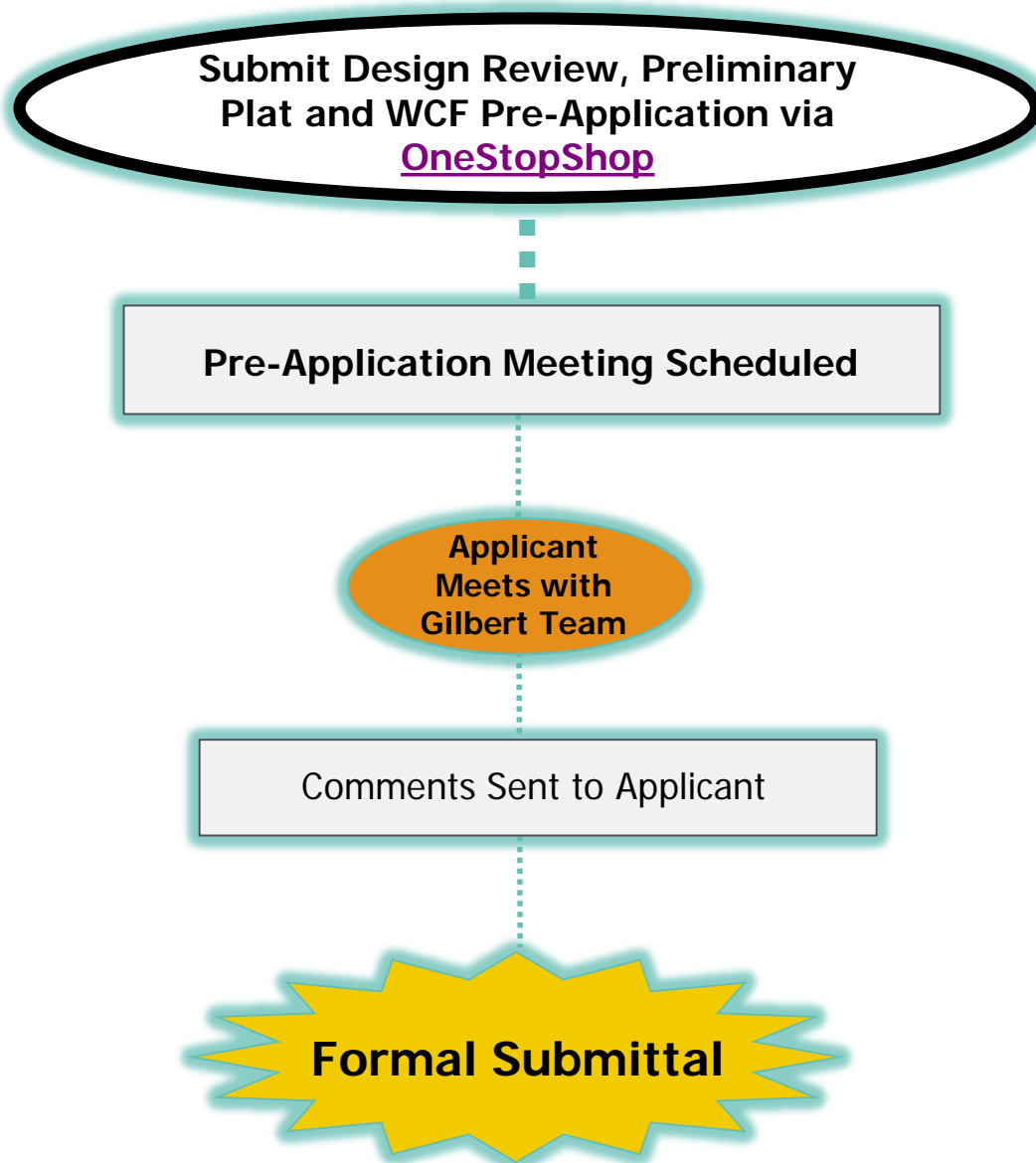


# Design Review, Preliminary Plat and Wireless Communication Facilities Pre-Application



# Design Review, Preliminary Plat and Wireless Communication Facilities Pre-Application

- Pre-Application Design Review, Preliminary Plat and/or Wireless Communication Facilities required for:
  - Shopping centers, office complexes, business parks, multi-family residential uses, public, charter and private schools;
  - Employment projects located on parcels 3 acres or larger;
  - Individual commercial and employment buildings on sites 5 acres and larger not within an approved shopping center or industrial park;
  - Any single building with more than 10,000 square feet of gross floor area;
  - Public Safety Facilities, Government Offices and Facilities, Outdoor Entertainment and Recreation;
  - Other large-scale projects with multiple structures developed under a unified plan;
  - Preliminary Plat;
  - New vertical structures for Wireless Communication Facilities.
  - Optional Review for a project that does not require a pre-application.
- Pre-Application meetings are scheduled for the next available meeting date (typically Monday afternoon 2-5 p.m.).
- 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
- Preliminary Site Plan (if applicable for Design Review Pre-Application)  
OR
- Preliminary Plat (Preliminary Plat Pre-Application only)
- Site Plan
- Elevations (if available)
- Transportation (if applicable)

**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 project;
  - Provide how the project complies with the General Plan, zoning requirements and approved preliminary site plans, if any;
  - (Design Review Pre-Application) An explanation on how the project complies with any approved design guidelines for the approved center or overall project.
  - (Preliminary Plat Pre-Application) Description of proposed refuse and recycling collection system if other than standard Town collection from individual lots.
- Preliminary Site Plan (if applicable)**
  - If a preliminary site has been approved by the Design Review Board, submit a copy with the final design review plan or if only developing a portion of a large project, provide a site plan for the overall concept.
- Site Plan**
  - Vicinity Map with 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 building setbacks and spaces between buildings;

- Sight visibility triangle, parking and drive aisle setback dimensions
- Queuing area for drive through uses;
- Vehicular and pedestrian circulation, including ADA accessibility requirements;
- 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, existing and future access points and/or structures within 300 feet;
- Location and size of parking spaces, passenger or merchandise loading and the number of spaces required and provided; (provide a typical dimension parking stall);
- Off street parking calculations for required and provided spaces including ADA and bicycle 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;
- Conceptual water retention areas and drainage plan;
- 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
- Existing/proposed outdoor storage areas;

**Elevations (if available)**

- Graphic scale and exterior dimensions;
- 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;
- Method of screening for mechanical and electrical equipment;
- Location of proposed and/or existing signage (Dashed sign bands).

**Preliminary Plat Only**

**Preliminary Plat**

- Vicinity Map with the site and major street noted;
- Key map on each page, if plat consists of more than two pages;
- Graphic scale, north arrow, exhibit date;
- Proposed subdivision name;
- Typical lot dimensions;
- Number each lot individually with the last lot number circled;
- Indicate area of all lots, total number of lots, total lot area and corresponding zoning classification;

- Table of tracts indicating use, tract area, and total tract area;
- Location of existing and proposed multi-use and pedestrian trails;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- Adjacent rights-of-way and easements showing existing and future improvements, access points, etc.;
- Layout of proposed streets and alleys, giving widths and proposed names. **Show turning radius of 35' inside/55' outside;**
- Proposed right-of-way dedications;
- Street cross sections;
- Designation of all land to be dedicated or reserved for public use, with the use indicated;
- Conceptual drainage;
- Identification of on- and off-street guest parking;
- Adjacent zoning districts within 300 feet;
- Adjacent lot lines and structures within 300 feet; and
- Table indicating development land use data including: gross and net acres, current General Plan Classification(s) and zoning district(s); percentage of total acreage in each zoning category; number of dwelling units (Residential plats only); open space/landscape areas and percentages and other tracts and purpose.

**WCF Only**

- Diagram of the proposed facility and antennae, including height, shape, size and nature of construction);
- Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned.

**Transportation (if applicable)**

- Submit a Trip Generation Statement for the proposed development.
- Include project description, weekday daily trips, AM and PM peak hour trips and weekend trips. Trips shall be estimated using the latest edition of the Trip Generation Manual as published by the Institute of Transportation Engineers (ITE).

## Frequently Asked Questions for OneStopShop Online Portal

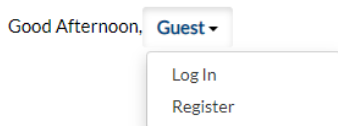
### *Where can I find instructions on how to use the OneStopShop portal?*

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.

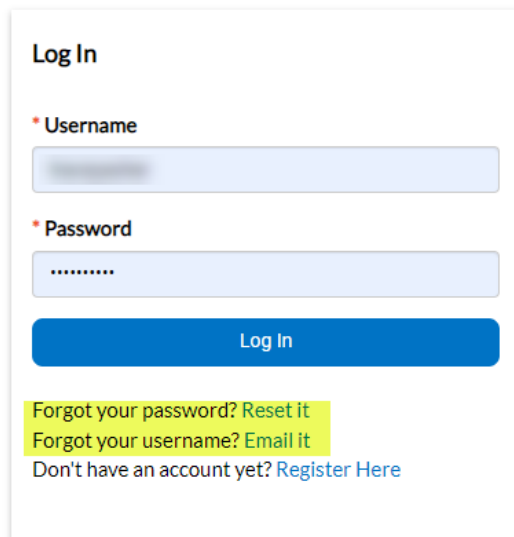
### *What do I do if I forgot my username and/or password?*

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 form has a title "Log In" at the top. Below the title are two input fields: "Username" and "Password", both with red asterisks indicating they are required. The "Username" field contains a blurred greyed-out text. The "Password" field contains a series of dots. Below the input fields is a blue button labeled "Log In". At the bottom of the form, 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.