



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

P: (928) 213-2704
 F: (928) 213-2609



Date Received	Application for Parking Lot Maintenance Permit			Permit Number
Property Owner(s)	Title	Phone	Email	
Mailing Address			City, State, Zip	
Site Address			City, State, Zip	
Shopping Center/Building Name		Owner Name	Phone	
Business Mailing Address			City, State, Zip	
Parcel Number(s)		Zoning District		
Contact the local Registrar of Contractors Office (928) 526-2325, regarding licensed contractor requirements. You must provide the following information prior to the permit being issued.				
Contractor/Vendor Name		Address	City, State, Zip	
Contract Name		Phone	City Sales Tax #	
Contractor's License #		Type	Expiration Date	
Details of Work to be Performed (Check all that apply in left column and answer all questions in right column):				
<input type="checkbox"/> Seal coat/chip seal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will existing native trees be removed?	
<input type="checkbox"/> Asphalt overlay	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will there be changes to existing landscaping?	
<input type="checkbox"/> Existing pavement removal & replacement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are changes to existing drainage patterns and site discharge points proposed?	
<input type="checkbox"/> Restripe accessible spaces to meet current code (required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the construction of a new parking area in an existing unpaved area proposed?	
<input type="checkbox"/> Restripe remainder of parking lot to match existing striping	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the total number of parking spaces be reduced?	
<input type="checkbox"/> Restripe remainder of parking lot to deviate from existing striping	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are new parking space or drive aisle locations/dimensions proposed that do not meet current code requirements?	



Application Instructions

for

Parking Lot Maintenance Permit

June 12, 2012

General Information

- It shall be the sole responsibility of the applicant to evaluate the existing striping to determine if it complies with geometrical and dimensional requirements listed in Division 10-50.80.080 of the current City of Flagstaff Zoning Code (pertinent pages are included in this packet) if restriping is proposed to match existing striping.
- If the existing parking lot striping does not meet geometrical and dimensional requirements listed in the current City of Flagstaff Zoning Code, the applicant must attempt to restripe the existing non-conforming parking lot to meet the requirements. If it is demonstrated to the Planning Director to be a hardship to the property owner, the new striping may match the non-conforming existing striping with the exception that the required number and dimensions of handicap accessible parking spaces must be provided per Section 10-50.80.080.C of the Zoning Code (pertinent pages are included in this packet).
- In all cases, the number and dimensions of finished handicap accessible parking spaces must meet the requirements of Section 10-50.80.080.C of the Zoning Code. Existing handicap accessible parking spaces striped prior to 2012 likely do not meet the requirements of the Zoning Code.
- An aerial photo of the existing parking lot printed at scale is available from Donna Curry with the City of Flagstaff Community Development Division (dcurry@flagstaffaz.gov) for use by the applicant as an informational drawing.

Application Steps

1. Complete the application in its entirety and submit it at the Community Development Division counter.
2. As indicated on the application, if all answers are "no" on the application questionnaire, a written description of proposed work and a detailed drawing are not required to be submitted with the application. In this case, a permit fee will not be charged to the applicant, and the following apply:
 - a. The applicant will be contacted within 5 calendar days and given a verbal "Notice-to-Proceed".
 - b. The applicant shall contact Greg Brooks with City Community Development at 213-2641 for a final inspection of the handicap accessible parking spaces after they are complete.
 - c. Following the final inspection, the applicant will be contacted by Greg Brooks only if an issue exists.
3. As indicated on the application, if any answers are "yes" on the application questionnaire, a written description of proposed work and a detailed drawing are required to be submitted with the application. In this case, a permit fee will be charged to the applicant, and the following apply:
 - a. The applicant will be contacted within 7 calendar days with a request for further information or a meeting or issuance of the permit.
 - b. The applicant shall follow the conditions listed on the permit regarding completion of the work and final inspection by the City of Flagstaff.