



Design Review

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 Design Review.

- › City staff will review the proposed elevations, landscape plan, and photometric 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
- Project Narrative – describing the proposed project and design intent
- Fully dimensioned site plan
- Building Elevations
- Landscape Plan
- Photometric Plan
- Site Details

Step 2: Formal Application Submittal

Application for Design Review 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 Design Review application guidelines. *The applicant is responsible for the accuracy and completeness of all information submitted to the City.*

- › City staff will review the Design Review application for compliance with all appropriate City standards, codes, specifications, and requirements.
- › Please note that a Design Review application may be submitted concurrent with a Site Plan Review application. If submitting concurrently with a Site Plan Review application, check the "Concurrent Review" box, for reduced fee).

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
- Property Owner Authorization
- Project Narrative – describing the proposed project and design intent
- 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.
- Floor Plan
- 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
- Grading, Drainage, and Utilities Plan – 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
- Photometric Plan – including cut sheet details

- ❑ 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
- ❑ Three-dimensional renderings in color
- ❑ Materials Board

Step 3: Public Notice

The applicant is responsible for providing public notice for the Design Review Board meeting.

Notice Requirements:

- ❑ The applicant must provide written notice to all property owners located within 500 feet of the exterior boundary of the property that is the subject of the application, based on the last assessment. Notice must be provided 15 days prior to the scheduled meeting. *Please note that the City may request a greater notification boundary due to public interest or physical conditions of the site.*

Step 4: Design Review Board

- › Design Review Board meetings are typically held the second Tuesday of every month. For more information on Design Review Board processes and schedule please visit: <https://www.mesaaz.gov/government/advisory-boards-committees/design-review-board>
- › Planning Staff will present the subject application to the Design Review Board at the scheduled meeting. The applicant will have the opportunity to present their project and answer any questions that the Board may have of the project.

Step 5: Design Finalization

- › Staff will provide the applicant with any notes provided by the Design Review Board.
- › The applicant will then work with staff to address outstanding comments and Code requirements.
- › Once staff finds that all comments have been addressed the case will be forwarded to the Planning Director for final review and approval.