



# **CITY OF EL MIRAGE**

## **DEVELOPMENT APPLICATION PROCESS**

Development Applications are reviewed by the El Mirage Technical Advisory Committee (TAC) to ensure Building, Engineering and Zoning compliance before scheduling public meetings.

### **ZONING APPROVAL PROCESS**

#### **I. Development Pre-Application Submittal**

1. Submit Pre- Application (See Page 3)
2. Pre-Application Review (Two Weeks)
3. Technical Advisory Committee Meeting with applicant (Optional)

#### **II. Development Application Submittal**

4. Submit Development Application (See Page 5)
5. Development Application review by Technical Advisory Committee (Two Weeks)

#### **III. Planning Commission Meeting**

6. Planning Commission Public Meeting/Hearing for a recommendation to Council.

#### **IV. City Council Meeting**

7. City Council Meeting/Hearing for final action.

### **BUILDING PERMITTING PROCESS**

#### **I. Permitting**

1. Construction and Civil Plans may be submitted for review by;
  - Building Safety
  - Engineering
  - Fire Department
  - Planning & Zoning
2. Issuance of Permits
3. Project Construction and All Required Inspections
4. Issuance of Certificate of Completion and/or Occupancy

Revised: January 19, 2018  
10000 N. El Mirage Road  
El Mirage, AZ 85335  
Phone 623-876-2996  
Fax 623-876-4605

**CITY OF EL MIRAGE  
PLANNING & ZONING CASE APPLICATION**

Check One:  Pre-Application Review  Development Application Review

**ACTION REQUESTED** (Check all that apply):

**CASE NO:** \_\_\_\_\_

- Major General Plan Amendment
- Rezoning (Map Amendment)
- Planned Area Development (PAD)
- Conditional Use Permit (CUP)
- Variance(s) from Zoning Text
- Subdivision Preliminary Plat

- Minor General Plan Amendment
- Zoning Text Amendment
- PAD Amendment
- Site Plan Approval
- Administrative Appeal
- Subdivision Final Plat
- Other: \_\_\_\_\_

**PROPERTY INFORMATION:**

Property Address/Location: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

**APPLICANT / OWNER INFORMATION:**

Applicant: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

(Agreement to act as agent for owner)

(Authorization for agent to act for owner)

**DEVELOPMENT  
PRE-APPLICATION  
REQUIREMENTS**

- Application Form
- Project Narrative
- Site Plan
- Exterior Elevations
- Drainage Statement
- Traffic Impact Statement
- Filing Fee (see latest fee schedule)

**DEVELOPMENT  
APPLICATION  
REQUIREMENTS**

- Comprehensive Site Plan
- Deed and/or Title Report
- Drainage Report
- A.L.T.A. Survey
- Traffic Impact Study
- Phase I Environment Site Assessment
- Preliminary Landscape Plans
- Filing Fee (see latest fee schedule)

**Official Use:**

Date Received: \_\_\_\_\_

TAC Review: \_\_\_\_\_

P&Z Meeting: \_\_\_\_\_

CC Meeting: \_\_\_\_\_

**CITY OF EL MIRAGE  
DEVELOPMENT PRE-APPLICATION  
SUBMITTAL GUIDELINES**

**Definition:** The development pre-applications are reviewed by the Technical Advisory Committee is intended to provide potential applicants, landowners, and those in the development community with general information regarding zoning, site plan and preliminary plat information, development review process, and design review information prior to the formal complete submittal of a project. Information provided by City Staff is based on applicant submittals and should be considered conceptual and general in nature. No formal approval will result from a pre-application review. A pre-application review is required prior to submitting rezoning, major site plan or preliminary plat applications.

**Submittal Requirements:** All documents shall be folded to a 9” x 12” maximum size and submitted to the Community Development Department Planning & Zoning Division. A written memo with responses from the TAC members will be provided within 2 weeks. Items shall be submitted and reviewed in an electronic and/or Paper format.

**I. Application Form**

- Required project information and signatures

**II. Project Narrative**

- Application request
- Location and description
- Historical data
- Operational aspects of use
- Proposed infrastructure
- Any proposed phasing
- Other pertinent information deemed necessary by planning staff

**III. Site Plan**

- See attached handout: Development Application Site Plan Submittal Checklist (see Page 4)

**IV. Exterior Elevations**

- All four sides (Photos okay for existing buildings)

**V. Drainage Statement**

- Describe the impact of the project on the drainage requirements and indicate that a full Drainage Report will be provided with Development Application submittal.

**VI. Traffic Impact Statement**

- Describe the impact of the project on the surrounding area and indicate that a full Traffic Impact Study will be provided with Development Application submittal.

**VII. Filing Fee**

- Pre-Application Review Fee is **\$500.00**. Make checks payable to City of El Mirage.

**CITY OF EL MIRAGE  
DEVELOPMENT PRE-APPLICATION  
SITE PLAN SUBMITTAL CHECKLIST**

**Development Pre-Application Site Plan Required Items:**

All items must be address in site plan or in a narrative format.

**General:**

- Name of project/development;
- Location of project/development by street address;
- Location map, including area within one-half mile of 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; and
- Names and addresses of property owners within 200 feet of site.
- Boundary line of property with dimensions;
- Buildings and structures;
- Parking facilities

**Context/Conceptual Site Plans should include**

- Existing and proposed zoning
- Provide information regarding existing land use and site conditions
- Provide aerial photo of subject site and surrounding areas
- Provide color photographs of subject site and surrounding improvements and show photo reference numbers on the context plan
- Height above mean sea level of the lowest floor when the structure is proposed to be located in a floodway or floodplain area;
- Gross square footage of existing and proposed structures; and
- Front, rear, and side elevations, with a description of exterior materials to be used.

**Conceptual Rezoning Applications should include: (If Applicable)**

- Brief written description of proposed rezoning and use of property
- Discussion regarding conformance of requested zoning to General Plan
- Plan for complying with Citizen Participation Ordinance
- Analysis of impact of proposed project on surrounding development
- Conceptual site plan or subdivision plat

**CITY OF EL MIRAGE  
DEVELOPMENT APPLICATION  
SUBMITTAL GUIDELINES**

**Definition:** The development application review by the Technical Advisory Committee is intended to provide applicants, landowners, and those in the development community with Specific information regarding zoning, site plan and preliminary plat information, development review process, and design review information for a formal development submittal of a project. Information provided by City Staff is based on applicant submittals and should be considered actual and detailed in nature. TAC may provide additional comments/redlines or recommend approval of proposed request to the Planning Commission and/or City Council.

**Submittal Requirements:** All documents shall be folded to a 9” x 12” maximum size and submitted to the Planning Division of Development & Community Services Department. A written memo with responses from the TAC members will be provided within 2 weeks or recommend approval. Items shall be submitted and reviewed in an electronic and/or Paper format.

**I. Comprehensive Site Plan**

- See attached handout: Development Site Plan Submittal Checklist, (page 6)

**II. Deed and/or Title Report**

- Verify ownership

**III. Drainage Report**

- Site must retain 100% of own storm water.

**IV. A.L.T.A. Survey**

- Required for previously unimproved sites

**V. Phase I Environment Site Assessment**

- Required for previously unimproved sites

**VI. Traffic Impact Study**

- Traffic Impact Study (criteria may be found on city website:)

[www.cityofelmirage.org/documentcenter/view/343](http://www.cityofelmirage.org/documentcenter/view/343)

**VII. Preliminary Landscape Plans**

- Must comply with City Zoning Code section: §154.103 Landscape Requirements

**VIII. Filing Fee**

- See attached fee schedule. Make check payable to City of El Mirage

**CITY OF EL MIRAGE  
DEVELOPMENT APPLICATION  
SUBMITTAL SITE PLAN CHECKLIST**

**Development Application Required Items:**

All items must be address in site plan or in a narrative format.

**Site plan, including:**

- Pre-Application site plan requirements, and;
  - Location, identification, and dimension of existing and proposed data, to a distance of 100 feet unless otherwise stated:
    - Topographic contours at a minimum interval of two feet;
    - Adjacent streets and street rights-of-way to a distance of 150 feet, except for sites adjacent to major arterial streets where the distances shall be 200 feet;
    - On-site streets and rights-of-way;
    - Ingress and egress points;
    - Traffic flow on-site;
    - Traffic flow off-site;
    - Utilities and utility rights-of-way or easements:
      - Electric;
      - Natural gas;
      - Telephone, cable TV;
      - Water; and
      - Sewer (sanitary treated effluent and storm)
    - Water bodies;
    - Surface water holding ponds and drainage ditches surface water drainage arrows;
    - Significant rock outcroppings;
    - Sidewalks, walkways, driveways, loading areas and docks, bikeways;
    - Fences and walls;
    - Exterior signs;
    - Exterior refuse collection areas;
    - Exterior lighting; and
    - Landscaping (detailed plan showing plantings, equipment, and the like):
      - Botanical and common names of vegetation to be used;
      - Size of plantings at time of planting and at maturity; and
      - Areas to be irrigated.
  - Number of employee and non-employee parking spaces, existing and proposed, and total square footage of each;
  - Site statistics including site square footage, percent of site coverage (building and parking), dwelling unit density, percent park or open space; and
  - Reproducible copy of the site plan with appropriate signatures shall be submitted upon approval.
- 4. Permits:**
- A listing of all required federal, state, and city permits and status of applications;
  - Certificate of 100-year assured water supply; and
  - Certificate showing compliance with minimum county and state water quality standards.

**CITY OF EL MIRAGE**  
**TECHNICAL ADVISORY COMMITTEE (TAC)**  
**Contact Information**

**Community Development**

Jorge Gastelum, Community Development Director /City Engineer  
jgastelum@elmirageaz.gov  
623-876-2976

**Planning & Zoning**

Jose A. Macias, Planner/GIS (TAC Facilitator)  
jmacias@elmirageaz.gov  
623-876-2996

**Building Safety**

David Smith, Building Official  
dsmith@elmirageaz.gov  
623-251-3502

**Engineering**

Bryce Christo, Assistant City Engineer  
bchristo@elmirageaz.gov  
623-876-2974

**Fire Department**

Darrell Tirpak, Fire Marshall  
dtirpak@elmirageaz.gov  
623-251-3507

**Police Department**

TBD

**Public Works**

Wayne Smith, Operations Superintendent  
wsmith@elmirageaz.gov  
623-876-4237

**Economic Development**

Thomas Doyle, Economic Development Specialist  
tdoyle@elmirageaz.gov  
623-876-2935

**CITY OF EL MIRAGE  
ZONING DEVELOPMENT APPLICATION  
FEE SCHEDULE**

(Ordinance Section 21-8-2B, Resolution R07-12-31 effective 1/13/08)

Pre-Application	\$500.00
General Plan Amendment – Major	\$1,500.00
General Plan Amendment – Minor	\$1,000.00
Zoning Code Map Amendment [Rezoning]	\$1,500.00
Zoning Code Text Amendment	\$1,500.00
Planned Area Development (PAD)	
Preliminary Development Plan	\$1,000.00 plus \$2/acre
Amendment (Major)	\$1,000.00
Amendment (Minor)	\$500.00
Site Plan Approval	\$1,500.00
Amendment (Major)	\$1,000.00
Amendment (Minor)	\$500.00
Conditional Use Permit	\$1,450.00
Amendment (Major)	\$1,000.00
Amendment (Minor)	\$500.00
Comprehensive Sign Package	\$1,000.00
Variance – Residential	\$250
Variance – Commercial	\$1,000.00
Appeal to Hearing Officer	\$100.00 per appeal
Appeal to Board of Adjustment	\$500.00 per appeal
Appeal to Planning & Zoning Commission Or City Council	\$500.00 per appeal
PLATTING (Ordinance Section 15-6-1, Resolution R07-12-31 effective 1/13/08)	
Preliminary Plat	\$1,000.00 plus \$10/lot
Final Plat	\$1,000.00 plus \$10/lot
Recording Fee	Determined by and County Recorder
Variations	\$100.00 per request
Annexation Plat (separate from subdivision)	\$1,500.00 per request

Note: Zoning fee schedule does not include Building Safety and Engineering permit review fees.