



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

SERVICE REQUEST

PLEASE DO NOT SKIP this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



PLANNING APPLICATION

Development Services Department

DATE RECEIVED

TEAM PRE-APP SUBMITTAL CHECKLIST: SR# _____

Complete this form to schedule a Team (pre-application) meeting date, after you have submitted a Service Request and have spoken with your assigned planner. This is the first step in the review process.

Project Name: _____ Proposed Use: _____
Address of the Site: _____
Applicant's Name: _____ Firm: _____
Applicant's Mailing Address: _____
Applicant's Phone Number: _____ Email _____
Current Zoning: _____ Acreage: _____ Council District: _____
General Plan Designation: _____

Applicant Name (Printed) Applicant Signature Date

The submittal will be reviewed based on the level of detail provided. It is encouraged that all of the items below are included as part of the submittal. However, only those marked with an "X" are actually required at this time. **All drawings must be scaled.**

- ONE (1) PDF FILE (20 MEGS MAX) WHICH COMBINES ITEMS INDICATED BELOW:**
 - Detailed Project Narrative (SEE ATTACHED OUTLINE)
 - Site Plan/Plat, size 11X17 minimum
 - Current Parcel Map with the Subject Property Highlighted
 - Current Aerial Photograph with the Subject Property Highlighted
 - Conceptual Elevations
 - Conceptual Landscape Plan
 - Conceptual Grading/Drainage Plans
 - Photographs of the Site (SEE ATTACHED DIRECTIONALS)
- ONE (1) HARD COPY OF EACH SUBMITTED ITEM (FOLD TO 9X12 MAX):**
- FILING FEE: \$557.20**

----- **TEAM REVIEW AND MEETING NOTICE** -----

Planner: _____ Phone: 623-930-_____ Email: _____@glendaleaz.com

Key Issues: _____

Team Review Meeting Date: _____ Time: _____

Date Routed: _____ Email comments to Planner by: _____

CHECKLIST FOR LETTER OF INTENT / PROJECT NARRATIVE

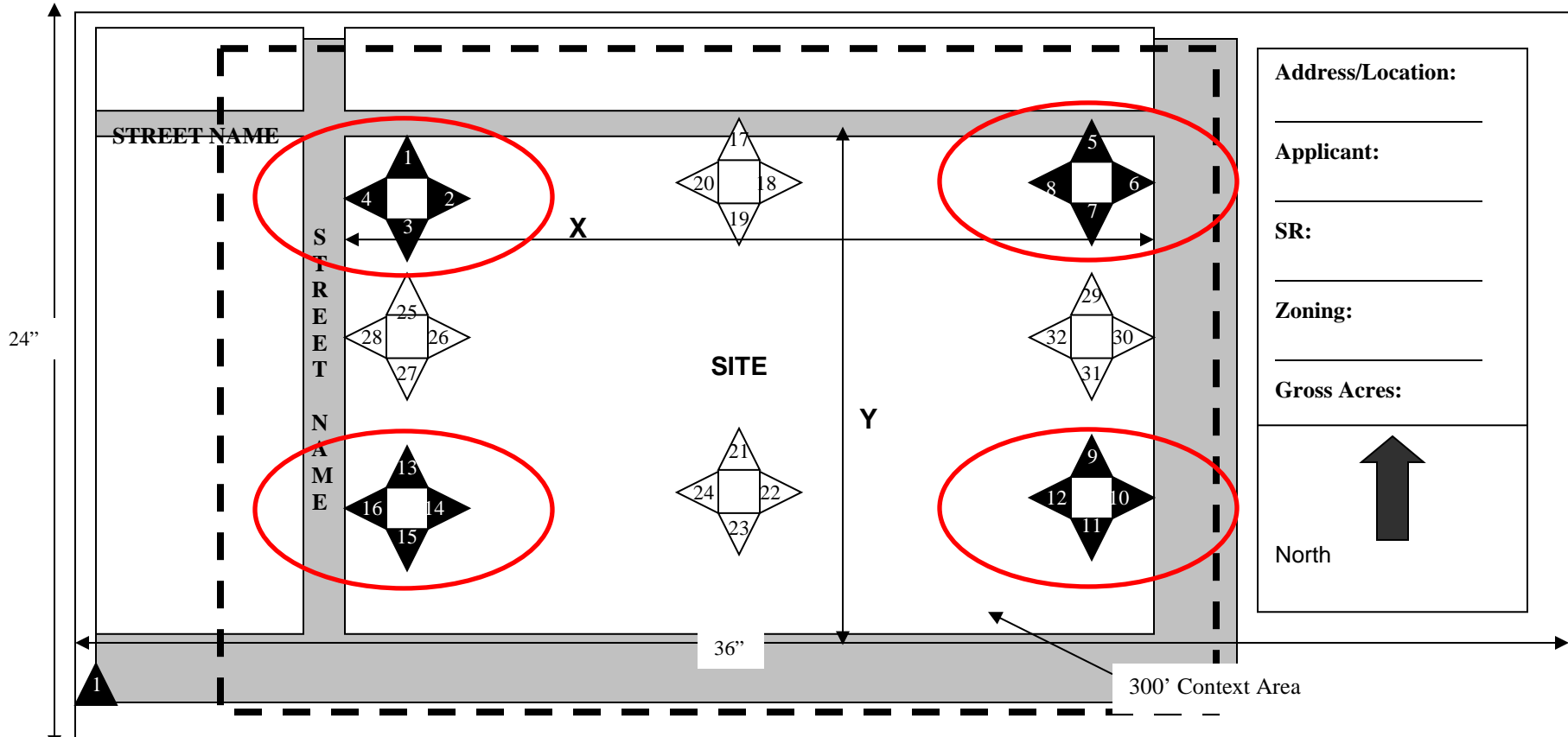
The project narrative is used to familiarize reviewing staff and public officials with the nature of the request; the significant components of intended physical site development, possible issues and how they may be remedied. Following is a suggested outline for your Letter/Narrative:

1. Introduce yourself; and who you may be representing.
2. Introduce others who may be involved and their functions.
3. State the request (annexation, zone change, subdivision, conditional use permit, variance, etc.). What is the requested change (residential to commercial; add a drive thru; reduce setbacks, etc.).
4. Describe site location and significant physical characteristics.
5. Detail the current uses of the property and physical development; planned change of use, activities, hours of operation, etc.
6. Detail the scope of the project; and planned physical changes to the site; including buildings, sizes, elevations, parking and landscaping.
7. Explain how the planned improvements fit with (or result in improvements to) the adjacent development.
8. Elaborate on any potential issues and efforts to minimize them (traffic, drainage, visibility, noises, odors/emissions).
9. Project timing; any other miscellaneous details that may be of relevance during the review process.
10. Signature and date.

PHOTOGRAPH CONTEXT PLAN

Graphic provided is for example only. Submittals may vary, but must be folded to 9" x 12" maximum.
This information can be included on the site plan submitted as part of the Team Pre-Application packet.

EXISTING CONDITIONS EXHIBIT



Address/Location: _____

Applicant: _____

SR: _____

Zoning: _____

Gross Acres: _____

North ↑

Note: All applicants are expected to provide photographs number 1 – 16.
If distance 'X' is greater than 500 feet, also take photographs number 17 – 24.
If distance 'Y' is greater than 500 feet, also take photographs number 25-32.
Color photographs keyed to the site are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent properties.