Print Form

Pre-Application Conference Submittal Guide

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

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 from various divisions involved in the development review process will evaluate the proposal. 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 conditional use permit, rezoning or preliminary plat applications.***

Fees:

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

Scheduling:

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. Meeting times may be reserved by submitting all required documents to the Planning Counter in the Development & Community Services Building 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. If you wish to send your materials by mail, please include a contact name and phone number for staff to call in order to schedule your meeting.

Pre-Application Conference Submittal Requirements:

All documents shall be folded to 9" x 12" (maximum) size and be sized to provide sufficient clarity of detail.

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

☐ **Project Description (6 copies)**
This item should provide a written description which discusses the general nature of the project along with information regarding how the proposal relates to any surrounding development and to the subject site. The Project Description may contain both text and graphics 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 is intended to demonstrate the relationship between the subject site and adjacent developments or properties and to show existing and/or proposed land use, zoning, streets, infrastructure, site conditions, etc.

- ☐ Provide an aerial photo that shows the subject site and surrounding properties
- ☐ Label adjacent street names and adjacent improvements
- ☐ Label zoning (current and proposed, if applicable) for the subject site and surrounding properties
- ☐ Provide color photographs of subject site and surrounding improvements and show photo reference numbers on the context plan. Photos should identify existing conditions on-site as well as existing conditions on adjacent properties.

☐ **<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:
  - 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 the following information:
  - 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>For Rezoning Proposals Only</u> (6 copies)***

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

- ☐ Discussion regarding conformance of the rezoning request with the City of Peoria General Plan and relevant Specific Area Plans, Statement of Adequacy of Area Infrastructure, and Summary Project Impact Information.

PLANNING DIVISION

Planning and Community Development Department

PRE-APPLICATION SUBMITTAL FORM

Pre-Application Project Number:	Pre-App. Date & Time:	
Project Name:		
Parcel number (APN):		
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 83rd Ave. & Peoria Ave.):		
Property Address (if applicable):		
Company Name		
Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		