



Planning & Development  
Department  
PRE-APPLICATION MEETING



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



**DMP**     **CPA**     **ZONE CHANGE**     **SUP**     **OTHER (DESCRIBE IN DETAIL BELOW)**

**APPLICATION MUST BE COMPLETED IN FULL**

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

**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 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: \_\_\_\_\_ Date: \_\_\_\_\_



# Planning & Development Department

## PRE-APPLICATION MEETING CHECKLIST



Per Section 305 of the Maricopa County Zoning Ordinance (MCZO), a pre-application meeting is required for any application that requires a Citizen Review Process (Zone Changes, Special Use Permits, Development Master Plans, and Comprehensive Plan Amendments). Although not required, a pre-application meeting may be conducted for other planning applications.

The primary purpose of a pre-application meeting is to provide an applicant with specific information on process requirements for the applicant'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. (Note: the Board of Supervisor's can overturn staff's recommendation). 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". Once these materials are received, they will be distributed to County reviewers and the applicant 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 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 – 7 copies**
2. **SITE PLAN (collated, folded, and stapled copies)** illustrating the proposal or layout of the site – **7 copies**
3. **NARRATIVE REPORT** describing the request in detail – **7 copies**
4. **FILING FEE: \$100** (see Maricopa County Zoning Ordinance, Chapter 16 ([www.maricopa.gov/planning](http://www.maricopa.gov/planning)))

### **MARICOPA COUNTY AGENCY CONTACTS:**

Planning:	(602) 506-3301
Zoning Plan Review:	(602) 506-3201
Transportation (MCDOT):	(602) 506-8600
Environmental Services (MCESD):	(602) 506-6666
Flood Control District:	(602) 506-1501
Drainage Review:	(602) 506-7149



Planning & Development  
 Department  
 2009 PRE-APPLICATION MEETING DATES



**Pre-Application Meetings**

Dates in **bold** indicate meetings for Wireless Communication Facilities only.

<b>December 11, 2008</b>	June 23, 2009
December 23, 2008	July 7, 2009
January 13, 2009	<b>July 9, 2009</b>
<b>January 22, 2009</b>	July 21, 2009
January 27, 2009	August 11, 2009
February 10, 2009	<b>August 13, 2009</b>
<b>February 19, 2009</b>	August 25, 2009
February 24, 2009	September 8, 2009
March 10, 2009	<b>September 10, 2009</b>
<b>March 12, 2009</b>	September 22, 2009
March 24, 2009	October 13, 2009
April 7, 2009	<b>October 15, 2009</b>
<b>April 9, 2009</b>	October 27, 2009
April 21, 2009	October 29, 2009
May 12, 2009	<b>November 12, 2009</b>
<b>May 14, 2009</b>	November 24, 2009
May 26, 2009	December 8, 2009
June 9, 2009	<b>December 10, 2009</b>
<b>June 11, 2009</b>	December 22, 2009