newspaper ad, posting of signage on the property nor sending letters to property owners within 300 feet is required for preliminary or final subdivision plats.

(E) City staff will create a staff report based on the findings from the SPRC for each specific subdivision preliminary or final plat case.

(F) The Director shall approve, approve with conditions, or deny the request for the preliminary plat and/or the final plat.

(G) For final plats, once approved, the applicant shall secure all signatures on two Mylar originals and get both recorded with the Coconino County Recorder's office, and provide one executed original Mylar to the city.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.061 PURPOSE AND REQUIREMENTS OF THE PRELIMINARY PLAT.

This stage includes preparation, submission, review and approval of the preliminary plat. Processing will be expedited by submission of all information essential to determine the intended character and general acceptability of the proposal.

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(A) *Preliminary plat submission.*

(1) *Filing and meeting dates.* An application for plat approval, together with 15 copies of the preliminary plat and one PDF electronic version, and required supporting data, prepared in accordance with this chapter, shall be filed with the city at least 14 days prior to the initial meeting with the Site Plan Review Committee.

(2) *Zoning amendment.* The preliminary plat shall be designed to meet all requirements of the zoning district in which it is located; however, if an amendment of zoning is deemed necessary, such application shall accompany submission of the preliminary plat.

(3) *Filing fees.* Application for preliminary plat approval shall include payment to the city in accordance with the city's fee schedule. The filing fee shall also cover filing of the site plan review fee. If it meets all requirements, the application shall be assigned a case number; otherwise, it shall be rejected, and the subdivider shall be notified as to the deficiencies.

(B) *Preliminary plat review.*

(1) It shall be the duty of the Site Plan Review Committee to review the preliminary plat for technical and engineering compliance with this chapter and to review the plat for compliance with good planning principles.

(2) On receipt of the preliminary plat, the Director shall distribute copies to the Site Plan Review Committee, which includes the following city staff and outside agencies, and schedule the Site Plan Review Committee meeting for the next Thursday that is approximately 14 days away:

(a) The Site Plan Review Committee shall determine compliance with provisions of this chapter, the Maricopa Association of Governments (MAG SPEC) design standards, the Americans with Disabilities Act (ADA) specifications, and the appropriate International Building Codes, most current adopted edition(s).

(b) The Public Works Director for the review of street plans and compliance with city street standards, compliance with floodplain regulations, and for tentative determination of street and drainage improvement requirements.

(c) The Page Utility Enterprises (PUE) for review of water and sewage disposal.

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(d) The Western Area Power Authority (WAPA) for any work involving their easements.

(e) Where the land abuts a state highway, to the Arizona Department of Transportation (ADOT) for recommendations regarding rights-of-way and intersection design.

(f) The Director shall review the preliminary plat for compliance with public objectives, giving special attention to design principles and standards as set forth in this chapter, to utility methods and systems, to existing and proposed zoning and land use of the tract and environs, and to land required for schools, parks, open spaces and public facilities.

(g) The Page Utility Enterprises (PUE) for review of the electric utilities

(h) Fire, police and ambulance departments.

(3) The reviewing staff and outside agencies shall bring their review comments, questions and/or concerns to the Site Plan Review Committee meeting, to discuss with the applicants and their professional representatives.

(C) Site Plan Review Committee (SPRC) meeting and actions.

(1) The SPRC shall meet with the applicant/representatives and discuss the review of the plan.

(2) If it appears to the SPRC that the requirements of this chapter have been met, they shall submit its recommendations to the Director for preliminary plat approval.

(3) If the Director determines that the plat contains major deficiencies, and if the applicant agrees to correct such deficiencies, the case may be held over pending revision, resubmission and reprocessing; otherwise, the Director shall reject the plat. If the Director rejects the plat, reasons for the rejection shall be provided in writing. Thereafter, any new filing of a plat for the same tract, or any part thereof, shall follow normal procedures and be subject to a new filing fee.

(4) If the plat is generally acceptable but requires minor revisions before preparation of the final plat, the Director shall provide conditional approval and specify the required revision(s). The Director shall review and approve the plat when so revised.

(5) Any zoning change required may be heard by the P & Z Commission concurrent to the preliminary plat review and approval.

(D) Significance of approval.

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(1) Approval of a preliminary plat constitutes authorization for the applicant to proceed with the preparation of the final plat and engineering plans. Preliminary approval is valid for a period of 12 months and may be extended once for six months at the discretion of the Director if he or she determines that the subdivision has not been abandoned. The applicant may submit the final plat, or any part thereof, on or before the expiration date. If approval expires prior to filing the final plat, the preliminary plat shall be resubmitted for approval as a new case, and a new fee paid.

(2) If the SPRC's review of a resubmitted plat reveals no substantial change from the previously approved preliminary plat and that conditions under which previous approval was granted have not changed, the filing fee shall be refunded and the resubmitted plat shall be approved by the Director.

(E) Information required for preliminary plat submission.

(1) Form and scale. Preliminary plat information shall be presented on one or more plan sheets with written data entered directly thereon or contained in letters attached thereto. All mapped data for the same plat shall be drawn at the same standard engineering scale, said scale have not more than 100 feet to the inch.

(2) *Identification data.*

(a) Proposed subdivision name; location by section, township and range; reference by dimension and bearing to section corner or quarter-section corner.

(b) Name, address and phone number of subdivider/applicant.

(c) Name, address and phone number of person preparing plat.

(d) Scale, north point and date of preparation including any revision dates.

(3) Existing conditions data.

(a) Topography by contours, related to USGS survey datum or other datum approved by the applicant's design engineer, shown on same sheet as the subdivision layout. Contour interval shall usually be: two feet for grades up to 5%; five feet for grades of 5% to 10%, and ten feet for grades over 10%.

(b) Precise location of water wells; washes and drainage ditches, including direction of flow; location and extent of areas subject to inundation and data regarding frequency of inundation, and delineation of the 100-year flood boundary and its elevation.

(c) Location, widths and names of all platted streets, alleys, rights-of-way of public record; public areas and permanent structures to be retained within or adjacent to tract.

(d) Name, book and page numbers of recorded plats abutting the tract or across a boundary street.

(e) Dimensions of tract boundaries and acreage of tract.

(4) *Proposed conditions data.*

(a) Street layout, including location and width of all streets, alleys, crosswalks and easements and proposed name of streets.

(b) Lot layout, including scaled dimensions of typical lots; minimum and maximum size lots; number of lots; width and depth of all corner lots and lots on street curves; each lot numbered consecutively and total number of lots; total acreage; proposed density.

(c) Location, width and proposed use of easements.

(d) Location, extent and proposed use of all land to be dedicated or reserved for public use.

(e) Location and boundaries of all existing and proposed zoning classifications.

(f) Draft of proposed deed restrictions.

(5) Proposed utilities. The preliminary plat shall include the layout of all proposed utilities. Preliminary drainage calculations and layout of the proposed storm drainage system shall be submitted, including location of outlets.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.062 PURPOSE AND REQUIREMENTS OF THE FINAL PLAT

This stage includes final design of the subdivision, final engineering of public improvements, submittal of plat and plans by the applicant, plat review by the Site Plan Review Committee and final approval by the Director. No plat shall be submitted for final approval by the Director until plans for all off-site improvements have been approved by the Site Plan Review Committee (SPRC).

(A) *Pre-submission requirements.*

(1) *Zoning.* The final plat shall meet all requirements of the zoning district in which it is located, and necessary zoning amendments shall have been adopted by the City Council prior to filing of the final plat.

(2) *Preparation of final plat*. The final plat shall be in substantial conformance

to the approved preliminary plat and be prepared in accordance with this chapter.

(3) *Easements.* Final plat submission shall include letters signifying approval of utility easements by the public utilities.

(B) *Final plat submission.* The final plat and four true copies thereof, plus one PDF electronic version shall be filed with the city at least 14 days prior to the Site Plan Review Committee (SPRC) meeting where the case is to be heard. City staff shall record the date of filing. At the time of submission for final plat approval, a final plat and site plan review fee (when required due to conformity with preliminary plat) shall be paid in accordance with the city fee schedule.

(1) The Director shall check the submittal for completeness. If incomplete, it shall be returned to the applicant at the applicant's expense, and the filing date shall be voided. If complete and if the final plat substantially conforms to the approved preliminary plat, the Director shall submit the final plat for review by the SPRC.

(2) If, in the opinion of the Director, the final plat does not substantially conform to the approved preliminary plat, the plat shall be presented to the SPRC for its recommendation for required revisions.

(C) *Final plat approval and recordation.*

(1) Upon notification from the Director that the plat is in order, the Director shall approve or reject the plat. If the Director rejects the plat for any reason whatsoever, the reasons shall be recorded and provided to the applicant in writing. If the Director approves the plat, the Director shall transcribe approval upon the plat, if the other certificates required in this chapter have been duly executed.

(2) If the plat is approved, the applicant shall secure all required signatures and record two original Mylars of the plat in the Coconino County Recorder's office. The applicant shall pay all recording fees. The applicant shall provide one Mylar original to the city.

(3) All rights-of-way and improvements intended to be dedicated to the city for maintenance and operation shall be constructed and/or installed within the time period agreed upon pursuant to an agreement to install improvements. Dedications and improvements shall not be considered complete until the Director, Public Works Director, and/or Page Utility Enterprises accept such dedications and improvements into the city's street and utility system. If accepted,

the Director shall then record such dedications and improvements in the Coconino County Recorder's office. Engineering plans for required improvements must be submitted within 90 days after approval of the final plat.

(D) Information required for final plat submission.

(1) Medium of presentation.

(a) The final plat shall be drawn in India ink on plastic or other non-shrinking material on a sheet or sheets of 2 inches by 36 inches.

(b) The plat shall be drawn to an accurate scale having not more than 100 feet to one inch.

(c) Copies of the final plat shall be reproduced with black ink prints on a white background.

(2) *Identification data*.

(a) Name of subdivision and location by section, township, range and county.

(b) Name, address and registration number or seal of the registered professional engineer or registered land surveyor preparing the plat.

(c) Scale, north point and date of plat preparation.

(3) Survey data.

(a) Boundaries of the tract fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field; all dimensions expressed in feet and decimals thereof.

(b) Any exceptions within the plat boundaries located by bearings and distances expressed in feet and decimals thereof, determined by an accurate survey in the field.

(c) Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat are referenced; two corners of the subdivision traverse shall be tied by course and distance to separate section or quarter-section corners.

(d) Location and description of all physical encroachments upon boundaries of the tract.

(e) Establish and permanently set a minimum of one elevation monument for every 20 acres in the proposed subdivision.

(4) Descriptive data.

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(a) Name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks, and utility easements; radii points of tangency, and central angles of all curvilinear streets and alleys and radii of all rounded street intersections.

(b) All drainage ways, designated as such and dedicated to the public.

(c) All utility and public service easements, including any limitations of easements; construction within such easements shall be limited to utilities, landscaping and wood, wire or removable section-type fences.

(d) Location and all dimensions of all lots.

(e) All lots numbered consecutively throughout the plat; exceptions and tracts shall be dimensioned and identified by letter or number.

(f) Location of all adjoining subdivisions with date, book and page number of recordation noted, or if unrecorded, so marked.

(g) Any private deed restrictions to be imposed upon the plat or any part thereof, typewritten and attached to the plat and to each copy thereof.

(h) The flood zone as established by the Federal Emergency Management Agency (FEMA) shall be indicated for each lot or parcel within the proposed subdivision.

(i) *Existing and approved future improvements.* Required improvements to be shown on the plat may include streets, utilities, stormwater drainage and retention, recreation and open space facilities, survey monuments, landscaping, streetlights, street and traffic control signs, and fencing.

(5) *Dedication and acknowledge.*

(a) Streets, rights-of-way and public easements. Statement of dedication of all streets, alleys, crosswalks, drainage ways and easements for public purposes by the owners and spouses of the owners; if land to be dedicated is mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written description by section, township and range of the tract. If the plat contains private streets, public utilities shall be reserved the right to install and maintain utilities in the street rights-of-way. The applicant's design engineer shall establish required dedication language.

(b) Private utility easements. All easements required to be dedicated to a private utility shall be identified on the plat. The final plat shall contain an offer of dedication for all such easements to the appropriate utility company. Acceptance of such offers shall be the responsibility of the utility company.

(6) Certifications. The following certifications must be included on the final plat in the form as determined by the Director:

of such offers shall be the responsibility of the utility company.

(6) *Certifications*. The following certifications must be included on the final plat in the form as determined by the Director:

(a) Certification by the registered professional engineer or registered land surveyor making the plat that it is correct and accurate, and that the monuments described in it have been located as described.

(b) Certification of approval by the Director.

(c) Certification of recordation by the Coconino County Recorder.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

CONSTRUCTION PLAN SUBMITTAL AND AS-BUILTS

§ 154.075 SITE CONSTRUCTION PLAN REVIEW PROCESS AND REQUIREMENTS

This section applies to all single-family residential and commercial site construction plans for development within the city limits of Page, Arizona. For the purposes of this chapter, a commercial development is defined as any residential development larger than a single-family detached residence on a single lot, and any commercial or industrial building or development for sale or lease. All commercial developments and all major subdivisions require the review and approval by the Site Plan Review Committee before any building permits can be submitted for review, and before any preliminary or final plats can be reviewed by the Director for approval. Noncommercial single-family residential developments only require the site and building permit review and approval from the Chief Building Official/Building Inspector. All residential developments are reviewed and approved in accordance with the residential building and development codes, the most current adopted editions. All commercial and industrial developments are reviewed and approved in accordance with the commercial building and development codes, the most current adopted editions. The following requirements shall apply to all commercial developments:

(A) Commercial site plans shall be submitted as a complete package to city staff. Partial/incomplete submittals and/or partial submittals by different entities will

not be accepted and they will be returned to the applicant at their expense. The city will not be responsible for coordinating partial submittals at different times and/or from different entities. Complete site plan submittals shall be submitted in the following format:

(1) A completed City of Page application for construction plan submittal.

(2) One electronic version of the complete site plan in PDF format for distribution purposes.

(3) Two bound sets of the complete site plan on 24-inch-by-36-inch paper with a white background.

(4) Supporting documentation, studies or reports shall be submitted the same as divisions (A)(2) and (3) above. The city will not make paper copies for the applicant to complete the applicant's application package, including construction plans, supporting documentation, studies or reports.

(5) If the development requires fire sprinklers or fire protection due to code requirements, a third complete set of paper plans shall be submitted for the Fire Marshal's review and approval.

(B) For a site plan to be considered complete, it must include and show the following, at a minimum:

(1) All buildings, structures and above- and below-ground utilities that will be built on the site; and

(2) All public/private rights-of-way, easements, and all areas to be designated as open space; and

(3) All sidewalks, paths, and vehicular, pedestrian, equestrian and/or bicycle travel ways; and

(4) All areas to be designated for parking, driveways and loading/unloading zones or areas; and

(5) All ADA-required van/vehicular parking spaces, sidewalks, ramps, and crosswalks; and

(6) All site-required landscaping, screen-fencing and all areas designated for landscaping; and

(7) All site drainage, retention or detention holding ponds, with appropriate calculations; and

(8) All site signage, whether for directional or advertisement purposes, with specifications; and

(9) All property boundaries and measurements for all the above from the property boundaries; and

(10) All topographic and/or geologic issues that will affect the development of the site; and

(11) Anything else added or removed from the site in order for the development to be completed.

(C) Upon receipt of the complete site plan package, city staff will distribute the PDF version of it to all members of the Site Plan Review Committee (SPRC) and schedule a formal SPRC meeting. The applicant and/or their civil design engineer is required to attend said meeting either in person or via videoconferencing, to answer any questions posed by the members at the meeting.

(D) Once the site plan has received approval from the SPRC, and the Fire Marshal when required, and any other required outside agencies, the applicant shall then work directly with the city's Chief Building Official/Building Inspector to pull any building permits required for construction of the site, such as: grubbing and grading, foundations and utilities, and so on.

(E) Building permits for signage, landscaping, structures and buildings located on the site can then be pulled, as approved by the Director, Building Inspector, and Fire Marshal as required, in accordance with the requirements outlined in § 154.076.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.076 BUILDING CONSTRUCTION PLAN REVIEW PROCESS AND REQUIREMENTS.

Any applications for building permits shall be made directly through the city's Chief Building Official/Building Inspector regardless of whether for a residential, commercial or industrial development. This includes any applications for site development, including grubbing, clearing, grading, foundations, utilities, signage, building construction, or any type of building demolition.

(A) Applications for all building or demolition permits shall be submitted as a complete package to the Chief Building Official/Building Inspector. Partial and/or incomplete submittals and/or submittals submitted by different entities will not

be accepted, and they will be returned to the applicant at the expense of the applicant. The city will not be responsible for coordinating partial submittals. Complete site plan submittals shall be submitted in the following format:

(1) A completed City of Page application for a building, signage or demolition permit.

(2) One electronic version of the building or demolition plans in PDF format for our records.

(3) Two bound sets of the complete building or demolition permit plans on 24-inch-by- 36-inch paper with a white background.

(4) Supporting documentation, studies or reports shall be submitted the same as divisions (A)(2) and (3). The city will not make paper copies for the applicant to complete the applicant's application package, including construction plans, supporting documentation, studies or reports.

(5) If the development requires fire sprinklers or fire protection due to code requirements, a third complete set of paper plans shall be submitted for the Fire Marshal's review and approval.

(B) Application packets for a building, signage or demolition permit shall include everything required by the most current adopted editions of the International Building Codes (IBC), the International Residential Codes (IRC), the fire, electrical and plumbing codes, the MAG SPECS, and the city zoning codes, as required and as amended and adopted by City Council from time to time.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.077 CERTIFICATE OF OCCUPANCY AND TEMPORARY CERTIFICATE OF OCCUPANCY

The city's Chief Building Official/Building Inspector is the city's representative authorized to issue either a temporary certificate of occupancy (TCO) or final certificate of occupancy (C of O). A TCO may be issued at the Building Inspector's discretion for either 30, 60 or 90 days, as requested by the applicant and as circumstances present at the site dictate, warranting the issuance of a TCO instead of a final C of O. No occupancy of any structures shall be allowed until all of the

required subdivision improvements are complete and have been approved by the Chief Building Official.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.078 AS-BUILT SUBMITTAL REQUIREMENTS FOR THE CITY AND PAGE UTILITY ENTERPRISES.

The following are the requirements for as-built drawings that must be provided to the City of Page and the Page Utility Enterprises, before any utility services can be provided to the site:

(A) As-builts shall be provided to the City and to Page Utility Enterprises in three different formats:

(1) A copy of the working drawing which is the approved site construction and utility plan with changes marked in red per these requirements.

(2) A paper copy with only the actual constructed utilities (not as-design utilities) shown on it stamped and signed by a registered Arizona engineer with the sheet labeled “as-built”.

(3) An electronic AutoCAD file with only the actual constructed utilities (not as-design utilities).

(B) Contractor shall keep a working drawing on site for viewing by the city/utilities at any time. The working drawing shall have all changes shown in red.

(C) When changes occur, such as pipe sizes, lengths, etc., a line or “X” shall be drawn through the changes with the actual installed size, material, quantity, etc. written next to the change. Improvements deleted in the field shall be crossed out with an “X” and labeled “not built” or “not installed”. The following additional requirements shall be provided and shown on all as-builts:

(1) Provide exact details of changes or additional information, including but not limited to fabrication, erection, installation, location, sizing, material, dimensions, etc.

(2) Provide project control information, including coordinate system and vertical datum basis.

(3) Water systems shall show bends, valves, fire hydrants, blow-offs, air release valves, water meters, services, thrust blocks, etc. Pipes shall be labeled

with the type of pipe, size, length and depth to top of pipe. Horizontal bend locations shall be determined by surveying, include coordinates on as-builts.

(4) Sewer systems shall show inverts in and out and lid elevations of manholes, cleanouts, services, lift stations, etc. Pipes shall be labeled with the type of pipe, size, length and slope. Inverts shall be determined by surveying.

(5) Storm drain systems shall show invert and grate/opening elevations and length of curb inlet for the catch basins. Pipes shall be labeled with type of pipe, size, length and slope. Inverts shall be determined by surveying.

(6) Electric utilities shall show the location of transformers, j-boxes, conduit, light poles, and the number of conduit and size shall be labeled on the drawing as well as any spare conduits.

(7) Gas/propane utility line location and size shall be shown on the as-builts.

(8) Cable and communication utility lines and size shall be shown on the as-builts.

(9) All existing and any new easements shall be shown on the paper and electronic as-builts.

(10) Any utility crossings shall be detailed with the depths and separation between utilities.

(11) Any changes or special situations that can't be shown clearly on the drawing shall be shown in a blown-up detail, such as bends used to raise or lower a waterline.

(12) If utilities share the same trench, a cross section of the trench shall be provided.

(D) No utility services will be provided to the site or development until all as-builts are provided.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

REVERSION OF SUBDIVIDED LAND

§ 154.090 PURPOSE.

This subchapter establishes the procedures for the reversion of acreage of any

subdivided lands under single ownership into one parent parcel, upon recommendation of approval by the Director.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.091 REVERSION REQUEST REQUIRED.

To initiate a reversion of acreage, a written request for reversion must be filed with the Planning and Zoning Department staff. The request shall include the reason for the request, proof of single ownership of all properties, supporting documentation substantiating the need for the reversion, and the appropriate fee for the reversion as established in the city planning and zoning fee schedule. Upon receipt of a complete application for reversion to acreage, city staff shall review the matter and make a determination to approve, approve with conditions, or deny the request based upon the following requirements:

(A) That the subdivided lands to revert to acreage are under one ownership entity;

(B) That no immediate use of such subdivided lands as they were intended appears imminent; and

(C) That such reversion to acreage will not be detrimental to the general welfare of the public.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.092 RECORDING THE SURVEY/PLAT.

The applicant shall record the survey/plat with the Coconino County Recorder for all lands approved for reversion to
acreage prepared by a State of Arizona licensed land surveyor or engineer, along with a copy of the abandonment of
subdivision which shall be filed with the Arizona Department of Real Estate.

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(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

ABANDONMENT OR VACATION OF PUBLIC RIGHT-OF-WAY

§ 154.105 PURPOSE.

The purpose of this subchapter is to provide procedures for the abandonment or vacation of public rights-of-way or portions thereof (which could include dedicated public streets, alleys, travel ways or open space).

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.106 PROCESS AND PROCEDURES.

(A) *Initiation*. The abandonment or vacation of public right-of-way may be initiated by the City Council, City Manager, Public Works Director, Director, or any property owner who owns land adjoining the public right-of-way under consideration for abandonment or vacation. If the application is made by a private property owner, the appropriate fee shall be paid as established in the city planning and zoning fee schedule. If the city initiates the process, no fee is charged for this abandonment/vacation request. As applicable, A.R.S. §§ 28-7201 et seq. will govern this process. Otherwise, the processes outlined herein will control.

(B) *Process*.

(1) The process shall be initiated by written request for abandonment/vacation by any authorized entity, and it shall include the following, at a minimum: a location map of the area proposed to be abandoned/vacated; the subject right-of-way; any abutting properties; a vicinity map, if necessary; and a memorandum stating the reasons for requesting the abandonment or vacation.

(2) The information for the requested abandonment/vacation shall be forwarded to all public utility companies, applicable city departments and outside agencies serving the proposed area to be abandoned/vacated to request their review and comments.

(3) For public rights-of-way, including roadways as defined in A.R.S. § 28-7201, notice shall be provided as specified in A.R.S. § 28-7202, Disposition of Unnecessary Public Roadways.

(4) The City Council shall hear the request at their next regularly scheduled meeting as a public hearing, where they can vote to approve, approve with conditions, or deny the request.

(C) Staff report. City staff shall prepare and transmit a staff report to the City Council. The report shall include an evaluation of the practicality of the proposed vacation/abandonment with the general plan, zoning code, and any other applicable city plans, and all applicable utilities and Public Works Department standards. The staff report shall also provide an analysis and recommendation. A copy of the staff report shall be made available to the public and any affected parties prior to the public hearing.

(D) Notification and advertisement. For public rights-of-way only, including roadways as defined in A.R.S. § 28-7201, notice shall be provided as specified in A.R.S. § 28-7202, Disposition of Unnecessary Public Roadways.

(E) Action by the City Council. The City Council shall conduct a public hearing. Upon completion of this hearing, Council shall approve, approve with conditions, or deny the application. Approval shall be made by resolution. (Unless specifically approved otherwise, vacated/abandoned public rights-of-way property shall equally revert to the property owners on either side of vacation/abandonment.)

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.107 EFFECTIVE DATE AND RECORDING VACATION RESOLUTION AND/OR PLAT.

The effective date of vacation of public rights-of-way is the date of City Council approval. Upon approval, the Director shall be responsible for recording the final vacation resolution and/or plat with the Coconino County Recorder's office.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.108 APPEALS.

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Decisions of the City Council on the vacation of streets, rights-of-way, and easements are final.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

ANNEXATION

§ 154.120 ANNEXATION.

(A) Purpose. The purpose of this section is to provide procedures consistent with applicable state requirements for the annexation of real property into the corporate limits of the city.

(B) Initiation of annexations. The following are the requirements for initiating an annexation procedure:

(1) Council or City Manager. The City Council or City Manager may direct staff to review specific property to determine whether it may be legally annexed and to contact property owners to determine whether they will sign an annexation petition in support.

(2) Property owner initiation. One or more property owners may submit an application to annex property owned by them into the city.

(C) Process. All annexation proceedings shall be conducted in conformance with A.R.S. § 9-471 and any other applicable state law requirements for the annexation of land into the city.

(D) Application. The application shall include at a minimum a site survey, legal description, and a notarized letter requesting application from all involved property owners.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

VIOLATIONS AND PENALTIES

§ 154.130 VIOLATIONS AND PENALTIES.

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(A) It shall be a Class 1 misdemeanor to violate any provision of this chapter, or to achieve, or attempt to achieve a land split or combination, or to establish, or attempt to establish a subdivision of any land, or to record, or attempt to record a subdivision plat, land split or combination or boundary line adjustment of any land within the City of Page corporate limits with the Coconino County Recorder if such land split, combination, adjustment, subdivision, plat or map has not first been approved as required by applicable regulations, or the necessary signatures of approval have not been obtained, as required by this chapter.

(B) The city shall not issue any building or other development permit for property that has been divided without meeting the requirements of these subdivision regulations.

(C) Nothing contained in these subdivision regulations shall be construed as relieving an applicant from the requirements imposed by the Arizona Revised Statutes.

(D) Until a preliminary plat and final plat of subdivision, as applicable, have been approved in accordance with these subdivision regulations, no person proposing a subdivision within the city shall subdivide or file a record of survey, map or plat for record, or sell any part of a subdivision, or proceed with any improvement or other work on same.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

APPEALS

§ 154.140 APPEAL DECISION MADE BY THE DIRECTOR.

(A) Discretionary decisions of the Director may be appealed to the Board of Adjustment when such decisions involve one or more of the following:

(1) Any requirement that exceeds or is in addition to the minimum development requirements as defined in this chapter.

(2) Any requirement not specified in the Page City Code or other legislative act of the City of Page.

(3) Any requirement resulting from a discretionary act of an administrative official of the City of Page.

(B) Appeals to the Board of Adjustment may be submitted by the developer or owner of the property proposed for development which is affected by a discretionary decision of the Director. The appeal shall be submitted within 30 days of such decision by filing with the Director a notice of appeal. No fee is required for this appeal.

(C) The Board of Adjustment shall schedule a time for the appeal to be heard, which shall be no later than 30 days from receipt of the appeal. The appellant shall be given at least ten days' prior notice of the date and time set for the hearing. The Board of Adjustment shall decide the appeal within five working days from the date the appeal hearing concludes.

(D) The Board of Adjustment shall act upon the appeal within 45 days of the date upon which the appeal was filed with the Director, unless circumstances beyond the control of the Board of Adjustment require a longer review period. In this case, the Director shall notify the appellant when the appeal will be heard, but in no case shall the review period be longer than 60 days from the date the appeal is filed with the city.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

§ 154.141 APPEAL DECISION MADE BY THE BOARD OF ADJUSTMENT.

A person aggrieved by a decision of the Board of Adjustment may file a complaint for special action in the superior court to review the Board of Adjustment decision. All appeals shall be filed within 30 calendar days of the Board of Adjustment decision.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)

DEFINITION OF TERMS

§ 154.155 DEFINITION OF TERMS.

As used in this chapter, the following terms and phrases shall have the meaning ascribed to them in this section, unless the context in which they are used clearly

requires otherwise.

ALLEY. A minor way (public or private) that is used primarily for vehicular access to the back or side of properties otherwise abutting on a street.

APPLICANT. Any person applying for any permit, approval or decision governed or required by this chapter.

BLOCK. That property abutting one side of a street and lying between the two nearest intersections or intercepting streets on subdivided land.

CITY COUNCIL. The governing body of the City of Page, Arizona.

COMMERCIAL DEVELOPMENT. Any residential development larger than a single-family detached residence on a single lot, and any commercial or industrial building or development for sale or lease. All COMMERCIAL DEVELOPMENTS and all major subdivisions require the review and approval by the Site Plan Review Committee before any building permits can be submitted for review, and before any preliminary or final plats can be reviewed by the Director.

CONSTRUCTION PLANS. The set of documents which will govern the development and/or construction of buildings, structures, infrastructure, and development sites, whether located on a single lot or subdivision, which includes the following:

(1) CONSTRUCTION DRAWINGS. Specific and detailed graphical representation of the work which will be completed in constructing a building, structure or a lot for development.

(2) CONSTRUCTION SPECIFICATIONS. Written directions coordinated with the construction drawings, which detail materials, construction methods, quantities of work and/or design specifications.

CUL-DE-SAC. A local street, one end of which is closed and consists of a circular turn-around.

DIRECTOR/PLANNING DIRECTOR. The Director of the City Planning and Zoning Department.

EASEMENT. A right to use a portion of the land of another for a special purpose or public use such as, by way of example, vehicular or transportation access, drainage, or public utilities.

ENGINEERING STANDARDS. For the development of subdivisions, streets, and all public utilities and infrastructure, the City of Page engineering design and construction standards for development are in accordance with the most current

adopted editions of the International Building Codes (IBC), the International Residential Codes (IRC), the appropriate fire, electrical and plumbing codes, the City of Page Zoning Code, the Maricopa Association of Governments Standard Specifications and Details for Public Works Construction (MAG SPECS), and the Americans with Disabilities Act (ADA) requirements, as may be required and as amended from time to time.

LOT. A single tract or piece of property located in a recorded subdivision having frontage on a publicly dedicated and accepted street or a private road approved by the city that is described and denoted as such. A LOT also includes a parcel of land, shown in the records of the Coconino County Assessor's office, divided to be used separately from other parcels of property by description, as on a recorded survey map or by metes and bounds for purposes of sale, lease or separate use in a legal manner pursuant to all state, county, and city requirements for the development and proposed use of that property.

LOT, CORNER. A lot having frontage on two public streets which intersect at a corner of the lot.

LOT, DOUBLE-FRONTAGE. A lot which abuts a street on two opposing ends. The rear lot line shall be established as that side of the lot that abuts an arterial street, highway or other disadvantaged use.

MAJOR SUBDIVISION.

(1) Improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, and whether zoned as residential, commercial or industrial, into:

(a) Four or more lots, tracts or parcels of land;

(b) If a new street is involved, any such property which is divided into two or more lots, tracts, or parcels of land; or

(c) Any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two parts.

(2) ***SUBDIVISION*** also includes any condominium, cooperative, community apartment, townhouse, or similar project containing two or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located within the subdivision, but plats of such projects need not show the buildings or the manner in which the buildings or airspace above the property shown on the plat are to be divided. SUBDIVISION does not include the following:

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(a) The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots.

(b) The partitioning of land in accordance with other statutes regulating the partitioning of land held in common ownership.

(c) The leasing of apartments, offices, stores, or similar space within a building or trailer park, nor to mineral, oil, or gas leases.

MINOR SUBDIVISION. The same as major subdivision but with three lots or less and not including any streets, more commonly known as land splits or combinations, and boundary line adjustments between lots, and not involving more than three lots, unless the result of the combination is three lots or less.

PLANNING AND ZONING COMMISSION (P & Z COMMISSION). The designated advisory agency to the City Council on all matters pertaining to planning and zoning cases and development of the city, including current and long-range planning. Serves as the steering committee for any updates and rewrites to the city subdivision and zoning codes and the city general plan, all of which are amended from time to time, as required by state statutes and as development needs and/or trends dictate.

PLAT/SURVEY. A map drawn by a land surveyor or civil engineer licensed in the State of Arizona to draw a single lot or multiple lots onto a map where all lots are bound by property boundary lines, and it may or may not include streets and other rights-of-way, easements, building setbacks, contour lines, floodplains, topographical issues, dimensions, where everything has been surveyed in the field for accuracy.

RIGHT(S)-OF-WAY. A public way established or dedicated for public purposes by duly recorded plat, deed, grant, governmental authority, or by operation of the law.

SKETCH PLAT. A drawing sketched by hand which is preparatory to a preliminary plat, site or development plan, which are drawn by land surveyors or engineers, for the purpose of a pre-application meeting for discussions with all involved parties to demonstrate meeting development requirements established by the city through this chapter, the zoning codes and/or other city documents, plans and maps.

(Ord. 692-22, passed 5-11-2022; Ord. 741-25, passed 7-30-2025)