

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 2:30 p.m. to 4:30 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

Development & Engineering Service Department

DELIVERABLES	
Part I. General Requirements – Required Include this form with submittal Provide all documents in pdf on disc or flash drive	
	Pre-Application questionnaire (attached)
	Fee: Development Review Team: \$300 NOTE: \$300 Development Review Team pre-application fee will be applied toward application fee filed within 6 months
	Project narrative (3 copies) that includes: <ul style="list-style-type: none"> - Basic overview of proposal - Describe the site circulation, parking and design, 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 - Are there any unusual characteristics that may restrict or affect your development?
Part II. Review Materials - Optional 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.	
	Conceptual drawing (3 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"> - Proposed uses - Building locations - Projected density and number of lots, lot sizes - Proposed open space and landscaping - Setbacks and design review information - Building elevations
	Provide photographs showing the site and the context of surrounding buildings/properties from street view, mounted on 8 ½" x 11" sheets, taken as instructed below: <ul style="list-style-type: none"> - Photos are to be taken at the curb and along the property boundaries as shown below - Photos should show adjacent improvements and existing on-site conditions - Aerial photographs of site - Refer to photograph number and direction of view - If your site is greater than 500 ft. in length, also take the photo locations shown in the dashed lines - DO NOT mount photos on large poster boards, cork boards, etc - DO NOT submit "panoramic view" size photos <div style="text-align: right; border: 1px solid black; padding: 10px; width: fit-content; margin-left: auto;"> </div>
	Title report – latest available
	ALTA survey
The following review schedule shall apply for all development applications following the pre-application meeting: First Review = 3 weeks; Second Review = 2 weeks; Subsequent Reviews = 2 weeks	

Development & Engineering Service Department

TO BE COMPLETED BY STAFF										
Meeting Date:		Meeting Time:		Planner:						
TO BE COMPLETED BY APPLICANT										
Project Name:										
Location:								Zip Code:		
Current Zoning:					Parcel Numbers:					
Property Details: (Check all that apply):										
<input type="checkbox"/> Single-family residential <input type="checkbox"/> Multi-family residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial										
Gross Lot Size:		Sq Ft /		AC	Building Height:					
Net Lot Size:		Sq Ft /		AC	Current Use:					
Code Enforcement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	By whom:							
Compliance Order Issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	For What Reason:							
Case Type:										
<input type="checkbox"/> Administrative Staff Approval <input type="checkbox"/> Master Sign Program <input type="checkbox"/> Text Amendment <input type="checkbox"/> Annexations <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Variance <input type="checkbox"/> Appeal Interpretation <input type="checkbox"/> Rezoning <input type="checkbox"/> Zoning Interpretation <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Site Plan <input type="checkbox"/> Don't Know/Exploring Options <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Small Wireless Facility in City ROW <input type="checkbox"/> Other: _____										
Target Date to Begin Construction:										
Applicant Contact:				Owner Contact:						
Company:				Company:						
Address:				Address:						
City, State, Zip				City, State, Zip						
Phone:		Fax:		Phone:		Fax:				
Email:				Email:						
Applicant's Signature				Date		Owner's Signature			Date	
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www.avondaleaz.gov/developmentservices