

## Pre-Application and Due Diligence Meeting Guide

- **Pre-Application Meeting:** A Pre-Application Meeting is required prior to submitting a development application for no fee. Submittal checklists will be provided following the Pre-Application meeting.
- **Due Diligence Meeting:** The City will provide general guidance regarding a potential project's viability for no fee. There is nothing required for this meeting, but the more information provided in the application, the better we can help you. Please use [this link](#) to view Fact Sheets for select sites.

### Items to keep in mind when scheduling:

- Pre-Application and Due Diligence Meetings are conducted on Tuesday and Thursday afternoons in 45-minute increments between the hours of 1:30-4:30 P.M.
- Meetings are scheduled first come, first serve.
- Meetings may not be held on Holiday weeks.

### Required Documents:

- **For Commercial, Industrial, Multi-family (including single-family rentals) New Ground Up projects** – If you are at the rezoning stage of a site, conceptual plans are acceptable, otherwise please include:
  - ☒ Project Narrative - Should include a description of the project and specific questions for staff comment (Can include project and process questions)
  - ☒ Aerial Vicinity Map
  - ☒ Conceptual Site Plan - Should show or provide the following information:
    - ☒ Proposed building location(s), height, square footage, and occupancy
    - ☒ Building setbacks and heights
    - ☒ Existing and proposed driveway locations
    - ☒ Number and location of proposed parking spaces
    - ☒ Proposed project phasing
  - ☒ Conceptual Building Elevations
- **For Single-family Residential projects** – If you are at the rezoning stage of a site, conceptual plans are acceptable, otherwise please include:
  - ☒ Project Narrative – Should include a description of the project and specific questions for staff comment (Can include project and process questions)
  - ☒ Aerial Vicinity Map
  - ☒ Conceptual Subdivision Plat - Should show or provide the following information:
    - ☒ Density and number of lots
    - ☒ Lot size and dimensions
    - ☒ Existing and proposed street
    - ☒ Proposed open space/landscaping
    - ☒ Proposed project phasing

## **Ready to request a meeting?**

All submittals to the city of Goodyear are done through Accela Citizen Access.

Once you create an account, you can submit an application with the submittal documents outlined below. After Starting an Application, select Pre-Application/Due Diligence and complete the application and upload the Documents as outlined above.



### **Pre-Application/Due Diligence**

[Click here to request a pre-application or due diligence meeting.](#)

Once you have completed the online application form, City Staff will reach out with the meeting details via the email provided in the online application.

### **Questions?**

Please contact our Development Counter:

Email us at [developmentcounter@goodyearaz.gov](mailto:developmentcounter@goodyearaz.gov) or call 623-932-3004, option #2.