



A Community of Excellence

**Development Services
Department**
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**DESIGN REVIEW
OR
WIRELESS COMMUNICATION
FACILITIES
PRE-APPLICATION

APPLICATION
&
PROCESS GUIDE**

**TOWN OF GILBERT
PLANNING SERVICES DIVISION**

<http://www.gilbertaz.gov/departments/development-services/planning-development>

DESIGN REVIEW PRE-APPLICATION PROCEDURES

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 five (5) acres and larger that are not within an approved shopping center or industrial park;
 - c. Office complexes;
 - d. Employment projects located on parcels three (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.)
 - l. *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/departments/development-services/planning-development>). Other guidelines can also be found on this web page.

The Pre-Application process takes approximately two weeks. 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 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.
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. Comments from the Pre-Application meeting will be sent to the applicant within two weeks following the meeting.

DESIGN REVIEW & WCF PRE-APP CONTENT REQUIREMENTS

**PLEASE HELP US CONSERVE PAPER.
SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT 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; 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;
- Method of screening for parking, storage, and loading areas;
- 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**
- Access Distances - See Town of Gilbert Standard
- Roadway Cross-Section - See Town of Gilbert Standard Detail
- Fire Road Access/Circulation - See Town of Gilbert Standard

- Fire Riser Room Requirements - See Town of Gilbert Standard

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).

Received By:
Date:

Design Review or WCF Pre-Application Checklist

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REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Fee (see Planning Fee Schedule) http://www.gilbertaz.gov/home/showdocument?id=1038	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy on the CD <i>and</i> submit the original - Application	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy on the CD only - Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy on the CD only - Proposed site plan with images formatted no larger than 11" x 17" , saved in a single layer with no write protection	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy on the CD only –Approved preliminary site plan with images formatted no larger than 11" x 17" , saved in a single layer with no write protection	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy on the CD only – Proposed building elevations with images formatted no larger than 11" x 17" , saved in a single layer with no write protection	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy on the CD only – with images formatted no larger than 11" x 17" , saved in a single layer with no write protection	<input type="checkbox"/>	<input type="checkbox"/>