

# Planning & Zoning Board/Planning Hearing Officer (PHO)

## Application Package and Procedure Outline

The following procedures have been established to assist City staff, the Planning and Zoning Board, and the City Council to expeditiously review and determine the merits of each application. Incomplete submittals will not be processed. Applications typically take four months from the first submittal date to the final decision by the City Council.

### Procedure Outline

**Step 1. Pre-submittal Conference:** Review development options, planning issues, technical requirements, guidelines, and Code requirements (application and fee required).

Application Forms available online at: <http://www.mesaaz.gov/planning>

**Step 2. Formal Application Filing** - Submit application form, fee, **2 full-size and 20 half-size copies, folded and assembled in complete sets** of drawings and/or exhibits plus 20 copies of the project narrative, 2 copies of the Citizen Participation Plan, and other documents as required (see submittal guidelines for details).

Staff Review of Application – Planning Division, Preliminary Review Team, and Development Engineering staff will all review the proposal and forward comments to the applicant. Those applications which are not complete and those applications which do not adhere to the City standards of development will not be reviewed and will be returned.

**Step 3. Final Submittal** - Due date for letters of notification to property owners, reductions of drawings and exhibits, 10 staple-bound half-size sets of all exhibits and drawings, and a Report of the progress in the Citizen Participation efforts.

Staff Review of Application - Staff will review the zoning proposal to ensure that development standards have been met (e.g., retention, solid waste, and transportation issues). At this review it will be determined whether or not the submittal is acceptable to be scheduled for a Planning and Zoning Board hearing, and a zoning case number will be assigned.

**Step 4. Post Property** – The applicant is responsible for posting a 4' x 4' sign two weeks prior to the hearing date. Provide notarized document with photo of sign and date of posting.

**Submit Citizen Participation Report** – The applicant is responsible for submitting a report of the citizen outreach efforts, complete with minutes of neighborhood meetings, list of those contacted, and responses to all inquiries.

### **Public Hearing**

**Planning and Zoning Board Hearing** to consider the applicant's development proposal and zoning request: Staff Reports will be available the Monday prior to the Board hearing.

Planning and Zoning Board hearings are scheduled for the third Thursday of every month.

### **For requests which require City Council Hearings:**

Introduction of Ordinances are typically scheduled for the first Monday of that month which follows the Planning and Zoning Board hearing. Public Hearings are typically scheduled for the third Monday of the month following the Planning and Zoning Board hearing.

***Applications will be accepted up to one week prior to the formal submittal deadline.  
All submittals must be received by 3 p.m. on the deadline for formal filing.***

# Planning & Zoning Board/Planning Hearing Officer (PHO) Application

Address: \_\_\_\_\_

Date of Pre-submittal Conference: \_\_\_\_\_

Pre-submittal Number: PS \_\_\_\_ - \_\_\_\_

**Request (Check all that apply):**

- Rezoning only (rezoning includes BIZ, DMP, PAD Overlay Districts)
- Site Plan Review (SPR) / Site Plan Modification (SPM) only
- Combined: Rezoning with Site Plan Review or Site Plan Modification
- Preliminary Plat
- Council Use Permit (CUP)
- Modification to a Council Use Permit (CUP)
- Planned Community (PC) District

Plat Name: \_\_\_\_\_ APN Number(s): \_\_\_\_\_

Description: \_\_\_\_\_

Legal description and size of each parcel (to nearest 1/10 acre):

**Owner:**

\_\_\_\_\_  
Original Signature (REQUIRED)

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

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

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

\_\_\_\_\_  
Email

**Applicant:**

\_\_\_\_\_  
Original Signature (REQUIRED)

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

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

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

\_\_\_\_\_  
Email

<b>Staff Use Only:</b> Public Notice Assigned Case #: _____ PLN: _____ - _____
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### (Step 3: Final Submittal)

1. **Letters of Notification** to the property owners are required for all requests to the Planning and Zoning Board. This is the *minimum* requirement, only. This does not constitute the Citizen Participation process. The following information is required:
  - A. Letters, worded similar to the attached sample letter on your letterhead, in stamped, sealed and pre-addressed envelopes, are to be delivered to the Planning Department staff. The letters should include an 8 1/2" x 11" photocopy of both the site plan and elevation (see sample letter on page 6).
  - B. The letters are to be pre-addressed to all property owners within 500 feet of the subject site.
  - C. A copy of the letter, a mailing list and a map noting the location of the notified property owners are to be submitted to City staff for inclusion in the case file (see page 6 and 7).
  - D. Mailing lists for the adjacent property owners can be obtained from:
    1. Maricopa County Assessor's Office
    2. Any Title Company (ownership department)

Note that the applicant is responsible for collecting current property owner lists, and obligated to provide correct data to the City.

2. **Notification Posters and Signs** are required as follows:
  - A. The applicant is responsible for posting a 4' x 4' sign(s), *at the cost of the applicant and coordinated by the applicant.*
  - B. Additional signs may be required for larger parcels at the discretion of the Planning Director.
  - C. The sign(s) shall be built to the standards as specified on the attached detail (see page 8).
  - D. The sign(s) shall be placed on the property in the most visible location available (as specified by the Planning Division) and in such a manner that no landscaping or other obstruction would impair the visibility of the sign(s) from the street.
  - E. The sign(s) must be placed on the property on or before the Thursday two weeks prior to the Planning and Zoning Board meeting.
  - F. Submit a notarized document with attached photograph of the sign(s) which will be kept in the case file. The photo must include identifying characteristics of the subject site (e.g. street sign, existing building, etc.).
  - G. The sign(s) must be removed by the applicant one week after the City Council meeting.

**Any deviation from these policies is grounds for continuation of the case until the requirements have been met.**

**(Sample Notification Letter)**

Dear Neighbor,

We have applied for \_\_\_\_\_

for the property located at \_\_\_\_\_.

This request is for development of \_\_\_\_\_.

This letter is being sent to all property owners within 500 feet of the property at the request of the City of Mesa Planning Division. Enclosed for your review is a copy of the site plan and elevations of the proposed development.

This application will be scheduled for consideration by the Mesa Planning and Zoning Board at their meeting held on \_\_\_\_\_, 20\_\_ in the City Council Chambers located at 57 East First Street. The meeting will begin at 4:00 p.m. You are invited to attend this meeting and provide any input you may have regarding this proposal.

If you have any questions regarding this proposal, please call me at \_\_\_\_\_. The City of Mesa has assigned this case to \_\_\_\_\_ of their Planning Division staff. He/she can be reached at 480- 644-\_\_\_\_\_ should you have any questions regarding the public hearing process. If you have sold this property in the interim, please forward this correspondence to the new owner.

Sincerely,

## Sample Ownership List

(Can be printed directly from County Assessor's website)

*Notification to be at least to all property owners within 500 feet of the boundaries of the proposed request.*

*Notification is not the same as the Citizen Participation Plan.*

County Assessors Tax Parcel Number	Property Owner Name & Address
134-11-001 134-1-002 134-11-005	ABC Corporation 888 W Broadway Mesa AZ 85201
134-11-021A	Jane Doe 2436 West Buckeye Road Phoenix AZ 85242
134-11-021B	John Smith 898 W Broadway Mesa AZ 85201
134-11-022	Wright Family Trust 2256 Pennsylvania Blvd Washington DC 00204
134-11-035 134-11-036	Mary Smith and John Doe 4236 West Buckeye Road Phoenix AZ 85242

**Sample of Required Posting Sign**

**CITY OF MESA**

**PUBLIC NOTICE**

**ZONING HEARING**

**PLANNING & ZONING BOARD**

**57 EAST FIRST STREET**

**MESA, ARIZONA**

**4:00 PM DATE: -----**

**CASE: -----**

**Request:-----**

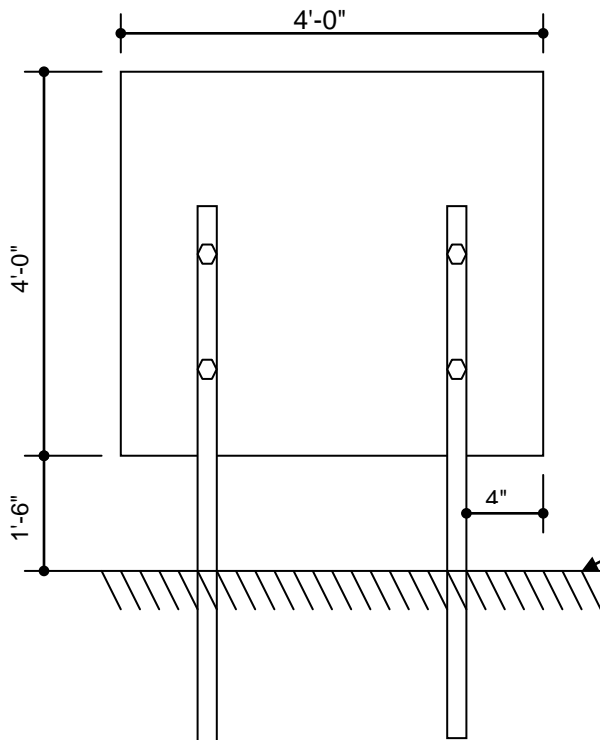
**Applicant:-----**

**Phone:-----**

**Planning Division (480) 644-4273**

Posting date: \_\_\_\_\_

Note: All sign letters are to be at least 2" in height with the exception of the "Zoning Hearing" letters that are to be at least 4" in height and the "Posting date:" letters that are to be 1" in height.



Sign to be constructed of 5/8" plywood painted white both sides.

Securely fasten two 4" x 4" x 8' posts to back of sign with 8" x 1/2" carriage bolt, nut and 2" dia. washer (2 bolts per post).

Finished grade

**Sign Detail NTS**

# AFFIDAVIT OF PUBLIC POSTING

To be submitted by \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, being the owner or authorized applicant for the zoning case below, do hereby affirm that I have posted the property related to Case \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

At least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way.

**SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8.5" BY 11" SHEET OF PAPER WITH THIS AFFIDAVIT.**

Applicant's/Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_



## ***Residential Zoning Application – Submittal Guideline***

### **STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

### **STEP 2. Formal Submittal Package and Application Checklist – Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
3. Two (2) – 24" x 36" prints and Twenty (20) half-size copies of the following drawings (collated, stapled and folded as a complete set) with title block identifying owner, applicant, registrant, developer:
  - Site Plan: notate dimensions and bearings at perimeter of site and around each individual parcel. Dimension and fully note existing and proposed rights-of-way, public and private streets/alleys (showing curb, driveways and sidewalks), building setbacks, retention areas, lot dimensions, gross and net densities, phase lines, trash enclosures, carports, calculations of density, parking, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curbcuts, streets and retention areas.
  - Landscape Plan: landscape areas plus location and types of amenities, open space, recreation facilities, screen walls, entry features, sections through retention areas, etc. Native Plant Preservation Plan for projects within the Desert Uplands.
  - Exhibits of wall design, entry monumentation, entry gates, open space amenities.
  - Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - Elevations: all sides, all products (indicate materials and heights, architectural detailing, etc.).
  - Floor Plans: all model types, including options.
  - Preliminary Plat and Exhibits: name, boundary dimensions and bearings, use and benefit easements, typical lot with setbacks, plot plan for each model showing fence return, setbacks and easements, street curvature, radius, pavement width, sidewalks, street cross section, etc.
  - Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross-sections, etc.
4. Citizen Participation Plan (2 copies).
5. Written Project Description: i.e. justification for non-compliance with residential guidelines, design of proposed amenities, common facilities, product, user, unusual site constraints, etc. Note how this project complies with the General Plan land use and policy objectives. (20 copies).
6. Other Exhibits as Required:
  - Design Guidelines: Residential Guidelines, landscape theme, architectural theme, signage, etc.
  - Traffic Analysis or Study
  - Deed Restrictions
  - Topographic Map or Site Survey
  - Line of Site Drawing
  - Other: \_\_\_\_\_

*State law requires that all drawings prepared by registered Architects, Landscape Architects, & Engineers be stamped and signed by the registrant.*

### **STEP 3. Final Submittal - Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each drawing (including Preliminary Plat).
5. Two revised full sized blue lines of each drawing - 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

## **Commercial, Office, or Industrial Zoning Applications – Submittal Guideline**

### **STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

### **STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
3. Two (2) - 24" x 36" prints and Twenty (20) half-size copies of following drawings (collated, stapled and folded as a complete set) with title block identifying owner, applicant, registrant, developer:
  - Site Plan: fully dimensioned and notated with existing and proposed rights-of-way, public and private streets/alleys with curb, driveways and sidewalks, building setbacks, retention areas, lot dimensions, phase lines, trash enclosures, carports, calculations of parking, distance to adjacent residential uses, outside storage, delivery and loading areas, adjoining residential lot lines, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curb-cuts, streets and retention areas.
  - Landscape Plan: landscape areas, open space, screen walls, sections through the retention areas, etc. .
  - Native Plant Preservation Plan for projects within the Desert Uplands.
  - Exhibits of wall design, entry monumentation, entry gates, open space amenities
  - Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - Elevations: all sides: indicate materials and heights, roof mounted equipment and screening method, etc.
  - Preliminary Plat: name, boundary dimensions and bearings, use and benefit easements, typical lot with setbacks, plot plan for each model showing fence return, setbacks and easements, street curvature, radius, pavement width, sidewalks, street cross section, etc.
  - Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross sections, etc.
4. Citizen Participation Plan (2 copies).
5. Written Project Description: i.e., proposed amenities, common facilities, product, user, proposed tenant mix, unusual site constraints, etc. (20 copies).
6. Other Exhibits as Required:
  - Design Guidelines: landscape theme, architectural theme, signage, etc.
  - Traffic Analysis
  - Deed Restrictions
  - Topographic Map or Site Survey
  - Line of Site Drawing
  - Estimate of economic development impact: Number of jobs created or retained; average salary of jobs created or retained; total capital investment; total amount of new or renovated commercial square footage.
  - Other: \_\_\_\_\_

*State law requires that all drawings prepared by registered Architects, Landscape Architects, and Engineers be stamped and signed by the registrant.*

### **STEP 3. Final Submittal - Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each drawing (including Preliminary Plat).
5. Two revised full sized blue lines of each drawing - 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

## Council Use Permit - **Freeway Landmark Monument** – Submittal Guideline

### **STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

### **STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
3. Two (2) 24" x 36" color prints and Twenty (20) half-size copies of following drawings (collated, stapled and folded as a complete set) with title block identifying owner, applicant, registrant, developer:
  - Site Plan: Location of proposed Freeway Landmark Monument, parcel to be fully dimensioned and notated. Identify parcel with its corresponding zoning designations *and* general plan land use category, show freeway right of way, any and all surrounding public and private streets, and adjoining properties, including neighborhoods. Show any and all buildings associated with the freeway landmark monument.
  - Balloon Test Photos: showing proposed height of freeway landmark monuments as viewed from the freeway, adjoining parcels, adjoining neighborhoods, and adjoining streets.
  - Elevations: all sides with height, sign area, and electronic message board location and size. Clearly identify all materials, colors and textures identified.
4. Written Project Description: Document how proposal conforms with the Freeway Landmark Monument Guidelines. (20 copies).
5. Citizen Participation Plan (2 copies).
6. Other Exhibits / Information as Required:
  - Line of Site Drawing
  - Other \_\_\_\_\_

*State law requires that all drawings prepared by registered Architects, Landscape Architects and Engineers be stamped and signed by the registrant.*

### **STEP 3. Final Submittal - Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each exhibit / drawing
5. Two revised full sized blue lines of each drawing - 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

## **Council Use Permit - Social Service Facility in C1, C2, C3, and Industrial Districts Submittal Guidelines**

### **STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

### **STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
3. Two (2) 24" x 36" prints and Twenty (20) half-size copies of following drawings (collated, stapled and folded as a complete set) with title block identifying owner, applicant, registrant, developer:
  - Site Plan: Location of proposed social service facility. Show all parking, pedestrian areas, loading areas, bike parking, screened waiting areas (if required per the social service facility guidelines), drop off and pick up areas, adjoining buildings and neighborhoods, show proposed and existing rights of way, etc. Parcel or lot to be fully dimensioned and notated. Identify parcel with its corresponding or proposed zoning designations.
  - Landscape Plan. Conceptual layout of landscape materials, demonstrating screening of service and/or loading areas, shading of congregation areas and employee areas, foundation base, parking and parking lot landscaping, etc.
  - Elevations: all sides of building. Clearly identify the height, and materials.
4. Written Project Description and Operations Plan: Identify type of social service ( Plasma center, charity dining service, homeless shelter, day labor hiring center, substance abuse detoxification and treatment center, rescue mission, etc.). Document how proposal conforms with the Social Service Facilities Guidelines and Zoning Ordinance requirements including adequate and accessible facilities, patron seating, dining, screening devices, plan of operation, patron access, hours of operation, security measures, litter control, noise attenuation, etc. . (20 copies).
5. Citizen Participation Plan (2 copies).
6. Other Exhibits / Information as Required:
  - Floor Plan
  - Other \_\_\_\_\_

*State law requires that all drawings prepared by registered Architects, Landscape Architects and Engineers be stamped and signed by the registrant.*

### **STEP 3. Final Submittal - Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each exhibit / drawing
5. Two revised full sized blue lines of each drawing - 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

## **Council Use Permit - School in C1, C2, C3 and Industrial Zoning Districts Submittal Guidelines**

### **STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

### **STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
  - Site Plan: notate dimensions and bearings at perimeter of site and around individual parcel, if building is part of a group commercial center. Dimension and fully note existing and proposed rights-of-way, public and private streets/alleys (showing curb, driveways and sidewalks), parking area, bus parking area, bus drop off area, building setbacks, retention areas, lot dimensions, phase lines, trash enclosures, covered parking if provided, calculations of parking, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curb cuts, streets and retention areas. Show all playground, sport courts, and ball fields.
  - Landscape Plan: landscape areas plus location and types of playgrounds, sport courts, and ball fields, open space, screen walls, entry features, sections through retention areas, etc.
  - Native Plant Preservation Plan for projects within the Desert Uplands.
  - Floor Plans
  - Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - Elevations: all sides, all products (indicate materials and heights, architectural detailing, etc.).
  - Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross-sections, etc.
4. Citizen Participation Plan (2 copies).
5. Written Project Description identifying type of curriculum, expected student population, phasing, operations plan, hours of classes, etc. (20 copies).
6. Other Exhibits as Required:
  - Traffic Analysis or Study
  - Deed Restrictions
  - Topographic Map or Site Survey
  - Line of Site Drawing
  - Other: \_\_\_\_\_

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### **STEP 3. Final Submittal - Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each exhibit / drawing
5. Two revised full sized blue lines of each drawing - 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

**Council Use Permit – Pawn Shops, Tattoo Parlors, Body Piercing Salons  
in C1, C2, C3 and Industrial Zoning Districts  
Submittal Guidelines**

**STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

**STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
  - Site Plan: notate dimensions and bearings at perimeter of site and around individual parcel, if building is part of a group commercial center. If operations are to be within a specific tenant space of an existing building / shopping center, provide a drawing of the overall center and clearly identify the location of the tenant space where the council use permit will be requested. Dimension and fully note existing and proposed rights-of-way, public and private streets/alleys (showing curb, driveways and sidewalks), parking area, building setbacks, retention areas, lot dimensions, phase lines, trash enclosures, covered parking if provided, calculations of parking, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curbcuts, streets and retention areas.
  - Landscape Plan: landscape areas plus location and types of playgrounds, sport courts, and ball fields, open space, screen walls, entry features, sections through retention areas, etc.
  - Native Plant Preservation Plan for projects within the Desert Uplands.
  - Floor Plans
  - Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - Elevations: all sides, all products (indicate materials and heights, architectural detailing, etc.).
  - Map of other similar facilities in the region, with distances to proposed facility.
  - Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross-sections, etc.
3. Citizen Participation Plan (2 copies).
4. Written Project Description and Operations Plan. Include documentation of how proposal conforms to the Zoning Ordinance: compatibility with surrounding land uses, conformance with General Plan, compliance with license, certification, and / or permit requirements, 1,200 feet separation from similar use or school (or identification of significant intervening physical features), substantial conformance with City development requirements including landscaping, parking, screen walls, signage, and Design Guidelines. . (20 copies).
5. Other Exhibits as Required:
  - Traffic Analysis or Study
  - Deed Restrictions
  - Topographic Map or Site Survey
  - Line of Site Drawing
  - Estimate of economic development impact: Number of jobs created or retained; average salary of jobs created or retained; total capital investment; total amount of new or renovated commercial square footage.
  - Other: \_\_\_\_\_

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**STEP 3. Final Submittal - Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each exhibit / drawing
5. Two revised full sized blue lines of each drawing - 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

**Council Use Permit – Swap Meets, Farmer’s Markets, Similar Outdoor Sales Operations in  
C-3 and Industrial Zoning Districts  
Submittal Guidelines**

**STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

**STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
  - Site Plan: notate dimensions and bearings at perimeter of site and around individual parcel. Dimension and fully note existing and proposed rights-of-way, public and private streets/alleys (showing curb, driveways and sidewalks), parking area, building setbacks, retention areas, lot dimensions, phase lines, trash enclosures, covered parking if provided, calculations of parking, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curbcuts, streets and retention areas.
  - Landscape Plan: landscape areas plus location and types of playgrounds, sport courts, and ball fields, open space, screen walls, entry features, sections through retention areas, etc.
  - Native Plant Preservation Plan for projects within the Desert Uplands.
  - Floor Plans and / or tenant layouts
  - Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - Elevations: all sides, all products (indicate materials and heights, architectural detailing, etc.).
  - Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross-sections, etc.
3. Citizen Participation Plan (2 copies).
4. Written Project Description and Operations Plan, including number of total tenant spaces, hours of operations, design of tenant spaces, etc. (20 copies).
5. Other Exhibits as Required:
  - Traffic Analysis or Study
  - Deed Restrictions
  - Topographic Map or Site Survey
  - Line of Site Drawing
  - Estimate of economic development impact: Number of jobs created or retained; average salary of jobs created or retained; total capital investment; total amount of new or renovated commercial square footage.
  - Other: \_\_\_\_\_

*State law requires that all drawings prepared by registered Architects, Landscape Architects and Engineers be stamped and signed by the registrant.*

**STEP 3. Final Submittal - Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each exhibit / drawing
5. Two revised full sized blue lines of each drawing - 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

**Council Use Permit –Retail Stores and Group Commercial Developments  
exceeding area restrictions in the PEP and M-1 Districts  
Submittal Guidelines**

**STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

**STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
  - Site Plan: notate dimensions and bearings at perimeter of site and around individual parcel. Dimension and fully note existing and proposed rights-of-way, public and private streets/alleys (showing curb, driveways and sidewalks), parking area, building setbacks, retention areas, lot dimensions, phase lines, trash enclosures, covered parking if provided, calculations of parking, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curbcuts, streets and retention areas.
  - Landscape Plan: landscape areas plus location and types of playgrounds, sport courts, and ball fields, open space, screen walls, entry features, sections through retention areas, etc.
  - Native Plant Preservation Plan for projects within the Desert Uplands.
  - Floor Plans and tenant layouts
  - Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - Elevations: all sides, all products (indicate materials and heights, architectural detailing, etc.).
  - Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross-sections, etc.
3. Citizen Participation Plan (2 copies).
4. Written Project Description and Operations Plan including type of retail operations, etc. (20 copies).
5. Other Exhibits as Required:
  - Traffic Analysis or Study
  - Deed Restrictions
  - Topographic Map or Site Survey
  - Line of Site Drawing
  - Estimate of economic development impact: Number of jobs created or retained; average salary of jobs created or retained; total capital investment; total amount of new or renovated commercial square footage.
  - Other: \_\_\_\_\_

*State law requires that all drawings prepared by registered Architects, Landscape Architects and Engineers be stamped and signed by the registrant.*

**STEP 3. Final Submittal – Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each exhibit / drawing
5. Two revised full sized blue lines of each drawing – 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

## **Council Use Permit –Bars, Pool Halls, Dance Halls, Nightclubs, Cocktail Lounges, in C-2 Submittal Guidelines**

### **STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

### **STEP 2. Formal Submittal Package and Application Checklist - Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
3. Following documents and exhibits are required: (20 copies).
  - A. Document the following:
    - a. Plan of Operation, including, but not limited to, evidence of compliance with all zoning, building, and fire safety regulations; proposed outdoor activity areas and sound attenuation measures; evidence of compliance with State Liquor License requirements; and proposed security measures; and
    - b. A “Good Neighbor Policy” in narrative form describing proposed measures to ensure ongoing compatibility with adjacent uses, including, but not limited to, the name and telephone number of the manager or person responsible for the operation of the facility; complaint response procedures, including investigation, remedial action, and follow-up; and litter control measures; and
    - c. Documentation that the building or site proposed for the use is in, or will be brought into, substantial conformance with all current City Development Standards, including but not limited to, landscaping, parking, screen walls, signage, and design guidelines; and
    - d. Documentation of separation from a church, a public or private school building with kindergarten programs or any of grades one (1) through twelve (12), and any recreational area adjacent to such school building as specified in Arizona Revised Statutes; and
    - e. Documentation of separation of at least three hundred feet (300’) from any outdoor activity area to a residential zoning district.
  - B. Site Plan: notate dimensions and bearings at perimeter of site and around individual parcel. Dimension and fully note existing and proposed rights-of-way, public and private streets/alleys (showing curb, driveways and sidewalks), parking area, building setbacks, retention areas, lot dimensions, phase lines, trash enclosures, covered parking if provided, calculations of parking, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curbcuts, streets and retention areas.
  - C. Landscape Plan: landscape areas plus location and types of playgrounds, sport courts, and ball fields, open space, screen walls, entry features, sections through retention areas, etc. If project is within the Desert Uplands, provide a Native Plant Preservation Plan.
  - D. Floor Plans and tenant layouts
  - E. Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - F. Elevations: all sides, all products (indicate materials and heights, architectural detailing, etc.).
  - G. Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross-sections, etc.
4. Citizen Participation Plan (2 copies) including time, location, and date of neighborhood meeting to be held.

*State law requires that all drawings prepared by registered Architects, Landscape Architects and Engineers be stamped and signed by the registrant.*

### **STEP 3. Final Submittal – Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500’ of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2” x 11” PMT of each exhibit / drawing
5. Two revised full sized blue lines of each drawing – 24” x 36”;
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).

## ***Development Master Plan - DMP overlay with Conceptual Zoning Districts Submittal Guideline***

### **STEP 1. Pre-submittal Conference Required Prior to Formal Submittal**

### **STEP 2. Formal Submittal Package and Application Checklist – Due: \_\_\_\_\_**

1. Application Form: Original Signatures Only. Facsimile and copies not accepted.
2. Fee
3. Two (2) 24" x 36" prints and Twenty (20) half-size copies of following drawings (collated, stapled and folded as a complete set) with title block identifying owner, applicant, registrant, developer:
  - Site Plan: boundary of DMP and each individual parcel to be fully dimensioned and notated. Identify each parcel with its corresponding zoning designations (both conceptual and actual), note calculations of floor area ratio, density, typical lot size with setbacks, etc. Identify zoning designation of each adjoining property. Show surrounding and adjacent parcel/lot lines, driveway curbcuts, streets and retention areas.
  - Landscape Plan: landscape areas plus location and types of amenities, open space, recreation facilities, screen walls, entry features, sections through retention areas, etc. Native Plant Preservation Plan for projects within the Desert Uplands.
  - Exhibits of wall design, entry monumentation, entry gates, open space amenities.
  - Site summary table with gross and net acreage, existing and proposed zoning and land use(s), summary of request, and related case numbers.
  - Elevations: all products, all sides.
  - Floor Plans: all products, including options (additional garages, covered patios, flex space, etc.)
  - Preliminary Plat: name, boundary dimensions and bearings, use and benefit easements, typical lot with setbacks, plot plan for each model showing fence return, setbacks and easements, street curvature, radius, pavement width, sidewalks, street cross section, etc.
  - Preliminary Grading and Drainage Plan: calculations, slopes, areas for all retention, including underground storage, cross-sections, etc.
4. Citizen Participation Plan (2 copies).
5. Written Project Description: i.e. justification for non-compliance with residential guidelines, design of proposed amenities, common facilities, product, user, unusual site constraints, etc. Note how this project complies with the General Plan land use and policy objectives. (20 copies).
6. Other Exhibits as Required:
  - Design Guidelines: Residential Guidelines, landscape theme, architectural theme, signage, etc.
  - Traffic Analysis or Study
  - Deed Restrictions
  - Topographic Map or Site Survey
  - Line of Site Drawing
  - Other \_\_\_\_\_

*State law requires that all drawings prepared by registered Architects, Landscape Architects and Engineers be stamped and signed by the registrant.*

### **STEP 3. Final Submittal – Letters of Notification and Reductions Due: \_\_\_\_\_**

1. Letters of Notification (stuffed, sealed, stamped, addressed) to all property owners within 500' of site.
2. One copy of the letter of notification (for City files).
3. Map and list of all property owners notified (for City files).
4. 8 1/2" x 11" PMT of each drawing (including Preliminary Plat).
5. Two revised full sized blue lines of each drawing – 24" x 36";
6. Ten (10) half-size reductions of all exhibits and drawings (collated, stapled and folded).
7. Citizen Participation Report (report of the progress in the Citizen Participation efforts as updated).