



Charter schools are public, state-funded schools created through legislation in 1994 that contract with the State Board of Education, the State board for Charter Schools, or a school district to provide an education service. Charter and Public Schools are not subject to the requirements of the Zoning Ordinance and many other site development related City ordinances. They are however subject to Building Code, Fire Code, and certain other ordinances which will be identified by staff. A fact-finding submittal is advised for a multi-disciplinary review of the project site plan prior to log in of improvement plans to identify recommendations and requirements.

I. Type of Fact-Finding application:

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

Project #: _____ SDEV/SPAD#: _____

Project Name: _____

Project Address: _____

II. Applicant Information (PLEASE PRINT):

Name: _____ Title: _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: ____ Zip: _____

Email Address: _____

III. Contact Information (PLEASE PRINT):

Name: _____ Title: _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: ____ Zip: _____

Email Address: _____

To schedule a fact-finding meeting, the applicant must provide the Fact-Finding package information to the Planning & Development Department, Phoenix City Hall, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003. For more information, call (602) 534-5933, or online at www.phoenix.gov. The following information is required for a Charter or Public-School fact-finding meeting.

GENERAL INFORMATION

- Fee payment required at time of submittal
- All plans must be 24"x36" in size unless otherwise approved and all pdf files contained on one disk
- All documents must be folded to 9" x 12" (maximum)
- Statement of intent or full project description on site plan or separate 8½ x11 typed sheet
- Proposed project schedule, if available
- Provide photos of adjacent off-site improvements
- Graphic scale
- FAA Determination of No Hazard (determined by staff at the meeting) related to height of structure, <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

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.

MINIMUM SUBMITTAL REQUIREMENTS

- Conceptual Site Plan** (6 copies + PDF file) **Applications without PDF files will not be accepted**
- Scale (engineering scale required: **1" = 40' minimum**) unless otherwise approved
- Applicant's name, address, phone/fax
- Applicant's project manager – name, address, phone/fax
- Name, address, phone/fax of design professional preparing site plan
- Identifiable location - show site and adjacent parcels
- Vicinity map and north arrow
- Property dimensions, gross site acreage and net acreage
- Existing and proposed building heights(s), building footprint(s), square footage(s), and uses
- Abutting street(s)
- Existing and proposed driveway locations
- Are any students charged tuition (Schools charging tuition must file for a pre-application meeting)
- Location of student drop off areas and crosswalks
- Location of existing crosswalks
- Location of existing and proposed fire hydrants (on-site and off-site / 300' spacing)
- Identify the number of students and staff

SUBMITTAL/PAYMENT STAFF USE ONLY		
Date Received: _____	Staff Intake Initials _____	Fee Received: \$ _____
COUNTER STAFF USE ONLY		
Property address/location (provide APN if known, and attach exhibit if possible): _____		
Date Received: _____	Staff Intake Initials _____	Fee Received: \$ _____
<input type="checkbox"/> Adaptive Reuse <input type="checkbox"/> Green Building <input type="checkbox"/> Self Certification		
Number of Required Copies:		
Site Plans: _____	Elevations: _____	Photos: _____
1 pdf CD: _____	APPLICATIONS WITHOUT PDFS WILL NOT BE ACCEPTED	
Log #: Create New: _____	Child of: _____	
<input type="checkbox"/> FACTFINDM <input type="checkbox"/> FACTFINDW		
Clearance for Routing: Date: _____	Staff Name: _____	Phone: _____
*Additional fees apply pursuant to the current fee schedule/Appendix A.2. of the Phoenix City Code.		
ASSIGNMENTS: SITE: _____ TRAFFIC: _____ CIVIL: _____ FIRE: _____ LANDSCAPE: _____		
INV/SALVAGE: _____ IBC: _____ LIGHT RAIL (KKV): _____ OVERLAY: _____ OTHER: _____		