

General Plan

Submit Application
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

Administrative Completeness
Follow the checklist provided

Accepted

Returned

1st Review

Missing Information Provided

Accepted

Returned for
Corrections

Accepted

Withdraw
Submittal

Subsequent Submittals

Accepted

Returned for
Corrections

Public Notice and Public Hearing
[Land Development Code Sections 6.2.6 and 6.2.7](#)

Inactive cases
are closed after 180
days

Notice of Decision

General Plan

- The General Plan is a comprehensive long-range guide for orderly growth and development in the community.
- Prior to submitting an application for a General Plan amendment, an applicant must complete the Neighborhood Meeting and Pre-Application meeting review process.
- 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.
- Changes may be made to the text or map of the General Plan. Amendments to the General Plan may be initiated by the Town or by formal application by the owner(s) or their agents, of real property within the Town planning area boundaries.
 - Major Amendments – Applications shall be filed no later than May 31st of each calendar year in order to be considered in that year and heard by Town Council at a single hearing during the calendar year in which they were filed. A major amendment is defined in Chapter 1: Amendments of the [Gilbert General Plan](#).
 - Minor Amendments – Applications for minor amendments may be filed at any time.
- Prop 207 Waiver (Diminution in Value)
 - Title Report – If the title report is more than a month old, it will not be considered current.
 - Proof of signatures rights will be needed for LLC's or Corporation's.
- All applications to amend the General Plan shall be subject to a citizen review process. The citizen review process shall at a minimum consist of a neighborhood meeting or a work session of the Planning Commission.
- General Plan requests will be heard by the Planning Commission and the final decision will be made by Town Council. Scheduled meeting dates can be found on the [Town Public Meeting dates](#) calendar.
- 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](#)

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
- Proposition 207 (Diminution in Value) Waiver Form with Exhibits
- General Plan Exhibit
- Legal Description
- Pre-Application Meeting Comments and Responses
- Neighborhood Meeting Materials
- Market Study (if required by Town)
- Traffic Impact Analysis/Study (if required by Town)
- Neighborhood Notice

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;
- Description of proposed General Plan changes;
- Why the current classification is not suitable;
- Explanation on how the proposed change is compatible with adjacent properties and other elements of the General Plan;
- Any unique physical characteristics of the site present opportunities or constraints for development under existing classification;
- Explanation on the availability of public utilities and services;
- Proposed fiscal impact of future development based on evaluation of projected revenues and additional cost of providing public facilities and services to accommodate project increases or decreases in population and development; and
- How the proposed amendment affects the ability of the community to sustain the physical and cultural resources, including air quality, water quality, energy, natural and human-made resources necessary to meet demands of present and future residents.

- 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
- Proposition 207 Waiver with Exhibits**
 - Notarized [Proposition 207 Waiver](#) (Diminution in Value) with required exhibits
 - Exhibit A – Title Report (current)
 - Exhibit B – Legal Description & Map of Site
 - Exhibit C – Requested action setting forth any modifications, changes, deletions, or additions.
- 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 and net acres, current and proposed General Plan classification(s) and percent of total acreage in each land use classification.
- Legal Description**
 - Metes and bounds description of the property including total gross acreage, sealed and signed by a Registered Engineer or Surveyor; and
 - Electronic file of legal description with an electronic signature.
- Pre-Application Meeting Comments and Responses**
 - Responses to the comments from the Pre-Application Meeting
- Neighborhood Meeting Material**
 - Neighborhood Notice Letter; sign in sheet from meeting, map & property owner information within 300 ft. (660 ft if in Santan Character area) for neighborhood mailing and the Neighborhood Meeting Minutes
- Market Study (if required by Town)**
 - The Town may require a market study to evaluate the economic and fiscal impact of the proposed amendment on the town and other land uses. The market study will be the financial responsibility of the applicant and contracted by the Town to ensure objectivity.
- Traffic Impact Analysis/Study (if required by Town)**
 - The Town Traffic Engineer may require a Traffic Impact Analysis/Study to determine the impacts of the request.

Neighborhood Notice

- Please refer to Section 6.2.6.D 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 and the typed names and address of all property owners identified on parcel map (<http://mcaessor.maricopa.gov/>);
- Neighboring properties whose property rights are negatively impacted by the proposed project require a separate comprehensive notice detailing the proposed changes and how it impacts their property.

Frequently Asked Questions for OneStopShop Online Portal

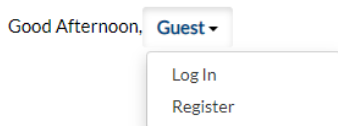
Where can I find instructions on how to use the OneStopShop portal?

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.

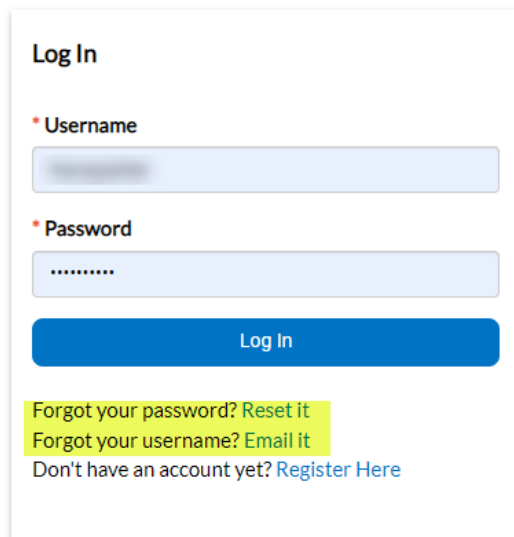
What do I do if I forgot my username and/or password?

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.