



## Development Services Meeting

The Development Services Meeting is held every Wednesday at 9:00 a.m. in the Community Development Conference room at 303 N Beeline Highway, Payson, AZ 85541. The purpose of the meeting is to provide an early forum for applicants proposing new projects in the Town.

All Town departments concerned with development activity and the private utility companies meet with you to discuss your proposal in an informal, round table setting. This is an excellent opportunity for you to present your proposal and get immediate feedback from those in attendance. We have found it is beneficial to confer at this stage so that the developer can better understand Town development policies and requirements before spending a significant amount of time and money on a project.

In order to have a productive meeting, please provide 20 sets of the preliminary site plan (8 ½ X 11 or 11 X 17 is fine for most projects) and floor plan. The site plan must be to scale and include:

- Lot dimensions
- A north arrow
- Existing and proposed building locations
- Parking and landscaping areas
- Adjoining roadways, ingress and egress points, and fire hydrants
- Existing utilities and drainage features

The floor plan should also be to scale and indicate doors, windows and other openings, the expected type of construction and the proposed use of the building. Once staff has received your site plans, floor plans and your application (see attached), you will be scheduled for the Development Services meeting-usually within a week's time.

Information for the development services meeting should be delivered to Michele Maupin, Secretary, 928-474-5242 ext. 318. [mmaupin@paysonaz.gov](mailto:mmaupin@paysonaz.gov). All projects will be discussed at the Development Services meeting on the second Wednesday following the date of submittal.

## DEVELOPMENT SERVICES COMMITTEE

### DATA COLLECTION FOR PROPOSED DEVELOPMENT

In order for staff to provide an adequate and timely review of your proposed development, it is necessary that you provide the following information. This information will be reviewed by the appropriate staff prior to being presented at the Development Services Committee meeting. The purpose of this review process is to provide you with staff input and design criteria prior to your initiating the preliminary and final design of your project.

The proposed development is: (Check all that apply)

- Commercial and/or Industrial - Complete Sections A and B
- Single Family Residential - Complete Sections A and C
- Multi-Family Residential - Complete Sections A and D

#### SECTION A - General Information

Developer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (Wk) \_\_\_\_\_ (Hm) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Cell) \_\_\_\_\_

Who is the current property owner? \_\_\_\_\_

What is the location of the proposed development? \_\_\_\_\_

Assessor Parcel Number(s)? \_\_\_\_\_

Is the property currently zoned appropriately for the proposed development? \_\_\_\_\_

How will the proposed development provide the required water? \_\_\_\_\_

What is the proposed water use (inside and outside)? \_\_\_\_\_

How will the proposed development provide the required sanitary sewer service? \_\_\_\_\_

Will the proposed development be phased? (If yes, please explain): \_\_\_\_\_

What is the current level of improvements of the access and adjacent streets? \_\_\_\_\_

How will the storm water detention/retention be addressed? \_\_\_\_\_

What type of construction will be used on the structures (wood frame, steel, masonry, etc.)? \_\_\_\_\_

Are automatic fire sprinklers planned for any of the structures? \_\_\_\_\_

### **SECTION B - Commercial and/or Industrial Information**

What type of business/industry is proposed with this development? \_\_\_\_\_

Will the proposed development use or create any hazardous substances? \_\_\_\_\_

What volume, if any, of hazardous material will be stored on this site? \_\_\_\_\_

What outside land uses, if any, will be included with this development? \_\_\_\_\_

How many employees do you anticipate for this development? \_\_\_\_\_

What type of outdoor lighting is proposed for this development? \_\_\_\_\_

### **SECTION C - Single Family Development**

How many lots are proposed for this development? \_\_\_\_\_

What is the average size of the proposed lots? \_\_\_\_\_

Are the streets within the development intended to be public or private? \_\_\_\_\_

Do you anticipate creating a Home Owners Association for this development? \_\_\_\_\_

Are any neighborhood amenities planned for this development? \_\_\_\_\_

**SECTION D - Multi-Family Development**

How many units are planned with this development? \_\_\_\_\_

Will this be an apartment, condominium or town house project? \_\_\_\_\_

Will each unit have its' own water and sewer connection? \_\_\_\_\_

Do you anticipate creating a Home Owners Association for this development? \_\_\_\_\_

Are any neighborhood amenities planned for this development? \_\_\_\_\_

What type of outdoor lighting is proposed for this development? \_\_\_\_\_

Please attach a copy of the proposed development site plan. Also, a copy of any building elevations is appreciated, if available.