

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

Design Review Application Process Overview

Preliminary
Application Submittal
(4 weeks)



1. The applicant requests a Preliminary Application form from the Planning Services Division (PSD) to schedule a Preliminary Application meeting with staff. The applicant submits the completed application materials with fee payment receipt to PSD. If the submittal is incomplete, the applicant will be asked to make corrections and resubmit. If the submittal is complete, an assigned case planner will schedule the preliminary meeting date and time. Preliminary Application meetings are scheduled within 19 business days of date application is received.

Preliminary Application Meeting



2. The case planner will review the Preliminary Application materials. Comments will be generated and emailed to the applicant 3 days before the Preliminary Application meeting. The meeting is held with the applicant and case planner to review staff comments for the project and go over the **Design Review application** and checklist. The applicant is required to address issues identified in the staff comments prior to formal submittal

Design Review Application*

1st Review – 30 days Subsequent Reviews – 15 days



3. The applicant contacts the case planner and schedules a meeting to turn in a complete **Design Review application** with fee payment receipt. If incomplete, the applicant will make corrections and resubmit. When the application is accepted, the application will be routed to concerned SRPMIC departments for review. The case planner will conduct a review and generate comments; compile review comments received from SRPMIC departments, and mark up plans to return to the applicant within 30 calendar days (about 4 weeks) of the received application date. Upon receipt of staff comments, the applicant may schedule a meeting with staff planner to discuss comments or make revisions accordingly and resubmit. If staff comments are not addressed in the resubmittal, the case planner will issue another set of staff comments and will continue until all comments are resolved. Subsequent reviews of resubmittals take 15 days (about 2 weeks). If all staff comments are addressed by the applicant, the case planner will approve the application with stipulations and issue an approval letter. Applicant may prepare to submit plans to SRPMIC Engineering & Construction Services (ECS) Compliance Division for a construction permit upon receipt of the Design Review approval letter.



4. The applicant may contact SRPMIC ECS Compliance Division at 480-362-7738 to obtain a construction permit application to **submit construction plans for review**. The applicant is responsible for satisfying all conditions of the DR approval letter prior to submitting for construction permits.

Construction Permit(s) Issued

5. SRPMIC ECS Compliance Division will **issue a construction permit** once all departments have approved the construction documents.

Note: Turnaround times for staff reviews may be affected by project complexity or incomplete information.