



# **TOWN OF CAREFREE**

PLANNING AND ZONING DEPARTMENT

2022

# **MOUNTAINSIDE**

**RURAL 190**

**RURAL 70**

**R1-43**

**R1-35**

# **DEVELOPMENT REVIEW MANUAL**

A DOCUMENT OUTLINING THE PROCESS AND  
PROCEDURES FOR EVALUATING MOUNTAINSIDE  
DEVELOPMENT

# **TOWN OF CAREFREE**

## **TOWN COUNCIL**

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## **ABOUT THIS DOCUMENT**

This development review manual outlines the various steps in the Town's review and approval process for the platting of land. This document is divided into five sections.

1. Frequently asked questions and answers
2. A description of the review and approval process.
3. Pre-application form and required information for complete submittal.
4. Application forms and required information for complete submittal.
5. Fee schedule.

Applicants should review the entire document to familiarize themselves with the Town's procedures and requirements at each stage of the review and approval process. An understanding of what information is required at each stage of the review will ensure that the proposed development does not incur processing delays. It is the responsibility of the applicant to ensure that the submittal is complete.

## **FREQUENTLY ASKED QUESTIONS**

### **WHAT IS THE PURPOSE FOR THE MOUNTAINSIDE DEVELOPMENT REGULATIONS AND DESIGN GUIDELINES?**

Due to unstable slopes, steep terrain, erosion hazards and sensitive desert vegetation, mountainside development can be extremely challenging. The Mountainside Regulations and Guidelines are designed to ensure that the building site is placed in the least environmentally sensitive area on a given property while ensuring the proposed site improvements adapt to the mountainside conditions and are placed in the more viable location from a costs and aesthetics perspective.

### **HOW DO I KNOW IF MY PROPERTY FALLS WITHIN THE MOUNTAINSIDE CLASSIFICATION?**

The Mountainside Development Regulations state that if any portion of your property contains a fifty (50) foot horizontal run (measured perpendicular to the sloping terrain) that rises or falls ten (10) feet or more then it is considered a mountainside lot. This measurement is equivalent to a twenty (20) percent slope.

### **DO I NEED AN ARCHITECT TO DESIGN MY MOUNTAINSIDE LOT?**

Although an architect is not required, mountainside lots pose many unconventional challenges. These challenges require a thorough understanding of mountainside geology, hydrology, sensitive grading techniques and the local climate to name a few of the elements involved. Failure to carefully consider each of these elements may result in expensive solutions that in many cases could have been avoided in the initial design of the residence. Therefore, it is common practice, and well worth the initial investment to obtain a professionally licensed expert or team of experts to plan and design your home.

## **FREQUENTLY ASKED QUESTIONS—CONTINUED**

### **NOW THAT I HAVE CHOSEN MY DESIGN TEAM, WHAT SHOULD I DO NEXT?**

Your design team should schedule a pre-application meeting with the Town's Planning and Zoning Department to review all associated Town requirements. This meeting will assist your design team in preparing the necessary plans, documents and model to address the Town requirements in an efficient manner.

### **WHAT ARE THE NEXT STEPS IN THE APPROVAL PROCESS?**

After the pre-application meeting with Town staff, you and your development team will prepare two plans: and environmentally sensitive features map and a development plan.

The environmentally sensitive features map delineates the most and the least environmentally sensitive areas on you property. The features or elements to be defined within the environmentally sensitive features map are identified in the Mountainside Regulations of the Zoning Ordinance. Once these features are delineated, a development plan is created.

The development plan should delineate a building envelope. This envelope is typically placed within the least environmentally sensitive areas of the site. The building envelope should include the placement of the house , all accessory structures, driveway, walls and utilities. The placement and orientation of these improvements should consider the solar impact, view corridors and contextual setting.

Once the environmentally sensitive features map and the development plan are completed, they should be submitted to the Town with supporting documentation and fees, as required in the attached application and fee schedule. Next, the Town staff will review this application for completeness and compliance to Zoning Ordinance standards and Design Guidelines policies. The application is then scheduled for a Development Review Board meeting and a staff report is prepared.

If the Development Review Board approves the application, your development team should begin to prepare construction documents for the building permit application. Once construction documents are completed, they should be submitted to the Town for review. If there are no outstanding issues related to the submitted plans and documents, permit and development fees are paid and the building permit is issued.

During the construction phase, inspections will be conducted by the Planning Department and Building Official. The project will be inspected to ensure compliance with Building Code requirements, Zoning Ordinance standards and planning stipulations. When the project passes final inspection, a Certificate of Occupancy will be issued.

### **WHO ARE THE MEMBERS OF THE DEVELOPMENT REVIEW BOARD?**

The members of the Development Review Board also serve on the Planning and Zoning Commission. These members are residents of the Town of Carefree who are volunteers appointed by the town Council. The mission of the Development Review Board in relationship to

mountainside development is to ensure that any proposed development adapts to the respective site and protects sensitive environmental features.

### **IF MY PROPERTY IS WITHIN A SUBDIVISION, DO I NEED APPROVAL FROM MY HOMEOWNERS ASSOCIATION PRIOR TO TOWN APPROVAL?**

If your property is located within a subdivision, you should become familiar with its C.C. & R's and design requirements. Your C.c. &R's are a contractual agreement between the respective property owners within the subdivision, and are important in helping to maintain the lifestyle and ambience associated with Carefree. These C.C. &R's are acknowledged and agreed to when you purchase your property and it is up to the homeowners association to enforce the C.c. &R's . Due to the fact that these restrictions are typically more stringent than Town Zoning Ordinance provision, it is important to review and gain approval from your subdivision's architecture review board. Their approval will ensure that the integrity of the subdivision is preserved through the support of your neighbors. In association with a building permit application, the Town urges each homeowner to submit a letter from their homeowner's association or architecture review board which endorses the work for which a building permit is being sought.

### **PROCEDURE FOR MOUNTAINSIDE DEVELOPMENT REVIEW**

#### **STEP #1—PROJECT APPLICATION & STAFF REVIEW**

**The following process describes the incremental steps for all mountainside development. In order to save time and money, applicants should familiarize themselves with the process and Town standards and policies prior to commencing any design work.**

1. The applicant obtains a copy of the Mountainside Ordinance, the Mountainside Community Standards and Design Guidelines, and the Mountainside Development Review Manual from the Town staff.
2. The applicant and development team submits a pre-application to the Planning and Zoning staff. The pre-application form is attached to this document.
3. Staff reviews the submitted pre-application and schedules an appointment with the applicant.
4. During the pre-application meeting, staff discusses Zoning Ordinance requirements Design Guidelines and development issues with the applicant. Requirements for the Development Review application are highlighted for the applicant. The Development Review Application Checklist is attached to this document.
5. The applicant prepares the application for Development Review.
6. Once all application material is completed, it is submitted to the Planning and Zoning Department for the first staff review. Any discrepancies or deficiencies in the application will be outlined in a letter to the applicant within the (10) business days. The applicant must address all issues outlined by the Zoning Administrator before moving forward in the application process. Failure to adequately address

each respective issue will result in delays.

7. After the application is determined by the Zoning Administrator to be complete, the applicant schedules a Citizen Participation meeting. To hold a Citizen Participation meeting at Town Hall, the applicant should contact the Planning Assistant at 480-488-3686 to reserve the meeting room. The requirements for the Citizen Participation Program are listed in the application checklist attached to this document.
8. After completion of the Citizen Participation Program, the applicant submits a report to Town staff.
9. Staff will review and determine if the application process has been completed.

## **PROCEDURE FOR MOUNTAINSIDE DEVELOPMENT REVIEW**

### **STEP #2—DEVELOPMENT REVIEW BOARD PROCESS**

1. Your development Review application will be scheduled for a public meeting upon completion of all submittal requirements as determined by the Zoning Administrator.
2. The Development Review Board meets once a month.
3. A staff report will be prepared and distributed to the Board and the applicant typically five (5) days prior to the meeting. The report may contain some Conditions for Approval (stipulations) which are provided for the Board's consideration.
4. Staff will make a brief presentation at the meeting to outline how the proposed project addresses both requirements of the Zoning Ordinance and objectives of the Design Guidelines. Applicant will also have the opportunity to address the Board.
5. The Development Review Board will then proceed to evaluate the project. This evaluation first will involve the review and acceptance of the Environmentally Sensitive Features Map. Once the Board approves the Map, the Board evaluates the Development Plan in relationship to the Sensitive Features. The flow chart on page 7 illustrates this process.
6. Public comments are welcome during this meeting.
7. Once the public testimony is completed and any questions from the Board are addressed by either Town staff or the applicant, a decision of approval, denial or continuance is made by the Board.
8. If the project is:
  - A. Approved, the applicant can proceed to the building permit phase.
  - B. Continued, the applicant must address the Board's issues prior to being reconsidered.

- C. Denied, the applicant can choose to appeal the Development Review Board's decision. The appeal must meet the following requirements.
- a. All appeals must be submitted in writing to the Town Administrator within ten (10) working days of the decision by the Development Review Board.
  - b. A staff report shall be prepared and forwarded to the Town Council and the applicant.
  - c. The Case Summary report shall review the extent to which the applications consistent with the Town's General Plan, the Town Code, and Town's Zoning Ordinance, the Town's Design Guidelines and all other Ordinances of the Town, as well as a list of issues and conditions of approval if applicable.
  - d. The Town Council may deny the application, approve the application with or without conditions, or require changes such as but not limited to, the site plan, building plans, building elevations, landscape plans, colors, materials and textures, as it deems appropriate to ensure compatibility with the intent
  - e. All decisions of the Town Council shall be final.
  - f. Upon final approval by the Town Council the Zoning Administrator shall issue the zoning clearance.
  - g. The applicant is now eligible to apply for a building permit.
1. The building plans will then be reviewed by the Town Staff or referred to the Town's architecture and/or engineering consultant.
  2. The building permit is issued by the Building Official upon approval of the application and building plans and payment of the require development and permit fees.
  3. The Building Official and the Zoning Inspector will inspect the project several times during its development.
  4. As-builts are submitted to the Town.
  5. A Certificate of Occupancy is issued upon final inspection approval by the Building Official and Zoning Inspector.

#### **REQUIREMENTS FOR PRE-APPLICATION MEETINGS**

**The following information must be submitted to the Town of Carefree Planning and Zoning Department prior to scheduling the pre-application meeting. The pre-application will be scheduled with a staff member within two (2) to four (4) weeks after receiving a completed submittal.**

**TWO (2) COPIES OF THE FOLLOWING INFORMATION ARE REQUIRED PRIOR TO PRE-APPLICATION MEETING:**

**NOTE: ALL PLANS SUBMITTED, FOLDED, NOT ROLLED.**

- Completed pre-application questionnaire form. All information requested on this form must be completed prior to scheduling the pre-application meeting.
- Conceptual plan drawn to scale illustrating:
  - Subject property lines
  - Zoning district of subject parcel and surrounding parcels
  - Building setback lines
  - Significant natural features
  - Proposed and existing adjacent structures/buildings and driveways
  - Conceptual illustrations(s) of proposed improvements to site
- Photographs showing the site and the context of surrounding buildings/properties
  - Photos may be mounted on cork board, poster board, etc. (maximum size 8.5" x 11")
  - Digital photos are acceptable
  - All photos shall be numbered and referenced by location on a site plan
  - Submitted photos will not be returned and become part of the public record.

**NOTIFICATION OF PRE-APPLICATION MEETING DATE:**

Following staff review of the above required information, you will be notified of your pre-application meeting date.

**FOR ASSISTANCE:**

For assistance or questions regarding pre-applications, contact the Planning and Zoning Department at 480-488-3686.

**PRE-APPLICATION FEES:**

The fee for each pre-application meeting will be \$45.00.



**PRE-APPLICATION FORM**

Preapplication submittals and staff comments are only valid for 6 months following the preapplication meeting. Any documentation will not be retained by the Town.

PROJECT NAME:

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REQUEST:

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LOCATION:

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CURRENT ZONING:

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ASSESSOR'S PARCEL NUMBER:

---

QUARTER SECTION:

---

APPLICANT NAME:

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ADDRESS:

---

CITY/STATE:

---

PHONE:

---

EMAIL:

---

PROPERTY OWNER:

---

ADDRESS:

---

CITY/STATE:

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EMAIL:

---

PROJECT CONTACT:

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BRIEF PROJECT DESCRIPTION:

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**APPLICANT'S SIGNATURE**\_\_\_\_\_ **DATE**\_\_\_\_\_

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## **APPLICATION CHECKLIST**

During the staff review process, please provide the Town two (2) copies 24" x 36" of all plans and applicable documents. Please note that this is not an all-inclusive list and the Zoning Administrator reserves the right to expand upon this checklist depending upon the dynamics of the subject application. Furthermore, some of the information outlined in this checklist may not be applicable to the subject application. Please discuss this checklist with the Zoning Administrator to clarify the relevant information.

### **TWO (2) COPIES OF THE FOLLOWING DOCUMENTATION**

1. Completed Application Form and payment of application fees
2. Title Report including Schedule A and B (no older than six (6) months)
3. ALTA survey of subject property
4. Drainage Report
5. Geotechnical Report
6. Plant Salvage Assessment
7. Material/Color Board

### **WRITTEN LETTERS OF APPROVAL – TWO (2) COPIES**

1. Letter of Authorization from property owner if applicant is not property owner
2. Will-serve letters from water company and sewer company
3. Rural Metro approval and conditions
4. Maricopa County Environmental Services Department (water and waste water service)
5. Homeowners or Condominium Association

### **PROJECT NARRATIVE – TWO (2) COPIES**

Fully describe all aspects of the application which may include but is not limited to the type of request, compatibility to adjacent uses/properties, proposed lot coverage, proposed building heights from natural and finished grades, building setbacks, landscape hardscape, architecture concept, driveway/access, servicing utilities, topography and other issues related to application.

### **PLANS – TWO (2) COPIES:**

#### **1. ENVIRONMENTALLY SENSITIVE FEATURES PLANS:**

- A. Topographic Survey-2 foot intervals, typical scale 1"=20.0, showing location of bench mark used, property pins found and /or set, property dimensions, build setbacks, all easements, adjacent roadways, stamped and signed by registered surveyor or civil engineer, zoning district, match lines and key map if sheets are divided, name address of project, name address of all consultants working on the application/project and dates of original preparation and all subsequent revisions.
- B. Grading and Drainage Plan-location/extent of all FEMA floodplains, delineation of

floodplain, floodway and erosion setback of washes with 50 CFS or greater capacity during the 100 year storm event, arrows delineating existing and proposed drainage flows, and any proposed or existing storm water retention or detention features.

- C. Native Plant Salvage Plans—Illustrate plants to be salvaged and transplanted on-site; name and address of all consultants working on application/project; and date of original preparation and all subsequent revisions.

#### **DEVELOPMENT PLANS – TWO (2) COPIES:**

- A. Site Plan—Illustrate location of all existing and proposed building/accessory structures; show distances from property lines for each building/structure; illustrate location of driveways, courtyards, patios, swimming pools; define the square footage of each building; lot coverage; total disturbed area; location of exterior lights with cross reference to lighting specifications/details; name and address of all consultants working on application/project; and date of original preparation and all subsequent revisions.
- B. Landscape Plans—Conceptual revegetation plans; disturbed area pre and post construction; illustrate all locations of all hardscape to be used with samples on the material board; name and address of all consultants working on application/project; and date of original preparation and all subsequent revisions.
- C. Building Elevations—shall illustrate maximum building heights with additional cross sections, building material and colors being used, architecture style, any exterior lighting, retaining walls, and free standing walls. Building elevations and perspectives shall be render to illustrate the proposed colors and materials to be used on the exterior of all structures/buildings

#### **MASSING MODEL:**

A massing model is required for all Mountainside applications to help illustrate how the home sits into terrain. This allows neighboring residents, property owners and decision makers to better understand how the site's challenges are blended with the applicant's design preferences. The massing model shall be to scale and illustrate all adjacent public or private streets, driveways, courtyards, walls, berms, 2 foot contours, buildings and accessory structures. Please note, computer simulations may accompany the architecture model but do not replace this requirement.

#### **CITIZEN PARTICIPATION:**

1. This process is required for all Mountainside applications.
2. The Mountainside Citizen Participation process requires notification through 1st class mail and informal discussions with the neighboring residents/property owners. If the subject application/request falls within a subdivision with a HOA, a letter from the HOA giving their approval is typically required.
3. Prior to the public meeting/hearing, the applicant shall provide the Town with the list of all notified property owners, a summary of any discussion(s) and how any questions/issues that the participants raised will be mitigated.

**APPLICATION FORM**

<b>ZONING STANDARD</b>	<b>REQUIRED</b>	<b>PROPOSED</b>
Minimum lot area		
Minimum lot width		
Front yard setback		
Side yard setback (1)		
Side yard setback (2)		
Rear yard setback		
Maximum lot coverage		
Maximum disturbed area		
Min. distance between buildings		
Max building height from natural & finished		

**APPLICANT IS RESPONSIBLE FOR COMPLETING THE ABOVE CHART**

PROJECT NAME:

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REQUEST:

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LOCATION:

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CURRENT ZONING:

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ASSESSOR'S PARCEL NUMBER:

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QUARTER. SECTION:

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APPLICANT NAME:

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ADDRESS:

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CITY/STATE:

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PHONE:

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EMAIL:

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PROPERTY OWNER:

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ADDRESS:

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CITY/STATE:

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PHONE:

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EMAIL:

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**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FEE SCHEDULE**

**PRE-APPLICATION MEETING WITH STAFF** \$45.00

REQUIRED FOR ALL DEVELOPMENT APPLICATIONS

**BOARD OF ADJUSTMENT-VARIANCE** \$400.00

APPEALS TO BOARD OF ADJUSTMENT \$100.00

PUBLICATION FEE \$250.00

MAILING FEE-PER LETTER \$10.00

MOUNTAINSIDE DEVELOPMENT REVIEW \$400.00

SITE PLAN REVIEW-UP TO 1 ACRE \$500.00

PARCELS OVER 1 ACRE **ADD** \$50.00

**TEMPORARY USE PERMIT**

NON-COMMERCIAL PROPERTY \$150.00

COMMERCIAL PROPERTY \$250.00

NON-PROFIT CHARITABLE ORGANIZATION \$10.00

ADDITIONAL FEE REQUIRED **IF** AN OBJECTION IS FILED **AND** A PUBLIC HEARING IS SCHEDULED \$400.00

**CONDITIONAL/SPECIAL USED PERMIT**

FEE=750.00 UP TO 1 ACRE+1000.00 EACH ADDITIONAL ACRE (ACREAGE IS ROUNDED UP)

MINIMUM FEE \$750.00

MAXIMUM FEE \$10,000.00

NON-PROFIT CHARITABLE ORGANIZAION \$10.00

PUBLICATION FEE DEPOSIT (SUP ONLY) \$400.00

MAILING FEE-PERLETTER (SUP ONLY) \$10.00

**LOT SPLIT/LOT LINE ADJUSTMENT/LOT TIE**

SINGLE FAMILY	\$250.00
MULTI-FAMILY	\$350.00
NON-RESIDENTIAL	\$450.00

**SUBDIVISION**

PRELIMINARY PLAT-APPLICATION FEE	\$2500.00 = 75.00/LOT
PRELIMINARY PLAT-AMENDED PLAT APPLICATION FEE	\$100.00
FINAL PLAT-APPLICATION FEE	\$2400.00 + 50.00/LOT

**FINAL PLAT-IMPROVEMENT PLAN REVIEW FEES**

<b><u>TYPE OF PLAN</u></b>	<b><u>1ST REVIEW</u></b>	<b><u>2ND REVIEW</u></b>	<b><u>3RD &amp; SUBSEQUENT</u></b>
PAVING	700.00+50.00/LOT	N/C	\$100.00 PER REVIEW
WATER	150.00+50.00/LOT	N/C	\$50.00 PER REVIEW
SEWER	150.00+50.00/LOT	N/C	\$50.00 PER REVIEW
GRADING	700.00+50.00/LOT	N/C	\$100.00 PER REVIEW
DRAINAGE	700.00=50.00/LOT	N/C	\$100.00 PER REVIEW

**TOTAL: 2400.00 + 50.00 PER LOT—PER TYPE OF PLAN**

MOUNTAINSIDE DEVELOPMENT REVIEW	\$400.00
SITE PLAN REVIEW-UP TO AN ACRE	\$500.00
PARCELS OVER AN ACRE <b>ADD</b> 50.00/ACRE	
OTHER DEVELOPMENT REVIEW BOARD CASES	\$250.00
ZONING ORDINANCE-TEXT AMENDMENT	\$500.00
CONTINUANCE OF PUBLIC HEARING	\$100.00
RIGHT-OF-WAY ABANDONMENT	\$500.00
INCLUDES MAILING/PUBLICATION FEE	

**REZONING**

<b><u>TYPE FEE</u></b>	<b><u>APPLICATION FEE</u></b>	<b><u>MAXIMUM</u></b>
SINGLE FAMILY	1,500.00 + 75.00/ACRE	\$10,000.00
MULIT-FAMILY	3,000.00 + 150.00/ACRE	\$10,000.00



COMMERCIAL	3,000.00 + 150.00/ACRE	\$10,000.00
GO	3,000.00 + 150.00/ACRE	\$10,000.00
RUP	3,000.00 + 150.00/ACRE	\$10,000.00
NUPD	3,000.00 + 150.00/ACRE	\$10,000.00
PUBLICATION FEE/DEPOSIT		\$400.00
MAILING FEE/PER LETTER		\$10.00
<b><u>REPLAT EXISTING SUBDIVISION/SFR</u></b>		\$250.00

**BUILDING PERMIT FEES:** SEE TABLE 3-A OF SECTION 10-1-2 G OF THE TOWN CODE. VALUATION IS BASED ON ENGINEER'S CERTIFIED ESTIMATE OF THE COST OF THE PROPOSED IMPROVEMENTS.

**DEVELOPMENT FEES:** SEE ORDINANCES 2002-01, 02, 03 & 04; 2003-09; 2006-06, 07, 08, 09 & 10.