Pre-Application Conference

Submittal Guide

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

Definition: The Pre-Application Conference is intended to provide potential applicants, landowners, and those in the development community general information regarding zoning, site plan and preliminary plat information, development review process information and design review information prior to the formal submittal of a project. The pre-application process is a staff evaluation of conceptual plans or proposals presented by the applicant. Representatives of all departments and divisions involved in the development review process will evaluate the proposal. Any comments provided by the reviewers will be based on the information provided by the applicant and will be reliable provided the proposal does not change, or policies do not change between the pre-application conference and the time of application. The pre-application process does not constitute a formal review of an application and a final determination of standards and conditions of approval can not be made until a formal application is submitted for review. ***A Pre-Application Conference is required prior to submitting rezoning or preliminary plat applications.***

Pre-Application Conference Submittal Requirements:
Pre-Application Conferences are scheduled in 45-minute increments and are held on Tuesday afternoons between the hours of 1:00 – 4:00 p.m. All documents shall be folded to 9" x 12" (maximum) size.

Meeting times may be reserved by submitting all required documents on or before the **Wednesday before the desired Pre-Application Conference date**. Meeting times are filled on a "first come, first serve" basis. If the desired week's schedule is filled, the applicant will receive the first available spot on the following week's schedule.

<u>Project Narrative</u> (6 copies)
The project narrative should provide a general discussion of the nature of the project along with information regarding how the proposal relates to any surrounding development and to the subject site. The project narrative may contain both textual and graphical information and should provide all information necessary to allow for a thorough understanding of the proposed activity. Include any specific questions regarding the project for staff comment.

- ☐ General discussion/background of project
- ☐ Pertinent questions for staff comment

<u>Context Plan</u> (6 copies)
The context plan shall show the following information:
- Relationship between the subject site and adjacent developments or properties.
- Show existing and/or proposed land use, zoning, streets, infrastructure, etc.
- Provide aerial photograph of subject site and pictures of existing on-site conditions and adjacent off-site conditions.
- ☐ Show site and adjacent properties
- ☐ Provide information regarding existing land use and site conditions
- ☐ Provide an aerial photo of the subject site and surrounding sites
- ☐ Label adjacent street names and adjacent improvements
- ☐ Provide color photographs of subject site and surrounding improvements and show photo reference numbers on the context plan

<u>Conceptual Site Plan / Preliminary Plat</u> (6 full sized copies and 1 reduced copy)
The conceptual site plan / preliminary plat shall show all proposed development activities and shall include information regarding proposed land uses, building heights, parking and loading requirements and locations, information regarding proposed project phasing, project density and number of lots, lot sizes, proposed open space and landscaping, setbacks and Design Review information.

- ☐ SITE PLAN: Show or provide the following information:
  - Applicant Name, Address and Contact Information
  - Brief Written Description of Proposed Project
  - Existing and Proposed Zoning
  - Gross and Net Site Acreage
  - Proposed Building(s) Location, Height and Square Footage
  - Conceptual building elevations including materials and colors
  - Show existing and proposed driveway locations
  - Number and Location of Proposed Parking Areas
- ☐ PRELIMINARY PLAT: Show or provide the following information:
  - Applicant Name, Address and Contact Information
  - Brief Written Description of Proposed Project
  - Label Parcel Dimensions
  - Existing and Proposed Zoning
  - Gross and Net Site Acreage
  - Density and Number of Lots
  - Lot Size Information
  - Existing and Proposed Streets
  - Proposed Open Space / Landscaping
  - Vicinity Map, Scale, North Arrow

<u>Rezoning</u> (7 copies)
Applicants scheduling Pre-Application Conferences for the purposes of discussing rezoning applications shall provide, in addition to the project narrative and context plan outlined above, information regarding conformance of the proposed rezoning with the City's General Plan. Submittals shall also conceptually address how the proposed rezoning action conforms with the conditions of any specific plan, area plan or redevelopment area plan and shall address how residential rezoning proposals meet the target density for the area.

- ☐ Show or provide the following information:
  - Vicinity Map, North Arrow
  - Brief Written Description of Proposed Rezoning Request, Discussion Regarding Conformance of Request to the City of Peoria General Plan and Relevant Specific Area Plans, Statement of Adequacy of Area Infrastructure, and Summary Project Impact Information.
  - Conceptual Site Plan or Subdivision Plat

We value your comments!
www.peoriaaz.gov/devcomments