



I. Type of Fact-Finding application:

- Written Response (response provided approximately two weeks from date of submittal)
- Meeting with PDD staff (scheduled within approximately three weeks from date of submittal)

Fact-finding requests for sites 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, which includes information regarding DTC/WU code fact-finding submittals.

II. Applicant/Contact Information (PLEASE PRINT):

Name: _____ Title: _____
 Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email Address: _____

III. Site Information

Property Address: _____
 Assessor Parcel Number(s) (APN): _____

IV: Scope/Questions: Please describe the proposed type of development, along with specific questions you would like answered by PDD staff (you may attach additional sheet(s) if necessary):

----- Staff Use Only -----

Date of submittal: _____ Fee: \$ _____ Staff: _____
 Project No: New Existing _____ SDEV #: New Existing _____

Discipline	Fee Code	Discipline	Fee Code
<input type="checkbox"/> Civil	PESTAFF*	<input type="checkbox"/> Site Planning/Zoning	SPSTAFF*
<input type="checkbox"/> Building Safety	BSCSTAFF	<input type="checkbox"/> Traffic	SPSTAFF*
<input type="checkbox"/> Fire Prevention	FPBASEFEE*		

For more information about this publication, contact Planning & Development at (602) 262-7811. To request a reasonable accommodation, please contact Saneeya Mir, (602) 686-6461, Saneeya.Mir@phoenix.gov TTY: Use 7-1-1

Frequently Answered Questions About Fact-Finding Requests

- **What is a Fact-Finding request?**

A fact-finding request is a public request for basic development information regarding development standards for a particular piece of property NOT located within the Downtown Code (DTC) or Walkable Urban (WU) Code area. **For sites located within the DTC/WU code areas, please refer to the separate DTC/WU Code Pre-Application Submittal checklist, which includes information regarding DTC/WU code fact-finding submittals.**

- **Is there a fee for a Fact-Finding request?**

Yes. You can find all associated fees per the [PDD Fee Schedule](#). >Site Plan Review Fees > Fact-Finding Requests Written Response Only **OR** > Written Response & Meeting with Staff.

- **What type of information can be requested via a Fact-Finding Application?**

A fact-finding request is designed to provide basic information which, though not difficult for staff to research, is not readily available through self-help outlets such as the Internet.

Examples: How much ROW will I have to dedicate if I choose to develop my property? Are there any other easement dedications required if I develop my property? Are sewer and water services available to serve my property, and if so, is capacity available for my proposed development? If I want to change the use on my property, what city processes and/or permits are required to make this change? Is the existing parking provided in a shopping center sufficient for my proposed tenant improvement, or will I need to provide more?

- **How is this request different from a PDD pre-application meeting?**

A fact-finding request is different from a pre-application meeting in that staff will not conduct a complete review of a proposed site plan. Only the questions submitted can be answered. A pre-application meeting is required to obtain a complete review of a detailed site plan proposal. If your fact-finding request is detailed enough to submit for a pre-application meeting, you will be encouraged to do so. Also, requests for approval of non-standard details (such as driveway, gated-entry designs, or street width dimensions which are not consistent with published city standards) cannot be reviewed or approved as part of a Fact-Finding request.

- **Will I get to meet with staff to discuss my Fact-Finding request?**

Yes, but only if you choose that option when you make your request and pay the applicable fee. There are two types of fact-finding requests: 1) written responses to specific questions; and 2) written responses, plus a face-to-face discussion with staff.

- **Do I need to file for a PDD Pre-application meeting if I've submitted a Fact-Finding application?**

Yes, a Fact-Finding request does not replace the required pre-application meeting. However, it may be possible to request a Enhanced (Option 2) pre-application/preliminary review, which is further explained in a separate document. Please note that small commercial or industrial projects may not require a pre-application submittal. Contact Minor Commercial Review staff at Counter 6, 2nd Floor, 200 West Washington Street, for further information.

- **Are there free services available?**

Yes, the 2nd Floor Development Center has staff available to answer many types of development-related questions without fee. Customers are allowed 15 minutes with each discipline; i.e., site, civil, traffic, etc. If more time is needed, a Fact-Finding request will be required. Also, the Office of Customer Advocacy (OCA) provides consultation services related to adaptive reuse of existing buildings without fee. OCA may be reached at 602-534-7344.