City of Peoria

Planning & Community Development Department

NON-RESIDENTIAL DESIGN REVIEW APPLICATION & PROCESS GUIDE

This document can be found online at www.peoriaaz.gov/planning
Click on the *PERMIT APPLICATIONS AND PROCESS GUIDES* link

Applicability
The Non-Residential Design Review Application is intended to apply to all existing non-residential buildings considering exterior modifications. The purpose of this process is to promote consistency in design, raise aesthetic value and minimize the negative visual impacts associated with box-like buildings.

Projects subject to Site Plan/Amended Site Plan Review are NOT REQUIRED to submit a separate Non-Residential Design Review Application. Architectural design review will be handled as part of the Site Plan Application review process.

NON-RESIDENTIAL DESIGN REVIEW PROCESS

STEP 1: Pre-Application Meeting & Application Submittal

PRE-APPLICATION CONFERENCE (Optional)

SUBMIT APPLICATION MATERIALS

STAFF REVIEW FOR <u>ADMINISTRATIVE COMPLETENESS</u>
- 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

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 'SIGN OFF' / <u>SUBSTANTIVE COMPLETENESS</u>
- Published process timeframe 120 days of staff time
- Policy to maintain timeframe of 3-4 weeks per review

120 DAYS

Administrative (staff) decisions may be appealed to the Design Review Appeals Board. The appeal shall be filed in writing within 10 calendar days of the final administrative determination.

STEP 3: (IF APPEALED) Public Hearing

STAFF PREPARES APPLICATION FOR HEARING
- Place ad in local newspaper and prepare staff report

DESIGN REVIEW APPEALS BOARD MEETING
- Approve or Approve with modifications
- Deny
- Design Review Appeals Board decision shall be final

Applicant must obtain necessary Building and/or construction permits within 18 months of Design Review approval, or the Design Review Approval shall expire.

City of Peoria
Non-Residential Design Review Application

9875 N. 85th Ave Peoria, AZ 85345
Phone: 623-773-7200

OFFICE USE ONLY		
Date	Fees	Permit #

Please complete all information, do not leave any spaces blank. Write N/A in spaces that do not pertain to your proposal. Incomplete applications will not be processed.

SITE INFORMATION

Development/
Project Name: _____

Existing Zoning: _____

Gross Area (ac/sqft): _____

Net Area(ac/sqft): _____

Parcel Number(s) _____

Location: _____

Address: _____

City: _____ State: _____ Zip: _____

OWNER INFORMATION

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone #: _____

Email: _____

APPLICANT INFORMATION

All verbal and written communication regarding this application will be provided to the contact listed below. In addition, it is this individual's responsibility to relay all communications from City staff to the other members of the development team, including but not limited to application comments, staff reports, action letters, meeting times, etc.

Applicant Contact Signature: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone #: _____

Email: _____

I herby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner. **If not owner, attach written authorization from owner.**

Owner/Authorized Applicant's Signature_____**Date**_____