

**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
- Master Site Plan and/or Site Plan and Detail Sheets (as appropriate for the request)
- Landscape Plan and Detail Sheet(s) (as appropriate for the request)
- Open Space Plan (as appropriate for the request)
- Grading and Drainage Plan(s) and Detail Sheet(s) (as appropriate for the request)
- Preliminary Drainage Report (as appropriate for the request)
- Color and Materials Board(s) (as appropriate for the request)
- Colored Elevation(s) (as appropriate for the request)
- Floor Plan(s) (as appropriate for the request)
- Water Conservation Forms (as appropriate for the request)
- Photometric Plan and Detail/Cut Sheet(s) (as appropriate for the request)
- Letter from Architectural Review Committee / Property Owner’s Association / Home Owner’s Association (if applicable to the site)
- Other Exhibits (as appropriate for the request)

**Checklist**

- Property Owner Authorization**
  - [Notarized Signed Letter of Authorization from property owner.](#)
- Project Narrative**
  - Project Narrative should be typed in a 12pt font and no more than 5 pages in length.
  - Describe the existing business and surrounding environment and what is being proposed (added, removed or altered);
  - Describe before and after changes, provide all new specifications and how the project and surrounding businesses and environment will be affected;
  - Note the impact of the changes on the site plan, parking, landscaping, building or lighting as applicable.
- Parcel /Aerial Map**
  - Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s).
- Master Site Plan and/or Site Plan and Detail Sheets**
  - Vicinity Map with the site and major streets noted;
  - Graphic scale, north arrow, exhibit date;

- Project data table including: gross and net acres, parking, percentage of landscape area, gross building square footage, etc; Dimension property lines, building setbacks, required landscape areas, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
- Location and size of parking spaces, the number of spaces required and provided; (provide a typical dimension parking stall), bicycles spaces required and provided.
- Location and size of any existing/proposed building(s) or structure(s);
- Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;
- Method of screening and details for parking, **storage** and loading areas;
- Locations and method of screening of existing and proposed utility equipment (ground mounted and/or roof mounted);
- Depict adjacent parcels and/or structures within 300 feet;
- Freestanding sign locations;
- Visibility triangles;
- Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- Service Entry Section (SES) location;
- Fire-riser room location.

***NOTE:** [Standard Commercial and Industrial Site Plan Notes](#) must be included on an exhibit within the project submittal.*

**Landscape Plan and Detail Sheet(s) (as appropriate for request)**

- Vicinity Map with the site and major streets noted;
- Scale, north arrow, and exhibit date;
- Project data table including square footage and percentage of on-site landscaping square footage and percentage of public right-of-way (off-site) landscaping;
- Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- Contour lines for retention basins and earthen berms;
- Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- Location and design of parking and service area screen walls.

**Open Space Plan (as appropriate for request)**

The following information shall be provided on the open space plan (See Chapter 1 Section 2.0 of the LDC for the definition of open space). Requirements may vary and additional information may be required, depending on the zoning district, development type, and DRB/PC stipulations:

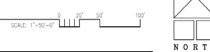
- Vicinity Map; with the site and major streets noted;
- Graphic scale, north arrow, and exhibit date;
- Property lines, easements, alleys, private streets and adjacent rights-of way;
- Location of all building footprints;
- Location of parking spaces;

- Location of all proposed on-site open space areas, including common area and private open space (multi-family projects) areas clearly highlighted or hatched with appropriate colors and/or hatch patterns for each type of open space area (see below example);
- Open Space calculations table: gross site area, net site area, square footage of public right-of-way (off-site) landscaping/open space, square footage of on-site landscaping/open space, percent coverage based on net site area, and total required common area open space per zoning district.

Open Space Plan Example:



OPEN SPACE EXHIBIT



COMMUNITY OPEN SPACE	
SITE AREA (NET)	356,176 S.F. = 8.12 ACRES
REQUIRED OPEN SPACE	45% OF 356,176 S.F. = 160,179 S.F.
PROVIDED OPEN SPACE	186,978 S.F. OR 52.49%
*THIS CALCULATION IS EXCLUSIVE OF THE DRIVEWAYS SHARED WITH THE SC PARCEL.	

PRIVATE OPEN SPACE	
REQUIRED 60 SF/UNIT	= 5,580 SF
PROVIDED	= 51,250 SF (551 SF AVERAGE)

OPEN SPACE LEGEND

- COMMON OPEN SPACE
- PRIVATE SPACE

Grading and Drainage Plan(s) and Detail Sheet(s) (as appropriate as request)

- Copy of approved grading and drainage plan.
- Proposed grading and drainage plan.

Preliminary Drainage Report

A preliminary drainage report must be prepared for all projects, unless the project is within the boundaries of a larger project for which an approved drainage report has already been provided, and no changes are being made to the approved grading and drainage for the site.

- Shall be typed on separate, letter size sheets;
- Watershed boundary map
  - Indicate the drainage pattern, grade breaks and slopes of all streets, parking lots, and other relevant features.

- If the site is subject to off-site drainage, the watershed boundaries shall be delineated and any off-site drainage shall be accounted for in the report.
- Any existing drainage or irrigation structures such as: tailwater or delivery ditches, natural drainage channels etc., and what will be done with them.
- The retention volume required. Present a preliminary retention basin plan including size, depth and proposed method(s) of draining the basin(s).
- If the development, or any part of it, is located in a mapped floodplain, indicate the steps that will be taken to comply with the Town of Gilbert Municipal Code, Chapter 34, Floodplain Management.
- Color and Materials Board (as appropriate as request)**
  - Electronic Color & Material Board (staff may request hardcopy if necessary).
- Colored Elevations (as appropriate as request)**
  - Graphic scale and date;
  - All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;
  - Color and Materials Table with name, manufacturer product identification;
  - Elevations of parking and/or other accessory structures;
  - Roof drainage method noted;
  - Roof mounted mechanical and/or electrical equipment dimensioned and dashed in with method of screening depicted;
  - Location of proposed and/or existing signage;
  - Location, type and mounted height of proposed wall mounted lighting fixtures.
- Floor Plans (as appropriate as request)**
  - Graphic scale (comparable to elevation scale) and date;
  - Gross floor 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.
- Water Conservation Forms (as appropriate as request)**
  - Exhibit 10a (Non Per Capita Conservation Program (NPCCP) Forms)
    - [Non-Residential or Hotel/Motel Facility](#)
    - [Multi-Family and Congregate Care](#)
    - [Single-Family](#)
  - Exhibit 10b Multiple and Large Meter User (MLM) Forms
    - [New Developments](#)
    - [Existing Developments](#)

For: New non-residential (commercial, industrial, public facility, or institutional developments), or any new meter additions to current developments. Residential, including multifamily, DO NOT need to complete this form. Must use Excel format. Only complete the “MLM User Form” tab. For questions completing the form, contact the Water Resources & Conservation Coordinator (480) 503-6896.

- Photometric Plan and Detail/Cut Sheet(s) (as appropriate as request)**
  - Site Plan Photometric with 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.
- Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association**
  - Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.
- Other Exhibits (as appropriate for the request)**