



Council Use Permit

Requirement and Process Overview

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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.

Step 1: Pre-Submittal Conference

A Pre-Submittal application is required prior to filling an application for a Council Use Permit.

- › City staff will review the proposed site plan and provide preliminary feedback and comments.
- › Applicants will then have the option to attend a Pre-Submittal Conference to discuss the provided comments. At this meeting, Development Services staff will review the development options, planning issues, guidelines, and Code requirements with the applicant.
- › *Please note that a pre-submittal does not constitute a complete review nor guarantee the identification of all issues.*

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
<https://www.mesaaz.gov/home/showpublisheddocument/40194/637630799901230000>
- Project Narrative – describing the proposed project and design intent

Desired Documents:

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

- Fully dimensioned site plan
- Building Elevations
- Landscape Plan
- Photometric Plan
- Site Details

Step 2: Formal Application Submittal

Application for a Council Use Permit may be submitted at any point after the Pre-Submittal Conference has been completed.

- › Completed applications shall be submitted and applicable fees paid to the Development Services Department in accordance with these Council Use Permit application guidelines. *The applicant is responsible for the accuracy and completeness of all information submitted to the City.*
- › City staff will review the application for compliance with all appropriate City standards, codes, specifications, and requirements including all applicable Council Use Permit approval criteria.
- › In the event that a rezoning is deemed necessary, the rezoning shall be initiated by the property owner or authorized agent, heard and considered by the Planning & Zoning Board and approved by City Council prior to or concurrent with the Council Use Permit approval.

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
<https://www.mesaaz.gov/home/showpublisheddocument/40194/637630799901230000>
- Property Owner Authorization
<https://www.mesaaz.gov/home/showpublisheddocument/24309/637637752361770000>
- Project Narrative – describing the proposed project, design intent, and how the projects meets the following approval criteria:
 - A. Approval of the proposed project will advance the goals and objectives of and is consistent with the policies of the General Plan and any other applicable City plan and/or policies:
 - B. The location, size, design, and operating characteristics of the proposed project are consistent with the purposes of the district where it is located and conform with the General Plan and with any other applicable City plan or policies;

- C. The proposed project will not be injurious or detrimental to the adjacent or surrounding properties in the area of the proposed project or improvements in the neighborhood or to the general welfare of the City; and
 - D. Adequate public services, public facilities and public infrastructure are available to serve the proposed project.
- Citizen Participation Plan – describing the residents, neighborhoods and homeowners’ associations that may be impacted and how the applicant intends to inform and engage the public in their development plans
 - Site Plan – fully dimensioned site plan showing the location and area of site development features building including but not limited to, buildings, structures, drive aisles, parking spaces, sidewalks, etc.
 - Landscape Plan – showing the location, type, and size of all proposed landscaping. Provide a plant list, which includes the quantities of all proposed landscape material, common botanical names, and their square foot equivalencies according to Table 11-33-2.E (if applicable)
 - Building Elevations – fully dimensioned, colored elevations showing sufficient detail to convey the architectural content for all proposed building and structures including building height, pitch of roof, percentage of openings, building materials and colors, and architectural elements

Step 3: Review Period and Process

Staff will review the submitted application and provide first review comments two weeks after the formal submittal deadline (see application deadline calendar for specific dates). *Please note that if an application is submitted after the formal submittal deadline it will be pushed to the next formal submittal deadline date.*

Resubmittal Requirements:

- Updated exhibits that reflect all of staff’s comments from the previous review.
- A formal written response to all of staffs’ comments.

Step 4: Citizen Participation & Public Notice

- › The applicant is responsible for creating a Citizen Participation Plan and providing citizens with the opportunity for meaningful engagement during the Council Use Permit review process.
- › The citizen engagement efforts must be documented through a Citizen Participation Report and made part of the public record before the item goes to public hearing.
- › The applicant must also provide notice of the public hearing in accordance with Arizona Revised Statutes and Section 11-67-5 of the Mesa Zoning Ordinance.

Step 5: Public Hearing

- › Staff reports will be available and posted to the case file within the DIMES system the Thursday prior to the Board Meeting.
- › Planning & Zoning Board hearings are typically held the second and fourth Wednesday of every month. For more information on Planning & Zoning Board processes and schedule please visit: <https://www.mesaaz.gov/government/advisory-boards-committees/planning-zoning-board>
- › For requests which require City Council Hearings, introduction of Ordinances are typically scheduled six weeks following the Planning & Zoning Board hearing. Public Hearings where action is taken by the Council are typically on the Monday two weeks after the introduction. Contact your case planner for the exact dates of introduction and hearing.