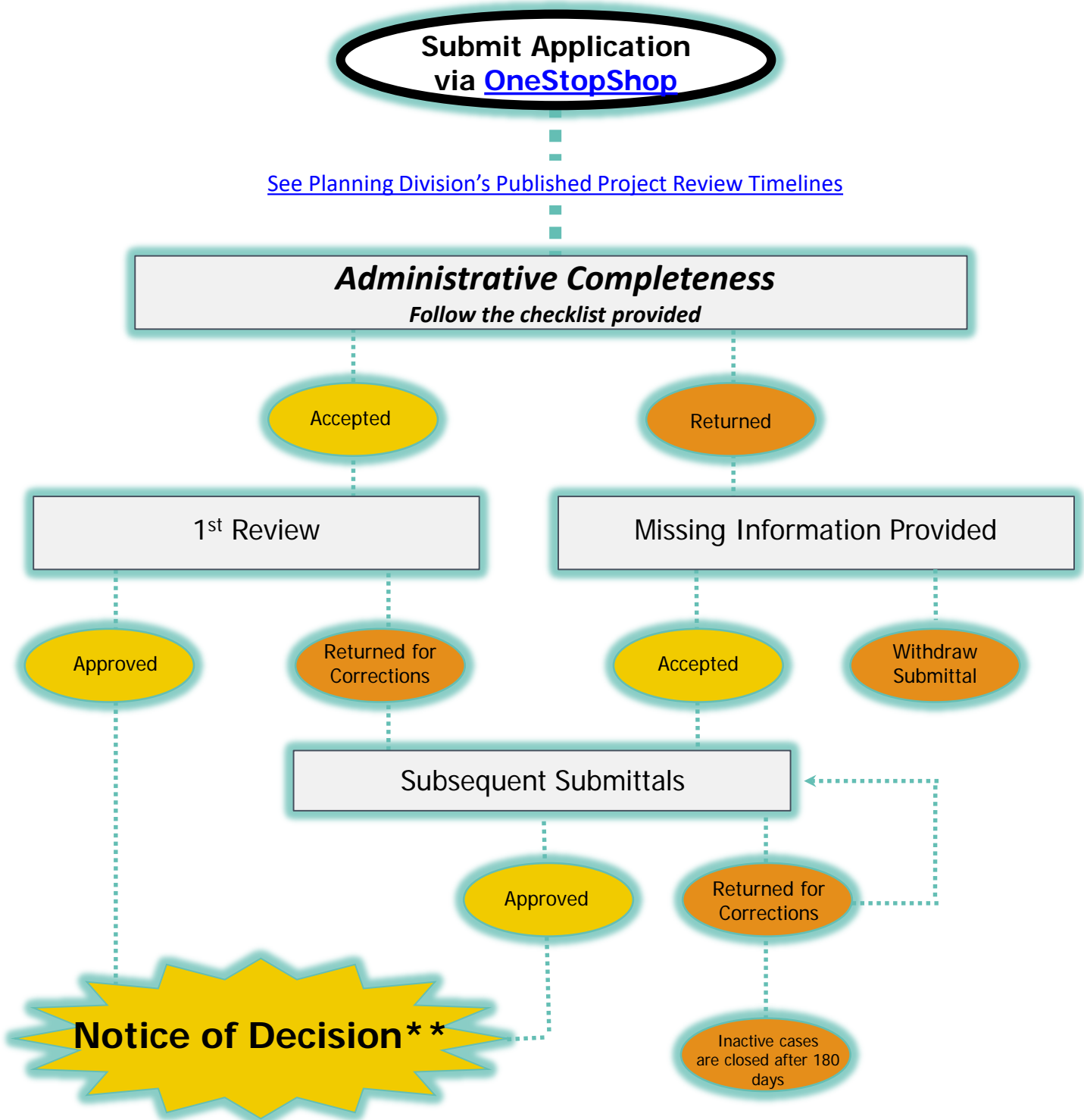


# Design Review Amendment Administrative Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)



\*\*The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.\*\*

# **Examples of Design Review Amendment Administrative Minor**

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

- Minor changes to building or structure exterior finish, material or color from an approved DRB case.
- Minor changes to building elevations that do not significantly change the appearance or adversely affect the aesthetics of the building. Examples include: lighting, doors, windows, canopies, awnings.
- Minor exterior changes to standard plan elevations.
- Minor changes or refinements to landscape areas, open spaces, community entry features, planters, walls and fences.
- Minor changes to a previously approved site plan for parking spaces, landscape planter, screen walls or fences, not affecting the circulation or egress visibility of the development.

## **Projects that do NOT qualify for the Minor review but fall under Administrative Design Review Application:**

- Expansions to existing buildings.
- Significant changes with landscaping or parking lots that require a modification to the Grading and Drainage Plan.
- Considerable renovation that removes outdoor areas, canopies, parking, or changes access or circulation.
- 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
- 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)
- Color and Materials Board(s) (as appropriate for the request)
- Elevation(s) (as appropriate for the request)
- Floor Plans (as appropriate for the request)
- Letter from Architectural Review Committee / Property Owner's Association / Home Owner's Association (if applicable to the site)
- Email or communication from Planning Services Division staff person noting authorization to use this application.
- Other Exhibits (as appropriate for the request)

**Checklist**

- Property Owner Authorization**
  - [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 proposed project of what is being removed or altered;
  - Describe before and after changes, provide all new specification;
  - Note the impact of the changes on the site plan, parking, landscaping or lighting as applicable.
- Parcel /Aerial Map**
  - Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s).
- Site Plan and Detail Sheets (as appropriate for the request)**
  - Vicinity Map with site 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, require landscape areas, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
  - 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 for parking, storage and loading areas;
- Depict adjacent parcels and/or structures within 300 feet;
- Freestanding sign locations with corresponding visibility triangles;
- Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
- Service Entry Section (SES) 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 the request)**

- Vicinity Map; with the site 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 the 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

- Color and Materials Board(as appropriate for the request)**
  - Electronic Color & Material Board (staff may request hardcopy if necessary).
- Elevations (as appropriate for the 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 for the 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;
- Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association** (if applicable to the site)
  - Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.
- Email or communication from Planning Services Division**
  - Email or Communication from staff person noting or documenting authorization to use this application.
- Other Exhibits (as appropriate for the request)**

## Frequently Asked Questions for OneStopShop Online Portal

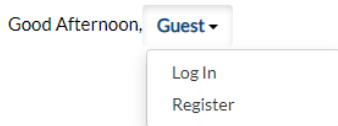
### *Where can I find instructions on how to use the OneStopShop portal?*

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.

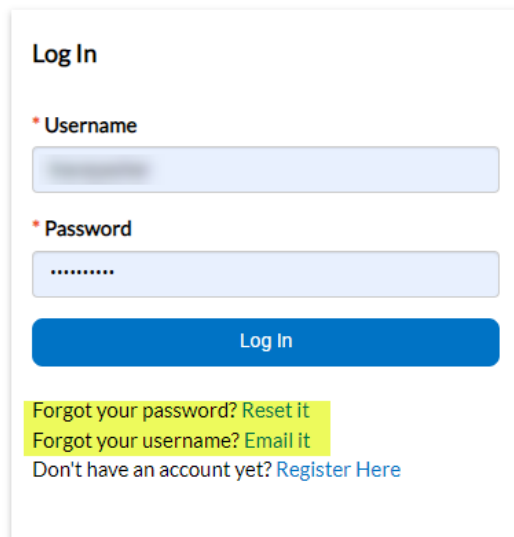
### *What do I do if I forgot my username and/or password?*

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 a "Log In" form. The title "Log In" is at the top left. Below it are two input fields: "Username" and "Password", both with red asterisks. The "Username" field contains a blurred greyed-out text. The "Password" field contains a series of dots. Below the fields is a blue button labeled "Log In". At the bottom, there are three links: "Forgot your password? Reset it" (highlighted in yellow), "Forgot your username? Email it" (highlighted in yellow), 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.