



**ADMINISTRATIVE  
DESIGN REVIEW – MINOR**

March, 2010

**ADMINISTRATIVE DESIGN REVIEW  
MINOR**

**PROCESS GUIDE AND APPLICATION**

Town of Gilbert  
Planning and Development Services Division  
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# APPLICATION PROCEDURES

## ADMINISTRATIVE DESIGN REVIEW

### MINOR

The following information is provided to assist in the preparation and submittal of an application for a Minor Administrative Design Review within the Town of Gilbert.

1. *Criteria:*

- Minor changes to sign location, material or color from an approved sign package or Master Sign Plan.
- Minor changes to building or structure exterior finish, material or color from an approved DRB case.
- Minor changes to building elevations that do not significantly change the appearance or adversely affect the aesthetics of the building.
- Minor exterior changes to standard plan elevations.
- Minor changes to an approved Design Review Board plans to modify minor architectural elements or details of the building/s. This may include changes to lighting, doors, windows, canopies, awnings, porches, balconies and outdoor patios.
- Minor changes or refinements to landscape areas, open spaces, community entry features, planters, walls and fences.
- Minor changes to a previously approved site plan for parking spaces, landscape planter, screenwalls or fences, not affecting the overall function (circulation or visibility) of the development.
- Changes to an approved Administrative Design Review.

Requests for Minor Administrative Design Review should not result in a reduction of development standards, development guidelines or significant alteration to the appearance or character of the site plan, landscaping, building, or sign approved by the Design Review Board. The Planning Manager may determine the changes proposed are substantial in nature and require Administrative Design Review approval. Appeals to the conditions of approval of a Minor Design Review may be filed with the Design Review Board.

2. *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.
3. *Staff Review* – Upon receiving a complete application, staff will review it and upon completion the comments are consolidated and returned to the applicant within five (5) working days of submission. The applicant is responsible for addressing staff comments and submitting revised plans. Staff will then respond to the resubmittal within three (3) working days.
4. *Notice of Decision* – The Planning Manager 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 Minor Administrative Design Review to the Design Review Board for action.

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. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Manager 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

## MINOR APPLICATION

Received By: \_\_\_\_\_



**Project Name:** \_\_\_\_\_  
(Submit Project Name Change form and fee for name change.)

**Approved DR File Number:** \_\_\_\_\_

**Address or Location:** \_\_\_\_\_

**Request Summary:** \_\_\_\_\_

**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 owner is aware and agrees to the request. A notarized 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: \_\_\_\_\_

**FOR STAFF USE ONLY**

Submittal Date \_\_\_\_\_ Case Number \_\_\_\_\_

Fee Paid \_\_\_\_\_ EDEN Permit Number \_\_\_\_\_

Receipt Number \_\_\_\_\_ EDEN Permit Type **PADRM**

## Minor Administrative Design Review Checklist

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

<b>REQUIRED MATERIALS</b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee</b> (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Approval of Subdivision Architectural Review Committee</b> (if applicable) (Letter from Architectural Review Committee stating their approval of revisions).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maricopa County Assessor Parcel Map</b> (8.5" x 11") (Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan (if applicable):</b>		
• 2 copies – Blackline prints (24" x 36") <b>folded</b> to approximately (9"x 12") .....	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy – (11" x 17)" laser print copy .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscaping Plan (if applicable):</b>		
• 2 copies –Blackline prints (24" x 36") <b>folded</b> to approximately (9"x 12") .....	<input type="checkbox"/>	<input type="checkbox"/>
• 1 copy – (11" x 17)" laser print copy .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Elevations (if applicable):</b>		
• 2 copies – (11" x 17)" laser print copy.....	<input type="checkbox"/>	<input type="checkbox"/>

**Materials/Color Board (if applicable)**

- 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).....
- 1 copy – (11” x 17” – minimum) Photo or color copy of the board(s) for archival purposes.....

**Additional Materials – Please List:**

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>