



Pre-Submittal Conference

Process Guide

Pre-Submittal Conference Requirements and Process Overview

Important Note

Please note that all applications and fees must be submitted electronically via the City of Mesa's DIMES portal. To set up an account visit:

<http://mesaaz.gov/business/development-services/planning>

Click on the dimes logo to get started:



For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Incomplete applications will NOT be accepted.

Pre-Submittal Conference Purpose

Pre-Submittal Conferences are intended to provide applicants with information as they prepare submittals for the Planning and Zoning Board, Design Review Board, Board of Adjustment, City Council, or the Planning Hearing Officer. The Pre-Submittal Conference provides the applicant the opportunity to discuss planning and zoning issues related to conceptual development plans and obtain information on the following information:

- › Potential challenges and/or planning issues.
- › Required entitlement processes, such as rezoning, design review, site plan review, subdivision, etc.
- › Information about public hearing and meeting processes.
- › Information about required infrastructure improvements, including street improvements/ dedications, utility line extensions, retention requirements, solid waste requirements.
- › Links to online information such as City Codes, guidelines, standard details, and process guides.

❖ *Please note that a Pre-Submittal does not constitute a complete review nor guarantee the identification of all issues.*

Pre-Submittal Conference Process

Step 1: Application Submittal

- › Pre-Submittal applications are due each Monday by 12:00 p.m. and must be submitted via the DIMES portal: <https://aca.accela.com/MESA/Default.aspx>
- › The applicant is responsible for the accuracy and completeness of all information submitted to the City. Incomplete applications will not be accepted for review.

Required Documents:

- Application – submitted through the DIMES portal:
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Project Narrative – describing the proposed project and design intent
- Fully dimensioned site plan
- *Additional product information for Small Lot Residential (RSL), cluster and townhome development:
 - Floor plans
 - Plot plans
 - Colored Elevations

Desired Documents:

The following checklist is a desired list of items to be reviewed at the Pre-Submittal stage.

- Building Elevations
- Landscape Plan
- Photometric Plan
- Site Details
- Grading and Drainage Plans
- Preliminary Plat
- Renderings

❖ *Please note that the more information provided at this stage allows staff the ability to provide more comprehensive comments.*

Step 2: Staff Review

- › City staff will review the Pre-Submittal application for compliance with all appropriate City standards, codes, specifications, and requirements.
- › City staff will contact the applicant and offer to schedule a Pre-Submittal Conference to discuss forthcoming review comments.
- › Staff will provide the applicant written review comments no later than the Friday prior to the scheduled Pre-Submittal Conference.

Step 3: Pre-Submittal Conference

- › Pre-Submittal Conferences are typically a half hour and held each Tuesday morning. Conferences may be requested to be held in person or via an electronic means such as Zoom or telephonically.
- › At the Pre-Submittal Conference, City Staff will go over the provided review comments to see if the applicant has any questions on the information provided.