

Planning Division Conference Guidelines

Purpose: The **Overview** and **Pre-Submittal** Conferences are intended to provide applicants with information as they prepare submittals for the Planning and Zoning Board and City Council, the Design Review Board and the Subdivision Technical Review Committee. Two distinct conference types are available.

Overview Conference (Optional)- [Download Overview Application](#)

The intent of this conference is to provide information and guidance for property owners, developers and project designers who are considering developing within the City of Mesa. This conference provides an opportunity for applicants and staff to discuss planning and zoning issues related to conceptual development plans. Topics:

- Potential challenges including planning issues, neighborhood issues, general plan issues, general plan amendment recommendations, and zoning requirements
- Significant public infrastructure issues
- Site plans will not be reviewed for compliance with Chapter 15, Development Standards.
- No review will be conducted for Fire and Building Code requirements.

A separate Standard Pre-Submittal Conference will be required before a Design Review Board application or Planning and Zoning Board application for site plan review or preliminary plat will be accepted.

Pre-Submittal Conference - [Download Pre-Submittal Application](#)

The intent of this conference is to provide information and guidance for property owners, developers and project designers as they prepare Planning and Zoning Board, Design Review Board and Subdivision Technical Review applications. The Standard Pre-Submittal report provides:

- A general outline of planning issues and potential problems, required rezoning, general plan amendment recommendations, administrative approval options
- Information about public hearing and meeting review processes
- A brief zoning history including any significant neighborhood concerns or stipulations of previous zoning case(s)
- Information about required infrastructure improvements, including street improvements/dedications, utility line extensions, retention requirements, solid waste requirements
- Information about required emergency vehicle access and fire hydrant location requirements
- Relevant construction code information
- Links to online information - City Codes, Regulations, Guidelines and Standard Details

Comments will be preliminary in nature. Additional comments may be provided during staff review of the Planning and Zoning Board, Design Review Board and Subdivision Technical Review applications.

Conference: Conferences are held each Monday. A written report will be emailed no later than Friday before the Monday conference.

Fee: \$150.00 covers all Overview and Pre-submittal Conferences within six months.

Deadline: Applications are processed each Mon. at **12:00 pm**. Overview and Pre-Submittal conferences typically occur three weeks later. Occasionally, reviews can take as long as six weeks. Refer to the attached checklists when preparing Overview and Pre-Submittal Applications. Applications will be screened for completeness. If all information identified on the checklist is submitted, the “Applicant” will be contacted to schedule a conference time.

