



# GENERAL PLAN PRE-APPLICATION

Revised: April 2010

## GENERAL PLAN AMENDMENT PRE-APPLICATION PROCESS GUIDE AND APPLICATION

“PAPERLESS” – PLEASE SEE CHECKLIST ON PAGE 3 FOR DETAILS

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

Phone 480/503-6700

Fax 480/497-4923

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

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

## **PRE-APPLICATION PROCEDURES GENERAL PLAN TEXT and LAND USE OR CIRCULATION MAP AMENDMENT**

The Town has implemented a Pre-Application review for General and Specific Plan text, land use or circulation map amendments. The Pre-Application process was created to involve citizens and to streamline the overall process. Please note that this is a required review prior to submittal of a General Plan application. A Rezoning pre-application may be processed concurrently. Please see fee schedule for current fee. A representative of the applicant must be present at the Pre-Application meeting.

The Pre-Application process takes approximately three weeks. General Plan amendment Pre-Application review process steps are as follows:

1. *Neighborhood Meeting Requirements* – General Plan Map Amendments require at least one neighborhood meeting as part of the Pre-Application process. This neighborhood meeting can be the same one required for a Rezoning. Reference the Town of Gilbert’s Land Development Code Chapter I, Section 5.204: Neighborhood Meeting for more information regarding neighborhood meeting requirements. <http://www.gilbertaz.gov/planning/ldc.cfm>
2. *Neighborhood Meeting Scheduling* –The applicant is required to schedule a neighborhood meeting to receive comments on the proposal. Neighborhood meetings have to be conducted a minimum of four calendar days prior to the Pre-Application meeting with the Town. The process is as follows:
  - a. Applicant faxes Neighborhood Meeting Request Form, draft notice, list and map of property owners to the Planning Technician by 4:00 p.m. on Thursday *prior* to Pre-Application submittal (480-497-4923). An electronic submittal is preferred to conserve paper; please call (480) 503-6743 or (480) 503-6742 for the appropriate email. Please note that neighborhood meetings should be scheduled for 6:00 p.m. in the evening, Monday through Thursday. Please avoid public hearing nights if possible. The meeting should be held in a public place within a reasonable distance of the project.
  - b. The Planning Technician reviews proposed date, time and place of the neighborhood meeting, the draft notice and confirms information with the applicant. Confirmation of date, time and place of neighborhood meeting and notice with the Planning Technician is required in order to process the Pre-Application in a timely manner.
3. *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 6:00 p.m. Monday through Thursday. Applications received by 6:00 p.m. Thursday will be scheduled for the next available Monday meeting. When Thursday is a Town recognized holiday, those submitted by 6:00 p.m. Wednesday 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.

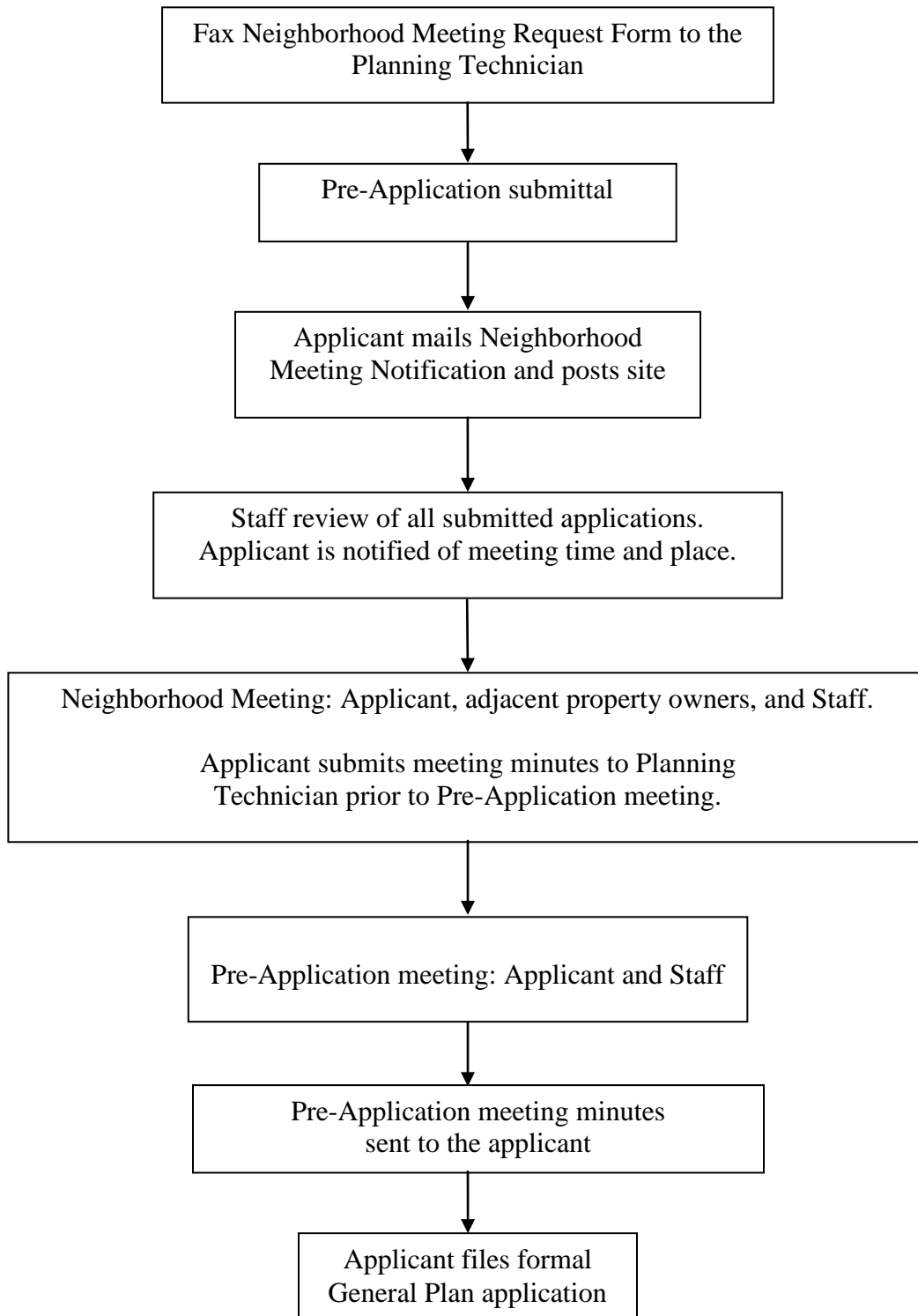
4. *Staff Review of Submitted Application* – Staff conducts an initial review of the proposal. The applicant is notified of meeting time and place for the Pre-Application meeting.
5. *Neighborhood Notice* – For the Neighborhood Meeting, the applicant must mail the Neighborhood Meeting notice by first class-mail at least ten (10) calendar days prior to the Neighborhood Meeting to the following:
  - a. All property owners of record within three hundred (300) feet of the site unless the site is located within the General Plan Santan Character Area, in which case property owners within six-hundred sixty (660) feet are to be notified;
  - b. All Homeowners Associations within one thousand (1000) feet of the site that are registered with the Town of Gilbert Neighborhood Services Office, the Arizona Corporation Commission or identified on the Maricopa County Assessor’s website ([www.maricopa.gov/assessor](http://www.maricopa.gov/assessor));
  - c. All neighborhoods within one thousand (1000) feet of the site registered with the Town of Gilbert Neighborhood Services Office; and
  - d. Any person or group who has requested notice in writing.

The Planning and Development Services Manager may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary. The applicant must submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item. The applicant will be charged a fee for the postponement.

6. *Property Posting (Sign)* – The Notice of Neighborhood Meeting must be posted at least ten (10) calendar days prior to the date of the Neighborhood Meeting. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:
  - a. Posting, maintenance, and removal of signs are the responsibility of the applicant. All signs must be removed by the applicant within ten (10) days of the Neighborhood Meeting. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;
  - b. The signs must comply with the attached sign criteria; and
  - c. The applicant must submit a signed and dated affidavit of posting and color photos of the posted sign(s) prior to the Neighborhood Meeting.
7. *Neighborhood Meeting Procedure* – The applicant must conduct the meeting in a format approved by the Planning and Development Services Manager. Following the meeting, which the Town staff may attend, the applicant must create a written summary of the meeting, including comments received and the sign-in sheet. Staff may augment the meeting record as necessary to provide an accurate record of the proceedings.

8. *Record of Proceedings* – The written meeting summary must be provided to the Planning Technician by 12:00 p.m. Friday preceding the scheduled Pre-Application meeting. Please submit electronically. Failure to submit meeting minutes by this date will cause the Pre-Application meeting to be rescheduled. The record must include:
  - a. Certification on business letterhead that the meeting was noticed and conducted in compliance with requirements of this section; and
  - b. A written summary of the meeting prepared, including the sign in sheet and a list of all attendees' names and addresses.
  
9. *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.
  
10. *Additional Neighborhood Meetings* – The Planning and Development Services Manager may require that one or more additional neighborhood meetings be held. If the formal application is substantially modified from what was presented at the neighborhood meeting prior to the pre-application meeting, a second neighborhood meeting may need to be held to present the modified application.

## General Plan Pre-Application Process



# GENERAL PLAN AMENDMENT PRE-APPLICATION 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.

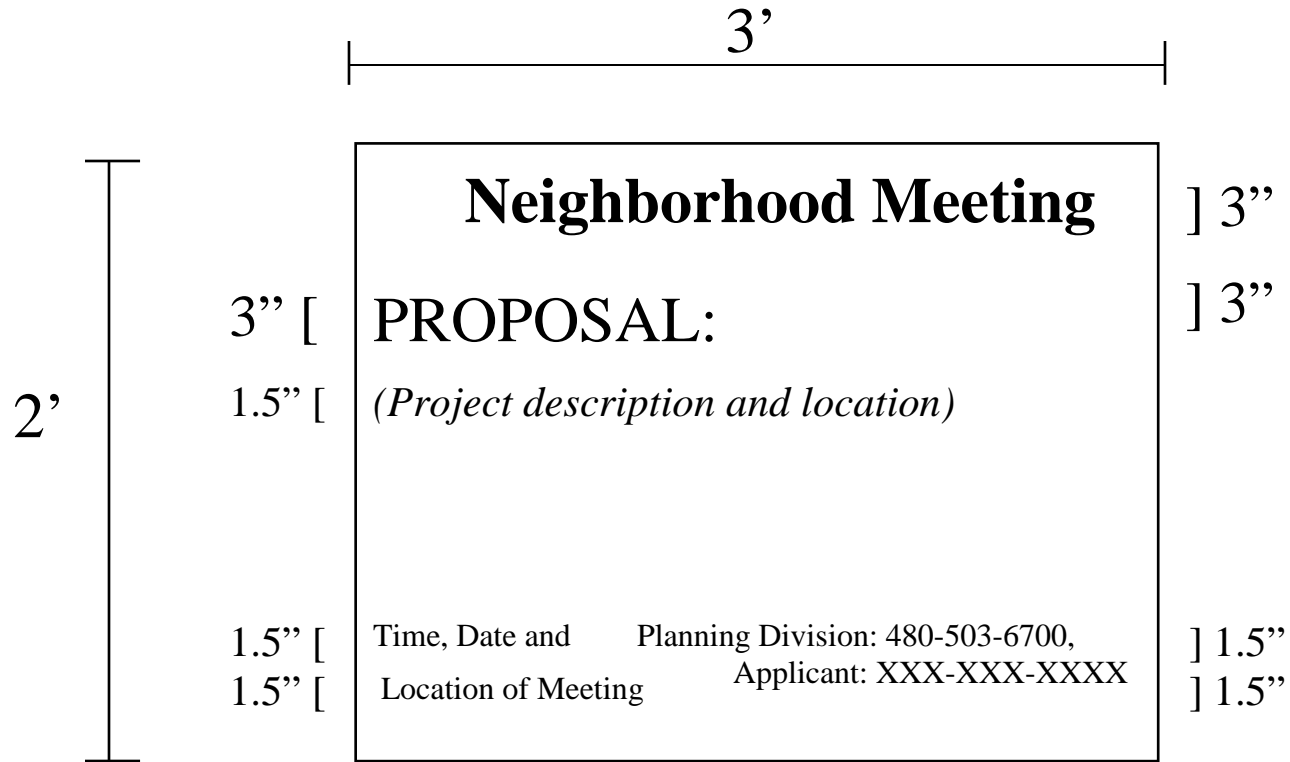
## 1. Project Narrative

- Description of proposed General Plan changes;
- Explanation on how the proposed change is compatible with adjacent properties and other elements of the General Plan; and
- Explanation on the availability of public utilities and services.

## 2. Land Use or Circulation Exhibit-please show dimensions clearly as we will be reviewing on a computer screen

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Existing roadways;
- Table indicating proposed roadway classifications;
- Proposed land use classification boundaries;
- Adjacent land use classifications within 300 feet;
- Project Data Table:
  - o Gross acres;
  - o Current and proposed General Plan Classification(s); and
  - o Percent of total acreage in each land use classification.

## Criteria for Neighborhood Meeting Sign (Minimum Dimensions)



- Colors: Body to be Brilliant Yellow and lettering to be Flat Black.
- Height: Sign must be 6 feet from finished grade to the top of the sign.
- Contact the Planning Division regarding placement and number of signs.
- Sign(s) must be placed within 25 feet of the largest adjacent street(s).
- Applicant must post sign at least 10 calendar days prior to the meeting date.
- Applicant must remove sign within 10 working days after the Neighborhood Meeting.



**This sheet must be turned in with application**

**Fee Calculation Sheet**  
(For Town Use)

Pre-Application Meeting – General Plan Amendment \$ \_\_\_\_\_

Subsequent Meeting (within 1 year per property) \$ \_\_\_\_\_

**FOR STAFF USE ONLY**

Submittal Date	_____	EDEN Permit Number	_____
Case Number	_____	EDEN Permit Type	<b>PPZO</b>
Pre-Application Meeting Date:	_____	Subsequent Meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fee Paid		Receipt Number	

## General Plan 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.  
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<b>REQUIRED MATERIALS</b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
Fee (see Planning Fee Schedule) <a href="http://www.gilbertaz.gov/busdev/devsvc.cfm">http://www.gilbertaz.gov/busdev/devsvc.cfm</a>	<input type="checkbox"/>	<input type="checkbox"/>
Provide date of scheduled Neighborhood Meeting on Application-page 1	<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 - Copy of the letter by which property owners were notified of the neighborhood meeting	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - Blackline of the proposed land use or circulation exhibit (24" x 36") <b>save in a format that allows the Town to print to scale if needed</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Neighborhood Notice:</b>		
Provide a copy on the CD only - A parcel map highlighting properties within 300 feet, or 660 feet for properties in the Santan Character Area. Homeowners Associations and neighborhoods within 1000 feet of the property of the site	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - Typed names and addresses of all property owners identified on highlighted parcel map	<input type="checkbox"/>	<input type="checkbox"/>

**STAFF ACTION ITEMS:**

**Staff**

Neighborhood Meeting Minutes

Affidavit of Property Posting, including a time and date stamped photograph of sign on site, prior to the Neighborhood Meeting

Affidavit of applicant's mailing of Notice of Neighborhood Meeting prior to Neighborhood Meeting



(SAMPLE NEIGHBORHOOD MEETING NOTICE)

## Notice of Neighborhood Meeting

\_\_\_\_\_, \_\_\_\_\_, 2010

Dear Neighbor,

You are cordially invited to a neighborhood meeting regarding a proposed General Plan amendment in your area.

The property of approximately XXX acres is located at the XX corner of XX Road and XX Road. Our request will be for the Town of Gilbert to amend the General Plan from the current land use classification of XXX to XXX, which could allow X development [*i.e. Residential 0 – 1 du/ac to Neighborhood Commercial (NC), which would allow commercial development*]\*. The location of this site is identified on the enclosed map. A neighborhood meeting will be held at the time and place listed below to discuss the proposed General Plan amendment and answer any questions you may have.

The neighborhood meeting will be held:

***Monday, Month xx, 2010***  
***6:00 pm***  
***Name of the Facility***  
***Street Address\****

If you have any questions regarding this Pre-Application Neighborhood Meeting, please contact XX at XXX, (XXX) XXX-XXXX [*i.e. John Doe at Doe Development Corp., (480) 123-4567*]\*.

Sincerely,

John Doe

Attachment: Project site map

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\* Examples given for clarification purposes only

**AFFIDAVIT OF NEIGHBORHOOD NOTICE**

The undersigned Applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan amendment proposal, (PA10 - ) located at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Applicant

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by \_\_\_\_\_.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**AFFIDAVIT OF SIGN POSTING**

The undersigned representative on behalf of the applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan amendment proposal, (PA10 - ) located at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

(See attached photo exhibit of posted sign)

\_\_\_\_\_  
Sign Company Name

\_\_\_\_\_  
Sign Company Representative

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by \_\_\_\_\_.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_