



# TOWN OF QUARTZSITE

## PLANNING AND ZONING DEPARTMENT

465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ 85346  
PHONE: 928 927-4333 • FAX: 928 927-4400  
ARIZONA RELAY SERVICE (928) 927-3762 (TDD)  
WEB SITE: WWW.CI.QUARTZSITE.AZ.US

### PROJECT REVIEW SUBMITTAL

The following information must be clearly indicated on all project site plans submitted for review. Incomplete application packages will be returned by mail with a letter stating what information is missing.

OWNER: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
Phone Number and a Message Number

APPLICANT: \_\_\_\_\_  
(If Different than Owner)

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

ASSESSOR PARCEL NUMBER (APN): \_\_\_\_\_

Note: Ten (10) folded copies of maps or plans drawn to a readable scale must be submitted on a minimum sheet of 36" x 24".

#### PLEASE INCLUDE THE FOLLOWING ITEMS IF APPLICABLE TO YOUR PROJECT:

1. Proof of ownership. If applicant is NOT the owner, a certified/notarized letter from the owner stating the applicant has permission to submit this Project Review.
2. Vicinity Map showing project location
3. Scale and north arrow.
4. Dimensions of existing and proposed building(s) and structure(s) showing dimensions from property line.
5. Indicate on plan if property is connected to Town water and sewer. If not, locate sewer/septic and well.
6. Locations, height and materials of existing and/or proposed fences and walls.
7. Location of off street parking. Indicate the number of parking spaces, type of paving, traffic directional arrows and parking space dimensions. Include handicapped parking if required.
8. Location and width of existing or proposed drive approaches and indicate the proposed method of on-site drainage.
9. Location of existing and/or proposed public improvements/utility structures along the street frontages of the site (such as curbs, gutters, sidewalks, utility poles, fire hydrants, street lights, traffic signal devices, splice boxes, transformers etc.).
10. Location of existing and/or proposed refuse area(s) and indicate what type of refuse disposal is used.
11. Location of existing improvements on the site (i.e., wells, septic tanks, irrigation pipes, abandoned or unnecessary improvements, etc.)
12. A preliminary landscaping plan (showing conceptual planting scheme).
13. Indicate all proposed uses of commercial and industrial buildings.
14. Indicate all loading and storage areas including any walls or fencing to be used as screening.
15. Indicate any existing trees and/or historically significant features relative to the site.

Project Review Committee Meetings are held the first Thursday of the Month. All required paperwork must be into the Town of Quartzsite Planning and Zoning Department at least two (3) weeks prior to the next scheduled Project Review Committee Meeting in order to be on the agenda.

As the owner/agent of said property described herein, I authorize Town personnel to enter said property for the sole purpose of performing preliminary field inspection(s) for the purpose stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: PROJECTS THAT REQUIRE A REZONE, VARIANCE, OR LOT SPLIT, MAY REQUIRE MORE INFORMATION OR MAY HAVE OTHER APPLICATIONS TO BE COMPLETED AS WELL AS THIS PROJECT REVIEW SUBMITTAL.**