

Guidelines

Fees: The fee for an administrative review is \$600.

Request to amend a Zoning / Planning Hearing Officer case:

Items that are considered major changes are required to go back through the public hearing process: major changes include changes in land use, such as changing a bank to a gas station; significantly modifying building sizes, and changing residential densities. For the purpose of amendments to site plans and/or buildings approved by the City Council, the following are used as guides in determining whether or not a proposed change is minor. The Planning Director may choose to send items through the public review / public hearing process even if the requested changes meet the criteria of being a minor change. The Planning Director may also request that the applicant hold a neighborhood meeting prior to administrative consideration of a site plan modification and/or provide evidence that the surrounding property owners or homeowners' association(s) do not object to the proposed change.

A minor modification to an approved site plan or building is limited to changes that:

- Do not increase the total building footprint on the site more than 20% - with a maximum increase of 5,000 square feet;
- Do not increase building height within 50' of residentially used property and do not increase the height of any building on the site more than 20% of the building height approved through the public hearing/meeting process;
- Do not increase the number of floors/stories above grade;
- Do not increase the activity or intensity of use such that it would negatively impact adjacent residentially used property within 100' of the perimeter (i.e. changes that would increase the amount of traffic, loading activities, noise, or lighting within this perimeter area);
- Involve only minor adjustments to building footprints, locations, and orientations; and,
- Involve only minor shifting of pad locations, reconfiguration of parking lots, or drive aisles;
- Adhere to the General Plan and to applicable adopted Subarea plans.

Request to amend a Design Review case:

For purposes of site plans and building designs approved through the Design Review Board, minor changes shall be the same as outlined above. In addition, modifications to the architectural components or design elements such that the resulting development is equal to or better than what was approved by the DRB will be considered minor changes eligible for consideration of administrative approval.

Review of the proposal will be for compliance with all ordinance standards, and design guidelines. Particular attention will be paid to maintaining or enhancing the visual quality, functionality of parking, providing safe and attractive pedestrian circulation, and conforming to the General Plan and other adopted plans.

Request to amend a Board of Adjustment / Zoning Administrator case:

Administrative amendments are also considered for those cases that are processed through the Board of Adjustment and Zoning Administrator hearings such as minor amendments to use permits for cell towers and sign packages, and minor amendments to site plans associated with improvement and infill permits. Review of these proposals will be for compliance with the intent of the Board of Adjustment, or Zoning Administrator.

Request to amend a Subdivision and Product Approval requests:

Minor amendments to subdivision designs will be considered for design elements such as entry features, wall and gate design, water features, landscaping, changes to amenity packages, and minor revisions to the lot, basin, or street system. The review will be for compliance with the subdivision regulations, zoning or design review case, zoning ordinance and all applicable City codes and policies following the guidelines stated under zoning case amendments. Product design may also be considered administratively and will be reviewed against the adopted Residential Guidelines. All sides of the product must be architecturally detailed such as: trim around all windows, except for accent windows; continuous wainscot detailing, base molding or details around the sides of product and returned to the fence or bay window projection; continuous eave trim and/or molding and continuous parapet details; all columns at roof projections to be similarly detailed and dimensional; incorporation of patios into the building mass and design with an integrally designed roof drainage system.



Application Form

Property Owner:

Applicant:

Name _____

Address _____

Phone _____

Fax Number: _____

E-mail _____

Signature _____ Date _____

Name _____

Address _____

Reg. Number (required for professional registrants) _____

Phone _____

Fax Number: _____

E-mail _____

Signature _____ Date _____

Presubmittal Date: _____ **Presubmittal Case Number:** _____ **APN:** _____

Location of Site: _____

Type of Administrative Request (See Guidelines - Administrative Review Requests and Attached Supplemental)

Zoning Case:

- | | |
|--|---|
| <input type="checkbox"/> Site Plan Change | <input type="checkbox"/> Land Use Change |
| <input type="checkbox"/> Modification to PAD | <input type="checkbox"/> Lot Yield Change |
| <input type="checkbox"/> Change to Footprint or Orientation of Building(s) | <input type="checkbox"/> Change to Density – Dwellings / Net Acre |
| <input type="checkbox"/> Change to Height of Building(s) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Change to Number of Stories within Building(s) | _____ |

Design Review Board Case:

- | | |
|---|--|
| <input type="checkbox"/> Change to Color(s) | <input type="checkbox"/> Change of Landscape Design |
| <input type="checkbox"/> Change to Material(s) | <input type="checkbox"/> Change to Plant Palette |
| <input type="checkbox"/> Change of Texture(s) | <input type="checkbox"/> Change of Design or Sign Guidelines |
| <input type="checkbox"/> Change of Building(s) Height | <input type="checkbox"/> Other |
| <input type="checkbox"/> Change to Building(s) Elevation(s) | _____ |

Board of Adjustment / Zoning Administrator Case:

- | | |
|--|--|
| <input type="checkbox"/> Addition to, or modification of Cell Tower(s) | <input type="checkbox"/> Amendment of Substantial Conformance Improvement Permit |
| <input type="checkbox"/> Addition to, or modification of Sign Plan | <input type="checkbox"/> Other |
| <input type="checkbox"/> Amendment of Development Incentive Permit | _____ |

Subdivision Case:

- | | |
|--|--|
| <input type="checkbox"/> Amendment to lot layout / street system | <input type="checkbox"/> Change to Wall Design |
| <input type="checkbox"/> Addition to, or modification of amenity package | <input type="checkbox"/> Other |
| <input type="checkbox"/> Change of Entry feature | _____ |

Product Approval:

- New Detached Product Total Number Models: _____ Total Number Elevations _____
- New Attached Product Total Number Models/Buildings: _____ Total Number Elevations per Building _____
- Amendment / Addition to Approved Product
- Other _____

For Dept Use Only:	Related Case Number(s) / Subdivision File Name:		PreSubmittal Case:
Route to PPRT: Yes <input type="checkbox"/> No <input type="checkbox"/>	Zoning Cases:	Zoning Admin Cases:	Subdivision Name:
Fee:	Design Review Cases:	Bd of Adj Cases:	Product File Name:
Submittal date:	First Response Date:	Subsequent Submittal Date(s):	Subsequent Response Date(s)



Request for Administrative Review - Application Package

The following procedures have been established to assist City staff to expeditiously review and determine the merits of each design review administrative approval application. The following outline identifies the required documents and exhibits necessary for the application. Should there be any questions or clarification necessary, please contact the City of Mesa Planning Division at (480) 644-2385.

The following items are required for an Administrative Request:

- A. Application form
- B. \$600 fee
- C. Letter of Request addressed to the Planning Director outlining the requested change(s), referencing the approved case number, and providing reasons for the requested changes.
- D. Project Narrative identifying existing conditions, itemizing proposed changes, providing specific details of the request (see checklist) and why changes are necessary with the following drawings and/or exhibits:
(DO NOT FOLD)
- E 1. For requests to administratively review changes to Zoning / Planning Hearing Officer Cases, Subdivisions, Board of Adjustment / Zoning Administrator, and Design Review Cases provide: **One 24" x 36"** copy of each of the *affected* plans (unless otherwise noted):
 - Site Plan and/or Subdivision Plat
 - Exterior Elevations (colored elevations required only for Design Review cases – to be coordinated with color / materials board)
 - Floor Plans
 - Building Section if required by the staff
 - Landscape Plans- show existing and new plants
 - Preliminary Grading and Drainage Plan- if changes to site are proposed
 - Sign Package if proposed: with colors, materials, lighting, dimensions all sides.
 - Photographs of existing building(s)
 - Design Review Only – One 8 1/2" x 11" color / material board
 - Provide paint chips of proposed colors. Provide photographs of proposed building materials
 - **Six** half scale reductions of the Preliminary Grading and Drainage Plan, and required exhibits (Site Plan, Floor Plan, Elevations, and Landscaping Plans, or others) if site changes are proposed (**Collate and staple**)
 - *See Supplemental Detailed Checklist*
- E 2. For administrative requests for Product Approval provide: **One 8 1/2" x 11"** copy of each of the following plans:
 - Dimensioned Plot Plans using typical lot size(s) for all proposed models, encroachments, building footprint options, A/C pads, screen walls for solid waste/recyclable barrels, gas meter and basement window well locations, bay windows, etc.
 - Dimensioned floor plans - all stories, and showing all options
 - Dimensioned exterior elevations of all sides and all options
 - Roof Plans
 - *See Supplemental Detailed Checklist*
- E 3. For requests to administratively change or amend a Cell Tower provide: One full size copy of each of the affected plans:
 - Dimensioned elevation of cell tower(s) showing location of existing and proposed equipment.
 - Colors, materials, textures.

For Design Review requests, all full size and half size submitted documents must be sealed and signed by an Arizona registered architect.

**Project Data
Application Checklist**

Project Data

APN:	Street Address:		Subdivision Name:	
Existing Zoning District(s)	Current Land Use(s)		Proposed Use(s)	
Parcel Size (s.f. & acres)	Building Area (s.f.) (G.F.A)		Bldg. Coverage (%)	
Parking Required	Parking Provided	Building Height	Landscape Area (% coverage)	Landscape Coverage (% of total site area)
For Product Approval: Number of Models				
For Product Approval: Number of Elevations				
For Product Approval: List of Options				

Application

- Original Signatures
- \$600 application fee
- Development Services assigned address** and APN Number(s)
- Letter addressed to Planning Director outlining requested change(s)

Project Narrative

- Compliance with Design Guidelines
- Compliance with Residential Guidelines
- Conformance to policies and land use categories of General Plan and any adopted SubArea Plan
- Itemize all requested changes for administrative changes

Site Plan:

Project Information:

- Existing and proposed zoning on site and on all adjacent parcels and land use
- Site acreage: gross and net
- Legal description (separate attachment if lengthy)

Site Plan: cont.

Project Information:

- Dimensions and bearings at the perimeter of the site
- Adjacent lot lines or parcel lines
- Dimension off site public and private streets
- Existing and proposed right-of-way improvements (curb, gutter, sidewalk, driveways, bus shelters)
- Phased developments: Show phase lines and calculate all data by phase/total. All perimeter improvements to be completed in the 1st phase
- All existing and proposed easements/rights of way
- Lot coverage calculations
- Building square footage (each building)
- Floor Area ratios
- Building setbacks
- Number of residential units
- Density calculations
- Retention areas
- Title Block – with Architect, Developer, address, date of drawing and revision date
- Date of drawings and revision dates

Structures:

- Describe existing and proposed uses of all buildings/outdoor areas
- All building dimensions. Show setback dimensions to all existing and proposed property lines and between buildings.
- Proposed building entrances/exits and accessible routes to the public sidewalk, adjacent buildings, bus stops and parking areas.
- Proposed building overhangs/canopies
- Proposed building structure heights (stories/feet)
- Location of services areas and dimension to the property line
- Location of ground mounted mechanical units

Site Features/Amenities

- Significant natural features (rock formations, washes, vegetation)
- Proposed walls, retaining walls, fences, berming and retention areas
- Location and height of lighting and fixture detail
- Photometric plan showing light contours, foot-candles
- Sections showing onsite/adjacent grades on perimeter boundaries
- Location of canal and canal banks
- Employee gathering areas

Circulation/Parking

- Driveway locations and widths
- Driveway throat depths
- Traffic visibility triangles
- Proposed safety curbing, surface materials
- Existing and proposed parking (show calculations)
- Number of parking spaces provided/required including accessible spaces
- Dimensions of typical parking stalls, accessible stalls maneuvering area, parking islands
- Typical angle of proposed parking if less than 90 degrees
- Covered parking locations

Site Plan: cont.

Circulation/Parking

- Traffic study may be required for major projects.
- Refuse truck path and turning radius
- Fire Lanes, show turning radius for turning movement
- Fuel tanker trucks route through site
- Location and size of loading dock stalls

Utility and Service Requirements

- Location and size of refuse enclosures
- Location of above-grade utility cabinets and plumbing
- Location of fire hydrants (on site and off site / 300' spacing)
- Location of Fire Department connection

Preliminary Grading and Drainage

- Existing retention basins
- Grades on adjacent properties/top of curb
- Proposed site grading with spot elevations, flow arrows and finished floor elevations
- Location and height of all retaining walls
- Proposed slopes and heights of berming and retention areas
- Retention areas with depth and capacity
- Volume Calculations showing compliance with City standards and 100 year storm of 2 hours duration
- Cross-section at edge of site if slopes exceed 5%
- Cross section through retaining walls and basins

Building Elevations/Sections

- Proposed building elevations (four sides/each building)
- Show primary materials, colors and textures
- 24" x 36" colored print of four exterior elevations coordinated with color/material board
- Elevations of covered parking elements
- Elevation of refuse enclosure
- Elevation of screen walls

Color/material Board

- Proposed building materials and colors mounted on an 8½" x 11" sheet. Larger displays may be submitted in addition to the 8 ½ " x 11" sheet must be provided for our records
- Provide actual paint chips
- Brochure or accurate color reproductions of building materials such as masonry and roof tiles.

Landscape Plan

- General landscape areas
- Location of amenities, open space, recreation facilities, screen walls, entry features
- Proposed water features and landscaping materials: trees, shrubs, ground cover and accents and note size of plant materials
- Method of dust control for future phases
- Landscape palette
- Landscape table
- Temporary Landscaping buffer along the edge of future / phased development.

Building / Site Signage

Elevations and plan showing locations of proposed attached signage
Describe proposed signage materials, color, method of attachment(s) and method of illumination
Dimensioned elevations of monument signs – all sides
Locations of detached / monument sign(s) on dimensioned site plan
Sign visibility triangle on dimensioned site plan
Calculation of sign area and sign height per Zoning Ordinance regulations
Materials, colors used in base of monument sign(s)

Photographs

Photographs of the existing buildings.
Description of all proposed exterior work

Product Approval

Project narrative explaining location, numbers of models, numbers of elevations per model, all options
A list of plan numbers, and all options that affect the elevations and/or footprints. (Please note: The plan numbers you assign your product will be noted in your approval letter from the Planning Division and should not be changed before or during the Building Safety Division submittal and review process
Plot Plans for typical lot size(s) in the subdivision (show all optional patio covers, encroachments, building footprint options, A/C pads, gas meter and basement window well locations);
All options identified with attached exhibits of elevations
Elevations for all Product, all sides with materials, colors, textures identified, all proposed detailing, roof vents, optional patio covers, and all front elevation options.
If applicable, identify subdivision(s) where product is currently built, including the corresponding plan number.
Dimensioned floor plan with all stories, all options
Popouts or similar trim around all windows, except for architectural accent windows (examples include recessed windows within building mass and window shapes which accentuate / complement the architecture)
Continued wainscot detailing, base molding or popouts around sides of the buildings at least to the fence return, or, provide architecturally defined ending point to those details
Continued eave trim and/or molding and parapet details around the entire building.
Columns at roof projections all similarly detailed and proportioned
Patios incorporated into the building mass by projecting or continuing the roof trusses or other architectural feature/massing (shed roof patio covers are not permitted).
Parapets to have integrally designed roof drainage system or architectural styling and details such as scuppers that are consistent with overall design theme.
Roof Plan