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GILBERT
ARIZONA
A Community of Excellence

DESIGN REVIEW
NON-RESIDENTIAL / MULTI-FAMILY

APPLICATION
&
PROCESS GUIDE

TOWN OF GILBERT
PLANNING SERVICES DIVISION
http://www.gilbertaz.gov/departments/development-services/planning-development

APPLICATION PROCEDURES
DESIGN REVIEW NON/RESIDENTIAL AND MULTI-FAMILY

Submittal and Processing Requirements:

The following information is provided to assist in the preparation and submittal of an application for Design Review for a property within the Town of Gilbert. Design review consists of both preliminary and final approvals: preliminary approval is for all the land area of a project; final approval may be for an entire project of one part of a project. Preliminary approval is for issues such as site access, general building and parking locations, landscape and grading concepts, and architectural guidelines for multi-building projects. Final Design Review establishes the details of the site, architecture, landscaping, grading and drainage, and enables a project to proceed to the construction phase.

Pre-Application Review Process – Design Review projects subject to Pre-Application review are shopping centers, industrial and office parks and complexes, and public and private buildings on individual lots larger than five acres. Pre-Application review is optional for minor final Design Review less than five acres in an approved industrial or commercial development when substantially consistent with the approved preliminary plan. Forms and instructions for the Pre-Application review and Neighborhood Meeting are available through the Development Services Department or on the following Town's website: (http://www.gilbertaz.gov/departments/development-services/planning-development)

1. *Application Completeness* – For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications **will be** rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.

2. *Forms/Review*:

   a. Administrative Completeness Review (see Planning Division Project Review Timelines): Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.
   b. Substantive Review (see Planning Division Project Review Timelines): When complete, the application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the Town. If all comments have been adequately addressed, the legislative process will begin by scheduling the design review project for a public hearing before the Design Review Board.
   c. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow Gilbert to submit supplemental requests for additional information. If Gilbert issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.

3. *Neighborhood Notice* – The Town will prepare the Notice of Public Hearing for the preliminary or final site plan design review and provide a copy to the applicant. For each required public hearing the applicant must mail the Notice of Public Hearing by first class-mail at least fifteen (15) calendar days prior to the date of the hearing to the following:

   a. All property owners of record within three hundred (300) feet of the site,
   b. All Homeowners Associations within one thousand (1,000) feet of the site registered with the Town of Gilbert Neighborhood Services Office, the Arizona Corporation Commission or identified on the Maricopa County Assessor's website (www.maricopa.gov/assessor);
   c. All neighborhoods within one thousand (1,000) feet of the site registered with the Town of Gilbert Neighborhood Services Office;
   d. To the owner, if the application is initiated by a person other than the owner; and
   e. Any person or group who has requested notice in writing.

   The Planning Manager may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary. The applicant must submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item. The applicant may be charged a fee for the postponement.

4. *Property Posting (Sign)* – The Town will prepare the Notice of Public Hearing Sign Template for the preliminary and final site plan design review and provide a copy to the applicant. Signs must be posted at least fifteen (15) calendar days prior to the date of the public hearing. The applicant is responsible for posting the sign(s) on the property, subject to the following specifications and requirements:

   a. Posting, maintenance, and removal of sign(s) are the responsibility of the applicant. The applicant must remove all sign(s) within ten (10) days following the public hearing. If the sign(s) is not removed on time, the Town will remove the signs and may charge the applicant a removal fee;
   b. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted sign(s) prior to the public hearing; and
   c. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant may be charged a fee for the postponement.

5. *Staff Reports* – After the staff comments have been addressed and the project has been scheduled for a public hearing, the Planning Division will prepare a report describing and evaluating the proposed project and making recommendations to the Design Review Board. A copy of the staff report will be made available to the public and sent to the applicant prior to each public hearing.

6. *Design Review Board Hearing* – The Design Review Board hearings occur on the second Thursday of each month at 5:30 p.m. in the Council Chambers at the Municipal Center, 50 E. Civic Center Drive. The applicant or the project representative must be present at the hearing. The Board will approve, approve with modifications and/or conditions or deny the request.

7. *Building Permits* – Unless submitting for an At Risk Plan and Permit Review Process, only after the project has received all approvals through the Town processes can construction documents be submitted for review. All construction documents for a project must conform to the exhibits approved by the Design Review Board, including any conditions of approval. Permits may not be issued until the ten-day appeal period has expired.

8. *Inactive Cases* – All applications are required by the Land Development Code to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Manager may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

DESIGN REVIEW NON-RESIDENTIAL & MULTI-FAMILY APPLICATION

GILBERT ARIZONA

Received By:

Pre-Application #: _____

Project Name: _____
(Submit Project Name Change form and fee for name change.)

Address or Location: _____

Type of Project: ☐ Non-Residential ☐ Multi-Family
Applicable Code ☐ Unified Land Development Code (ULDC) ☐ Land Development Code (LDC)

Request: ☐ Major DR (>5 net acres) ☐ Major DR (>5 net acres) w/At-Risk Plan Review
(check one) ☐ Minor DR (</= 5 net acres) ☐ Minor DR (</= 5 net acres) w/At-Risk Plan Review
☐ Amendment to existing DR

Request Details: _____

_____

APN/ Tax Parcel Numbers: _____
Net Acres: _____ **Zoning:** _____ **Density:** _____

General Plan Character Area: ☐ Santan ☐ Heritage District
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phoenix Mesa Gateway Airport ☐ Vertical

Property Owner: (Please print - all information must be provided)
Company: _____
Contact Name: _____ E-mail: _____
Address: _____
City, Zip: _____
Phone: _____ Fax: _____
Signature: _____ Date: _____
* A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact: (Please print - all information must be provided)
Company: _____
Contact Name: _____ E-mail: _____
Address: _____
City, Zip: _____
Phone: _____ Fax: _____
Signature: _____ Date: _____

FOR STAFF USE ONLY

Submittal Date	_____	Case Number	_____
Fee Paid	_____	EDEN Permit Number	_____
Receipt Number		EDEN Permit Type	**PDR**

TOWN OF GILBERT
NPCCP WATER CONSERVATION FORM
FOR
NEW NON RESIDENTIAL or HOTEL/MOTEL FACILITY

In Accordance with the Town of Gilbert Municipal Code Ch. 66, Article VIII

Project Name: _____

PART A: PLAN CALCULATIONS (These calculations will be used to determine water source and landscape requirements)

1. The total commercial development measures _____ sq ft

2. The total landscapable area measures _____sq ft Convert to acres: _____

3. Active Recreational Areas (ARA) measure _____ sq ft (Call out ARA on landscape plan)

Active Recreational Area (ARA) = any turfed area which measures 10,000 s.q ft. <u>and</u> which is at least 100 ft long and 100 ft wide.

4. Water intensive landscape area **excluding** any ARA measures _____ sq ft
Allowable water intensive landscape calculation:

*Complete #5 only if this is a **non residential facility** <u>and</u> if Part A #2 is greater than 10k sq ft*

5. 10,000 square ft plus 20% of the facility's landscapable area in excess of 10,000 sq.ft. minus active recreational areas equals _____sq ft [10,000 + .2(**#2** – 10,000- **ARA**)]

*Complete #6 only if this is a **hotel/motel facility** <u>and</u> if Part A #1 is greater than 20K sq ft*

6. 20,000 square ft plus 20% of the facility's landscapable area in excess of 20,000 sq ft minus active recreational areas equals _____sq ft [20,000 + .2(**#2** – 20,000- **ARA**)]

Does this facility have a water feature: Yes ☐ No ☐

If yes, see Town of Gilbert Code Sec 66-355 for limitations

PART B: WATER SOURCE

4. List the water sources proposed for landscape watering (potable, reclaimed, RWCD, SRP):

_____

2. The proposed water intensive landscape, including active recreational areas, equals _____sq ft. Converted to acres, this equals _____acres.

Water intensive landscape is defined as turf, high water use vegetation and bodies of water used as an integral part of the landscaped area.

PART B: WATER SOURCE (Cont'd)

3. Does the acre total in Part B #2 calculate to 5 acres or more? ☐ Yes ☐No
If yes, the development MUST use reclaimed water.

4. ☐ This development **WILL** be using reclaimed water
If checked, a Reclaimed Water Use Agreement must be signed by all parties and be on file prior to final approval. Contact Hakon Johanson at 480-503-6902 to initiate this agreement.

☐ This development **WILL NOT** be using reclaimed water.

5. ☐ This development is classified as a Turf Facility under ADWR guidelines.
If the calculation in Part B #2 is 10 acres or more, the development is classified as a turf facility under ADWR guidelines and must comply with the Turf Facility Program. Contact Eric Braun at 480-503-6892 for more information.

PART C: LANDSCAPE REQUIREMENTS (Per TOG Code Ch. 66 Art. VIII)

☐ **This is a non-residential facility:**

Is the answer in Part A #2, 10,000 square feet or less? ☐ Yes ☐No

If yes is checked, the total water intensive area shall be limited to an area equal to 10% or less of the total landscapable area.

If no is checked, the water intensive landscaped area shall not exceed the figure in Part A #4 which is_____sq ft

If reclaimed water is used, the development can increase the percentage of water intensive landscape in the landscapable areas up to 50%.

☐ **This is a hotel/motel facility:**

Is the answer in Part A #2, 20,000 square feet or less? ☐ Yes ☐No

If yes is checked, the total water intensive area shall be limited to an area equal to 10% or less of the total landscapable area.

If no is checked, the water intensive landscaped area shall not exceed the figure in Part A #5 which is_____sq ft

If reclaimed water is used, the development can increase the percentage of water intensive landscape in the landscapable areas up to 50%.

PART D: GENERAL REQUIREMENTS: (Per TOG Code Ch. 66 Art. VIII)
Initial boxes to indicate the requirements have been read and accepted

☐ All water features must adhere to the limitations in TOG Code, Sec. 66-355.

☐ Only plants from the ADWR low water use plant list may be planted in the remaining landscapable area.

☐ All irrigation systems must be efficient irrigation systems.

☐ Turf is prohibited in all rights-of-way whether or not reclaimed water is used to irrigate such turf.

_____ _____
Responsible Party Signature Date

Responsible Party Email:_____

Contact Phone Number:_____

For Office Use Only

Based on the calculations provided and in accordance with the Non Per Capita Conservation Program, the allowable water intensive landscape for this development is _____sq ft or _____acres. The proposed water intensive landscaping is calculated to be _____ sq ft

SUBMIT THE COMPLETED FORMS ALONG WITH THE FORMAL APPLICATION PACKET

For questions contact Eric Braun, Water Resources Coordinator **480-503-6892**

TOWN OF GILBERT
NPCCP WATER CONSERVATION FORM
FOR
MULTI-FAMILY DEVELOPMENTS

In Accordance with the Town of Gilbert Municipal Code Ch. 66, Article VIII

Project Name: _____

PART A: PLAN CALCULATIONS

1. This multi-family development measures _____ acres total.

2. The total landscapable area of this development measures _____acres
   Convert to sq. ft.: _____

3. The total of all Active Recreational Areas (ARA)* measures _____sq. ft.

4. The total landscapable area **excluding** ARA (#2 - #3) equals _____sq. ft.

5. 10% of the landscapable area **excluding** ARA (#4 * .1) equals_____sq. ft.

6. 50% of the landscapable area **excluding** ARA (#4 * .5) equals _____sq. ft.

7. Water intensive landscape area (turf, high water use vegetation, and bodies of water used as an integral part of the landscaped area) **excluding** ARA equals _____ sq. ft.

8. The proposed water intensive landscape, **including** all ARA, of the common areas measures _____sq.ft. Converted to acres, this measures _____ acres.

(*Active Recreational Area (ARA): An area of turf which is at least 10,000 square feet in area and which is at least 100 ft long and 100 ft wide.) Please call out ARA on landscape plan

Does this facility have a water feature: Yes ☐ No ☐

If yes, see Municipal Code Sec 66-355 for limitations

PART B: WATER SOURCE

5. List the water sources proposed for landscape watering (potable, reclaimed, RWCD, SRP):

   a. _____

   b. _____

   c. _____

PART B: WATER SOURCE (Cont'd)

2. Does the total in Part A # 8 calculate to 5 acres or more? ☐ Yes ☐No
If yes, this development MUST use reclaimed water.

If the answer to Part B #2 is yes, you must use reclaimed water.

3. ☐ This development **WILL** be using reclaimed water
A Reclaimed Water Use Agreement must be signed by all parties and be on file prior to final approval. Contact Hakon Johanson at 480-503-6902 to initiate this agreement.

☐ This development **WILL NOT** be using reclaimed water

4. ☐ This development is classified as a Turf Facility under ADWR guidelines.
If the calculation in part A #8 is 10 acres or more, the development is classified as a turf facility under ADWR guidelines and must comply with the Turf Facility Program. Contact Eric Braun at 480-503-6892 for more information.

PART C: LANDSCAPE REQUIREMENTS (Per TOG Code Ch. 66 Art. VIII)

Based on the box checked in Part B #3, will this development be using reclaimed water?

☐ No

If checked, the total water intensive landscaped area in the common areas, excluding ARA **(Part A #7), shall not exceed 10%** of the total landscapable area.

☐ Yes

If checked, the total water intensive landscaped area in the common areas, excluding ARA **(Part A #7), shall not exceed 50%** of the total landscapable area.

PART D: GENERAL REQUIREMENTS: (Per TOG Code Ch. 66 Art. VIII)
Initial boxes to indicate the requirements have been read and accepted

☐ All irrigation systems used to water the common area landscaping must be efficient.

☐ Only plants from the ADWR low water use plant list may be planted in the remaining common area.

☐ Turf is prohibited in all rights-of-way whether or not reclaimed water is used to irrigate such turf.

_____ _____
Responsible Party Signature Date

Responsible Party Name: (please print)_____

Contact Phone Number: _____

For Office Use Only

Based on the calculations provided and in accordance with the Non Per Capita Conservation Program, the allowable water intensive landscape for this development is _____sq.ft or _____acres.

SUBMIT THE COMPLETED FORMS ALONG WITH THE FORMAL APPLICATION PACKET

For questions contact Eric Braun, Water Resources Coordinator **480-503-6892**

Received by:
Date:

Design Review Non-Residential and Multi-Family Checklist

Submittal items should not be placed in notebooks or sleeve protectors.

REQUIRED SUBMITTAL ITEMS	Applicant Checklist	Staff Verification
PDF copy on disk of **ALL** required items on checklist with images formatted no larger than **11" x 17"**, saved in a **single layer with no write protection** …	☐	☐
Submit hard copy of **ALL** required items below:		
Application…….……..……..…....	☐	☐
Fee (see Planning fee schedule)……..……..…....	☐	☐
Project Narrative……	☐	☐
Response to Pre-Application meeting comments…….……	☐	☐
Traffic Impact Analysis (if applicable)…….…..….	☐	☐
Phoenix-Mesa Gateway Airport Overlay Zoning District letter (if applicable. See Item 10 on page 17).....	☐	☐
Approval by Subdivision Architectural Review Committee (if applicable. Submit letter from Architectural Review Committee, Property Owner's Association or HOA stating their approval of this project.)……..	☐	☐
Maricopa County Assessor Parcel Map (8.5" x 11" - Highlight project area and provide parcel numbers)…….……	☐	☐
1 copy Non-Per Capita Water Conservation form…….	☐	☐
1 copy of (11" x 17") laser print copy to scale…...…….…..	☐	☐
• Approved Preliminary Site Plan • Site Plan • Landscape Plan • Gateway Entrances (if applicable) • Preliminary Grading and Drainage Plan • Elevations (color copy) • Floor Plans • Photometric Plans		

Model(s) (if applicable):

• For certain Major Design Review projects, site and building models may be required. The Planning Manager or Design Review Board will determine the necessity of preparing a model, based upon the magnitude, complexity, or location of the project…….…….….	☐	☐

12. Neighborhood Notice (if applicable – refer to Section 5.602.A.3 of the Land Development Code for requirements)

- A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property…….… ☐ ☐
- Typed names and addresses of all property owners identified on highlighted parcel map……..….... ☐ ☐

13. Material/Color Board:

- 1 - (**9" x 14" – maximum**) material / color board(s) providing samples of exterior materials (including glazing) and colors noting color/material name and manufacturer. All samples must be sized to fit on the color board or comparable (pamphlets, cut-sheets)…… ☐ ☐
- 1 – (8.5" x 11" - minimum) Photo or color copy of the board(s) for archival purposes…….. ☐ ☐

REQUIRED ITEMS FOR NON-RESIDENTIAL AND MULTI-FAMILY DESIGN REVIEW BOARD APPLICATIONS:

1. **Project Narrative**
   - Describe proposed project;
   - Address compliance with zoning requirements, the General Plan and approved preliminary site plans, if any;
   - Address compliance with Commercial Design Guidelines or Industrial Design Guidelines;
   - Address compliance with Standard Commercial and Industrial Site Plan Notes;
   - Address compliance with applicable streetscape standards, and any design guidelines for the approved center or overall project; and
   - Explain techniques employed to mitigate environmental impacts, including heat island effect, energy and water use, etc.

The guidelines and notes can be found on the Town of Gilbert's website http://www.gilbertaz.gov/departments/development-services/planning-development)

2. **Approved Preliminary Site Plan**
   - Submit a preliminary site plan if the Design Review Board has approved one.

3. **Site Plan**
   - Vicinity Map;
   - Scale, north arrow, and dimensions;
   - Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
   - Location of required and proposed building setbacks and spaces between buildings with dimensions;
   - Location of required and proposed landscape setbacks;
   - Location and size of any existing/proposed building(s) or structure(s);
   - Location and size of parking spaces, and the number of spaces required and provided;
   - Location of other existing and proposed improvements such as walls, hardscapes, outside storage, loading areas, etc.;
   - Method of screening for parking, storage and loading areas;
   - Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
   - Method of screening for mechanical and electrical equipment;
   - Location and screening of refuse enclosures;
   - Design and location of enhanced community/group mailboxes;
   - Vehicular and pedestrian circulation, including ADA accessibility requirements;
   - Queuing area for drive through uses;
   - Service access areas;
   - Emergency apparatus access and required turning radii;
   - Adjacent lot lines and/or structures within 300 feet;
     Freestanding sign locations;
   - Location, type and height of existing and proposed site lighting fixtures including parking lot lights;

- Service Entry Section (SES) location and screening method;
- Project data table:
  - Net site area;
  - Gross site area;
  - Existing zoning on site and adjacent property within 300 feet;
  - Lot coverage percentage;
  - Total landscape area and landscape area % coverage;
  - Total gross building area; and
  - Number of required and provided parking spaces.
- Date of preparation including dates of any subsequent revisions; and
- Registered Design Professional signature and seal.

Note: Standard Commercial and Industrial Site Plan Notes attached to this application are applicable to all plans. These notes must be placed on the construction document.

All addressing must be assigned and approved by the Town of Gilbert.

4. **Landscape Plan**
   - Vicinity Map;
   - Scale, north arrow, and dimensions;
   - Property lines, easements, alleys, private streets and adjacent rights-of-way;
   - Location of proposed landscape setbacks;
   - Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
   - Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
   - For Gateway Area, see http://www.gilbertaz.gov/home/showdocument?id=2346 ;
   - Street Theme District Theme Tree provided along arterial streets http://www.gilbertaz.gov/home/showdocument?id=1558) ;
   - Sight visibility triangles per Town of Gilbert standard details 92 and/or 93;
   - Contour lines for retention basins and earthen berms;
   - Location of parking and service area screen walls;
   - Parking lot light poles;
   - Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
   - Detail elevations of entry monuments, all wall types, parking canopies, lighting, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.;
   - Location and specifications of playground apparatus, ramadas or other shade structures, benches, barbecues, ball courts, pools, club houses, etc. (Multi-family projects only);
   - Freestanding sign locations, including public notification signs for Overlay Zoning Districts (if applicable);

   - Project data table:
     - Square footage of on-site landscaping;
     - Square footage of public right-of-way (off-site) landscaping;
     - Total square footage of on-site and off-site landscaping;

- Common area open space square footage and percent coverage based on net land area (Multi-family projects); and
- Date of preparation including dates of any subsequent revisions; and
- Registered Landscape Architect signature and seal.

5. **Gateway Entrances**
(If applicable. For locations and plant material, refer to http://www.gilbertaz.gov/home/showdocument?id=1558 .)

- Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
- Placement of existing and proposed monument signs with dimensions indicating separation requirements;
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- Sizes, varieties and number of landscaping materials to be used;
- Contour lines and sections for retention basins and earthen berms; and
- Date of preparation including dates of any subsequent revisions.

6. **Preliminary Grading and Drainage Plan**
   - Vicinity Map;
   - Scale, north arrow and dimensions;
   - Site Plan details;
   - Net site area;
   - Preliminary storm water retention calculations;
   - Existing and proposed slope, depth, flow patterns, and location of retention areas;
   - Proposed contour lines depicting elevations and location of retention basins and earthen berms;
   - Perimeter cross-sections;
   - Date of preparation including dates of any subsequent revisions; and
   - Registered Engineer signature and seal.

7. **Elevations**
   - Scale and exterior dimensions;
   - All existing and proposed elevations of each building identified by geographic direction;
   - Notation of color and material name and manufacturer's number located on each elevation sheet;
   - Elevations of parking and other accessory structures including any lighting fixtures;
   - Roof drainage method;
   - Shade and shadow lines;
   - Method of screening for mechanical and electrical equipment;
   - Location of proposed and existing signage, including public notification signs for Overlay Zoning Districts (if applicable);
   - Location, type and mounted height of proposed wall mounted lighting fixtures;
   - Date of preparation including dates of any revisions; and
   - Registered Design Professional signature and seal.

8. **Floor Plans**
   - Scale (comparable to elevation scale);
   - Gross Floor Area and Gross Leasable Area;
   - Interior space distribution with dimensions;
   - Service areas;
   - Exterior walls and interior partitions;
   - Fenestration;
   - Doors and door swings;
   - Stairs and elevators, including roof access;
   - Location of fire riser room;
   - Any other significant elements of the building design;
   - Date of preparation including dates of any subsequent revisions; and
   - Registered Design Professional signature and seal.

9. **Photometric Plan**
   - Location of lighting fixtures and the type of outdoor lighting to be installed;
   - Description of the outdoor light fixture, including supports and other appurtenant
   - devices;
   - Manufacturers' catalog cut sheets and drawings for each proposed fixture; and
   - Registered Lighting Engineer signature and seal.

   The plans and descriptions must be sufficiently complete to enable the Town to determine whether compliance with the requirements of the Light and Glare ordinance will be met. If the Town is unable to make such a determination from the plans and descriptions, the applicant must submit evidence of compliance by certified test reports as performed by a recognized testing laboratory.

10. **Santan Freeway Overlay Zoning District and Phoenix-Mesa Gateway Airport Overlay Zoning Districts**
   - Location of public notification signs (include on site plan); and
   - Signed and sealed letter from a licensed architect, engineer or qualified transportation noise analyst certifying that construction materials, methods and design employed achieve the required noise attenuation pursuant to the Santan Freeway Corridor and Phoenix-Mesa Gateway Airport Overlay Zoning Districts.

11. **Material/Color Board**
   - Samples of proposed materials and colors noting the color and material name and manufacturer's number mounted on a maximum 9" x 14" foamcore.

Standard Commercial and Industrial Site Plan Notes
The following should be placed on the site plan:

1. All utility lines less than 69 KV on or contiguous to the site shall be installed or relocated under ground.

2. All trash enclosures shall include fully opaque screening gates, finished and painted to match the enclosure. Screening gates shall not open into vehicular drive aisles. Trash enclosures are not required in industrial districts if located inside an enclosed yard which is screened by a perimeter wall at least 6 feet in height.

3. All outdoor storage areas for storage of materials and equipment shall be fully screened from view by a 8' solid masonry wall. Industrial storage screen walls shall be finished where they are exposed to public view from streets or adjacent non-industrial uses.

4. S.E.S. panels and any other above ground utility cabinet shall be fully screened from view from streets or from areas accessible to customers and the general public. Screening may be accomplished by any one of the following methods:

    a. Fully recessing the cabinet into the building and enclosing it by a solid door or doors separate from the cabinet;
    b. Screening with a decorative masonry wall of the same height as the panel. The screen wall may be L-shaped, U-shaped or a straight wall parallel to the cabinet, depending on the location of the cabinet;
    c. An alternative screening method approved by the Planning Department prior to issuance of any permits.

5. The location of all electrical utility equipment shall be identified on the construction plans.

6. Roof-mounted mechanical equipment shall be fully screened by either one of the following methods:

    a. The parapet wall of the building shall equal or exceed the height of the mechanical units, or;
    b. By locating the mechanical equipment behind the roof planes in the case of mansard, hip or other than flat roof**.**

7. Roof mounted mechanical equipment enclosures or equipment screen walls shall not project above the roof parapet. To the extent permitted by law, satellite dishes shall be fully screened by a parapet wall.

9. Ground mounted mechanical equipment shall be fully screened from view (from street**s** or surrounding commercial uses) by a combination of decorative walls and an evergreen vegetative hedge equal to or exceeding the height of the equipment.

10. Pneumatic tubes, whether metal or plastic, shall be either:

    a. Enclosed in pilasters, columns or other architectural features of the canopy or building, or;
    b. Routed under ground.

11. All backflow prevention devices larger than 2” shall be screened with landscape located within a 6’ radius of the device. All backflow preventers 2” or smaller shall be placed in a locked wire mesh cage painted to match the primary building color.

12. All freestanding light poles shall:

    a. Be located within landscaped areas or planter islands.
    b. Have concrete bases painted to match the primary building color or finished to match parking screen walls. Concrete bases for light poles shall not exceed a height of 30” from adjacent grade.
    c. Be located to avoid conflict with trees.

13. Site lighting shall comply with the light and glare criteria set forth in Section 4.103 of the LDC, including a maximum freestanding light fixture height of 25’.

14. Landscaped areas adjacent to public right-of-way shall be mounded and naturally contoured. No more than 50% of the required (right-of-way and landscaping tracts) landscaping fronting adjacent streets may be used for retention. Retention area side slopes shall be varied, and no slope shall exceed a 4:1 maximum.

15. Commercial building downspouts shall be internalized. Industrial buildings may use exposed downspouts if articulated with the architecture of the building and built with a durable material such as steel.

16. Commercial development vehicular access points and pedestrian access ways shall include special paving treatment such as integral colored stamped concrete, Boamanite, or similar alternative. Location and material shall be reviewed and approved by the Planning Department prior to the issuance of a building permit.

17. Customer, employee and visitor parking shall be screened from street view by low masonry walls. The parking screen walls shall be finished on both sides **using** the same materials and colors, and a design to complement that of the main building.

18. All exterior metal shall be finished or painted to match the approved project colors.

19. Existing on-site plant material damaged during construction shall be replaced with comparable species and size.