

Town of Tusayan
Design Review Overlay Application

Contact Information
Willdan Engineering 1440 East Missouri Avenue Ste. C-170
Phoenix, Arizona 85014
Phone (602)395-7531 - Fax (602) 870-7601
ganderson@willdan.com

APPLICANT

Name _____
Mailing Address _____

Contact Person _____
Phone _____ Fax _____
Email _____

PROPERTY INFORMATION

Assessor's Parcel # _____
Subdivision _____
Unit # _____ Lot # _____
Address/Location _____

Existing Zoning _____
Existing Land Use _____
Proposed Land Use _____
Lot Size _____

SUBMITTAL CHECKLIST

- \$400 non-refundable filing fee.
The purpose of this fee is to pay for legal noticing and application processing.
- Pre-application meeting with a staff planner of the Town of Tusayan.
Date met with staff for pre-application _____
- A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.
- Fifteen copies of each of the following plans and drawings: *(See reverse for detailed requirements)*
 - Site Plan Signage Plan
 - Landscape Plan Lighting Plan
 - Architectural Drawings Grading and Drainage PlansAll materials must be folded to fit in a legal-size file (8"x14) and labeled so that the applicant's name and project location are visible.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the City of Tusayan access to the subject property during the course of project review.
No further consent or notice shall be required.
I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.
Signature of Applicant

_____ Date _____
Signature of Property Owner (if not the applicant)
_____ Date _____

OFFICE USE ONLY

Received By: _____ Date: _____
Receipt #: _____ Fee: _____
Case #: _____
Related Cases: _____

COMMISSION ACTION

___ Approved with Conditions *(see attachments)*
___ Denied
Resolution #: _____ Date: _____

BOARD ACTION

___ Approved with Conditions *(see attachments)*
___ Denied
Resolution #: _____ Date: _____

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Guidelines for a Design Review Overlay (DRO)

PLANS AND DRAWINGS REQUIRED FOR APPLICATION

An application for a Design Review Overlay (DRO) requires the following plans. *Fifteen copies* of each plan—*scaled and dimensioned*—must be included. All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

- Site plan detailing property boundaries; existing improvements and uses; and proposed improvements and uses. The site plan shall also indicate the locations of driveways, pedestrian walks, landscaped areas, fences, walls, and off-street parking areas including entrances and exits and the direction of traffic flow into and out of off-street parking areas.
- Landscape plan detailing the locations of existing trees (both to be retained and to be removed); the location and design of landscaped areas; the number, varieties and sizes of proposed plant materials; and other landscape features including sprinkler and irrigation systems.
- Architectural drawings including floor plans in sufficient detail to permit computation of yard and parking requirements; and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are required.
- Signage plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination.
- Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. lamp type, lumen output, shielding).
- Grading and drainage plans.
- Any other plan as determined by the Town Planner.

PUBLIC HEARINGS

The Planning and Zoning Commission meets regularly. Applicants will be notified by phone, mail or e-mail of meeting dates, times, and places. An incomplete application may delay the scheduling of a hearing. The action of the Planning and Zoning Commission on a Design Review Overlay is final unless an appeal is filed with the Board of Supervisors within fifteen days of Commission action.