

## Submittal Formatting, Required Materials and Checklist:

Submit electronic copy of ALL 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
- Title Report
- Preliminary Site Plan and/or Site Plan and Detail Sheet(s)
- Addressing Site Plan
- Landscape Plan and Detail Sheet(s) – Colored
- Open Space Plan
- Grading/ Drainage Plan(s) and Detail Sheet(s)
- Preliminary Drainage Report
- Color and Materials Board(s)
- Colored Elevation(s)
- Floor Plan(s)
- Photometric Plan and Detail/Cut Sheet(s)
- Phasing Plan (if applicable)
- Water Conservation Forms
- Response to Pre-Application Meeting Comments
- Neighborhood Notice
- Traffic Impact Analysis
- Approval by Property Owner’s Association/ Home Owners Association

<b>Checklist</b>
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**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;  
Project compliance with existing zoning, General Plan;  
Commercial Design Guidelines and/or Industrial Design Guidelines;  
Standard Commercial and/or Industrial Site Plan Notes;  
Streetscape standards, and approved application design guidelines for an overall project;  
Discuss techniques employed to mitigate environmental impacts, including heat island effect, energy and water use, etc.

**Parcel /Aerial Map**

Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);  
Aerial with Parcel Boundary.

**Title Report**

Current within the last three months.

**Preliminary Site Plan and/or Site Plan and Detail Sheets**

Submit a Preliminary site plan (if applicable) and/or the site plan and site details.

Vicinity Map with the site and major streets noted;

Graphic scale, north arrow, exhibit date;

Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;

Project data table: existing zoning on site and adjacent property within 300 feet, gross and net acreage, total gross building area, number of required and provided parking spaces, total landscape area and landscape area percentage coverage and lot coverage percentage,

Location and size of any existing/proposed building(s) or structure(s);

Dimension location of required and proposed building setbacks and spaces between buildings;

Queuing area for drive through uses;

Vehicular and pedestrian circulation, including ADA accessibility requirements;

Location and size of parking spaces, passenger or merchandise loading, and the number of spaces required and provided; (provide a typical dimension parking stall);

Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;

Emergency apparatus access and required turning radii;

Adjacent lot lines and/or structures within 300 feet;

Off street parking calculations for required and provided spaces;

Method of screening and details for parking, storage and loading areas;

Locations and architecturally integrated method of screening of existing and proposed utility equipment (ground mounted and/or roof mounted);

Dimension location of required landscape areas;

Location, type and height of existing and proposed site lighting fixtures including parking lot lights;

Retention areas;

Freestanding sign locations with corresponding visibility triangles;

Fire riser room location;

Fire Road Access/Circulation;

Roadway cross section (if applicable);

Access distances;

Service Entry Section (SES) location and screening method;

Location of existing structures, trees, and other significant site features; Dashed in.

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

**Addressing Site Plan**

Separate Addressing Site Plan drawn to scale, showing property lines and the closest existing street centerlines and dimensioned building footprint(s) with interior demising walls, and front entrance door(s) for each floor level.

**Landscape Plan and Detail Sheet(s)**

Vicinity Map; with the site and major street noted;  
Graphic scale, north arrow, and exhibit date;  
Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;  
Dimension location of proposed required landscape areas;  
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);  
[Town of Gateway Area Right-of-Way Improvement Standards and Streetscape Design Guidelines](#);  
[Street Theme District Theme Tree](#) provided along arterial streets;  
Sight visibility triangles per [Town of Gilbert Standard details](#) (GIL-211 and/or 212);  
Contour lines for retention basins and earthen berms;  
Location of parking;  
Parking lot light poles;  
Location of existing and proposed electrical transformers, utility poles, and other utility equipment;  
Location and detail elevations of entry monuments;  
Detail for all wall types, parking canopies, site furniture, recreation equipment, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.;  
Project data table: gross acres and net acres, 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).

**Open Space Plan**

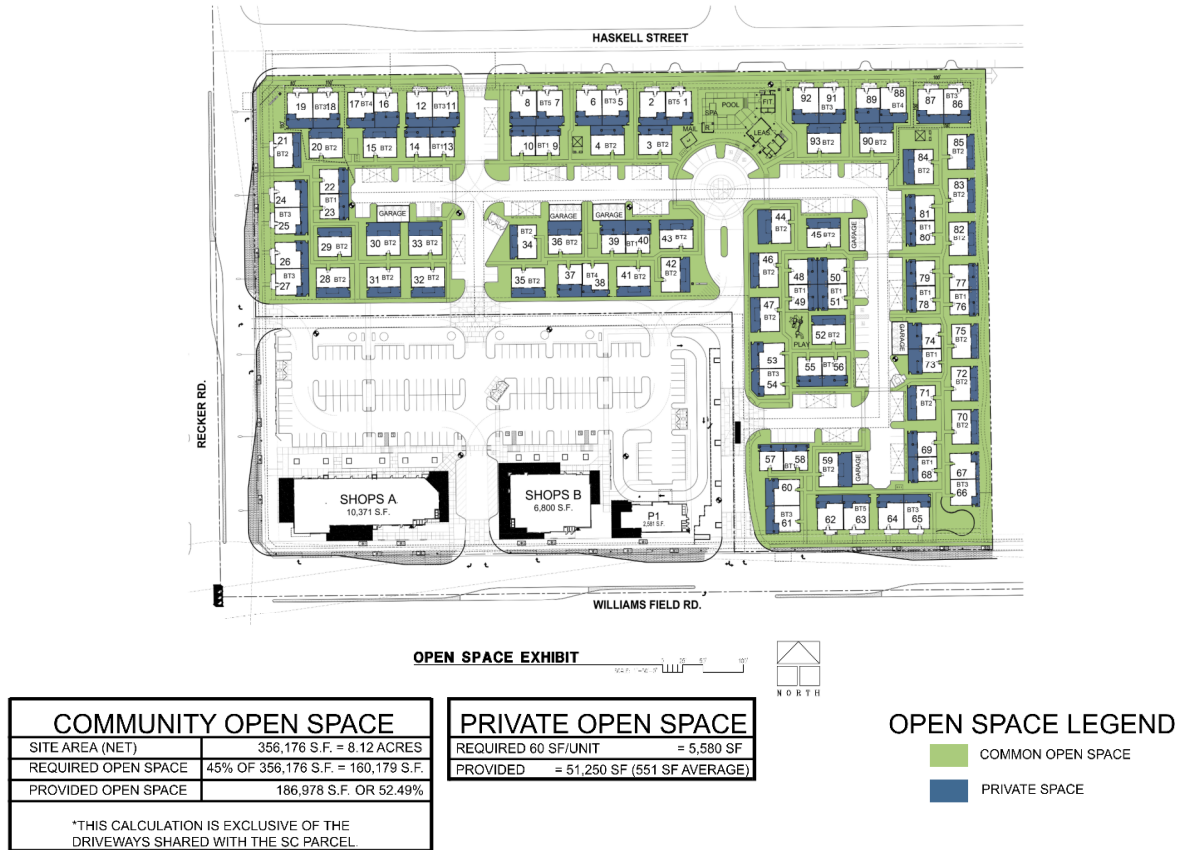
The following information shall be provided on the open space plan (See Chapter 1 Section 2.0 of the LDC for the definition of open space). Requirements may vary and additional information may be required, depending on the zoning district, development type, and DRB/PC stipulations:

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:



**Grading and Drainage Plan(s) and Detail Sheet(s)**

- Vicinity Map with site and major streets noted;
- Graphic scale, north arrow and exhibit date;
- Project data table including: gross and net acres
- 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;
- Cross-sections and details.

**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**

Color & Material Board with samples of exterior materials (including glazing) and colors noting manufacturer name, product ID/Name.

**Colored Elevations**

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 accessory structures;

Roof drainage method noted;

Roof mounted mechanical and/or electrical equipment dimensioned and dashed in with architecturally integrated method of screening;

Location of proposed and/or existing signage (Dashed sign band);

Location, type and mounted height of proposed wall mounted lighting fixtures.

**Floor Plans**

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;

Any other significant elements of the building design.

**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 with options noted.

**Phasing Plan (if applicable)**

Parcels designated with each phase;

Off-site and On-site improvements with each phase; and

Open space areas with each phase;

**Water Conservation Forms**

Exhibit 12a (Non Per Capita Conservation Program (NPCCP) Forms

o [New Non-Residential or Hotel/Motel Facility](#)

o [Multi-Family and Congregate Care](#)

Exhibit 12b Multiple and Large Meter User (MLM) Forms

o [New Developments](#)

o [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.

**Response to Pre-Application Meeting Comments**

If a pre-application meeting was held for the project, include the responses as to how the meeting comments have been addressed.

**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://mcassessor.maricopa.gov/>)

**Traffic Impact Analysis**

**Approval by 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.