



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 package information to Central Log-In, Development Services Department, Phoenix City Hall, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003. For more information, call (602) 534-5933, fax (602) 534-5936 or www.phoenix.gov

The Development Services Department offers two forms of pre-application meetings for development projects:

Pre-Application Meeting Options

- Option 1:** A "standard" pre-application meeting with minimal conceptual submittal requirements. All subdivisions (residential, commercial, and industrial) are Option 1 processes.
- Option 2:** A pre-application meeting with enhanced submittal requirements for applicants who want their project considered for a combined pre-application/preliminary review and approval process. **(This option is not available to subdivisions.)**

The "standard" pre-application meeting (Option 1) 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 may be used for projects that are zoned properly, have addressed major issues and have advanced to a pre-construction submittal design stage. The goals of the Option 2 submittal are to:

- Eliminate preliminary review meetings where possible
- Reduce review times
- Grant preliminary site plan approval at, or soon after, the pre-application conference.

Detailed checklists for both options are available.

See attached Exhibit for example of a context plan.

Fees:

- Pre-Application fee is due at time of submittal for either option.
- Additional preliminary review fees for Option 2 will be payable as stipulated in the preliminary approval report.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.



CONCEPTUAL SUBMITTAL PRE-APPLICATION MEETING - MINIMUM SUBMITTAL REQUIREMENTS

All documents must be folded to 9” x 12” (maximum). Method and media of submittal may vary as appropriate.

■ = Required □ = Optional

■ **GENERAL INFORMATION**

- Fee payment required at time of submittal
- Generally all plans must be 24"x36" in size unless otherwise approved
- 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
- Minimum scale 1”=40 unless otherwise approved
- Graphic scale
- FAA Determination of No Hazard related to height of structure, <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

■ **CONTEXT PLAN**

- Existing Conditions Exhibit: (1 copy):
 - Show site, adjacent properties, zoning and land uses within 300' of site, right-of-way, driveways and north arrow indicator
 - Show existing land uses and label streets by name and/or assigned address of the location
It is acceptable to have the context information on the site plan as long as the plan is clear and legible (CENTRAL LOG-IN STAFF WILL MAKE FINAL DECISION)
- Color Photographs: (1 set):
 - Provide pictures at intervals along perimeter of site for 500'
 - Photograph adjacent improvements (curb, gutter, sidewalk, streetlights, hydrants, etc.) and land uses
 - Provide pictures of existing on-site conditions; number and reference all pictures by location on either the context plan or site plan (see attachment)

FOR COMMERCIAL/MULTI-FAMILY DEVELOPMENT

- **CONCEPTUAL SITE PLAN** (8 Copies)
- Scale (engineering scale required: 1” = 40’ minimum) unless otherwise approved
- Graphic scale
- 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
- Existing and proposed zoning
- Label adjacent zoning and land uses
- Applicable zoning, Z.A. case number(s) and stipulations
- Existing and proposed building heights(s), building footprint(s), square footage(s), and uses
- Lot Sales Proposed: Y__ N__
- Existing and proposed driveway locations
- Setbacks and proposed landscape concepts
- Location of parking
- Abutting street(s)
- Number of parking spaces required and provided
- Dimensions, gross site acreage and net acreage
- Show landscape and pavement areas (must be easily identifiable)
- Show drainage arrows/outfall
- Show location of retention basins and retaining walls
- Show approximate finished floor elevations
- Submit any drainage studies prepared for the site
- Location of existing and proposed fire hydrants (on-site and off-site / 300’ spacing)

FOR SUBDIVISION DEVELOPMENT

- **CONCEPTUAL SUBDIVISION** (8 copies)
- Scale (engineering scale required: 1” = 10 minimum) unless otherwise approved
- Graphic Scale
- 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, north arrow and distance to nearest existing street intersection
- Label adjacent zoning and land uses
- Parcel dimensions
- Residential density (gross acreage ÷ # of lots) and number of lots
- Lot Sales Proposed: Y__ N__
- All existing buildings
- Typical lot sizes with setbacks
- Existing and proposed streets
- Proposed open space/landscaping
- Existing and proposed zoning, development option
- Applicable zoning case, z.a. number(s) and stipulations
- Show drainage arrows/outfall
- Show location of retention basins and retaining walls
- Show approximate finished floor elevations
- Submit any drainage studies prepared for the site
- Location of existing and proposed fire hydrants (on-site and off-site / 500’ spacing)



ENHANCED SUBMITTAL REQUIREMENTS COMBINED PRE-APPLICATION/PRELIMINARY MEETING

The following materials and information are needed for a project to be considered for an expedited development process:

■ **GENERAL INFORMATION**

- Fee payment required at time of submittal
- Generally all plans must be 24"x36" in size unless otherwise approved
- 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
- Minimum scale 1"=40 unless otherwise approved
- Proposed project schedule, if available
- FAA Determination of No Hazard related to height of structure, <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

■ **CONTEXT PLAN**

- Existing Conditions Exhibit: (1 copy):
 - Show site, adjacent properties, zoning and land uses within 300' of site, right-of-way and north arrow indicator
 - Show existing land uses and label streets by name and/or assigned address of the location
It is acceptable to have the context information on the site plan as long as the plan is clear and legible
(CENTRAL LOG-IN STAFF WILL MAKE FINAL DECISION)
- Color Photographs: (1 set):
 - Provide pictures at intervals along perimeter of site for 500'
 - Photograph adjacent improvements (curb, gutter, sidewalk, streetlights, hydrants, etc.) and land uses
 - Provide pictures of existing on-site conditions; number and reference all pictures by location on either the context plan or site plan (see attachment)

■ **PRELIMINARY SITE PLAN:** (17 copies and 1 reduced 8½" x 11" site plan)

- Development Summary:
 - Scale (engineering scale required: **1" = 40' minimum**)
 - Graphic scale
 - Vicinity map, north arrow and distance to nearest existing street intersection
 - Existing and proposed zoning on site and on all adjacent parcels
 - Building square footage for each building and total for project
 - Lot coverage calculations
 - Site acreage: gross and net
 - Legal description (provide a separate attachment if lengthy)
 - All existing and proposed easements/rights of way
 - Development option
 - Number of residential units for multi-family projects
 - Residential density calculations based on gross acreage
 - Lot Sales Proposed: **Y**__ **N**__
 - Phased developments: Show phase lines and calculate all data by phase and total project
 - Existing and proposed right-of-way improvements (curb, gutter, sidewalk, driveways, bus shelters)
 - Applicable zoning, zoning administration case number(s) and stipulations
 - Compliance with Design Review Guidelines
 - Provide 5" x 5" space in lower right corner for approval stamps
- Structures:
 - Existing and proposed building footprint(s) and uses
 - Describe the existing and proposed use of all buildings/outdoor areas
 - Show proposed building entrances/exits and accessible routes to public sidewalk, bus stops, parking areas
 - Show proposed building overhangs/canopies and proposed building/structure heights (stories/feet)
 - Show the location of service areas
 - All building dimensions. Show setback dimensions to all existing and proposed property lines and between buildings.
- Site Features:
 - Significant natural features (rock formations, washes, vegetation)
 - Location, height and elevations of proposed walls, retaining walls, fences, berming (noting material) and retention areas

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- Location and height of lighting and fixture detail
 - Location and size of refuse areas/enclosures

 - Location of above-grade utility cabinets and plumbing
 - Location of existing and proposed fire hydrants (on-site and off-site/ 300' spacing)
 - Location of fire sprinkler Fire Department connection
 - Sections showing onsite/adjacent grades at perimeter boundary lines

 - Circulation/Parking:
 - Driveway locations and widths
 - Location of median islands and median opening in public streets
 - Location of driveways and streets on opposite side of any street abutting the proposed development
 - Traffic visibility triangles 10' x 20' (driveways); 33' x 33' (intersections)
 - Existing and proposed parking (show calculations)
 - Number of parking spaces provided/required including accessible spaces
 - Medical Offices Proposed: Y__ N__
 - Dimensions of typical parking stalls, accessible stalls, maneuvering areas, parking islands
 - Typical angle of proposed parking if less than 90 degrees
 - Fire Lanes (minimum 45' [centerline] radius for turning movement - 14' vertical clearance/16' minimum width)
 - Parking structure stall/aisle layout for each level, if applicable
 - Location and size of loading dock stalls
 - Lines of sight
 - Location of gates, turnarounds and narrative describing how the gates are operated
 - Proposed safety curbing and surface materials
 - A Traffic study may be required for major projects (3 copies)

 - **BUILDING ELEVATIONS:** (2 copies)
 - Use standard 24"x36" sheet size unless otherwise approved
 - Architectural scale: 1/8, 1/4, or other approved scale
 - Graphic scale
 - Typical building elevations (four sides/each building) noting primary materials and textures (construction scale)
 - One copy of colored elevations (same as above)
 - Building materials & color exhibit showing color samples (no reproductions), color catalog cuts of building materials, and keyed to building elevations

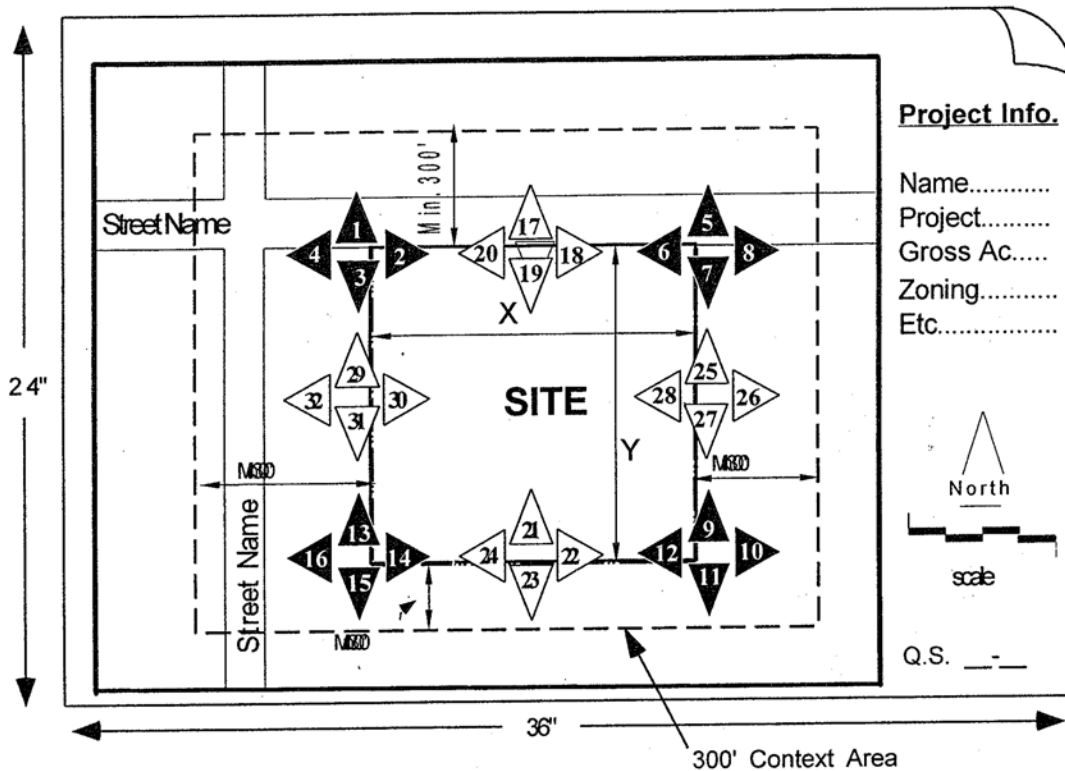
 - **PRELIMINARY GRADING AND DRAINAGE PLAN:** (3 copies)
 - Floodplain limits/floodways
 - Existing contours
 - Grades on adjacent properties and grade at top of curb
 - Proposed site grading with spot elevations, flow arrows, and finished floor elevations
 - Retention areas with depth and capacity calculations
 - Provide off-site drainage report (2 copies), if applicable
 - Cross-sections at edge of site showing relationship of on-site, adjacent grades on perimeter boundaries
 - Proposed slopes and heights of berming and retention areas
 - 10% slope line
 - Location and height of all retaining walls (top of footing and top of wall elevations)

 - **PRELIMINARY LANDSCAPE PLAN:** (2 copies)
 - Identify landscape areas
 - Proposed water features and landscaping materials: trees, shrubs, ground cover (species optional) and note size of plant materials and quantities
 - Methods of dust control for future phases
 - Slope analysis (if applicable) for properties with 10% or greater slope
 - Landscape inventory if applicable

Context Plan

Graphic Provided For Example Only - Submittals May Vary But Must Be Folded To 9" x 12" (Maximum)

Existing Conditions Exhibit



Note:
 All Applicants Are Expected To Provide Photographs 1 - 16.

If Distance 'X' Is Greater Than 500', Also Take Photos 17-24.

If Distance 'Y' Is Greater Than 500', Also Take Photos 25 - 32.

1 = Photograph Number and Direction of View

* Aerials Are Available At Central Records, 2nd Floor, City Hall

* Color photographs keyed to the site are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent property.