



**TOWN OF CLARKDALE**

890 Main Street  
Clarkdale, AZ 86324  
(928) 639-2500

**COMMUNITY DEVELOPMENT  
DEPARTMENT**

**SUBMITTAL REQUIREMENTS**

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

	DESIGN REVIEW BOARD			PLANNING COMMISSION	
	Sign Application (individual)	Design Review	Site Plan	Conditional Use Permit	Zone Change Request
Town Zoning Code	Chapter 7	Chapter 11	Chapter 11	Chapter 5	Chapter 13, Section 2
<b>Letter of Intent/Project Narrative</b>	✓	✓	✓	✓ Including a discussion outlining project consistency with the Clarkdale General Plan	✓ Including a discussion outlining project consistency with the Clarkdale General Plan
<b>Vicinity Map</b>	✓	✓	✓	✓	
<b>Site Plan</b>	✓	✓	✓ See Section 11-12 of the Town of Clarkdale Zoning Code for detailed requirements	Preliminary	✓
<b>Sign Design</b> - Including Material, color samples, and construction details	✓	✓			
<b>Citizen Participation Plan</b>			✓	✓	✓
<b>Sign Package</b> (for new development)		✓	Location of proposed signs must be shown on Site Plan	✓	Preliminary
<b>Exterior Lighting Plan</b> - Including cut-sheets and lumen counts		✓		✓	Preliminary
<b>Exterior Elevations</b>		✓	Building footprint must be including on Site Plan		Preliminary
<b>Building Materials</b> - Sample Board including all exterior materials and hardscape (driveways, sidewalks, patios, etc.)		✓			Preliminary
<b>Landscape Plan</b> - Including plants from the Approved Plant List. See Chapter 9 of Zoning Code for requirement specifications		✓	Preliminary landscape plan, including proposed rainwater/gray water harvesting shall be shown on Site Plan	Preliminary landscape plan, including proposed rainwater/gray water harvesting shall be shown on Site Plan	Preliminary
<b>Traffic Statement</b> - Including peak hour and daily traffic estimates			✓	✓	✓
<b>Internal Circulation Plan</b>			✓	✓	✓
<b>Grading &amp; Drainage Plan</b>			✓	Preliminary	Narrative
<b>Utility Plan</b>			✓	✓	Narrative
<b>Solid Waste Plan</b>			✓	✓	Narrative
<b>Stormwater Management Plan</b>			✓	Preliminary	Narrative

2 paper copies, plus one digital copy of all material is required. Additional information may be required as determined by staff at pre-application meeting.