



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Community Development Department PLANNING SERVICES DIVISION

10,005 E. Osborn Road, Scottsdale, AZ 85256
Telephone: (480) 362-7600 Fax: (480) 362-7714

Pre-Application Form

General Plan Amendments, Rezoning, Conditional Use Permits, Variances and Design Review

A Pre-application packet submittal and meeting is required prior to filing a formal application with the Planning Services Division (PSD) for a General Plan Amendment, Rezoning, Conditional Use Permit, Variance and/or Design Review. The purpose of the Pre-application packet submittal and meeting is to provide information on Salt River Pima-Maricopa Indian Community's (SRPMIC) development requirements, planning review and approval processes, application(s) and fee requirements, and allows PSD staff to provide an initial review of the request.

Refer to the steps below to complete the Pre-application Process:

Step One: Review and fill out the Pre-application form and prepare a Pre-application packet to submit to Planning Services Division. The Pre-application packet includes a completed application form, submittal checklist, and copy of the receipt. Contact PSD at 480-362-7600 if you have any questions.

Step Two: Contact a PSD planner at 480-362-7600 to schedule a 15-minute appointment to submit the Pre-application packet and obtain a Pre-application meeting date.

Step Three: Pay the Pre-application fee of \$400.00 to the SRPMIC Finance Department, located at 10,061 East Osborn Road, Scottsdale, AZ 85256. Make the check payable to SRPMIC and indicate account number **XPS-10000-25-43800** on check. Request a copy of the receipt and include it in the Pre-application submittal packet.

Step Four: Meet with the PSD case planner during the scheduled appointment to submit the Pre-application packet. The PSD office is located at 10,079 East Osborn Road, Scottsdale, AZ 85256. The PSD case planner will review the application for completeness and confirm the Pre-application meeting date and time, which is about four (4) weeks after the Pre-application submittal date.

Step Five: Attend the Pre-application meeting to review comments with PSD staff regarding the application. A copy of the Pre-application staff review comments, application forms and submittal requirements for the next steps will be provided. The meeting is an opportunity to ask questions about the review comments and process.

Note: Pre-application staff comments are generally valid for one (1) year, unless significant changes have been made to the project.

Pre-application Form

APPLICANT'S INFORMATION

For Staff Use Only	Received by:		
	Date Received:		Fee Received:
	Pre-app No :	Pre-app Date:	Pre-app Time:
Check applicable box(es):			
<input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Rezoning <input type="checkbox"/> Conditional Use Permit			
<input type="checkbox"/> Variance <input type="checkbox"/> Design Review			
Applicant Company			
Name:			
Contact Person's Name:			
Mailing Address of Applicant:			
Contact Phone Number:			
Contact Email:			

SITE AND PROJECT INFORMATION

Project Name:		
Location of the site (Address, if available):		
Proposed Use (e.g. Medical Office, Shopping Center, Day Care):		
Approximate building square footage:		
Is the property leased? If yes, provide lease number:		
Current Zoning:	Current General Plan designation:	Acreage (Net and Gross):
Brief description of the request:		

Project Narrative - Provide as much information as possible – i.e. purpose of request, use and operations, project phasing architectural design intent, purpose, project size, etc. Attach separate sheets if necessary:

Submittal Checklist

The following information must be included with the request for a Pre-application meeting. Incomplete applications will not be accepted by Planning Services Division.

- Completed application form.
- Fee payment receipt.
- Project Narrative.
- Location map.
- Conceptual site plan at showing:
 - Scale 1:20 or 1:40
 - Site data – acreage, building square footage, open space, etc.
 - North arrow
 - Adjacent roads
 - Parking and driveways
 - Location and layout of buildings
 - Setbacks
 - Open spaces
 - Retention
 - Traffic access
- Legal Description and Survey Map: Submit a written legal description and survey map for the site, sealed by an Arizona registered surveyor or engineer. In addition to required paper and .PDF copies, map shall be submitted in AutoCad (.DWG) format for verification. Map shall be based on the Salt River Coordinate System, or alternatively the Arizona Coordinate System, 1983 Central Zone, US Survey Feet. Contact Rick Klebieko, SRPMIC ECS Survey Manager with any questions related to Community, BLM, or GLO monuments and boundary information at 480-362-7803.
- Environmental Clearance: Submit a copy of a Finding of No Significant Impact (FONSI) along with the Design Review application. (If available.)
- Master site plan. (if applicable)
- Phasing plan. (if applicable)
- Conceptual grading and drainage plan. (if available)
- Conceptual elevations. (color if available)
- Other: _____

Number of copies to be submitted:

Please submit five (5) copies of the above submittal checklist. All drawings should be 24" x 36" and folded to approximately 9"x 12" with title block showing.

Submit a compact disc (CD) containing a .PDF copy of the Pre-application Submittal Packet.

2014

JANUARY						
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FEBRUARY						
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DECEMBER						
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Notes:

1. Pre-application meetings are held the 1st and 3rd Thursdays of every month. Dates highlighted in orange are Pre-application Meeting dates.
2. Pre-application Meetings submittals are due approximately 19 business days prior to meeting date.
3. Holidays are highlighted in blue.

Pre-application Meeting Date	Submittal Deadline Date
January 2, 2014	December 9, 2013
January 16, 2014	December 23, 2013
February 6, 2014	January 13, 2014
February 20, 2014	January 27, 2014
March 6, 2014	February 10, 2014
March 20, 2014	February 24, 2014
April 3, 2014	March 10, 2014
April 17, 2014	March 24, 2014
May 1, 2014	April 7, 2014
May 15, 2014	April 21, 2014
June 5, 2014	May 12, 2014
June 19, 2014	May 23, 2014
July 3, 2014	June 9, 2014
July 17, 2014	June 23, 2014
August 7, 2014	July 14, 2014
August 21, 2014	July 28, 2014
September 4, 2014	August 11, 2014
September 18, 2014	August 25, 2014
October 2, 2014	September 8, 2014
October 16, 2014	September 22, 2014
November 6, 2014	October 13, 2014
November 20, 2014	October 27, 2014
December 4, 2014	November 10, 2014
December 18, 2014	November 24, 2014
January 8, 2015	December 15, 2014
January 22, 2015	December 29, 2014