



City of Flagstaff

Planning and Development Services Division

211 W. Aspen Ave

Flagstaff, AZ 86001

www.flagstaff.az.gov

P: (928) 213-2618

frontcounter@flagstaffaz.gov

Application for Pre-Application Meeting

Site Address		Parcel Number(s)	Project Name
Property Owner(s)			Phone
Mailing Address	City, State, Zip		Email (required)
Applicant(s)			Phone
Mailing Address	City, State, Zip		Email
Point of Contact			Phone
Mailing Address	City, State, Zip		Email (required)
Proposed Use		Existing Use	
Property Information:	<input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing City of Flagstaff Historic District? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are pre-World War II housing? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?		
Proposal Description			
What would you like to learn and discuss at the Pre-Application Meeting?			
<p>NOTICE: City employees are not authorized to bind the City in any manner, except through a formal approval process. By continuing to communicate with a City employee outside of the formal approval process, you acknowledge that any incorrect or omitted information provided shall not give rise to liability on behalf of the City, and you are solely responsible for independently researching and verifying any information provided.</p>			
Applicant Signature			Date

Pre-Application Meeting

Application Information

The application deadline is every Friday (except for Holidays) for a meeting to be scheduled as early as the following Friday. Meeting dates and times are assigned on a first-come, first-served basis. **Meeting times will not be scheduled until a complete application has been submitted via email (frontcounter@flagstaffaz.gov) to the City of Flagstaff.** An email confirmation of your scheduled meeting date and time will be sent once a complete application and plan are received.

The Pre-Application Meeting (PAM) is a free meeting designed as the first opportunity for a property owner, developer, or design professional to present an idea to the City. The purpose of the meeting is to review the idea at a very general level and to discuss how the proposal may align with existing development codes and policies such as the Zoning Code and the Regional Plan. The meeting is an opportunity for the applicant and staff to explore and discuss options prior to a formal development application.

Any information provided by the City during the PAM review is a courtesy and is preliminary in nature. The applicant should not rely upon any information provided during the PAM to make any decisions related to the purchase or development of property. Nothing stated in the PAM binds the City to approve future applications or constrains the scope of the City's review of any future applications related to the subject property.

As an informal initial review, no approval can be obtained. The Planner will provide you with a "road map" of the review process. The next step in the process is usually a Concept Plan application. This application requires a development plan with proposed use(s). At this stage, a Planner will ensure that reviews are timely, the process is predictable, and your project gets to a decision point, whether it's a public hearing, administrative decision, or construction permit issuance.

What must I provide for the PAM?

A complete application with a very basic sketch or plan that adequately conveys the idea. Staff suggests utilizing an aerial image with drawn building footprint(s), roads, parking area(s), proposed access, topography, utility locations and points of connection. Fully developed site plans will not be accepted for a PAM and will be asked to submit for Concept Plan Review.

Who attends the PAM?

A Planner, assigned to the PAM will coordinate with representatives from Engineering, Fire, Stormwater, Building Safety, Water Services, Traffic, and other staff depending on the application.

When are meetings held?

There will be three 45-minute meetings held every Friday (except for holidays) at 9, 10 and 11 a.m.

What happens after my PAM?

After the PAM, the Planner will provide you with written comments. The applicant should continue their due diligence by exploring and resolving issues discovered in the meeting. The applicant may need to obtain a design professional, such as an architect, civil engineer, or surveyor, to proceed to the next steps.

Is there a limit to how many PAMs I may have?

Yes. Only one PAM per applicant per site is permitted within a 6-month timeframe.