

The **Overview** and **Pre-Submittal** Conferences are intended to provide applicants with information as they prepare submittals for the Planning and Zoning Board/Planning Hearing Officer and City Council, the Design Review Board, Annexation and the Subdivision Technical Review Committee. Two distinct conference types are available.

Overview Conference (Optional)

The intent of this conference is to provide information and guidance for property owners, developers and project designers who are considering developing within the City of Mesa. This conference provides an opportunity for applicants and staff to discuss planning and zoning issues related to conceptual development plans. Topics:

- Potential challenges including planning issues, neighborhood issues, general plan issues, general plan amendment recommendations, and zoning requirements
- Significant public infrastructure issues
- Site plans will not receive a fully in-depth review for compliance with Development Standards of the zoning codes.

A separate Standard Pre-Submittal Conference will be required before a Design Review Board application or Planning and Zoning Board application for site plan review or preliminary plat will be accepted.

Standard Pre-Submittal Conference

The intent of this conference is to provide information and guidance for property owners, developers and project designers as they prepare Planning and Zoning Board, Design Review Board and Subdivision Technical Review applications. The Standard Pre-Submittal report provides:

- A general outline of planning issues and potential problems, required rezoning, general plan amendment recommendations, administrative approval options
- Information about public hearing and meeting review processes
- Information about required infrastructure improvements, including street improvements/dedications, utility line extensions, retention requirements, solid waste requirements
- Links to online information - City Codes, Regulations, Guidelines and Standard Details

Comments will be preliminary in nature. Additional comments may be provided during staff review of the Planning and Zoning Board, Design Review Board and Subdivision Technical Review applications.

Applications can be made online at www.mesaaz.gov/planning. Please see our [How to Submit Pre-Submittal Application Guide](#) for assistance with online submissions.

Conference: Conferences are held each Monday.

Fee: [Fees & Charges](#)

Deadline: Applications are processed each Monday. Overview and Pre-Submittal conferences typically occur three weeks later. Occasionally, reviews can take as long as six weeks. Refer to the attached checklists when preparing Overview and Pre-Submittal Applications. Applications will be screened for completeness. If all information identified on the checklist is submitted, the “Applicant” will be contacted to schedule a conference time.

Project Location/Address _____

Submittal Requirements - To assist staff prepare a complete response to your request, provide the following information:

- ✓ Completed Checklist
- ✓ Site Plan: with dimensions showing existing and proposed improvements
- ✓ Aerial photos: include property within 300 feet of proposed development
- ✓ Project Description/Narrative including description of proposed uses
- ✓ **(Optional)** List of questions: General Plan issues, neighborhood issues, and infrastructure
- ✓ **(Design Review Board requests only)** Building Elevations and/or photos

Project and Site Information:

Planning

- ✓ Vicinity Map, Graphic Scale and North Arrow
- ✓ Site Plan: Showing existing and proposed uses
- ✓ Uses of adjacent property
- ✓ Zoning: Existing and proposed
- ✓ Existing and proposed building heights, building footprints and square footages
- ✓ Setbacks
- ✓ Location of parking, number of spaces required and provided
- ✓ Dimensions, gross site acreage and net acreage
- ✓ Any building additions and/or changes
- ✓ If located within Falcon Field airport, provide a copy of the approval letter from Falcon Field Airport

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- ✓ Existing structure(s) and site conditions identified
- ✓ Existing driveways and/or street(s) adjacent to or across from site
- ✓ Existing and proposed driveway locations and widths
- ✓ Location of retention basins and retaining walls
- ✓ Solid waste container location and access route

Additional information may be required during subsequent reviews.