



WHERE THREE
CULTURES FLOURISH

Planning Department
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Pre-Application Conference Request Checklist / Lista de verificación para solicitar la conferencia previa a la solicitud

Application Type: _____

Meeting Date: _____

Purpose/Propósito: To provide early coordination between applicants and Town staff prior to formal submittal. / Facilitar la coordinación temprana entre los solicitantes y el personal del municipio antes de la presentación formal de la solicitud.

Please print in black ink only.

Application Fee and Public Notice Fee...See Fee Schedule

Imprima solo en tinta negra.

Cuota de Solicitud y Cuota de Aviso Público...Ver Lista de Cuotas

OFFICE USE ONLY / SOLO PARA USO DE LA OFICINA



Town-Initiated / Iniciado por la Ciudad



Non-Profit or Public Agency-Initiated / Iniciado por otra organización sin fines de lucro o entidad pública



Privately-Initiated / Iniciado por un particular

Date Application Received / Fecha de recepción de la solicitud

Received by / Recibido por

Date Application Complete / Fecha en que la solicitud quedó completa

Completeness Review by / Revisión de integridad por

Applicant/Solicitante: (required/requeridos)

Name/Nombre:

Phone/Teléfono:

Mailing Address/Dirección de Envío:

City/Ciudad, State/Estado, Zip/Código postal:

E-Mail Address:

Property Owner Authorization Form Required (if not Applicant)/Dueño de la Propiedad (si no es Solicitante):

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Authorization Accepted / Autorización Aceptada

A Pre-application meeting with City staff prior to making a formal submittal is encouraged. In doing so the applicant can discuss with staff issues such as the development concept, the review and approval process, and the submittal requirements. An initial Pre-App meeting will be provided at no fee. A Pre-Application Meeting is to provide an applicant with site-specific information and to discuss requirements for the proposed development. / Se recomienda programar una reunión previa a la solicitud con el personal de la Ciudad antes de realizar una presentación formal. De esta manera, el solicitante puede abordar con el personal asuntos tales como el concepto de desarrollo, el proceso de revisión y aprobación, y los requisitos de presentación. La reunión inicial previa a la solicitud se ofrecerá sin costo. El propósito de la Reunión Previa a la Solicitud es proporcionar al solicitante información específica del sitio y dialogar sobre los requisitos aplicables al desarrollo propuesto.

Reviews and feedback by staff are solely dependent upon the information submitted as a part of the preapplication process. In order to receive a more in-depth review, a more in-depth submittal is required. The following items should be included as a part of the pre-application review, but are not mandatory / Las revisiones y los comentarios del personal dependen exclusivamente de la información presentada como parte del proceso previo a la solicitud. Para recibir una revisión más detallada, se requiere una presentación más completa. Los siguientes elementos deben incluirse como parte de la revisión previa a la solicitud, aunque no son obligatorios:

1. Project Narrative

- Application request
- Location and description
- Historical data
- Aerial Map
- Operational aspects of use
- Proposed building/structure heights
- Proposed infrastructure.
- Any proposed phasing
- Other pertinent information (hazardous materials, number of employees, etc.)

2. Site Plan

- Name of project/development
- Location of project/development by street address
- Location map, including areas within 1/2 mile of the site.
- Name and mailing address of developer/owner.
- Name and mailing address of engineer/architect.
- Date of plan preparation
- North point indicator
- Scale of not less than one inch to 100 feet
- Boundary line of property with dimensions
- Buildings and structures (existing & proposed)
- Parking facilities, showing ADA Compliance
- Existing and proposed zoning
- Describe existing land use and site conditions.
- Aerial photos of the subject site and surrounding areas.
- Photographs of the site and surrounding improvements
- Gross s.f. of existing and proposed structures

3. Traffic Impact Narrative

- Identify Site Access, vehicle and pedestrian
- Describe effect on the surrounding area from a traffic standpoint
- Exhibit of distances between existing and proposed driveways and intersections

4. Conceptual Building Elevation Plans

5. Conceptual Landscape & Lighting Plans

6. Any other plans, reports, and documents

7. Title Report – latest available

8. ALTA Survey