

## Guidelines

**Fees:** \$673.92 (\$648 + %4 Technology Fee) [See schedule of fees and charges.](#)

**Provide copies of required plans:** 2 copies of 24" x 36" sheets AND 2 copies of 11"x17" sheets.

### **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.

**Property Owner:**

**Applicant:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Registration Number (required for professional registrants)

**Address of Site:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Presubmittal Date:** \_\_\_\_\_ **Presubmittal Case Number:** \_\_\_\_\_

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

Zoning Case:

- Site Plan Change
- Modification to PAD
- Change to Footprint or Orientation of Building(s)
- Change to Height of Building(s) or Stories
- Land Use Change
- Lot Yield Change
- Change to Density – Dwellings / Net Acre
- Other \_\_\_\_\_

Design Review Board Case (must be sealed by registrant):

- Change to Color(s)
- Change to Material(s)
- Change of Texture(s)
- Change to Building(s) Elevation(s)
- Change of Landscape Design
- Change to Plant Palette
- Change of Design or Sign Guidelines
- Other \_\_\_\_\_

Board of Adjustment / Zoning Administrator Case:

- Addition to, or modification of Cell Tower(s)
- Addition to, or modification of Sign Plan
- Amendment of Development Incentive Permit
- Amendment of Substantial Conformance Improvement Permit
- Other \_\_\_\_\_

Subdivision Case:

- Amendment to lot layout / street system
- Addition to, or modification of amenity package
- Change to Wall Design or Entry Feature
- Other \_\_\_\_\_

Desert Uplands Development Standards:

- Native Plant Preservation Plan (NPPP)

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:**

PLN#:	PreSubmittal Case:	PHO/Zoning Case(s):	Subdivision Name:
Route to PPRT: Yes <input type="checkbox"/> No <input type="checkbox"/> Returned to Planning: _____	Design Review Case(s):	BA/ZA Cases:	Product File Name:
Submittal date:	Response Date(s):	Subsequent Submittal Date(s):	Decision and Date:

**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				



Planning Division

[www.mesaaz.gov/planning](http://www.mesaaz.gov/planning)

480-644-2385

## Administrative Review Request Application Form

### Application Package:

- Original Signatures
- Application fee: \$673.92
- Assigned address and APN Number(s)
- Letter addressed to Planning Director outlining requested change(s)

### Project Narrative

#### Site Plan:

- 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)

#### • *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 1<sup>st</sup> 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

### Application Requirements



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## Administrative Review Request Application Form

### Site Plan (Continued):

- **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

### 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

### Application Requirements



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## Administrative Review Request Application Form

### Building Elevations/Sections:

- Changed building elevations (four sides/each building)
- Show primary materials, colors and textures
- 24" x 36" colored print of changed exterior elevations coordinated with color/material board

### 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 monuments 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

### Cell Tower

- Dimensional elevation showing location of existing and proposed equipment
- Colors, materials, textures

### Application Requirements



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## Administrative Review Request Application Form

### Application Requirements

#### 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
- Pop-outs 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 pop-outs 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

#### Native Plant Preservation Plan (NPPP) Approval:

- Plant inventory prepared by a licensed salvage contractor or landscape architect indicating the following:
  - a. Plant tag number, plant type and size in caliper inches, except cacti (i.e. Saguaros, barrel cactus, etc) in feet height
  - b. Plant salvagability and whether the plant will remain in place, be removed to another location, or be destroyed
  - c. Inventory summary by plant type; and, total number of plants salvaged, destroyed and to remain in place
- Provide one full size (24"x36") and two half-size (11"x17") copies of each of the following:
  - a. Site Plan aerial (orthographic photo) with plat overlay, indicating the location of each plant by tag number per the plant inventory.
  - b. Landscape and Revegetation Plan duly sealed and signed by a registered landscape architect indicating the following:
  - c. Preliminary Grading Plan with plat overlay showing existing and proposed grading
- Special Inspection Certificate completed
- Letter of Authorization from the developer identifying the contractor, and verifying all planting on the site will comply with the approved NPPP.



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## Administrative Review Request Application Form

- Copy of the completed Notice of Intent to Clear Land notifying the Arizona Department of Agriculture of the intent to clear land/destroy protected plant materials