



Development Master Plan

A Development Master Plan is an amendment to the Zoning Code that changes the approved use of a large or complicated tract of land. This is usually undertaken in order to address the intricacies of a tract of land before the platting process. In order for a tract of land to obtain a Development Master Plan, or to amend any other provisions of the Zoning Code, the following procedures must be followed:

SUBMISSION OF APPLICATION

Applications shall be made to the City of Williams Planning Department on forms provided by the City, and must be accompanied by Proposed Development Plans and the required supplementary information, as outlined in the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3.03 (Development Master Plan). Applications will not be accepted until all required information is provided in full, and the Filing Fees have been paid. Applications must be signed by the property owner(s) of the subject property as well as the applicant if the applicant is other than the property owner(s).

Accepted applications filed by the submittal deadline will be scheduled for Public Hearings at the next available meetings of the Planning and Zoning Commission and the City Council.

FILING FEE

Payment of \$1000.00 plus \$25.00 per acre plus \$200.00 per sheet is due upon submittal of the application for development master plan.

REVIEW AND APPROVAL PROCESS

Applications for development master plan will be reviewed by the City Planner, Departmental Review Team, City Engineer and Planning and Zoning Commission, and must be approved by the City Council in accordance with the following procedure.

1. Applicant must submit a fully complete application to the City of Williams Planning Department.
2. The City Planner will forward the application information to the City Engineer and Department Heads for review, and will review the proposed development master plan for conformance with the City of Williams General Plan. The City Planner will prepare a staff report on the proposal for the Planning and Zoning Commission including a recommendation for approval or denial, conditions if acceptable, and reasons for recommendation or denial. A Public Hearing by the Planning and Zoning Commission will be advertised in the Williams Newspaper at least 15 days prior to the Commission meeting. The Public Hearing Notice will also be posted on the subject property and mailed to all property owners within 300 feet thereof.
3. The City Engineer will review the proposed development master plan for conformance with the Development Master Plan Application Checklist. The City Engineer's findings will be shared with the applicant at a Departmental Review Team Meeting.
4. The City Planner will call a Departmental Review Team Meeting within 30 days of the submittal date. The applicant is requested to attend. Findings of the City Engineer, Department Heads and City Planner will be shared with the applicant. Applicant has opportunity to respond and adjust the application before the Planning and Zoning Commission's Public Hearing.
5. The Planning and Zoning Commission will hold a Public Hearing on the development master plan request. The Commission will make its recommendation on the proposed development master plan, and will forward that recommendation to the City Council. The recommendation will be: 1) The development master plan be

approved as requested; or 2) The development master plan be approved subject to certain conditions and/or a development schedule; or 3) The development master plan be denied.

6. The City Council will review the development master plan request at its next available meeting. The City Council will hold a Public Hearing on the development master plan and a Public Hearing Notice will be published in the Williams Newspaper at least 15 days in advance. The City Council may make a decision on the development master plan at that meeting, or may hold the matter over to a future meeting. The decision may be: 1) The development master plan be approved as requested; or 2) The development master plan be approved subject to certain conditions or 3) The development master plan be denied.

APPEALS

Any person aggrieved by a decision of the City Council regarding approval or denial of a development master plan request may file an appeal of that decision with the Coconino County Superior Court.

City of Williams DEVELOPMENT MASTER PLAN PROCESS

**PLAN PREPARATION
AND APPLICATION**

**STAFF REVIEW
and FINDING**

**DEPARTMENTAL REVIEW
TEAM MEETING and
DECISION**

**PUBLIC NOTICE and
ADVERTISEMENT**

**PLANNING & ZONING
PUBLIC HEARING and
RECOMMENDATION**

**CITY COUNCIL
PUBLIC HEARING
and DECISION**

**APPEAL
COCONINO COUNTY
SUPERIOR COURT**

Submittal schedule can be viewed at www.williamsarizona.gov.

City of Williams

DEVELOPMENT MASTER PLAN APPLICATION CHECKLIST

PROPOSED DEVELOPMENT PLANS

Proposed Development Plans and certain supplementary information must be submitted with all development master plan applications, in accordance with the requirements of the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3.03 (Development Master Plan), which are outlined below. Information may be submitted to the reviewing engineer in electronic format.

This Checklist **must** accompany all applications, with the boxes **checked** for those items which are being provided. Exceptions to these requirements should be **requested in writing**; the boxes should be **left blank**, and will be initialed by the appropriate City Official upon determination that the proposed plans can be adequately reviewed without those items being provided by the applicant.

INFORMATION REQUIRED AT TIME OF APPLICATION (one copy of each, except as noted)

- 1. Completed application and fees
- 2. Proof of ownership (title policy) and owner's written authorization
- 3. Capacity and need for water, and sewer
- 4. Stamped, addressed envelopes for all property owners within 300 feet of proposed development
- 5. Construction schedule
- 6. Traffic impact analysis (3 copies)
- 7. Drainage report (3 copies)
- 8. Soil report sealed by a registered engineer (3 copies)
- 9. Water agreement, per ordinance 759 (3 copies)

PROPOSED DEVELOPMENT PLANS – FORMAT (25 copies)

Proposed Development Plans shall be clearly and legibly drawn, and shall be sized and scaled as follows:

- 1. The size of the sheet shall be no less than 8 ½ " x 11", and no more than 30" x 36".
- 2. The scale of the plans shall be 1" = 200' or larger.

PROPOSED DEVELOPMENT PLANS – CONTENTS (25 copies)

Proposed Development Plans must show the following:

- 1. Date, north arrow and engineer's scale
- 2. Name of project
- 3. Property address or location
- 4. Vicinity map showing ½ mile radius
- 5. Legal description complete
- 6. Total acreage
- 7. Requested zoning districts with size of each
- 8. Zoning on and adjacent to site
- 9. Names and dimensions of adjacent streets

- 10. Proposed street names
- 11. Existing/proposed adjacent street improvements showing pavement widths and intersecting streets
- 12. Existing/proposed rights-of-way in and adjacent
- 13. Existing/proposed easements in and adjacent
- 14. Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
- 15. Existing/proposed waterways and ditches in and adjacent
- 16. Topography acceptable to the City Engineer
- 17. Statement on how drainage will be handled
- 18. Existing/proposed flood plain lines in and adjacent
- 19. Existing/proposed structures and paved areas on the site
- 20. All public sites to be reserved or dedicated (parks, streets, etc.)
- 21. Proposed use of site
- 22. Gross and net residential densities of each parcel
- 23. Phasing plan
- 24. Land use consistent with or must await amendment of General Plan