



**ADMINISTRATIVE
DESIGN REVIEW
COLOR/ MATERIAL
ALTERATION**
Revised 1-03-2005

**ADMINISTRATIVE DESIGN REVIEW
COLOR OR MATERIAL ALTERATION
PROCESS GUIDE AND APPLICATION**

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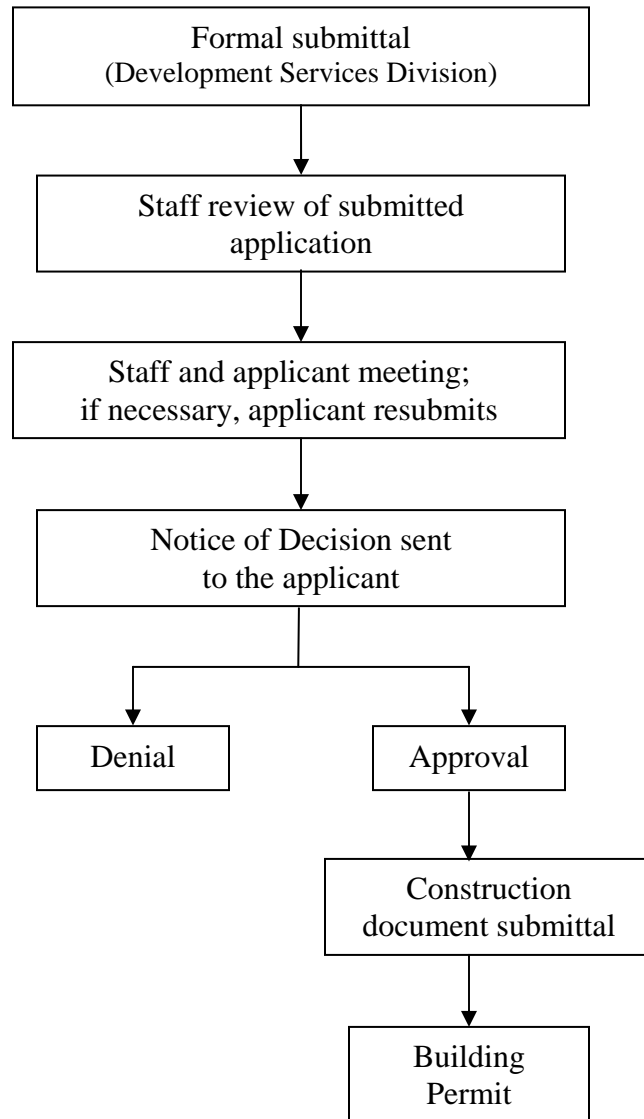
www.gilbertaz.gov

APPLICATION PROCEDURES
ADMINISTRATIVE DESIGN REVIEW
COLOR/ MATERIAL ALTERATION

The following information is provided to assist in the preparation and submittal of an application for Administrative Design Review for an alteration to the approved colors and/or materials to an existing or approved project within the Town of Gilbert.

1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
2. *Staff Review* – Upon receiving a complete application, the submitted application will be routed to Town staff and affected agencies for review and comments. After this review is completed, the comments are consolidated and returned to the applicant within twenty (20) days of submission. The applicant is responsible for addressing staff comments and submitting revised plans. Staff will then respond to the resubmittal within ten (10) days.
3. *Notice of Decision* – The Planning Director will approve, approve with modifications and/or conditions, or deny the application and will set forth any proposed findings and decision on a Notice of Administrative Decision. The Director may refer any application for administrative design review to the Design Review Board for action.
4. *Building Permits* – Only after the project has received all approvals through the Town processes can construction documents be submitted for review. All construction documents for a project must conform to the exhibits approved by the Design Review Board, including any conditions of approval. Permits may not be issued until the ten day appeal period has expired.
5. *Inactive Cases* – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

Administrative Design Review Color/ Material Alteration Process



**ADMINISTRATIVE DESIGN REVIEW
COLOR/ MATERIAL ALTERATION
CONTENT REQUIREMENTS**

1. Elevations

- Scale and exterior dimensions;
- All existing elevations of each building; and
- Registered Design Professional signature and seal.

2. Materials/Color Board

- Approved or existing materials mounted on a maximum 9" x 14" foam or cardboard; and
- True color photograph or catalog pages of proposed materials and actual color chips noting the color and material name and manufacturer's number.

NOTE: Actual samples of the materials should not be submitted. Any photographic color samples will be used for inspection purposes. Please ensure their accuracy.



ADMINISTRATIVE DESIGN REVIEW
COLOR/ MATERIAL ALTERATION
APPLICATION

Received By:

Project Name:
(A fee will be imposed for any project name change.)

Approved File Number:

Address or Location:

Request Details:

Tax Parcel Numbers:

Net Acres: Zoning:

General Plan Character Area:
(if applicable)
Santan Gateway Heritage District Morrison Ranch

Overlay Zoning District:
Santan Freeway Corridor Williams Gateway Airport

Property Owner:

Name (print): E-mail:
Address:
City, Zip:
Phone: Fax:

Signature*: Date:

* Property Owner's signature certifies that the property that is the subject of the proposed project is in compliance with Town codes. A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact:

Company:
Contact Name: E-mail:
(print)
Address:
City, Zip:
Phone: Fax:
Signature: Date:

Table with 3 rows and 3 columns for staff use only. Headers: Submittal Date, Case Number, Fee Paid, EDEN Permit Number, Receipt Number, EDEN Permit Type. Value: PADR

Administrative Design Review Color or Material Alteration Checklist

(Waiver of any of the following submittal requirements must be documented
by Town Staff in the Town's Customer Agreement Binder)

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application	<input type="checkbox"/>	<input type="checkbox"/>
Fee (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of this Project).....	<input type="checkbox"/>	<input type="checkbox"/>
Maricopa County Assessor Parcel Map (8.5" x 11") (Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>
Elevations:		
<ul style="list-style-type: none"> • 2 copies – Blueline or blackline prints (24" x 36") folded to approximately (9"x 12") 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable).... 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 1 copy – Presentation blackline (no photo paper) – color rendered (24" x 36") not folded or mounted..... 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 1 copy – (8.5" x 11") PMT (Photo Mechanical Transfer) <u>must be submitted following an initial staff review</u>, but prior to Notice of Decision. 		
Materials/Color Board:		
<ul style="list-style-type: none"> • 1 copy – (9" x 14"- maximum) material/color board(s) providing true color photograph or catalog pages of proposed materials and actual color chips of materials and colors (noting color/material name and manufacturer) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 1 copy – (8.5" x 11" – minimum) Photo or color copy of the board(s) for archival purposes)..... 	<input type="checkbox"/>	<input type="checkbox"/>
STAFF ACTION ITEM		Staff
(8.5" x 11") PMT of the elevation prior to Notice of Decision.....		<input type="checkbox"/>