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## CHAPTER 12 - SITE PLAN REVIEWS

### SECTION 12.0 GENERAL:

- A. *Site Plan Reviews* are intended to promote functional and safe developments which maximize compatibility with surrounding developments, uses and with the natural environment.
- B. *Site Plan Reviews* shall consider the relationship of the project to adjacent developments, the surrounding neighborhood, and the community.
- C. *Site Plan Review* requirements enable the Town to mitigate potential land use conflicts resulting from proposed developments.
- D. *Site Plan Reviews* are not intended to evaluate proposed uses or their aesthetic or structural design.
- E. *Site Plan Reviews* focus on the layout of proposed developments, including but not limited to the following:
  - 1. Building placements
  - 2. Setbacks
  - 3. Access
  - 4. Parking areas
  - 5. External storage areas
  - 6. Open space
  - 7. Landscaping
  - 8. Signage
  - 9. Lighting
- F. *Site Plan Reviews* ensure that new structures, utilities, access, parking, systems, lighting, signage, landscaping, yards and open spaces are developed in conformance with the standards of this Ordinance, and the *Town of Cave Creek General Plan*.

### SECTION 12.1 APPLICABILITY:

- A. *Site Plan Reviews* shall be required for all development and construction of Multiple Residence (**MR**) and Commercial (**CB, TCC, & GC**) uses, except for the following (Amended by Ordinance 2025-13):
  - 1. Minor Amendments to the most recently approved *Site Plan*
  - 2. Interior Tenant Improvements

3. An individual detached single-family dwelling in Multiple Residence (MR) and Commercial Buffer (CB) zones or any other use listed as “AU” in Section 3.5 of this *Ordinance*
- B. Site Plan *Review* approval is for on-site improvements only.
- C. If a proposed development requires a zoning change (rezoning), the *Site Plan* may be submitted and considered concurrently with the rezoning application.
- D. The *Site Plan Review* application shall be approved prior to the issuance of a *Zoning Clearance* and *Building Permit* for any grubbing, grading, construction or other site development.
- E. All *Site Plan Review* applications must complete a *Pre-Application Conference* for the application to be accepted by the Town. The purpose of the *Pre-Application Conference* is to discuss the project, related issues, process and timelines for the subject *Site Plan Review* (Amended by Ordinance 2025-13).
- F. Following a *Pre-Application Conference*, A *Site Plan Review* application and *Building Permit* may be filed concurrently at the discretion of the Zoning Administrator (Amended by Ordinance 2025-13).

## SECTION 12.2 PROCEDURES

- A. Every *Site Plan Review* application shall adhere to the following:
  1. All plans shall be sealed by an Arizona Registered Civil Engineer or Land Surveyor.
  2. An incomplete application will not be accepted by the Town.
  3. Following the *Pre-Application Conference*, the applicant shall submit a completed *Site Plan Review* application, the required fees, and all materials and studies associated with the proposed *Site Plan*. Additional materials may be required by the Town in order to adequately review the application.
  4. When the Zoning Administrator has determined that the *Site Plan Review* application package is complete and all necessary information has been submitted, the *Site Plan Review* application will be forwarded to the appropriate reviewing agencies and Town

Departments for review and possible corrections.

5. When a *Site Plan Review* application is accompanied by an application for a *Special Use Permit*, both applications may be processed and reviewed concurrently.
6. Associated off-site infrastructure improvements dictated by the proposed development are to be processed through the approval of a Development Agreement between the owner/developer and the Town Council.

## **SECTION 12.3 APPLICATIONS – GENERAL PROVISIONS**

- A. Every *Site Plan Review* application shall include at a minimum the following items:
  1. A completed *Site Plan Review* application form containing the name, mailing address and telephone number of the applicant. The name, mailing address and telephone numbers of the owners of record of the subject parcel(s). If the applicant is not the sole owner of the subject parcel(s), the application must contain notarized written authorization to submit the application from all owners of record of the subject parcel(s).
  2. The legal description of the property, the Assessor's Parcel Number(s) and a vicinity map showing the parcel's location, including the associated street address (if assigned).
  3. A list of the Maricopa County Assessor's Parcel Numbers and mailing labels with the names and mailing addresses of the owners of all parcels within five hundred feet (500') of the subject parcel(s). The applicant is responsible for the accuracy of this list.
  4. A written narrative indicating how the proposed *Site Plan* will meet the requirements of the *Site Plan Review* criteria.
  5. Number of and size of requested water meters as required by Section 52 of the Town Code. (Amended by Ord. O2018-03)
  6. Any water supplied by an applicant pursuant to Section 52 must be transferred to the Town prior to the issuance of the first grading or building permit for the approved *Site Plan*. (Amended by Ord. O2018-03)

- B. All Site Plans shall include, at a minimum, the following information:
1. A *Vicinity Map* that shows the particular parcel(s) for which *Site Plan* approval is requested, along with the adjacent properties, land uses, zoning and public rights-of way within a radius of three hundred feet (300') of the exterior boundaries thereof.
  2. A drawing scale of not less than 1" = 20" with the overall size of the *Site Plan* to be a minimum of 24" x 36".
  3. A North Arrow.
  4. All dimensions for the subject parcel.
  5. The location, name and dimensions of all adjacent existing dedicated public rights-of-way.
  6. The existing & proposed topographic contours at two-foot (2') contour intervals for the entire parcel.
  7. The limits, area (sq. ft.) and percentage (%) of the gross parcel area, of all disturbances.
  8. The location and size of the subject parcel's development envelope.
  9. The location and size of all proposed building footprints.
  10. The location of all required yard setbacks and Native Habitat Corridors (NHC).
  11. The corresponding maximum height of each proposed building measured from original (undisturbed) natural grade to the top of the roof along a cross section(s) through each structure.
  12. The location, size (area) and function of all accessory land uses.
  13. The location and size (height and length) of all fences or walls.
  14. The location, height and length all proposed retaining walls.
  15. The original drainage patterns (natural courses) and any proposed changes.

16. The existing & proposed entry and exit points of all natural drainage channels (note that these existing features shall be preserved in their original location).
17. A detailed grading plan showing all cut and fill slopes including the limits of the cut and fill slopes. Include a table that shows that the heights of all cut and fill slopes.
18. Calculations indicating the total amount of existing & proposed disturbance (sq. ft.) of the parcel.
19. The location and type of the proposed sewage disposal system.
20. The location and size of all existing and proposed utility service lines.
21. A note that states: “The finished surfaces of any retaining walls shall be stucco or other material to match the building finish and/or blend into the natural setting”.
22. A note that states: “Vegetation shall be re-established on all exposed fill slopes, cut slopes and graded areas with a mixture of shrubs, trees or cacti to provide a basic ground cover, which will prevent erosion and permit natural re-vegetation”.
23. In lieu of the above noted requirement, a notation shall be included on the site plan to the effect that: “All exposed cut and fill slopes shall be riprapped with stone or chemically stain treated with materials, which blend with the natural setting”.
24. The drainage systems, both natural and manmade features, along with the clear identification as to which features will be retained and which are to be altered or removed. Include all floodway, floodplain and erosion setback boundaries where applicable.
25. The location of all existing buildings, signs, fences and walls.
26. The square footage and use of each existing structure.
27. The location of all patio (covered and uncovered) and pool areas.
28. The proposed block layout, street system, street dedications, offsite improvements and utility plans.
29. Off-street parking facilities including the number of spaces and the dimensions of parking area, driveways, loading bays and service access and emergency access drives.
30. The area proposed to be reserved for parks, parkways,

playgrounds, recreation areas, pedestrian access and other open space.

31. The proposed landscaping, including the native vegetation that will be salvaged, walls and fences, outdoor lighting, signs, and outdoor storage and activities.
  32. The proposed topographic elevation at the garage floor and at the existing street level at drive entry. Include the average slope and length of the steepest portion of all driveways.
  33. Provide an as-built sign-off certification prepared by an Arizona Registered Landscape Architect for all structures exceeding twenty feet (20') in height.
  34. A centerline profile of the adjacent right-of-way and proposed driveway connection.
  35. Location and sizes of Town water lines and infrastructure that will be providing services to the property that is the subject of the Site Plan. (Amended by Ord. O2018-03)
- C. Additional information and materials, including but not limited to the submission of special studies, may be required by the Town where necessary to adequately review the request.
- D. In addition, developers of properties regulated by the Hillside section of this *Ordinance* shall comply with the *Hillside Site Plan* requirements as contained within this Ordinance.

## **SECTION 12.4 HILLSIDE SITE PLAN REQUIREMENTS:**

- A. In relation to its approval of any *Hillside Site Plan*, the Town may include reasonable additional requirements as to grading, cut and fill, slope restoration, signs, vehicular ingress and egress, parking, lighting, setbacks, etc., to the extent that the noted purpose and objectives of this Ordinance are maintained and ensured.
- B. The required *Hillside Site Plan* shall comply with all of the *Site Plan* requirements contained within this Ordinance and in addition provide to the following:
1. All plans sealed by an Arizona Registered Civil Engineer or Land Surveyor.

2. Utilize cross-hatching to depict all portions of the lot, track or parcel that exceed a natural slope of fifteen percent (15%) or greater.
3. Provide calculations for the amount of existing and/or proposed disturbance (sq. ft.) which is located within the designated hillside development areas.
4. Contain a note that states: "Driveways exceeding a slope of fifteen (15%) percent shall be no more than twenty feet (20') wide and shall be paved with asphalt or other hard surface material tinted to blend in with the surround terrain".
5. Show cross sections of the driveway at multiple points so as to assure that the cuts and fills proposed meet the minimum requirements as outline within this Ordinance.
6. Provide an as-built sign-off certification for all driveways, which are within slopes of fifteen percent (15%) or greater on the *Site Plan*.

## **SECTION 12.5 REVIEW CRITERIA:**

- A. *Site Plan Review* focuses on the layout of proposed developments, including building placement, setbacks, access, parking areas, lighting, external storage areas, open areas and landscaping. *Site Plan Review* approval shall be granted if the Town finds that the applicant has met the criteria in Sections 12.3 and 12.4 of this Chapter along with the following criteria:
  1. Public facilities can accommodate the proposed development.
  2. Special features of the site such as topography, vegetation, wildlife habitat, archaeological sites, historic sites, etc., have been adequately considered, analyzed, and protected.
  3. The design and operating characteristics of the proposed development are reasonably compatible with surrounding development and land uses, and negative impacts have been sufficiently minimized.
  4. Parking areas and entrance/exit points have been designed to facilitate traffic and pedestrian safety and avoid congestion.
  5. Parking areas shall:

- a. Minimize the amount of paved surface;
  - b. Screen residential uses from vehicle headlights;
  - c. Soften the impact of parking areas on adjacent public and private spaces through landscaping and screening;
  - d. Promote energy conservation through vegetation to shade and cool parking areas.
6. On-site lighting is designed so that light is reflected away from adjoining properties and streets.
  7. Undesirable impacts produced on the site, such as noise, glare, odors, dust or vibrations are adequately screened from adjacent properties.
  8. The site will be protected from undesirable impacts which are generated on abutting properties where possible.
  9. Unsightly exterior improvements and features such as trash receptacles, exterior vents and mechanical devices will be adequately screened.
  10. Storage areas, trash collection facilities and noise generating equipment will be located away from abutting residential districts or development, and site obscuring fencing will be provided.
  11. Availability of Town supplied water and access to Town water lines.  
(Amended by Ord. O2018-03)

## **SECTION 12.6 SCOPE OF ACTION:**

- A. Approval by authorized Town Staff shall become effective immediately.
- B. Approval is for on-site improvements only.
- C. Upon approval, the Town shall be responsible for mailing a Notice of Approval to all parcels within 500' of the approved *Site Plan* with the list provided by the applicant (Amended by Ordinance 2025-13).
- D. A *Site Plan* approval pursuant to these provisions shall run with the land and shall continue to be valid upon a change of ownership of the site or structure that was the subject of the application.

- E. A “*Certificate of Occupancy*” shall not be issued for any structure(s) if the development does not conform to the approved *Site Plan*.

## **SECTION 12.7 AMENDMENTS AND EXPIRATION:**

- A. Any site plan application which is inactive for a period of one year (1 yr.) from the date of the last correspondence from the Town shall be determined to be null and void and all associated fees shall be forfeited. The applicant may respond in writing to the Town’s Notice of Expiration within thirty (30) days of receipt of said notice. The applicant may request an extension from the Zoning Administrator in writing. Once an application is deemed null and void, a new application and associated fees shall be required at the time of resubmittal.
- B. The approval of any *Site Plan* shall become void within two years (2 yrs.) of the date of approval or other period of time as specified at the time of approval if not exercised. *Site Plan* approval shall be considered exercised when the use has been established or when a *Building Permit* has been issued.
- C. The granting of *Site Plan* approval does not exempt the developer from compliance with other relevant provisions of applicable codes or ordinances. Failure to observe the *Conditions of Approval* of an approved *Site Plan* may be grounds for legal action to affect compliance.
- D. Minor Amendments to a previously approved *Site Plan* shall be authorized by the Zoning Administrator through the building permit process.
- E. Major Amendments to a previously approved *Site Plan* shall follow the same procedure described in this Ordinance for the original *Site Plan* review.