



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Community Development Department

PLANNING SERVICES DIVISION

Location: 10079 E Osborn Road, 3rd Floor
Mail: 10005 E. Osborn Road, Scottsdale, AZ 85256
Telephone: (480) 362-7600 Fax: (480) 362-7714

Preliminary Application Form

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

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

INSTRUCTIONS AND PRELIMINARY APPLICATION PROCESS

1. Review and fill out this Preliminary Application form and prepare the documents listed on the Submittal Checklist to create a packet to submit to CDD-PSD. Submit the packet by email, Bluebeam or drop off a USB drive. Email Planning@srpmic-nsn.gov if you have questions.
2. Pay the Preliminary Application fee of \$410.00 to the SRPMIC Finance Department, located at 10061 East Osborn Road, 1st Floor, SRPMIC. Make payments to account number **XPS-10000-45-43800** with a check payable to SRPMIC or with a major credit card. Include copy of receipt with the completed Preliminary Application packet.
3. Submit the Preliminary Application packet to Planning@srpmic-nsn.gov. The Applicant may also submit the Preliminary Application in person via USB drive to the assigned Case Planner at the Community Development Department, Planning Services Division, located at 10079 East Osborn Road, 3rd Floor within the SRPMIC.
4. Within several days of the submitted date a Case Planner will be assigned and review the application for completeness, initiate inter-departmental review and set up a Preliminary Application meeting with the Applicant approximately four (4) weeks after the application submittal date.
5. A review comment letter will be emailed to the Applicant prior to the scheduled Preliminary Application meeting. The meeting should be attended by the Applicant and may include consultants on the project (building and landscape architects, civil engineers, etc.). The meeting is an opportunity to discuss the review comments, ask questions, and learn more about the formal application process, requirements and timelines.
6. The Preliminary Application process is complete at the end of the Preliminary Application meeting. The next step for land use or development approval is submittal of formal application(s).

Applicant Information	
Business Name:	
Business Phone:	
Contact Name:	
Email:	
Phone:	
Address:	
Specific Request (check all that apply)	
<input type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Planned Development Overlay <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Design Review <input type="checkbox"/> General Plan Amendment	
Provide a Brief Description of Request:	

Site and Project Information			
Project Name:			
Project Location (Address, if available):			
Proposed Use (e.g. Medical Office, Shopping Center, Day Care):			
Building Square Footage:			
Is the Property Under a Lease? (If yes, provide master lease name and/or number):			
Current Zoning:		Proposed Zoning (if applicable):	
		Site Acreage:	
For Staff Use Only	Received by:		
	Date Received:		Fee Received:
	Case No :	Meeting Date:	Meeting Time:

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 Preliminary Application form. At a minimum, a project narrative, site plan and building elevations should be included.

1. **Fee payment receipt.** See Instructions on page 1 on how to pay the fee. Include a copy of the payment receipt with the Preliminary Application packet.
2. **Aerial Location map.**
3. **Conceptual site plan including the following as a minimum:**
 - Scale 1:20 or 1:40
 - North arrow
 - Site data – acreage, building square footage, parking required and provided, etc.)
 - Adjacent roads and development within 300' of project
 - Parking and driveways
 - Location and layout of buildings
 - Building and landscaping setbacks and landscape buffers
 - Open spaces
 - Retention
 - Traffic access
4. **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 Kevin Womble, ECS Survey Manager with any questions related to Community, BLM, or GLO monuments and boundary information at 480-362-7803.
5. **Master Site Plan** (if applicable)
6. **Phasing Plan** (if applicable)
7. **Conceptual grading and drainage plan** (if available)
8. **Colored conceptual elevation Plans** (include all four sides of a building, scale, dimensions and if possible, call out materials and color). Black and White elevations may be submitted if colored elevations are not feasible, but will reduce feedback on design)
9. **Courtesy Note:** Contact should be made by the proposed development's end-user Human Resources or authorized representative to Seneca Peters, SRPMIC Human Resources Department's Community Employment Compliance Program regarding the Community's Employment Preference Program. His telephone number is 480-362-6642 and his email address is Seneca.Peters@SRPMIC-nsn.gov. Submit provide proof of contact with your Preliminary Application materials.

Document Submittal Requirements

Submit all documents electronically by email or Bluebeam to Planning@srpmic-nsn.gov. If submitting a large number of documents via email, submit in maximum increments of 10MB or lower with each email. You may also submit via USB drive and drop off at our office. If you have any issues regarding submissions, please email Planning@srpmic-nsn.gov.