



**MARICOPA COUNTY
PLANNING & DEVELOPMENT
DEPARTMENT**

**PRE-APPLICATION MEETING
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PROCESS

PURPOSE

The primary purpose of a pre-application meeting is to provide an applicant or property owner with specific information on requirements for the applicant or property owner’s proposal from representatives from Current Planning, Comprehensive Planning, Zoning Plan Review, Drainage Review, Transportation, Environmental Services, and Flood Control District of Maricopa County. Whether or not a development proposal is supportable by staff may be discussed, but final determination will not be made until a formal application is evaluated.

FILING AN APPLICATION

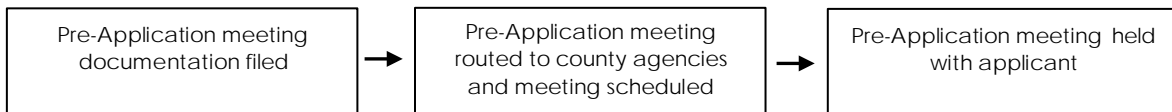
The Planning and Development Department has designed this pre-application meeting service for clients who would like to meet with staff prior to a planning submittal to guide their efforts and resources. Pre-Application materials can be dropped off at the Planning and Development drop-off bin located outside the front door or submitted electronically.

To submit electronically generate Adobe PDF’s of the application form, narrative and site plan and send via e-mail to Rachel.Applegate@maricopa.gov Staff will generate a tracking number with e-mail notification to the applicant with the balance owed with instructions to contact the Planning and Development Cashier to process payment. Once payment has been made the Pre-Application materials will be routed and a Pre-Application meeting will be scheduled. All Pre-Application meetings are currently being held via Microsoft Teams.

Application(s) determined to be incomplete shall not be processed by staff. Once these materials are received, they will be distributed to County reviewers and the applicant or property owner will be contacted with a pre-application date and time. Agendas are limited and are filled on a “first come-first serve” basis (see attached schedule).

A copy of the signed pre-application form with meeting notes will be given to the applicant or property owner after the meeting and **will be a submittal requirement for future formal applications**. Pre-application meetings are only valid for a period of twelve (12) months, after which, a new pre-application meeting may be required under separate fee.

PROCESS FLOW CHART



Pre-Application meeting to be held approximately 2 weeks following application, depending on availability; meetings are scheduled on a first come, first serve basis, and cannot be scheduled until documentation is filed.



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2023 Pre-Application Meeting Dates
January 10, 2023
January 24, 2023
February 14, 2023
February 28, 2023
March 14, 2023
March 28, 2023
April 11, 2023
April 25, 2023
May 9, 2023
May 23, 2023
June 13, 2023
June 27, 2023
July 11, 2023
July 25, 2023
August 8, 2023
August 22, 2023
September 12, 2023
September 26, 2023
October 10, 2023
October 24, 2023
November 14, 2023
November 28, 2023
December 12, 2023

PRE-APPLICATION SUBMITTAL CHECKLIST

1. **Pre-Application Request Form: completed and signed – 1 copy**

2. **Site Plan: Collated, folded, stapled – 1 copy** illustrating the proposal or layout of the site. The site plan must include the following:
 - Site dimensions/boundaries
 - Access points and street names
 - Each use identified
 - Dimensions of each structure
 - Dimensions between structures
 - Distances from property lines
 - Lot coverage
 - Building height and square footage
 - Parking areas
 - Signs
 - Types of screening
 - Landscaping and retention areas
 - Outdoor lighting
 - Show location of proposed and existing water supply/storage with water distribution and wastewater collection lines, wells and septic systems.



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- Identify any water features (i.e. swimming pools, spas, or ponds)
3. **Narrative: 1 copy** – Description of proposal including:
- Requested use(s), business operations, hours/day of operation, and number of employees/customers.
 - Description/location of buildings, screening, wall/fence details and location.
 - Number of parking spaces and ADA parking spaces.
 - Describe circulation on and off the site – include proposed improvements or dedications.
 - Describe on-site paving for the site.
 - Timeframe for construction or phasing of the project for construction; description and location of buildings.
 - List the following utility providers:
 - Water
 - Sewer
 - Police
 - Fire services
 - Identify and/or discuss any food service that will be provided with the proposed use.
 - Discuss any irregular site features related to hillside, flood zones, washes or canals.
4. **Filing Fees:**
- **\$350** for non-residential projects or Planning Cases
 - **\$150** for a single-family residential lot subject to violation (Variance)
 - **\$50** for a single-family residential lot not subject to violation (Variance)
 - **\$350** for Drainage Consultation meeting



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PRE-APPLICATION REQUEST FORM

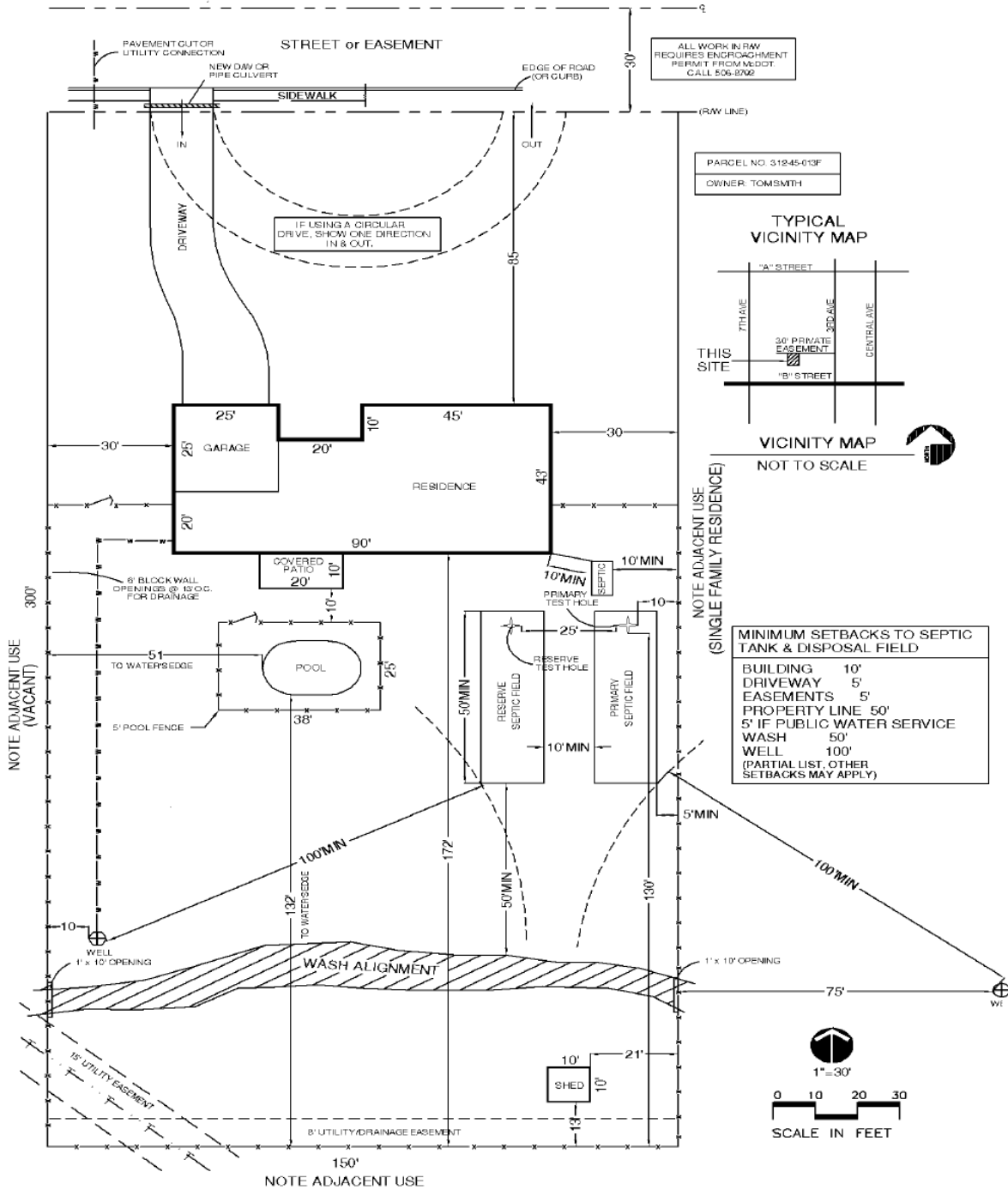
APPLICATION MUST BE COMPLETED IN FULL – ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

PLEASE SELECT PRE-APPLICATION MEETING TYPE FROM THE CHECKBOXES BELOW:		
<input type="checkbox"/> Non-Residential or Planning Case	<input type="checkbox"/> Single Family Residential with a violation	
<input type="checkbox"/> Single Family Residential without a violation	<input type="checkbox"/> Drainage Consultation Meeting	
<input type="checkbox"/> DMP	<input type="checkbox"/> CPA	<input type="checkbox"/> ZONE CHANGE <input type="checkbox"/> SUP <input type="checkbox"/> OTHER (Describe in detail below)
REQUEST		
Description of Request:		
Water/Sewer Provider(s):		
Existing Use of Property:		
Existing Zoning District:		
Related Case Number(s):		
PROPERTY INFORMATION		
Address (if known):		
General Location (Include nearest city/town):		
Size in Acres:	Square Feet:	
Legal Description: Section:	Township:	Range:
Assessor's Parcel Number(s):		
Subdivision Name (if applicable):		
APPLICANT'S INFORMATION		
Name:	Contact:	
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
E-mail Address:		
PROPERTY OWNER INFORMATION		
Name:	Contact:	
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
E-mail Address:		

Applicant's Signature or Property Owner's Signature: _____ Date: _____

\$350 for non-residential projects or Planning Case
 \$150 for Single Family Residential with violation (Variance or Building Permit Consultation)
 \$50 for Single Family without violation (Variance or Building Permit Consultation)
 \$350 for Drainage Consultation Meeting

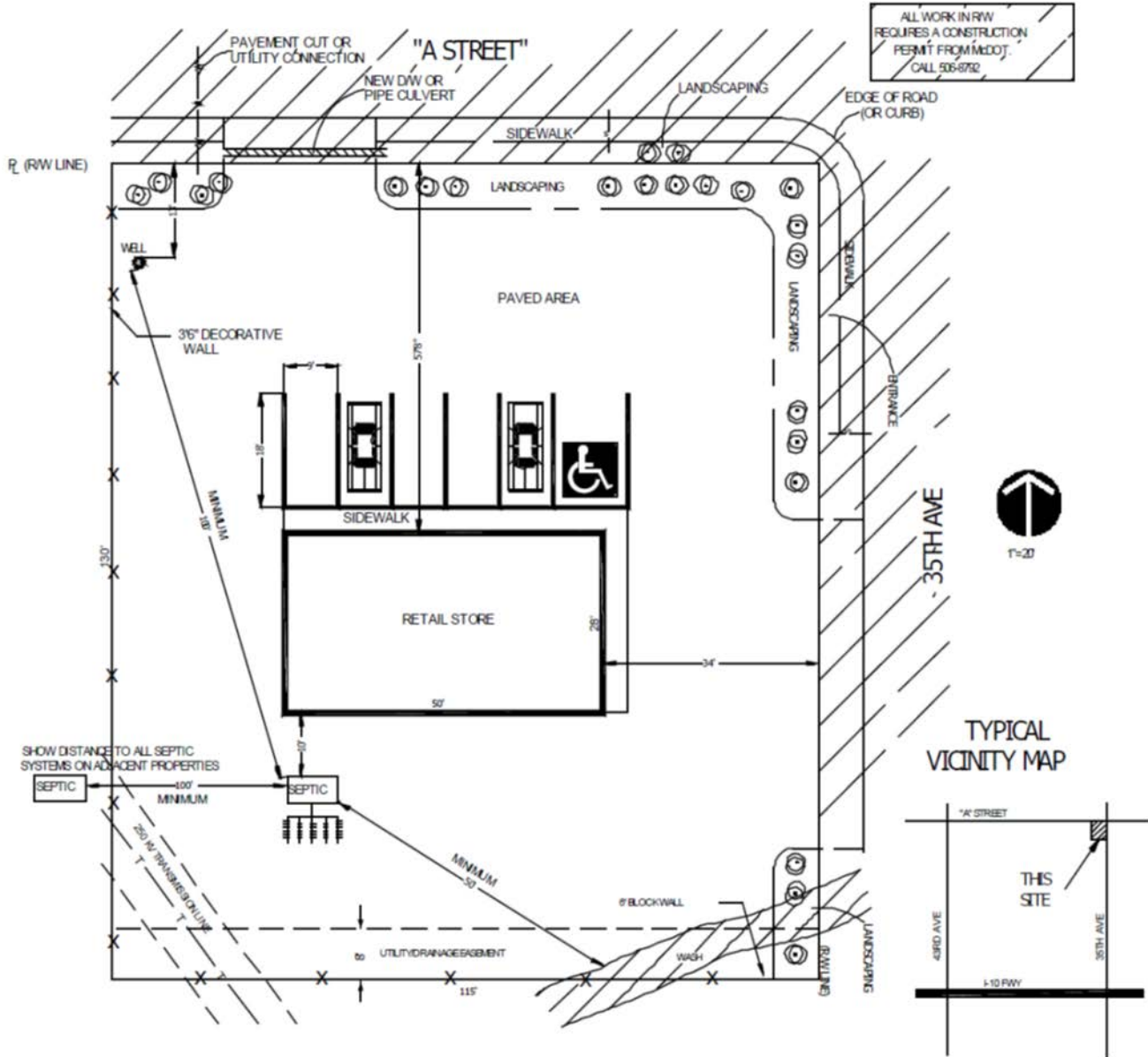
EXAMPLE OF A TYPICAL RESIDENTIAL SITE PLAN



SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE).

ADDITIONAL DETAILED PLANS MAY BE REQUIRED.

EXAMPLE OF A TYPICAL COMMERCIAL SITE PLAN



**SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE).
ADDITIONAL DETAILED PLANS MAY BE REQUIRED.**