



**ADMINISTRATIVE
DESIGN REVIEW
STANDARD PLAN
TRANSFER/ADDITION**

Revised 1-03-2005

**ADMINISTRATIVE DESIGN REVIEW
RESIDENTIAL STANDARD PLAN TRANSFER
AND ADDITION
PROCESS GUIDE AND APPLICATION**

**Town of Gilbert
Planning and Development Services Division**
90 East Civic Center Drive
Gilbert, Arizona 85296

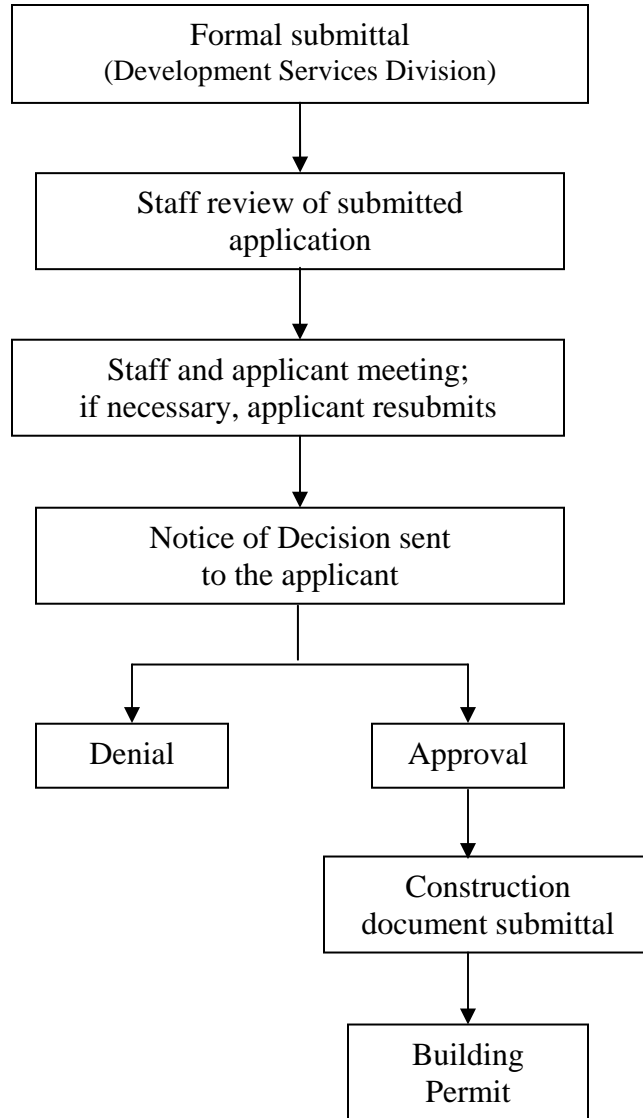
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APPLICATION PROCEDURES
ADMINISTRATIVE DESIGN REVIEW
RESIDENTIAL STANDARD PLAN TRANSFER/ ADDITION

The following information is provided to assist in the preparation and submittal of an application for Administrative Design Review for a residential standard plan transfer or a standard plan addition. Only one standard plan addition may be processed administratively. More than one plan will require approval by the Design Review Board.

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
Residential Standard Plan Transfer/ Addition Process**



ADMINISTRATIVE DESIGN REVIEW STANDARD PLAN TRANSFER/ ADDITION CONTENT REQUIREMENTS

1. **Project Narrative** (Standard Plan Transfer only)

- Describe how the application adheres to the Residential Standard Plans Transfer Policy.

2. **Submitted Final Plat Application**

- Copy of stamped received final plat application.

3. **Lot Fit Analysis**

- Identify the fit of each standard plan for all lots, based on the required development standards (i.e. setbacks, lot coverage);
- Include all possible options and the required patio cover for the standard plan; and
- Include the number of lots the approved set of standard plans were originally approved for, the total number of lots approved in subsequent standard plan transfers (if applicable), and the total number of lots requested with this proposal (**Standard Plan Transfer only**).

Example matrix of lot fit analysis:

Lot #	Plan 1	Plan 1 w/ options	Plan 2	Plan 2 w/ options
1	Y or N	Y or N	Y or N	Y or N
2	Y or N	Y or N	Y or N	Y or N

4. **Plot Plan**

- Scale and dimensions;
- Plan Number;
- Minimum lot area;
- Typical lot lines;
- Location of ground mounted mechanical equipment;
- All plan options identified with a hidden line;
- Required building setbacks;
- Proposed and allowed building lot coverage;
- Location of typical driveway; and
- Home Builder and Subdivision Name.

5. **Floor Plans**

- Scale and dimensions;

- Interior space distribution with dimensions;
- Exterior walls and interior partitions;
- Fenestration;
- Stairs;
- Other elements of the building design;
- Home Builder and Subdivision Name; and
- Registered Design Professional signature and seal.

6. **Elevations** (Maximum of one standard plan for Standard Plan Addition only)

- Scale and exterior dimensions;
- Minimum of three elevations per standard plan;
- Building elevations for all sides;
- Minimum of three different garage doors designs for each standard plan;
- All elevations must be oriented consistently with the floor plans;
- All elevations must include a notation of materials proposed;
- Standard plan notes attached to this application are applicable to all residential standard plans. These must be placed on the Design Review Board elevation plans and construction document submittal;
- Home Builder and Subdivision Name; and
- Registered Design Professional signature and seal.

7. **Materials/Color Board** (Standard Plan Addition only)

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

NOTE: Actual samples of the materials should not be submitted. If the colors proposed are different from the approved colors, a separate application will be required to be submitted for approval.

Project Data Sheet Standard Plan Transfer and Addition

Lot Areas		
Zoning Classification:	Minimum Lot Area (sq. ft.):	Minimum Lot Dimensions:

Required Building Setbacks & Coverage				
Zoning Classification:	Minimum Building Setbacks			Maximum Lot Coverage One story/Two story
	Front	Side	Rear	

Standard Plan Details				
Plan #	Square Ft.	Width	Length	Height

Administrative Design Review
Residential Standard Plan Addition/ Transfer 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"/>
Final Plat Application (a copy of the stamped received final plat application).....	<input type="checkbox"/>	<input type="checkbox"/>
Completed Project Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative (Standard Plan Transfer only).....	<input type="checkbox"/>	<input type="checkbox"/>
Lot fit analysis (8.5” x 11”).....	<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"/>
Typical Plot Plans:		
• 1 copy – (8.5” x 11”) laser print or photo reduction for each standard plan (photocopy of color rendered plan not acceptable)	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans:		
• 1 copy – (8.5” x 11”) laser print or photo reduction for each standard plan (photocopy of color rendered plan not acceptable)	<input type="checkbox"/>	<input type="checkbox"/>
Elevations:		
• 1 copy – (8.5” x 11”) laser print or photo reduction of each standard plan elevation (photocopy of color rendered plan not acceptable).....	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy – (8.5” x 11”) PMT (Photo Mechanical Transfer) of each standard plan elevation <i>must be submitted following an initial staff review</i> , but prior to Notice of Decision.		
• 1 copy – Presentation blackline (no photo paper) – color rendered Admin Design Review Standard Plans Application		

(24" x 36") **not folded or mounted** of each standard plan, including rear and side facades proposed *must be submitted following an initial staff review*, but prior to Notice of Decision. (**Additional Plan only**)

- 1 copy – Presentation blackline (no photo paper) – color rendered streetscape elevation print (24" x 36") **not folded or mounted** depicting front and rear elevations of a minimum of four (4) standard plans proposed *must be submitted following an initial staff review*, but prior to Notice of Decision. (**Additional Plan only**)

Materials/Color Board:

- 1 copy – (9" x 14"- maximum) material/color board(s) providing true color photograph or catalog pages of proposed materials and actual color chips (noting color/material name and manufacturer) (**Standard Plan Addition only**).....
- 1 copy – (8.5" x 11" – minimum) Photo or color copy of the board(s) for archival purposes (**Required for both requests**).....

STAFF ACTION ITEMS

Staff

(8.5" x 11") PMT of the standard plan elevation prior to Notice of Decision.....

1 copy – Presentation blackline (no photo paper) – color rendered (24" x 36") **not folded or mounted** of each standard plan, including rear and side facades proposed prior to Notice of Decision (Additional Plan only).....

1 copy – Presentation blackline (no photo paper) – color rendered (24" x 36") **not folded or mounted** streetscape elevation prior to Notice of Decision (Additional Plan only).....

A RESOLUTION OF THE DESIGN REVIEW BOARD OF THE TOWN
OF GILBERT, ARIZONA, ADOPTING RESIDENTIAL STANDARD
PLANS TRANSFER POLICY:

WHEREAS, the Gilbert Design Review Board is responsible in the evaluation of all aspects of a proposed development pertaining to: site planning, the relationship of the project to the surrounding community, building design, landscaping and signage.

WHEREAS, the Town recognizes that a desirable and distinctive community character, founded on the principles of sound site planning and architecture, is a prime factor for a strong built environment and preservation of property values.

WHEREAS, the Town recognizes the desire of the homebuilding industry to utilize the building elevations and floor plans for standard plans for projects other than the originally approved project.

BE IT RESOLVED BY THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA, that the policy to transfer residential standard plans is established as set forth in exhibit 1 attached hereto and incorporated by this reference.

PASSED AND ADOPTED by the Design Review Board of the Town of Gilbert, Maricopa County, Arizona, this _____ day of October, 2001.

(Signed copy on file)

Darrell Truitt, Design Review Board Chairman

ATTEST:

Jerry H. Swanson, Planning Director

APPROVED AS TO FORM:

Martinez & Curtis, P.C.
Town Attorneys
By Kelly Schwab

EXHIBIT 2: Residential Standard Plans Transfer Policy adopted by resolution of the Design Review Board on October 11, 2001.

The intent of the Standard Plans Transfer policy is to provide an effective, customer friendly administrative review process to allow for the use of approved standard plans in a different subdivision. Concerns regarding sameness in the community and new design requirements over time are addressed by establishing minimum criteria. Minimum criteria for administrative review, submittal requirements, and process are outlined below.

Minimum criteria for consideration of administrative review of Standard Plans:

1. Standard Plans must have received approval by the Design Review Board within the last 36 months.
2. The maximum number of lots for the originally approved standard plans plus lots in subsequently approved projects for these standard plans shall not exceed 500 lots.
3. The lot size for the approved standard plans shall be comparable to the lot size of the proposed subdivision. Product designed for smaller lots has a limited amount of detail and massing. Product designed for larger lots requires additional detailing. Staff may require additional design features for approved standard plans to be acceptable for a lot size that is slightly larger than the original lot size.
4. The original approval must have a minimum of four standard plans approved by the Design Review Board.
5. No standard plans may be transferred to subdivisions within the Gateway Character area and the Heritage District Character area. Standard plans approved within the Gateway Character area and the Heritage District Character area may be transferred within their own Character areas.
6. Approved standard plans from separate projects may be combined to form a proposed set of standard plans to transfer. A minimum of four standard plans is required for the proposed subdivision. Building elevations for this new set of standard plans will be compatible and provide a unified design theme.
7. Design Review Board stipulations for the approved standard plans shall be maintained.
8. Additional stipulations may be required to comply with General Plan design policies related to the Character Area for the proposed transfer.
9. Additional stipulations may be required for design features required by an Ordinance. The approved standard plans shall meet zoning standards in the proposed subdivision.
10. No zoning ordinance amendment will be supported to accommodate the product transfer.

Submittal and Processing Requirements:

1. A completed application for architectural design review.
2. Payment of the fee for an administrative review.
3. A project narrative describing how the proposal meets the criteria stated above for consideration of transferring standard plans.
4. If additional design requirements are requested by staff to comply with Criteria #3 above, the new set of standard plans will be placed on the consent agenda for approval by the Design

Review Board. If a new standard plan is submitted for review to add to the new set of standard plans, the applicant shall submit this for administrative review and pay a separate administrative fee prior to scheduling for the DRB consent agenda.

5. Provide a lot fit analysis that includes zoning setbacks and lot coverage. Provide information on the number of lots the approved set of standard plans were originally approved for, total number of lots approved in subsequent standard plan transfers (if applicable), and the total number of lots requested with this proposal.

Process:

1. Administrative review will be a minimum of three weeks.
2. If staff determines the above criteria are not met, a full submittal to the Design Review Board is required. This will necessitate the payment of an additional fee for DRB review.
3. At least one meeting will be held with Town staff to discuss the proposal.
4. Staff review results will be faxed and mailed to the applicant.

A RESOLUTION OF THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA ADOPTING STANDARD RESIDENTIAL HOUSE PLAN CONDITIONS:

WHEREAS, the Gilbert Design Review Board is responsible in the evaluation of all aspects of a proposed development pertaining to: site planning, the relationship of the project to the surrounding community, building design, landscaping and signage within the Town of Gilbert.

WHEREAS, the Design Review Board has determined that uniform conditions for residential tract house plans would provide more equity in the review of residential plans and provide applicants a greater level of information early in the design review process.

BE IT RESOLVED BY THE DESIGN REVIEW BOARD OF THE TOWN OF GILBERT, ARIZONA, that standard conditions for residential standard house plans are established as set forth in exhibit 1 attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED by the Design Review Board of the Town of Gilbert, Maricopa County, Arizona, this ____ day of _____, 2000.

(Signed copy on file)

Darrell Truitt, Design Review Board Chairman

ATTEST:

Jerry H. Swanson, Planning Director

APPROVED AS TO FORM:

Martinez & Curtis, P.C.
Town Attorneys
By Kelly Schwab

EXHIBIT 1: Standard residential house plan conditions adopted by resolution of the Design Review Board on December 14, 2000.

1. A minimum of three architecturally different covered patio designs shall be provided for each standard plan on lots that back to common open space or public streets. The designs will incorporate differing rooflines such as a parapet design, a gabled design or other appropriate design given the main structure roof lines. All patio columns shall be of substantial dimensions (i.e. 12" stucco column) and constructed of materials compatible with the exterior elevations.
2. A minimum of three (3) different garage doors shall be offered as a standard feature for each standard plan. Different designs may include short vs. long panels and decorative, divided-light panels.
3. No house product of the same floor plan and elevation shall be built adjacent or across from one another. Across is defined as any lots having common frontage.
4. The same color scheme is not permitted on adjacent residences.
5. Provide reverse elevations, where possible, on adjacent lots to keep the garage doors from always being on the same side of the lots.
6. Detailing (i.e. veneer stone, brick, shutters, window mullions, decorative corbels, etc) as shown on the approved elevations shall be standard and clearly labeled on the construction documents. Substantial deviations from the approved elevations shall be reviewed by the Design Review Board.
7. No similar rear elevations shall be allowed adjacent to one another along open spaces or public right-of-ways. Window detailing shall be applied to the side or rear elevations that side or back onto an open space or public street. The detailing shall be clearly noted on the construction documents.
8. Wainscoting popouts and other horizontal banding details applied to the front elevation shall be wrapped around the corner of the house to the return wall or to a prominent end-column feature.
9. All exposed metal roof vents and utility equipment shall be painted to match the adjacent roof or building color. This shall be clearly noted on the construction documents.
10. All ground-mounted mechanical equipment within a side or rear yard of a lot enclosed by a view wall shall be fully screened by a finished wall.
11. These conditions and any additional conditions approved by the Design Review Board shall be placed on the cover sheet of the first house plan construction submittal and all subsequent submittals for each individual standard plan.

**** Visit the Town of Gilbert Clerk's Office for the official copy of this resolution.***