

CITY OF BENSON



AIRPORT 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,

A handwritten signature in dark ink that reads "Bradley J. Hamilton". The signature is written in a cursive style with a large, stylized "B" and "H".

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

AIRPORT PROJECT APPLICATION

Project Name: (No Duplicate Names)			(Also List Former Name if Changed)		
Project Type:					
Project Summary					
Use of Property	Proposed:		Existing:		
Parcel Number					
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:		
Reviewer Information	STAFF USE ONLY				
Organization:					
Contact Name:			Email:		
Address:					
Phone:			Fax:		

CITY OF BENSON AIRPORT DEVELOPMENT CHECKLIST FOR _____

Planning and Zoning Submittal Requirements

	Date Received	Received By
Project Application		
Lease Agreement		
Evidence of Financial Responsibility		
Site Plan Requirement per City Code Chapter 19-10		
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		
Location Map		
Area of Property		
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 and proposed utilities (water, sewer, gas, electric) including off-site		
Setbacks from property lines to existing and proposed buildings and structures		
Existing and proposed fire hydrant locations		
Existing and proposed structures		
Adjoining roads, rights of way - note width, surface and name		
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		
	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.		
	Inspection of installation of backwater valve report.		
	Engineering Plans: gas detail drawings.		

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.		
	Hazardous Materials Inventory Statement – Chapter 19-7 A & B		
	Portable Fire Extinguishers (s) Chapter 19-7-11 A, B, C, D		
	Engineered design fire sprinkler/fire alarms plans (Chapter P- IFC)		

BUILDING SUBMITTAL REQUIREMENTS

	Approved Construction Documents		
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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

Legend

Location Map

scale

By:

Name, City Engineer

Date

By:

Name, Planning & Zoning

Date

Project Title

Owner/Developer

- 2. Area
- 3.
- 4.
- 5.

Example Site Plan

scale

Legend

Location Map

By:

Name, City Engineer

Date

By:

Name, Planning & Zoning

Date

Owner/Developer

Project Title

Created 3/6/09

Sheet X of X