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GILBERT
ARIZONA
A Community of Excellence

MINOR ADMINISTRATIVE DESIGN REVIEW

APPLICATION & PROCESS GUIDE

TOWN OF GILBERT
PLANNING SERVICES DIVISION
http://www.gilbertaz.gov/departments/development-services/planning-development

APPLICATION PROCEDURES
MINOR ADMINISTRATIVE DESIGN REVIEW

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.

Application Completeness – For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications **<u>will be</u>** rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.

2. *Forms/Review*:

   a. <u>Administrative Completeness Review (see Planning Division Project Review Timelines)</u>: Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.

b. Substantive Review (see Planning Division Project Review Timelines): When complete, the application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the Town.

c. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow Gilbert to submit supplemental requests for additional information. If Gilbert issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.

3. *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 Manager may refer any application for Minor Administrative Design Review to the Design Review Board for action.

4. *Inactive Cases* - All applications are required by the Land Development Code 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

MINOR ADMINISTRATIVE DESIGN REVIEW APPLICATION

GILBERT
ARIZONA

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
☐ Phx/Mesa Gateway Airport
☐ Vertical

Property Owner: (Please print - all information must be provided)
Name (print): _____ E-mail: _____
Address: _____
City, Zip: _____
Phone: _____ Fax: _____

Signature*: _____ Date: _____
* A 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: _____
(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**

Received By:
Date:

Minor Administrative Design Review
Checklist

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
PDF copy on disk of **ALL** required items on checklist with images formatted no larger than **11" x 17"**, saved in a **single layer with no write protection** ……...	☐	☐
Submit hard copy of **ALL** required items below:		
Application…….……	☐	☐
Fee (see Planning fee schedule)……...	☐	☐
Project Narrative…….……..	☐	☐
Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of revisions)…….....	☐	☐
Maricopa County Assessor Parcel Map (8.5" x 11") (Highlight project area and provide parcel numbers)…….....	☐	☐
Site Plan (if applicable):		
• 1 copy – (11" x 17)" laser print copy to scale…….	☐	☐
Landscaping Plan (if applicable):		
• 1 copy – (11" x 17)" laser print copy to scale…….	☐	☐
Elevations (if applicable):		
• 1 color copy – (11" x 17") laser print copy to scale……..	☐	☐

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:

_____ ☐ ☐

_____ ☐ ☐

_____ ☐ ☐