



SETTLED 1870 · INCORPORATED 1986

## MINOR PERMIT PLAN REVIEW Planning Department

Returned to applicant: Redlined Site Plan \_\_\_\_\_ / Other \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Phone #: \_\_\_\_\_ Review Date: \_\_\_\_\_

Building Permit Application Submittal Date: \_\_\_\_\_ Building Permit No.: **BP-**\_\_\_\_\_

**Assessor's Parcel No.:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Location (Nearest Cross Streets): \_\_\_\_\_

Parcel Address (if assigned): \_\_\_\_\_

Is The Subject Parcel Located within a Platted Subdivision?  Yes  No  
Name of Subdivision: \_\_\_\_\_ Subdivision Lot Number: \_\_\_\_\_

Is The Parcel Subject To Plat Stipulated Development Envelope?  Yes  No  
The Size of the Development Envelope As a percentage (%) of the Gross Lot Area is: \_\_\_\_\_

### **SECTION A. LAND USE TABLE REQUIREMENTS:**

**Complies**  
Yes No  
\_\_\_\_ \_

**Requirement**

**A Land Use Table is provided on the Site Plan which includes, at a minimum, the following information:**

- |                                    |  |
|------------------------------------|--|
| _____ The Parcel Owner of Record   | _____ Address of the Subject Property        |
| _____ Assessor Parcel Number (APN) | _____ Underlying Zoning District             |
| _____ Lot Area in Square Feet      | _____ Hillside Designation                   |
| _____ Maximum Coverage Allowable   | _____ Maximum Disturbance Allowable          |
| _____ Existing Coverage (s.f. & %) | _____ Existing Disturbance (s.f. & % of lot) |
| _____ Proposed Coverage (s.f. & %) | _____ Proposed Disturbance (s.f. & % of lot) |
| _____ Total Coverage (s.f. & %)    | _____ Total Disturbance (s.f. & % of lot)    |

### **SECTION B. SITE PLAN MINIMUM REQUIREMENTS:**

**Complies**  
Yes No  
\_\_\_\_ \_

**No.** **Requirement**

- |      |      |    |   |
|------|------|----|---|
| ____ | ____ | 1. | A maximum sheet size for the site plan is 24" x 36"   |
| ____ | ____ | 2. | A north arrow and drawing scale is indicated on the site plan   |
| ____ | ____ | 3. | The date the site plan was drawn including any revisions is on the site plan  |
| ____ | ____ | 4. | A drawing legend – if needed- is shown on the site plan   |
| ____ | ____ | 5. | The dimensions of all property boundaries are indicated on the site plan  |
| ____ | ____ | 6. | The twelve (12) foot native habitat corridor is <b>CLEARLY</b> indicated on the site plan for all parcels located within the desert rural (DR) zoning districts |
| ____ | ____ | 7. | The distances of structures to property lines are indicated on the site plan  |
| ____ | ____ | 8. | The required yard setbacks are indicated on the site plan as follows:   |

Front \_\_\_\_\_ Rear \_\_\_\_\_ Interior Side Yard \_\_\_\_\_ Street Side Yard \_\_\_\_\_

- \_\_\_ \_\_\_ 9. All washes located on the parcel are shown *on the site plan*
- \_\_\_ \_\_\_ 10. The *general direction of drainage* on the site is indicated *on the site plan*
- \_\_\_ \_\_\_ 11. All *driveway entrance & exit points* are indicated *on the site plan*
- \_\_\_ \_\_\_ 12. The location & size of the proposed water meter, location, description and size of *all utility service lines* are indicated *on the site plan*
- \_\_\_ \_\_\_ 13. The *location, height, and description* of existing and proposed *fences and walls*, by type, are shown *on the site plan*
- \_\_\_ \_\_\_ 14. The depiction, dimensions & Maricopa County Recorder's Docket & Page Number for all *easements* providing access are shown *on the site plan*
- \_\_\_ \_\_\_ 15. The proposed *outdoor lighting* is indicated on:  
     \_\_\_ The *Site Plan*                      \_\_\_ *Electrical Plan*
- \_\_\_ \_\_\_ 16. A *native plant preservation, salvage and landscape plan* has been provided
- \_\_\_ \_\_\_ 17. If Ranch Uses are proposed the following requirements apply:  
     \_\_\_ The site contains a *minimum of two (2) contiguous acres*  
     \_\_\_ The *corral fencing* is located at least *twelve (12') feet* from the property line, as not to encroach upon the Native Habitat Corridor
- \_\_\_ \_\_\_ 18. If the subject parcel is *over one (1) acre*, provide a *detailed plan* which includes the following:  
     \_\_\_ A *topographic map with contour intervals at two (2') feet* for all areas *proposed to be disturbed*

**SECTION C.            ADDITIONAL COMMENTS / NOTES:**

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- 1. ***Discussion between Town Staff and an applicant/contractor does not bind the Town. An applicant should expect that additional issues may likely be raised by the Town throughout the planning and site development process.***
- 2. ***Cave Creek Town Staff requires a land use table that, at the minimum, shows information for the purpose of issuing zoning clearance for permits dealing with new Single Family Dwelling Units, Pools/Spas, Additions/Remodels (when existing square footage changes), Accessory Buildings, Fences/Walls, and any other permit applications that would require altering natural grade, removing native vegetation and natural habitat. The data corresponding to lot coverage can be considered N/A for Pool/Spa/Barrier/Fences/Walls permit applications.***

**PLANNING DEPARTMENT  
 TOWN OF CAVE CREEK  
 37622 NORTH CAVE CREEK ROAD  
 CAVE CREEK, AZ 85331  
 480-595-1930  
 www.cavecreek.org**