



Open Land Uses include such uses as mulching operations, product storage, scrap and recycling yards, asphalt shingles processing, tire storage, pallet storage and landfill activities (not an exhaustive list). Open Land Uses are subject to the Zoning Ordinance, Building Code, Fire Code, and other ordinances identified by staff. A fact finding submittal is advised with a multi-disciplinary review of the project site plan prior to log in of improvement plans to identify recommendations and requirements.

**I. Type of Fact Finding application:**

- Written Response (response provided approximately two weeks from date of submittal; \$300 fee) MUST have zoning clearance verified prior to submittal. **ONLY** allowed if Open Land Use is accessory to an allowed primary use that has an approved site plan on file with Planning and Development Department.

ZONING STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

KIVA #: \_\_\_\_\_ DEV #: \_\_\_\_\_

- Meeting with PDD staff (scheduled within three weeks from date of submittal; \$600 fee)

**II. Applicant Information (PLEASE PRINT):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

As the applicant for a project that includes an Open Land Use, I have read and understand the Open Land Use submittal and processing requirements and I am aware of the need to meet all applicable codes and ordinances

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. Property Owner Contact Information (PLEASE PRINT):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Project Address/Location: \_\_\_\_\_

Parcel Number(s) (APN) \_\_\_\_\_

**To schedule a fact-finding meeting, the applicant must provide the Fact Finding package information to the Planning & Development Department, Phoenix City Hall, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003. For more information, call (602) 534-5933, or online at <https://www.phoenix.gov/pdd/topics>. The following information is required for an Open Land Use fact finding submittal.**

**GENERAL INFORMATION**

- Fee payment required at time of submittal
- All plans must be 24"x36" in size unless otherwise approved and all PDF files contained on one CD or flash drive
- All documents must be folded to 9" x 12" (maximum)
- Statement of intent or full project description on site plan or separate 8½ x11 typed sheet
- Proposed project schedule, if available

- Provide photos of adjacent off-site improvements
- Graphic scale
- Federal Aviation Administration: FAA Determination of No Hazard (determined by staff at the meeting) related to height of structure, <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

**MINIMUM SUBMITTAL REQUIREMENTS:**

- Conceptual Site Plan** (6 copies + PDF file) **Applications without PDF files will not be accepted**
- Scale (engineering scale required: **1" = 40' minimum**) unless otherwise approved)
- Applicant's name, address, phone/fax, email address
- Name, address, phone/fax of design professional preparing site plan
- Identifiable location - show site and adjacent parcels
- Vicinity map with north arrow
- Property dimensions, gross site acreage and net acreage
- Existing and proposed building heights(s), building footprint(s), square footage(s) and locations
- Abutting street(s) (Label name and provide dimensions for improvements)
- Existing and proposed driveway locations
- Existing and proposed fencing/walls and gates
- Mulching or storage area square footage(s), and identify all uses to occur on the property. Specify if retail or wholesale and hours of operation.
- Identify with dimensions of internal driveways and parking spaces. Traffic flow and frequency.
- Location of existing and proposed fire hydrants (on-site and off-site / 300' spacing)
- If no fire hydrants, then identify the water source for the property

**STAKEHOLDER REQUIREMENTS**

The proposed project may need the following agencies approval to allow the Open Land Use. As the applicant, you are responsible for obtaining all necessary plan reviews, permits and inspections:

- Army Corps of Engineers     ADEQ     AZ Department of Agriculture     Maricopa County
- Other (please specify): \_\_\_\_\_

----- **SUBMITTAL/PAYMENT STAFF USE ONLY** -----

Date Received: \_\_\_\_\_ Staff Intake Initials \_\_\_\_\_ Fee Received: \$ \_\_\_\_\_

----- **COUNTER STAFF USE ONLY** -----

Property address/location (provide APN if known, and attach exhibit if possible):  
 \_\_\_\_\_

Date Received: \_\_\_\_\_ Staff Intake Initials \_\_\_\_\_ Fee Received: \$ \_\_\_\_\_

Number of Required Copies:  
 Site Plans: \_\_\_\_\_ Elevations: \_\_\_\_\_ Photos: \_\_\_\_\_  
 1 pdf CD: \_\_\_\_\_ **APPLICATIONS WITHOUT PDFS WILL NOT BE ACCEPTED**

Log #: Create New: \_\_\_\_\_ Child of: \_\_\_\_\_

FACTFINDM \$600.00     FACTFINDW \$300.00

Clearance for Routing: Date: \_\_\_\_\_ Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
**\*Additional fees apply pursuant to the current fee schedule/Appendix A.2. of the Phoenix City Code.**

**ASSIGNMENTS:** SITE: \_\_\_\_\_ TRAFFIC: \_\_\_\_\_ CIVIL: \_\_\_\_\_ FIRE: \_\_\_\_\_ LANDSCAPE: \_\_\_\_\_  
 INV/SALVAGE: \_\_\_\_\_ IBC: \_\_\_\_\_ LIGHT RAIL: \_\_\_\_\_ OEP: \_\_\_\_\_ OTHER: \_\_\_\_\_