



# City of Flagstaff

## Engineering Division

211 W. Aspen Ave  
Flagstaff, AZ 86001  
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P: (928) 213-2600

Staff contact: [CDFrontCounter@flagstaffaz.gov](mailto:CDFrontCounter@flagstaffaz.gov)

**TUP-STKP**

Date Received	<b>Application for Stockpile Permit</b>		Permit Number
Project Name	Material Source Address		
Site/Stockpile Address		COF Project Number	
Engineering Section Project Manager			
Proposed Starting Date	Proposed Completion Date (Stockpile Permits expire after 6 months)		
ADEQ Notice of Intent (NOI) Permit Number			
Earthwork/Construction Materials Storage Quantities and Type (CY Fill)			
Project Owner			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Contractor			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Contractor's License#		Type	Expiration Date
City Sales Tax #			
<b>Submittal Requirements</b> Required submittal information for a Stockpile Permit is provided in this application packet. Stockpile Permits are issued under Temporary Use Permits, located in Flagstaff Zoning Code Section 10-20.40.150			

<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. The City and an applicant may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more the 25% of the overall time frame.</li> <li>3. The City and an applicant may mutually agree in writing to allow the City to submit supplemental requests for information.</li> <li>4. An applicant may receive clarification from the City of how it is interpreting Flagstaff Zoning Code Section 10-20.40.150</li> </ol>		
<p>_____ (Owner's 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>Project Owner Signature</b>		<b>Date</b>
<b>Contractor 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>

**Temporary Construction Stockpile 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. **The application shall be submitted to a Community Development Division staff person, and shall contain the following information:**

1. **Completed application form**
2. **Project Narrative Letter**
3. **Written authorization from the owner of the property on which the stockpile is to be located**
4. **Two (2) paper sets of Stockpile Site Plans and 1 Electronic copy**
5. **Proposed SWPP BMPs-Stormwater**
6. **Resource Protection Plan**
7. **Haul Route Map if >500 CY**

**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.

**Permit Fee:** The applicant shall pay the required permit fee at the time of permit pick up.

**Inspection:** Applicant must contact the Stormwater Section to schedule inspections prior to initiating stockpiling activities. Stormwater inspections will also be required when the stockpiling activity is complete, and upon remediation of the site. The inspector will either approve the work as completed, or require additional corrections. Upon approval, the inspector will sign off on the work and record the approval in the City's permit tracking system.

**Expiration:** Stockpile permits may be issued for a maximum of 6 months. Should additional time be required, the application should be resubmitted for renewal 30 days before expiration of the current permit. The permit may be extended three (3) additional times with a limit of 6-months per extension. Additional permitting fees will apply.



## City of Flagstaff Engineering Division

### Stockpile Permit Guidelines

**Date:** January 28, 2022

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For all Stockpile Permits, the City of Flagstaff is requesting the following items be provided as a complete submittal for approval consideration. The following are items that must be received in order to obtain approval. Review and Approvals can take up to 10 working days once a complete submittal is received. Incomplete submittals will not be reviewed. Submit project narrative letter and the appropriate attachments to the current Development Engineer at [CDFrontCounter@flagstaffaz.gov](mailto:CDFrontCounter@flagstaffaz.gov) (include project name in subject line).

1. Completed application form (TUP-STKP).
2. Project Narrative Letter
3. Written authorization from the owner of the property on which the stockpile is to be located
4. Two (2) paper sets of Stockpile Site Plans and 1 Electronic copy.
5. Proposed SWPP BMPs-Stormwater
6. Resource Protection Plan (if Applicable)
7. Map of Haul Routes if greater than 500 CY

### **Stockpile Permit General Guidelines:**

Stockpiles can be a significant source of dust, stormwater pollution, and can have significant negative impacts on natural resources if not properly managed and remediated. A permit is required for all offsite stockpiles, even if associated with future development phases, that are not part of an approved grading plan. Onsite stockpiles associated with future phases not currently active shall require a permit. Proper resource protection and Stormwater BMPs will be required during use and site remediation will be required following construction completion. Stockpile permits may be issued for a maximum of 6 months. Should additional time be required, the application should be resubmitted for renewal 30 days before expiration of the current permit. Stockpile permits may be renewed up to 2 additional times for a maximum total of 18 months from initial permitting. Additional permitting fees will apply.

#### Stormwater

SWPPP BMPs will be required to be in place and inspected before any materials may be stockpiled. BMPs shall be maintained until the stockpile has been removed and the site remediated. Notice of Intent (NOI) for coverage under ADEQ's Construction General Permit may be required if site disturbance is greater than or equal to an acre.

1. **Maximum stockpile height limited to 6 feet**
2. Side slopes limited to 2:1 maximum
3. Minimum 20 foot setback from property lines

4. Wire mesh-backed silt fence installed around the entire perimeter of the stockpile per Maricopa County Drainage Design Manual - Erosion Control SPC-5
5. Stabilized construction entrance (i.e. rock trackout pad) installed per Maricopa County Drainage Design Manual – Erosion Control EC-5
6. Acceptable cover requirements:
  - a. Established vegetation
  - b. Gravel 0.25 feet thick
  - c. Physical barrier
  - d. Approved soil tackifier

Applicant must contact the Stormwater Section to schedule inspections prior to initiating stockpiling activities. Stormwater inspections will also be required when the stockpiling activity is complete, and upon remediation of the site. The inspector will either approve the work as completed, or require additional corrections. Upon approval, the inspector will sign off on the work and record the approval in the City's permit tracking system.

### Allowable Materials

Only clean fill and construction materials are allowable. This may include, but is not limited to, stone, soil, concrete, and asphaltic concrete intended for reuse. Materials contaminated with hazardous substances are not allowed. Trash is also not allowed. This may include, but is not limited to, waste vegetation, wood demolition debris, common household trash, and plastic materials.

### Resource Protection

Per Flagstaff Zoning Code (10-50.90.090), Natural resources to be preserved onsite shall be protected before onsite land disturbance commences so as to prevent root damage, trunk damage, and soil compaction. Land disturbance includes grading, clear-cutting, and stockpiling.

### Traffic Impacts

Should the scale of stockpiling activities warrant review of traffic impacts by the City of Flagstaff Traffic Engineering Section, the applicant shall be contacted. Additional requirements may include traffic control. At a minimum, the applicant is required to utilize track out sections to minimize soil migration onto City streets and to ensure daily, that the adjoining streets are clean and free of debris.

### Site Remediation

Following completion of construction activities and removal of permitted stockpiles, the site is required to be remediated to match or improve the original site conditions. See Stormwater and Engineering requirements regarding seeding and erosion control.

### Appeals

Appeals, concerning permit denial or violations, shall be submitted to the Planning Director.

### Violations

Violations will be enforced under applicable sections of the IBC and Flagstaff Zoning Code.



**City of Flagstaff Engineering Division**  
Current Planning Section

**TUP – STOCKPILE PERMIT**  
Interpretation

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<b>Issue Date</b>	January 28, 2022
<b>Code</b>	Zoning Code (Revised 02/16/2016)
<b>Sections</b>	10-20.40.150
<b>Prepared By</b>	Brian Kulina, Zoning Code Manager
<b>Approved By</b>	Dan Folke, Planning Director

**Code Requirement:**

The issuance of a Temporary Use Permit (TUP) allows for the establishment of short-term activities that are compatible with adjacent and surrounding uses when conducted in compliance with the Zoning Code. The Zoning Code identifies thirteen (13) temporary uses, ranging from food vendors to the temporary occupancy of a recreational vehicle, that are subject to TUP review and approval. In addition, Section 10-20.40.150.D.14 of the Zoning Code establishes the Director to authorize other temporary activities that are similar to the other identified temporary activities and that are compatible with the applicable zone and surrounding land uses.

**Issue:**

The storing of aggregate/fill material either on-site or off-site is known as stockpiling. When stockpiles are not properly managed and do not have proper remediation, they can become a significant source of dust and stormwater pollution, present safety concerns, and have significant negative impacts on natural resources.

**Interpretation:**

In accordance with Section 10-20.40.150.D.14 of the Zoning Code, off-site stockpiles are hereby classified as *Similar Temporary Activities* subject to the issuance of a TUP with the following conditions:

1. Written authorization from the owner of the property on which the stockpile is to be located shall be provided at the time of TUP application.
2. The TUP may be issued for a maximum of 6-months. Should additional time be required, a request for an extension shall be submitted in writing, along with a new permitting fee, at least 30-days prior to the permit expiration. The permit may be extended two (2) additional times with a limit of 6-months per extension.

**Rational:**

The location of a stockpile, either on- or off-site, is similar in use to a construction yard. However, a stockpile can have a greater impact on the surrounding community potentially causing the use of City resources to mitigate any issues.