

# Development Process

Development Services  
Department

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# Development Process

## Pre-Application

- Pre-application meeting with staff.
- Review of proposed project, applicable city codes, submittal requirements, etc...
- Determine which processes must be followed.

# Development Process

## Zoning Map Change

- What is a zoning map change?
- What is a density change?
- What is a planned area development?
- When is a zoning map change, density change, or planned area development necessary?

# Development Process

## Zoning Map Change

- Applicant submits:
  - Written statement describing project.
  - Site plan that addresses a number of city code requirements.
  - Building elevations including color palette, construction materials, roofline, etc... if the project is multiple family, commercial, industrial, or a planned area development.
  - Traffic impact analysis.

## Development Process Zoning Map Change (continued)

- Staff performs a cursory review of the submittal to determine its completeness.
- If complete, the submittal is routed to the Engineering Division for review.
- Comments are distributed to the applicant and the steps are repeated until all of the comments have been addressed.

## Development Process Zoning Map Change (continued)

- Staff schedules the application for a public hearing before the Planning & Zoning Commission.
- Staff prepares a report that describes the proposed project and how the project complies with the applicable city code requirements.

## Development Process Zoning Map Change (continued)

- Staff also prepares an ordinance that ultimately will allow the zoning map or density change to vest. The ordinances almost always require the applicant to comply with a number of stipulations, as well as obtain permits or record a final plat before the zoning will actually vest and the map be changed.

## Development Process

### Zoning Map Change (continued)

- The list of stipulations are referred to as the schedule of development. This is the phrase used in the Arizona Revised Statutes. “The legislative body may approve a change of zone conditioned upon a schedule for development of the specific use or uses for which rezoning is requested...”



## Development Process Zoning Map Change (continued)

- If a down zoning to single family residential has been requested, staff will typically write the ordinance to allow the zoning to vest and the map to change within 30 days of the Council's approval of the ordinance.
- Next the public hearing before the Planning & Zoning Commission is held.

## Development Process Zoning Map Change (continued)

- Planning & Zoning Commission holds the public hearing. At the close of the public hearing, they vote to recommend approval, denial, or postpone action on the request.
- The Commission may add, delete, or modify the stipulations included in the ordinance.

## Development Process Zoning Map Change (continued)

- Once the Commission has taken action, staff updates the report to reflect their action and the discussion that took place during their review of the item.
- The updated staff report, ordinance, and back up materials are packaged for the Council agenda packet.
- The item is placed on the agenda in the preferred location during the agenda setting meeting.

## Development Process Zoning Map Change (continued)

- The item will either be on the consent or regular portion of the agenda.
- The Council will accept, deny, or modify the recommendation of the Commission.
- If the Council approves the item the ordinance will become effective in 30 days.
- If the Council denies the item, the applicant must wait one year before submitting a similar request.

# Development Process

## Preliminary Plat

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- What is a preliminary plat?
- Is a preliminary plat necessary?

# Development Process

## Preliminary Plat (continued)

- Applicant submits:
  - Preliminary Plat
  - Hydrology Report
  - Grading Plan
  - Soils Report
  - Traffic Impact Analysis

# Development Process

## Preliminary Plat (continued)

- If the preliminary plat contains lots and/or parcels that total 20 acres or less and that will be zoned for multiple family, commercial, industrial, or a planned area development, the applicant must also submit:
  - Site plan that addresses a number of city code requirements.
  - Building elevations including color palette, construction materials, roofline, etc...

## Development Process Preliminary Plat (continued)

- Staff performs a cursory review of the submittal to determine its completeness.
- If complete, the submittal is routed to the Engineering Division and a number of other agencies for review.
- A Development Review Committee (DRC) meeting is scheduled.



## Development Process Preliminary Plat (continued)

- Comments are distributed at the DRC. Steps are repeated until all of the comments have been addressed.
- Staff schedules the application for a public hearing before the Planning & Zoning Commission.

## Development Process Preliminary Plat (continued)

- Staff prepares a report that describes the proposed project and how the project complies with the applicable city code requirements.
- Staff also prepares a list of stipulations that must be complied with during the final plat stage of development.

## Development Process Preliminary Plat (continued)

- Typically, the applicant is given two years from the date of the Council action to comply with the stipulations and record a final plat.
- Next the public hearing before the Planning & Zoning Commission is held.

## Development Process Preliminary Plat (continued)

- Planning & Zoning Commission holds the public hearing. At the close of the public hearing, they vote to recommend approval, denial, or they postpone action on the request.
- The Commission may add, delete, or modify the stipulations.

## Development Process Preliminary Plat (continued)

- Once the Commission has taken action, staff updates the report to reflect their action and the discussion that took place during their review of the item.
- The updated staff report, including stipulations and back up materials are packaged for the Council agenda packet.

## Development Process Preliminary Plat (continued)

- The item is placed on the agenda in the preferred location during the agenda setting meeting.
- The item will either be on the consent or regular portion of the agenda.

## Development Process Preliminary Plat (continued)

- The Council will accept, deny, or modify the recommendation of the Commission.
- If the Council approves the item, then the ball is in the applicant's court to take the actions necessary to move the project forward.
- If the Council denies the item, the applicant may address the Council's concerns and resubmit.

# Development Process

## Final Plat

- What is a final plat?



# Development Process

## Final Plat (continued)

- Applicant submits:
  - Final Plat
  - Final Hydrology Report
  - Final Grading Plan
  - Final Soils Report
  - Improvement Plans
  - Title Report
  - Engineer's Cost Estimate
  - Property Owners Association documents, if necessary
  - Water Allocation Application & Fee
  - Percentage of Sewer Hook Up Fees
  - Financial Assurance

## Development Process Final Plat (continued)

- Staff performs a cursory review of the submittal to determine its completeness.
- If complete, the submittal is routed to the Engineering Division, Bullhead City Fire District, and Mohave County Cartography for review. The financial assurances are routed to the City Attorney review.

## Development Process Final Plat (continued)

- The applicant is also required to submit the final plat and other information as required to each of the local utility companies.
- Comments are distributed to the applicant. Steps are repeated until all of the comments have been addressed.

## Development Process Final Plat (continued)

- Staff schedules the application for action before the City Council. Final plats only go to the City Council for action.
- Staff prepares a report that describes the final plat and how the subdivision has complied with the applicable city code requirements.

## Development Process Final Plat (continued)

- Once the Council has approved the final plat, the final plat can be recorded at the Mohave County Recorder's Office.
- The developer has one year from the date of Council approval to complete the required public improvements .

# Development Process Extensions of Time

- Extensions of Time
  - Zoning Map & Density Changes
  - Preliminary Plats
  - Final Plats

# Development Process

## Development Standards

- Current Development Standards
  - Title 16 – Infrastructure Standards
  - Title 17 – Density, Permitted Uses, Landscaping, Parking, Screening, & Trash Receptacles

# Development Process

## Development Standards (continued)

- Future Development Standards
  - Architectural Themes
  - Building Elevations
  - Colors
  - Changes to Existing Standards for Landscaping, Parking, Screening, & Trash Receptacles
  - Other Items