

# CITY OF **M**ARICOPA

PROUD HISTORY • PROSPEROUS FUTURE



***ADMINISTRATIVE DESIGN  
REVIEW (RESIDENTIAL)***  
**Zoning Code Sec. 18.35.030 (C)**

**DEVELOPMENT SERVICES DEPARTMENT**  
39700 W. Civic Center Plaza  
Maricopa, AZ 85138  
Ph: 520.316.6920  
Fx: 520.568.9120  
[www.maricopa-az.gov](http://www.maricopa-az.gov)



### **Applicability:**

All new single-family standard home plans, and additions to existing standard home plans shall be reviewed for compliance with the City of Maricopa Single-Family Residential Design Guidelines prior to issuance of a building permit.

A Zoning Permit shall be issued for all plans found to meet the intent of the City of Maricopa Single-Family Residential Design Guidelines.

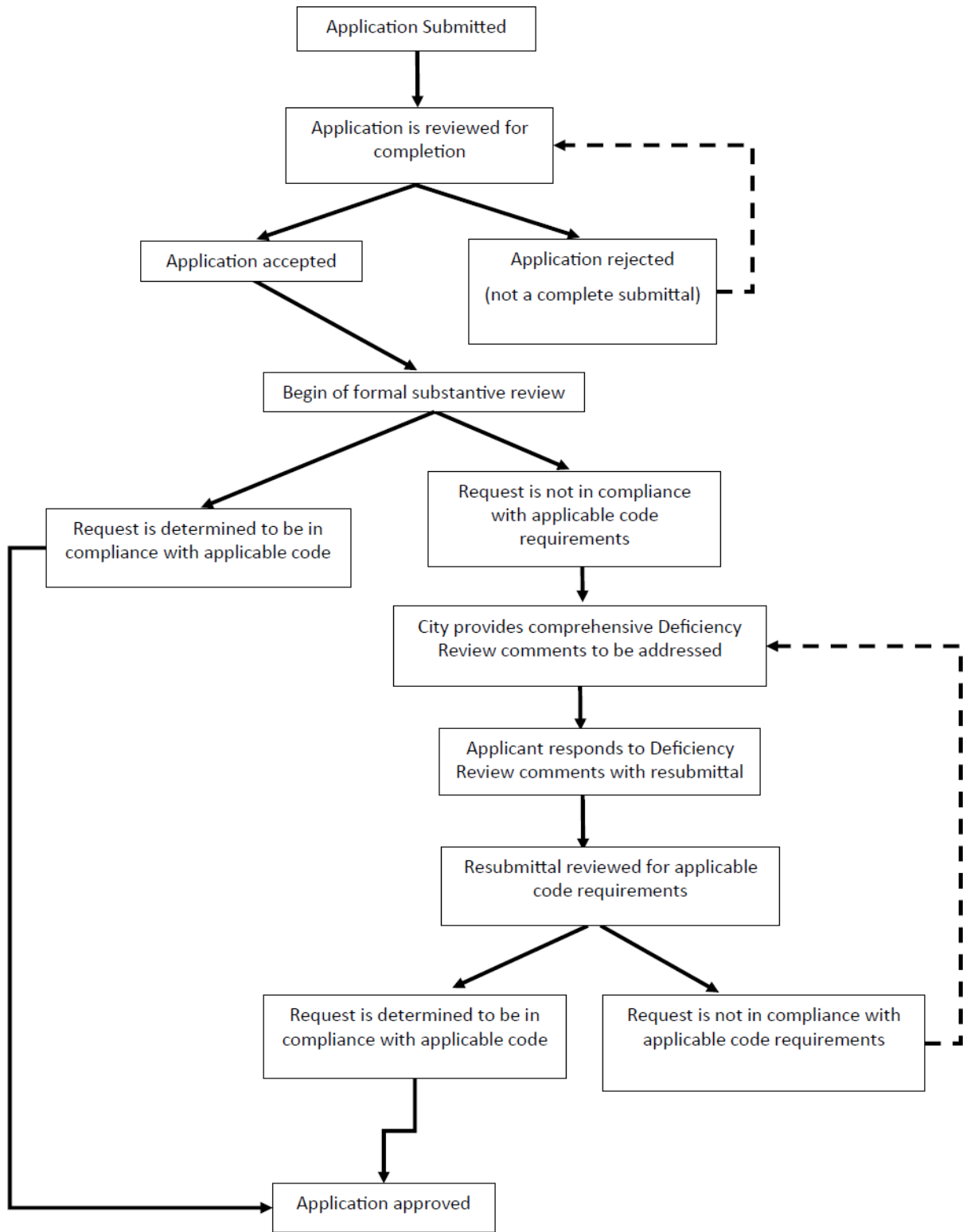
### **How to Apply:**

To complete an application, please click on our [VIP](#) portal. Apply for the Administrative Design Review (residential housing product). Submit the required documents, plans, and [fees](#). You will be contacted once we have reviewed your submission. For information on application fees and review times see the following links below. For questions please email us at [DSD@maricopa-az.gov](mailto:DSD@maricopa-az.gov) or call us at 520-316-6920.

- Development Fees – [Click Here](#)
- Plan Review Times – [Click Here](#)



**PROCESS FLOW CHART**



## Submittal Requirements:

1. **Pre-Application Response Comments (required)**
2. **Project Narrative (required)**
  - Describe proposed project.
  - Address compliance with zoning requirements and Planned Area Development (PAD) conditions that affect the design or placement of homes in the approved subdivision plat.
3. **Completed SFR Design Guideline Checklist (required)**
4. **Typical Plot Plans (required)**
  - Scale, north arrow, and dimensions.
  - Home Builder and Subdivision Name
  - Plan Number
  - Minimum lot area
  - Typical lot lines
  - Location of ground mounted mechanical equipment screened from public view.
  - Identify plan options, roof overhangs, type of roof, upper levels, accessory buildings.
  - Projections identified with a dashed line, distance of overhangs/projections to property line.
  - Required building setbacks.
  - Proposed and allowed lot coverage.
  - Identify adjacent easements.
  - Location of typical driveway.
  - Provide additional plot plans for each elevation styles (A, B, and C) if footprints, setbacks, or lot coverage vary.
5. **Lot Fit Analysis (required)**
  - Identify the fit of each standard plan for all lots, showing lot square footage and proposed lot coverage percentages.
  - Include all possible options for each standard plan.
    - \*\*\*Refer to attachment 1 for a sample lot fit analysis matrix, page 8\*\*\*



**6. Floor Plans (required)**

- Scale and dimensions.
- Home Builder and Subdivision Name
- Interior space distribution with dimensions
- Exterior walls and interior partitions
- Line of second floor above and line of first floor below (for two-story homes)
- Window locations
- Stairs
- Provide additional floor plans for all elevation styles, including separate details for optional features (i.e. extended porches/patios, extended garages, walk decks, casitas, etc.)

**7. Color Elevations (required)**

- Scale and exterior dimensions.
- Home Builder and Subdivision Name
- Recommend a minimum of four (4) standard plans.
- Recommend a minimum of four (4) elevations per standard plan.
- Building color elevations for all sides
- Provide elevations for each standard floor plan proposed for the project.
- Provide additional elevations of each floor plan with options.
- Recommend a minimum of three different garage doors designs for each standard plan.
- Identify materials proposed, including decorative elements and garage doors as standard features.
- Identify accent features such as window trims or other features that project from the main wall plane and note their depth.
- Identify accents, details (i.e. corbels, exposed rafter tails, etc.) and any other areas.
- Identify gutters and downspouts painted to match, if applicable
- All elevations must be oriented consistently with the floor plans.

**8. Streetscape Color Elevations (required)**

- Provide a street scape (front and rear elevation) and site plan view showing all proposed plans.  
*\*\*\*Refer to attachment 2 & 3 for example street scape and site plan view, page 9 and 10\*\*\**

**9. Materials and Color Schemes (required)**

- A matrix listing all proposed color schemes, detailing color and material names and manufacturer's number.

**10. Front Yard Landscape Plans (required)**



**11. Garage Door Options (required)**

**12. Roof Plans (required)**

**13. HOA Approval Letter (if applicable)**

**14. Site Map or Parcel Map of Proposed Lots (required)**

- Parcel Map (highlight project area within a parcel or plat map)

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Note: Please follow this file naming format when submitting your plans and/or documents:

***(Plan Type) – (Project Name) – (Submittal #)***

***Example: Landscape Plan – The Lofts on Edison – 2nd Submittal***

\*Please note that only PDF files will be accepted



## REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

### A.R.S. § 9-832: REGULATORY BILL OF RIGHTS TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
  - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
  - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832.



ATTACHMENT 1

**SAMPLE LOT FIT ANALYSIS MATRIX**

Lot #	Lot Area Square Footage	Maximum Lot Area Square footage Allowed (40%)	Plan # <u>101</u> Total maximum footprint SF <u>2,200</u>  Lot Coverage % (Total footprint SF/Lot Area Square Footage x 100)	Plan # <u>102</u> Total maximum footprint SF <u>1,800</u>  Lot Coverage % (Total footprint SF/Lot Area Square Footage x 100)	Plan # <u>103</u> Total maximum footprint SF <u>1,900</u>  Lot Coverage % (Total footprint SF/Lot Area Square Footage x 100)
1	6,000	2,400	36.6%	30%	36.6%
2					
3					
4					
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17					
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# ATTACHMENT 2

## EXAMPLE STREET SCAPE SITE PLAN VIEW



## EXAMPLE STREET SCAPE VIEW



PLAN 2107 / 3035  
CRAFTSMAN - ELEVATION 'D'  
COLOR SCHEME 15

PLAN 1702  
SPANISH - ELEVATION 'A'  
COLOR SCHEME 1

PLAN 3205  
RANCH - ELEVATION 'C'  
COLOR SCHEME 12

PLAN 2040 / 2933  
COTTAGE - ELEVATION 'B'  
COLOR SCHEME 8

PLAN 3374  
RANCH - ELEVATION 'D'  
COLOR SCHEME 13

PLAN 1851  
SPANISH - ELEVATION 'A'  
COLOR SCHEME 2

PLAN 2111  
RANCH - ELEVATION 'C'  
COLOR SCHEME 9

PLAN 2693  
COTTAGE - ELEVATION 'B'  
COLOR SCHEME 7

PLAN 1969 / 2773  
SPANISH - ELEVATION 'A'  
COLOR SCHEME 2

### FRONT ELEVATION STREETScape



PLAN 2107 / 3035  
CRAFTSMAN - ELEVATION 'D'  
COLOR SCHEME 15

PLAN 1702  
SPANISH - ELEVATION 'A'  
COLOR SCHEME 1

PLAN 3205  
RANCH - ELEVATION 'C'  
COLOR SCHEME 12

PLAN 2040 / 2933  
COTTAGE - ELEVATION 'B'  
COLOR SCHEME 8

PLAN 3374  
RANCH - ELEVATION 'D'  
COLOR SCHEME 13

PLAN 1851  
SPANISH - ELEVATION 'A'  
COLOR SCHEME 2

PLAN 2111  
RANCH - ELEVATION 'C'  
COLOR SCHEME 9

PLAN 2693  
COTTAGE - ELEVATION 'B'  
COLOR SCHEME 7

PLAN 1969 / 2773  
SPANISH - ELEVATION 'A'  
COLOR SCHEME 2

### REAR ELEVATION STREETScape

## (FRONT AND REAR ELEVATION VIEW)