



Community Development Department
303 North Beeline Highway
Payson, AZ 85541
Phone : 928-472-5030 · Fax : 928-472-7490 · TDD: 928-472-6449
www.paysonaz.gov

The Development Services Meeting provides an early forum for applicants proposing new projects in the Town to present their project or business and receive feedback from many different departments at once. The informal, round-table meeting is an excellent way for all Town departments and utilities involved to offer comments in the beginning stages of the project or business. Comments at this stage are beneficial for the applicant to be made aware of and gain an understanding of Town development standards in order to make informed business decisions early on in their project or business development.

Meetings are held every **Wednesday at 8:30 a.m.** in the Community Development Conference Room at **303 N. Beeline Highway, Payson, AZ 85541.**

Items to be submitted:

- Completed development questionnaire (attached)**
- Preliminary floor plan, to scale, to indicate:**
 - Doors, windows, and other openings
 - Type of construction expected
 - Use of the building
- Preliminary site plan, to scale, to include:**
 - Lot dimensions
 - For subdivisions, please provide the number of lots and average lot square footage
 - For multi-family development, please provide the number of units and how many of each bedroom type are proposed
 - A north arrow
 - Existing and proposed building locations
 - Parking and landscaping areas
 - Adjoining roadways, ingress and egress points, fire hydrants, and roads (public or private)
 - Existing utilities and drainage features

To submit your application or to schedule a meeting, contact **Hannah Lusk** at **(928) 472-5149** or hlusk@paysonaz.gov **YOU WILL NOT BE SCHEDULED FOR A MEETING UNTIL ALL ITEMS REQUESTED ABOVE ARE RECEIVED ALONG WITH YOUR APPLICATION.**

Development Questionnaire

Please answer all applicable questions to receive the most beneficial comments and feedback.

PROPERTY ADDRESS / APN	SUITE
CONTACT NAME (APPLICANT)	
PHONE NUMBER	
EMAIL ADDRESS	
PROPERTY OWNER	
PROJECT DESCRIPTION	

1. <input type="checkbox"/> NEW BUILDING/CONSTRUCTION <input type="checkbox"/> EXISTING BUILDING - NO CHANGES <input type="checkbox"/> EXISTING BUILDING - MODIFICATIONS PROPOSED
*Details of modifications to be included in project description.
2. BUILDING SQUARE FOOTAGE:
3. PROPOSED WATER USAGE (GALLONS PER MONTH): *Include records for review, if possible
4. FIRE SPRINKLERS PLANNED FOR THIS PROJECT?
<input type="checkbox"/> Yes <input type="checkbox"/> No
5. WHAT CHEMICALS WILL BE USED FOR THIS BUSINESS?
6. DOES THE BUSINESS INVOLVE FOOD?
<input type="checkbox"/> Yes <input type="checkbox"/> No
7. IS ALCOHOL SERVED/CONSUMED ON-SITE?
<input type="checkbox"/> Yes <input type="checkbox"/> No
8. ARE ANY OUTSIDE LAND USES PROPOSED? (Storage, displays, activities, etc.)
<input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, please describe:
9. IS NEW ASPHALT PAVING OR CONCRETE PLANNED?
<input type="checkbox"/> Yes <input type="checkbox"/> No
10. THE SANITARY SEWER SERVICE PROPOSED IS:
<input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Other *Please describe:



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WAIVER AND RELEASE OF LIABILITY

By signing below, _____ (“Releasor”) acknowledges and agrees that the Town of Payson (“Town”) has no legal duty, special relationship, or duty to the Releasor, whether based on public policy or any other legal theory, regarding the provision of information related to any business transaction, including but not limited to the purchase, lease, or development of real property within the Town’s jurisdiction. Any information provided by the Town is offered solely as a courtesy and without any guarantee of accuracy. The Releasor affirms that it has conducted its own due diligence or has been advised to do so and is not relying on any information provided by the Town.

The Releasor releases and discharges the Town, its officers, employees, and agents from any and all claims, including those for negligent misrepresentation, arising out of or related to the receipt of or reliance on such information. The Releasor affirms that this waiver is clear, unambiguous, and agreed to voluntarily, without reliance on any assurances beyond those expressly stated herein. The Releasor further acknowledges that this waiver is intended to be a complete and unconditional release of all liability to the greatest extent allowed by law, and that if any portion of this waiver is held invalid, the balance shall continue in full force and effect.

“Releasor”

[COMPANY/FIRM/INDIVIDUAL], a(n) [State]
[LLC/Company/Etc.]

By: _____
Name: _____
Title: _____

Date: _____

“Town”

Town of Payson,
an Arizona municipal corporation

[Town Representative]