

CITY OF BENSON



COMMERCIAL DEVELOPMENT GUIDELINES



February 25, 2010

Dear Prospective Developer:

We are pleased that you have a vested interest in the City of Benson and you want to help support our local economy.

These guidelines are a general overview of the procedures and steps involved in the development in the City of Benson. This is not written as a detailed, step by step process, but rather as an overview of the approval process.

City of Benson requires a pre-application meeting for all development. Please contact my office to set up an appointment (520) 720-6323.

Glenn Nichols, City Manager

Sincerely,

Bradley J. Hamilton, P. E.
City of Benson
Public Works Director/City Engineer

CITY OF BENSON COMMERCIAL PROJECT APPLICATION

Project Name: (No Duplicate Names)		(Also List Former Name if Changed)
Project Location:		
Project Type:		
Project Summary		
Use of Property	Proposed:	Existing:
Acreage		Number of Phases:
Parcel Number		Number of Lots/Units
Zoning	Present	Proposed:
Previous Approved Plans		
Owner/Developer	Owner	Contact
Organization:		
Name:		
Address:		
City, State, Zip:		
Phone/ Fax:		
Email:		
Engineer of Record		
Organization:		
Name:		Email:
Address:		
City, State, Zip:		
Phone:		Fax:
STAFF USE ONLY		
Project Assigned to		
Organization:		
Contact Name:		Email:
Address:		
Phone:		Fax:

CITY OF BENSON COMMERCIAL CHECKLIST

FOR _____

Planning and Zoning Submittal Requirements

	Date Received	Received By
Project Application		
Proof of Ownership – Status Title Report. May not be more than 30 days old		
Proof of Agency-notarized letter from owner or corporate resolution		
Site Plan Fee-See Chapter 16 of City Code		

Three 24"x 36" copies of the plat must be submitted

A site plan must be prepared by a licensed Arizona registrant and contain the following items.

Property boundaries drawn to scale – note dimensions		
Area of property		
Zoning classification		
Location, size and type of all easements, burial grounds, rail road right-of-way		
Topography (2 foot contours)		
Drainage features (bridges, culverts, wells, etc) and washes (larger than 2' wide or 2'deep) within 300 feet of property and the direction of flow		
100 year flood boundary, if applicable		
Existing and proposed retention/detention basins		
Direction of rain runoff existing and proposed buildings and structures (fences, pools, sheds, etc.) - note use dimensions, SF, height and construction material if known.		
Existing or proposed streets, public ways and crosswalks within and adjacent to tract-note width and surface		
Existing and proposed utilities (water, sewer, gas, electric)		
Setbacks from property lines to existing and proposed buildings and structures		
Existing and proposed fire hydrant locations		
Existing and proposed structures		
Existing and proposed landscape areas		
Distance between existing and proposed buildings and structures		
Existing and proposed outdoor lighting – note type, shielding and lumens.		
Parking details per City of Benson Zoning Regulations		
Handicap parking spaces and access routes		
Existing and proposed driveways – width and surface, must provide all-weather access for Fire Dept.		
Approved site plan in AutoCAD readable format		
Fort Huachuca Notification as required by SB 1387		

ENGINEERING SUBMITTAL REQUIREMENTS

Approved Site Plan		
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Drainage plans/report (3 review copies) (2 approved copies)		
Soil Engineering Report (2)		
Transportation Impact Analysis (1), if applicable		
Water Model, (1 copy),		
Wastewater Model, (1 copy)		
Environmental Assessment, (3 copies)		
Waste water flows volume (1 copy)		
Water Consumption in annual acre feet (1)		
Grading Plan (3 review copies) (2 approved copies)		
Paving, Signing and striping plans (3 review copies) (2 approved copies)		
Sewer improvement plans, onsite and offsite (3) (2 approved copies)		
Water Improvement plans, onsite and offsite (3) (2 approved copies)		
Landscape Plan (Public Right of Way)		
Right of Way Dedication (if applicable)		
Review Plan Fees paid in full (City Code Chapter 16)		

UTILITIES SUBMITTAL REQUIREMENTS

ADEQ Notice of Intent Certificate (NOI) SWPP		
ADEQ Permit (if applicable)		
ADEQ Approval of Construction of Water Facilities.		
Backflow Prevention Assembly Test and Maintenance Record. Annual Reports Required.		
ADEQ Approval of Water Facilities. Formal acceptance of sewer line and manhole installation from sanitary sewer utility.		
Sewer Extension Agreement. (if applicable)		
Inspection of installation of backwater valve report.		
Installation of approved grease trap. Annual Reports required.		
Engineering Plans: gas detail drawings.		
Payment for materials needed for installation of gas system		

FIRE DEPARTMENT SUBMITTAL REQUIREMENTS

Approved site and building plans to include location of hydrants and riser room (8 1/2 X 11 sheets).		
Hydrant Flow Test Report.		

BUILDING SUBMITTAL REQUIREMENTS

Site Hydrology Report (2 approved), (if not submitted earlier)		
Soil Engineering Report (2 approved), (if not submitted earlier)		
Grading Plan (2 approved) (if not submitted earlier)		
Paving, Signing and striping plans (2 approved) (if not submitted earlier)		
Sewer improvement plans, onsite and offsite (2 approved) (if not submitted earlier)		
Gas Improvement plans, onsite and offsite (2 approved)		
Drainage plans/report (2 approved) (if not submitted earlier)		
Electrical and street lighting (2)		
Special Inspection Requirement Form (if applicable)		

City of Tucson and Pima County 2003 Edition with latest revisions

City of Benson Utility Construction standards and Material Specifications

City of Benson Adopted Codes

With Amendments

2006 IBC 2006 IFC 2006 IMC 2006 IEBC 2006 IECC

2005 NEC 2006 IFGC 2006 IPC 2006 IRC

Notes: 1) All documents and plans must be prepared by an Arizona licensed registrant.

2) Copies of Contractors License and Liability Insurance are required.

3) Bond exemption certificates are required for projects over \$50,000.00.

**4) A Pre-Construction meeting is required and can be scheduled through the
Building department**

5) As Built Plans in AutoCAD readable format

- Notes
1. Easements
 2. Area
 - 3.
 - 4.
 - 5.

Example Site Plan

Project Title

Owner/Developer

Legend

Location Map

scale

By: _____
Name, City Engineer Date

By: _____
Name, Planning & Zoning Date

Created 3/6/09

Sheet X of X