



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

Preliminary Application Form General Plan Amendments, Zoning Map Amendments, Conditional Use Permits, Variances and Design Review

A Preliminary Application submittal and meeting with a staff planner is required prior to filing a formal application with the Planning Services Division (PSD) for the following types of applications: General Plan Amendment, Zoning Map Amendment, Conditional Use Permit, Variances and/or Design Review.

The purpose of the Preliminary Application is to provide information regarding the Salt River Pima-Maricopa Indian Community's (SRPMIC) development requirements, planning review and approval processes, application(s) and fee requirements, and to provide an initial, informal review to assist in the preparation of documents for a formal application submittal.

Refer to the steps below to complete the Preliminary Application process:

1. Review and fill out the Preliminary Application form and prepare a packet to submit to PSD. The packet includes the completed application for the documents listed on the submittal checklist and a copy of the receipt. Contact a staff planner by calling the PSD at 480-362-7654 if you have questions.
2. Pay the Preliminary Application fee of \$400.00 to the SRPMIC Finance Department, located at 10061 East Osborn Road - Building A 1st Floor, Scottsdale, AZ 85256. Make payments to account number **XPS-10000-25-43800** with a check payable to SRPMIC or with a major credit card. Request two copies of the receipt and include one copy with the Preliminary Application packet.
3. Submit the Preliminary Application packet to the PSD office, attention to assigned case planner, located on the third floor of 10079 East Osborn Road, Scottsdale, AZ 85256.
4. Within 1-3 business days, the assigned case planner will review the application for completeness and set up a meeting date and time, which is about four (4) weeks after the submittal date to go over the application, the staff review and other information.
5. Attend the meeting to review comments with PSD staff regarding the application. A copy of the staff review comments, application forms and submittal requirements for the next steps will be provided. The meeting is an opportunity to ask questions about feedback on the Preliminary Application and the formal application requirements and process.

Note: If a formal application has not been submitted within one (1) year of the Preliminary application submittal date, a new Preliminary Application may be required.

Preliminary Application Form

APPLICANT'S INFORMATION

For Staff Use Only	Received by:		
	Date Received:		Fee Received:
	Case No :	Meeting Date:	Meeting Time:
Check applicable box(es):			
<input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Conditional Use Permit			
<input type="checkbox"/> Variance <input type="checkbox"/> Design Review <input type="checkbox"/> Deviation from Standards			
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 / Overlay 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, project size, etc. Attach separate sheets if necessary or provide as a separate letter.

Submittal Checklist

The following information should be included with the request for a Preliminary Application meeting. The less information included, the less feedback will be given to assist with the preparation of the formal application submittal. At a minimum, a project narrative, site plan and building elevations should be included.

Fee payment receipt. The fee of \$400, along with a copy of your application, shall be paid to SRPMIC account XPS-10000-25-43800 at the Finance Department located at 10061 East Osborn Road, Scottsdale, AZ.

Project Narrative.

Aerial Location map.

Conceptual site plan at showing:

- Scale 1:20 or 1:40
- North arrow
- Site data – acreage, building square footage, open space, etc.
- Adjacent roads
- Parking and driveways
- Location and layout of buildings
- Setbacks
- Open spaces
- Retention
- Traffic access

Legal Description and Survey Map (highly recommended if available): Legal description and survey map for the site must be sealed and signed by a registered surveyor or engineer. Legal survey will include the acreage of the overall subject area, a breakout of acreage and square footage by individual Salt River allotment. In addition to required paper and .PDF copies, a map is needed in AutoCad (.DWG) format for verification. Map must be based on the NAD 1983 Arizona State Plane Central International Feet Coordinate System. Contact Rick Klebieko, ECS Survey Manager with any questions related to Community, BLM, or GLO monuments and boundary information at 480-362-7803.

Master site plan (if applicable)

Phasing plan (if applicable)

Conceptual grading and drainage plan

Conceptual elevations (prefer in color)

Other: _____

Other: _____

Note: For your information, prior to submitting the formal Design Review application, the proposed development's end-user Human Resources or authorized representative is required to contact the Russell Williams, SRPMIC Human Resources Department's Community Employment Compliance Program regarding the Community's Employment Preference Program. His telephone number is 480-362-6623 and his email address is Russell.Williams@SRPMIC-nsn.gov.

Number of copies to be submitted:

Please submit two (2) copies of the above submittal checklist. All drawings should be 24"x36" and folded to approximately 9"x12" with title block showing. In addition, submit a compact disc (CD) containing a .PDF copy of the Preliminary Application submittal packet including the Georeferenced .DWG as required for the site plan.