



Pre-Submittal Conference Application

Check all that apply:

<input type="checkbox"/> Rezoning	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Design Review	<input type="checkbox"/> Development Master Plan
<input type="checkbox"/> Council Use Permit	<input type="checkbox"/> Administrative Review
<input type="checkbox"/> Site Plan Review/Modification	<input type="checkbox"/> Others

Second Submittal – previous case number PS _____

For Staff Only
File #: PS
PLN
Meeting:
Date:
Time:
Planning Division 55 N.Center St. Mesa, AZ 85201 480-644-4273

Please print/type clearly

Project Location/Address:		
Major Cross Streets:		
Assessor's Parcel Number:		
Existing Zoning:	Existing General Plan Designation:	
Request:		
Property Owner:		
Property Owner's Signature:		
Applicant:	Phone No:	
Company:	Fax No:	
Address:	E-mail:	
City:	State:	Zip:

Please check

Land Use Type

- Single Residence
- Multi-Residence
- Commercial
- Office
- Industrial
- Mixed Use

Parcel Size (acres)

- Less than 2.5
- 2.5 – 5
- 5 – 10
- 10 – 20
- 20 – 40
- 40+

For Staff Use Only

Application Complete?

- Y N
- Planning
- Dev. Planning



Standard Pre-Submittal Application Checklist

Project Location/Address _____

Submittal Requirements - To assist staff prepare a complete response to your request, provide the following information: **(FOLDED, PLEASE)**

- Completed Application with original signatures
- Completed Checklist
- Site Plan: 24 x 36, with dimensions showing existing and proposed improvements **(2 copies folded)**
 11 x 17, reductions **(7 copies folded)**
 8 ½ x 14, legal size **(1 copy)**
- Aerial photos: include property within 300 feet of proposed development **(2 copies)**
- Project Description/Narrative including description of proposed uses **(7 copies)**
- (Optional)** List of questions: General Plan issues, neighborhood issues, and infrastructure **(1 copy)**
- (Design Review Board requests only)** Building Elevations and/or photos **(6 sets)**

Project and Site Information:

Planning

- Vicinity Map, Graphic Scale and North Arrow
- Site Plan: Showing existing and proposed uses
- Uses of adjacent property
- Zoning: Existing and proposed
- Existing and proposed building heights, building footprints and square footages
- Setbacks
- Location of parking, number of spaces required and provided
- Dimensions, gross site acreage and net acreage
- Any building additions and/or changes
- If located within Falcon Field airport, provide a copy of the approval letter from Falcon Field Airport

Dev. Eng.

- Existing structure(s) and site conditions identified
- Existing driveways and/or street(s) adjacent to or across from site
- Existing and proposed driveway locations and widths
- Location of retention basins and retaining walls
- Solid waste container location and access route

Additional information may be required during subsequent reviews.