

**A Pre-application meeting will be scheduled with a Project Planner after submittal.**

*This checklist has been prepared to assist you in submitting a pre-application to the City of Avondale. At the pre-application meeting, a Project Planner will notify you of the items required for your formal project application.*

**Pre-Applications**

Please submit a preliminary application (“pre-app”) to allow the Development Review Committee to begin reviewing your request. A pre-app meeting is scheduled with a Project Planner and the Development Review Committee and will occur two weeks after submittal. Pre-application meetings are held every Wednesday from 1:30 p.m. to 5:30 p.m. All submittals are due by 12:00 p.m. on Wednesdays (2 weeks) prior to the pre-app meeting. To process your pre-application in a timely manner, the attached forms need to be completed with all required materials attached; this will help your meeting be more productive and efficient.

**How to Submit**

Present the attached pre-application questionnaire and submittal requirement forms and all of the required attachments to the Development Services Center (counter) located in Suite 110 at Avondale City Hall.

**Pre-Application Meeting and Fees**

Pre-application meetings are held with the full Development Review Committee. Information discussed at pre-application meetings can include:

- Zoning & Land Use
- Development Standards
- Neighborhood Impacts
- Open Spaces
- Outdoor Lighting
- Landscaping
- Building Design
- Security
- Streets
- Traffic
- Engineering Standards
- Pedestrian Access
- Fire
- Transit
- Trails
- Parking
- Parks
- School Impacts
- Drainage
- Environmental Impacts
- Utilities
- Building Code

*For more information on the Pre-Application process and procedures, call 623-333-4000 or visit [www.avondale.org/developmentservices](http://www.avondale.org/developmentservices)*

**Development & Engineering Service Department**

DELIVERABLES	
<b>Part I. General Requirements – Required</b> Include this form with submittal	
<input type="checkbox"/>	Pre-Application questionnaire (attached)
<input type="checkbox"/>	Fee: Development Review Team: \$300  <b>NOTE:</b> \$300 Development Review Team pre-application fee will be applied toward application fee filed within 6 months
<input type="checkbox"/>	Project narrative (5 copies) that includes: <ul style="list-style-type: none"> <li>- Basic overview of proposal</li> <li>- Describe the site circulation, parking and design, drainage, architecture, and proposed land use</li> <li>- What improvements and uses currently exist on the property</li> <li>- Explain how your proposal is compatible with the surrounding area</li> <li>- Are there any unusual characteristics that may restrict or affect your development</li> </ul>
<b>Part II. Review Materials - Optional</b> Provide all documents in pdf on disc or flash drive.	
The following items should be submitted for review. The more information submitted for the pre-application meeting, the more information can be provided by staff at the meeting.	
<input type="checkbox"/>	Conceptual drawing (5 copies) folded 9" x 12" A conceptual site plan, plot plan, boundary survey, or schematic drawing representing your request. A conceptual site plan/context plan needs to show all proposed development activities and may include information as appropriate: <ul style="list-style-type: none"> <li>- Proposed uses</li> <li>- Building locations</li> <li>- Projected density and number of lots, lot sizes</li> <li>- Proposed open space and landscaping</li> <li>- Setbacks and design review information</li> <li>- Building elevations</li> </ul>
<input type="checkbox"/>	Provide photographs showing the site and the context of surrounding buildings/properties from street view, mounted on 8 1/2" x 11" sheets, taken as instructed below: <ul style="list-style-type: none"> <li>- Photos are to be taken at the curb and along the property boundaries as shown below</li> <li>- Photos should show adjacent improvements and existing on-site conditions</li> <li>- Aerial photographs of site</li> <li>- Refer to photograph number and direction of view</li> <li>- If your site is greater than 500 ft. in length, also take the photo locations shown in the dashed lines</li> <li>- DO NOT mount photos on large poster boards, cork boards, etc</li> <li>- DO NOT submit "panoramic view" size photos</li> </ul> <div style="text-align: right; border: 1px solid black; padding: 10px; width: fit-content; margin-left: auto;"> <p>The diagram shows a central rectangle labeled 'SITE'. Surrounding it are 16 numbered points, each with a crosshair and arrows indicating the direction of view. The points are arranged as follows: 1 (top), 2 (top-right), 3 (top-bottom), 4 (top-left), 5 (right), 6 (right-left), 7 (right-bottom), 8 (right-top), 9 (bottom), 10 (bottom-right), 11 (bottom-top), 12 (bottom-left), 13 (left), 14 (left-right), 15 (left-bottom), 16 (left-top).</p> </div>
<input type="checkbox"/>	Title report – latest available
<input type="checkbox"/>	ALTA survey
The following review schedule shall apply for all development applications following the pre-application meeting: <b>First Review = 3 weeks; Second Review = 2 weeks; Subsequent Reviews = 2 weeks</b>	

### Development & Engineering Service Department

