



**MARICOPA COUNTY
PLANNING & DEVELOPMENT
DEPARTMENT**



**PRE-APPLICATION MEETING
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PROCESS

PURPOSE

The primary purpose of a pre-application meeting is to provide an applicant or property owner with specific information on requirements for the applicant or property owner's proposal from representatives from Current Planning, Comprehensive Planning, Zoning Plan Review, Drainage Review, Transportation, Environmental Services, and Flood Control District of Maricopa County. Whether or not a development proposal is supportable by staff may be discussed, but final determination will not be made until a formal application is evaluated.

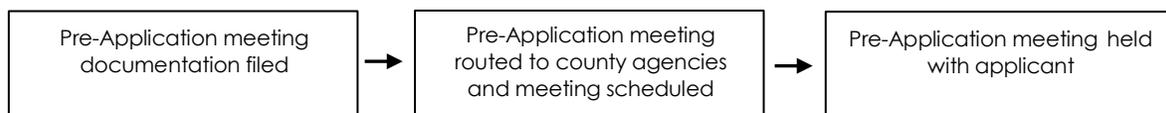
FILING AN APPLICATION

The following application materials are required prior to scheduling a pre-application meeting. This material can be submitted in person at the One Stop Shop (OSS). Application(s) determined to be incomplete shall not be processed by staff. Once these materials are received, they will be distributed to County reviewers and the applicant or property owner will be contacted with a pre-application date and time. Agendas are limited and are filled on a "first come-first serve" basis (see attached schedule).

A copy of the signed pre-application form with meeting notes will be given to the applicant or property owner after the meeting and **will be a submittal requirement for future formal applications.** Pre-application meetings are only valid for a period of twelve (12) months, after which, a new pre-application meeting may be required under separate fee.

- Application
- Site Plan
- Narrative

PROCESS FLOW CHART



Pre-Application meeting to be held approximately 2 weeks following application, depending on availability; meetings are scheduled on a first come, first serve basis, and cannot be scheduled until documentation is filed.



2020 Pre-Application Meeting Dates
January 14, 2020
January 28, 2020
February 11, 2020
February 25, 2020
March 10, 2020
March 24, 2020
April 14, 2020
April 28, 2020
May 12, 2020
May 26, 2020
June 9, 2020
June 23, 2020
July 14, 2020
July 28, 2020
August 11, 2020
August 25, 2020
September 8, 2020
September 22, 2020
October 13, 2020
October 27, 2020
November 10, 2020
November 24, 2020
December 8, 2020

PRE-APPLICATION SUBMITTAL CHECKLIST

1. **Pre-Application Request Form: completed and signed – 5 copies**

2. **Site Plan: Collated, folded, stapled – 5 copies** illustrating the proposal or layout of the site

3. **Narrative: 5 copies** – Description of proposal including:
 - Requested use(s), business operations, hours/day of operation, and number of employees.
 - Timeframe for construction or phasing of the project for construction; description and location of buildings.
 - Address the utility providers for water, sewer, police and fire services.

4. **Filing Fees:**
 - **\$350** for non-residential projects or Planning Cases
 - **\$150** for a single-family residential lot subject to violation (Variance)
 - **\$50** for a single-family residential lot not subject to violation (Variance)
 - **\$350** for Drainage Consultation meeting



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PRE-APPLICATION REQUEST FORM

APPLICATION MUST BE COMPLETED IN FULL – ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

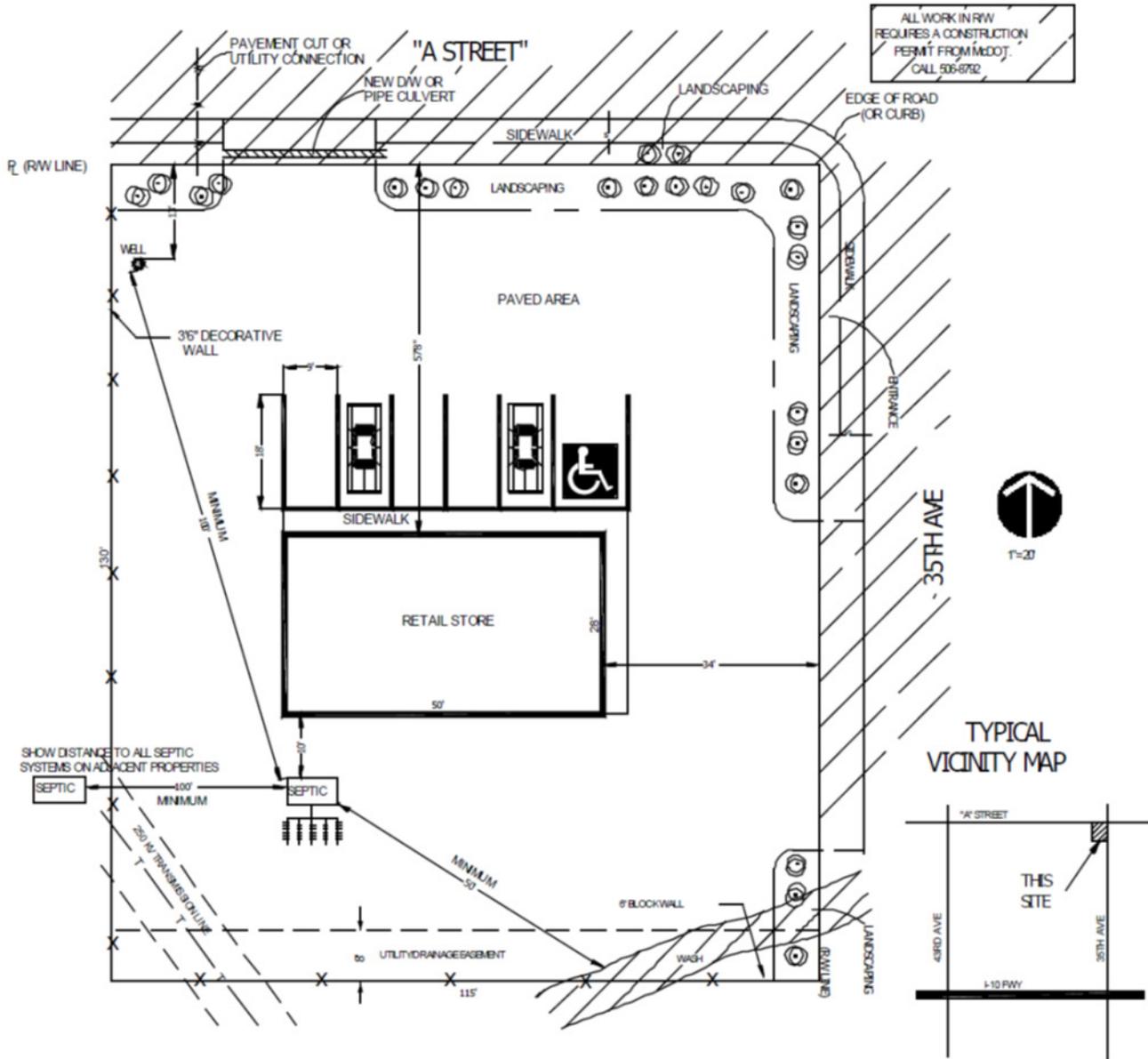
PLEASE SELECT PRE-APPLICATION MEETING TYPE FROM THE CHECKBOXES BELOW:		
<input type="checkbox"/> Non-Residential or Planning Case	<input type="checkbox"/> Single Family Residential with a violation	
<input type="checkbox"/> Single Family Residential without a violation	<input type="checkbox"/> Drainage Consultation Meeting	
<input type="checkbox"/> DMP	<input type="checkbox"/> CPA	<input type="checkbox"/> ZONE CHANGE <input type="checkbox"/> SUP <input type="checkbox"/> OTHER (Describe in detail below)
REQUEST		
Description of Request:		
Water/Sewer Provider(s):		
Existing Use of Property:		
Existing Zoning District:		
Related Case Number(s):		
PROPERTY INFORMATION		
Address (if known):		
General Location (Include nearest city/town):		
Size in Acres:	Square Feet:	
Legal Description: Section:	Township:	Range:
Assessor's Parcel Number(s):		
Subdivision Name (if applicable):		
APPLICANT'S INFORMATION		
Name:	Contact:	
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
E-mail Address:		
PROPERTY OWNER INFORMATION		
Name:	Contact:	
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
E-mail Address:		

Applicant's Signature or Property Owner's Signature: _____ Date: _____

- \$350 for non-residential projects or Planning Case
- \$150 for Single Family Residential with violation (Variance or Building Permit Consultation)
- \$50 for Single Family without violation (Variance or Building Permit Consultation)
- \$350 for Drainage Consultation Meeting



EXAMPLE OF A TYPICAL COMMERCIAL SITE PLAN



SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE).
ADDITIONAL DETAILED PLANS MAY BE REQUIRED.



WHAT TO EXPECT AT THE ONE STOP SHOP

Purpose: Provide customers with information about what to expect when submitting a Pre-Application Meeting. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

Location: Maricopa County Planning & Development Department
501 N. 44th Street, Suite 200 Phoenix, AZ 85008

Business Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects must be submitted no later than 4:30 p.m.)

STEP 1 - Reception: Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

STEP 2 - Intake Counter: One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials:

Pre-Application Submittal Documents	
	5 copies – Request Form
	5 copies – Site Plan (collated, folded and stapled)
	5 copies – Narrative Report

NOTE: If any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist

STEP 3 - Cashier - Processing Payment: The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**.

Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:

Pre-Application Application Fee Schedule	
Non-Residential Projects or Planning Case	\$350
Residential with violation (Variance)	\$150
Residential without violation (Variance)	\$50
Drainage Consultation Meeting	\$350