

SECTION 305. CODE REVIEW.

A. PURPOSE.

The purpose of Code Review is to enable the Code Review Board to make a finding that the proposed development is in conformity with the intent and provisions of both this Ordinance and all other City Ordinances. The provisions of this Section shall apply to all uses except for single-family residences and individual mobile homes.

B. APPLICATION FOR CODE REVIEW.

1. Application for Code Review can be made after the proposed development has received preliminary approval from the Development Review Board.
2. A request for plan approval shall be filed with the Building Official on a form prescribed by the Building Official. The request for approval shall be accompanied by four (4) identical copies of the plan. Each copy shall be on one or more sheets of paper measuring not more than twenty-four (24) by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch, which show the following:
3. A site plan showing the following a through o:
 - a. Lot Dimensions.
 - b. Location, size, height, use and exterior materials of all buildings and structures.
 - c. Size and dimensions of yards and space between buildings.
 - d. Location and height of walls and fences.
 - e. Location, number of spaces, dimensions, circulation patterns and surface materials for all off-street parking and loading areas, driveways, access ways and pedestrian walkways.
 - f. The location, dimensions, area, materials and lighting of signs.
 - g. Location and general nature of lighting.
 - h. Street dedications and improvements.
 - i. Existing and proposed grades and drainage systems.

- j. The size and location of all existing and proposed public and private utilities. All easements must be shown.
- k. Natural features such as mesas, rock outcroppings or streams and man-made features such as existing roads and structures, with indication as to which are to be retained and which are to be removed.
- l. Landscaping, including all surfacing material around buildings and in all open spaces and methods for maintaining said landscaping.
- m. A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.
- n. A legal description of the land included in the site plan and of the lot; the name, address and telephone number of the owner, developer and designer.
- o. Any other information which the Zoning Administrator may find necessary to establish compliance with this and other Ordinances.

4. Drainage report and drainage plan which conform to the requirements of the City of Cottonwood Ordinance Number 172.
5. A complete set of construction drawings which conform to the Building and Fire Codes as currently adopted by the City.

C. FEE.

The application for Code Review shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the office of the City Clerk. No part of the filing fee shall be returnable. Payment of the filing fee shall be waived when the petitioner is the City, County, State or Federal Government.

D. REVIEW PROCEDURES.

1. The Building Official shall forward the complete application together with all accompanying plans and documents of the Code Review Board for their consideration.
2. Within fifteen (15) working days if receipt of a complete application, the Code Review Board shall approve, conditionally approve or reject said plan based on its compliance with all provisions of this Ordinance, all other Ordinances, Master Plans of the City of Cottonwood and the Review Criteria of Subsection E. The

decision shall set forth in detail the reasons for denial, or in the event of conditional approve, the changes or additions which are necessary to make the plan acceptable.

3. All copies of the approved or disapproved plan, together with any conditions, shall be dated and signed by the Code Review Board. One copy shall be to the applicant; one copy shall be filed in the project review file in the Planning & Zoning Department.

E. REVIEW CRITERIA.

1. In reviewing a proposed development, the Code Review Board shall consider the following:
 - a. They shall enforce all of the requirements as set forth previously by the Development Review Board preliminary development review.
 - b. The proposal shall adequately and safely provide for vehicular and pedestrian ingress and egress of that excessive traffic congestion will not be created.
 - c. Proposed lighting shall be so arranged as to not shine upon or reflect onto adjoining properties and proposed signs and their lighting shall be of such size, location and color as to not interfere with traffic or limit visibility of adjoining property.
 - d. Adequate provision shall be made to protect adjoining properties and structures from excessive and unreasonable noise, vibrations, gases, odors and other factors which will interfere with the use and enjoyment of surrounding properties.
 - e. The proposal shall not be detrimental to or endanger the public peace, health, safety or general welfare of the surrounding properties, or unreasonably interfere with the use or enjoyment of property in the vicinity by occupants thereof for lawful purposes.
 - f. The required landscaping shall be provided and maintained in an attractive manner.
 - g. The drainage report and plan must meet the minimum requirements of Ordinance Number 172 and not create an adverse effect on adjacent properties.

h. The construction plans meet the Code requirements of the International Building Codes outlined in Subsection B.5.

F. APPEALS.

Any applicant for plan approval who is dissatisfied or aggrieved by the decision of the Code Review Board may appeal such decision to the Board of Adjustment by filing a written notice of appeal with the City Clerk, not later than fifteen (15) days from the date of the Code Review Board's decision.

G. VIOLATION AND ENFORCEMENT.

1. Prior to the issuance of a building permit the Building Inspector shall ascertain that the Development Review Board has approved plans which are in conformance to those presented with the building permit application and that the time limitations imposed by this Ordinance have not elapsed.
2. The Building Official shall ensure that all matters are undertaken according to the conditions of the approved plan. In the event of a violation, the Building Official shall notify the permitted by mail that he/she is in violation of the conditions of the approved plan. If no attempt to change the circumstances of the violation is made within ten (10) days after notification, the building permit shall be revoked and considered null and void.
3. The Code Review Board shall have the authority to withhold electrical property to insure compliance with the conditions of the Building Permit and/or authorized to be withdrawn temporary electrical power as a means of enforcing compliance with the conditions of the permit or Conditional Certificate of Occupancy.

H. EXCEPTION.

Under certain circumstances where the nature of the permitted or conditional use is such that it would be unnecessary or economically unfeasible for the applicant to prepare a plan in accordance with this Section, the Code Review Board may waive certain of the requirements of Subsection B. of this Section, but in all cases the applicant will be required to prepare and submit some type of site plan drawn to scale.