Process for Design Review
Non-Residential and Multi-Family

Pre-Application

Formal submittal
(Planning & Development Services Division)

Staff review of submitted application

Staff prepares study session report and presents to Design Review Board (Mandatory for At-Risk Plan Review)

Applicant resubmits after Study Session

Neighborhood Notice
(if applicable)

Staff report prepared and presented to Design Review Board

Denial

Appeal to Town Council or submit new application

Approval

Construction document submittal

Building Permit

If At-Risk Plan Review application may be submitted after Study Session with Case Planner approval

Applicant resubmits after Study Session

Design Review Board Consent Agenda

Approval

Building Permit
REQUIRED SUBMITTAL ITEMS (Refer to pages 4-8 for details)

1. Application
2. Fee (see Planning fee schedule)
3. Project Narrative
4. Response to Pre-Application meeting minutes
5. Traffic Impact Analysis (if applicable)
6. Phoenix-Mesa Gateway Airport Overlay Zoning District letter (if applicable.)
7. Approval by Subdivision Architectural Review Committee (if applicable. Submit letter from Architectural Review Committee, Property Owner’s Association or HOA stating their approval of this project.)
8. Maricopa County Assessor Parcel Map (Highlight project area and provide parcel numbers)
9. Approved Preliminary Site Plan (if applicable):
10. Site Plan
11. Landscape Plan
12. Non-Per Capita Water Conservation Form
13. Gateway Entrances (if applicable)
14. Preliminary Grading and Drainage Plan
15. Elevations
16. Floor Plans
17. Photometric Plans and catalog cut-sheets for all exterior lighting, including wall-mounted and parking lot lights
18. Model(s) (if applicable)

For certain Major Design Review projects, site and building models may be required. The Planning Manager or Design Review Board will determine the necessity of preparing a model, based upon the magnitude, complexity, or location of the project.
19. **Neighborhood Notice** (if applicable – refer to Section 5.602.A.3 of the Land Development Code for requirements)

- A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property
- Typed names and addresses of all property owners identified on highlighted parcel map

20. **Material/Color Board**:

- 8.5 x 11 format scanned color and material board(s) providing samples of exterior materials (including glazing) and colors noting color/material name and manufacturer. (pamphlets, cut-sheets are required for some items)

21. **At-Risk Plan Review**

- For Applicants using the At-Risk Plan and Permit Review Process: JPGS/PNG/TIFS of all the above drawings (low to medium resolution, no larger than 2400 x 1800 to fit a PowerPoint slide)
REQUIRED ITEMS FOR NON-RESIDENTIAL AND MULTI-FAMILY DESIGN REVIEW BOARD APPLICATIONS:

1. Project Narrative (Item #3 on Checklist)
   - Describe proposed project;
   - Address compliance with zoning requirements, the General Plan and approved preliminary site plans, if any;
   - Address compliance with Commercial Design Guidelines or Industrial Design Guidelines;
   - Address compliance with Standard Commercial and Industrial Site Plan Notes;
   - Address compliance with applicable streetscape standards, and any design guidelines for the approved center or overall project; and
   - Explain techniques employed to mitigate environmental impacts, including heat island effect, energy and water use, etc.

   The guidelines and notes can be found on the Town of Gilbert’s website (http://www.gilbertaz.gov)

2. Approved Preliminary Site Plan (Item #9 on Checklist)
   - Submit a preliminary site plan if the Design Review Board has approved one.

3. Site Plan (Item #10 on Checklist)
   - Vicinity Map;
   - Scale, north arrow, and dimensions;
   - 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 spaces between buildings with dimensions;
   - Location of required and proposed landscape setbacks;
   - Location and size of any existing/proposed building(s) or structure(s);
   - Location and size of parking spaces, and the number of spaces required and provided;
   - Location of other existing and proposed improvements such as walls, hardscapes, outside storage, loading areas, etc.;
   - Method of screening for parking, storage and loading areas;
   - Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
   - Method of screening for mechanical and electrical equipment;
   - Location and screening of refuse enclosures;
   - Design and location of enhanced community/group mailboxes;
   - Vehicular and pedestrian circulation, including ADA accessibility requirements;
   - Queuing area for drive through uses;
   - Service access areas;
   - Emergency apparatus access and required turning radii;
   - Adjacent lot lines and/or structures within 300 feet; Freestanding sign locations;
• Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
• Service Entry Section (SES) location and screening method;
• Project data table:
  o Net site area;
  o Gross site area;
  o Existing zoning on site and adjacent property within 300 feet;
  o Lot coverage percentage;
  o Total landscape area and landscape area % coverage;
  o Total gross building area; and
  o Number of required and provided parking spaces.
• Date of preparation including dates of any subsequent revisions; and
• Registered Design Professional signature and seal.

Note: Standard Commercial and Industrial Site Plan Notes attached to this application are applicable to all plans. These notes must be placed on the construction document.

All addressing must be assigned and approved by the Town of Gilbert.

4. Landscape Plan (Item #11 on Checklist)

• Vicinity Map;
• Scale, north arrow, and dimensions;
• Property lines, easements, alleys, private streets and adjacent rights-of-way;
• Location of proposed landscape setbacks;
• Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
• Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
• For Gateway Area, see http://www.gilbertaz.gov/planning/pdf/GatewayStreetScapesGuidelines0906.pdf;
• Street Theme District Theme Tree provided along arterial streets (http://www.gilbertaz.gov/planning/pdf/StreetThemeDistricts0108.pdf);
• Sight visibility triangles per Town of Gilbert standard details 92 and/or 93;
• Contour lines for retention basins and earthen berms;
• Location of parking and service area screen walls;
• Parking lot light poles;
• Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
• Detail elevations of entry monuments, all wall types, parking canopies, lighting, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.;
• Location and specifications of playground apparatus, ramadas or other shade structures, benches, barbecues, ball courts, pools, club houses, etc. (Multi-family projects only);
• Freestanding sign locations, including public notification signs for Overlay Zoning Districts (if applicable);
• Project data table:
- Square footage of on-site landscaping;
- Square footage of public right-of-way (off-site) landscaping;
- Total square footage of on-site and off-site landscaping;
- Common area open space square footage and percent coverage based on net land area (Multi-family projects); and
- Date of preparation including dates of any subsequent revisions; and
- Registered Landscape Architect signature and seal.

5. **Gateway Entrances** (Item #13 on Checklist)
   (If applicable. For locations and plant material, refer to [www.gilbertaz.gov/planning/pdf/StreetThemeDistricts0108.pdf](http://www.gilbertaz.gov/planning/pdf/StreetThemeDistricts0108.pdf))

- Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
- Placement of existing and proposed monument signs with dimensions indicating separation requirements;
- 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 used;
- Contour lines and sections for retention basins and earthen berms; and
- Date of preparation including dates of any subsequent revisions.

6. **Preliminary Grading and Drainage Plan** (Item #14 on Checklist)

- Vicinity Map;
- Scale, north arrow and dimensions;
- Site Plan details;
- Net site area;
- Preliminary storm water retention calculations;
- Existing and proposed slope, depth, flow patterns, and location of retention areas;
- Proposed contour lines depicting elevations and location of retention basins and earthen berms;
- Perimeter cross-sections;
- Date of preparation including dates of any subsequent revisions; and
- Registered Engineer signature and seal.

7. **Elevations** (Item #15 on Checklist)

- Scale and exterior dimensions;
- All existing and proposed elevations of each building identified by geographic direction;
- Notation of color and material name and manufacturer’s number located on each elevation sheet;
- Elevations of parking and other accessory structures including any lighting fixtures;
- Roof drainage method;
- Shade and shadow lines;
- Method of screening for mechanical and electrical equipment;
- Location of proposed and existing signage, including public notification signs for Overlay Zoning Districts (if applicable);
• Location, type and mounted height of proposed wall mounted lighting fixtures;
• Date of preparation including dates of any revisions; and
• Registered Design Professional signature and seal.

8. **Floor Plans (Item #16 on Checklist)**

• Scale (comparable to elevation scale);
• Gross Floor Area and Gross Leasable Area;
• Interior space distribution with dimensions;
• Service areas;
• Exterior walls and interior partitions;
• Fenestration;
• Doors and door swings;
• Stairs and elevators, including roof access;
• Location of fire riser room;
• Any other significant elements of the building design;
• Date of preparation including dates of any subsequent revisions; and
• Registered Design Professional signature and seal.

9. **Photometric Plan (Item #17 on Checklist)**

• Location of lighting fixtures and the type of outdoor lighting to be installed;
• Description of the outdoor light fixture, including supports and other appurtenant devices;
• Manufacturers’ catalog cut sheets and drawings for each proposed fixture; and
• Registered Lighting Engineer signature and seal.

The plans and descriptions must be sufficiently complete to enable the Town to determine whether compliance with the requirements of the Light and Glare ordinance will be met. If the Town is unable to make such a determination from the plans and descriptions, the applicant must submit evidence of compliance by certified test reports as performed by a recognized testing laboratory.


• Location of public notification signs (include on site plan); and
• Signed and sealed letter from a licensed architect, engineer or qualified transportation noise analyst certifying that construction materials, methods and design employed achieve the required noise attenuation pursuant to the Santan Freeway Corridor and Phoenix-Mesa Gateway Airport Overlay Zoning Districts.
11. **Material/Color Board (Item #20 on Checklist)**

- Samples of proposed materials and colors noting the color and material name and manufacturer’s number mounted on a maximum 9” x 14” foamcore.
Standard Commercial and Industrial Site Plan Notes
The following should be placed on the site plan:

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 an 8’ 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.
10. 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 under ground.

11. All backflow prevention devices larger than 2” shall be screened with landscape located within a 6’ radius of the device. All backflow preventers 2” or smaller shall be placed in a locked wire mesh cage painted to match the primary building color.

12. 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.

13. Site lighting shall comply with the light and glare criteria set forth in Section 4.103 of the LDC, including a maximum freestanding light fixture height of 25’.

14. 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.

15. 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.

16. 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.

17. 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.

18. All exterior metal shall be finished or painted to match the approved project colors.

19. Existing on-site plant material damaged during construction shall be replaced with comparable species and size.