



**Community Development Department**  
**303 North Beeline Highway**  
**Payson, AZ 85541**  
**Phone : 928-472-5030 · Fax : 928-472-7490 · TDD: 928-472-6449**  
**www.paysonaz.gov**

The Development Services Meeting provides an early forum for applicants proposing new projects in the Town to present their project/business and receive feedback from many different departments at once. The informal, round table meeting is an excellent way for all Town departments and utilities involved to offer comments in the beginning stages of the project/business. Comments at this stage are beneficial for the applicant to be made aware and gain an understanding of Town development standards in order to make informed business decisions early on in their project/business development.

Meetings are held every **Wednesday at 8:45 a.m.** in the Community Development Conference room at 303 N. Beeline Highway, Payson, AZ 85541.

Items to be submitted:

- Completed development questionnaire (attached)
- Preliminary floor plan to scale to indicate:
  - Doors, windows, and other openings
  - Type of construction expected
  - Use of the building
- Preliminary site plan to scale to include:
  - Lot dimensions; for subdivisions please provide the number of lots and average lot square footage; for multi-family development please provide the number of units and how many of each bedroom type are proposed.
  - A north arrow
  - Existing and proposed building locations
  - Parking and landscaping areas
  - Adjoining roadways, ingress and egress points, fire hydrants, and roads (public or private)
  - Existing utilities and drainage features

To schedule a meeting, contact **Trever Fleetham** at **(928) 472-5034** or **[tfleetham@paysonaz.gov](mailto:tfleetham@paysonaz.gov)**

# Development Questionnaire

Property Street Address  Suite

Subdivision  APN

Developer Name

Contact Name

Phone Number  Phone Number (cell)

E-mail Address

Mailing Address

City  State  Zip

Property Owner

Phone Number

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## Project Description

# Development Questionnaire

Please answer all applicable questions to receive the most beneficial comments and feedback.

1. Zoning District  MH  Yes  No  Unsure
2. Appropriately zoned for proposed development/use  Yes  No  Unsure
3.  New Building/Construction  Existing Building- No changes  
\*  Existing Building- Modifications Proposed  
\* Details of proposed modifications to be included in project description: interior, exterior, painting, building expansion, etc.
4. Building square footage
5. Will the project be phased?  Yes  No
6. Proposed water usage (gallons per month)
7. Are water records for business or similar use available? \*  Yes  No  
\* If yes, please provide copies for review
8. Fire sprinklers planned for this project?  Yes  No
9. What chemicals will be used for the business?
10. Does the business involve food?  Yes  No
11. Does the business involve **cooking/food prep**? \*  Yes  No  
\* If yes, please describe (or refer to project description)
12. Is alcohol served/consumed on site?  Yes  No
13. Are there any outside land uses proposed? \*  Yes  No  
\* If yes, please describe (or refer to project description)
14. How many employees are anticipated for this business?
15. How is the property accessed?(driveways, adjacent streets, etc.)
16. Is new asphalt paving or concrete planned?  Yes  No
17. Will there be a community facilities building/clubhouse?  Yes  No
18. The sanitary sewer service proposed is  Existing \*  New \*  Other  
\* Please describe (or refer to project description)