



DESIGN REVIEW or WCF PRE-APPLICATION

Revised February 2011

DESIGN REVIEW or WIRELESS COMMUNICATION FACILITIES PRE-APPLICATION

PROCESS GUIDE AND APPLICATION

“PAPERLESS” – PLEASE SEE CHECKLIST ON THE LAST PAGE FOR DETAILS

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

Phone 480/503-6700

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Home Page: <http://www.gilbertaz.gov>

Forms: <http://www.gilbertaz.gov/eservices/planning/default.cfm>

PRE-APPLICATION PROCEDURES

DESIGN REVIEW or WIRELESS COMMUNICATION FACILITIES (WCF)

The Town has implemented a Pre-Application review for projects that will progress through other approval processes. The Pre-Application process has been created to streamline the overall process. Please see fee schedule for current fee. A representative of the applicant must be present at the Pre-Application meeting. The applicant should note:

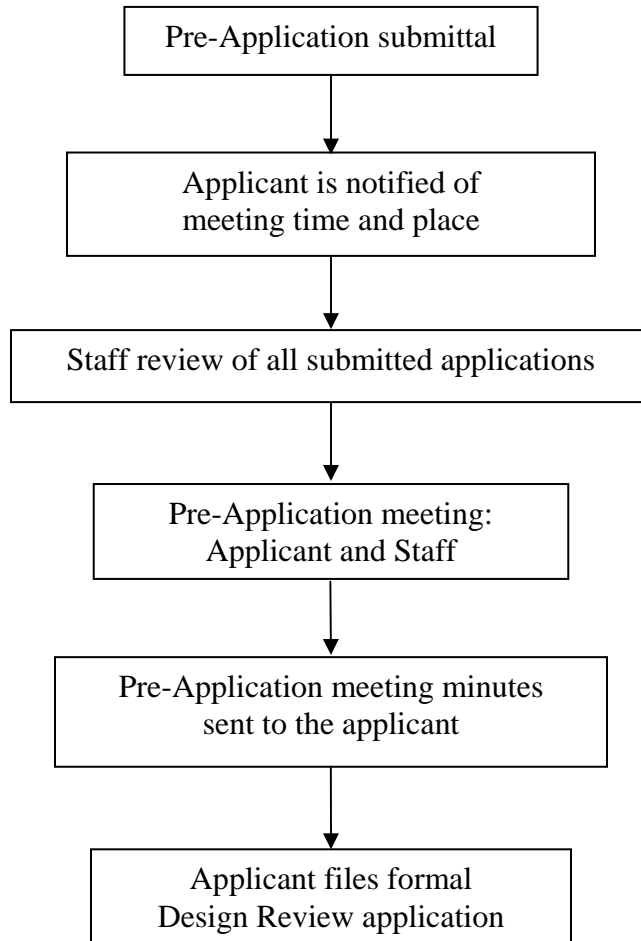
1. *Pre-Application Requirements.* Pre-application review is required for all of the following before an application will be accepted for processing:
 - a. Shopping centers;
 - b. Individual commercial and employment buildings on sites 5 acres and larger that are not within an approved shopping center or industrial park;
 - c. Office complexes;
 - d. Employment projects located on parcels 3 acres or larger;
 - e. Any single building with more than 10,000 square feet of gross floor area;
 - f. Business parks;
 - g. Multi-family residential uses;
 - h. Public and private schools;
 - i. Public Safety Facilities, Government Offices and Facilities, Outdoor Entertainment and Recreation;
 - j. Other large-scale projects with multiple structures developed under a unified plan; and
 - k. New vertical structures for Wireless Communication Facilities. (An existing vertical element is any existing monopole, tower, pole, sign, or exhausts stack performing a non-WCF function. Existing Vertical element does not include a building. A pre-application is not required for co-location, or when using of an existing vertical element.)
 1. *Optional Review.* An applicant for a project not requiring pre-application review may request such review.
2. Please review the Town of Gilbert's adopted Commercial Design Guidelines, Industrial Design Guidelines and Standard Commercial and Industrial Site Plan Notes. These can be found on the Town of Gilbert's website (<http://www.gilbertaz.gov/planning/default.cfm>). Other guidelines can also be found on this web page.

The Pre-Application process takes approximately one week. Design Review Pre-Application review process steps are as follows:

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 application submittal. Applications are accepted daily until 5:00 p.m. Monday through Friday. Applications received by 5:00 p.m. Friday will be scheduled for the next available Monday meeting. When Friday is a Town recognized holiday, those submitted by 5:00 p.m. Thursday will be scheduled for the next available Monday meeting. If the schedule is full, the project will be scheduled for the next available Monday meeting. If Monday is a holiday the pre-application meeting will be held on Tuesday.
2. *Staff Review of Submitted Application* – Staff conducts an initial review of the proposal. Applicant is notified of the time and place for the Pre-Application meeting.
3. *Pre-Application Meeting* –
 - a. The applicant or representative meets with staff of all affected departments to discuss the project and pertinent issues; and
 - b. Minutes of the Pre-Application meeting will be sent to the applicant within two weeks following the meeting.

Design Review and Wireless Communication Facility

Pre-Application Process



DESIGN REVIEW & WCF PRE-APP CONTENT REQUIREMENTS

PLEASE HELP US CONSERVE PAPER.

SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT PAGES 1 & 2 OF THE APPLICATION AS A HARD COPY.

1. Project Narrative – Please provide:

- Description of proposed uses;
- Information on how the project complies with zoning requirements, the General Plan and approved preliminary site plans, if any;
- An explanation on how the project complies with any approved design guidelines for the approved center or overall project; and,
- If the plan has been designed utilizing the LDC or ULDC requirements.

2. Approved Preliminary Site Plan

- If a preliminary site plan has been approved by the Design Review Board, submit a copy with the final design review plan.

3. Site Plan – please show dimensions clearly as we will be reviewing on a computer screen

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Net acreage; Gross & Net
- Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc;
- Location of existing structures, trees, and other significant site features; Dashed
- Conceptual water retention areas and drainage plan;
- Location and size of any existing/proposed building(s), structure(s) or land uses;
- Setbacks, buffer yards and spaces between buildings with dimensions; (**See appropriate zoning within the Land Development Code**)
- Existing/proposed outdoor storage areas;
- Vehicular and pedestrian circulation, including ADA accessibility requirements;
- Queuing area for drive through uses;
http://www.gilbertaz.gov/planning/pdf/LDC/Article_4-2_Parking_AMD_7-23-10.pdf
- Service access areas;
- Emergency apparatus access and required turning radii – **show turning radius of 35' inside/55' outside on the site plan;**
- Off-street parking calculations for required and provided spaces;
http://www.gilbertaz.gov/planning/pdf/LDC/Article_4-2_Parking_AMD_7-23-10.pdf
- Method of screening for parking, storage, and loading areas;
http://www.gilbertaz.gov/planning/pdf/LDC/Article_4-2_Parking_AMD_7-23-10.pdf
- Method of screening for mechanical and electrical equipment;
- Existing zoning of the property and adjacent property within 300 feet;
<http://www.maricopa.gov/Assessor/GIS/Map.html>
- Adjacent lot lines and/or structures within 300 feet;
- Open space/landscape areas;
- Freestanding sign locations; and
- Location and screening of refuse enclosures. – **See Town of Gilbert Standard Detail #80**
http://www.gilbertaz.gov/eservices/engineering/standards/Details05_0609.pdf
- Access Distances - See Town of Gilbert Standard
http://www.gilbertaz.gov/eservices/engineering/standards/Details01_0609.pdf
- Roadway Cross-Section - See Town of Gilbert Standard Detail
http://www.gilbertaz.gov/eservices/engineering/standards/Details03_0609.pdf
- Fire Road Access/Circulation - See Town of Gilbert Standard
<http://www.gilbertaz.gov/eservices/building/default.cfm#fire>

- Fire Riser Room Requirements - See Town of Gilbert Standard <http://www.gilbertaz.gov/eservices/building/default.cfm#fire>

4. Building Elevations (if applicable)

- Scale and exterior dimensions;
- All elevations of each building proposed for the project;
- Elevations of parking and other accessory structures;
- Proposed materials and colors;
- Method of screening for mechanical and electrical equipment;
- Location of proposed signage;
- Diagram of the proposed facility and antennae, including height, shape, size and nature of construction (WCF only); and
- Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned (WCF only).

This sheet must be turned in with application

Fee Calculation Sheet
(For Town Use)

| | |
|--|----------|
| Pre-Application Meeting – Design Review or Wireless Communication Facility | \$ _____ |
| Subsequent Meeting (within 1 year per property) | \$ _____ |

Design Review or WCF Pre-Application Checklist

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

**PLEASE HELP US CONSERVE PAPER.
SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT PAGES 1-2 OF THE APPLICATION AS A HARD COPY.**

| REQUIRED MATERIALS | Applicant Checklist | Staff Verification |
|--|----------------------------|---------------------------|
| Fee (see Planning Fee Schedule) http://www.gilbertaz.gov/busdev/devsvc.cfm | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a copy on the CD <i>and</i> submit the original - Application (pages 1 and 2 only) | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a copy on the CD only - Project Narrative | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a copy on the CD only - Proposed site plan (24" x 36") save in a format that allows the Town to print to scale if needed | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a copy on the CD only –Approved preliminary site plan (24" x 36") save in a format that allows the Town to print to scale if needed | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a copy on the CD only – Proposed building elevations (24" x 36") save in a format that allows the Town to print to scale if needed | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a copy on the CD only – Color building elevation | <input type="checkbox"/> | <input type="checkbox"/> |