



Planning and Community Development Department

Pre-Application Meeting Submittal Guide

A pre-application meeting must be held before staff will accept a rezoning, conditional use permit or preliminary plat application. The purpose of the pre-application meeting is to provide applicants preliminary feedback on development proposals, a general overview of the Peoria development process, and to assist applicants in preparing their development applications for submittal.

Representatives from various departments involved in the development review process will evaluate the proposal and provide comments at the meeting. City representatives will describe the type of application necessary, submittal requirements, the review process, and applicable development regulations. Applicants take away information that can help evaluate if a proposed project is likely to be viable, the subsequent processes to proceed with, and modifications that may be necessary to make a project code compliant and/or speed up project review.

Please be aware that any communication or checklists provided at this meeting does not imply approval or conditional approval of the pending application. Future review of the formal application may require changes, alterations, or additional information to clarify the details of the proposal and design.

Scheduling

Pre-application meetings are scheduled in 45-minute increments on Wednesday mornings between the hours of 8:00-11:00am. Meeting times are filled on a “first come, first served” basis. If the desired week’s schedule is filled, the applicant will receive the first available spot on the following week’s schedule.

How to Submit

Present the required pre-application form and required materials identified on the checklist at the Planning Counter in the Development & Community Services Building, 9875 North 85th Avenue. Materials may be received by mail or by a parcel delivery service to the address listed above. All materials must be received on or before 5pm of the Wednesday before the desired Pre-Application Meeting date.

Fees

There is no fee for a first or second pre-application meeting. The fee for subsequent meetings is \$500 per meeting.

For More Information

Please contact the City of Peoria Planning and Community Development, Planning Division at 602-773-7200 if you have questions regarding the application form or submittal checklist.



Case Type (Check All That Apply):

- Annexation
- Conditional Use Permit
- Design Review
- General Plan Amendment
- PAD / PCD Amendment
- PAD / PCD / Rezoning
- Preliminary Plat
- Other _____
- Site Plan
- Variance
- Zoning Interpretation

-Official Use-

PA No: _____

Date: _____

Time: _____

Staff: _____

Request

Description of Request _____

Gross Area _____ Net Area _____ Proposed Number of Lots / Building Square Footage _____

Proposed General Plan Land Use Category / Categories and/or Zoning District(s) _____

Has Code Enforcement issued a 'Notice of Violation?' No Yes If yes, for what reason? _____

Target Date to Begin Construction _____

Property Information

Development/Project Name _____ Relevant Case(s) _____

Address / General Location _____ Existing General Plan Land Use Category / Categories _____

City / State / Zip _____ Existing Zoning District(s) _____

Parcel Numbers _____

Existing Use(s) Vacant Single-Family Multi-Family Commercial Industrial Other _____

Owner Information

Name _____ Agent _____

Address _____ Phone _____ Fax _____

City / State / Zip _____ Email _____

Applicant Information

Name _____ Company _____

Address _____ Phone _____ Fax _____

City / State / Zip _____ Email _____

Signature _____ Date _____

Note: All Pre-Application materials are public record (A.R.S. §39-101 to 161)



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I. Requirements for All Applications:

- a. Pre-Application Submittal Form (1 copy - see page 2 of this guide)
- b. Project Narrative (7 copies)
The Project Narrative should provide all information necessary to allow for a thorough understanding of the proposed activity. At a minimum, the narrative should describe:
 - Basic overview of the proposal including the type of development and uses;
 - How the request is in conformance with the Peoria General Plan and/or relevant Specific Area Plan;
 - What improvements and uses currently exist on the property;
 - Any unique physical features or environmental considerations impacting the property;
 - How the proposal is compatible with the surrounding area;
 - Describe site circulation, parking and design, drainage, architecture, and lot design;
 - Proposed phasing (if applicable)
- c. Context Plan (1 – full sized copy folded to 9"x12" and 1- 8 1/2" x 11")
The Context Plan should generally include the following information:
 - Aerial photo of the subject site and surrounding sites;
 - Show the relationship between subject site and adjacent development or properties;
 - Identify existing and/or proposed zoning, land use designations, streets, etc;
 - Identify adjacent street names and adjacent improvements; and
 - Site plan or preliminary plat showing lot lines, tracts, easements, street locations/names and surrounding zoning/land use.
- d. Photographs of the site and surrounding context (printed on 8 1/2" x 11" copy paper preferred)

2. Conditional Use Permit, Site Plan, and Special Use Permit Applications:

A conceptual site plan is required to be provided with the submittal. It should generally show the proposed development activities, land uses, building heights, loading areas, parking requirements and locations, etc on the site and on adjacent properties as described in more detail below.

Conceptual Site Plan (7 copies – 11"x17")

Show or provide (at a minimum) the following information:

- Gross and net site acreage
- Existing and proposed zoning
- Existing buildings on site
- Proposed building(s) location, height and square footage
- Location of proposed parking areas and number of parking spaces
- Location and width of existing and proposed easements for access, drainage, utilities, etc; existing and proposed driveways, road easements and right-of-way on



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the site and on adjacent properties, including those across the street

- Proposed phasing (if applicable)
- Any watercourse or drainage way above 20cfs for properties north of Pinnacle Peak Road.

3. Preliminary Plat Applications:

A preliminary plat is required for all residential and show the development activity as described in more detail below:

Preliminary Plat (7 - 11"x17")

Show or provide (at a minimum) the following information:

- Overall Parcel Dimensions
- Existing and Proposed Zoning
- Gross and Net Site Acreage
- Existing and Proposed Density
- Total Number of lots
- Existing and Proposed Streets
- Proposed Open Space / Landscaping
- Scale and North Arrow
- Location and width of existing and proposed easements for access, drainage, utilities, etc; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street;
- Any watercourse or drainage way above 20cfs for properties north of Pinnacle Peak Road
- Proposed Phasing (If Applicable)

4. Design Review Applications:

Provide conceptual building elevations and specify proposed building height, building materials and colors.

5. Optional Submittal Items:

This is not an exhaustive list of recommended items, but intended to be a helpful guide in getting the most out of the process.

- Preliminary Landscape Plan
- Preliminary Floor Plans
- Street Visualizations/Profiles