



KINGMAN FIRE DEPARTMENT

Community Development

310 N. 4th Street Kingman, AZ 86401 Phone: (928) 753-8130 Fax: (928) 753-7597

PRE-APPLICATION MEETING CHECKLIST

A Pre-App meeting is used for projects in the conceptual design stage. The goals of the meeting are to:

- Highlight ordinances, regulations and stipulations
- Address potential issues and discuss alternative solution to technical and design review issues
- Provide direction to customers regarding the City's development process, i.e. submittal requirements, appropriate sequences of required plan review and processes.
- Answer any questions you may have.

Please fill out the requested items below. In order to assist staff prepare a complete response to your request; please provide the items on the attached checklist.

Meetings are held on Wednesday afternoons between 1:00 - 5:00 P.M. All required documents must be received no later than 12:00 P.M. the Thursday before the desired meeting date.

Applicant Information *(this should be the person authorized to handle any future correspondence)*

Name: _____ Company Name: _____
 Phone: _____ Fax: _____
 Address: _____ City, State, Zip: _____
 Email: _____

Property Owner

Name: _____ Company Name: _____
 Phone: _____ Fax: _____
 Address: _____ City, State, Zip: _____
 Email: _____

Site/Project Information

Address (or APN#): _____
 Existing Zoning: _____ Existing General Plan Designation: _____
 Brief Project Description: _____

Questions

1. Have you spoken to anyone with the City of Kingman regarding this project? Yes No
 If yes, which person or department? _____
2. Have you hired a professional architect/engineer to design your project? Yes No
 If yes, which firm? _____
3. Have you previously worked on a project with the City of Kingman? Yes No
4. Do you wish for your project to remain confidential at this time? Yes No

CITY OF KINGMAN USE ONLY

Date Received: _____ Received By: _____ Date Admin Complete: _____
 COK Project Number: _____

REQUIRED SUBMITTALS

Conceptual Site Plan (see requirements below). Generally plans must be 24" x 36" in size unless otherwise approved. Provide PDF file.

Project Description / Narrative. Provide a description of the proposed project and uses for the property, how the proposal relates to any surrounding development and to the subject site and any specific questions for staff comment. Provide PDF file.

CONCEPTUAL SITE PLAN REQUIREMENTS

Drawing to be to scale (engineering scale required: 1" = 40' max scale)

Place the applicant's name, address, phone and e-mail on the plan

Vicinity map and north arrow

Show site and adjacent parcels

Label adjacent zoning and land uses

Label existing easements on the property and the right-of-way of the adjacent streets

Existing and proposed building height(s), building footprint(s), square footage(s), uses and exits including the exit discharge to the right-of-way

Existing and proposed driveway locations including existing driveways on both sides of the street for a distance of 150' from the site boundary

Setbacks

Location of parking, number of parking spaces required and provided

Abutting street(s) including proposed improvements

Parcel/lot dimensions, gross site acreage and net acreage. Show the parcel/lot boundaries and any surveyed monuments/markers.

Show landscape and pavement areas (must be easily identifiable)

Proposed project phasing

Show drainage arrows/outfall

Show location of retention basins and retaining walls

Location of existing and proposed fire hydrants

Conceptual building elevations

Show location and sizes of existing/proposed water and sewer services, adjacent mains and location of other existing/proposed utilities (i.e. electric, phone, cable, gas, grease interceptor, etc.)

Any property purchased along State Highway (ADOT) right-of-way will require an encroachment permit by ADOT. Contact the ADOT Permits Office at (928) 681-6019 for permit information. **It is the owner's responsibility to know the location of ADOT right-of-way.**

If your project will consist of a food/beverage establishment, hotel, etc. you will also need to contact the Mohave County Public Health Department at (928) 757-0901 for permit information.