

CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____
Fees: _____ Staff Use Only

PRE-APPLICATION FORM

(Incomplete applications will not be accepted)

PROPERTY INFORMATION	
DEVELOPMENT/PROJECT NAME:	PARCEL NUMBER(S):
ADDRESS OR DESCRIPTIVE LOCATION:	GROSS AREA (ACRE/SQ. FT.): NET AREA (ACRE/SQ. FT.):
CURRENT ZONING:	CURRENT GENERAL PLAN DESIGNATION:
CURRENT USE:	

PROJECT INFORMATION		
PROJECT DESCRIPTION, TO INCLUDE PROPOSED USE & ANY CHANGES TO THE ZONING OR GENERAL PLAN DESIGNATION ON SITE IF KNOWN:		
PRE-APPLICATION MEETING	PLANNER ASSIGNED: CASE NUMBER: MEETING DATE:	RELATED CASE(S):

APPLICANT INFORMATION (Single point of contact)	PROPERTY OWNER INFORMATION
NAME:	NAME:
ADDRESS:	ADDRESS:
CITY, ST, ZIP:	CITY, ST, ZIP:
PHONE NUMBER:	PHONE NUMBER:
EMAIL:	EMAIL:
Review times in accordance with SB 1598 Policy	

APPLICATION FEES (STAFF ONLY)			
BASE FEE:	Pre-Application Meeting	\$515	
			BASE FEE SUBTOTAL
			\$515
			TOTAL AMOUNT DUE
			\$515

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

I, THE UNDERSIGNED OWNER, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND CONSENT TO THIS APPLICATION.

SIGNATURE: _____ DATE: _____

Development Services Department
 11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010
www.AvonDaleAZ.gov/DevelopmentServices

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and EmailDevelopmentServices@avondaleaz.gov. All inquiries will receive a response within five business days.
 Please refer to the notice located on the last page of this document.

PRE-APPLICATION MEETINGS

Pre-Applications are required only for General Plan Amendments, Rezoning, and Conditional Use Permit, or as otherwise required by the Zoning Administrator.

Pre-application meetings are held every Wednesday from 3:30 p.m. to 5:30 p.m. **All submittals are due by 12:00 p.m. on Wednesdays 4 weeks prior to the pre-application meeting.** All Pre-application meetings are scheduled 4 weeks in advance of the meeting. To process your pre-application in a timely manner, the attached forms need to be completed with all required materials attached; this will help your meeting be more productive and efficient.

Pre-application meetings are held with the full Development Review Committee. Information discussed at pre-application meetings can include:

- Zoning & Land Use
- Development Standards
- Neighborhood Impacts
- Open Spaces
- Outdoor Lighting
- Landscaping
- Building Design
- Security
- Streets
- Traffic
- Engineering Standards
- Pedestrian Access
- Fire
- Transit
- Trails
- Parking
- Parks
- School Impacts
- Drainage
- Environmental Impacts
- Utilities
- Building Code

HOW TO SUBMIT

For the Development Review Committee to begin reviewing your request, a preliminary application form (“pre-app”) will need to be submitted online.

To apply online, please visit our portal at [Avondale Online Permitting Portal](#).

For more information on the Pre-Application process and procedures, call 623-333-4000 or visit www.Avondale.org/Developmentservices

This checklist has been prepared to assist you in submitting a pre-application to the City of Avondale. At the pre-application meeting, a Project Planner will notify you of the items required for your formal project application.

REQUIRED SUBMITTAL ITEMS

The following items are required to accompany the submittal of a pre-application review:

1. Pre-Application form
2. Project narrative that includes:
 - a. Basic overview of proposal.
 - b. Describe the site circulation, parking and design, drainage, architecture, and proposed land use.
 - c. What improvements and uses currently exist on the property?
 - d. Explain how your proposal is compatible with the surrounding area.
 - e. Are there any unusual characteristics that may restrict or affect your development?
3. A conceptual site plan/drawing, plot plan, boundary survey, or schematic drawing representing your request. A conceptual site plan/context plan needs to show all proposed development activities and may include information as appropriate:
 - a. Proposed uses.
 - b. Building locations.
 - c. Projected density and number of lots, lot sizes.
 - d. Proposed open space and landscaping.
 - e. Setbacks and design review information.

OPTIONAL SUBMITTAL ITEMS

Reviews and feedback by staff are solely dependent upon the information submitted as a part of the pre-application process. In order to receive a more in-depth review, a more in-depth submittal is required. The following items should be included as a part of the pre-application review, but are not mandatory submittal items:

1. Conceptual Building Elevation Plans
2. Conceptual Landscape Plans
3. Conceptual Photometric Plans
4. Provide photographs showing the site and the context of surrounding buildings/properties from street view.
5. Title report – latest available
6. ALTA survey

NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.