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Administrative Design Review

Application & Process Guide

Town of Gilbert
Planning Services Division

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

Application Procedures Administrative Design Review

The following information is provided to assist in the preparation and submittal of an application for an Administrative Design Review for a building addition of five thousand (5,000) square feet or less to an existing or approved non-residential building within the Town of Gilbert.

1. *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 **will be** rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.

2. *Forms/Review*

- a. Administrative Completeness Review (see Planning Division Project Review Timelines): 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 Administrative Design Review to the Design Review Board for action.

4. *Building Permits*

Only after the project has received all approvals through the Town processes can construction documents be submitted for review. All construction documents for a project must conform to the approved exhibits, including any conditions of approval. Permits may not be issued until the ten (10) day appeal period has expired.



5. *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.



Administrative Design Review Content Requirements

1. Project Narrative

- Address compliance with Commercial Design Guidelines; and
- Address compliance with Commercial and Industrial Notes.

2. Site Plan

- North arrow and scale;
- Vicinity map;
- Net site area;
- 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 landscape areas;
- Location and size of existing and proposed buildings, structures, landscape areas, etc.;
- Location and size of parking spaces and the number of spaces required and provided;
- Location of other existing and proposed improvements such as walls, yards, outside storage area, loading area, etc.;
- Method of screening for parking, storage and loading areas;
- Location and screening of refuse enclosures;
- Location of lot lines and/or adjacent structures within 300 feet;
- Location of existing and proposed signs;
- Location and type of existing and proposed site lighting fixtures; and
- Registered Design Professional signature and seal.

3. Grading and Drainage Plan

- Copy of approved grading and drainage plan.

4. Landscape Plan

- North arrow and scale;
- 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 installed or removed;
- Contour lines and sections for retention basins and earthen berms;
- Location of parking and service area screen walls;
- Location and type of proposed site lighting fixtures;
- Square footage of on-site landscaping;
- Square footage of public right-of-way landscaping; and
- Registered Landscape Architect signature and seal.

5. Floor Plans

- Scale;
- Interior space distribution with dimensions;
- Service areas;
- Exterior walls and interior partitions;
- Fenestration;



- Doors and door swings;
- Stairs and elevators;
- Other elements of the building design; and
- Registered Design Professional signature and seal.

6. Color Elevations

- Scale and exterior dimensions;
- All existing and proposed elevations of each building identified by geographic direction;
- Roof drainage method;
- Shade and Shadow;
- Measures used to screen mechanical cabinets and equipment;
- Location of proposed and existing signage;
- Location and type of proposed wall mount lighting fixtures; and
- Registered Design Profession signature and seal.

7. Materials/Color Board

- Approved or existing materials mounted on a maximum 9" x 14" foam or cardboard; and
- True color photograph or catalog pages of proposed materials and actual color chips noting the color and material name and manufacturer's number.

NOTE: Actual samples of the materials should not be submitted. Any photographic color samples will be used for inspection purposes. Please ensure their accuracy.



Project Data Sheet

Building Lot Coverage %: _____ Building Area (Total): _____

Building and Landscape Setbacks				
Setbacks:	Building:		Landscape:	
	Required	Provided	Required	Provided
Front:				
Rear:				
Side:				
Street Side:				

Parking				
Proposed Use:	Automotive:		Bicycle:	
	Required	Provided	Required	Provided

Mechanical Equipment:

Location of Units: Roof _____ Ground Mounted _____

Type/Height of Units: _____

Screening Proposed: _____





A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.



Administrative Design Review Checklist

<u>Required Materials</u>	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	<input type="checkbox"/>	<input type="checkbox"/>
Submit hard copy of ALL required items below:		
Application	<input type="checkbox"/>	<input type="checkbox"/>
Fee (See Planning Fee Schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Completed Project Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of this Project).....	<input type="checkbox"/>	<input type="checkbox"/>
Maricopa County Assessor Parcel Map (8.5" x 11") (Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan:		
• 1 copy – (11" x 17") laser print to scale.....	<input type="checkbox"/>	<input type="checkbox"/>
Grading and Drainage Plan:		
• 1 copy – (11" x 17") laser print to scale.....	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Plan:		
• 1 copy – (11" x 17") laser print to scale.....	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan:		
• 1 copy – (11" x 17") laser print to scale.....	<input type="checkbox"/>	<input type="checkbox"/>
Elevations:		
• 1 copy – (11" x 17") color rendered laser print to scale.....	<input type="checkbox"/>	<input type="checkbox"/>
Materials/Color Board:		
• 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).....	<input type="checkbox"/>	<input type="checkbox"/>



- 1 copy – (8.5” x 11” – minimum) Photo or color copy of the board(s) for archival purposes.....

Lighting Information:

- Catalog cut-sheets (8.5” x 11”) for all exterior lighting, including wall-mounted and parking lot lights.....
- 1 copy – (11” x 17”) point-by-point exterior lighting analysis.....



Standard Commercial and Industrial Site Plan Notes

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 6' 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.
8. 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.
9. 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 underground.
10. All backflow prevention devices 2" or larger shall be screened with landscape located within a 6' radius of the device. All backflow preventers less than 2" shall be placed in a wire cage painted to match the primary building color.
11. 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.



12. Site lighting shall comply with the light and glare criteria set forth in Section 11.22.A of the ULDC, including a maximum freestanding light fixture height of 25'. The maximum height of a building mounted light fixture is 14'. The maximum height of a freestanding light fixture located within 100' of a residential zoning district or property designated for residential development in the General Plan is 14'.
13. 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.
14. 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.
15. 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.
16. 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.
17. All exterior metal shall be finished or painted to match the approved project colors.
18. Existing on-site plant material damaged during construction shall be replaced with comparable species and size.

