



# City of Flagstaff

# Community Development Division

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

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 jmikelson@flagstaffaz.gov

**MIP**

<b>Date Received</b>	<b>Application for Minor Improvement Permit</b>			<b>Permit Number</b>
<b>Type of Minor Improvement Permit:</b>	<input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck	<input type="checkbox"/> Fence (Residential) <input type="checkbox"/> Fence (Non-Residential)	<input type="checkbox"/> Garden Wall <input type="checkbox"/> Storage Container	
<b>Property Owner</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>	
<b>Mailing Address</b>		<b>Suite/Unit #</b>	<b>City, State, Zip</b>	
<b>Site Address</b>		<b>Suite/Unit #</b>	<b>City, State, Zip</b>	
<b>Applicant</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>	
<b>Mailing Address</b>		<b>City, State, Zip</b>		
<b>Parcel Number(s)</b>		<b>Zoning District</b>		
<b>Description of proposed work</b>				
<p><b>Submittal Requirements</b></p> <p>Required information for each specific permit type is provided on the reverse side of this application form. A dimensioned site plan must be attached showing the location of the proposed use/construction subject to a Minor Improvement Permit. If your property is located within the Resource Protection Overlay (RPO) zone, please indicate all protected trees onsite.</p> <p><b>WITHIN THE RPO NO TREES MAY BE REMOVED FOR THE PLACEMENT OF SHEDS OR DECKS.</b></p> <p><i>Information on Minor Improvement Permits is in Section 10-20.40.150 of the Zoning Code. Information on the Resource Protection Overlayzone is in Section 10-50.90 of the Zoning Code.</i></p> <p><b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted</b></p>				
<ol style="list-style-type: none"> <li>1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached.</li> <li>2. An applicant for a minor improvement permit may receive clarification from the City of how it is interpreting Section 10-20.40.150 (Minor Improvement Permits) of the Zoning Code.</li> </ol>				
<p>_____ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.</p>				
<b>Applicant Signature</b>			<b>Date</b>	
<b>For City Use</b>				
<b>Received By:</b>		<b>Fee Receipt #:</b>		
<b>Approval:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Staff Initial:</b>		<b>Date Approved:</b>

*See reverse side for additional information*

## Minor Improvement Permit Checklist

For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. Incomplete applications will not be accepted. It is the responsibility of the applicant to ensure the accuracy of the application. Applications will not be accepted or processed without an adequate description of the proposed scope of work and site plan. A completed application form shall be submitted to a Community Development Division staff person, and shall contain the following additional information:

1. A site plan conveying the following information according to permit type. Please use the attached graphing paper to draw your site plan.

### Accessory Building

- a. Include north arrow;
- b. Use attached graphing paper to show property lines, all existing building(s), and proposed location of accessory building(s);
- c. Approximate location of all existing trees onsite;
- d. Show that required setbacks are being met;
- e. Height of accessory building(s).

### Deck

**(Note: If deck is over 30" in height above finished grade a Building Permit is required.)**

- a. Include north arrow;
- b. Use attached graphing paper to show property lines, all existing building(s), and proposed location of deck(s);
- c. Approximate location of all existing trees onsite;
- d. Show that the required setbacks are being met;
- e. Height of deck(s) above grade.

### Fence

- a. Include north arrow;
- b. Use attached graphing paper to show property lines, all existing building(s);
- c. Location of all easements, if any (PUE, drainage, utility and streets);
- d. Height and location of fence;
- e. Type of materials to be used;
- f. Intersection site triangle for corner lots, per Engineering Standards, Section 10-06-020 (Intersection Sight Triangles, Clear View Zones).

### Garden Wall

**(Note: Garden walls are decorative in nature and not intended to retain additional loads. If garden wall is over 30" in height and within 36" of a walkway a Building Permit is required.)**

- a. North arrow;
- b. Use attached graphing paper to show property lines, all structures, driveways, walkways and proposed garden walls;
- c. Height of garden wall.

2. Required Minor Improvement Permit fee, as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code.

**Staff Review:** Upon receiving a complete application, the application will be reviewed by City staff to determine if the submittal conforms to City of Flagstaff Code requirements.

**Approved Permit:** Upon review and approval of the application the applicant will be informed that the permit is ready to be picked up.



# City of Flagstaff

## A resident's guide to placing sheds, decks, and other accessory buildings in the Resource Protection Overlay Zone

This subdivision is located within the city's **Resource Protection Overlay (RPO) Zone**. The zone was developed for the "protection of natural resources, including floodplains, steep slopes, and forest" (Flagstaff City Code 10-50.90: Resource Protection Standards). These standards are meant to maintain the character of our natural surroundings and to maintain the health of the land and prevent erosion.

Part of the development process for this neighborhood included a survey which identified specific trees that would remain after construction and placement of homes. All trees that are standing today in the subdivision may not be removed unless they are within the building envelope for your parcel (as identified on the final plat map). The exception to this code is the removal of "hazard trees" that are dead, dying, or potentially injurious to the public or private property. In these circumstances, property owners may coordinate removal of the trees with the HOA and the Flagstaff Fire Department.

***Property owners may install decks and sheds as long they are in compliance with setbacks and the Resource Protection Overlay standards.***

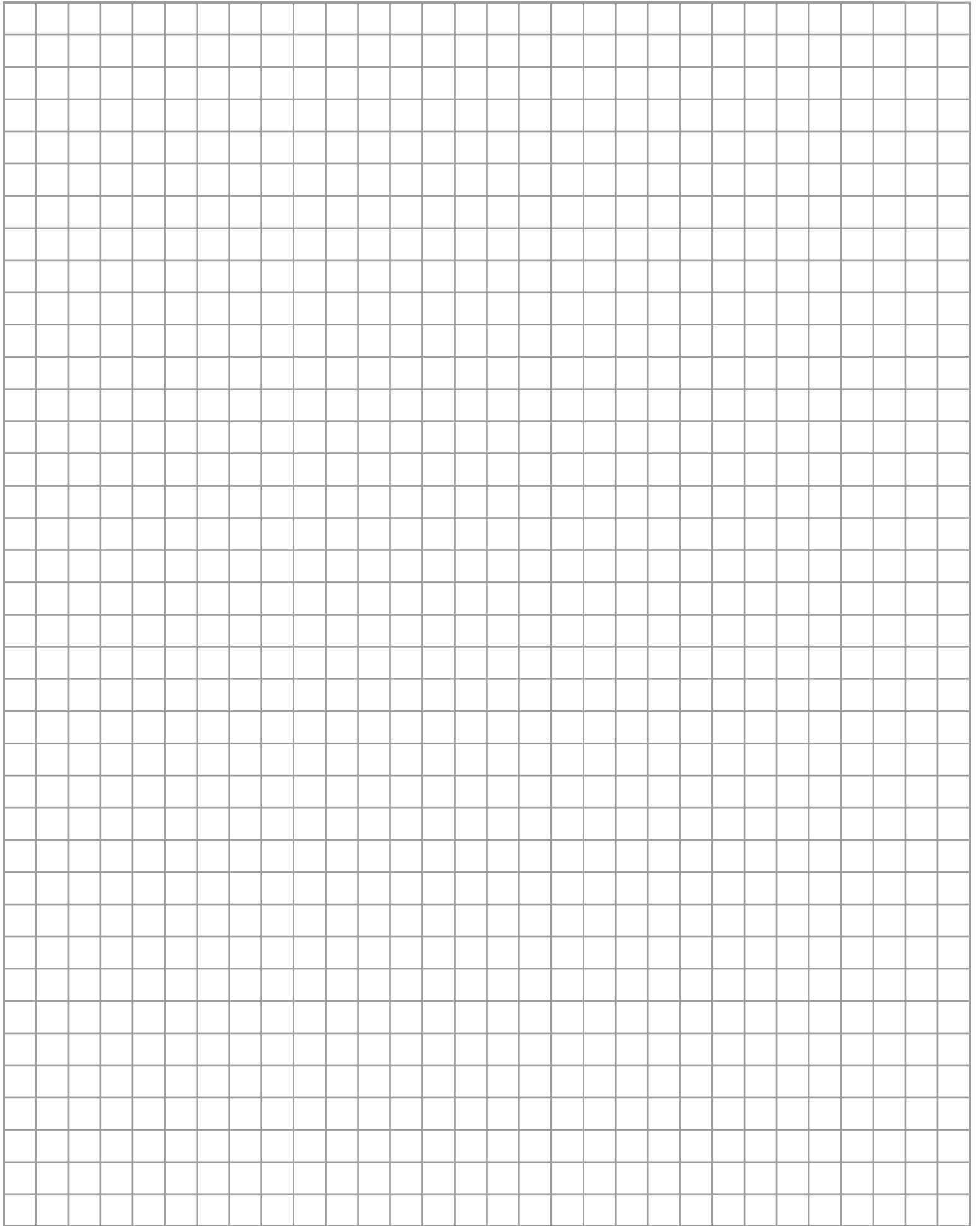
- No shed may be placed closer than 5' from any property line, and no trees may be removed in order to place a shed.
- As long as decks maintain side and rear setbacks, they may be constructed around existing trees. As with sheds, trees cannot be cut down in order to build a deck.
- The addition of sheds and decks on your property counts towards your maximum allowed lot coverage.
- When submitting your minor improvement permit, use the attached graph paper to draw the outline of your lot, the primary building, where you would like to place the shed or deck, and the approximate location of all existing trees onsite. Show that the required setbacks are being met.

To find out if your home is located within the RPO or for more information about minor improvement permit requirements, please contact Jennifer Mikelson at [jmikelson@flagstaffaz.gov](mailto:jmikelson@flagstaffaz.gov) or (928) 213-2615.

Arizona Relay Service 7-1-1

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**1 Block = 1/4 "** Please include dimensions of all property lines, buildings, and proposed deck, fence, or accessory structure. Show the approximate location of all trees onsite. Decks may be constructed around existing trees. **NO TREES MAY BE REMOVED IF YOUR PROPERTY IS LOCATED IN THE RESOURCE PROTECTION OVERLAY ZONE.** Call (928) 213-2104 for more information.