

General Plan/Rezone Pre-Application & Neighborhood Meeting

Submit Neighborhood Meeting Request Form & Letter for Staff Review

Neighborhood Meeting Process
[Land Development Code Section 5.204 Neighborhood Meeting](#)

Submit General Plan/Rezone Pre-Application with Neighborhood meeting minutes via [OneStopShop](#)

Pre-Application Meeting Scheduled

Applicant Meets with Gilbert Team

Comments Sent to Applicant

Formal Submittal

General Plan/Rezone Pre-Application & Neighborhood Meeting

- General Plan / Rezoning amendments require at least one neighborhood meeting. Minutes of the neighborhood meeting shall be sent to town staff and all individuals who signed the attendance sheet.
- Pre-Application review required for General Plan amendment / rezoning.
- Applicants requesting modifications may be required to provide additional written notice to adjacent properties, describing how said properties would be specifically impacted by such modifications.
- Pre-Application meetings are scheduled for the next available meeting date (typically Monday afternoons 2-5 p.m.).
- Neighborhood meetings shall **not** be scheduled in conflict with scheduled [Town Public Meeting dates](#)
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Submittal Formatting, Required Materials and Checklist:

- Submit electronic copy of ALL required items on checklist. (No larger than 11" x 17")
- Purge images of unnecessary blocks and layers (single layer) and ensure there are no security/read-only restrictions on documents.
- Save each exhibit as a separate PDF per document naming below.

Document Naming:

- Property Owner Authorization
- Project Narrative
- Parcel/Aerial Map
- General Plan Exhibit
- Zoning Exhibit
- Development Plan Exhibit (if proposing a Planned Area Development)
- Neighborhood Meeting Materials

Checklist

Property Owner Authorization

- [Signed Letter of Authorization from property owner.](#)

Project Narrative

General Plan Amendment

- Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- Description of proposed General Plan changes;
- Explanation on how the proposed change is compatible with adjacent properties and other elements of the General Plan; and

Conventional Rezoning

- Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- Description of proposed project;
- Description of proposed base zoning districts and uses; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements

With PAD Overlay

- Description of proposed project;
- Description of proposed base zoning districts and uses;
- Justification for proposed zoning modifications and/or standards; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements

Parcel Map/Aerial Map

- Maricopa County Assessor Parcel Map (8.5" x 11" –Highlight project area and provide parcel number (s)
- Aerial with Parcel Boundary

General Plan Exhibit

- Vicinity Map;
- Graphic scale, north arrow, exhibit date;
- Existing roadways/ right-of-ways;
- Black and white line drawing of proposed land use classification gross boundaries;
- Adjacent land use classifications, adjacent properties, and structures within 300 feet;
- Project data table including: gross acres, current and proposed General Plan classification(s) and percent of total acreage in each land use classification.

Zoning Exhibit

Conventional Rezoning

- Vicinity Map;
- Graphic scale, north arrow, exhibit date;
- Black and white line drawing of proposed zoning district gross boundaries;
- Adjacent rights-of-way and easements showing existing (use dash lines) and future improvements (use solid lines);
- Availability of public utilities;
- Adjacent zoning districts, adjacent properties, and structures within 300 feet;
- Project data table including: gross and net acres; density (based on gross acres); current and proposed base zoning district(s) and General Plan classification(s); and percent of total acreage in each base zoning district

With PAD Overlay

- Vicinity Map;
- Graphic scale, north arrow, exhibit date;
- Black and white line drawing of proposed zoning district gross boundaries;
- Adjacent rights-of-way and easements showing existing (use dash lines) and future improvements (use solid lines);
- Proposed points of access to streets and adjacent properties;
- Conceptual drainage;
- Availability of public utilities;
- Conceptual site plan and/or layout;
- Off-site improvements, if any;
- Project phasing, if applicable; and
- Project data table including: gross and net acres; density (based on gross acres); current and proposed base zoning district(s) and General Plan classification(s); percent of total acreage in each zoning category; modified development standards (i.e., setbacks, height, lot coverage and dimensions) showing both proposed and existing standards; approximate number of dwelling units (residential only); approximate square footage of proposed non-residential uses; minimum setbacks and lot coverage and open space/landscape retention areas and percentages

Development Plan Exhibit

Neighborhood Meeting Materials

- Neighborhood notice letter approved by Principal Planner;
- Signed affidavits of mailing and sign posting;
- Map and notification list;
- Meeting minutes and attendance sheet;

NOTE: A Pre-Application meeting **will not** be scheduled until all pieces of Exhibit 7 is provided.



Neighborhood Meeting Request Form

Description (Proposal Name) _____

Address or Location: _____

Tax Parcel Numbers: _____ Gross Acres: _____

Request: General Plan Amendment Subsequent meeting
 Rezoning

Proposed Meeting Date*: _____

Proposed Meeting Time*: _____

Proposed Meeting Place:
(include address and room number where applicable) _____

Current General Plan Land Use Classification _____ Proposed General Plan Land Use Classification _____

Current Zoning District: _____ Proposed Zoning District: _____

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

Overlay Zoning District: Santan Freeway Corridor Phx/Mesa Gateway Airport Vertical Development

Applicant/Contact: (All information must be provided)

Company: _____

Contact: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Business Mobile Home Other

Signature: _____ Date: _____

*Note: The proposed meeting date and time are subject to staff review and approval. Meetings shall **not** be scheduled in conflict with scheduled Town public meeting dates. **It is the applicant's responsibility to arrange the meeting place, date and time, and confirm this information with the Planning Technician prior to notifying neighborhood meeting and posting sign.**

Checklist

Email to the Planning Technicians (Sophavy.Chairs@gilbertaz.gov, and Karen.Schellinger@gilbertaz.gov the following:

- Neighborhood Meeting Request Form
- Project Site Map
- Notice of Neighborhood Meeting Letter
- A map & property owner information for neighborhood mailing obtained from the [Maricopa County Assessor](#) website

For questions, please contact the above email addresses.

Sample Letter, Sign Criteria and Affidavits

Notice of Neighborhood Meeting

Date

Dear Neighbor,

You are cordially invited to a neighborhood meeting regarding a proposed General Plan Amendment / Rezoning in your area.

The property is approximately XXX acres and located at the XX corner of XX and XX (See attached map). Our request will be for the Town of Gilbert to amend the General Plan from the current land use classification of XXX to XXX [*i.e. Residential 0 - 1 du/ac to Neighborhood Commercial (NC)*] and to rezone the property from the current zoning classification of XXX to XXX, which could allow X development [*i.e. Single Family Residential-7 (SF-7) to Neighborhood Commercial (NC), which would allow commercial development*]*. A neighborhood meeting will be held at the time and place listed below to discuss the proposed changes and answer any questions you may have. If we elect to proceed with our application there will be future public hearings before the Town of Gilbert Planning Commission and Town Council, and you will be notified of those hearings.

The neighborhood meeting will be held:

Day, Month XX, Year

6:00 PM

Meeting Location & Address

If you have any questions regarding this Pre-Application Neighborhood Meeting, please contact XX at XXX, (XXX) XXX-XXXX [*i.e. John Doe at Doe Development Corp., (480) 123-4567*]*.

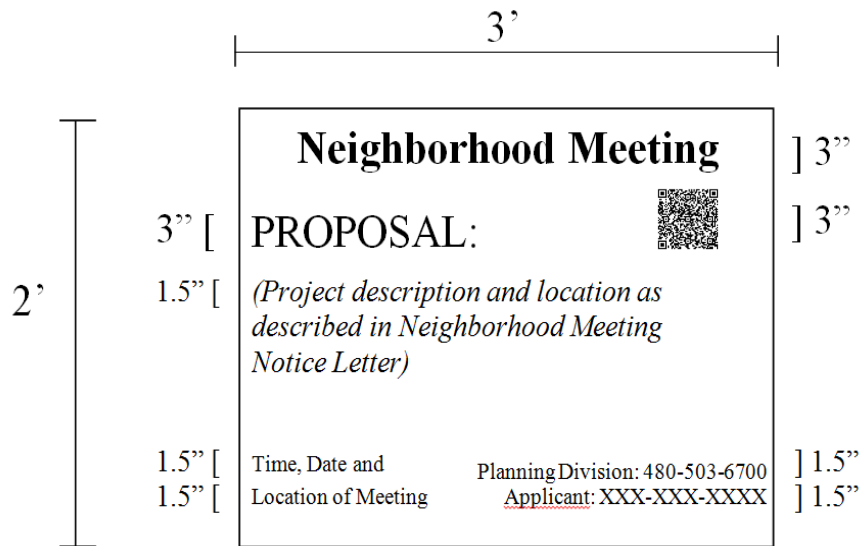
Sincerely,

John Doe

Attachment: Project site map

(* Examples given for clarification purpose only)

Criteria for Neighborhood Meeting Sign (Minimum Dimensions)



- Colors: Body to be Brilliant Yellow and lettering to be Flat Black.
- Height: Sign must be 6 feet from finished grade to the top of the sign.
- Contact the Planning Department regarding placement and number of signs.
- A minimum of 1 sign must be placed within 25 feet of the largest adjacent street(s).
- Applicant must erect sign at least 10 calendar days prior to the meeting date.
- Applicant must remove sign within 10 working days after the Neighborhood Meeting.

Affidavit of Neighborhood Notice

The undersigned Applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan/Rezoning proposal, located at _____, _____ on this _____ day of _____, 202__.

Company Name

Applicant

Subscribed and sworn to me on this _____ day of _____, 202__ by _____.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

Notary Public

My Commission expires: _____

Affidavit of Sign Posting

The undersigned representative on behalf of the applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan / Rezoning proposal, located at _____ on this _____ day of _____, 202__.

(See attached photo exhibit of posted sign)

Sign Company Name

Sign Company Representative

Subscribed and sworn to me on this _____ day of _____, 202__ by _____.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

Notary Public

My Commission expires: _____

Frequently Asked Questions for OneStopShop Online Portal

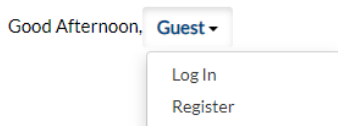
Where can I find instructions on how to use the OneStopShop portal?

There are training guides and videos on the One Stop Shop page on the Town of Gilbert website (<https://www.gilbertaz.gov/departments/development-services/one-stop-shop>). Topics covered are How to Register, How to Apply for a Plan, How to View Plan Markups and Resubmit Revised Exhibits, How to Retrieve Pre-Application Comments as well as many more.

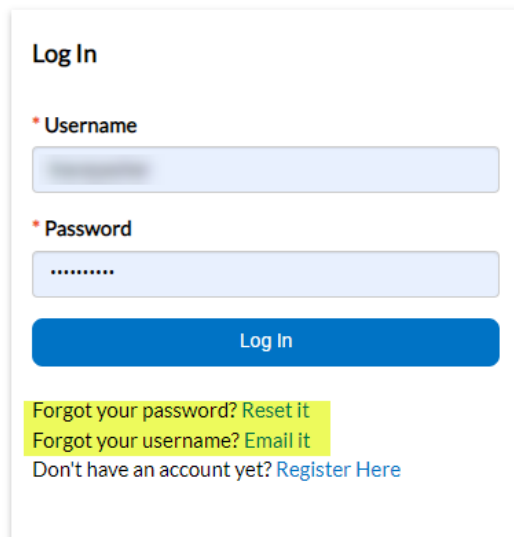
What do I do if I forgot my username and/or password?

If you forgot your username or password, do not create a new account as you will not be able to retrieve records or make payments on items under the original account. Instead, you can retrieve both your login and password at the login page.

In the top right corner, Click on **Guest** and then **Log In**.



From this screen you can either reset your password or have your username emailed to you.

A screenshot of the OneStopShop portal's login page. The page is titled "Log In". It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Log In" button. At the bottom of the form, there are three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

Why isn't the plan or invoice that I initially applied for showing on my dashboard?

If you cannot access your plans or invoices after logging in, either you have more than one account or the applications for the plans were created by another user. To see if you may have another account, follow the steps above to retrieve your username and password. If someone else applied for the plan, they can add you as a contact on that record which will allow you access.