



# Administrative Review

Requirements 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 in 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.

## Applicability

Application for an Administrative Review may be submitted for the following case types:

- Minor modifications to approved plans (i.e., Site plans, design review approvals, comprehensive sign plans)
- Modifications to wireless communications facilities
- Product Review
- Administrative Use Permits
- Temporary Use Permits
- Certificate of Appropriateness

City staff will review the application for compliance with all appropriate City standards, codes, specifications, and requirements and will provide review comments to correct any deficiencies or approve the request.

At his or her discretion, the Planning Director may request that the applicant hold a neighborhood meeting prior to administrative consideration and/or provide evidence that the surrounding property owners or homeowners' association(s) do not object to the proposed change. The Planning Director may also choose to send items through the public review / public hearing process even if the requested changes meet the criteria for a minor modification.

## Eligibility

Minor modifications to approved plans through an Administrative Review application are limited to:

- A change to the design that does not deviate from any applicable design review requirements or adopted design guidelines; or
- A change in landscape area or open space area that is less than 10% and not greater than 2.5 acres; or
- A change in the total building footprint (floor area, height, or dimensions) that is 10% or less and no more than 5,000 square feet; or
- A minimal adjustment to:
  - The building footprint, location, or orientation;
  - The pad location;

- The configuration of a parking lot or drive aisles;
  - Project amenities such as, but not limited to, recreational facilities, pedestrian amenities, fencing or other screening materials.
  - The location or design of signage that was initially approved through a Comprehensive Sign Plan;
  - Residential density; or
  - An approved phasing plan.
- The change satisfies all of the following criteria:
- Complies with all applicable requirements within the Zoning Ordinance and any adopted sub-area plans;
  - Complies with all conditions of approval or stipulations on the property (regardless of whether the condition of approval was approved by ordinance, resolution, or otherwise);
  - Is consistent with the purpose and intent of the approved plan;
  - The proposed development does not require a Rezone, Planned Area Development Overlay (PAD), Council Use Permit (CUP), Bonus Intensity Overlay Zone (BIZ), or Special Use Permit (SUP);
  - The change will not have an adverse impact on adjacent properties; and
  - The change has not previously been determined to be a major modification.

## Required Documents

### **Minor Site Plan Modification:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed modifications
- Site Plan – fully dimensioned site plan showing the location and area of site development features including but not limited to, buildings, structures, drive aisles, parking spaces, sidewalks, etc.

- Landscape Plan (*If Applicable*) – 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
- Grading, Drainage, and Utilities Plan (*If Applicable*) – showing dimensions and locations of all easements, physical lines, and other equipment and apparatus for providing water, sanitary sewer, fire protection, electricity, natural gas and other utility services. Show grades and cross-sections of all streets, alleys and sidewalks

**Minor Design Review Modification:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed modifications
- 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 or, for very minor modifications, photographs of the existing buildings and description of all proposed exterior work
- Landscape Plan (*If Applicable*) – 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
- Photometric Plan (*If Applicable*) – including cut sheet details

**Minor Comprehensive Sign Plan Modification:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Property Owner Authorization

- Project Narrative – describing the proposed modifications
- Sign Details – including but not limited to lighting and illumination measurements, sign area and dimensions, sign materials, and sign renderings
- Site Plan (*If Applicable*) – fully dimensioned site plan showing the location and area of all detached signage on site
- Building Elevations (*If Applicable*) – fully dimensioned, colored elevations showing in sufficient detail attached building signage, or for very minor modifications, photographs of the existing buildings and description of all proposed exterior work

#### **Wireless Communication Facility Modification:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed modifications and notice of eligible facilities request (Section 6409)
- Dimensioned Plan Set – fully dimensioned and showing the elevations and site plan of existing and proposed enclosures, towers, arrays, and other equipment modifications

#### **Product Approval:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed design intent and included plans
- Building Elevations – fully dimensioned elevations, of all sides of the product, 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, percentage of materials per each elevation, and material colors

- Plan Index – a list of plan numbers, and all options that affect the elevations and/or footprints. (Please note: The plan numbers you assign your product will be noted in your approval letter from the Planning Division and should not be changed before or during the Building Safety Division submittal and review process)
- Plot Plans – showing typical lot size(s), setbacks, and buildings including A/C pads, gas meter, basement window well locations, and all options for patio covers
- Floor Plans – fully dimensioned floor plan for all plan options
- Roof Plan – fully dimensioned roof plan for all plan options

#### **Administrative Use Permits:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa's Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed project and specific request
- Site Plan – fully dimensioned site plan showing the location and area of site development features including but not limited to, buildings, structures, drive aisles, parking spaces, sidewalks, etc.
- Landscape Plan (*If Applicable*) – 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

#### **Temporary Use Permits:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa's Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed temporary use, location, duration, and hours of operation. All requests must comply with Mesa Zoning Ordinance Sections 11-31-30, Temporary Uses; and 11-70-4, Temporary Use Permit

- Site Plan – fully dimensioned site plan showing the location of any temporary structures on site and the location of all temporary uses including parking, restrooms, shade structures/tents, stages, and traffic barriers
- Landscape Plan (*If Applicable*) – 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

**Certificate of Appropriateness:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed design intent and included plans
- Photographs of the existing property
- Site Plan – fully dimensioned site plan showing the location and area of site development features including but not limited to, buildings, structures, drive aisles, parking spaces, sidewalks, etc.
- Elevations – fully dimensioned elevations showing sufficient detail to convey the architectural content for all proposed building and structures including building height, pitch of roof, building materials and colors, and architectural elements
- Floor and Roof Plans (*If Applicable*) – fully dimensioned floor plans shown in the context of the site
- Sign Details (*If Applicable*) – drawings, to approximate scale, showing size and location of proposed signage, type of lettering to be used, and indication of color and type of illumination
- Any other information that the Historic Preservation Office may reasonably deem necessary to review the proposed work



### **Section 106 Review:**

- Application – submitted through the DIMES portal:  
<https://aca.accela.com/MESA/Default.aspx>
- Application Fee – consistent with the City of Mesa’s Fee Schedule
- Property Owner Authorization
- Project Narrative – describing the proposed design intent and included plans
- Site Plan (*If Applicable*) - fully dimensioned site plan showing the location and area of site development features including but not limited to, buildings, structures, drive aisles, parking spaces, sidewalks, etc.
- Elevations (*If Applicable*) - fully dimensioned elevations showing sufficient detail to convey the architectural content for all proposed building and structures including building height, pitch of roof, building materials and colors, and architectural elements
- A completed Section 106 form
- Any other information that the Historic Preservation Office may reasonably deem necessary to review the proposed work