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# Application Information Checklist

## Development Review Team

The City of Williams Development Review Team (DRT) consists of city staff representing the Planning and Zoning, Building, Public Works, Engineering, Fire, Utilities and Safety Departments. The DRT reviews development proposals to ensure that all applicable City Code requirements are met.

## Concept Plan Review

DRT Concept Plan Review is a preliminary review process that is intended to assist the applicant in understanding applicable City Code requirements before formal development plans are prepared and submitted for Site Plan Review. Prior to a scheduled Concept Plan Review meeting, the DRT members will review the concept plans submitted with the application. During the meeting, DRT members will advise the applicant of the requirements, including applicable Design Review Guidelines, which must be addressed prior to making an application for DRT Site Plan Review. The planning staff will provide information to the applicant on existing conditions adjacent to the development proposal. No formal action is taken at DRT Concept Plan Review meetings.

## Applicability

DRT Concept Plan Review is mandatory where Design Review Guidelines are applicable, and strongly encouraged in all other

cases. When required, DRT Concept Plan Review takes place prior to submitting for DRT Site Plan Review for all site plans, subdivision, conditional use permits, rezoning and amendments. Applicant must be present to explain the application.

## Supporting Information

In some cases, it may be helpful to submit a brief narrative describing or providing additional details regarding the proposed project. The more information DRT staff has in advance of the meeting, the better able it is to provide comments and answer questions about the project.

Applications will not be accepted or scheduled until all the submission requirements have been met.

The application will be forwarded in final form to the Planning and Zoning Commission. When the Commission's concerns are met, the City Council will hold a Preliminary Concept Plan Review and may approve, approve with conditions or deny the application.

## Submission Requirements

All applications for DRT Concept Plan Review must be accompanied by:

Seven (7) copies of a concept plan

One copy of a preliminary resource protection plan (when applicable).

## Concept Plan

The Concept Plan does NOT have to be prepared by a professional architect or engineer. However, it must be drawn to a regular engineering scale (i.e. 1 inch = 10 ft) and be plotted on a sheet no larger than 24" x 36" in size. The concept plan must include the following basic information about the existing and proposed development:

- Parcel boundaries and dimensions
- Contour lines
- Building footprints
- Dedicated rights-of-way & street names
- Pedestrian facilities and sidewalks
- Points of access and driveways
- Parking lots and layout
- Utilities (water, sewer, trash)
- Drainage systems on the site
- Open space or parks
- Zoning Information

In addition, the information listed below must also appear on the site plan:

- Development name, site address, parcel number and site acreage
  - Scale and North arrow
  - Building square footage (non-residential)
  - Number of dwellings (residential projects)
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For further information regarding the application and submission requirements please contact Harry G. Holmes, City Planner at 928-635-4451.

**City of Williams**  
113 S. First Street  
Williams, AZ 86046

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