



MARICOPA COUNTY  
PLANNING & DEVELOPMENT  
DEPARTMENT



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PRE-APPLICATION MEETING  
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## PROCESS

### PURPOSE

The primary purpose of a pre-application meeting is to provide an applicant or property owner with specific information on requirements for the applicant or property owner’s proposal from representatives from Current Planning, Comprehensive Planning, Zoning Plan Review, Drainage Review, Transportation, Environmental Services, and Flood Control District of Maricopa County. Whether or not a development proposal is supportable by staff may be discussed, but final determination will not be made until a formal application is evaluated.

### FILING AN APPLICATION

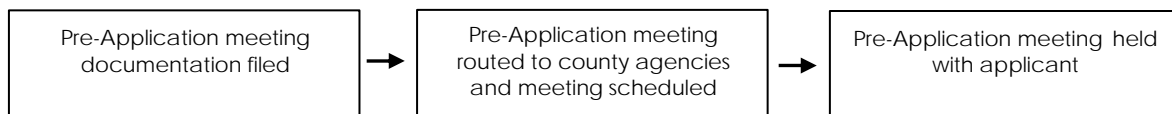
The Planning and Development Department has designed this pre-application meeting service for clients who would like to meet with staff prior to a planning submittal to guide their efforts and resources. Pre-Application materials can be dropped off at the Planning and Development drop-off bin located outside the front door or submitted electronically.

To submit electronically generate Adobe PDF’s of the application form, narrative and site plan and send via e-mail to [Rachel.Applegate@maricopa.gov](mailto:Rachel.Applegate@maricopa.gov) Staff will generate a tracking number with e-mail notification to the applicant with the balance owed with instructions to contact the Planning and Development Cashier to process payment. Once payment has been made the Pre-Application materials will be routed and a Pre-Application meeting will be scheduled. All Pre-Application meetings are currently being held via Gotomeeting.

Application(s) determined to be incomplete shall not be processed by staff. Once these materials are received, they will be distributed to County reviewers and the applicant or property owner will be contacted with a pre-application date and time. Agendas are limited and are filled on a “first come-first serve” basis (see attached schedule).

A copy of the signed pre-application form with meeting notes will be given to the applicant or property owner after the meeting and **will be a submittal requirement for future formal applications**. Pre-application meetings are only valid for a period of twelve (12) months, after which, a new pre-application meeting may be required under separate fee.

### PROCESS FLOW CHART



*Pre-Application meeting to be held approximately 2 weeks following application, depending on availability; meetings are scheduled on a first come, first serve basis, and cannot be scheduled until documentation is filed.*



2021 Pre-Application Meeting Dates
January 12, 2021
January 26, 2021
February 9, 2021
February 23, 2021
March 9, 2021
March 23, 2021
April 13, 2021
April 27, 2021
May 11, 2021
May 25, 2021
June 8, 2021
June 22, 2021
July 13, 2021
July 27, 2021
August 10, 2021
August 24, 2021
September 14, 2021
September 28, 2021
October 12, 2021
October 26, 2021
November 9, 2021
November 23, 2021
December 14, 2021

**PRE-APPLICATION SUBMITTAL CHECKLIST**

1. **Pre-Application Request Form: completed and signed – 5 copies**
  
2. **Site Plan: Collated, folded, stapled – 5 copies** illustrating the proposal or layout of the site
  
3. **Narrative: 5 copies** – Description of proposal including:
  - Requested use(s), business operations, hours/day of operation, and number of employees.
  - Timeframe for construction or phasing of the project for construction; description and location of buildings.
  - Address the utility providers for water, sewer, police and fire services.
  
4. **Filing Fees:**
  - **\$350** for non-residential projects or Planning Cases
  - **\$150** for a single-family residential lot subject to violation (Variance)
  - **\$50** for a single-family residential lot not subject to violation (Variance)
  - **\$350** for Drainage Consultation meeting



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**PRE-APPLICATION REQUEST FORM**

**APPLICATION MUST BE COMPLETED IN FULL – ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE**

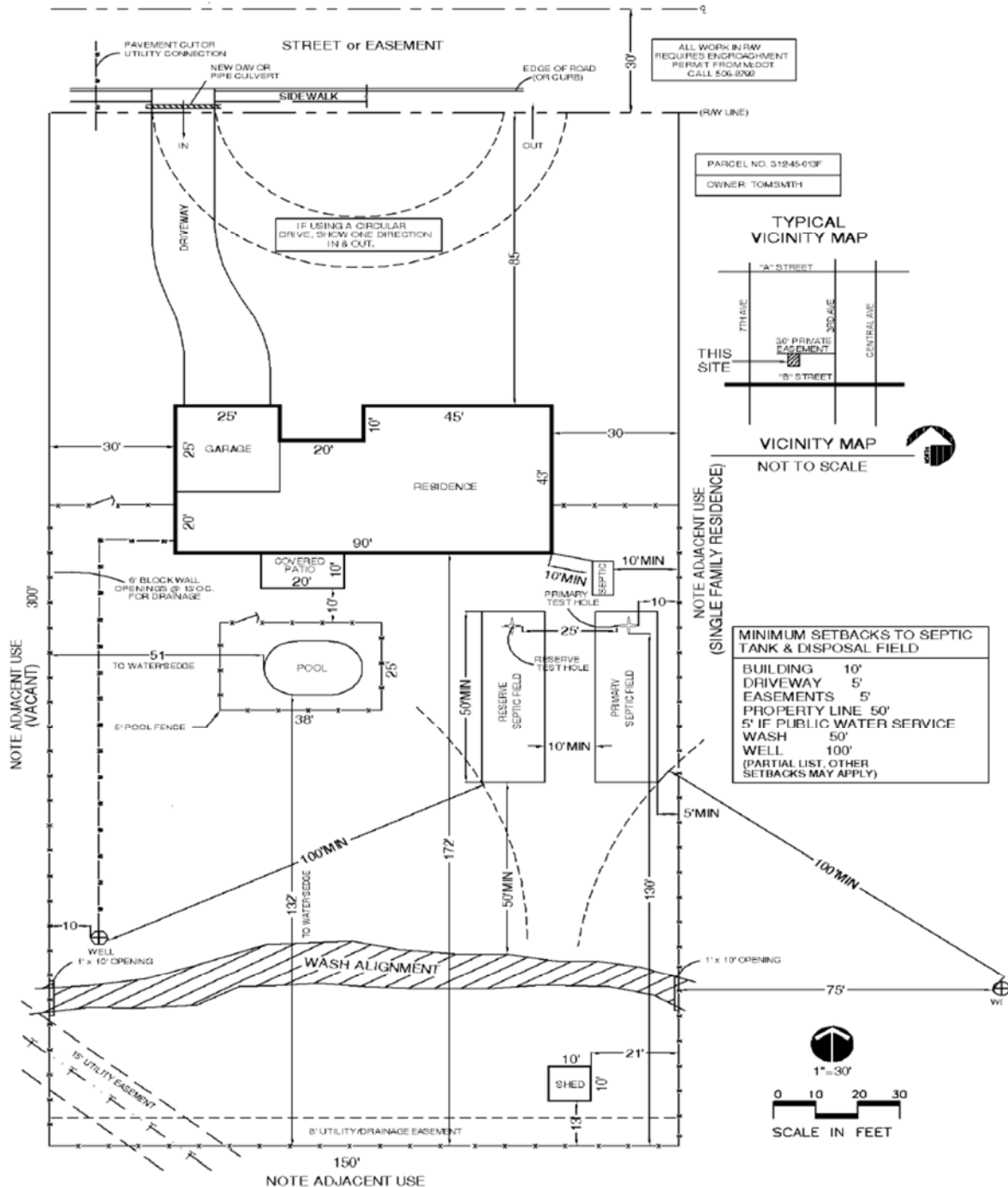
PLEASE SELECT PRE-APPLICATION MEETING TYPE FROM THE CHECKBOXES BELOW:		
<input type="checkbox"/> Non-Residential or Planning Case	<input type="checkbox"/> Single Family Residential with a violation	
<input type="checkbox"/> Single Family Residential without a violation	<input type="checkbox"/> Drainage Consultation Meeting	
<input type="checkbox"/> DMP	<input type="checkbox"/> CPA	<input type="checkbox"/> ZONE CHANGE <input type="checkbox"/> SUP <input type="checkbox"/> OTHER (Describe in detail below)
<b>REQUEST</b>		
Description of Request:		
Water/Sewer Provider(s):		
Existing Use of Property:		
Existing Zoning District:		
Related Case Number(s):		
<b>PROPERTY INFORMATION</b>		
Address (if known):		
General Location (Include nearest city/town):		
Size in Acres:	Square Feet:	
Legal Description: Section:	Township:	Range:
Assessor's Parcel Number(s):		
Subdivision Name (if applicable):		
<b>APPLICANT'S INFORMATION</b>		
Name:	Contact:	
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
E-mail Address:		
<b>PROPERTY OWNER INFORMATION</b>		
Name:	Contact:	
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
E-mail Address:		

Applicant's Signature or Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- \$350 for non-residential projects or Planning Case
- \$150 for Single Family Residential with violation (Variance or Building Permit Consultation)
- \$50 for Single Family without violation (Variance or Building Permit Consultation)
- \$350 for Drainage Consultation Meeting



EXAMPLE OF A TYPICAL RESIDENTIAL SITE PLAN

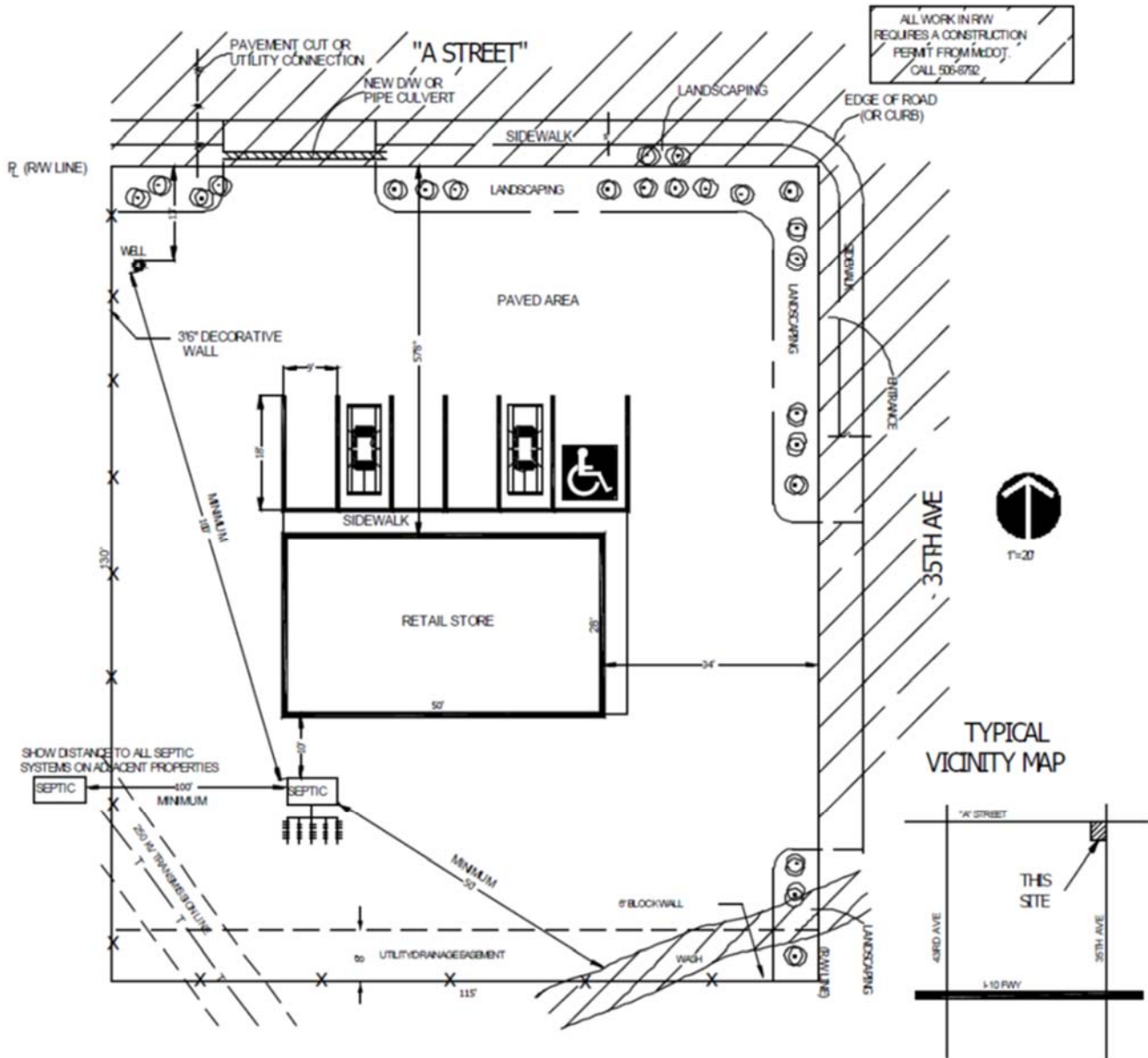


SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE).

ADDITIONAL DETAILED PLANS MAY BE REQUIRED.



EXAMPLE OF A TYPICAL COMMERCIAL SITE PLAN



SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE).  
ADDITIONAL DETAILED PLANS MAY BE REQUIRED.



WHAT TO EXPECT AT THE ONE STOP SHOP

**Purpose:** Provide customers with information about what to expect when submitting a Pre-Application Meeting. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

**Location:** Maricopa County Planning & Development Department  
501 N. 44<sup>th</sup> Street, Suite 200 Phoenix, AZ 85008

**Business Hours:** 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects must be submitted no later than 4:30 p.m.)

**STEP 1 - Reception:** Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

**STEP 2 - Intake Counter:** One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials:

Pre-Application Submittal Documents	
	<b>5 copies</b> – Request Form
	<b>5 copies</b> – Site Plan (collated, folded and stapled)
	<b>5 copies</b> – Narrative Report

**NOTE: If any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist**

**STEP 3 - Cashier - Processing Payment:** The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**.

**Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Pre-Application Application Fee Schedule	
<b>Non-Residential Projects or Planning Case</b>	<b>\$350</b>
<b>Residential with violation (Variance)</b>	<b>\$150</b>
<b>Residential without violation (Variance)</b>	<b>\$50</b>
<b>Drainage Consultation Meeting</b>	<b>\$350</b>