



Development Services
Department
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Minor Administrative Design Review Application & Process Guide

Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.

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. **Prior authorization from Planning Services Division staff is required to ensure the request falls under the scope of a Minor Administrative Design Review. Failure to obtain authorization may result in delayed processing times.**

Examples of Requests Subject to Minor Review (Prior authorization from Planning Services Division staff is required to ensure the request meets the qualifications):

- 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.

Typical Projects that do NOT qualify for a Minor Administrative Design Review (Please use the [Administrative Design Review Application](#) with a fee of \$615)

- Expansions to existing buildings
- Changes with landscaping or parking lots that require a modification to the Grading and Drainage Plan.
- Considerable renovation that removes outdoor areas, canopies, parking, or changes access or circulation.

Useful links:

[Planning Home Page](#)

[Development Fee Schedule](#)

[Land Development Code \(zoning code\)](#)

[Parking Requirements](#)

[Commercial Design Guidelines](#)

[General Plan Character Area Map](#)

[Zoning Map Noting Overlay Zoning Districts](#)



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.

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. Please include an email or communication from a Planning Services Division staff person noting authorization to use this application.

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. Staff may also determine if the request does not fall under the scope of a Minor Administrative Design Review application. The application will then be canceled and fee refunded.

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

Contact Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.

Project Name: _____
 (Submit Project Name Change form and fee for name change.)

Approved DR File Number: _____

Address or Location: _____

Request Summary (provide a detailed description of the proposed changes): _____

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: (print) _____ E-mail: _____

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 |





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.



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**

Planning Services Division Authorization that request falls under scope of Minor Administrative Design Review

Email correspondence from Planning Staff attached

OR

_____ _____
Name of Planner Contacted Date

Submit hard copy of ALL required items below:

Application.....

Fee (See Planning Fee Schedule).....

Project Narrative Provide detailed description of what items are being removed or altered. Describe before and after changes, provide all new specifications, note all secondary changes that affect site plan, parking, landscaping or lighting as appropriate. NOTE: If project expands beyond the scope of a Minor Administrative Design Review, additional fees and extended processing times will apply.....

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:

| | | |
|-------|--------------------------|--------------------------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> |

