



**DESIGN REVIEW  
NON-RESIDENTIAL  
and MULTI-FAMILY**  
Revised April 2011

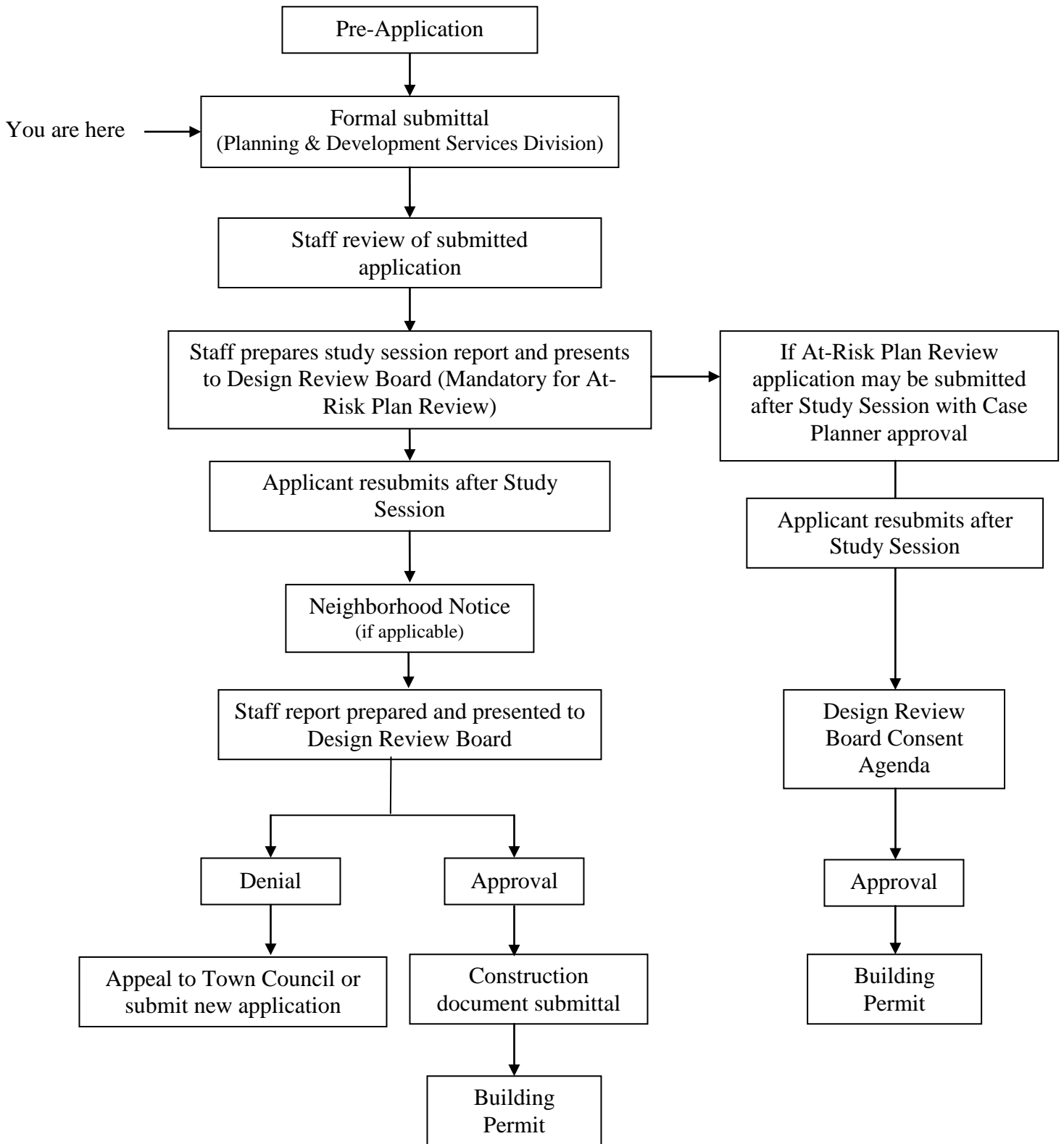
**DESIGN REVIEW  
NON-RESIDENTIAL and MULTI-FAMILY**

**PROCESS GUIDE AND APPLICATION**

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

Phone 480/503-6700  
Fax 480/497-4923  
[www.gilbertaz.gov](http://www.gilbertaz.gov)

## Process for Design Review Non-Residential and Multi-Family





DESIGN REVIEW NON-RESIDENTIAL
and MULTI-FAMILY APPLICATION

Received By:

Pre-Application #: \_\_\_\_\_

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

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

Type of Project: [ ] Non-Residential [ ] Multi-Family
Applicable Code [ ] Unified Land Development Code (ULDC) [ ] Land Development Code (LDC)

Request: [ ] Major DR (>5 net acres) [ ] Major DR (>5 net acres) w/At-Risk Plan Review
(check one) [ ] Minor DR (<= 5 net acres) [ ] Minor DR (<= 5 net acres) w/At-Risk Plan Review
[ ] Amendment to existing DR

Request Details: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

APN/ Tax Parcel Numbers: \_\_\_\_\_
Net Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_ Density: \_\_\_\_\_

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

Overlay Zoning District: [ ] Santan Freeway Corridor [ ] Phoenix-Mesa Gateway Airport

Property Owner: (Please print - all information must be provided)

Company: \_\_\_\_\_
Contact Name: \_\_\_\_\_ 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: (Please print - all information must be provided)

Company: \_\_\_\_\_
Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_
Address: \_\_\_\_\_
City, Zip: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fee Calculation Sheet

(For Town Use)

Major (>5 net acres) (Base Fee + \$/ Total Net Acres)	\$ _____
Minor (</=5 net acres) (Base Fee)	\$ _____
Design Review Amendment by Design Review Board (50% of current fee)	\$ _____

<b>FOR STAFF USE ONLY</b>			
Submittal Date _____		Case Number _____	
Fee Paid _____		EDEN Permit Number _____	
Receipt Number _____		EDEN Permit Type	<b>PDR</b>

**TOWN OF GILBERT**  
**NPCCP WATER CONSERVATION FORM**  
**FOR**  
**NEW NON RESIDENTIAL / HOTEL MOTEL FACILITY**  
**Must be Completed with this Application**

***In Accordance with the Town of Gilbert Ordinance #1316***

**\*\*\*REFER TO ORDINANCE #1316 FOR DETAILS\*\*\***

**Project Name:**

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**PART A: PLAN CALCULATIONS** (These calculations will be used to determine water source and landscape requirements)

1. The total commercial development measures \_\_\_\_\_ sq.ft.
2. The total landscapable area including the Active Recreational Areas measures \_\_\_\_\_sf. Convert to acres: \_\_\_\_\_
3. The total of all Active Recreational Areas measures \_\_\_\_\_sq.ft.  
***Active Recreational Area = any area which measures 10,000 sq.ft. and which is at least 100 ft long and 100 ft wide.***

*Complete only if this is a non-residential facility and if Part A #2 is greater than 10k sq.ft*

4. 10,000 square ft plus 20% of the facility's landscapable area in excess of 10,000 sq.ft. minus active recreational areas equals \_\_\_\_\_sq. ft.

*Complete only if this is a hotel/motel facility and if Part A #1 is greater than 20K sq.ft.*

5. 20,000 square ft plus 20% of the facility's landscapable area in excess of 20,000 sq.ft. minus active recreational areas equals \_\_\_\_\_sq. ft.

***Does this facility have a water feature: Yes  No***

If yes, see Ordinance 1316, Sec 66.-345 for limitations

**PART B: WATER SOURCE**

1. List the water sources proposed for this development:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

2. The proposed water intensive landscape total including active recreational areas equals \_\_\_\_\_ s.f. Converted to acres, this equals \_\_\_\_\_ acres.

***Water intensive landscape is defined as turf, high water use vegetation and bodies of water used as an integral part of the landscaped area.***

3. Does the acre total in Part B #2 calculate to 5 acres or more?  Yes  No

***If yes, 5 acres or more of water intensive landscape (turf, high water use vegetation and bodies of water used as an integral part of the landscaped area) MUST use reclaimed water.***

4.  This development **WILL** be using reclaimed water

***If checked, a Reclaimed Water Use Agreement must be signed by all parties and be on file prior to final approval. Contact Kathy Rall at 480-503-6840 to initiate this agreement!***

This development **WILL NOT** be using reclaimed water.

5.  This development is classified as a Turf Facility under ADWR guidelines.

***If the calculation in Part B #2 is 10 acres or more, the development is classified as a turf facility under ADWR guidelines and must comply with the Turf Facility Program.***

#### **PART C: LANDSCAPE REQUIREMENTS (Per Ordinance 1316)**

**This is a non-residential facility:**

Is the answer in Part A #2, 10,000 square feet or less?  Yes  No

If yes is checked, the total water intensive area shall be limited to an area equal to 10% or less of the total landscapable area.

If no is checked, the water intensive landscaped area shall not exceed the figure in Part A #4 which is \_\_\_\_\_ s.f.

***If reclaimed water is used, the development can increase the percentage of water intensive landscape in the landscapable areas up to 50%. (This applies only if Part B #4 is checked)***

**This is a hotel/motel facility:**

Is the answer in Part A #2, 20,000 square feet or less?  Yes  No

If yes is checked, the total water intensive area shall be limited to an area equal to 10% or less of the total landscapable area.

If no is checked, the water intensive landscaped area shall not exceed the figure in Part A #5 which is \_\_\_\_\_ s.f.

***If reclaimed water is used, the development can increase the percentage of water intensive landscape in the landscapable areas up to 50%. (This applies only if Part B #4 is checked)***

**PART D: GENERAL REQUIREMENTS:** (per Ordinance 1316)  
*Initial boxes to indicate the requirements have been read and accepted*

- All water features must adhere to the limitations in Ord. 1316, Sec. 66.345.
- Only plants from the ADWR low water use plant list may be planted in the remaining landscapable area.
- All irrigation systems must be efficient irrigation systems.
- Turf is prohibited in all rights-of-way whether or not reclaimed water is used to irrigate such turf.

\_\_\_\_\_

Responsible Party Signature \_\_\_\_\_ Date

Responsible Party Name (please print): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*For Office Use Only*

Based on the calculations provided and in accordance with the Non Per Capita Conservation Program, the allowable water intensive landscape for this development is \_\_\_\_\_sq.ft or \_\_\_\_\_acres. The proposed water intensive landscaping is calculated to be \_\_\_\_\_sq.ft. or \_\_\_\_\_

***SUBMIT THE COMPLETED FORMS ALONG WITH THE FORMAL APPLICATION PKT***

For questions contact Karen Young, Water Conservation Coordinator **480-503-6892**  
[www.gilbertaz.gov](http://www.gilbertaz.gov)

**TOWN OF GILBERT**  
**NPCCP WATER CONSERVATION FORM**  
**FOR**  
**MULTI-FAMILY DEVELOPMENTS**

**Must be Completed with this Application**

***In Accordance with the Town of Gilbert Ordinance #1316***

**\*\*\*REFER TO ORDINANCE #1316 FOR DETAILS**

Project Name: \_\_\_\_\_

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**PART A: PLAN CALCULATIONS**

1. This residential development measures \_\_\_\_\_ acre total.
2. The total landscapable area of this development including \*Active Recreational Areas measures \_\_\_\_\_ sq. ft. Convert to Acres: \_\_\_\_\_
3. The total of all Active Recreational Areas measures \_\_\_\_\_ sq. ft.

**(\*Active Recreational Area (ARA): An area which is at least 10,000 square feet in area and which is at least 100 ft long and 100 ft wide.)**

4. The total landscapable area **excluding** ARA equals \_\_\_\_\_ sq. ft.
5. 10% of the landscapable area **excluding** ARA equals \_\_\_\_\_ sq.ft.
6. 50% of the landscapable area **excluding** ARA equals \_\_\_\_\_ sq.ft.
7. The proposed water intensive landscape (turf, high water use vegetation, and bodies of water used as an integral part of the landscaped area), including all active recreational areas, of the common areas measures \_\_\_\_\_sq.ft. Converted to acres, this measures \_\_\_\_\_ acres.

***Does this facility have a water feature: Yes  No***

If yes, see Ordinance 1316, Sec 66.-345 for limitations

**PART B: WATER SOURCE**

List the water sources proposed for this development:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. Does the acre total in Part A # 7 calculate to 5 acres or more?  Yes  No  
*If yes, 5 acres or more of water intensive landscape (turf, high water use vegetation, and bodies of water used as an integral part of the landscape) MUST use reclaimed water.*

If the answer to Part B #2 is yes, the development must use reclaimed water!

3.  This development **WILL** be using reclaimed water  
*☛ A Reclaimed Water Use Agreement must be signed by all parties and be on file prior to final approval. Contact Kathy Rall at 480-503-6840 to initiate this agreement!*

This development **WILL NOT** be using reclaimed water

4.  This development is classified as a Turf Facility under ADWR guidelines.  
*If the calculation in part A #7 is 10 acres or more, the development is classified as a turf facility under ADWR guidelines and must comply with the Turf Facility Program*

**PART C: LANDSCAPE REQUIREMENTS (Per Ordinance 1316)**

Based on the box checked in Part B #3, will this development be using reclaimed water?

No

**If checked, the total water intensive landscaped area in the common areas, EXCLUDING ACTIVE RECREATIONAL AREAS, shall not exceed 10% of the total landscapable area.**

Yes

**If checked, the total water intensive landscaped area in the common areas, EXCLUDING ACTIVE RECREATIONAL AREAS, shall not exceed 50% of the total landscapable area.**

**PART D: GENERAL REQUIREMENTS:** (Per Ordinance 1316)

*Initial boxes to indicate the requirements have been read and accepted*

- All irrigation systems used to water the common area landscaping must be efficient.
- Only plants from the ADWR low water use plant list may be planted in the remaining common area.
- Turf is prohibited in all rights-of-way whether or not reclaimed water is used to irrigate such turf.

\_\_\_\_\_ Responsible Party Signature

\_\_\_\_\_ Date

Responsible Party Name: (please print) \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*For Office Use Only*

Based on the calculations provided and in accordance with the Non Per Capita Conservation Program, the allowable water intensive landscape for this development is \_\_\_\_\_ sq.ft or \_\_\_\_\_ acres. The proposed water intensive landscaping is \_\_\_\_\_ sq.ft or \_\_\_\_\_ acres, which is

***SUBMIT THE COMPLETED FORMS ALONG WITH THE FORMAL APPLICATION PKT***

For questions contact Karen Young, Water Conservation Coordinator **480-503-6892**

### Design Review Non-Residential and Multi-Family Checklist

An incomplete application will not be accepted unless a waiver of any of the following submittal requirements is documented by Town Staff in the Town’s Customer Agreement Binder prior to submittal.

Submittal items should not be placed in notebooks or sleeve protectors.

<b>REQUIRED SUBMITTAL ITEMS (Refer to pages 14-17 for details)</b>		<b>Applicant Checklist</b>	<b>Staff Verification</b>
1.	<b>Application</b> (pp 3-13).....	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Fee</b> (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>12 Copies Project Narrative</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Response to Pre-Application meeting minutes</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Traffic Impact Analysis</b> (if applicable).....	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>Phoenix-Mesa Gateway Airport Overlay Zoning District letter</b> (if applicable. See Item 10 on page 17).....	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Approval by Subdivision Architectural Review Committee</b> (if applicable. Submit letter from Architectural Review Committee, Property Owner’s Association or HOA stating their approval of this project.).....	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Maricopa County Assessor Parcel Map</b> (8.5” x 11” - Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b>Approved Preliminary Site Plan</b> (if applicable):		
	• 1 copy –Blackline print (24” x 36”) <b>folded</b> to approximately (9” x 12”).....	<input type="checkbox"/>	<input type="checkbox"/>
10.	<b>Site Plan:</b>		
	• 12 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"/>

**11. Landscape Plan:**

- 6 copies - Blackline prints (24" x 36") **folded** to approximately (9" x 12").....
- 1 copy – (11" x 17") laser print copy.....

**12. 2 Copies Non-Per Capita Water Conservation Form.....**

**13. Gateway Entrances (if applicable):**

- 6 copies –Blackline prints (24" x 36") **folded** to approximately (9" x 12").....
- 1 copy – (11" x 17") laser print copy.....

**14. Preliminary Grading and Drainage Plan:**

- 3 copies –Blackline prints (24" x 36") **folded** to approximately (9" x 12").....
- 1 copy – (11" x 17") laser print copy.....

**15. Elevations:**

- 3 copies- Blackline prints (24" x 36") **folded** to approximately (9" x 12").....
- 1 copy – (11" x 17") color elevations.....

**16. Floor Plans:**

- 3 copies - Blackline prints (24" x 36") **folded** to approximately (9" x 12").....
- 1 copy – (11" x 17") laser print copy.....

**17. Photometric Plans:**

- 3 copies - Blackline prints (24" x 36") folded to approximately (9" x 12") of photometric plan.....
- 1 copy – (11" x 17") laser print copy.....
- Catalog cut-sheets (8.5" x 11") for all exterior lighting, including wall-mounted and parking lot lights.....

**18. Model(s)** (if applicable):

- For certain Major Design Review projects, site and building models may be required. The Planning Manager or Design Review Board will determine the necessity of preparing a model, based upon the magnitude, complexity, or location of the project.....

**19. Neighborhood Notice** (if applicable – refer to Section 5.602.A.3 of the Land Development Code for requirements)

- A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property.....
- Typed names and addresses of all property owners identified on highlighted parcel map.....

**20. Material/Color Board:**

- 1 - (9” x 14” – **maximum**) material / color board(s) providing samples of exterior materials (including glazing) and colors noting color/material name and manufacturer. All samples must be sized to fit on the color board or comparable (pamphlets, cut-sheets).....
- 1 – (8.5” x 11” - minimum) Photo or color copy of the board(s) for archival purposes.....

**21. Signage**

All signage must be reviewed by the Design Review Board prior to issuance of sign permits. Signage included as a part of a Design Review Board submittal qualifies for a reduced fee and can be approved at the same time as the main application.

To qualify for signage as part of the Design Review Board application, the applicant must complete the *Design Review – Signage* application and submit with this *Design Review Non-Residential and Multi-Family* application. If the applicant chooses to waive the discount and apply for signage at a later time, the full signage application fee will apply and a separate Design Review Board process will occur prior to issuance of a sign permit.

Included	Not Included
<input type="checkbox"/>	<input type="checkbox"/>

**22. At-Risk Plan Review**

- For Applicants using the At-Risk Plan and Permit Review Process 1 CD with JPGS/PNG/TIFS of all the above drawings (low to medium resolution, no larger than 2400 x 1800 to fit a PowerPoint slide) NO PDFS is required with the Design Review Application Package for use at Study Session.

## **REQUIRED ITEMS FOR NON-RESIDENTIAL AND MULTI-FAMILY DESIGN REVIEW BOARD APPLICATIONS:**

### **1. Project Narrative (Item #3 on Checklist)**

- Describe proposed project;
- Address compliance with zoning requirements, the General Plan and approved preliminary site plans, if any;
- Address compliance with Commercial Design Guidelines or Industrial Design Guidelines;
- Address compliance with Standard Commercial and Industrial Site Plan Notes;
- Address compliance with applicable streetscape standards, and any design guidelines for the approved center or overall project; and
- Explain techniques employed to mitigate environmental impacts, including heat island effect, energy and water use, etc.

The guidelines and notes can be found on the Town of Gilbert's website (<http://www.gilbertaz.gov>)

### **2. Approved Preliminary Site Plan (Item #9 on Checklist)**

- Submit a preliminary site plan if the Design Review Board has approved one.

### **3. Site Plan (Item #10 on Checklist)**

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
- Location of required and proposed building setbacks and spaces between buildings with dimensions;
- Location of required and proposed landscape setbacks;
- Location and size of any existing/proposed building(s) or structure(s);
- Location and size of parking spaces, and the number of spaces required and provided;
- Location of other existing and proposed improvements such as walls, hardscapes, outside storage, loading areas, etc.;
- Method of screening for parking, storage and loading areas;
- Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
- Method of screening for mechanical and electrical equipment;
- Location and screening of refuse enclosures;
- Design and location of enhanced community/group mailboxes;
- Vehicular and pedestrian circulation, including ADA accessibility requirements;
- Queuing area for drive through uses;
- Service access areas;
- Emergency apparatus access and required turning radii;
- Adjacent lot lines and/or structures within 300 feet;  
Freestanding sign locations;
- Location, type and height of existing and proposed site lighting fixtures including parking lot lights;

- Service Entry Section (SES) location and screening method;
- Project data table:
  - Net site area;
  - Gross site area;
  - Existing zoning on site and adjacent property within 300 feet;
  - Lot coverage percentage;
  - Total landscape area and landscape area % coverage;
  - Total gross building area; and
  - Number of required and provided parking spaces.
- Date of preparation including dates of any subsequent revisions; and
- Registered Design Professional signature and seal.

Note: Standard Commercial and Industrial Site Plan Notes attached to this application are applicable to all plans. These notes must be placed on the construction document.

All addressing must be assigned and approved by the Town of Gilbert.

#### 4. **Landscape Plan (Item #11 on Checklist)**

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Property lines, easements, alleys, private streets and adjacent rights-of-way;
- Location of proposed landscape setbacks;
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- For Gateway Area, see <http://www.gilbertaz.gov/planning/pdf/GatewayStreetscapeGuidelines0906.pdf> ;
- Street Theme District Theme Tree provided along arterial streets (<http://www.gilbertaz.gov/planning/pdf/StreetThemeDistricts0108.pdf>) ;
- Sight visibility triangles per Town of Gilbert standard details 92 and/or 93;
- Contour lines for retention basins and earthen berms;
- Location of parking and service area screen walls;
- Parking lot light poles;
- Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
- Detail elevations of entry monuments, all wall types, parking canopies, lighting, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.;
- Location and specifications of playground apparatus, ramadas or other shade structures, benches, barbecues, ball courts, pools, club houses, etc. (Multi-family projects only);
- Freestanding sign locations, including public notification signs for Overlay Zoning Districts (if applicable);
- Project data table:
  - Square footage of on-site landscaping;
  - Square footage of public right-of-way (off-site) landscaping;
  - Total square footage of on-site and off-site landscaping;

- Common area open space square footage and percent coverage based on net land area (Multi-family projects); and
- Date of preparation including dates of any subsequent revisions; and
- Registered Landscape Architect signature and seal.

**5. Gateway Entrances (Item #13 on Checklist)**

(If applicable. For locations and plant material, refer to [www.gilbertaz.gov/planning/pdf/StreetThemeDistricts0108.pdf](http://www.gilbertaz.gov/planning/pdf/StreetThemeDistricts0108.pdf).)

- Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
- Placement of existing and proposed monument signs with dimensions indicating separation requirements;
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- Sizes, varieties and number of landscaping materials to be used;
- Contour lines and sections for retention basins and earthen berms; and
- Date of preparation including dates of any subsequent revisions.

**6. Preliminary Grading and Drainage Plan (Item #14 on Checklist)**

- Vicinity Map;
- Scale, north arrow and dimensions;
- Site Plan details;
- Net site area;
- Preliminary storm water retention calculations;
- Existing and proposed slope, depth, flow patterns, and location of retention areas;
- Proposed contour lines depicting elevations and location of retention basins and earthen berms;
- Perimeter cross-sections;
- Date of preparation including dates of any subsequent revisions; and
- Registered Engineer signature and seal.

**7. Elevations (Item #15 on Checklist)**

- Scale and exterior dimensions;
- All existing and proposed elevations of each building identified by geographic direction;
- Notation of color and material name and manufacturer's number located on each elevation sheet;
- Elevations of parking and other accessory structures including any lighting fixtures;
- Roof drainage method;
- Shade and shadow lines;
- Method of screening for mechanical and electrical equipment;
- Location of proposed and existing signage, including public notification signs for Overlay Zoning Districts (if applicable);
- Location, type and mounted height of proposed wall mounted lighting fixtures;
- Date of preparation including dates of any revisions; and
- Registered Design Professional signature and seal.

## 8. Floor Plans (Item #16 on Checklist)

- Scale (comparable to elevation scale);
- Gross Floor Area and Gross Leasable Area;
- Interior space distribution with dimensions;
- Service areas;
- Exterior walls and interior partitions;
- Fenestration;
- Doors and door swings;
- Stairs and elevators, including roof access;
- Location of fire riser room;
- Any other significant elements of the building design;
- Date of preparation including dates of any subsequent revisions; and
- Registered Design Professional signature and seal.

## 9. Photometric Plan (Item #17 on Checklist)

- Location of lighting fixtures and the type of outdoor lighting to be installed;
- Description of the outdoor light fixture, including supports and other appurtenant devices;
- Manufacturers' catalog cut sheets and drawings for each proposed fixture; and
- Registered Lighting Engineer signature and seal.

The plans and descriptions must be sufficiently complete to enable the Town to determine whether compliance with the requirements of the Light and Glare ordinance will be met. If the Town is unable to make such a determination from the plans and descriptions, the applicant must submit evidence of compliance by certified test reports as performed by a recognized testing laboratory.

## 10. Santan Freeway Overlay Zoning District (<http://www.gilbertaz.gov/planning/pdf/03-3-Santan-Overlay.pdf>) and Phoenix-Mesa Gateway Airport Overlay Zoning Districts (<http://www.gilbertaz.gov/planning/pdf/03-2-WGA-OVERLAY.pdf>) (Noise Sensitive Uses. Item # 6 on Checklist)

- Location of public notification signs (include on site plan); and
- Signed and sealed letter from a licensed architect, engineer or qualified transportation noise analyst certifying that construction materials, methods and design employed achieve the required noise attenuation pursuant to the Santan Freeway Corridor and Phoenix-Mesa Gateway Airport Overlay Zoning Districts.

## 11. Material/Color Board (Item #20 on Checklist)

- Samples of proposed materials and colors noting the color and material name and manufacturer's number mounted on a maximum 9" x 14" foamcore.

**Standard Commercial and Industrial Site Plan Notes**  
**The following should be placed on the site plan:**

1. All utility lines less than 69 KV on or contiguous to the site shall be installed or relocated underground.
2. All trash enclosures shall include fully opaque screening gates, finished and painted to match the enclosure. Screening gates shall not open into vehicular drive aisles. Trash enclosures are not required in industrial districts if located inside an enclosed yard which is screened by a perimeter wall at least 6 feet in height.
3. All outdoor storage areas for storage of materials and equipment shall be fully screened from view by a 8' solid masonry wall. Industrial storage screen walls shall be finished where they are exposed to public view from streets or adjacent non-industrial uses.
4. S.E.S. panels and any other above ground utility cabinet shall be fully screened from view from streets or from areas accessible to customers and the general public. Screening may be accomplished by any one of the following methods:
  - a. Fully recessing the cabinet into the building and enclosing it by a solid door or doors separate from the cabinet;
  - b. Screening with a decorative masonry wall of the same height as the panel. The screen wall may be L-shaped, U-shaped or a straight wall parallel to the cabinet, depending on the location of the cabinet;
  - c. An alternative screening method approved by the Planning Department prior to issuance of any permits.
5. The location of all electrical utility equipment shall be identified on the construction plans.
6. Roof-mounted mechanical equipment shall be fully screened by either one of the following methods:
  - a. The parapet wall of the building shall equal or exceed the height of the mechanical units, or;
  - b. By locating the mechanical equipment behind the roof planes in the case of mansard, hip or other than flat roof.
7. Roof mounted mechanical equipment enclosures or equipment screen walls shall not project above the roof parapet. To the extent permitted by law, satellite dishes shall be fully screened by a parapet wall.
9. Ground mounted mechanical equipment shall be fully screened from view (from streets or surrounding commercial uses) by a combination of decorative walls and an evergreen vegetative hedge equal to or exceeding the height of the equipment.

10. Pneumatic tubes, whether metal or plastic, shall be either:
  - a. Enclosed in pilasters, columns or other architectural features of the canopy or building, or;
  - b. Routed under ground.
11. All backflow prevention devices larger than 2" shall be screened with landscape located within a 6' radius of the device. All backflow preventers 2" or smaller shall be placed in a locked wire mesh cage painted to match the primary building color.
12. All freestanding light poles shall:
  - a. Be located within landscaped areas or planter islands.
  - b. Have concrete bases painted to match the primary building color or finished to match parking screen walls. Concrete bases for light poles shall not exceed a height of 30" from adjacent grade.
  - c. Be located to avoid conflict with trees.
13. Site lighting shall comply with the light and glare criteria set forth in Section 4.103 of the LDC, including a maximum freestanding light fixture height of 25'.
14. Landscaped areas adjacent to public right-of-way shall be mounded and naturally contoured. No more than 50% of the required (right-of-way and landscaping tracts) landscaping fronting adjacent streets may be used for retention. Retention area side slopes shall be varied, and no slope shall exceed a 4:1 maximum.
15. Commercial building downspouts shall be internalized. Industrial buildings may use exposed downspouts if articulated with the architecture of the building and built with a durable material such as steel.
16. Commercial development vehicular access points and pedestrian access ways shall include special paving treatment such as integral colored stamped concrete, Boamanite, or similar alternative. Location and material shall be reviewed and approved by the Planning Department prior to the issuance of a building permit.
17. Customer, employee and visitor parking shall be screened from street view by low masonry walls. The parking screen walls shall be finished on both sides **using** the same materials and colors, and a design to complement that of the main building.
18. All exterior metal shall be finished or painted to match the approved project colors.
19. Existing on-site plant material damaged during construction shall be replaced with comparable species and size.