



Planning & Development
Department
PRE-APPLICATION MEETING



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**Planning & Development Department
PRE-APPLICATION MEETING APPLICATION**



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

<i>Please select pre-application meeting type from the checkboxes below:</i>				
<input type="checkbox"/> Non-Residential or Planning Case		<input type="checkbox"/> Single Family Residential with violation		
<input type="checkbox"/> Single Family Residential without 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 OR PROPERTY OWNER 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 residential without violation (Variance or Building Permit Consultation)
- \$350** for Drainage Consultation meeting



Planning & Development Department

PRE-APPLICATION MEETING CHECKLIST



The primary purpose of a pre-application meeting is to provide an applicant or property owner with specific information on process requirements for the applicant or property owner's proposal from representatives from Current (P&Z) 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. Pre-application meetings are considered proprietary and any information received or discussed is not considered public information.

The following application materials are required prior to scheduling a pre-application meeting. This material can be submitted in person at the One Stop Shop (OSS) or mailed in "Attention P&Z division". 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.

INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION – 5 copies**
2. **SITE PLAN (collated, folded, and stapled copies) illustrating the proposal or layout of the site – 5 copies**
3. **NARRATIVE REPORT** describing the request in detail – **5 copies**
4. **FILING FEE:**
 - \$350** for non-residential projects
 - \$150** for single family residential lot subject to violation
 - \$50** for single family residential lot not subject to violation
 - \$350 for Drainage Consultation meeting**

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning, Plan Review, Engineering):	602-506-3301
Environmental Services:	602-506-0371
Flood Control District:	602-506-1501

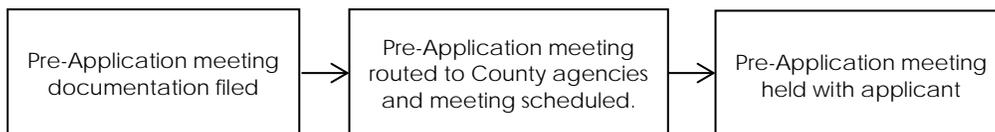


Planning & Development
Department
2016 PRE-APPLICATION MEETING DATES &
PRE-APPLICATION FLOW CHART



Pre-Application Meeting Dates
December 1, 2015
December 8, 2015
January 12, 2016
January 26, 2016
February 9, 2016
February 23, 2016
March 8, 2016
March 22, 2016
April 12, 2016
April 26, 2016
May 10, 2016
May 24, 2016
June 14, 2016
June 28, 2016
July 12, 2016
July 26, 2016
August 9, 2016
August 23, 2016
September 13, 2016
September 27, 2016
October 11, 2016
October 25, 2016
November 8, 2016
December 13, 2016

Pre-application meeting to be held approximately 2 weeks following application.





One Stop Shop - Planning Application Submittal – *What to Expect at the One Stop Shop*



Purpose: Provide customers with information about what to expect when submitting a pre-application meeting. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

Location: Maricopa County Planning & Development Department
501 N. 44th Street, Suite 200 Phoenix, AZ 85008

Business Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:30 p.m.)

STEP 1 - Reception: Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

STEP 2 - Intake Counter: One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Pre-Application Submittal Documents	
	5 copies – Application
	5 copies – Site Plan (collated, folded and stapled)
	5 copies – Narrative Report

STEP 3 - Cashier - Processing Payment: The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa and MasterCard for credit card payment. In August 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Pre-Application Application Fee Schedule	
Non-Residential Projects or Planning case	\$350
Residential with violation	\$150
Residential without violation	\$50
Drainage Consultation Meeting	\$350