



A pre-application meeting is required prior to submitting preliminary site plans and subdivision plats. To schedule a pre-application meeting, the applicant needs to provide the Pre-Application submittal package to the Planning and Development Department, Phoenix City Hall, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003. For more information, call (602) 495-0302, or visit www.phoenix.gov.

PRE-APPLICATION MEETING SUBMITTAL OPTIONS

Option 1: A standard pre-application submittal meeting minimum requirements.

Option 2: An enhanced pre-application submittal with additional requirements for applicants who want their development considered for a faster preliminary review and approval process.

- **Please note that subdivisions, including SFA developments, may NOT be submitted as Option 2 submittals due to processing requirements of the Subdivision Ordinance (Chapter 32, City Code).**
- **Developments located within the Downtown Code (DTC) or Walkable Urban Code (WU Code) should not use this checklist. Please refer to the separate DTC/WU Code Pre-Application Submittal checklist.**

Option 1

The Option 1 (standard) pre-application submittal is used for projects in the conceptual design stage. The goals of the Option 1 submittal are to:

- Highlight ordinance regulations and stipulations;
- Address potential issues and discuss alternative solutions to technical and design review issues;
- Provide direction to customers regarding the City's development process, i.e. submittal requirements, appropriate sequences of required plan review and processes.

Option 2

The Option 2 pre-application meeting is intended for projects that are zoned properly, have addressed major issues, do not require significant entitlement processes (rezoning/variances/use permits/abandonments) or need significant infrastructure, and have advanced to a pre-construction submittal design stage. The goals of the Option 2 submittal are to:

- Eliminate reviews when possible (i.e. go directly to preliminary review, skipping pre-application);
- Reduce time from project conception to completion;
- Encourage quality, complete submittals as early as possible in the review process.

Please note that projects which do not meet the Option 2 criteria will be treated as an Option 1 submittal, as determined during the review process by the assigned project team.

Fees:

- The Pre-Application fee is due at time of submittal for either option. Both options have the same fee, but:
- **Additional preliminary review fees for Option 2 will be payable prior to issuance of preliminary approval.** The assigned Team Leader will provide the preliminary fee calculations when such fees are due

OPTION 1 PRE-APPLICATION MINIMUM SUBMITTAL REQUIREMENTS

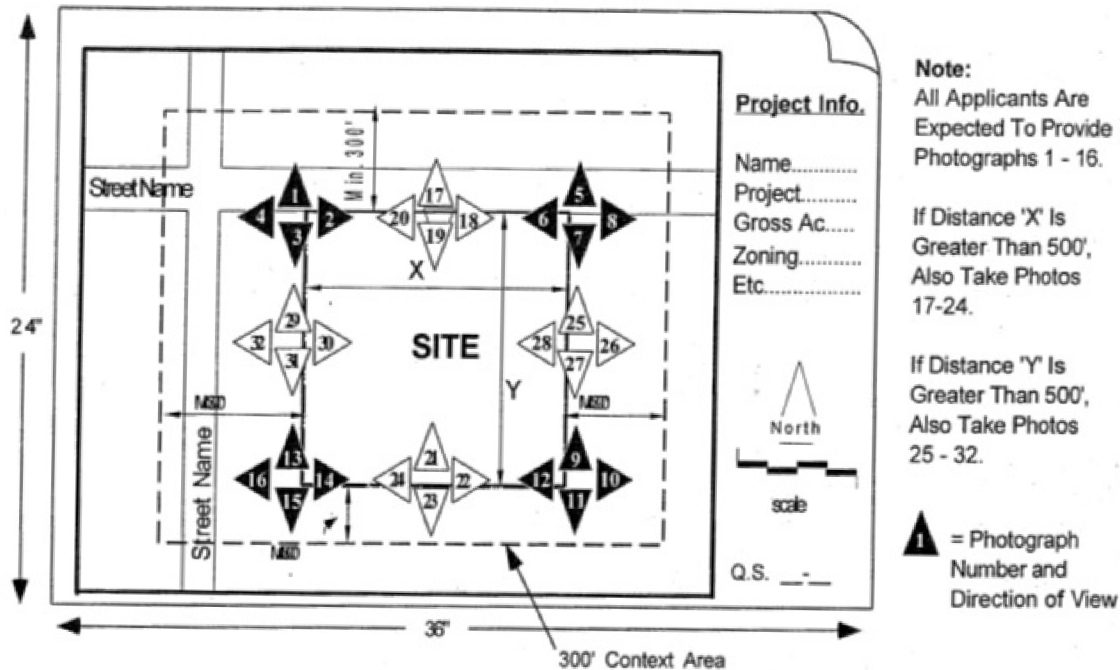
<input checked="" type="checkbox"/> Project Narrative	1 copy, printed on 8 1/2" x 11" sheets
<input checked="" type="checkbox"/> Context Plan	1 copy, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Site Photographs (digital files)	1 file for each photo, .jpg or .tif format, named as stated below.
<input checked="" type="checkbox"/> Conceptual Site Plan	6 copies, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> CD/DVD/USB Flash Drive	1 disk, with PDF copies of all plans, and digital photos

= REQUIRED. = REQUIRED IF APPLICABLE

CONTEXT PLAN AND SITE PHOTOS

Please provide the following information, including labels where necessary:

- Show and label site property lines, APNs and/or property address, adjacent properties and land uses within 300', rights-of-way, driveways, north arrow, and vicinity map.
- Provide digital photographs of the site with a key, as follows:



- Photo file type and file numbering:
 - Color photographs keyed to the site are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent property.
 - All photos are to be submitted in a digital format, on the CD/DVD/USB Flash Drive.
 - All photo files shall be in either .jpg or .tif format.
 - Each photo shall be a separate file, with **no individual file larger than 10 mb.**
 - Photo files shall be numbered consecutively and correspond with the key shown on the context plan (see above for example diagram).

CONCEPTUAL SITE PLAN/SUBDIVISION LAYOUT. Please provide the following information, including labels where necessary:

- Name, address, telephone number, and email address of the property owner and design professional(s) who prepared the plan
- Vicinity map and North arrow (top or right of plan)
- 5" x 5" clear area in lower right-hand corner for approval stamps
- Property address and APNs (Assessor Parcel Number)
- Parcel/lot boundary lines. Site must be identifiable on a map
- Site acreage: both gross and net
- Existing and proposed zoning categories
- Case numbers for any known rezoning or zoning adjustment cases (use permits and/or variances)
- Label adjacent zoning and land uses
- Lot Sales: indicate Y (yes) or N (no). If condominium plat proposed, state "condominiums" on plan
- Location of existing and proposed fire hydrants (on-site and off-site / 300' spacing)
- Locations of proposed vehicular and pedestrian gates
- Show drainage arrows/outfall, if known
- Locations of retention basins and retaining walls
- Proposed finished floor elevations, if known
- Submit any drainage studies prepared for the site, if completed
- FAA Determination of No Hazard related to height of structure, if already obtained:
<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>
- Plus the following, as applicable:

FOR COMMERCIAL/MULTI-FAMILY DEVELOPMENT	FOR SUBDIVISION DEVELOPMENT
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scale (engineering scale required: 1" = 60' minimum) unless otherwise approved by staff <input checked="" type="checkbox"/> Existing buildings to remain, and proposed new structures, with proposed uses <input checked="" type="checkbox"/> Existing and proposed building heights(s), building footprint(s), square footage(s), and use <input checked="" type="checkbox"/> Existing and proposed driveway locations <input checked="" type="checkbox"/> Setbacks and proposed landscape concepts <input checked="" type="checkbox"/> Location of parking <input checked="" type="checkbox"/> Abutting street(s) <input checked="" type="checkbox"/> Number of parking spaces required <u>and</u> provided <input checked="" type="checkbox"/> Show landscape and pavement areas (must be easily identifiable) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scale (engineering scale required: 1" = 100' minimum) unless otherwise approved by staff <input checked="" type="checkbox"/> Residential density (gross acreage ÷ # of lots) and number of lots <input checked="" type="checkbox"/> Proposed development option (Conventional, Average Lot, PRD, SFA, PUD) <input checked="" type="checkbox"/> Existing streets, including dimensions of ROW and improvements <input checked="" type="checkbox"/> Indicate proposed street type: public street, private accessway, or private driveway <input checked="" type="checkbox"/> Proposed lot and street layout <input checked="" type="checkbox"/> Proposed open spaces and amenities <input checked="" type="checkbox"/> Proposed screen wall locations and heights <input checked="" type="checkbox"/> Typical lot detail showing proposed setbacks <input checked="" type="checkbox"/> Proposed guest parking, if required

OPTION 2 PRE-APPLICATION ENHANCED SUBMITTAL REQUIREMENTS

<input checked="" type="checkbox"/> Project Narrative	1 copy, printed on 8 1/2" x 11" sheets
<input checked="" type="checkbox"/> Context Plan	1 copy, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Site Photographs (digital files)	1 file for each photo, .jpg or .tif format, named as stated below.
<input checked="" type="checkbox"/> Preliminary Site Plan	6 copies, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Preliminary Building Elevations	2 copies, colored, max 24" x 36" folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Preliminary Landscape Plan	2 copies, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Preliminary Grading and Drainage Plan	3 copies, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> CD/DVD/USB Flash Drive	1 disk, with PDF copies of all plans, and digital photos

= REQUIRED. = REQUIRED IF APPLICABLE

CONTEXT PLAN AND SITE PHOTOS.

- Please refer to the Option 1 submittal requirements for the Context Plan and Site Photos. The submittal requirements for an Option 2 are the same.

BASE INFORMATION (to be included on Preliminary Site Plan, Preliminary G&D Plan, and Preliminary LS Plan)

- Name, address, telephone number, and email address of the property owner and design professional who prepared the plan
- Scale (engineering scale; 1" = 10' through 1" = 40" permitted). Additional smaller-scale drawings of the overall site or planning area to show context are permitted.
- Vicinity map
- North arrow. North shall be top or right of plan.
- Show and dimension all of the following:
 - Parcel/lot boundary lines (tie to street monument). Show lease lines if necessary to proposal
 - Building and landscape setbacks, plus distances between buildings and other structures
 - Existing and proposed screen walls, fences, and retaining walls (including all heights)
 - All existing and proposed easements, rights-of-way, with dimensions
 - All existing and proposed off-site improvements (curb, gutter, sidewalk, transit pads, etc). Include measurements for both monument line to back of curb (BOC) and monument line to face of curb (FOC).
 - All existing and proposed driveways, including driveway widths
 - Required visibility triangles and sight lines at driveways and intersections (10' x 20'; 33' x 33', etc.)
 - City limit lines, if abutting
- Property address and APN (Assessor Parcel Number)
- Site acreage: both gross and net
- 5" x 5" clear area in lower right-hand corner of all sheets for approval stamps
- Existing buildings to remain, and proposed new structures, with proposed uses
- Show all significant natural features (rock outcroppings, washes, existing trees, etc)
- Show and label all proposed safety curbing and surface materials (asphalt, decomposed granite, turf, etc.)
- Dimensions of all landscape islands and areas (minimum 5' width inside of curbs)
- Show and label all existing and proposed fire hydrants

- Show and label all proposed accessible routes to building entrances, public sidewalks, transit stops, and accessible parking spaces
- All existing and proposed underground utilities (water, sewer, telecom, irrigation, electric, etc), including any related above-ground facilities such as transformers, poles, or irrigation controls

PRELIMINARY SITE PLAN – provide Base Information (above) plus the following:

Zoning Summary:

- Existing and proposed zoning
- Proposed zoning development option (if applicable)
- Zoning Adjustment (variance/use permit) information: case number(s), nature of request, stipulations
- Rezoning/Special Permit information: case number(s), stipulations of approval

Development Summary:

- Existing and proposed use(s)
- Total square footage of structures proposed for the site, with individual square footage of each building
- Lot coverage calculations
- Legal description
- Project description
- Residential density calculations, indicating total number of dwelling units and dwelling units per acre, if applicable
- Proposed phase lines for phased developments
- Proposed site wall/fence details with dimensions, materials, colors, and heights
- Shaded walkway detail within parking lot

Structures:

- Proposed building entrances
- Proposed roof overhangs and canopies
- Proposed building/structure heights (stories/feet), relative to finished floor elevation
- Location of service areas

Site Features:

- Location of height of light fixtures and poles
- Location and size of refuse containers
- Locations of overhead utilities and poles on and adjacent to the site

Traffic/Parking:

- All existing and proposed parking areas
- Number of total parking spaces required and provided (show calculations)
- Number of accessible parking spaces required and provided (show calculations)
- Dimensions of typical parking stalls, accessible stalls, maneuvering areas, drive aisles, and parking islands
- Typical angle of parking if not 90 degrees
- Fire lanes (20' minimum width, 14' minimum vertical clearance, 45' minimum radius for turning movement)
- Parking structure stall/aisle layout for each level, if applicable
- Location and size of loading docks/loading areas (show calculations)
- Location and size of all resident/customer pickup and drop-off areas
- Locations and details of all proposed vehicular gates

Site Plan Notes (place on plan):

- "Development and use of this site will conform with all applicable codes and ordinances."
- "All new or relocated utilities will be placed underground."
- "Structures and landscaping within a triangle measured back 10' from the property line and 20' along the property line on each side of the driveways entrances will be maintained at a maximum height of 3'."
- "Structures and landscaping within a triangle measuring 33' x 33' along the property lines will be maintained at a maximum height of 3'."
- "Any lighting will be placed so as to direct light away from adjacent residential districts and will not exceed one foot candle at the property line. No noise, odor, or vibration will be emitted at any level exceeding the general level of noise, odor, or vibration emitted by uses in the area outside of the site."
- "Owners of property adjacent to public rights-of-way will have the responsibility for maintaining all landscaping located within the rights-of-way, in accordance with approved plans."
- "All rooftop equipment and satellite dishes shall be screened to the height of the tallest equipment."
- "All service areas shall be screened to conceal trash containers, loading docks, transformers, backflow preventers and other mechanical or electrical equipment from eye level adjacent to all public streets."
- "Barbed, razor, or concertina wire (or similar) shall not be used on this site where visible from public streets or adjacent residential areas."
- "All signage requires separate reviews, approvals, and permits. No signs are approved per this plan."
- "Gates are to remain open, or are to open automatically, between the hours of _____ and _____."
- Please consider placing the following note (signed and dated) on the site plan to authorize minor amendment to the plan in the future:

I consent to the reproduction of this site plan provided that if modifications are made, the professionals who make such changes assume full responsibility and liability for the modified portions of the plan.

SIGNATURE OF COPYRIGHT OWNER

PRINTED NAME OF COPYRIGHT OWNER

DATE

PRELIMINARY BUILDING ELEVATIONS – provide the following:

- Colored elevations of all sides of all buildings
- Label proposed building materials, textures, and color.
- Building heights. Show dimensions above grade to roof and any parapets, and to chimneys, spires, etc.
- Locations of any rooftop mechanical equipment (show that they are screened)
- Conceptual locations of signs (all signs required separate reviews and permits)

PRELIMINARY LANDSCAPE PLAN – provide Base Information (above) plus the following:

- Locations and identification of all existing on-site landscape materials
- Proposed landscape materials: groundcover, trees, shrubs
- Identify any trees in the ROW currently maintained by the City (Parks or Streets)
- Proposed locations of retention basins and other drainage facilities.
- Proposed slopes and heights/depths of berms, basins, and channels
- Method of dust control in parking/maneuvering areas and future phases of development.
- Location 10% slope line for Hillside lots
- Proposed water features

PRELIMINARY GRADING PLAN – provide Base Information (above) plus the following:

- Existing contours
- Grades on adjacent properties/top of curb elevations
- Proposed site grading with spot elevations, contours, flow arrows, and finished floor elevations
- Proposed locations of retention basins and other drainage facilities
- Any proposed railings, signs, artwork, planters, grates, ramps or steps located within the ROW
- Any proposed non-standard paving materials proposed within public ROW
- Show retention volume calculations
- Proposed slopes and heights/depths of berms, basins, and channels
- Cross-sections at edge of site
- Floodplain limits/floodways

-- End of Checklist --