



Planning and Community Development Department
9875 N. 85th Avenue, Peoria, AZ 85345
(623) 773-7200

Pre-Application Meeting Submittal Guide

Overview:

Prior to a formal development application submittal, the Pre-Application meeting is an opportunity for the City to provide a general overview of the development process and preliminary feedback on development proposals. The pre-application process consists of a staff evaluation of the conceptual plans or proposals presented by the applicant. Representatives from various departments involved in the development review process, including Planning and Community Development, Engineering, Economic Development Services, and Fire, will evaluate the proposal and provide comments at the meeting. The pre-application process does not constitute a formal review of an application and a final determination of recommendation, standards, and conditions of approval can not be made until a formal application is submitted for review.

Please Note: *A Pre-Application Meeting is required prior to submitting an application for a rezoning, conditional use permit, or preliminary plat.*

Scheduling:

Pre-Application Meetings are scheduled in 45-minute increments and are held on Tuesday afternoons between the hours of 1:00 – 4:00 p.m. Meeting times may be reserved by submitting all required documents to the Planning Counter in the Development & Community Services Building or via mail or parcel delivery service (to the address listed above). Materials must be received on or before **6pm of the Wednesday before the desired Pre-Application Meeting date.** 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.

Fees:

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

Pre-Application Meeting Submittal Requirements:

Please fold all documents to 9" x 12" (maximum) size

- Application Submittal Form** (See page 3 of this guide)

- Project Narrative (7 copies)**

The Project Narrative should provide all information necessary to allow for a thorough understanding of the proposed activity.

- Written discussion/background of project
- Any specific questions for staff

- Context Plan (7 - full sized copies and 1 - 8½"x11' copy)**

The context plan is an aerial photo that is intended to demonstrate the relationship between the subject site and adjacent developments or properties and to show existing and/or proposed land uses, zoning, streets, infrastructure, site conditions, etc.

- Conceptual Site Plan and/or Preliminary Plat (7 - full sized copies and 1 - 8½" x11" copy)**

The conceptual site plan and/or preliminary plat is intended to show all proposed development activities.

- SITE PLAN:** Show or provide (at a minimum) the following information:
 - Existing and proposed zoning
 - Gross and net site acreage
 - Proposed building(s) location, height and square footage
 - Conceptual building elevations including materials and colors
 - Existing and proposed driveway locations
 - Location of proposed parking areas and number of parking spaces
- PRELIMINARY PLAT:** Show or provide (at a minimum) the following information:
 - Overall parcel dimensions
 - Existing and proposed zoning
 - Gross and net site acreage
 - Density and number of lots
 - Existing and proposed streets
 - Proposed open space / landscaping
 - Vicinity map, scale, north arrow

For Rezoning Proposals Only (7 copies)

Applicants scheduling Pre-Application Meetings for the purposes of discussing rezoning applications shall provide the materials outlined above, and in addition, provide information regarding conformance of the proposed rezoning with the City's General Plan.

- Discussion regarding conformance of the rezoning request with the General Plan, and relevant Specific Area and Redevelopment Plans.



**Planning and Community Development Department
PRE-APPLICATION MEETING SUBMITTAL FORM**

Pre-Application Project Number:	Pre-App. Date & Time:	
Project Name:		
Assessors Parcel Number(s):		
Project Type (e.g. Site Plan, Rezoning, etc):		
BRIEF Project Description:		
Location of property in relation to nearest cross streets (e.g. north of the northeast corner of 83 rd Ave. & Peoria Ave.):		
Property Address (if applicable):		
Company Name		
Applicant Name:		
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
Email:		
Applicant's Signature:	Date:	

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