



DEVELOPMENT REVIEW PRE-APPLICATION MEETING SUBMITTAL REQUIREMENTS

This checklist has been prepared to assist you in submitting your request for a development review pre-application meeting. For more information on pre-application meetings, call (520) 822-8855.

Pre-application meetings allow Town staff to discuss your potential project with you prior to your formal submittal. The meeting is attended by staff from Planning & Zoning, Building Safety, and Public Works, and meetings are held either virtually or in person every Tuesday at 9:00 a.m. as needed.

Information discussed at pre-application meetings can include: zoning and land use; development standards; outdoor lighting; landscaping; building design; streets and traffic; engineering standards; fire; parking; drainage; building code; and more. If you have any specific questions you would like answered, it is helpful to send those along with your application. **A pre-application meeting is not a complete project review. Items may be noted during project review that are not discussed at the pre-application meeting.**

How to Schedule a Meeting

To schedule, please complete a Pre-Application Meeting Request Form and submit it along with all required materials as indicated below. This will help your meeting be more productive and efficient. Email all attachments to sahuaritaplanning@sahuaritaaz.gov.

DELIVERABLES	
<input type="checkbox"/>	Pre-Application Meeting Request Form
<input type="checkbox"/>	Project narrative that includes: -Basic overview of proposal -Describe site circulation, parking, drainage, architecture, and proposed land use - What improvements and uses currently exist on the property - Explain how your proposal is compatible with the surrounding area - Any unusual characteristics that may restrict or affect your development
<input type="checkbox"/>	Conceptual drawing that includes: - Existing and proposed building locations and setbacks - Projected density and number of lots, lot sizes - Proposed open space and recreational amenities, landscaping - Building elevations