

The following procedures have been established to assist in expeditious review. Incomplete submittals will not be processed. Applications take approximately 8 weeks from the first submittal date to the final decision. For questions, please contact the City of Mesa Planning Division at (480) 644-4273.

PROCEDURE OUTLINE

- STEP 1 **Pre-Submittal Conference** – Submit an application for Planning staff to review the development options, planning issues, guidelines, and Code requirements. Applications can be obtained online at www.mesaaz.gov/planning
- STEP 2 **Formal Design Review Application** - Submit application form, [fee](#), checklist and the following drawings and/or exhibits: (DO NOT STAPLE)
- A. One 24" x 36" copy of each of the following plans (**LARGER SIZES WILL NOT BE ACCEPTED**):
 - ◆ Preliminary Grading & Drainage Plan
 - ◆ Site Plan
 - ◆ Landscape Plans
 - ◆ Exterior Elevations
 - ◆ Floor Plans
 - ◆ Building Section(s)
 - ◆ Roof Plan- if required by Planning Staff
 - ◆ Three dimension rendering- if required by Planning Staff
 - ◆ Photometric Study- if required by Planning Staff
 - ◆ PDF of all exhibits
 - B. **Twenty-one** 11" X 17" reductions of the Preliminary Grading and Drainage Plan, Site Plan, Landscape Plan, and Exterior Elevations. (COLLATE AND STAPLE.)
 - C. **One 24" x 36"** and **twelve 11" X 17"** color prints of all four exterior elevations coordinated with the color board.
 - D. **One** copy of the color and material information mounted on 8½" x 11" card stock. Provide actual paint chips 2" square minimum, and catalog photos of masonry, tile, etc. (Actual samples of building materials and paint draw downs may be requested and can be returned after the Design Review meeting.)
 - E. Sign Package including elevation of proposed monument (detached) signage and detail of attached signage.
 - F. Project Narrative
 - G. Photographs of existing site.
 - H. Proposed light fixture cut sheets.
 - I. **Letters of Notice with attachments**, completed, stuffed, sealed, stamped, addressed, to all property owners within 500' of site and all Registered Neighborhoods and Homeowners Associations within 1000' of the site.

All full size, half size and 8½" x 11" submitted architectural documents must be sealed and signed by an Arizona Registered Architect.

- STEP 3 Staff Review of Application - Planning Division, Preliminary Plans Review Team and Development Engineering staff will review the Design Review proposal and forward comments to the applicant.
- STEP 4 Staff will provide Design Review comments from the Work Session – Applicant will then submit the following drawings and/or exhibits:
(DO NOT STAPLE)
- A. **One 24" x 36"** copy of the following plans:
 - ◆ Preliminary Grading and Drainage Plan
 - ◆ Site Plan
 - ◆ Landscape Plans
 - ◆ Exterior Elevations
 - ◆ Building Section
 - ◆ Floor Plans
 - B. **One 8½" x 11"** opaque, high-resolution reduction on presentation bond paper of each full-size drawing.
 - C. **Two 11" X 17"** reductions of each full-size drawing.
 - D. **One 24" x 36"** color print of all four elevations coordinated with color board if the drawings have been **revised** after the formal submittal.
 - E. **One material/color board** if it has been **revised** after the formal submittal.
- STEP 5 The Planning Director will either approve the case with conditions or refer it back to Design Review for additional review
- STEP 6 If the case is referred back to Design Review or the applicant wishes to appeal the Planning Director's decision or conditions of approval, submit the following:
- A. **Two 24" x 36"** copies of the following plans:
 - ◆ Preliminary Grading and Drainage Plan
 - ◆ Site Plan
 - ◆ Landscape Plans
 - ◆ Exterior Elevations
 - ◆ Building Section
 - ◆ Floor Plans
 - B. **One 8½" x 11"** opaque, high-resolution reduction on presentation bond paper of each full-size drawing.
 - C. **Two 11" X 17"** reductions of each full-size drawing.
 - D. **One 24" x 36"** color print of all four elevations coordinated with color board if the drawings have been **revised** after the formal submittal.
 - E. **One material/color board** if it has been **revised** after the formal submittal.

STEP 7

After Design Review approval - submit the following:

- A. **Two** 11" X 17" reductions of the approved color elevations.
- B. **One** 8½" x 11" reduction of **all** plans and elevations required to be **revised** as a result of Design Review approval.
- C. **One** 11" X 17" reduction of **all** plans and elevations required to be **revised** as a result of Design Review approval.
- D. **One** full sized copy of **all** plans and elevations required to be **revised** as a result of Design Review approval.

All full size, half size and 8½" x 11" submitted architectural documents must be sealed and signed by an Arizona Registered Architect.

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| Project Address: | Pre-Submittal Number: |
| Applicant (Contact Person): | Contact Number: |

Provide the following information. Indicates missing information

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| Application | <p>Application:</p> <input type="checkbox"/> Original signature <input type="checkbox"/> Application fee <input type="checkbox"/> Pre-Submittal Conference case number <input type="checkbox"/> Building Safety Division assigned address <input type="checkbox"/> Application Data: Existing zoning, current land use, proposed use, site dimensions, parcel size, building area, number of units/acre, landscape area, landscape coverage, parking required, parking provided, lot coverage, building height <input type="checkbox"/> Drawings and exhibits listed in Step 2 of the Procedure Outline |
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Project Information:

- Site acreage (gross and net)
- Legal description (separate attachment if lengthy)
- Number of parking spaces required for each proposed use and number provided
- Title Block: Architect, developer, project address, date of drawing, and revision dates

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| Site Plan | <p>Site Plan: Show:</p> <input type="checkbox"/> Vicinity Map <input type="checkbox"/> Graphic Scale and North Arrow <input type="checkbox"/> Existing and proposed structure(s) and site conditions with uses of all buildings/outdoor areas Roadways/Driveways: <input type="checkbox"/> Existing roadway improvements dimensioned <input type="checkbox"/> Existing driveways and streets adjacent to or across from site dimensioned <input type="checkbox"/> Existing and proposed driveway locations and widths <input type="checkbox"/> Required 1/2 street improvements <input type="checkbox"/> Existing and new right of way dedications dimensioned <input type="checkbox"/> Traffic visibility triangles <input type="checkbox"/> Location of light standard, include height <input type="checkbox"/> Solid waste container location(s) and access route <input type="checkbox"/> Existing and proposed zoning on site and on all adjacent parcels <input type="checkbox"/> Parcel/ lot dimensions and bearings at the perimeter of the site <input type="checkbox"/> Existing and proposed structure(s) and site conditions with uses of all buildings/outdoor areas Phased developments: Phase lines and all data calculations by phase/total. <input type="checkbox"/> On-site private streets, driveways, and typical parking space dimensions <input type="checkbox"/> All existing and proposed easements <input type="checkbox"/> Setback dimensions along property lines to all buildings <input type="checkbox"/> Overall building dimensions <input type="checkbox"/> Dimension between separate buildings <input type="checkbox"/> Proposed overhangs and canopies <input type="checkbox"/> Location of service areas with dimension to property line <input type="checkbox"/> Location of ground-mounted mechanical units and service entrance section (SES) <input type="checkbox"/> Location of light standard, include height |
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| Fire Hydrants | <input type="checkbox"/> Dimensioned locations of existing and proposed fire hydrants <input type="checkbox"/> Dimensioned designated vehicular emergency access to within 300 feet of all exterior walls of sprinkled buildings, 150 feet for non-sprinkled buildings, as the hose lays, unobstructed |
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Utility Plan: Show:

- Existing utility lines shown
- Utility connections for new construction identified
- Necessary utility line extensions shown

Grading and Drainage Plan: Show:

- Location of retention basins, provide dimensions and calculations
- Existing topography/offsite drainage flows shown
- Acceptable method of discharge (bleed off) identified
- Cross-sections through basins showing side slopes and high water lines
- Section showing onsite/adjacent grades on perimeter boundaries if not level
- Location and height of all proposed retaining walls.
- Finished floor height of existing single residence property when adjacent to proposed commercial or industrial development
- Finished floor height of proposed building(s)

Building Elevations/Sections: Show:

- Four sides each building, min. scale 1/8" = 1/-0". Label north, east, south and west.
- All drawings to be at the same scale.
- Proposed building structure height (stories and feet)
- Primary materials, colors and textures
- Proposed parking canopies
- Refuse enclosure and gates
- Screen walls

Building Code Information: Show:

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- Fire separation distance from building to property lines and other buildings or structures on the site.
- Use and Occupancy Classification
- Type of Construction
- Area of each proposed building
- Estimated occupant load for uses such as church, restaurants, classrooms or Daycare
- ADA accessible route of travel on site plan from existing building exists to public way
- Total parking spaces provided and number of ADA accessible spaces provided
- All property lines and description of form of ownership for condominium projects
- Location and fire separation distance of parking canopies

Landscaping Plan: Show:

- Location of amenities, open space, recreation facilities, screen walls, entry features
- Landscape materials - trees, shrubs, ground covers with
- Legend identifying plant type, with botanical and common name
- Table showing required and proposed plant quantities and sizes
- Temporary landscape buffer along edge of development
- Method of dust control for phased development

FOR STAFF USE ONLY: Is application complete?

Yes/No

- Planning
- Fire

Yes/No

- Development Planning
- Building Codes

Notification Requirements (Step 2.1)

Through the direction of the Mesa City Council, the Planning Division has adopted a policy that requires applicants to notify residents of cases to be considered at Design Review meetings. The notification is to be done by letter. The letters are provided to the City by the applicant and mailed by the City to the property owners within 300ft of the boundaries of the proposed site and registered neighborhoods within 1,000ft of the proposed site. At the time of your first submittal, please provide the following:

- a. **Letters of Notification** shall include a letter printed on the applicant's letterhead and worded similar to the attached sample letter. The letters shall also include an **8 ½" x 11" photocopy of the site plan, landscaping plan and elevations.**
- b. The letters shall be delivered in envelopes stamped, sealed and pre-addressed to all property owners within 500ft of the boundaries of the subject site and all registered neighborhoods within 1,000ft of the site.
- c. A copy of the letter and attachments, mailing list, and a map noting the location of the notified property owners shall be submitted to the Planning staff for inclusion in the case file.

Mailing Lists for the adjacent property owners can be obtained from:

- The Maricopa County Assessor's Office
- The Maricopa County Assessor's website
- Any title company

Mailing lists for registered neighborhoods can be obtained from:

- The City website: www.mesaaz.gov - on the City of Mesa Home Page - type "Maps of Registered Neighborhoods" in the "Search" box.

Sample Letter
Letter to be on applicant's letterhead

Notice of Public Meeting
Design Review Board

Meeting Date: *(Please include the date, which will be the first Wednesday of the month following your submittal)*

Time: 4:30 p.m.

Location: Lower Level City Council Chambers - 57 E. 1st Street

Proposed development:

Address: **You must provide either the address or parcel number**

Parcel Number:

*Call Planning Division to verify date and time (480) 644-4273

Dear Neighbor,

We have applied for City of Mesa Design Review approval for development at this location. This letter is being sent to all neighboring property owners within 300 feet of the boundaries of the proposed development site and all Registered Neighborhoods and Homeowners Associations within 1,000 feet of the site as required by the Planning Division. You are invited to attend a work session of the Design Review Board and provide any input you may have regarding this proposal. Enclosed with this letter are copies of the site plan, landscape plan and elevations.

The Design Review Board reviews building design, landscape plans, parking layout and site layout. The Design Review Board does not review or discuss the actual use of the land (such as gas station, apartments or office building). Those issues are typically addressed by the Planning and Zoning Board, City Council or other public input processes.

For additional information concerning the design of the proposed development or the Design Review process, please contact the Mesa Planning Division at 55 North Center, or call the Mesa Planning Division Office at 480-644-4273.

Sincerely,

Applicant: _____

Phone: _____

PLEASE PRINT OR TYPE CLEARLY

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| Project Name: | | PRE-SUBMITTAL CASE NUMBER & CONF. DATE: | |
| Address: | | FOR STAFF USE ONLY CASE NUMBER(S) | |
| Assessor's Parcel Number: | | CASE NUMBER | |
| Property Owner Name: | | Applicant Name: | |
| Address/City/State/Zip: | | Address/City/State/Zip: | |
| Phone: | Fax: | Phone: | Fax: |
| E-Mail: | | E-Mail: | |
| Signature: | | Signature: | |
| Architect: | Reg. No. | Landscape Architect: | Reg. No. |
| Address/City/State/Zip: | | Address/City/State/Zip: | |
| Phone: | Fax: | Phone: | Fax: |
| E-Mail: | | E-Mail: | |
| Signature: | | Signature: | |
| Existing Zoning: | Current Land Use: | Propose Use: | Number of Units (DU/A): |
| Site Dimensions: | Parcel Size(s.f.&acres): | Building Area (GFA): | Landscape Area (s.f.): |
| | | | Landscape Coverage: % |
| Parking Required: | Parking Provided: | Lot Coverage: | Building Height: |
| FOR STAFF USE ONLY | | PLN: | |
| Meeting Date: | | Application Complete: | |
| Action: | | <input type="checkbox"/> Planning <input type="checkbox"/> Development Planning <input type="checkbox"/> Fire <input type="checkbox"/> Building Codes | |