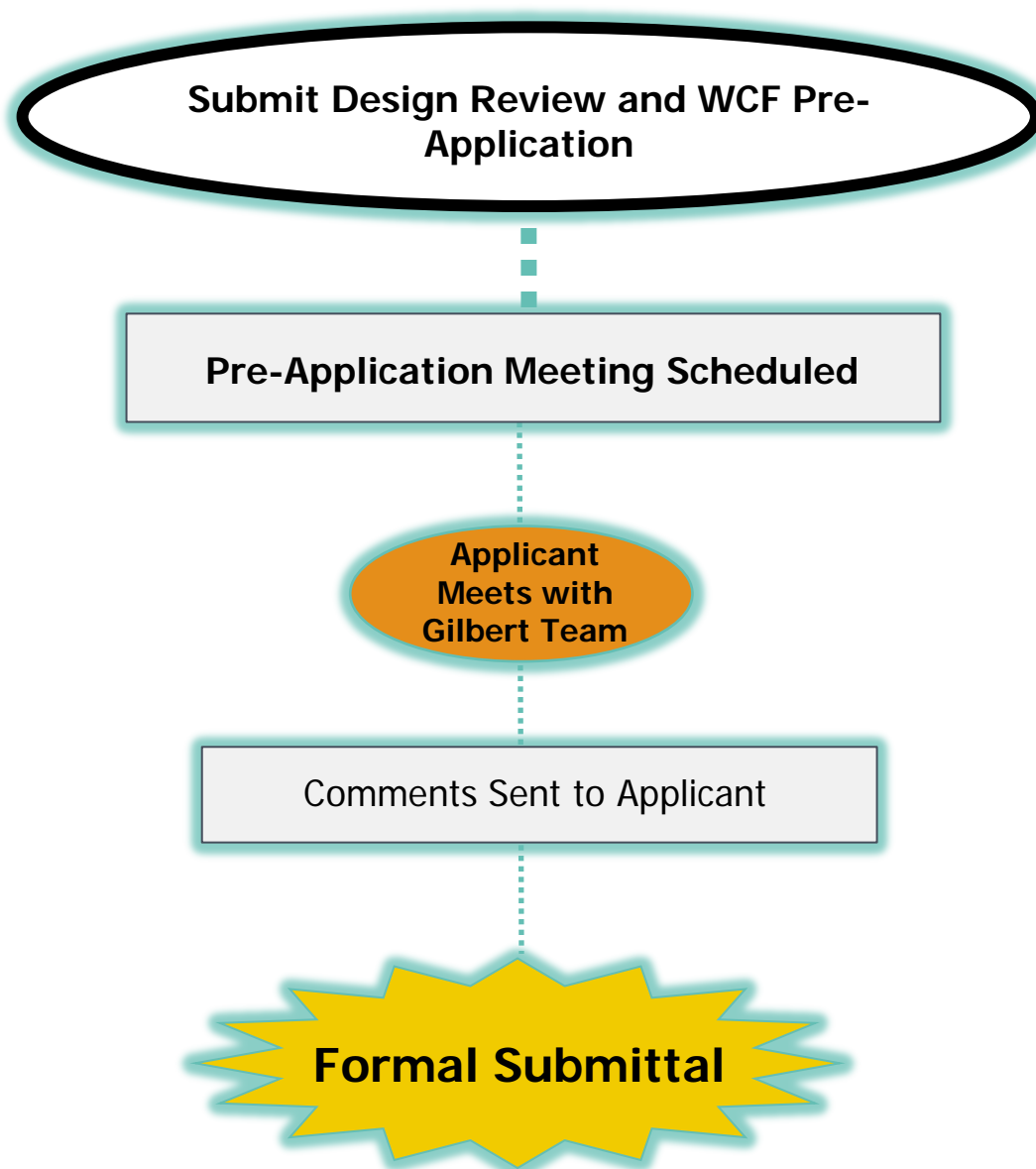


Design Review and Wireless Communication Facilities Pre-Application



Design Review and Wireless Communication Facilities Pre-Application

- Pre-Application Design Review and/or Wireless Communication Facilities required for:
 - Shopping centers, office complexes, business parks, multi-family residential uses, public, charter and private schools;
 - Employment projects located on parcels 3 acres or larger;
 - Individual commercial and employment buildings on sites 5 acres and larger not within an approved shopping center or industrial park;
 - Any single building with more than 10,000 square feet of gross floor area;
 - Public Safety Facilities, Government Offices and Facilities, Outdoor Entertainment and Recreation;
 - Other large-scale projects with multiple structures developed under a unified plan;
 - New vertical structures for Wireless Communication Facilities.
 - Optional Review for a project that does not require a pre-application.
- Pre-Applications accepted daily until 6 p.m. Monday-Thursday at 90 E. Civic Center Drive.
- Pre-Application meetings are scheduled for the next available meeting date (typically Monday afternoon 2-5 p.m.).
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Design Review or WCF Pre-Application

Submittal Formatting, Required Materials and Checklist:

- Submitting over the counter:
 - Submit CD** of **ALL** required items on checklist.
 - Submit a hard copy of the application with the CD and payment.
 - Save images either **8.5" x 11" or 11" x 17"** only (**No 24" x 36"**).
 - Purge** images of unnecessary blocks and layers (single layer).
 - Save exhibits as separate pdfs per document naming below.**

Document Naming:

- Exhibit 1: Application
- Exhibit 2: Project Narrative
- Exhibit 3: Preliminary Site Plan (if applicable)
- Exhibit 4: Site Plan
- Exhibit 5: Elevations (if available)
- Exhibit 6: Transportation (if applicable)

Checklist

- Exhibit 1: Application**
 - Must be fully completed and signed.
- Exhibit 2: Project Narrative**
 - Description of proposed project;
 - Provide how the project complies with the General Plan, zoning requirements 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;
- Exhibit 3: Preliminary Site Plan (if applicable)**
 - If a preliminary site has been approved by the Design Review Board, submit a copy with the final design review plan or if only developing a portion of a large project, provide a site plan for the overall concept.
- Exhibit 4: Site Plan**
 - Vicinity Map with site and major streets noted;
 - Graphic scale, north arrow, exhibit date;
 - Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
 - Project data table: existing zoning on site and adjacent property within 300 feet, gross and net acreage, total gross building area, number of required and provided parking spaces, total landscape area and landscape area percentage coverage and lot coverage percentage,
 - Location and size of any existing/proposed building(s) or structure(s);
 - Dimension location of required building setbacks and spaces between buildings;
 - Sight visibility triangle, parking and drive aisle setback dimensions
 - Queuing area for drive through uses;
 - Vehicular and pedestrian circulation, including ADA accessibility requirements;

- Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;
- Emergency apparatus access and required turning radii;
- Adjacent lot lines, existing and future access points and/or structures within 300 feet;
- Location and size of parking spaces, passenger or merchandise loading and the number of spaces required and provided; (provide a typical dimension parking stall);
- Off street parking calculations for required and provided spaces including ADA and bicycle spaces;
- Method of screening and details for parking, storage and loading areas;
- Locations and architecturally integrated method of screening of existing and proposed utility equipment (ground mounted and/or roof mounted);
- Dimension location of required landscape areas.
- Conceptual water retention areas and drainage plan
- Freestanding sign locations with corresponding visibility triangles;
- Fire riser room location;
- Fire Road Access/Circulation
- Roadway cross section (if applicable)
- Access distances
- Service Entry Section (SES) location and screening method;
- Location of existing structures, trees, and other significant site features; Dashed
- Existing/proposed outdoor storage areas;

Exhibit 5: Elevations (if available)

- Graphic scale and exterior dimensions;
- All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;
- Color and Materials Table with name, manufacturer product identification;
- Elevations of accessory structures;
- Method of screening for mechanical and electrical equipment;
- Location of proposed and/or existing signage (Dashed sign bands).

WCF Only

- Diagram of the proposed facility and antennae, including height, shape, size and nature of construction);
- 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.

Exhibit 6: Transportation (if applicable)

- Submit a Trip Generation Statement for the proposed development.
- Include project description, weekday daily trips, AM and PM peak hour trips and weekend trips. Trips shall be estimated using the latest edition of the Trip Generation Manual as published by the Institute of Transportation Engineers (ITE).



Work Type: Pre-Application
Work Class: Design Review, WCF

Description (Proposal Name): _____

Address or Location: _____

Request: Design Review WCF Other

Request Summary (briefly describe proposal here and attach a detailed narrative): _____

APN/Tax Parcel Numbers: _____

Gross/Net Acres: _____ Zoning: _____

General Plan Character Area: Santan Heritage District
(if applicable) Gateway Morrison Ranch

Overlay Zoning District: Santan Freeway Corridor Phx/Mesa Gateway Airport
 Vertical Development

Property Owner: (All information must be provided)

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Business Mobile Home Other

Signature*: _____ Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

Applicant/Contact: (All information must be provided)

Company: _____

Contact: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Business Mobile Home Other

Signature: _____ Date: _____

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

Staff Use Only:
Permit Number: _____