



DEVELOPMENT SERVICES DEPARTMENT

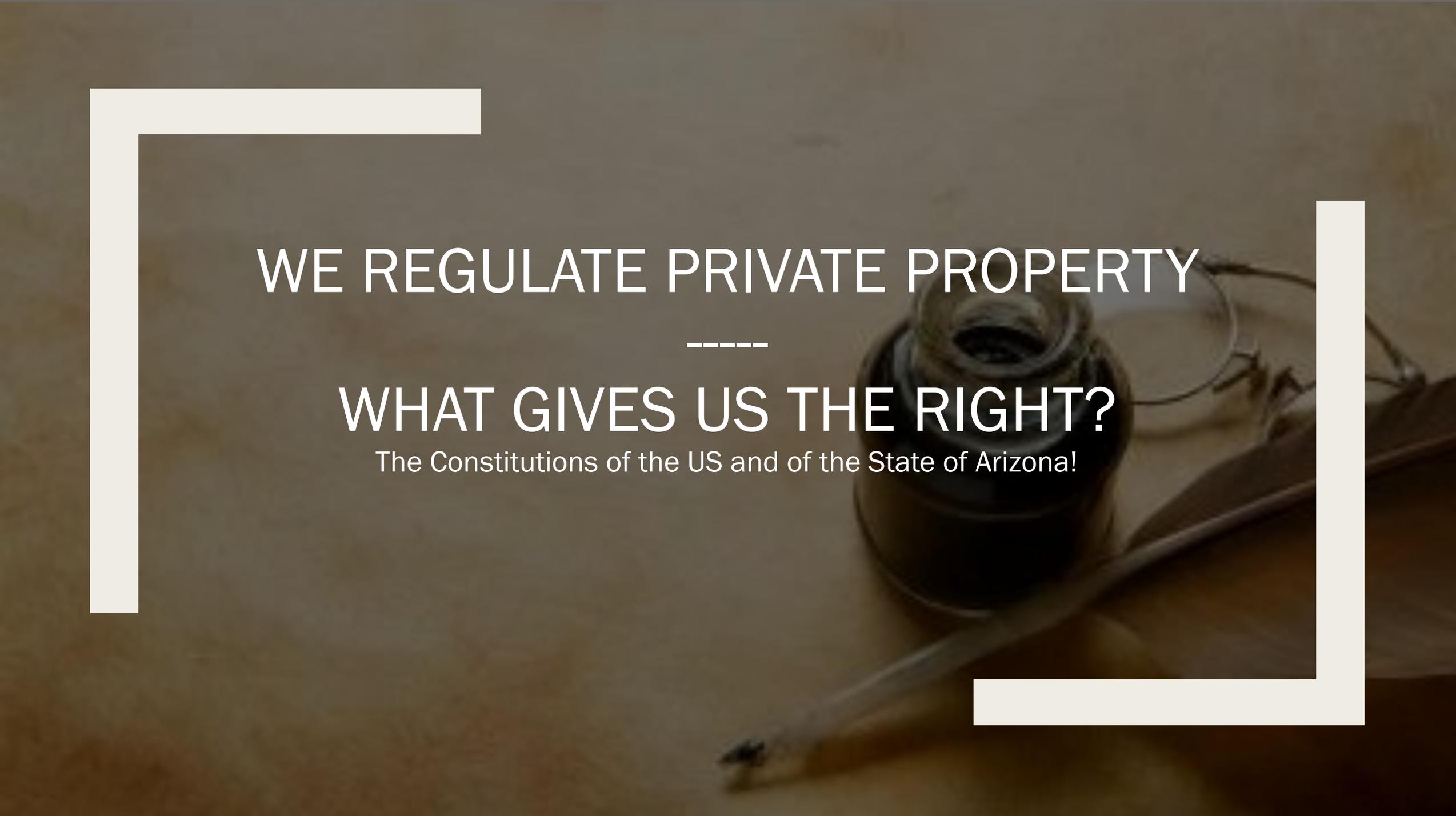
2024 - Citizens' Academy

WHO, WHY, AND WHAT?



ENFORCING...

- Development Codes
- Rules
- Regulations



WE REGULATE PRIVATE PROPERTY

WHAT GIVES US THE RIGHT?

The Constitutions of the US and of the State of Arizona!



Authority Comes from:



Federal Government



State Government



Cities, Towns, and Counties
- Enabling Legislation - ARS



Arizona
Revised
Statutes

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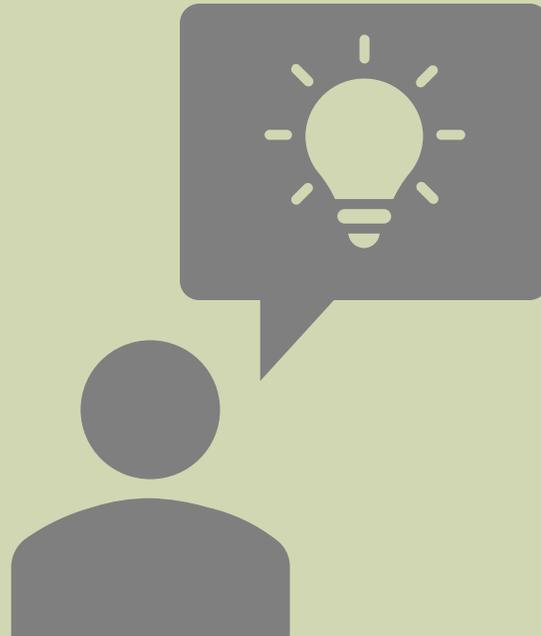
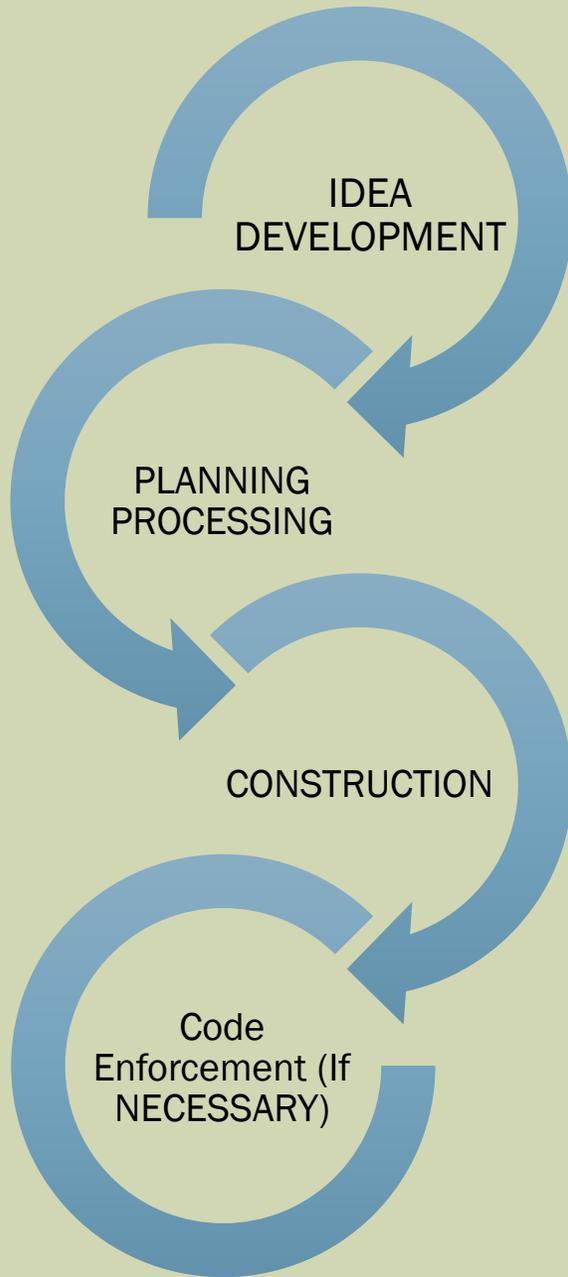
Framework

General
Plan

Rules &
Processes

Town
Authority

Development Services Manages Projects



PLANNERS take
the initial lead
on projects!

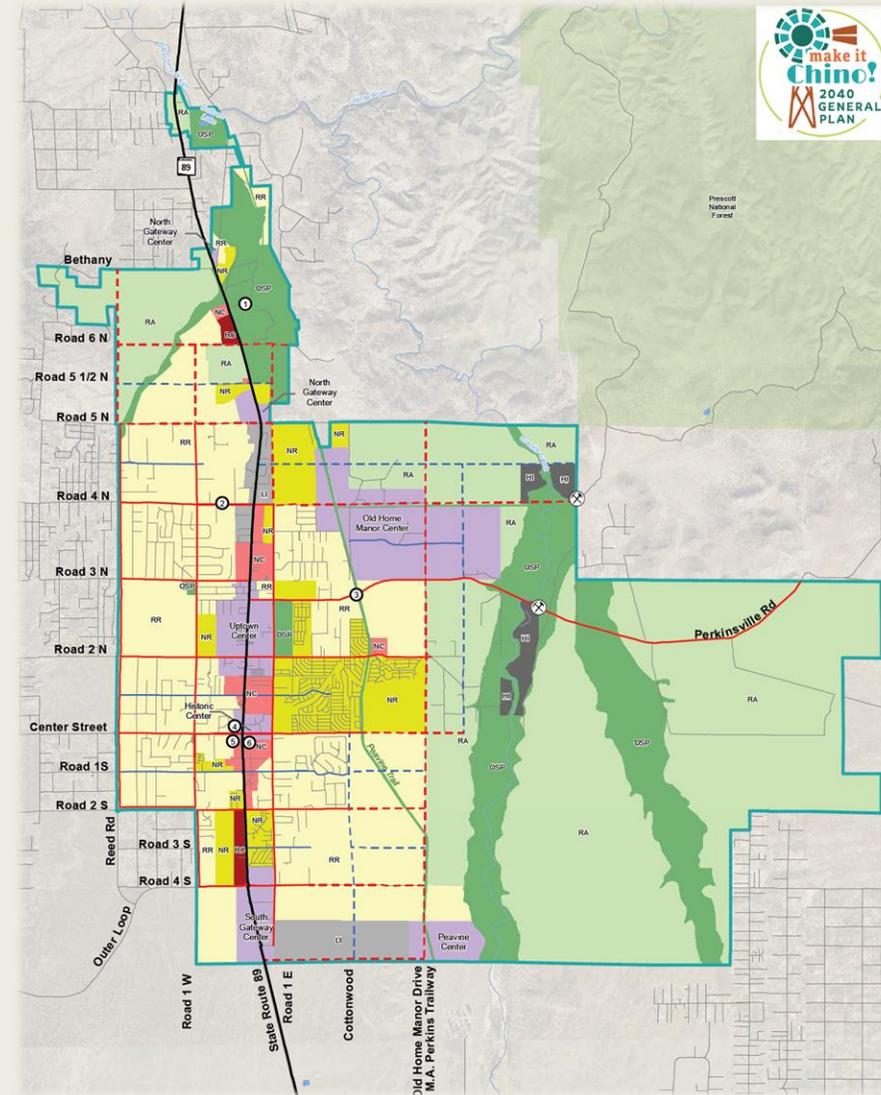


HOW DOES THIS ALL WORK?

The
General
Plan

LAND USE

ROADS
AND
UTILITIES



THE GENERAL PLAN AND ELEMENTS

Land Use

- Densities
- Intensities
- Location of Land Use Types

Circulation

- Pedestrians
- Non-Motorized Transport
- Roads
- Public Transport
- Truck Routes
- Aviation
- Trains
- Airports

Parks, Recreation, and Natural Resources

- Open Space
- Water
- Wildlife
- Passive Recreation
- Active Recreation
- Amenities

- New State Park!

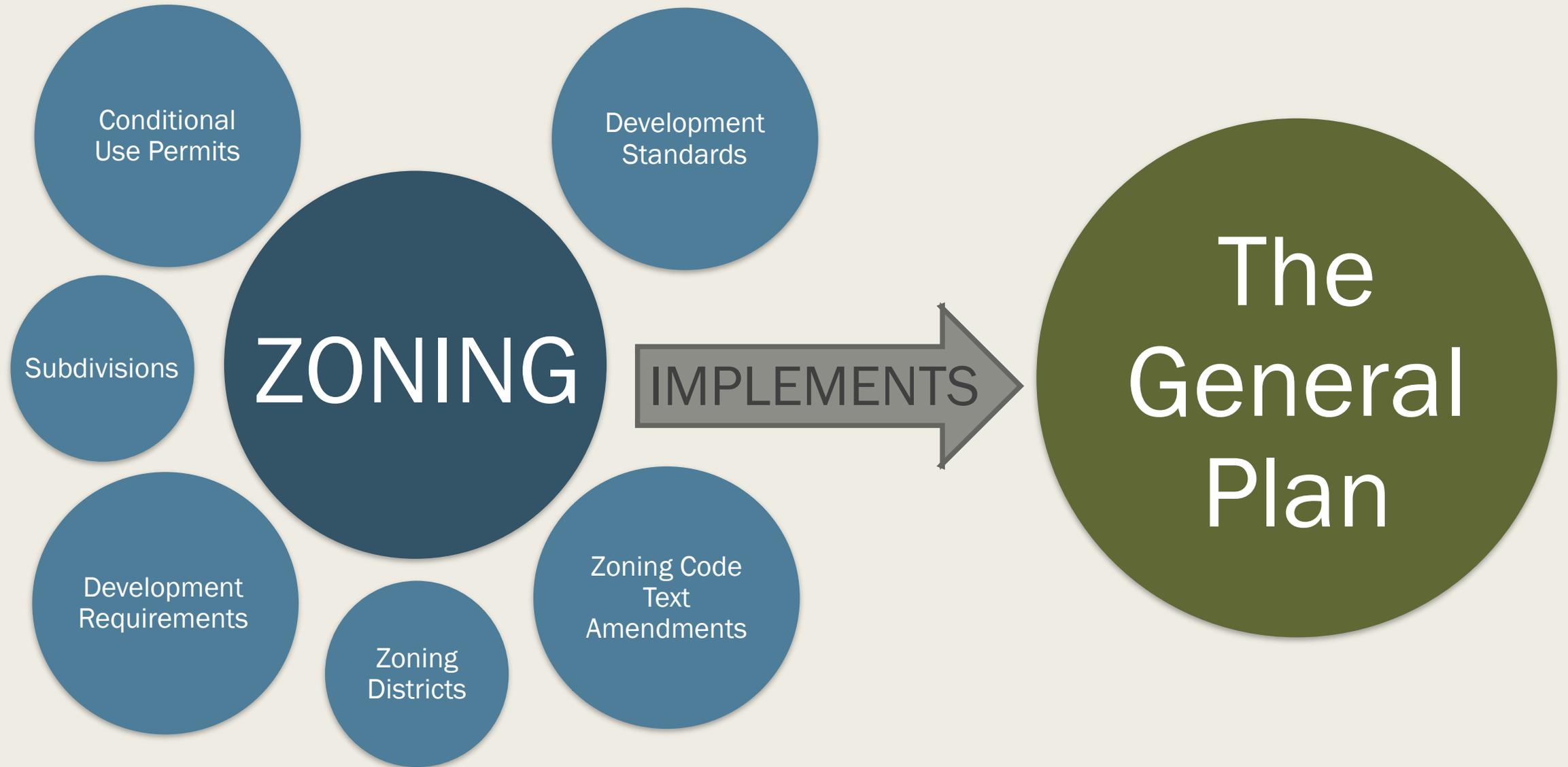
Community Services and Facilities

- Police
- Fire
- Schools
- Library
- Sewer
- Solid Waste
- Drainage Systems

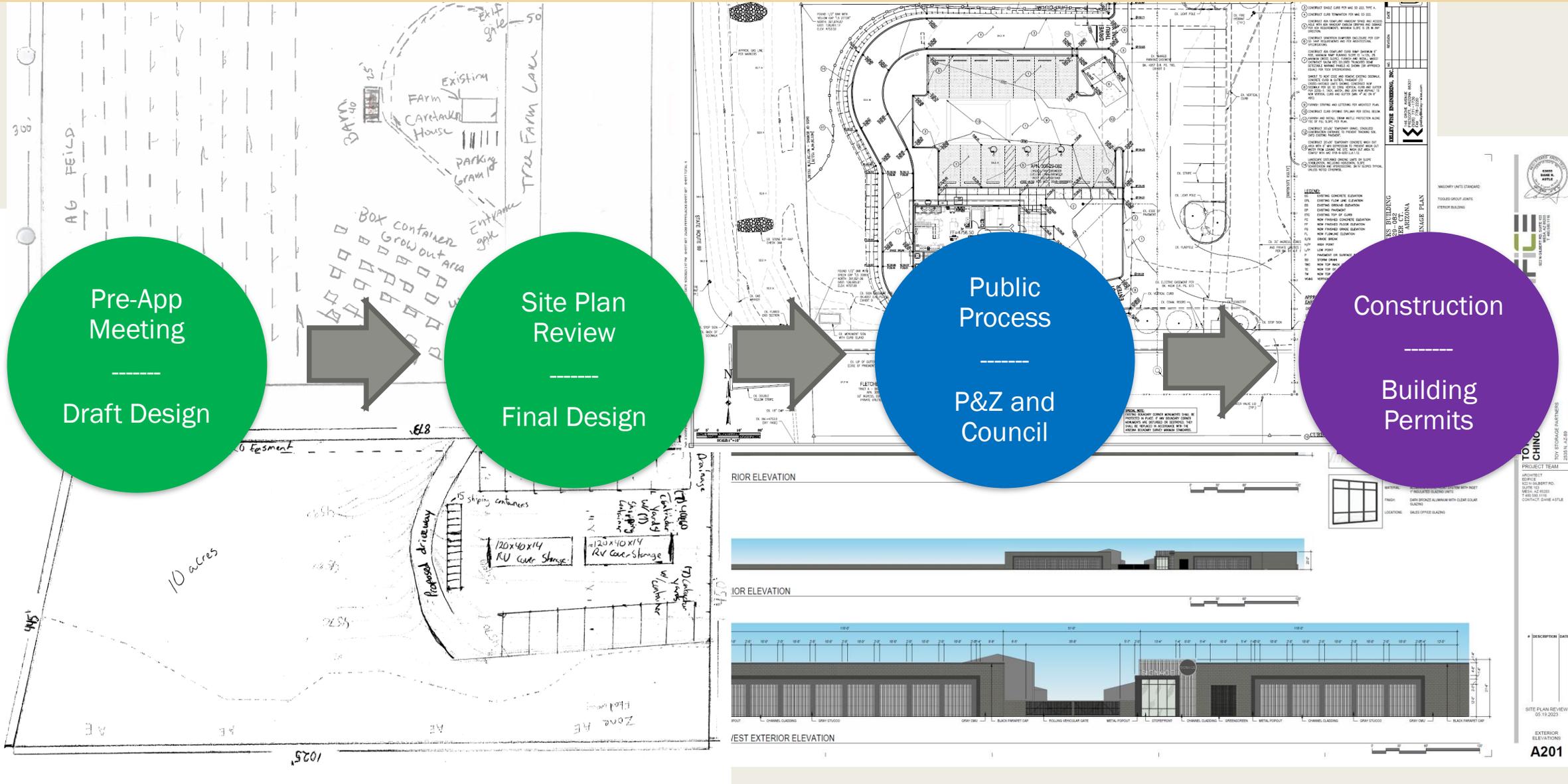
Economic Development

- Economic Resources
- Workforce

Overview of Zoning



Project Flow – From Start to Finish

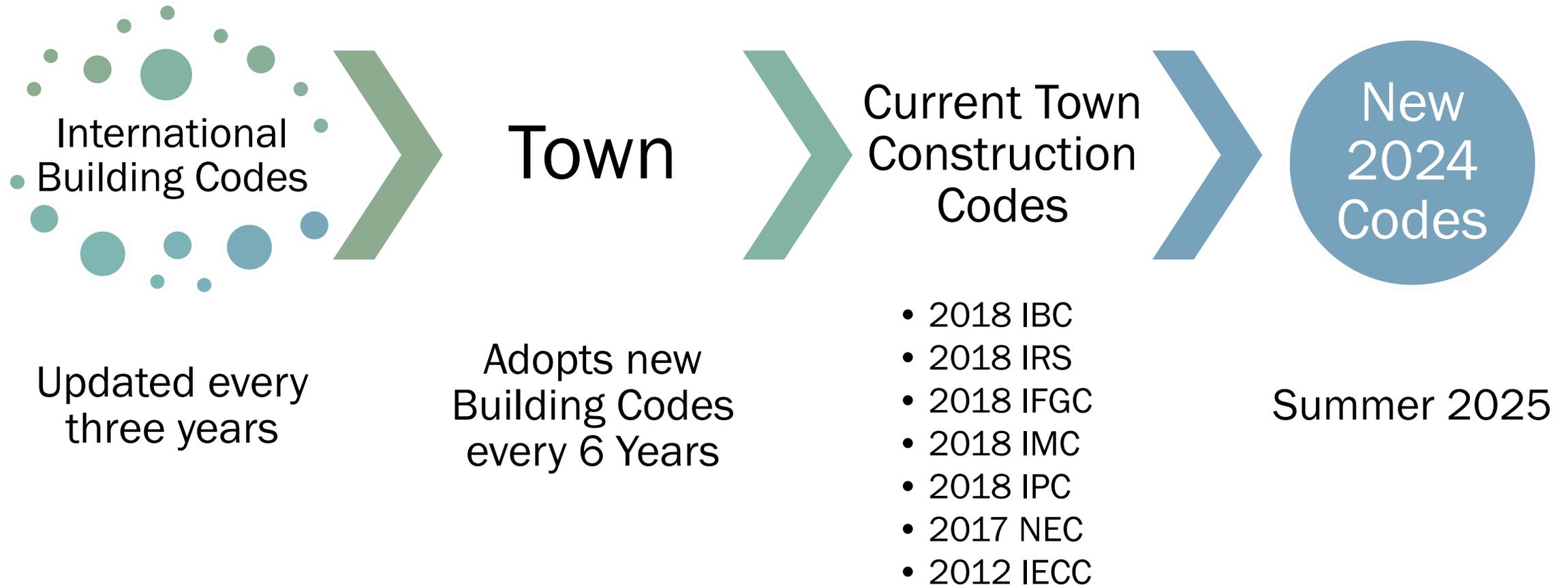


Public Process - Timeline

Day #63 (Tues)	Day #64 (Wed)	Day #84 (Tues)	Day #1 (Wed)	Day #2 (Thurs)	Day #8 (Wed)	Day #9 (Thurs)	Day #13 (Mon)	Day #20 (Mon)	Day #22 (Wed)	Day #23 (Thurs)	Day #27 (Mon)	Day #29 (Wed)	Day #30 (Thurs)	Day #34 (Mon)	Day #35 (Tues)	Day #37 (Thurs)	Day #41 (Mon)	Day #48 (Mon)	Day #50 (Wed)
P&Z Hearing Dates	Posting of agenda with statement describing legal actions taken during the meeting Uploading approved, signed minutes to website	Town Council Hearing Dates	Application deadline Typically due the first Wednesday of the month two (2) months before the desired meeting date	Cases Assigned Project Description, Location Map. Refine applicant exhibits through GIS as attachments.	Applicant provides date and time of N.M. for Town staff to include in 300' Property Owner Postcard. If applicant desires, Town Staff can schedule the neighborhood meeting at Town Hall. Staff Research Complete	Request for Conditions & Comments Emails/Letters sent to other Town Departments and Public Agencies. The staff research, maps and exhibits are attached to staff report. Project Meeting with Director	300' Property Owner Postcards Mailed Out 1st Postcard, Neighborhood Meeting	Follow-up email to Commenting Agencies	Neighborhood Meeting (N.M.) First Date Possible to Hold Neighborhood Meeting	Meeting with Public Works	Internal Meeting Planning Staff Resolution or Ordinance Draft	Send Proposed Conditions to the Applicant. Send Draft Staff Report to Senior Planner	Neighborhood Meeting Last Date Possible to Hold Neighborhood Meeting Review Resolution or Ordinance and send to Legal	REVIEW DAY Draft Staff Report to Director	Legal Ad Deadline Ad is published the following Sunday in the Newspaper (Should be at least 15 days prior to Hearing) 2nd Postcard, P&Z/TC	Site Posting for P&Z and Town Council	Deadline to resolve Conditions with Applicant Final report to Director	Final Report to Support Staff - including signature page.	Staff Report Packet Delivered to P&Z BEGIN PRESENTATION PREP Post agenda on bulletin boards at: Post Office, Town Hall & Library Deliver complete agenda to Library
	Update agenda to reflect action taken. Replace webpage agenda for current meeting Upload approved signed minutes from previous meeting to webpage File Originals		File created by support staff and all folders created on shared drive. File to Assistant Director.	Assistant Director assigns case. Case Planner creates location map, 300' radius map, and property owners list, and project description. Forward to Director for review & approval, then to Support Staff. Prop 207 Waiver Created	Staff research to Director for Review	Discussion: overview of Projects Request for conditions & comments, along with all attachments, are emailed to participating Departments and Agencies				Case Planner to follow process for attending Neighborhood Meeting (Separate sheet) Public Comments are incorporated into the Staff Report	Meeting to discuss Conditions of Approval for projects	Comments Conditions from other City Departments due at 2:30. Case Review Meeting with Director at 5:00pm Discuss proposed conditions and project.	Send draft conditions to Applicant for review and comments	Recap with Staff regarding Neighborhood Meeting and Public Input	Case Planner will ensure that all required steps and procedures have been met up to this point Discuss Conditions of Approval Staff creates Public Hearing sign	Legal ad to newspaper five days prior to publication date 300' property owner postcards mailed out (28 days prior to Public Hearing). Director approves on-site sign	Review and edits by Director. Staff report section on applicant concurrence w/ conditions (or not) added, based on discussion with Applicant. Post Sign on location	Final signed staff report with exhibits sent to Support Staff	Packets copied for P&Z by support staff (1 for Library) Send applicant copy of staff report. Case Planner starts preparing presentation for P&Z. Post Boards
Jan 02	Jan 03	Jan 23	Nov 01	Nov 02	Nov 08	Nov 09	Nov 13	Nov 20	Nov 22	Nov 23	Nov 27	Nov 29	Nov 30	Dec 04	Dec 05	Dec 07	Dec 11	Dec 18	Dec 20

71 deliverables over the 84 days.

Building Codes



Burger King - From Start to Finish



Building
Permit
Process

SUPPLEMENTARY NOTES

GENERAL CONTRACTOR

A. THE CONTRACTOR SHALL LOCATE, CUT, AND FRAME ROOF OPENINGS AS SHOWN FOR ALL AIR CONDITIONING EQUIPMENT AND EXHAUST FANS. SEE ROOF FRAMING PLAN.

B. IT IS VERY IMPORTANT THAT ACCURATE MEASUREMENTS ARE USED WHEN LOCATING EXHAUST FAN ROOF OPENINGS TO INSURE THAT NO OFF-SETS ARE REQUIRED IN THE EXHAUST DOWNFLOW FROM THE KITCHEN HOODS. COORDINATE ROOF OPENINGS WITH THE KITCHEN EQUIPMENT PLAN AND EXHAUST HOOD PLANS. OBTAIN THE CORRECT PLANS FROM THE KITCHEN EQUIPMENT SUPPLIER.

C. AIR CONDITIONING ROOF OPENING SIZES AND ROOF CURBS ARE BASED ON CHASER "CAL-HEAT" EQUIPMENT. IF ELECTRIC HEAT IS REQUIRED OR OTHER EQUIPMENT IS USED, VERIFY ROOF OPENING REQUIREMENTS. OPENINGS SHALL BE SIZE OF DUCT OPENINGS ONLY.

D. EXHAUST FAN OPENINGS ARE BASED ON PENN-BARRY EQUIPMENT. IF OTHER FANS ARE USED, VERIFY ROOF OPENING REQUIREMENTS.

E. ANY FRAMING REQUIRED FOR DIFFUSER INSTALLATION IN CEILING SHALL BE BY GENERAL CONTRACTOR.

F. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO TEMPORARILY STORE ALL AIR CONDITIONING CONTROLS WHICH ARRIVE AT THE JOBSITE PRIOR TO INSTALLATION DATE.

ELECTRICAL CONTRACTOR

A. THE CONTRACTOR SHALL FURNISH AND INSTALL SWITCH PANS FOR POWER AND CONTROL WIRING AND MAINTAIN 12" MINIMUM CLEARANCE FROM BACK PANEL OF AIR CONDITIONING UNITS.

B. THE CONTRACTOR SHALL INSTALL ALL LOW VOLTAGE CONTROL WIRING FOR AIR CONDITIONING UNITS AND ALL FANS. COORDINATE WITH AIR CONDITIONING AND ELECTRICAL PLANS. (LOW VOLTAGE WIRE SUPPLIED BY ELECTRICAL CONTRACTOR).

C. THE CONTRACTOR SHALL FURNISH AND INSTALL DISCONNECTS FOR AIR CONDITIONING UNITS.

D. THE CONTRACTOR SHALL USE A MINIMUM OF 4"-6" SEALTITE FLEXIBLE CONDUIT WHEN WIRING KITCHEN HOOD EXHAUST FANS ON ROOF SO THAT FANS MAY BE REMOVED FOR CURBS AND PLACED ON ROOF FOR CLEANING EXHAUST ELECTRODE.

E. NFPA (NATIONAL FIRE CODE) REQUIRES A FIRE RETARDANT SYSTEM BE INSTALLED ON HOOD EXHAUST FANS AND GAS FIRE APPLIANCES. THEREFORE, THE ON/OFF PANEL AND MASTER RELAY PANEL ARE THE MINIMUM REQUIRED EQUIPMENT NECESSARY TO MEET CODE.

NOTE: THE WALK-IN COOLER CONTAINS SLABS OF BAKING DISH. THE WALK-IN FREEZER CONTAINS TUBES OF BAKING DISH. QUANTITY OF REFRIGERANT IS WELL WITHIN THE LIMIT OF TABLE 1103.1 WHICH ALLOWS 200/1000 CUFT OF BUILDING CONTAINS 20/30 CUFT.

MECHANICAL FLOOR PLAN

KEY NOT

- ROUTE 12"X12" EXHAUST FAN.
- ROUTE 12"X12" WRAP. SEE 801 DETAILS #1, #2, #3 AND DETAIL C. FIRE WRAP DUCT REQUIRED TO M DRAWINGS.
- ROUTE 12"X12" WITH FIRE WRAP K-3 AND DETAIL C. FIRE WRAP DUCT REQUIRED TO M DRAWINGS.
- TEMPERATURE SENSORS. MOD. THE MASTER RETURN TEMPER. RETURN GRILLE.

Plans
Reviewed

Permit(s)
Issued

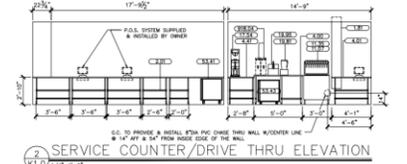
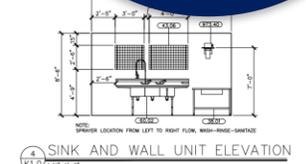
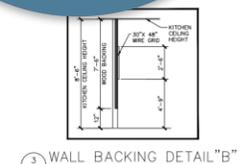
NO.	DESCRIPTION	DATE	BY	CHECKED BY
1	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
2	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
3	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
4	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
5	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
6	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
7	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
8	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
9	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES
10	MECHANICAL FLOOR PLAN	10/15/10	J. SMITH	M. JONES

Construction
Inspections

LAYOUT SHEET

BUILDING SHELL BY AN ARCHITECT

Building Final
Certificate of
Occupancy



CONTACT INFORMATION



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