



# Final Site Plan

A Final Site Plan is an amendment to the Zoning Code. The Final Site Plan is required for any request that involves more than one principle building on a single lot. In order for a parcel of land to obtain a Final Site Plan 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 10-3-06 (Site Plan, Final) 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 \$250.00 plus \$250.00 per principal building plus \$200.00 per sheet is due upon submittal of the application for final site plan.

## **REVIEW AND APPROVAL PROCESS**

Applications for final site 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. The City Planner will forward the application information to the City Engineer and Department Heads for review, and will review the proposed final site 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. 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.
2. The City Engineer will review the proposed final site plan for conformance with the Final Site Plan Application Checklist. The City Engineer's findings will be shared with the applicant at a Departmental Review Team Meeting.
3. 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 application before the Planning and Zoning Commission's Public Hearing.
4. The Planning and Zoning Commission will hold a Public Hearing on the final site plan request. The Commission will make recommendation on the proposed final site plan, and will forward that recommendation to the City Council. The recommendation will be: 1) The final site plan be approved as requested; or 2) The final site plan be approved subject to certain conditions and/or a development schedule; or 3) The final site plan be denied.
5. The City Council will review the final site plan request at its next available meeting. The City Council will hold a Public Hearing on the final site 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 final site plan at that meeting, or may hold the matter over to a future meeting. The decision may be: 1) The final site plan be

approved as requested; or 2) The final site plan be approved subject to certain conditions or 3) The final site plan be denied.

**APPEALS**

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

**City of Williams  
FINAL SITE 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](http://www.williamsarizona.gov).

**City of Williams**

**FINAL SITE PLAN APPLICATION CHECKLIST**

**PROPOSED DEVELOPMENT PLANS**

Proposed Development Plans and certain supplementary information must be submitted with all final site plan applications, in accordance with the requirements of the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-06 (Site Plan, Final), 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 consent
- 3. Boundary closure
- 4. Letter from County Treasurer verifying payment of taxes
- 5. Soil report sealed by a registered engineer (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 be stamped by a registered engineer, must contain a statement of compliance with all City codes and specifications, must be drawn to scale and must show the following:

- 1. Date, north arrow and engineer's scale
- 2. Name of project
- 3. Property address or location
- 4. Legal description complete
- 5. Registered surveyor's name and address
- 6. Total acreage
- 7. Signature blocks (see Williams City Code, Chapter 10-6)
- 8. Zoning on and adjacent to site
- 9. Names and dimensions of adjacent streets
- 10. Dimensions and square footage of each lot
- 11. Lot and block numbers
- 12. Proposed street names
- 13. Bearings, distances, chords, radii, central angles, tangent lines, etc., for all lots, blocks, perimeter, and rights-of-way

- 14. Existing/proposed adjacent street improvements showing pavement widths and intersecting streets
- 15. Existing/proposed rights-of-way in and adjacent
- 16. Location and widths of sidewalks
- 17. Existing/proposed easements in and adjacent
- 18. Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
- 19. Existing/proposed curb cuts in and adjacent
- 20. Existing/proposed waterways and ditches in and adjacent
- 21. Existing/proposed flood plain lines in and adjacent
- 22. A statement: all, part, or none of the property is in the flood plain
- 23. Existing/proposed structures and paved areas on the site
- 24. Proposed heights of all structures
- 25. All public sites to be reserved (parks, streets, etc.)
- 26. Landscape plan
- 27. Percentage of land devoted to buildings, parking, drives, streets, sidewalks, landscaping in table form
- 28. Number of employees for nonresidential uses
- 29. Latitude, longitude, and elevation on property corners

**ADDITIONAL INFORMATION REQUIRED PROIR TO RECORDING** (one copy of each to be submitted to City Planner after final City Council approval).

- 1. Final street plans and profiles stamped by a registered engineer
- 2. Final drainage plan stamped by a registered engineer
- 3. Final utility plan stamped by a registered engineer
- 4. Final landscape plan
- 5. Financial security agreements (Williams City Code, Chapter 10-7)