

Request for Pre-Application

Zoning Code, Sec. 502.03

Preliminary Review Process

- A. **Purpose.** The purpose of the Preliminary Review is intended to acquaint the prospective applicant or applicant's representative(s) with the requirements of this Code, the General Plan and other relevant city policies and regulations. Preliminary Review is intended to be informative and identify potential issues.
- B. **Applicability.**
1. Preliminary Review may be requested by a prospective applicant or applicant's representative for any proposal.
 2. Preliminary Review is required for:
 - a. Conditional Use Permits;
 - b. Major and Minor Development Review Permits;
 - c. Home-based businesses in the MU-H District;
 - d. Planned Area Developments;
 - e. General Plan Amendments;
 - f. Zoning Map and Text Amendments;
 - g. Proposed Subdivisions;
 - h. Any project on a site that is not currently providing sanitary sewer service;
 - i. Projects proposing 10 or more residential units; and
 - j. Projects proposing over 5,000 square feet of new non-residential space.
 3. Preliminary Review is not required for individual single-unit dwelling applications or applications regarding individual structures that are accessory to a single-unit dwelling, unless the project is on a site which does not receive sanitary sewer service (see subparagraph (2) above).
- C. **Requirements.** Applications for Preliminary Review under this Code shall be submitted to the Development Services Department, in accordance with the format and upon such forms as established by the Director.



- D. **Preliminary Review Conference.** Upon a Preliminary Review request being filed, staff will notify the applicant or applicant’s representative of a Preliminary Review conference which shall take place within 30 business days of the Preliminary Review application being filed and be held at the Development Services Department by appointment. After reviewing the information provided from the applicant, staff from the reviewing City departments and divisions will prepare comments. Staff will review the comments with the applicant or applicant’s representative at the Preliminary Review conference and provide information on Code requirements, procedures, and other relevant City policies and regulations. If the City is unable to comply with these time frames, notification will be made to the applicant and proceed as soon as practicable.

- E. **Recommendations are Advisory.** Neither the Preliminary Review conference nor the provision of information and/or pertinent policies shall be construed as a recommendation for approval or denial of the application by City representatives. Any recommendations that result from Preliminary Review are considered advisory only and shall not be binding on either the applicant or the City.

Submittal Review Turn Around Time Frames

Timeframes exclude all holidays, weekends and during the period where the applicant is revising plans. The listed timeframes are not all-inclusive and are subject to change. These timeframes are for plan review only and do not apply to submittals that require public notification outreach and approval through the Planning and Zoning Commission.

| Application Type | First Review (business days) | Subsequent Reviews (business days) |
|------------------------|----------------------------------|--|
| Pre-Application | 15 | N/A |



PRE-APPLICATION PROCESS FLOW CHART

Step 1: Applying
Apply for the Pre-App on www.MaricopaVIPportal.com
City staff will review for completion and contact you if further documentation is needed.
Approximately 10 Business Days

Step 2: Review Period
Relevant divisions will begin substantive review.
Approximately 15 Business Days for the review.

Step 3: Pre-App Complete!
Your Pre-App will provide you with comments on next steps and how to achieve your final product.