



**City of Peoria**  
*Planning & Community Development Department*

## ***Hillside Waiver*** **PROCESS GUIDE**

This document can be found online at [www.peoriaaz.gov/planning](http://www.peoriaaz.gov/planning)  
Click on the ***Process Guides, Applications, and Fees*** link

## STEP 1: Conference With Staff & Application Submittal

**OBTAIN INFORMATION FROM STAFF**

**SUBMIT APPLICATION MATERIALS**

**STAFF REVIEW FOR ADMINISTRATIVE COMPLETENESS**

- Accept or Reject application
- 15 days to complete this review

**15 DAYS**

## STEP 2: Staff Review & Application Revision

**APPLICATION ROUTED FOR REVIEW**

- Review comments sent to applicant, IF NECESSARY

**APPLICANT REVISES APPLICATION**

- Revised materials resubmitted to City
- Application routed for second review
- Staff may take the following actions:
  - Approve
  - Deny
  - Contact applicant to negotiate another review

**STAFF 'SIGNS OFF' / SUBSTANTIVE COMPLETENESS**

- Published process timeframe 120 days of staff time
- Policy to maintain timeframe of 2-3 weeks per review

**120 DAYS**

## STEP 3: Appeal

**STAFF PREPARES APPLICATION FOR HEARING**

- Place ad in local newspaper and prepare staff report
- Direct applicant to post subject property

**LAND USE HEARING OFFICER**

- Approve or Approve with modifications
- Deny



# HILLSIDE WAIVER APPLICATION CHECKLIST

**APPLICATION #** \_\_\_\_\_ **ACCEPTED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

- \_\_\_\_\_ **APPLICATION (Included)**
- \_\_\_\_\_ **REVIEW FEE**
- \_\_\_\_\_ **SITE PLAN with TOPOGRAPHICAL DATA**  
– Two 24" x 36" (folded to 8½" x 11")
- \_\_\_\_\_ **PROJECT NARRATIVE** (Explain the issues related to the Hillside Overlay requirements)
- \_\_\_\_\_ **HILLSIDE ANALYSIS** (Plan and Table)
- \_\_\_\_\_ **Reduction of all submitted materials** (1 set of 8½" X 11")
- \_\_\_\_\_ **SITE PHOTOGRAPHS** (2 copies)



**PLANNING DIVISION**  
 Planning & Community Development Department  
**HILLSIDE WAIVER**

APPLICATION # \_\_\_\_\_ SUBMITTAL DATE \_\_\_\_\_ FEES \_\_\_\_\_ ACCEPTED BY \_\_\_\_\_

<b>PARCEL NUMBER(S)</b>		<b>EXISTING ZONING</b>	
<b>GROSS AREA (ACRE/SQ. FT.)</b>		<b>NET AREA (ACRE/SQ. FT.)</b>	
<b>DEVELOPMENT/PROJECT NAME</b>			
<b>ADDRESS/LOCATION</b>			
<b>REFERENCE CASES (LIST ALL PREVIOUS PLANNING CASES)</b>			
<b>PROPERTY OWNER</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>CONTACT PERSON</b>		<b>EMAIL</b>	
<b>APPLICANT/CONTACT</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>CONTACT PERSON</b>		<b>EMAIL</b>	
<b>ARCHITECT/ENGINEER</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>REGISTRATION NUMBER</b>			
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>CONTACT PERSON</b>		<b>EMAIL</b>	
<b>OWNER'S SIGNATURE</b>			<b>DATE</b>

We value your comments!  
[www.peoriaaz.gov/devcomments](http://www.peoriaaz.gov/devcomments)