The following procedures have been established to assist in expeditious review. Incomplete submittals will not be processed. For questions, please contact the City of Mesa Planning Division at (480) 644-2385.

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 made online at www.mesaaz.gov/planning. Please see our How to submit Design Review Applications Guide for assistance with online submissions.

STEP 2  Formal Design Review Application -
   A. Submit (if submitting concurrently with a planning & zoning case, check the "Concurrent Review" box, for reduced fee).
   B. Preliminary Grading & Drainage Plan.
   C. Site Plan.
   D. Landscape Plans.
   E. Exterior Elevations.
   F. Floor Plans.
   G. Building Section(s).
   H. Roof Plan- if required by Planning Staff.
   I. Three dimension rendering- if required by Planning Staff.
   J. Photometric Study- if required by Planning Staff.
   K. Four-sided color elevations coordinated with the color/material board.
   L. One copy (delivered to the Planning office) 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.)
   M. Sign Package including elevation of proposed monument (detached) signage and detail of attached signage.
   N. Project Narrative.
   O. Photographs of existing site.
   P. Proposed light fixture cut sheets.
   Q. Letters of Notice (delivered to the Planning office) with attachments, completed, stuffed, sealed, stamped, addressed, to all property owners within 500’ of site.

All submitted architectural documents must be sealed and signed by an Arizona Registered Architect.
DESIGN REVIEW GUIDELINES

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 upload the following drawings and/or exhibits:
- A. Preliminary Grading and Drainage Plan
- B. Site Plan
- C. Landscape Plans
- D. Exterior Elevations
- E. Building Section
- F. Floor Plans
- G. Four-sided color elevations coordinated with color board if the drawings have been revised after the formal submittal.
- H. A material/color board (delivered to the Planning office) 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, upload the following:
- A. Preliminary Grading and Drainage Plan
- B. Site Plan
- C. Landscape Plans
- D. Exterior Elevations
- E. Building Section
- F. Floor Plans
- G. Four-sided color elevations coordinated with color board if the drawings have been revised after the formal submittal.
- H. One material/color board if it has been revised after the formal submittal.
- I. A letter of appeal, if the decision is being appealed.

STEP 7 After Design Review approval - submit the following:
- A. Approved color elevations.
- B. All plans and elevations required to be revised as a result of Design Review approval.

All submitted architectural documents must be sealed and signed by an Arizona Registered Architect.
The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.
Detailed Information Checklist

<table>
<thead>
<tr>
<th>Project Address:</th>
<th>Pre-Submittal Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant (Contact Person):</td>
<td>Contact Number:</td>
</tr>
</tbody>
</table>

Provide the following information within the submitted documents.

**Application:**
- Original signature
- Application fee
- Pre-Submittal Conference case number
- Building Safety Division assigned address
- 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
- Drawings and exhibits listed in Step 2 of the Procedure Outline

**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

**Site Plan:** Show:
- Vicinity Map
- Graphic Scale and North Arrow
- Existing and proposed structure(s) and site conditions with uses of all buildings/outdoor areas
- Roadways/Driveways:
  - Existing roadway improvements dimensioned
  - Existing driveways and streets adjacent to or across from site dimensioned
  - Existing and proposed driveway locations and widths
  - Required ½ street improvements
  - Existing and new right of way dedications dimensioned
  - Traffic visibility triangles
  - Location of light standard, include height
  - Solid waste container location(s) and access route
  - Existing and proposed zoning on site and on all adjacent parcels
  - Parcel/lot dimensions and bearings at the perimeter of the site
  - 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.
  - On-site private streets, driveways, and typical parking space dimensions
  - All existing and proposed easements
  - Setback dimensions along property lines to all buildings
  - Overall building dimensions
  - Dimension between separate buildings
  - Proposed overhangs and canopies
  - Location of service areas with dimension to property line
  - Location of ground-mounted mechanical units and service entrance section (SES)
  - Location of light standard, include height

**Fire**
- Dimensioned locations of existing and proposed fire hydrants
- 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
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:
- 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
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 500ft of the boundaries 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 to the Planning office in envelopes stamped, sealed and pre-addressed to all property owners within 500ft of the boundaries of the subject site.

c. A copy of the letter and attachments, mailing list, and a map noting the location of the notified property owners shall be uploaded and 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
Sample Letter
Letter to be on applicant’s letterhead

Notice of Public Meeting
Design Review Board

Meeting Date:  (Please consult Planning Staff)
Time:    4:30 p.m.
Location:  Lower Level City Council Chambers - 57 E. 1\textsuperscript{st} Street

Proposed development:
Address:   You must provide either the address or parcel number
Parcel Number:

*Call Planning Division to verify date and time (480) 644-2385

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 500 feet of the boundaries of the proposed development 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 480-644-2385.

Sincerely,

Applicant:

Phone: