

**CITY OF GOODYEAR
ADMINISTRATIVE PROCESS MANUAL (APM)
TABLE OF CONTENTS**

1.0 INTRODUCTION

- 1.1 Introduction and Universal Provisions
- 1.2 Definitions

2.0 DEVELOPMENT SERVICES PROCESSES

- 2.1 Annexation
- 2.2 Assisted Living Home Zoning Clearance
- 2.3 Commercial/Industrial Alterations Design Review
- 2.4 Commercial Pad Site Plan/Design Review
- 2.5 Comprehensive Sign Package (Administrative Approval)
- 2.6 Comprehensive Sign Package (Requiring City Council Approval)
- 2.7 Development Fee Exemption/Waiver
- 2.8 Final Planned Area Development (PAD)
- 2.9 Final Subdivision Plat
- 2.10 Major General Plan Amendment
- 2.11 Map of Dedication
- 2.12 Minor General Plan Amendment
- 2.13 Minor Land Division
- 2.14 Model Home Complex
- 2.15 Planned Development Design Guidelines
- 2.16 Preliminary Planned Area Development (PAD)
- 2.17 Preliminary Subdivision Plat
- 2.18 Residential Design Review
- 2.19 Rezone
- 2.20 Site Plan/Design Review
- 2.21 Special Use Permit
- 2.22 Street Naming
- 2.23 Use Permit
- 2.24 Zoning Ordinance Text Amendment
- 2.25 Zoning Permit
- 2.26 Zoning Variance

3.0 BUILDING PLAN REVIEW AND PERMIT PROCESSES

- 3.1 Building and Fire Construction Permit
- 3.2 Building and Fire Occupancy Certificate, and Certificate of Completion

4.0 CITY CLERK PROCESSES

- 4.1 Escort and Escort Bureau

5.0 ENGINEERING PROCESSES

- 5.1 Civil Construction Plan Review

- 5.2 Civil Construction Permits
- 5.3 Civil Construction As-Built Plan Review
- 5.4 Traffic Control Permit

- 6.0 ENVIRONMENTAL SERVICES PROCESSES**
 - 6.1 Temporary Suspension of Sanitation Service
 - 6.2 Wastewater Discharge Permit

- 7.0 FIRE DEPARTMENT PROCESSES**
 - 7.1 Operational Permit

- 8.0 POLICE DEPARTMENT PROCESSES**
 - 8.1 Peddler Permit

Revision History

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12-1523	12/17/2012	Initial Adoption
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APPLICATION PROCESS GUIDELINES

SECTION 1.1 INTRODUCTION AND UNIVERSAL PROVISIONS

1. Introduction.
 - a. The City of Goodyear Administrative Process Manual (APM) is a document which compiles the processes and procedures used in the issuance of permits, licenses and approvals that are subject to A.R.S. 9-834 through 9-840. The APM contains a description of the minimum application requirements, the procedures and time frames under which an application must be processed. Establishment of the APM is adopted by resolution of the Goodyear City Council.
2. Legislative Actions.
 - a. This manual compiles processes for various approvals and permits that are required from the City. Although the impetus for the development of this manual was the enactment of Senate Bill 1598, the provisions of this bill do not apply to all of the processes included in this manual, including processes for legislative actions such as Rezoning, Planned Area Developments, General Plan Amendments and the like. Although staff has endeavored to adopt consistent processes, certain approval processes have been modified as necessary to address other statutory requirements.
3. Modifications.
 - a. The Director of Development Services is authorized to make clerical corrections to this manual, including, but not limited to, the correction of scrivener's/clerical errors, references, numbering, section/subsection numbers any and references thereto. The Director of Development Services is further authorized to reformat and reorganize this document as deemed necessary. Actions taken consistent with the authority granted herein shall not be considered an amendment to the Manual.
4. Universal Provisions.
 - a. The following provisions apply to all approval processes included in this manual:
 - i. Simultaneous Submission of Applications Related to Same Project.
 1. If multiple applications related to the same project are simultaneously submitted there shall be one Administrative Completeness Review time frame and one Substantive Review time frame for all related applications. The applicable time frames shall be the Administrative Completeness Review time frame and the Substantive Review time frame that applies to the application with the longest Substantive Review time frame.
 - ii. Subsequent Submission of Applications Related to Pending Applications for Same Project.
 1. If, during the course of review of pending application(s) for a project, additional application(s) related to the same project are submitted, the Substantive Review time frame for all related

applications shall be reset such that there is one new substantive review time frame for all related applications. The applicable Substantive Review time frame shall be the Substantive Review time frame that applies to the pending application that has the longest Substantive Review time frame. As a result the entire substantive review time frame for all related applications shall start over.

iii. Resubmittal Disclosure Requirement.

1. If changes are made to applications, plans, detail sheets, reports and/or other application submittal documents, other than changes requested by the City in its review comments, such changes shall be identified and listed in detail and the location of the changes shall be clearly identified in the in the applications, plans, reports, detail sheets and/or other submittal documents. FAILURE TO IDENTIFY ADDITIONAL CHANGES TO APPLICATION SUBMITTAL DOCUMENTS NOT REQUESTED BY THE CITY MAY RESULT IN A DENIAL OF THE APPLICATION.

iv. Resubmittal Constituting New Submittal.

1. If changes are made to applications, plans, detail sheets, reports and/or other application submittal documents, other than the changes requested by the City in its review comments, and such changes are determined by the Development Services Director to be major changes, then in such event, the submission shall be deemed to be a new application and the Substantive Review time frame shall start over. If there is more than one application related to the same Project under review at the time of such changes and the start over of the Substantive Review time frame, the applicable Substantive Review time frame shall be the Substantive Review time frame that applies to the pending application that has the longest Substantive Review time frame.

v. Default Review Time Frames.

1. If Administrative Completeness Review time frames and Substantive Review time frames are not included in this manual for a specific license or approval and have not been adopted by the City Council of the City of Goodyear in some other form such as the Engineering Standards, the Administrative Completeness time frame shall be 60 days and the Substantive Review time frame shall be 180 days and the Administrative Completeness Review and Substantive Review shall follow the procedures set forth in this manual for the review of the application submittal(s) which is most similar, as determined by the Development Services Director.

APPLICATION PROCESS GUIDELINES

SECTION 1.2 DEFINITIONS

The following definitions apply to the Application Process Guidelines:

Administrative Process Manual (APM). The City of Goodyear Administrative Process Manual as adopted and amended from time to time by the City Council. The APM is a document which compiles the processes and procedures used in the issuance of permits, licenses and approvals that are subject to A.R.S. 9-834 through 9-840. The APM contains a description of the minimum application requirements, the procedures and time frames under which an application must be processed. Establishment of the APM is authorized under Article 3-14 of the Goodyear City Code and is adopted by resolution of the Goodyear City Council.

Adobe Amendment. Adobe Amendment means the Adobe Amendment to the Uniform Building Code, 1982 Edition (revised July 1984) sponsored by the Maricopa Association of Governments and adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

Board. The Board of Adjustment of the City of Goodyear.

Building Official. Building Official means the Building Official or his/her designee.

City. City shall mean the City of Goodyear.

Code or Goodyear City Code. The Goodyear Code of Ordinances as adopted and amended from time to time by the City Council.

Committee. The Development Review Committee (DRC) as described in Section 1-2-6 of the Zoning Ordinance.

Community Development Department. The Development Services Department.

Community Development Director. The Development Services Department Director or his/her designee.

Conditional Approval. An affirmative action by the Board or the Council indicating that approval will be forthcoming upon satisfaction of certain specified stipulations.

Construction Codes. Construction Codes shall mean all federal, state, and local laws, ordinances, codes, rules, regulations, policies and guidelines that apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. This

includes, but is not limited to, all of the technical codes adopted by the City of Goodyear as amended from time to time, such as the IBC, IFC, IRC, Adobe Amendment, IPMC, NEC, IMC, UPC, IECC, and ICC/ANSI A117.1.

Council. The City Council of the City of Goodyear.

Department. The Director of the Development Services Department or designee.

Development. The utilization of land for public or private purposes.

Development Agreement. An agreement between the City and the current or former owner or authorized agent of the owner related to the development of the property being platted.

Development Master Plan (DMP). A preliminary master plan for the development of a large or complicated land area, the platting of which is expected in progressive stages.

Development Review Committee (DRC). The Development Review Committee as described in Section 1-2-6 of the Zoning Ordinance.

Director. The Development Services Director, or his/her designee.

Easement. A grant by the owner of the use of land by the public, a corporation or persons for specific uses and purposes and so designated.

Engineering Plans. Plans, profiles, cross sections and other required details for the construction of public improvements, prepared by a registered civil engineer in accordance with the approved Preliminary Plat and in compliance with standards of design and construction approved by the Council.

Engineering Standards. The City of Goodyear Engineering Design Standards and Policies Manual as adopted and amended from time to time by the City Council.

Final Approval. Approval of the Final Plat by the Council as evidenced by certification on the plat by the City Engineer and signed by the Mayor and attested by the Clerk, which constitutes authorization to record a plat.

Final Plat. A map of all or part of a subdivision that substantially conforms to an approved Preliminary Plat that is prepared by a registered civil engineer or a registered land surveyor.

General Plan. A comprehensive plan, or parts thereof, providing for the future growth and improvement of the city and for the general location and coordination of streets and highways, schools and recreation areas, public building sites and other physical development.

IBC. IBC means the edition of the International Building Code published by the International

Code Council adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

ICC/ANSI A117.1. ICC/ANSI A117.1 means the edition of the ICC/ANSI A117.1 Accessible and Useable Buildings and Facilities published by the American National Standards Institute, Inc. and the International Code Council adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

IECC. IECC means the edition of the International Energy Conservation Code published by the International Code Council adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

IFC. IFC means the edition of the International Fire Code published by the International Code Council adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

IMC. IMC means the edition of the International Mechanical Code published by the International Code Council adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

Improvements. Installations that are required pursuant to the Subdivision Regulations; the Zoning Ordinance; the Engineering Standards; Flood Prevention Regulations; applicable Zoning Conditions; applicable Development Agreements; applicable Development Master Plans; and/or any other applicable federal state and/or local law, ordinance, code, rule, regulation, policy and/or guideline, including, but not limited to, grading, drainage, water, wastewater, reclaimed water, irrigation, streets, alleys, street lights, underground utilities, traffic control devices, dry utilities, circuits and conduits.

Improvement Standards. A set of regulations setting forth the details, specifications and instructions to be followed in the planning, design and construction of certain required improvements to property formulated by the City Engineer, concerned state and county departments and other city departments.

IPMC. IPMC means the edition of the International Property Maintenance Code published by the International Code Council adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

IRC. IRC means the edition of the International Residential Code published by the International Code Council adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

Land Split. The division of improved or unimproved land whose area is two and one half acres or less into two (2) or three (3) tracts or parcels of land or lots for the purpose of sale, lease or financing. See Minor Land Division definition.

Lot. A parcel of land within a single block, which by reason of ownership, recording or use, is

separate and distinct from other such parcels and which has frontage on a public street or an approved private access way.

Lot Split. See Minor Land Division definition.

Map of Dedication. A map used to separate land being dedicated to a public entity.

Minor Land Division. Any division of improved or unimproved land or lands for the purpose of financing, sale or lease, whether immediate or future, for which a subdivision plat is not required. A land split, lot split, lot line adjustment, and a map of dedication shall be considered Minor Land Division.

NEC. NEC means the edition of the National Electrical Code published by the National Fire Protection Association adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

Open Space. Any space of area characterized by great natural scenic beauty or whose existing openness, natural condition or present state of use, if retained, would maintain or enhance the conservation of natural or scenic resources or the production of food and fiber.

Ordinance. The Zoning Ordinance of the City of Goodyear, Arizona as adopted and amended from time to time by the City Council.

Owner. The person or persons holding title by deed to land or holding title as vendees under land contract or holding any other title of record.

Plat. A map of a subdivision.

Planning Commission. The Planning and Zoning Commission of the City of Goodyear.

Preliminary Plat. A preliminary map, including supporting data, indicating a proposed subdivision development. A preliminary site plan for a condominium development shall be considered a Preliminary Plat.

Recorded Plat. A Final Plat bearing all of the certificates of approval required by this chapter and the statutes of the State of Arizona and duly recorded in the Maricopa County Recorder's office.

Right-of-Way. Any public or private access way required for ingress or egress and includes any area required for public use pursuant to any general or specific plan as provided for in this chapter; right-of-way may consist of fee title dedications or easements.

Site Plan Review Committee. The Development Review Committee as described in Section 1-2-6 of the Zoning Ordinance.

Street. Any existing or proposed street, avenue, boulevard, road, lane, parkway, place, viaduct,

easement for access or other way which is an existing state, county or municipal roadway; a street or way shown in a plat heretofore approved pursuant to law or approved by official action; or a street or way in a plat duly filed and recorded in the County Recorder's office. A street includes the land between the right of way lines, whether improved or unimproved, and may comprise pavement, shoulders, curbs, gutters, sidewalks, parking areas, bridges, viaducts and lawns.

Subdivision. Improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four (4) or more lots, tracts or parcels of land, or, if a new street is involved, any such property which is divided into two (2) or more lots, tracts or parcels of land, or, any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two (2) parts. Subdivision also includes any condominium, cooperative, community apartment, townhouse or similar project containing four or more parcels in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon, but plats of such projects need not show the buildings or the manner in which the buildings or airspace above the property shown on the plat are to be divided. Subdivision does not include the following:

- (1) The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots;
- (2) The partitioning of land in accordance with other statutes regulating the partitioning of land held in common ownership;
- (3) The leasing of apartments, offices, stores or similar space within a building or trailer park, nor to mineral, oil or gas leases;
- (4) Land splits;
- (5) Minor land divisions.

Subdivision Regulations. Chapter 15 of the Goodyear City Code as adopted and amended from time to time by the City Council.

UPC. UPC means the edition of the Uniform Plumbing Code published by the International Association of Plumbing and Mechanical Officials adopted by the Mayor and Council of the City of Goodyear and any amendments thereto.

Utility. Installations or facilities, underground or overhead, furnished for the use of the public, electricity, gas, steam, communications, water, television, cable, sewage disposal, water or sewer treatment, effluent treatment or disposal, owned or operated by any person, firm, corporation, municipal department or board, duly authorized by state or municipal regulations. Utilities as used herein may also refer to such persons, firms, corporations, departments or boards as applicable herein. Installations or facilities includes, but is not limited to, treatment facilities, transportation pipelines, distribution centers and storage facilities.

Zoning Administrator. The Development Services Department Director, or designee.

Zoning Conditions. Conditions and/or stipulations imposed by the City Council as a condition of approval of a zoning amendment.

Zoning Ordinance. The Zoning Ordinance of the City of Goodyear, Arizona as adopted and amended from time to time by the City Council.

APPLICATION PROCESS GUIDELINES

SECTION 2.1 ANNEXATION

1. Annexation.
 - a. Annexation refers to the legal process of incorporating land into an existing municipality. Landowners may submit a request for an extension of Goodyear's corporate boundaries through annexation of County islands and appropriate adjacent unincorporated lands.
2. Review Time Frame(s).
 - a. The review time frame for an Annexation application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below;
 - iii. Overall review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and the Director, as provided below;
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame;
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or Federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Ability to provide basic services in a timely manner and with an acceptable revenue to cost ratio;
 - ii. Compatibility with General Plan, infrastructure needs and timing of development;
 - iii. Likelihood of the area being developed in Maricopa County and never wishing to annex, or being annexed by another city or town;

- iv. Ability to control the quality of land use types and appearance and the standards for constructing infrastructure;
 - v. Long-term desirability for community development and economic growth as well as preservation of revenue of likely future land uses that would occur in the area; and,
 - vi. Any other factors related to the impact of the amendment on the general health, safety and welfare of the citizens of the City and the general public.
- c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Annexation Application Submittal.
- a. A submittal for approval of an Annexation Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - 1. A detailed narrative of the annexation proposal, including the reason for the annexation and how the property in question would be provided with city services after annexation;
 - 2. Compatibility with General Plan, infrastructure needs and timing of development;
 - 3. Description of proposed annexation;
 - 4. Provide an explanation as to how the proposed annexation conforms to the requirements of Arizona Revised Statutes 9-471;
 - 5. Provide information and data regarding the benefit to the City and the benefit to the property owner that would result from annexation;
 - 6. Project Name;
 - 7. Address or Location of property(ies);
 - 8. Tax parcel numbers of affected property(ies);
 - 9. Number of existing dwelling units;
 - 10. Existing Zoning of Property in County;
 - 11. Proposed City-equivalent zoning for the property;

12. Any proposed change in zoning planned after annexation;
 13. City of Goodyear General Plan land use designation for property;
 14. Identification of any conditions or constraints on the property, such as future roadway alignments, rivers, arroyos, flood plain designations, powerline corridors or gas line corridors, airport air traffic areas, noise contours or accident potential zones.
- iii. A vicinity map exhibit showing the following:
 1. Existing zoning on the subject property;
 2. Existing land uses on the subject property;
 3. Adjacent lands within 500 feet of the subject property;
 4. Planned land uses on the subject property;
 5. Adjacent lands within 500 feet of the subject property.
 - iv. A Plat Map (24" x 36" in size, folded to 9" x 12") containing the following information:
 1. Vicinity Map;
 2. Scale, north arrow and dimensions;
 3. Gross area of land to be annexed in square feet and acres;
 4. All exterior boundaries with dimensions and bearings;
 5. Location of County and City right-of-way and roadways;
 6. Clearly identified point of beginning (P.O.B.);
 7. Metes and bounds legal description of the property including gross acreage, ties to two section corners;
 8. Location of existing city limits with reference to annexation ordinance that established such city limits;
 9. Seal of an Engineer or Surveyor licensed in the State of Arizona.
 - v. An Annexation Map (8½" x 11" in size) in a format acceptable for recording at the Maricopa County Recorder's office;
 - vi. An accurate legal description (8½" x 11" in size) of the property in question, which includes the following:
 1. Metes and bounds description of the property including gross acreage, ties to two section corners, and sealed and signed by an Engineer or Surveyor licensed in the State of Arizona;
 2. Electronic file of legal description with an electronic signature.
 - vii. The current Maricopa County Assessor's Parcel Number(s) for the subject property and adjacent lands within 500 feet of the subject property;
 - viii. All applicable fees shall be submitted with the application;
 - ix. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review.
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notice of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,

2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are

required until the Department receives the revised information from the applicant.

c. Subsequent Substantive Reviews.

- i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC

may, but is not required to, request additional information and/or revisions. The Substantive Review timeframe and the Overall Review timeframe are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. City Council Review and Approval.

- a. Following the completion of the Substantive Review, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
- c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.

8. Appeal Procedure.

- a. A decision of the City Council on an Annexation request is final. Persons with standing who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the Superior Court of Maricopa County to review the Council's decision.

9. Annexation Petition.

- a. After the City Council authorizes staff to proceed with the process for annexing the property in question, then the following steps shall be taken in conjunction with the applicant:
 - i. After providing staff an opportunity to review the proper documentation, a blank (unsigned) annexation petition containing the legal description and an accurate map of all exterior boundaries, including all County rights-of-

- way and roadways with no taxable value, of the territory proposed to be annexed shall be filed with the County Recorder.
- ii. Signatures for annexation shall not be obtained for 30 days after filing the blank (unsigned) petition. The applicant shall be responsible for obtaining signatures.
 - iii. A public hearing before the City Council shall be scheduled by staff and the hearing must be held within the last ten (10) days of the 30-day waiting period.
 - iv. Notice of the public hearing must be published in a newspaper of general circulation at least six days prior to the hearing and at least fifteen (15) days before the end of the 30-day waiting period.
 - v. Notices of the public hearing must be posted in at least three (3) conspicuous public places in the territory proposed to be annexed.
 - vi. Notice of the public hearing must be sent by first class mail to the Chairman of the County Board of Supervisors.
 - vii. Notice of the public hearing, along with an accurate map of the proposed annexation area, must be mailed first class to each owner of real and personal property subject to taxation by the City in the event of annexation.
 - viii. No alterations increasing or decreasing the proposed annexation area can be made after a property owner has signed a petition.
 - ix. Signatures by the owners of one-half or more in value and more than one-half of the persons owning real and personal property, subject to taxation by the City upon annexation, must be filed in the office of the County Recorder within one year after the last day of the 30-day waiting period.

APPLICATION PROCESS GUIDELINES

SECTION 2.2 ASSISTED LIVING HOME ZONING CLEARANCE

1. Assisted Living Home Zoning Clearance.
 - a. Assisted Living Homes with 7-10 residents are required to obtain a Zoning Clearance to confirm minimum spacing requirements. A quarter ($\frac{1}{4}$) mile separation is required for all Group Homes with 7-10 residents (Article 3-2-1 of the Zoning Ordinance).
 - b. A Zoning Clearance does not constitute approval of an Assisted Living Home. The Zoning Clearance only confirms that the home meets applicable separation requirements. A group home may not operate until a Change of Occupancy has been issued.
2. Review Time Frame(s).
 - a. The review time frame for a Assisted Living Home Zoning Clearance application is as follows:
 - i. Administrative Completeness Review is a maximum of 20 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 65 calendar days, unless extended by the mutual written agreement of the applicant and the Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or Federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Assisted Living Home Zoning Clearance Application Submittal.
 - a. A submittal for approval of an Assisted Living Home Zoning Clearance Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.

- i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the twenty (20) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Timeframes are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is forty-five (45) days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.

- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 - 1. The application is approved; or,
 - 2. The application is approved with conditions, with a list of the conditions; or,
 - 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Timeframe are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 - 1. The application is approved; or,
 - 2. The application is approved with conditions, with a list of the conditions; or,
 - 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Timeframe are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review timeframe, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review timeframe are suspended from the date of the written or electronic notice that revised information are required until the Department receives the revisions and/or missing information from the applicant.
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Approval or Denial.
 - a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
8. Appeal Procedure.
 - a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Assisted Living Home Zoning Clearance application to the Board of Adjustment by submitting an Appeal application to the Development Services Department.

- b. An Appeal application shall be filed in writing, along with any required processing fee, within fifteen (15) calendar days of the date of the written notice that an application has been denied. After fifteen (15) calendar days an appeal will not be accepted.
- c. The appeal shall give reasons for the appeal and the relief requested.
- d. Upon receipt of such request, the appeal will be scheduled for a hearing of the Board of Adjustment for which due and proper notice can be provided and agenda materials can be prepared.
- e. The Board of Adjustment may reverse or modify any decision of the Zoning Administrator. All decisions of the Board shall be in writing. The decision by the Board shall be binding.
- f. The decision of the Board shall be final. Appeals from a Board of Adjustment decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.3 COMMERCIAL/INDUSTRIAL ALTERATIONS DESIGN REVIEW

1. Commercial/Industrial Alterations Design Review.
 - a. Prior to making alterations to an exterior facade of an existing non-residential building including color and/or material change design review approval is required.
2. Review Time Frame(s).
 - a. The review time frame for a Commercial Building Design Review application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Director as provided below; and,
 - iii. Overall Review is a maximum of 135 calendar days, unless extended by the mutual written agreement of the applicant and Development Services Director (Director) as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. How the proposal is in conformance with the City of Goodyear Design Guidelines and other applicable City ordinances;
 - ii. Potential design review issues in an effort to ensure that criteria of the applicable design guidelines are being achieved;
 - iii. If components of the conceptual submittal discussed at the Pre-Application meeting fall short of meeting the standards of the City of

- Goodyear, the applicant will be advised to amend their plan(s) and/or submit additional plans during the Pre-Application meeting.
- c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Commercial/Industrial Alterations Design Review Application Submittal.
- a. A submittal for approval of a Commercial/Industrial Alterations Design Review Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including how the design proposal is in conformance with the City of Goodyear Design Guidelines and other applicable City ordinances;
 - iii. Color renderings of all building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;
 - iv. Black and white drawings of the floor plans for the modified building(s);
 - v. Legal Description of the property;
 - vi. A materials board containing representative samples of all major exterior building materials proposed for use on the building.
 - vii. If as part of the proposed alterations, the outdoor lighting is to be changed, an outdoor lighting and photometric plan shall be provided. This plan shall be 24" x 36" folded to 9" x 12" in size and prepared in accordance with the requirements Article 10 of the Zoning Ordinance and shall demonstrate compliance with all applicable development regulations;
 - viii. All applicable fees shall be submitted with the application;
 - ix. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Timeframes are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - c. Subsequent Substantive Reviews.

- i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional

information are required until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Approval or Denial.
- b. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - c. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - d. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
8. Appeal Procedure.
- a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Commercial Building Design Review application to the Planning and Zoning Commission by submitting an Appeal Application to the Development Services Department.
 - b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) working days of the date of the written notice that an application has been denied. After fifteen (15) working days an appeal will not be accepted.
 - c. The appeal shall give reasons for the appeal and the relief requested.
 - d. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the Planning and Zoning Commission for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
 - e. The Planning and Zoning Commission may approve, approve with modifications, conditionally approve, or deny the appeal. All decisions of the Planning and Zoning Commission shall be in writing. The decision by the Planning and Zoning Commission shall be binding, unless appealed to the City Council.
 - f. The decision of the Planning and Zoning Commission may be appealed to the City Council by the applicant. The appeal, along with any required processing fee, shall be filed in writing with the City Clerk within fifteen (15) working days of the written notice of the decision by the Planning and Zoning Commission.
 - g. The appeal shall provide reasons for the appeal and the relief requested.
 - h. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the City Council for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.

- i. The City Council may approve, approve with modifications, conditionally approve, or deny the appeal.
- j. The decision of the City Council shall be final. Appeals from a City Council decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.4 COMMERCIAL PAD SITE PLAN/DESIGN REVIEW

1. Commercial Pad Site Plan/Design Review.
 - a. Prior to development, construction, remodel, change or alteration of any multi-family, mobile home, recreational vehicle, commercial, industrial, public facility, or public and private utility project, an application for Site Plan Review and Design Review must be approved (Article 1-2-7 and Article 1-4-2 of the Zoning Ordinance).
 - b. A Commercial Pad Site Plan/Design Review application is related to a planned commercial center that has received a master site plan approval previously. The master site plan identifies individual pad locations throughout the commercial center often times along with an anticipated design for each pad. The center's internal driveways and common parking spaces are typically designed and constructed prior to a Commercial Pad Site Plan application being utilized.
2. Review Time Frame(s).
 - a. The review time frame for a Commercial Pad Site Plan/Design Review application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 135 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as: the location of all existing and proposed buildings, drives, parking spaces, walkways, signs, site and building lighting, and proposed building design. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Commercial Pad Site Plan/Design Review Application Submittal.
- a. A submittal for approval of a Commercial Pad Site Plan Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - 1. Information relating to the existing commercial center and all adjacent developments;
 - 2. All proposed site improvements;
 - 3. Proposed building architecture;
 - iii. A site plan drawing (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Standards showing the following information:
 - 1. Name, address, telephone, and e-mail address of the property owner;
 - 2. Name, address, telephone, and e-mail address of the applicant (if other than the owner)
 - 3. Name, address, telephone, and email address of the "Contact Person" for the application (if other than the owner);
 - 4. Signature of owner or documentation from the property owner stating that the applicant is authorized to represent the property owner in this application;
 - 5. Professional seal of designer;
 - 6. Project title and date;
 - 7. Address or description of general location of the subject property, including County Assessor A.P.N.;

8. Boundary of the property (dimensioned);
9. Area of the property (acreage and square feet);
10. Scale of drawing noted, with such scale no greater than 1 inch = 100 feet and no less than 1 inch = 60 feet. A site plan drawn to a scale of 1 inch = 50 feet may be submitted if the site is 10 acres or less in size;
11. North arrow noted on the site plan, with all related drawings being oriented in the same direction with north at the top (36 inch side) or right side of the sheet;
12. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction as the site plan drawing (not to scale);
13. Provide a legend with appropriate abbreviation and drawing symbol explanations;
14. Existing zoning of the property and all adjoining properties;
15. Location and width of all existing streets, alleys, right-of-way, medians, turn lanes, bus bays within or adjacent to the property;
16. Location and width of all existing driveways on the property and within 150 feet of the boundaries of the property;
17. Existing elevation of all property corners and at midpoints along all property lines;
18. Location of existing buildings on property;
19. Location of all existing utilities serving property;
20. Location of existing ditches, canals, fences, public and private easements or other physical structures on or adjacent to the property;
21. Location of existing and proposed fire hydrants and street lights on and within 400 feet of the property;
22. Location of any existing and proposed storm drain and retention facilities on or adjacent to the property;
23. Location, size, finish floor elevation and use of proposed buildings on the site;
24. Summary of all existing and proposed building areas (in square feet) by building and type of use proposed within each building;
25. Location of all building setback lines along the perimeter of the site;
26. Location and extent of all parking areas, including dimensions of all parking spaces, aisles and ADA Accessible Routes;
27. Calculation of required parking based on Zoning Ordinance requirements for all proposed uses and summary of parking provided on the site including handicap parking space calculation;
28. Location and width of all proposed driveways including sight visibility triangles;
29. Location, width and type of required improvements to all existing street(s) and/or alley(s);

30. Location, width of right-of-way and type of required improvements to all proposed street(s) and/or alley(s);
 31. Location, size, and type of all proposed utility lines, including gas, telephone, electric, water and sewer, and proposed easements;
 32. Identification of proposed fire lanes and access routes with required inside and outside turning radii shown;
 33. Location and area of proposed landscape areas proposed on the site with calculation of the area as a percentage of site;
 34. Location and area of any required open space proposed on the site with calculation the area as a percentage of the site;
 35. Proposed finished elevations for all proposed paved areas, retention areas and landscape areas;
 36. Identification of proposed use of any areas not used for building, parking, landscaping, or storm water retention;
 37. Identification of proposed refuse service area (trash enclosure) with required turning radii and size and type of enclosure shown;
 38. Location and size of any proposed freestanding signs;
 39. Location of proposed light poles;
 40. Location of proposed fences, walls or any other barriers or screen walls including the height and type of materials;
 41. Location of any proposed bicycle parking to be provided;
 42. Location of existing and proposed bike paths or multi-use trails within or adjacent to the property.
- iv. The following Design Review documentation, which shall demonstrate compliance with Article 1-4 of the Zoning Ordinance:
1. Copy of the approval letter for planned development design guidelines (if applicable);
 2. Black and white drawings of all building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;
 3. Color renderings of all building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance, and if applicable, the approved planned development design guidelines;
 4. Black and white drawings of the conceptual floor plans for each proposed building;
 5. A materials board containing representative samples of all major exterior building materials proposed for use on the building.
- v. A conceptual landscape plan (24" x 36" in size, folded to 9" x 12" in size) for the property including the following information:
1. The location and identification of all proposed landscape areas on the site;
 2. The ground floor areas of all proposed buildings;
 3. The amount of all proposed landscaped areas, required and provided.

4. The location of all proposed trees, shrubs, and other landscape materials and improvements.
 5. Notes or graphical representations adequately showing the intent of the proposed plans and materials.
 6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable).
 7. The location of all proposed storm water retention areas.
 8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.
 - vi. A preliminary outdoor lighting and photometric plan (24" x 36" in size, folded to 9" x 12" in size) in accordance with Article 10 of the Zoning Ordinance.
 - vii. All design documentation shall demonstrate compliance with any approved planned development design guidelines if applicable;
 - viii. Legal Description of the property;
 - ix. All applicable fees shall be submitted with the application;
 - x. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

d. Subsequent Administrative Reviews.

i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or,
2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or,
2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the

applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.

b. First Substantive Review.

i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:

1. The application is approved; or,
2. The application is approved with conditions, with a list of the conditions; or,
3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

c. Subsequent Substantive Reviews.

i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:

1. The application is approved; or,
2. The application is approved with conditions, with a list of the conditions; or,
3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required

- until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
6. Approval or Denial.
- a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - c. Commercial Pad Site Plan approval is valid for 180 days. An additional 180 day extension may be granted by the Director, or designee.
 - d. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.

7. Appeal Procedure.

- a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Commercial Pad Site Plan/Design Review application to the Planning and Zoning Commission by submitting an Appeal Application to the Development Services Department.
- b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) working days of the date of the written notice that an application has been denied. After fifteen (15) working days an appeal will not be accepted.
- c. The appeal shall give reasons for the appeal and the relief requested.
- d. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the Planning and Zoning Commission for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
- e. The Planning and Zoning Commission may approve, approve with modifications, conditionally approve, or deny the appeal. All decisions of the Planning and Zoning Commission shall be in writing. The decision by the Planning and Zoning Commission shall be binding, unless appealed to the City Council.
- f. The decision of the Planning and Zoning Commission may be appealed to the City Council by the applicant. The appeal, along with any required processing fee, shall be filed in writing with the City Clerk within fifteen (15) working days of the written notice of the decision by the Planning and Zoning Commission.
- g. The appeal shall provide reasons for the appeal and the relief requested.
- h. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the City Council for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
- i. The City Council may approve, approve with modifications, conditionally approve, or deny the appeal.
- j. The decision of the City Council shall be final. Appeals from a City Council decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.5 COMPREHENSIVE SIGN PACKAGE REQUIRING CITY COUNCIL APPROVAL

1. Comprehensive Sign Package.
 - a. A Comprehensive Sign Package (also called Sign Program, Signage Package, or Master Sign Package) is required for any commercial or industrial development that contains three (3) or more businesses, for a master planned residential or mixed use community, and for all Planned Area Developments (PADs). The purpose of the Comprehensive Sign Package is to provide complementary and unified signage throughout a proposed development prior to the issuance of individual sign permits (Article 7-6 of the Zoning Ordinance).
 - b. Comprehensive Sign Packages are required to provide for unified signage design throughout the planned development that is complementary to and integrated with the architectural design and character of the buildings within the development. Comprehensive Sign Packages are required to illustrate the locations, heights, sizes, colors, function, materials, design, illumination and all other elements of all proposed signs within the development (Article 7-6 of the Zoning Ordinance).
 - c. A Comprehensive Sign Package that proposes any deviations from the requirements of the Zoning Ordinance is required to be reviewed and recommended by the Planning and Zoning Commission and approved by the City Council (Article 7-6 of the Zoning Ordinance).
2. Review Time Frame(s).
 - a. The review time frame for a Comprehensive Sign Package application (requiring City Council approval) is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.

3. Pre-Application Meeting.

- a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such as:
 - i. A list of proposed deviations from the Zoning Ordinance and justification(s) for the proposed deviations.
 - ii. Proposed sign size and height. The proposed signage shall be no larger than necessary or allowed for sufficient visibility and legibility. Factors to be considered in determining appropriate size and height may include, but are not limited to, topography, traffic volumes, traffic speeds, visibility ranges, impact on adjacent property and copy size.
 - iii. Proposed sign location and orientation. All of the proposed signage shall respect both the developed and undeveloped surrounding environment. Signs should be located and oriented appropriately to allow sufficient visibility and legibility. Factors that may be considered in reviewing the appropriateness of the sign location and orientation may include, but are not limited to, location relative to the surrounding streets, traffic volumes and access points, visibility angles and topographic features.
 - iv. Proposed colors and materials. All signs proposed under the Comprehensive Sign Package shall be compatible with the architecture and theme of the specific development in which the signs are located. Compatibility with the specific development shall include color, materials and architectural style. Signage should complement and enhance the character of the project.
 - v. Building permit procedures after approval.
 - vi. Any proposed deviation(s) from any of the requirements of Article 7 of the Zoning Ordinance, including reasons why the proposed deviation is proposed and reasonable or appropriate for the development.
 - vii. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.

4. Comprehensive Sign Package Application Submittal.

- a. A submittal for approval of a Comprehensive Sign Package Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the

- subject property stating that the applicant is authorized to represent the property owner(s) in this application.
2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
- ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property.
 - iii. A Comprehensive Sign Package document that sets forth the proposed signage design standards for the property, including the following:
 1. Project name and address;
 2. A general description and discussion of the development project, the purpose and scope of the Sign Package, and the design theme for the proposed signage;
 3. A detailed list of each type of sign to be permitted in the development (for example):
 - a. Wall;
 - b. Monument;
 - c. Directory/Directional;
 - d. Arcade; and,
 - e. Window;
 4. For each type of proposed sign provide the following:
 - a. Details of signage information and provisions shall be provided identifying their function, location, permitted sign copy area (i.e. maximum individual and aggregate sign areas per business), size and height, color palettes, illumination, directional arrow details, project and business logos, and all other appropriate sign specifications;
 - b. A color graphic of each type of sign, drawn to scale, identifying its design, color palette, font style and letter size, illumination, materials, and sample sign copy area;
 5. A proposed Site Plan drawing (can be multiple sheets if needed) that includes the following information and complies with the following requirements:
 - a. Project Title;
 - b. Address or description of general location of the subject property, including the Maricopa County Assessor Parcel Number (APN);
 - c. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction as the site plan (not to scale);
 - d. Boundary of the property (dimensioned);

- e. Area of the property (acreage and square feet);
 - f. North arrow noted on the site plan;
 - g. Scale of drawing noted;
 - h. Provide a legend with appropriate abbreviation and drawing symbol explanations;
 - i. Location of all existing streets and/or alleys, right-of-way, type of improvements on or adjacent to the property;
 - j. Location and width of all existing driveways on the property and within 150 feet of the boundaries of the property;
 - k. Location and width of all proposed driveways including sight visibility triangles;
 - l. Location of existing buildings on property; and,
 - m. Locations of all proposed monument sign locations;
6. A summary table/matrix that lists all proposed signage that deviates from the sign provisions contained within the Zoning Ordinance; identifying the Zoning Ordinance standard, the proposed signage, the variance from the standard and summary reasons why the proposed deviation is proposed and reasonable/appropriate for the development.
- iv. All applicable fees shall be submitted with the application;
 - v. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative

Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a

recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revisions and/or additional information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required

until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Planning and Zoning Commission Review.
 - a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Planning and Zoning Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.
 8. City Council Review.
 - a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
 - iv. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of

non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

- v. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

9. Appeal Procedure.

- a. A decision of the City Council on a Comprehensive Sign Package request is final. Persons with standing who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.6 COMPREHENSIVE SIGN PACKAGE REQUIRING CITY COUNCIL APPROVAL

1. Comprehensive Sign Package.
 - a. A Comprehensive Sign Package (also called Sign Program, Signage Package, or Master Sign Package) is required for any commercial or industrial development that contains three (3) or more businesses, for a master planned residential or mixed use community, and for all Planned Area Developments (PADs). The purpose of the Comprehensive Sign Package is to provide complementary and unified signage throughout a proposed development prior to the issuance of individual sign permits (Article 7-6 of the Zoning Ordinance).
 - b. Comprehensive Sign Packages are required to provide for unified signage design throughout the planned development that is complementary to and integrated with the architectural design and character of the buildings within the development. Comprehensive Sign Packages are required to illustrate the locations, heights, sizes, colors, function, materials, design, illumination and all other elements of all proposed signs within the development (Article 7-6 of the Zoning Ordinance).
 - c. A Comprehensive Sign Package that proposes any deviations from the requirements of the Zoning Ordinance is required to be reviewed and recommended by the Planning and Zoning Commission and approved by the City Council (Article 7-6 of the Zoning Ordinance).
2. Review Time Frame(s).
 - a. The review time frame for a Comprehensive Sign Package application (requiring City Council approval) is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.

3. Pre-Application Meeting.

- a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such as:
 - i. A list of proposed deviations from the Zoning Ordinance and justification(s) for the proposed deviations.
 - ii. Proposed sign size and height. The proposed signage shall be no larger than necessary or allowed for sufficient visibility and legibility. Factors to be considered in determining appropriate size and height may include, but are not limited to, topography, traffic volumes, traffic speeds, visibility ranges, impact on adjacent property and copy size.
 - iii. Proposed sign location and orientation. All of the proposed signage shall respect both the developed and undeveloped surrounding environment. Signs should be located and oriented appropriately to allow sufficient visibility and legibility. Factors that may be considered in reviewing the appropriateness of the sign location and orientation may include, but are not limited to, location relative to the surrounding streets, traffic volumes and access points, visibility angles and topographic features.
 - iv. Proposed colors and materials. All signs proposed under the Comprehensive Sign Package shall be compatible with the architecture and theme of the specific development in which the signs are located. Compatibility with the specific development shall include color, materials and architectural style. Signage should complement and enhance the character of the project.
 - v. Building permit procedures after approval.
 - vi. Any proposed deviation(s) from any of the requirements of Article 7 of the Zoning Ordinance, including reasons why the proposed deviation is proposed and reasonable or appropriate for the development.
 - vii. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.

4. Comprehensive Sign Package Application Submittal.

- a. A submittal for approval of a Comprehensive Sign Package Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the

- subject property stating that the applicant is authorized to represent the property owner(s) in this application.
2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
- ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property.
 - iii. A Comprehensive Sign Package document that sets forth the proposed signage design standards for the property, including the following:
 1. Project name and address;
 2. A general description and discussion of the development project, the purpose and scope of the Sign Package, and the design theme for the proposed signage;
 3. A detailed list of each type of sign to be permitted in the development (for example):
 - a. Wall;
 - b. Monument;
 - c. Directory/Directional;
 - d. Arcade; and,
 - e. Window;
 4. For each type of proposed sign provide the following:
 - a. Details of signage information and provisions shall be provided identifying their function, location, permitted sign copy area (i.e. maximum individual and aggregate sign areas per business), size and height, color palettes, illumination, directional arrow details, project and business logos, and all other appropriate sign specifications;
 - b. A color graphic of each type of sign, drawn to scale, identifying its design, color palette, font style and letter size, illumination, materials, and sample sign copy area;
 5. A proposed Site Plan drawing (can be multiple sheets if needed) that includes the following information and complies with the following requirements:
 - a. Project Title;
 - b. Address or description of general location of the subject property, including the Maricopa County Assessor Parcel Number (APN);
 - c. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction as the site plan (not to scale);
 - d. Boundary of the property (dimensioned);

- e. Area of the property (acreage and square feet);
 - f. North arrow noted on the site plan;
 - g. Scale of drawing noted;
 - h. Provide a legend with appropriate abbreviation and drawing symbol explanations;
 - i. Location of all existing streets and/or alleys, right-of-way, type of improvements on or adjacent to the property;
 - j. Location and width of all existing driveways on the property and within 150 feet of the boundaries of the property;
 - k. Location and width of all proposed driveways including sight visibility triangles;
 - l. Location of existing buildings on property; and,
 - m. Locations of all proposed monument sign locations;
6. A summary table/matrix that lists all proposed signage that deviates from the sign provisions contained within the Zoning Ordinance; identifying the Zoning Ordinance standard, the proposed signage, the variance from the standard and summary reasons why the proposed deviation is proposed and reasonable/appropriate for the development.
- iv. All applicable fees shall be submitted with the application;
 - v. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative

Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a

recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revisions and/or additional information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required

until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Planning and Zoning Commission Review.
 - a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Planning and Zoning Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.
 8. City Council Review.
 - a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
 - iv. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of

non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

- v. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

9. Appeal Procedure.

- a. A decision of the City Council on a Comprehensive Sign Package request is final. Persons with standing who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.7 DEVELOPMENT FEE EXEMPTION/WAIVER

1. Development Fee Exemption/Waiver.
 - a. All new construction is assessed applicable development fees at the time of building permit issuance. A building permit will not be issued until all applicable development fees have been paid.
 - b. Prior to submittal of a building permit application, an applicant may request an estimate of the total amount of development fees that will be assessed for a proposed construction project. After receiving an estimate of the development fee requirements for a project, an applicant may request an exemption or waiver in whole or in part of the development fees otherwise due for the proposed project.
2. Review Time Frame(s).
 - a. The review time frame for a Development Fee Exemption/Waiver application is as follows:
 - i. Administrative Completeness Review is a maximum of 20 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 65 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the justification for the application with the applicant. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.

4. Development Fee Exemption/Waiver Application Submittal.
 - a. A submittal for approval of a Development Fee Exemption/Waiver Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing the justification for the exemption or waiver;
 - iii. All applicable fees shall be submitted with the application;
 - iv. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the twenty (20) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the twenty (20) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic

notice of Application Deficiencies until the Department receives the missing information from the applicant.

- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the twenty (20) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.
 - a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is forty-five (45) days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time

Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. Approval or Denial.

- a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
- b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
- c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.

8. Appeal Procedure.

- a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Development Fee Exemption/Waiver application to the City Council by submitting an Appeal Application to the Development Services Department.
- b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) working days of the date of the written notice that an application has been denied. After fifteen (15) working days an appeal will not be accepted.
- c. The appeal shall give reasons for the appeal and the relief requested.
- d. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the City Council for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
- e. The City Council may approve, approve with modifications, conditionally approve, or deny the appeal.
- f. The decision of the City Council shall be final. Appeals from a City Council decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.8 FINAL PLANNED AREA DEVELOPMENT (PAD) AND FINAL PAD AMENDMENT

1. Final Planned Area Development (PAD).
 - a. The PAD zoning is intended to accommodate, encourage and promote developments with innovative design involving residential and nonresidential land uses, which together form an attractive, harmonious unit in the community. Final PAD constitutes rezoning. Final PAD zoning may be either an overlay district to provide flexibility in an otherwise established land use district, or it can be an independent zoning district.
 - b. For large, multiphase projects, an application may be filed for a Preliminary PAD district accompanied by conceptual preliminary development plan with sufficient description and documentation to identify the nature, mix and general arrangement, density, open space, and quality of the project. For small-scale or single phase projects, a Final PAD district may be requested, provided all of the information required for both a Preliminary and Final PAD application is submitted with the application (Article 3-5-3 of the Zoning Ordinance).
2. Review Time Frame(s).
 - a. The review time frame for a Final PAD application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the

submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. The proposed Final PAD development plan, which includes plans showing location and type(s) of all improvements including schematic grading plans with proposed treatment of sloped retention areas; and the following explanatory, supporting details:
 1. Intensities and densities; use limitations; landscaping; screen planting; setback and height of building; paving, location of drives and parking areas; storm drainage and storm water retention; public and/or private open space; shape and size of lots; grouping and uses of buildings; maintenance of grounds; regulation of signs; fences and walls; adequacy of vehicle and pedestrian circulation and access; timing and phasing; elevations and architectural theme; or any other reasonable considerations the Council finds germane to maintain community character and neighborhood quality.
 2. Traffic analysis, including interior roadways, typical development envelopes for residential uses and building arrangements for recreational, employment, commercial or institutional uses; and,
 3. Standards including demand and capacity analyses for municipal systems such as transportation, water supply, sewage disposal, and other community facilities, such as schools, public safety, cultural and social services (such as libraries or multi-generational activity centers).
 4. If the development is to be phased, a general indication, with chronology of the intended total project's staging.
 5. If applicable, a list of development standards from which departure is proposed (if applicable)—stating justifications for each.
 6. Plans and elevations of building types, materials, and colors, proposed to be developed with the Final PAD district.
 7. The number of dwelling units by type with estimated school enrollment to be generated within the entire Final PAD district.
 8. Consistency with the goals, objectives, policies and future land use map of City's General Plan; consideration of current market factors, demographics, infrastructure, traffic, and environmental issues; and if conditions have changed significantly since the Plan was adopted;
 9. Suitability of the subject property's physical and natural features for the uses permitted under the proposed zoning district;
 10. Compatibility of all potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of such things as land suitability, environmental impacts, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential impact on property values;

11. Proposed zoning district's consistency with other land uses within the immediate area and whether uses allowed under proposed zoning district would be better suited to the subject property than the uses allowed under current zoning;
 12. Demand for the types of uses permitted in the proposed zoning district in relation to amount of land currently zoned and available to accommodate the demand;
 13. Demands for public services that will be generated by the uses permitted in the proposed zoning district and requirements for meeting such demands in terms of public infrastructure and facilities and other capital equipment, such as water supplies, water treatment, storage, and distribution facilities, wastewater treatment, recharge and distribution facilities, streets, bridges, schools and emergency services facilities and equipment;
 14. Potential adverse fiscal impacts that will result from providing services to areas not in proximity to where existing public services are provided;
 15. General public's concerns; and,
 16. Whether the amendment promotes orderly growth and development; and,
 17. Any other factors related to the impact of the amendment on the general health, safety and welfare of the citizens of the City and the general public.
- ii. The type and level of engineering reports that will be required with the application;
 - iii. If a traffic study will be required with the application; and,
- c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Final PAD Application Submittal.
 - a. A submittal for approval of a Final PAD Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.

- ii. Project Narrative providing a description of what is being proposed on the property, including the reason(s) for the PAD request, how the amendment may impact adjacent properties, and any City policies supporting the proposed amendment.
- iii. A Final PAD Plan (8½” x 11” in size with graphics that are typically 11” x 17” in size) that sets forth the proposed Final PAD development standards for the property, including the following:
 1. Preliminary PAD submittal information:
 - a. If a Preliminary PAD was not previously approved, all information required for the approval of a Preliminary PAD development plan shall be provided;
 - b. If a Preliminary PAD was provided, include all information required for a Preliminary PAD Development Plan as revised and supplemented, in response to the Preliminary PAD plan approval;
 2. All proposed deviations from the provisions of the Zoning Ordinance, City Code, and Engineering Standards (enhanced or reduced) (if not already included in the Preliminary PAD);
 3. Proposed circulation plan, including interior roadways;
 4. Plans and elevations indicating the proposed building types, materials, colors, and the number of dwelling units by type;
 5. Standards including demand and capacity analysis for municipal systems such as transportation, water supply, sewage disposal, and other community facilities, such as schools, public safety, cultural and social services (such as libraries or multi-generational activity centers); and,
 6. Proposed development timing (including a phasing plan if applicable). If the development is to be phased, a general indication, with chronology of the intended total project’s staging; and, if applicable, a list of development standards from which departure is requested stating justifications for each in terms of increased environmental quality.
- iv. School impact analysis (if applicable) with estimated school enrollment to be generated for all portions of the PAD to be constructed pursuant to this review;
- v. A master water report (prepared in compliance with the Engineering Standards);
- vi. A master sewer report (prepared in compliance with the Engineering Standards);
- vii. A master drainage report (prepared in compliance with the Engineering Standards);
- viii. A master reclaimed water report (prepared in compliance with the Engineering Standards);
- ix. A traffic impact study (prepared in compliance with the Engineering Standards);
- x. All applicable fees shall be submitted with the application;

- xi. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
- 5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 - 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from

- the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional

information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:

1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Citizen Review Meeting.
 - a. Upon completion of the first substantive review the applicant must coordinate with Development Services staff to schedule and conduct a Citizen Review Meeting in accordance with Article 1-3-8 of the Zoning Ordinance.
8. Planning and Zoning Commission Review.
 - a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and

Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.

9. City Council Review and Approval.

- a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
- c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.

10. Appeal Procedure.

- a. A decision of the City Council on a Final PAD is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.9 FINAL SUBDIVISION PLAT

1. Final Subdivision Plat.
 - a. A Final Subdivision plat is the second step in the process of subdividing land into individual parcels for future sale or lease. Once a preliminary subdivision plat has been approved by the City Council the final plat process can begin. Final plats are reviewed in relation to their consistency with the preliminary plat applications.
2. Review Time Frame(s).
 - a. The review time frame for a Final Plat application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 130 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 175 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Applicable zoning, design, improvement, and application submittal requirements;
 - ii. Proposed source of water supply;
 - iii. Water and sewer, and reclaimed water infrastructure needed to serve the proposed development and the ability of existing facilities to serve the proposed development;
 - iv. Infrastructure phasing and/or the need for Development Master Plan;

- v. Submittal requirements and proposed deviations from such requirements, which if agreed to shall be documented during the Administrative Completeness Review;
 - vi. Engineering construction plans and reports, including, but not limited to: grading, drainage, paving, water, sewer, reclaimed water, traffic related studies, signing and striping, landscaping, etc.;
 - vii. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Final Subdivision Plat Application Submittal.
- a. A submittal for approval of a Final Subdivision Plat Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general description of what is being proposed on the property, including:
 - a. Acreage;
 - b. Number of lots and tracts being proposed;
 - c. A description of recreational areas; and,
 - d. Proximity to adjacent developments.
 - iii. A Final Plat drawing (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Design Standards:
 - 1. Typical setbacks and dimension exhibit (including sight visibility areas);
 - 2. Amount and percentage of passive and active open space being proposed.
 - iv. If the property being subdivided is within a hillside development area, then the following information is required (City Code, Section 15-3-9):
 - 1. A detailed topographic map at a larger scale and closer contour interval or suitable cross sections or profiles of area where streets, driveways, buildings, utility or grading construction is proposed; and,
 - 2. Residential plot plans for each lot showing locations of all buildings sites and proposed driveways.

- v. Copy of the approved preliminary plat;
 - vi. Copy of the preliminary plat approval letter from the City;
 - vii. A final copy of the Covenants, Conditions, and Restrictions for the property.
 - viii. Current title report dated 60 days from the date of the application submission showing all property owners, partnerships, and other having any interest in the property;
 - ix. Acknowledgement that a complete set of Engineering improvement plans has been submitted separately to the Engineering Department. Date of submission: _____.
 - i. A Freeway Sound Attenuation Plan demonstrating compliance with Article 9 of the Zoning Ordinance (if applicable to the property).
 - ii. All plans, reports, and drawings specified above shall be prepared in accordance with the requirements set for the in the Engineering Standards.
 - iii. All engineering related plans and reports (water, sewer, grading & drainage, utility, traffic studies, etc.) shall be sealed by a professional engineer registered with the State of Arizona.
 - iv. All design documentation shall demonstrate compliance with any approved planned development design guidelines if applicable.
 - v. Legal Description of the property.
 - x. All applicable fees shall be submitted with the application;
 - xi. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative

Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 - 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 - 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 - 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 130 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 130 days, this includes the time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions

is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant
- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. City Council Review and Approval.

- a. Following the completion of the Substantive Review, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the

City Council with the DRC's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.

- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
8. Appeal Procedure.
- a. A decision of the City Council on a Final Plat request is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.
9. Recording a Final Subdivision Plat.
- a. The subdivider shall be responsible for submitting final plats (i.e. mylars) to the department for recordation purposes. The format, contents, and information to be included in the final plat and any attachments to be attached to the final plat that is submitted for recordation shall be in accordance with the Subdivision Regulations, the Engineering Standards, the Administrative Process Manual, and any stipulations and/or conditions of approval.
 - b. The final plat shall not be recorded until the City Engineer has approved the engineering construction plans for the subdivision improvements and certified that all necessary financial assurances are in place.
 - c. Once all applicable approvals and signatures have been obtained, the department will be responsible for recording the final plat with the Maricopa County Recorder.
 - d. The following steps outline the recordation process:
 - i. Three (3) sets of final plat mylars will need to be submitted to the Development Services Department (i.e. one set each for the County Recorder's office, department, and the applicant).
 - ii. Mylars must be formatted in accordance with the Map Recordation Criteria established by the Maricopa County Recorder. These criteria are available from the Recorder's Office and the department. Please obtain this information prior to creating the mylars.
 - iii. When submitted to the department, the mylars must contain all signatures that are the responsibility of the applicant to obtain (all property owners, private water provider, HOA, irrigation district, etc.).

- iv. A copy of the final plat approval letter from the department must accompany the mylar submittal.
 - v. The department will route the mylars to the City Engineer and the Development Services Department Director for review and signature. The City Engineer will ensure that the civil engineering construction plans are approved and that any financial assurances for public improvements are in place.
 - vi. The mylars will then be routed to the City Clerk for signature by the Mayor.
 - vii. Once all applicable signatures have been obtained, the department will submit the mylars to the Maricopa County Recorder for recordation.
 - viii. After recordation, the department will inform the applicant that a recorded mylar set is available for pickup. This set is for the applicant's records.
- e. Final Plat Expiration.
- i. Final plat approval shall be valid for a period of 90 calendar days from the date the City Council approved the final plat. The final plat must be recorded with the Maricopa County Recorder within 90 calendar days of Council approval unless an extension has been obtained prior to the expiration of the plat as provided below. If the approval expires, any further attempt to subdivide the property will require the submittal of a new application and filing fee.
- f. Final Plat Extension.
- i. Final Plat approval shall expire if the final plat is not recorded with the Maricopa County Recorder within 90 calendar days from the date Council approved the final plat except as provided below.
 - ii. Prior to the expiration of the final plat approval, subdivider may request an extension of the final plat approval. If a request for extension is filed prior to the expiration of the final plat approval, the final plat approval shall continue in effect until Council acts on the request. Council may grant a 90 day extension of the final plat approval if subdivider demonstrates that there has been no significant substantive change in the Engineering Standards; that the final plat, including the supporting documents, continue to comply with all applicable requirements; and that the subdivider has expended substantial effort and made substantial progress towards the completion of the engineering construction plans for the subdivision improvements.
 - iii. If the extension is granted, the final plat approval shall be valid for 90 days from the date Council approved the request for an extension, and the final plat approval shall expire if the final plat is not recorded with the Maricopa County Recorder within 90 days from the date the Council approved the request for an extension of the final plat approval. If the request for extension is denied, the final plat shall expire upon the date the Council denied the request for an extension or 90 calendar days from the date Council approved the final plat, whichever is later.

APPLICATION PROCESS GUIDELINES

SECTION 2.10 MAJOR GENERAL PLAN AMENDMENT

1. Major General Plan Amendment.
 - a. The General Plan Amendment process allows property owners to apply for amendments to the City's existing General Plan. Most requests are to change the Land Use Plan, but any elements of the general plan may be requested for an amended.
 - b. Arizona State law limits that Major General Plan Amendments are only reviewed once per calendar year; they are all reviewed at the same time; they are required to undergo a 60-day review period by certain state and local agencies, as specified in the state statutes; and the review must be completed within the calendar year in which the amendments are submitted.
 - c. The annual deadline for submitting a Major General Plan Amendment application is March 15.
2. Review Time Frame(s).
 - a. The review time frame for a Major General Plan Amendment application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 230 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 275 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including:
 - i. Determination of a major or minor amendment (Table 1 and Table 2 in Section 2 of the General Plan).
 - ii. The General Plan Amendment Criteria outlined in Section 2-3-6 of the General Plan.
 - c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Major General Plan Amendment Application Submittal.
- a. A submittal for approval of a Major General Plan Amendment Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - 1. A general, but thorough, description of the existing site conditions and what is being proposed on the property. The Narrative/Written Analysis must address the following (General Plan, Section 2.3.6):
 - a. Calculation of acreage and projected number of dwelling units in each proposed land use category.
 - b. The narrative/written analysis must qualitatively and quantitatively address the following standards for approval:
 - i. How the recommended land use pattern identified in the current Land Use Plan inadequately provides appropriate optional sites for the use or change proposed in the amendment.
 - ii. How the amendment constitutes an overall improvement to the General Plan and will not solely benefit a particular landowner or owners of a particular point in time.
 - iii. How the amendment will not adversely impact a portion of, or the entire community, by:

- iv. Significantly altering acceptable existing land use patterns, especially in established neighborhoods;
 - v. Significantly reducing the balance of residents and jobs in the community;
 - vi. Replacing employment with residential uses;
 - vii. Requiring additional and more expensive improvements to infrastructure systems and/or proximity to municipal facilities and/or services than are needed to support the prevailing land uses and which, therefore, may impact the level of service for existing and proposed developments in other areas;
 - viii. Increasing traffic (without mitigation measures) on existing roadways that negatively impacts existing or planned land uses;
 - ix. Affecting the existing character (i.e., visual, physical, and functional) of the area;
 - x. Increasing the exposure of residents to aviation generated noise, safety and/or flight operations;
 - xi. Diminishing the environmental quality of the air, water, or land or cultural resources.
- iii. An aerial photo/vicinity map exhibit showing the following:
 - 1. Existing site conditions;
 - 2. Existing land uses within 500 feet of the subject property;
 - iv. A Conceptual Development Plan report addressing the following:
 - 1. Existing land uses (include a table containing acreage for each land use category);
 - 2. Proposed land use plan (include a table containing acreage for each land use category);
 - 3. Circulation framework plan;
 - 4. Public facilities and services;
 - 5. Water and sewer services;
 - 6. Police and Fire services;
 - 7. Parks and open space plan;
 - 8. General Plan Amendment criteria (Section 2 of the General Plan);
 - v. Legal Description of the property;
 - vi. All applicable fees shall be submitted with the application;
 - vii. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Outside Agency Review.
- a. All Major General Plan Amendments are required to undergo a 60-day review period by certain state and local agencies, as specified in the state statutes.
 - b. Following the Administrative Completeness Review Development Services Staff will coordinate the 60-Day Outside Agency Review.
7. Substantive Review by the DRC.
- a. All applications for a Major General Plan Amendment must successfully complete the Administrative Completeness Review stage of the process no later than May 1 in order to be accepted for Substantive Review in the same calendar year. The Substantive Review time frame will commence on May 1 for all applications that have successfully completed the Administrative Completeness Review stage of the process prior to May 1, regardless of the date of such completion, so that all applications may be reviewed simultaneously, as required by Arizona State Statutes.
 - b. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 230 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 230 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
 - c. First Substantive Review.

- i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- d. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of

- the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - e. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
8. Citizen Review Meeting.
- a. Upon completion of the second Substantive Review the applicant must coordinate with Development Services Department staff to schedule and conduct a Citizen Review Meeting in accordance with Article 1-3-8 of the Zoning Ordinance, unless additional reviews are agreed to in writing by the City and the applicant. The Citizen Review Meeting shall be held either in the month of July or August of the

same calendar year in which the application has been filed and in no case shall be held later than August 31.

9. Planning and Zoning Commission Review.

- a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at two (2) separate Regular or Special Meetings of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
- b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.

10. City Council Review and Approval.

- a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
- c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.

11. Appeal Procedure.

A decision of the City Council on a Major General Plan Amendment application is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.11 MAP OF DEDICATION

1. Map of Dedication.
 - a. A Map of Dedication is used to convey property or easements to the City of Goodyear. Such conveyances typically include the dedication of property to the City for right-of-way (i.e. public streets or roadways) or the granting of an easement for a utility line. Maps of Dedication are reviewed in relation to their consistency with the preliminary plat applications.
2. Review Time Frame(s).
 - a. The review time frame for a Map of Dedication application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 130 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 175 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - a. The ability of existing facilities to serve the proposed development;
 - b. Design, improvement, and application submittal requirements;
 - c. Infrastructure phasing and/or the need for Development Master Plan;
 - d. Submittal requirements and proposed deviations from such requirements, which if agreed to shall be documented during the Administrative Completeness Review;

- e. Engineering construction plans and reports, including, but not limited to: grading, drainage, paving, water, sewer, reclaimed water, traffic related studies, signing and striping, landscaping, etc.
 - f. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Map of Dedication Application Submittal.
- a. A submittal for approval of a Map of Dedication Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - 1. Proximity to existing developments;
 - 2. Infrastructure phasing and/or the need for Development Master Plan;
 - 3. Timing of adjacent development.
 - iii. A Map of Dedication drawing (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Standards.
 - iv. If the property being subdivided is within a hillside development area, then the following information is required (City Code, Section 15-3-9):
 - 1. A detailed topographic map at a larger scale and closer contour interval or suitable cross sections or profiles of area where streets, driveways, buildings, utility or grading construction is proposed; and,
 - 2. Residential plot plans for each lot showing locations of all buildings sites and proposed driveways.
 - v. Copy of the approved preliminary plat;
 - vi. Copy of the preliminary plat approval letter from the City;
 - vii. Current title report dated 60 days from the date of the application submission showing all property owners, partnerships, and other having any interest in the property;

- viii. Acknowledgement that a complete set of Engineering improvement plans has been submitted separately to the Engineering Department. Date of submission: _____.
 - ix. A Freeway Sound Attenuation Plan demonstrating compliance with Article 9 of the Zoning Ordinance, if applicable to the property.
 - x. All plans, reports, and drawings specified above shall be prepared in accordance with the requirements set for the in the Engineering Standards.
 - xi. All engineering related plans and reports (water, sewer, grading & drainage, utility, traffic studies, etc.) shall be sealed by a professional engineer registered with the State of Arizona.
 - xii. All design documentation shall demonstrate compliance with any approved planned development design guidelines if applicable.
 - xiii. Legal Description of the property.
 - xiv. All applicable fees shall be submitted with the application;
 - xv. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.

- i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the revised missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 130 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed

by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 130 days, this includes the time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.

- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is

- not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the City Council, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
6. City Council Review and Approval.
- a. Following the completion of the Substantive Review, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.

- c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.

- 7. Appeal Procedure.
 - a. A decision of the City Council on a Map of Dedication request is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

- 8. Recording a Map of Dedication.
 - a. The subdivider shall be responsible for submitting Map of Dedications (i.e. mylars) to the department for recordation purposes. The format, contents, and information to be included in the Map of Dedication and any attachments to be attached to the Map of Dedication that is submitted for recordation shall be in accordance with the Subdivision Regulations, the Engineering Standards, the Administrative Process Manual, and any stipulations and/or conditions of approval.
 - b. The Map of Dedication shall not be recorded until the City Engineer has approved the engineering construction plans for the subdivision improvements and certified that all necessary financial assurances are in place.
 - c. Once all applicable approvals and signatures have been obtained, the department will be responsible for recording the final plat with the Maricopa County Recorder.
 - i. The following steps outline the recordation process:
 1. Three (3) sets of Map of Dedication mylars will need to be submitted to the Development Services Department (i.e. one set each for the County Recorder's office, department, and the applicant).
 2. Mylars must be formatted in accordance with the Map Recordation Criteria established by the Maricopa County Recorder. These criteria are available from the Recorder's Office and the department. Please obtain this information prior to creating the mylars.
 3. When submitted to the department, the mylars must contain all signatures that are the responsibility of the applicant to obtain (all property owners, private water provider, HOA, irrigation district, etc.).

4. A copy of the Map of Dedication approval letter from the department must accompany the mylar submittal.
 5. The department will route the mylars to the City Engineer and the Development Services Department Director for review and signature. The City Engineer will ensure that the civil engineering construction plans are approved and that any financial assurances for public improvements are in place.
 6. The mylars will then be routed to the City Clerk for signature by the Mayor.
 7. Once all applicable signatures have been obtained, the department will submit the mylars to the Maricopa County Recorder for recordation.
 8. After recordation, the department will inform the applicant that a recorded mylar set is available for pickup. This set is for the applicant's records.
- d. Map of Dedication Expiration.
- i. Map of Dedication approval shall be valid for a period of 90 calendar days from the date the City Council approved the Map of Dedication. The Map of Dedication must be recorded with the Maricopa County Recorder within 90 calendar days of Council approval unless an extension has been obtained prior to the expiration of the Map of Dedication as provided below. If the approval expires, any further attempt to subdivide the property will require the submittal of a new application and filing fee.
- e. Map of Dedication Extension.
- ii. Map of Dedication approval shall expire if the Map of Dedication is not recorded with the Maricopa County Recorder within 90 calendar days from the date Council approved the Map of Dedication except as provided below.
 - iii. Prior to the expiration of the Map of Dedication approval, subdivider may request an extension of the Map of Dedication approval. If a request for extension is filed prior to the expiration of the Map of Dedication approval, the Map of Dedication approval shall continue in effect until Council acts on the request. Council may grant a 90 day extension of the Map of Dedication approval if subdivider demonstrates that there has been no significant substantive change in the Engineering Standards; that the Map of Dedication, including the supporting documents, continue to comply with all applicable requirements; and that the subdivider has expended substantial effort and made substantial progress towards the completion of the engineering construction plans for the subdivision improvements.
 - iv. If the extension is granted, the Map of Dedication approval shall be valid for 90 days from the date Council approved the request for an extension, and the Map of Dedication approval shall expire if the Map of Dedication is not recorded with the Maricopa County Recorder within 90 days from the date the Council approved the request for an extension

of the Map of Dedication approval. If the request for extension is denied, the Map of Dedication shall expire upon the date the Council denied the request for an extension or 90 calendar days from the date Council approved the Map of Dedication, whichever is later.

APPLICATION PROCESS GUIDELINES

SECTION 2.12 MINOR GENERAL PLAN AMENDMENT

1. Minor General Plan Amendment.
 - a. The General Plan Amendment process allows property owners to apply for amendments to the City's existing General Plan. Most requests are to change the Land Use Plan, but any elements of the general plan may be requested for an amended.
2. Review Time Frame(s).
 - a. The review time frame for a Minor General Plan Amendment application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including:
 - i. Determination of a major or minor amendment (Table 1 and Table 2 in Section 2 of the General Plan).
 - ii. The General Plan Amendment Criteria outlined in Section 2-3-6 of the General Plan.
 - c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.

4. Minor General Plan Amendment Application Submittal.
 - a. A submittal for approval of a Minor General Plan Amendment Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 1. The Narrative/Written Analysis must address the following (General Plan, Section 2.3.6):
 - a. The recommended land use pattern identified in the Land Use Plan inadequately provides appropriate optional sites for the use or change proposed in the amendment.
 - b. The amendment must constitute an overall improvement to the General Plan and will not solely benefit a particular landowner or owners at a particular point in time.
 - c. Calculation of acreage and project number of dwelling units in each existing land use category.
 - d. Calculation of acreage and project number of dwelling units in each proposed land use category.
 - e. The narrative/written analysis must qualitatively and quantitatively address the following standards for approval:
 - i. How the recommended land use pattern identified in the current Land Use Plan inadequately provides appropriate optional sites for the use or change proposed in the amendment.
 - ii. How the amendment constitutes an overall improvement to the General Plan and will not solely benefit a particular landowner or owners of a particular point in time.
 - iii. How the amendment will not adversely impact a portion of, or the entire community, by:
 - iv. Significantly altering acceptable existing land use patterns, especially in established neighborhoods;

- v. Significantly reducing the balance of residents and jobs in the community;
 - vi. Replacing employment with residential uses;
 - vii. Requiring additional and more expensive improvements to infrastructure systems and/or proximity to municipal facilities and/or services than are needed to support the prevailing land uses and which, therefore, may impact the level of service for existing and proposed developments in other areas;
 - viii. Increasing traffic (without mitigation measures) on existing roadways that negatively impacts existing or planned land uses;
 - ix. Affecting the existing character (i.e., visual, physical, and functional) of the area;
 - x. Increasing the exposure of residents to aviation generated noise, safety and/or flight operations;
 - xi. Diminishing the environmental quality of the air, water, or land or cultural resources.
- iii. An aerial photo/vicinity map exhibit showing the following:
 - 1. Existing site conditions;
 - 2. Existing land uses within 500 feet of the subject property;
 - iv. A Conceptual Development Plan report addressing the following:
 - 1. Existing land uses (include a table containing acreage for each land use category);
 - 2. Proposed land use plan (include a table containing acreage for each land use category);
 - 3. Circulation framework plan;
 - 4. Public facilities and services;
 - 5. Water and sewer services;
 - 6. Police and Fire services;
 - 7. Parks and open space plan;
 - 8. General Plan Amendment criteria (Section 2 of the General Plan);
 - v. Legal Description of the property;
 - vi. All applicable fees shall be submitted with the application;
 - vii. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,

2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of

the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have

mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Citizen Review Meeting.
 - a. Upon completion of the first substantive review the applicant must coordinate with Development Services staff to schedule and conduct a Citizen Review Meeting in accordance with Article 1-3-8 of the Zoning Ordinance.
 8. Planning and Zoning Commission Review.
 - a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.
 9. City Council Review and Approval.
 - a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation.

The applicant will be notified of the date, time and place for this meeting and is expected to be present.

- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
- c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
 1. Approval of an application for Preliminary PAD zoning does not confer any right to develop the property. No preliminary or final plat, building permit, zoning permit or any other approvals of any development or use shall be issued for property under a Preliminary PAD zoning designation.
 2. The owner(s) of property located within a Preliminary PAD zoning district shall seek and obtain an ordinance amending the zoning district applicable to the property as Final PAD within two (2) years of the date the City Council approved the application for Preliminary PAD zoning unless an extension has been granted by the City Council.

10. Appeal Procedure.

A decision of the City Council on a Minor General Plan Amendment application is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.13 MINOR LAND DIVISION

1. Minor Land Division.
 - a. A Minor Land Division is any division of improved or unimproved land or lands for the purpose of financing, sale or lease, whether immediate or future for which a subdivision plat is not required (Article 15-9 of the City Code).
2. Review Time Frame(s).
 - a. The review time frame for a Minor Land Division application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 135 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Applicable zoning, design, improvement, and application submittal requirements;
 - ii. Water and sewer infrastructure needed to serve the proposed development and the ability of existing facilities to serve the proposed development;
 - iii. Infrastructure phasing and/or the need for Development Master Plan;
 - iv. Submittal requirements and proposed deviations from such requirements, which if agreed to shall be documented during the Administrative Completeness Review;

- v. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Minor Land Division Application Submittal.
- a. A submittal for approval of a Minor Land Division Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - 1. Applicable zoning, design, improvement, and application submittal requirements;
 - 2. Water and sewer infrastructure needed to serve the proposed development and the ability of existing facilities to serve the proposed development;
 - 3. Infrastructure phasing and/or the need for Development Master Plan;
 - 4. Submittal requirements and proposed deviations from such requirements, which if agreed to shall be documented during the Administrative Completeness Review;
 - iii. A Minor Land Division drawing (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the Section 15-9 of the City Code, the Zoning Ordinance, Design Guidelines and Engineering Design Standards;
 - iv. ALTA survey;
 - v. Current title report dated 60 days from the date of the application submission showing all property owners, partnerships, and other having any interest in the property;
 - vi. All plans and drawings specified above shall meet the minimum requirements for lines, lettering, and numbers as outlined in Chapter 2 of the City of Goodyear Engineering Standards;
 - vii. All applicable fees shall be submitted with the application;
 - viii. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable

requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional

information are required until the Department receives the revised information from the applicant.

- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 - 1. The application is approved; or,
 - 2. The application is approved with conditions, with a list of the conditions; or,
 - 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, provide a request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 - 1. The application is approved; or,
 - 2. The application is approved with conditions, with a list of the conditions; or,
 - 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame

and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Approval or Denial.
 - a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 8. Appeal Procedure.
 - a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Minor Land Division application to the City Council by submitting an Appeal Application to the Development Services Department.
 - b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) working days of the date of the written notice that an application has been denied. After fifteen (15) working days an appeal will not be accepted.
 - c. The appeal shall give reasons for the appeal and the relief requested.
 - d. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the City Council for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
 - e. The City Council may approve, approve with modifications, conditionally approve, or deny the appeal.
 - f. The decision of the City Council shall be final. Appeals from a City Council decision shall be heard by an Arizona court of competent jurisdiction.
 9. Recording a Minor Land Division.
 - a. Upon approval of the final plat by the City Council, and approval of the civil engineering construction plans and financial assurances by the City Engineer, the final plat will be ready for recordation with the Maricopa County Recorder. The following steps outline the recordation process:

- i. Three (3) sets of final plat mylars will need to be submitted to the department (i.e. one set each for the County Recorder's office, department, and the applicant).
- ii. Mylars must be formatted in accordance with the Map Recordation Criteria established by the Maricopa County Recorder. These criteria are available from the Recorder's Office and the department. Please obtain this information prior to creating the mylars.
- iii. When submitted to the department, the mylars must contain all signatures that are the responsibility of the applicant to obtain (property owner(s), private water provider, HOA, irrigation district, etc).
- iv. A copy of the final plat approval letter from the department must accompany the mylar submittal.
- v. The department will route the mylars to the City Engineer for review and signature. The City Engineer will ensure that the civil engineering construction plans are approved and that any financial assurances for public improvements are in place.
- vi. The mylars will be routed to the City Clerk for signature by the Mayor.
- vii. Once all applicable signatures have been obtained, the department will submit the mylars to the Maricopa County Recorder for recordation.
- viii. After recordation, the department will inform the applicant that a recorded mylar set is available for pickup. This set is for the applicant's records.
- ix. The final plat must be recorded within 90 calendar days of Council approval. If 90 days pass and the final plat has not been recorded, the final plat approval will expire. If the approval is allowed to expire, any further attempt to subdivide the property will require the submittal of a new application and filing fee.
- x. The applicant may request a single 90 calendar day extension from the Council. The written extension request and fee must be filed with the department prior to the final plat expiration date. Any such request will need to provide justification as to why the extension is warranted.
- xi. If an extension is approved, the final plat will expire on the 180th calendar day from the date the City Council approved the final plat if not recorded within this time period. If the extension is denied, and the initial 90-day approval period has expired, then the final plat will immediately be considered expired.

APPLICATION PROCESS GUIDELINES

SECTION 2.14 MODEL HOME COMPLEX

1. Model Home Complex.
 - a. A Model Home Complex includes a residential unit(s) and a sales office within in a development which is being used to illustrate the design of the housing units to potential homebuyers during the initial sale of the units throughout a given subdivision. A Model Home Complex is a temporary real estate office that may be established within the boundaries of an approved subdivision (in a Planned Area Development) and may be used solely for the first sale of homes or the first rental of apartments (Article 1-3-5 of the Zoning Ordinance).
 - b. As a Model Home Complex is open to the public, sufficient off-street parking is needed to accommodate visitors without having a negative impact on the adjacent community or on existing home owners within the subdivision. Separate, designated parking spaces shall be provided for temporary model home sales or rental offices (Article 3-5-4 of the Zoning Ordinance).
2. Review Time Frame(s).
 - a. The review time frame for a Model Home Complex application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 135 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Status of Residential Design Review Application;
 - ii. Proposed plan(s) and building elevation(s) to be built on the site;
 - iii. Proposed landscaping for the model home complex (including landscaping for the customer parking lot area);
 - iv. Construction timing; and,
 - v. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Model Home Complex Application Submittal.
- a. A submittal for approval of a Model Home Complex Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a description of what is being proposed on the property.
 - iii. A site plan drawing (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) that demonstrates compliance with applicable development standards, and includes the following:
 - 1. Project Name;
 - 2. Address, parcel numbers, and lot numbers for model home complex;
 - 3. Name and Address of Owner/Developer;
 - 4. Name and Address of Technical Registrant that prepared the site plan;
 - 5. Boundary of the property (dimensioned);
 - 6. Scale of drawing noted, with such scale no greater than 1 inch = 100 feet and no less than 1 inch = 60 feet. A site plan drawn to a scale of 1 inch = 50 feet may be submitted if the site is 10 acres or less in size;
 - 7. North arrow noted on the site plan, with all related drawings being oriented in the same direction with north at the top (36 inch side) or right side of the sheet;

8. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction as the site plan (not to scale);
 9. Provide a legend with appropriate abbreviation and drawing symbol explanations;
 10. Layout of the model home complex;
 11. Identifies plan and elevation of each proposed model;
 12. Identifies all building setbacks;
 13. Location of trap fence;
 14. Adjacent roadways and curbing;
 15. Sidewalks and walking areas;
 16. Parking areas including one (1) ADA compliant parking space;
 17. Handicap accessible restroom facilities;
 18. Identifies dust-free parking surface;
 19. Lot numbers and addresses of each model;
 20. Adjacent lots;
 21. Single/two story homes called out on plans; and,
 22. Street names.
- iv. A Landscaping Plan (may be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) that demonstrates compliance with applicable design standards and includes the following:
 1. Layout of the model home complex;
 2. The location and identification of all proposed landscape areas on the site;
 3. Proposed landscaping including botanical and common names and total number of each plant/tree;
 4. Provide a legend with appropriate abbreviation and drawing symbol explanations;
 5. Location of trap fence (the trap fence should not be connected to any sidewalk);
 6. Handicap accessibility;
 7. Landscape lighting (if applicable);
 8. Lot numbers and addresses of each model; and,
 9. Parking areas.
 - v. Residential Design Review Approval letter for the proposed model plans.
 - vi. Documentation demonstrating final plat approval and recordation. If a final plat is being processed concurrently any model home complex application approval will be conditioned upon final plat recordation;
 - vii. All applicable fees shall be submitted with the application.
 - viii. Any other information that may be required by the Director.
- b. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - c. Subsequent Substantive Reviews.

- i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional

information are required until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
6. Approval or Denial.
 - a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
7. Appeal Procedure.
 - a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Model Home Complex application to the Board of Adjustment by submitting an Appeal Application to the Development Services Department.
 - b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) calendar days of the date of the written notice that an application has been denied. After fifteen (15) calendar days an appeal will not be accepted.
 - c. The appeal shall give reasons for the appeal and the relief requested.
 - d. Upon receipt of such request, the appeal will be scheduled for a hearing of the Board of Adjustment for which due and proper notice can be provided and agenda materials can be prepared.
 - e. The Board of Adjustment may reverse or modify any decision of the Zoning Administrator. All decisions of the Board shall be in writing. The decision by the Board shall be binding.
 - f. The decision of the Board shall be final. Appeals from a Board of Adjustment decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.15 PLANNED DEVELOPMENT DESIGN GUIDELINES

1. Planned Development Design Guidelines.
 - a. Planned Development Design Guidelines (also called design standards) are required for commercial and industrial planned developments prior to site plan approval. All buildings located within a unified, planned development, such as a commercial center or industrial park are required to be architecturally styled to achieve harmony and continuity of design. The building elevations and site development features in a planned development are required to be coordinated with regard to color, texture, materials, finishes, and form consistent with the requirement of Article 1-4 of the Zoning Ordinance. Approved design guidelines serves as master design guidelines for future development.
 - b. All future development in a planned development with approved design guidelines shall comply with the approved design guidelines and Article 1-4 of the Zoning Ordinance.
2. Review Time Frame(s).
 - a. The review time frame for a Planned Development Design Guidelines application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 135 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Project location;
 - ii. Design review and approval procedures;
 - iii. Site development standards;
 - iv. Architectural design standards;
 - v. Landscape standards;
 - vi. Maintenance standards;
 - c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review process.
4. Planned Development Design Guidelines Application and Submittal.
- a. A submittal for approval of a Planned Development Design Guidelines Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property.
 - iii. A document (8½" x 11" or 11" x 17" in size) that sets forth the proposed design standards for the development of the property containing the following criteria, which shall include:
 - 1. Site Development Standards where consistency is needed to assure architectural harmony, which includes but is not limited to:
 - a. Exterior accent lighting (public parking areas, walkways, entrances, etc.);
 - b. Site fixtures;
 - c. Hardscape;
 - d. Screen walls;
 - e. Refuse collection areas;
 - f. Outdoor furniture;
 - 2. Architectural Design Standards, which includes but is not limited to:
 - a. Building form and design;
 - b. Approved materials;

- c. Prohibited materials;
 - d. Colors;
 3. Landscape Standards, which includes but is not limited to:
 - a. Plant selection guide;
 - b. General landscaping guidelines;
 - c. Entrance landscaping;
 - d. Perimeter landscaping;
 - e. Parking lot landscaping;
 - f. Landscaping materials;
 4. Any other standards where consistency is desired within the planned development.
 - iv. All applicable fees shall be submitted with the application;
 - v. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the thirty (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.

- i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
6. Approval or Denial.
 - a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
7. Appeal Procedure.
 - a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Commercial Design Guidelines application to the Board of Adjustment by submitting an Appeal Application to the Development Services Department.
 - b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) calendar days of the date of the written notice

that an application has been denied. After fifteen (15) calendar days an appeal will not be accepted.

- c. The appeal shall give reasons for the appeal and the relief requested.
- d. Upon receipt of such request, the appeal will be scheduled for a hearing of the Board of Adjustment for which due and proper notice can be provided and agenda materials can be prepared.
- e. The Board of Adjustment may reverse or modify any decision of the Zoning Administrator. All decisions of the Board shall be in writing. The decision by the Board shall be binding.
- f. The decision of the Board shall be final. Appeals from a Board of Adjustment decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.16 PRELIMINARY PLANNED AREA DEVELOPMENT (PAD) AND PRELIMINARY PAD AMENDMENT

1. Preliminary Planned Area Development (PAD).
 - a. The PAD District is intended to accommodate, encourage and promote developments with innovative design involving residential and nonresidential land uses, which together form an attractive, harmonious unit in the community. Such a planned development may be designed as a large-scale separate entity, able to function as an individual community or neighborhood; as a small-scale project which requires flexibility because of unique circumstances or design characteristics; or as a transitional area between dissimilar land uses.
 - b. For large, multiphase projects, an application may be filed for a Preliminary PAD district accompanied by conceptual preliminary development plan with sufficient description and documentation to identify the nature, mix and general arrangement, density, open space, and quality of the project. For small-scale or single phase projects, a Final PAD district may be requested, provided all of the information required for both a Preliminary and Final PAD application is submitted with the application (Article 3-5-3 of the Zoning Ordinance).
2. Review Time Frame(s).
 - a. The review time frame for a Preliminary PAD application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the

submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. The location and nature of the various uses and their areas in acres (summarizing land use areas, total number of dwelling units and approximate percentage allocation by dwelling type, calculation of the residential density in dwelling units per gross acre as defined in the General Plan;
 - ii. The proposed circulation system, including any improvements (public or private) needed to accommodate additional traffic;
 - iii. The open space system (including a general statement regarding ownership and maintenance) with indication of responsiveness to General Plan recreation/open space and perimeter treatments;
 - iv. Consistency with the goals, objectives, policies and future land use map of City's General Plan; consideration of current market factors, demographics, infrastructure, traffic, and environmental issues; and if conditions have changed significantly since the Plan was adopted;
 - v. Suitability of the subject property's physical and natural features for the uses permitted under the proposed zoning district;
 - vi. Compatibility of all potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of such things as land suitability, environmental impacts, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential impact on property values;
 - vii. Proposed zoning district's consistency with other land uses within the immediate area and whether uses allowed under proposed zoning district would be better suited to the subject property than the uses allowed under current zoning;
 - viii. Demand for the types of uses permitted in the proposed zoning district in relation to amount of land currently zoned and available to accommodate the demand;
 - ix. Demands for public services that will be generated by the uses permitted in the proposed zoning district and requirements for meeting such demands in terms of public infrastructure and facilities and other capital equipment, such as water supplies, water treatment, storage, and distribution facilities, wastewater treatment, recharge and distribution facilities, streets, bridges, schools and emergency services facilities and equipment;
 - x. Potential adverse fiscal impacts that will result from providing services to areas not in proximity to where existing public services are provided;
 - xi. General public's concerns; and,
 - xii. Whether the amendment promotes orderly growth and development; and,
 - xiii. Any other factors related to the impact of the amendment on the general health, safety and welfare of the citizens of the City and the general public.

- c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Preliminary PAD Application and Submittal.
- a. A submittal for approval of a Preliminary PAD Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a description of what is being proposed on the property including the following (the Narrative should be separate from the PAD plan):
 1. The reason(s) for the PAD request, how the amendment may impact adjacent properties, and any City policies supporting the proposed amendment;
 2. How the amendments may impact adjacent properties;
 3. City policies supporting the proposed amendments.
 - iii. A Preliminary PAD Plan (8½" x 11" in size with graphics that are typically 11"x17" in size) that sets forth the proposed Preliminary PAD land uses and development standards for the property, including the following:
 1. Legal description of the property;
 2. History and background of the property including prior zoning actions;
 3. Potential constraints to the site's development including:
 - a. Existing conditions and site/topographical features;
 - b. Any portions of the site that are subject to flooding (include the extent and frequency, retention areas, calculations and maintenance responsibility);
 - c. Proposed roadways which may impact the development;
 - d. Proposed major utility line extensions and/or infrastructure projects which may impact development;
 - e. Any other impediments to the property's use and improvement as may be present or planned for the future.
 4. Written summary of proposed land use categories that includes, but is not limited to:

- a. Proposed land use categories;
 - b. Any deviations from Zoning District criteria;
 - c. Residential land uses should include the following:
 - i. Approximate percentage allocation by dwelling type (if applicable);
 - ii. Total number of dwelling units (if applicable);
 - iii. Calculation of the residential density in dwelling units per acre as defined in the General Plan (if applicable);
 - d. Parks and Open Space plan;
 - i. Ownership and maintenance of the open space system;
 - e. Public Facilities;
5. Proposed site development that depicts the following:
- a. The location and nature of the various uses and their areas in acres;
 - b. The proposed circulation system, including any improvements or modifications (public or private) needed to accommodate additional traffic;
 - c. The open space system;
 - d. General Plan recreation/open space and perimeter treatments;
6. Written summary that demonstrates proposed land use compatibility with existing and projected community requirements, with the goals of the General Plan;
7. Relationship of the project to surrounding land uses;
- a. Location information including an area map showing adjacent property ownership and existing uses within five hundred (500) feet of the parcel;
 - b. Areas within aircraft approach and holding patterns; and,
8. Statements that discuss the following information: water source and distribution; sanitary sewer treatment and collection; storm water drainage and management; reclaimed water use; and, access and traffic circulation.
9. All proposed deviations from the provisions of the Zoning Ordinance, City Code, and Engineering Standards (enhanced or reduced);
10. Proposed development timing (including a phasing plan if applicable).
- iv. School impact analysis (if applicable);
 - v. All applicable fees shall be submitted with the application;
 - vi. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a

decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.

- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
- b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
- c. First Administrative Review:
 - vi. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is

sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,

3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Citizen Review Meeting.
 - a. Upon completion of the first substantive review the applicant must coordinate with Development Services staff to schedule and conduct a Citizen Review Meeting in accordance with Article 1-3-8 of the Zoning Ordinance.
8. Planning and Zoning Commission Review.
 - a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.

9. City Council Review and Approval.

- a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
- c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
 1. Approval of an application for Preliminary PAD zoning does not confer any right to develop the property. No preliminary or final plat, building permit, zoning permit or any other approvals of any development or use shall be issued for property under a Preliminary PAD zoning designation.
 2. The owner(s) of property located within a Preliminary PAD zoning district shall seek and obtain an ordinance amending the zoning district applicable to the property as Final PAD within two (2) years of the date the City Council approved the application for Preliminary PAD zoning unless an extension has been granted by the City Council.

10. Appeal Procedure.

A decision of the City Council on a Preliminary PAD is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.17 PRELIMINARY SUBDIVISION PLAT

1. Preliminary Subdivision Plat.
 - a. Approval of a Preliminary Subdivision Plat is the first step in the process of subdividing land into individual parcels for future sale or lease. Preliminary plats are not recorded and are not the legal document used for sale of lots, but rather are used to allow for a comprehensive review of the proposed development.
2. Review Time Frame(s).
 - a. The review time frame for a Preliminary Subdivision Plat application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Proposed source of water supply;
 - ii. Water and sewer infrastructure needed to serve the proposed development and the ability of existing facilities to serve the proposed development;
 - iii. Applicable zoning, design, improvement, and application submittal requirements;
 - iv. Infrastructure phasing and/or the need for Development Master Plan;

- v. Submittal requirements and proposed deviations from such requirements, which if agreed to shall be documented during the Administrative Completeness Review; and,
- vi. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.

4. Preliminary Subdivision Plat Application Submittal.

- a. A submittal for approval of a Preliminary Subdivision Plat Application shall include the following documentation and comply with the following requirements:

- i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
- ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - 1. Acreage;
 - 2. Number of lots and tracts being proposed;
 - 3. Amount of passive and active recreational areas being proposed;
 - 4. Percentage of open space proposed;
 - 5. Water and sewer infrastructure needed to serve the proposed development and the ability of existing facilities to serve the proposed development;
 - 6. Proximity to adjacent developments.
- iii. A Development Master Plan document, if determined that it was required by the DRC at the Pre-Application Meeting;
- iv. A Preliminary Plat drawing (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the Zoning Ordinance, Design Guidelines and Engineering Standards.
- v. A preliminary drainage report (prepared in compliance with the Engineering Standards);
- vi. A preliminary water report (prepared in compliance with the Engineering Standards);
- vii. A preliminary sewer report (prepared in compliance with the Engineering Standards);

- viii. A preliminary reclaimed water report (prepared in compliance with the Engineering Standards) for the property based on the proposed use of the property;
- ix. A traffic impact study (prepared in compliance with the Engineering Standards);
- x. A preliminary grading and drainage plan (prepared in compliance with the Engineering Standards);
- xi. A preliminary utility plan, including any off-site improvements planned (prepared in compliance with the Engineering Standards);
- xii. If the property being subdivided is within a hillside development area, then the following information must also be provided:
 - 1. Topographic map of existing terrain with contour intervals adequate to show the nature and variations in the terrain; two foot intervals for grades less than 15%; five foot intervals for grades greater than 15%; elevations of critical spots, rock outcrops and other special characteristics;
 - 2. Drawing showing building area envelope and proposed building pad finished grade for each lot in conformance with the grading and drainage regulations required by the city (in accordance with the Engineering Standards), showing the natural topography of the total parcel to be platted, the location and size of all structures, the finished grade at all improvement locations and the depth and extent of all cuts and fills.
 - 3. Soils report (prepared in accordance with the Engineering Standards); and,
 - 4. Conservation easements exhibit.
- xiii. A Preliminary Title report dated 60 days from the date of the application submission showing all property owners, partnerships, and other having any interest in the property;
- xiv. A Freeway Sound Attenuation Plan demonstrating compliance with Article 9 of the Zoning Ordinance (if applicable to the property).
- xv. A Conceptual Landscaping Plan for the property (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with the Article 5 of the Zoning Ordinance and with the Engineering Standards, to include the following:
 - 1. The location and identification of all proposed landscaped areas (on-site, street right-of-way, parking area, landscape buffers, etc.);
 - 2. The location of all proposed trees, shrubs, and other landscape materials and improvements;
 - 3. Notes or graphical representations adequately showing the intent of the proposed plans and materials and indicating how these plans will comply with Article 5 of the Zoning Ordinance.
 - 4. The location, height, type, and general design and finish of all proposed walls and other screening;
 - 5. The location of all proposed storm water retention areas;

time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,

2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
- i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions

- and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Planning and Zoning Commission Review.
- a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Planning and Zoning Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and

Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.

8. City Council Review and Approval.

- a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
- c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.

9. Appeal Procedure.

- a. A decision of the City Council on a Preliminary Plat request is final. Persons with standing who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.18 RESIDENTIAL DESIGN REVIEW

1. Residential Design Review.
 - a. The City of Goodyear Design Guidelines Manual provides design criteria for single-family detached residential subdivisions. Residential Design Review approval is needed prior to submitting Standard Plan and Model Home Complex applications for review and approval.
2. Review Time Frame(s).
 - a. The review time frame for a Residential Design Review application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 135 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. How the proposal is in conformance with the City of Goodyear Design Guidelines and other applicable City ordinances;
 - ii. Potential design review issues in an effort to ensure that criteria of the applicable design guidelines are being achieved;
 - iii. If components of the conceptual submittal discussed at the Pre-Application meeting fall short of meeting the standards of the City of

Goodyear, the applicant will be advised to amend their plan(s) and/or submit additional plans during the Pre-Application meeting.

- c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Residential Design Review Application Submittal.
- a. A submittal for approval of a Residential Design Review Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. The following submittal documents shall be provided in a 3-ring binder:
 1. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including how the Single-Family Residential section of the Design Guidelines Manual (Chapter 2) has been satisfied;
 2. Matrix of plan number, name, square footage and product width;
 3. Typical plot plan for each plan;
 4. Floor plan for each plan;
 5. Exhibits of the Front Yard Landscape Options (at least 3 plans to include one (1) low water use option) (8½” x 11” or 11” x 17” in size);
 6. A minimum of three (3) colored building elevations per plan showing all four (4) sides of each building in color (8½” x 11” or 11” x 17” in size/elevations must be one-dimensional exhibits);
 7. Elevations of model options—including side-entry garages, optional third car garages, courtyards, etc. (exhibits of options may be in black and white) (8½” x 11” or 11” x 17” in size);
 8. A minimum of six (6) different color schemes (actual color samples required, photo copies not acceptable);
 9. A minimum of two (2) different roof tile styles/options in at least three (3) different colors (sample brochure or color Material samples of all alternative materials offered (i.e. different stucco finishes, ledgestone, river rock, etc.—sample brochure or color photo for each type);

10. Illustrations of all garage door options on an exhibit (8½” x 11” or 11” x 17” in size);
 11. Detail of all driveway surface options (if applicable); on an exhibit (8½” x 11” or 11” x 17” in size); and,
 12. Copy of the applicable approved and recorded final plat for the subdivision (8 ½” x 11” or 11” x 17” in size). If a final plat is being processed concurrently with this application, a copy of the proposed final plat shall be submitted with the application and application approval will be conditioned upon approval and recordation of the final plat;
 13. All applicable fees shall be submitted with the application;
 14. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,

2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
 - a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:

1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
- i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,

2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Approval or Denial.
- a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
8. Appeal Procedure.
- a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Residential Design Review application to the Planning and Zoning Commission by submitting an Appeal Application to the Development Services Department.
 - b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) working days of the date of the written notice that an application has been denied. After fifteen (15) working days an appeal will not be accepted.
 - c. The appeal shall give reasons for the appeal and the relief requested.

- d. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the Planning and Zoning Commission for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
- e. The Planning and Zoning Commission may approve, approve with modifications, conditionally approve, or deny the appeal. All decisions of the Planning and Zoning Commission shall be in writing. The decision by the Planning and Zoning Commission shall be binding, unless appealed to the City Council.
- f. The decision of the Planning and Zoning Commission may be appealed to the City Council by the applicant. The appeal, along with any required processing fee, shall be filed in writing with the City Clerk within fifteen (15) working days of the written notice of the decision by the Planning and Zoning Commission.
- g. The appeal shall provide reasons for the appeal and the relief requested.
- h. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the City Council for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
- i. The City Council may approve, approve with modifications, conditionally approve, or deny the appeal.
- j. The decision of the City Council shall be final. Appeals from a City Council decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.19 REZONE (RESIDENTIAL AND NON-RESIDENTIAL)

1. Rezone.
 - a. All public and private lands within the City of Goodyear are zoned for specific land uses. Landowners, or their authorized representative, may submit a rezone application to amend the zoning district classifications within the Zoning Ordinance of the City of Goodyear. Rezone amendments may include changes to the existing Zoning District map classifications, or changes to land use district classifications along with applicable zoning requirements.
2. Review Time Frame(s).
 - a. The review time frame for a Rezone application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Consistency with the goals, objectives, policies and future land use map of City's General Plan; consideration of current market factors, demographics, infrastructure, traffic, and environmental issues; and if conditions have changed significantly since the Plan was adopted;

- ii. Suitability of the subject property's physical and natural features for the uses permitted under the proposed zoning district;
 - iii. Compatibility of all potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of such things as land suitability, environmental impacts, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential impact on property values;
 - iv. Proposed zoning district's consistency with other land uses within the immediate area and whether uses allowed under proposed zoning district would be better suited to the subject property than the uses allowed under current zoning;
 - v. Demand for the types of uses permitted in the proposed zoning district in relation to amount of land currently zoned and available to accommodate the demand;
 - vi. Demands for public services that will be generated by the uses permitted in the proposed zoning district and requirements for meeting such demands in terms of public infrastructure and facilities and other capital equipment, such as water supplies, water treatment, storage, and distribution facilities, wastewater treatment, recharge and distribution facilities, streets, bridges, schools and emergency services facilities and equipment;
 - vii. Potential adverse fiscal impacts that will result from providing services to areas not in proximity to where existing public services are provided;
 - viii. General public's concerns; and,
 - ix. Whether the amendment promotes orderly growth and development; and,
 - x. Any other factors related to the impact of the amendment on the general health, safety and welfare of the citizens of the City and the general public.
- c. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Rezone Application Submittal.
- a. A submittal for approval of a Rezone Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.

- ii. Project Narrative providing a description of what is being proposed on the property, including:
 1. The reason(s) for the Rezone, how the amendment may impact adjacent properties, and any City policies supporting the proposed zone change;
 2. Adjacent developments; and,
 3. Proposed development timing (including phasing if applicable).
- iii. A Development Plan (8½” x 11” in size with graphics that are typically 11” x 17” in size) and a supplemental report that demonstrates consistency with Goodyear codes, policies and plans, and shall include the following:
 1. Location information including an area map showing adjacent property ownership and existing uses within five hundred (500) feet of the parcel;
 2. Legal description of the metes and bounds of the parcel;
 3. Physical constraints to the site’s development:
 - a. Existing topographical features;
 - b. Portions of the site that are subject to flooding (include the extent and frequency, retention areas, calculations and maintenance responsibility);
 4. Proposed roadways which may impact the development;
 5. Proposed infrastructure improvements that would serve the property;
 6. Areas within aircraft approach and holding patterns;
 7. Any other impediments to the property’s use and improvement as may be present or planned for the future.
 8. Proposed site development that depicts the following:
 - a. The location and nature of the various uses and their areas in acres;
 - b. Summary of land use areas;
 - c. Total number of dwelling units (if applicable);
 - d. Approximate percentage allocation by dwelling type (if applicable);
 - e. Calculation of the residential density in dwelling units per gross acre as defined in the General Plan (if applicable);
 9. The proposed circulation system;
 - a. Including any improvements or modifications (public or private) needed to accommodate additional traffic;
 10. The open space system;
 - a. Ownership and maintenance information;
 - b. Responsiveness to General Plan recreation/open space and perimeter treatments;
 11. Relationship of the project to surrounding land uses; and,
 12. Evidence of proposed land use compatibility with existing and projected community requirements, with the goals of the General Plan.

- iv. A preliminary drainage report (prepared in compliance with the Engineering Standards);
 - v. A preliminary water report (prepared in compliance with the Engineering Standards);
 - vi. A preliminary sewer report (prepared in compliance with the Engineering Standards);
 - vii. A traffic impact study (prepared in compliance with the Engineering Standards);
 - viii. All applicable fees shall be submitted with the application;
 - ix. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,

3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
 - b. First Substantive Review.

- i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of

- the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Citizen Review Meeting.
- a. Upon completion of the first substantive review the applicant must coordinate with Development Services staff to schedule and conduct a Citizen Review Meeting in accordance with Article 1-3-8 of the Zoning Ordinance.

8. Planning and Zoning Commission Review.
 - a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.
9. City Council Review and Approval.
 - a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
10. Appeal Procedure.
 - a. A decision of the City Council on a Rezone is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.20 SITE PLAN/DESIGN REVIEW (FOR ALL NEW DEVELOPMENT EXCEPT SINGLE AND TWO-FAMILY RESIDENTIAL)

1. Site Plan/Design Review.
 - a. Prior to development, construction, remodel, change or alteration of any commercial, industrial, multi-family, public or private utility project, an application for Site Plan Review and Design Review must be approved (Article 1-2-7 and 1-4-2 of the Zoning Ordinance).
 - b. A Site Plan is a detailed graphic and written narrative document that shows and describes how a site will be developed. Site Plan review is the process of reviewing documents and drawings required by the Zoning Ordinance, Engineering Standards, and Design Guidelines to ensure that a proposed land use or activity is in compliance with those standards. A site plan also includes existing and proposed man-made features, as well as natural site characteristics.
 - c. A Design Review consists of detailed drawings, written narrative, and materials samples that shows building elevations and describes the buildings proposed to be constructed on the site. Design review considers the design of a project in relation to its urban context and compliance with the Design Guidelines Manual.
2. Review Time Frame(s).
 - a. The review time frame for a Site Plan/Design Review application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 135 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the

submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as: the location of all existing and proposed buildings, drives, parking spaces, walkways, means of vehicular ingress and egress, drainage facilities, utility services, landscaping, structures and signs, site and building lighting, building design, screening devices, walls and other site features, submittal requirements and proposed deviations from such requirements, which if agreed to shall be documented during the Administrative Completeness Review; and will provide other recommendations that will facilitate the application review.
4. Site Plan/Design Review Application Submittal.
- a. A submittal for approval of a Site Plan/Design Review Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - a. Typical business operations;
 - b. Hours of operation;
 - c. How the architecture of the proposed structures is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the city; and,
 - d. Proposed development timing (including phasing if applicable).
 - iii. A site plan drawing (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Standards showing the following information:
 1. Name, address, telephone, and e-mail address of the property owner;
 2. Name, address, telephone, and e-mail address of the applicant (if other than the owner);

3. Name, address, telephone, and email address of the “Contact Person” for the application (if other than the owner);
4. Signature of owner or documentation from the property owner stating that the applicant is authorized to represent the property owner in this application;
5. Professional seal of designer;
6. Project title and date;
7. Address or description of general location of the subject property, including County Assessor A.P.N.;
8. Boundary of the property (dimensioned);
9. Area of the property (acreage and square feet);
10. Scale of drawing noted, with such scale no greater than 1 inch = 100 feet and no less than 1 inch = 60 feet. A site plan drawn to a scale of 1 inch = 50 feet may be submitted if the site is 10 acres or less in size;
11. North arrow noted on the site plan, with all related drawings being oriented in the same direction with north at the top (36 inch side) or right side of the sheet;
12. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction as the site plan draining (not to scale);
13. Provide a legend with appropriate abbreviation and drawing symbol explanations;
14. Existing zoning of the property and all adjoining properties;
15. Location and width of all existing streets, alleys, right-of-way, medians, turn lanes, bus bays within or adjacent to the property;
16. Location and width of all existing driveways on the property and within 150 feet of the boundaries of the property;
17. Existing elevation of all property corners and at midpoints along all property lines;
18. Location of existing buildings on property;
19. Location of all existing utilities serving property;
20. Location of existing ditches, canals, fences, public and private easements or other physical structures on or adjacent to the property;
21. Location of existing and proposed fire hydrants and street lights on and within 400 feet of the property;
22. Location of any existing and proposed storm drain and retention facilities on or adjacent to the property;
23. Location, size, finish floor elevation and use of proposed buildings on the site;
24. Summary of all existing and proposed building areas (in square feet) by building and type of use proposed within each building;
25. Location of all building setback lines along the perimeter of the site;

26. Location and extent of all parking areas, including dimensions of all parking spaces, aisles and ADA Accessible Routes;
 27. Calculation of required parking based on Zoning Ordinance requirements for all proposed uses and summary of parking provided on the site including handicap parking space calculation;
 28. Location and width of all proposed driveways including sight visibility triangles;
 29. Location, width and type of required improvements to all existing street(s) and/or alley(s);
 30. Location, width of right-of-way and type of required improvements to all proposed street(s) and/or alley(s);
 31. Location, size, and type of all proposed utility lines, including gas, telephone, electric, water and sewer, and proposed easements;
 32. Identification of proposed fire lanes and access routes with required inside and outside turning radii shown;
 33. Location and area of proposed landscape areas proposed on the site with calculation of the area as a percentage of site;
 34. Location and area of any required open space proposed on the site with calculation the area as a percentage of the site;
 35. Proposed finished elevations for all proposed paved areas, retention areas and landscape areas;
 36. Identification of proposed use of any areas not used for building, parking, landscaping, or storm water retention;
 37. Identification of proposed refuse service area (trash enclosure) with required turning radii and size and type of enclosure shown;
 38. Location and size of any proposed freestanding signs;
 39. Location of proposed light poles;
 40. Location of proposed fences, walls or any other barriers or screen walls including the height and type of materials;
 41. Location of any proposed bicycle parking to be provided; and,
 42. Location of existing and proposed bike paths or multi-use trails within or adjacent to the property.
- iv. The following Design Review documentation, which shall demonstrate compliance with Article 1-4 of the Zoning Ordinance:
1. Copy of the approval letter for planned development design guidelines (if applicable);
 2. Black and white drawings of all building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;
 3. Color renderings of all building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance, and if applicable, the approved planned development design guidelines;
 4. Black and white drawings of the conceptual floor plans for each proposed building; and,

5. A materials board containing representative samples of all major exterior building materials proposed for use on the building.
- v. A conceptual landscape plan (24" x 36" in size, folded to 9" x 12" in size) for the property including the following information:
 1. The location and identification of all proposed landscape areas on the site;
 2. The ground floor areas of all proposed buildings;
 3. The amount of all proposed landscaped areas, required and provided;
 4. The location of all proposed trees, shrubs, and other landscape materials and improvements;
 5. Notes or graphical representations adequately showing the intent of the proposed plans and materials;
 6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable);
 7. The location of all proposed storm water retention areas; and,
 8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.
- vi. A preliminary off-site improvement plan for any proposed off-site improvements necessary to serve the property that are beyond the limits of the area covered by the site plan (prepared in compliance with the Engineering Standards).
- vii. A preliminary drainage report, including a preliminary drainage plan exhibit (prepared in compliance with the Engineering Standards).
- viii. A preliminary grading and drainage plan (24" x 36" in size, folded to 9" x 12" in size) for the property based on the proposed use of the property, including the following information:
 1. Retention and detentions areas, other drainage facilities, and changes to surface grading affecting drainage structures, curbs, building finish floor elevations basin outfall location, site ultimate outfall location, dry wells, catch basins, storm drain lines and manholes, valley gutters, curbs, retention basin side slopes and bottom slopes, etc.;
 2. Elevations shall be provided at all drainage control points (i.e. retention basin outfall locations, site ultimate outfall locations, high water elevations, tops and bottoms of retention basins, dry wells , valley gutters, curbs, etc.);
 3. Finish floor or pad elevations shall be provided;
 4. Location of all existing structures and buildings;
 5. Location of all existing and proposed washes, channels, or other drainage conveyances;
 6. Location of all FEMA regulated floodways and floodplains; and,
 7. Location of any 404 limits.
- ix. A preliminary utility plan (24" x 36" in size, folded to 9" x 12" in size) for all utilities planned to serve the property that are not otherwise shown on

- the site plan drawing (prepared in compliance with the Engineering Standards).
- x. A traffic impact study (prepared in compliance with the Engineering Standards) for the property based on the proposed use of the property.
 - xi. A preliminary water report (prepared in compliance with the Engineering Standards) for the property based on the proposed use of the property.
 - xii. A preliminary sewer report (prepared in compliance with the Engineering Standards) for the property based on the proposed use of the property, including any potential for use of reclaimed water.
 - xiii. A preliminary outdoor lighting and photometric plan (24" x 36" in size, folded to 9" x 12" in size) in accordance with Article 10 of the Zoning Ordinance.
 - xiv. A Freeway Sound Attenuation Plan demonstrating compliance with Article 9 of the Zoning Ordinance (if applicable to the property).
 - xv. All plans, reports, and drawings specified above shall be prepared in accordance with the requirements set for the in the Engineering Standards.
 - xvi. All engineering related plans and reports (water, sewer, grading & drainage, utility, traffic studies, etc.) shall be sealed by a professional engineer registered with the State of Arizona.
 - xvii. All design documentation shall demonstrate compliance with any approved planned development design guidelines if applicable.
 - xviii. Legal Description of the property.
 - xix. All applicable fees shall be submitted with the application.
 - xx. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.

- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
- b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
- c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,

2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the

preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the

Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:

1. The application is approved; or,
2. The application is approved with conditions, with a list of the conditions; or,
3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. Approval or Denial.

- a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
- b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
- c. Site Plan approval is valid for 180 days. An additional 180 day extension may be granted by the Director, or designee.

- d. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
8. Appeal Procedure.
- a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Site Plan application to the Planning and Zoning Commission by submitting an Appeal Application to the Development Services Department.
 - b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) working days of the date of the written notice that an application has been denied. After fifteen (15) working days an appeal will not be accepted.
 - c. The appeal shall give reasons for the appeal and the relief requested.
 - d. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the Planning and Zoning Commission for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
 - e. The Planning and Zoning Commission may approve, approve with modifications, conditionally approve, or deny the appeal. All decisions of the Planning and Zoning Commission shall be in writing. The decision by the Planning and Zoning Commission shall be binding, unless appealed to the City Council.
 - f. The decision of the Planning and Zoning Commission may be appealed to the City Council by the applicant. The appeal, along with any required processing fee, shall be filed in writing with the City Clerk within fifteen (15) working days of the written notice of the decision by the Planning and Zoning Commission.
 - g. The appeal shall provide reasons for the appeal and the relief requested.
 - h. Upon receipt of such request, the appeal will be scheduled on the agenda for the next regular meeting of the City Council for which due and proper notice can be provided and agenda materials can be prepared, but in no case more than sixty (60) calendar days after the date of submission of the appeal.
 - i. The City Council may approve, approve with modifications, conditionally approve, or deny the appeal.
 - j. The decision of the City Council shall be final. Appeals from a City Council decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.21 SPECIAL USE PERMIT

1. Special Use Permit.
 - a. In addition to those land uses that are specifically permitted in each zoning district of the City of Goodyear, there are additional uses which may be allowed in any Zoning District within the City with a Special Use Permit. These uses typically have unusual characteristics which often require additional evaluation when locating them in the community.
 - b. The Planning and Zoning Commission may recommend, and the City Council require, such conditions and restrictions, if necessary, upon the height and bulk and area of occupancy of any site approved for a Special Use Permit as may be reasonable under the particular circumstances to ensure compliance with this Ordinance.
2. Review Time Frame(s).
 - a. The review time frame for a Special Use Permit application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Desirability and/or necessity to the public convenience or welfare; and,

- ii. Compatibility with other uses adjacent to and in the vicinity of the selected site or sites;
- iii. Whether the proposed use is in conformance with the adopted General Plan and any adopted Area Plans; and,
- iv. Whether the proposed use will not be detrimental to surrounding properties or persons in the area due to:
 1. Impact on the circulation system of the adjacent neighborhood;
 2. Excessive noise or light generated from within the site;
 3. Excessive scale or height in relationship to surrounding properties;
 4. Hours of operation;
 5. Inadequate parcel size to provide adequate buffers or mitigation measures to surrounding properties;
 6. Inconsistency with the development character or architecture of the adjacent properties;
- v. Assurance of adequate parking, ingress and egress so as to not increase traffic congestion;
- vi. If a traffic study will be required with the application;
- vii. Type of conceptual site plan that is to be submitted and the level of detail required for the conceptual site plan;
- viii. Shall be established within two (2) years of the City Council approval date;
- ix. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.

4. Special Use Permit Application Submittal.

- a. A submittal for approval of a Special Use Permit Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property. Including:
 1. The reason(s) for the application;
 2. How the application may impact adjacent properties;
 3. Any City policies supporting the proposed application;
 4. How the proposed Special Use Permit:

- a. Will be desirable or necessary to the public convenience or welfare; and,
 - b. Will be harmonious and compatible with other uses adjacent to and in the vicinity of the selected site or sites;
 - c. Is in conformance with the adopted General Plan and any adopted Area Plans; and,
 - d. Will not be detrimental to surrounding properties or persons in the area by demonstrating that:
 - i. The proposed use will not adversely impact on the circulation system of the adjacent neighborhood;
 - ii. The proposed use will not generate excessive noise or light generated from within the site;
 - iii. The proposed use will not be excessive in scale or height in relationship to surrounding properties;
 - iv. That the hours of operation will not adversely impact the adjacent properties or surrounding area;
 - v. That the parcel size is sufficient adequate to provide adequate buffers or mitigation measures to surrounding properties;
 - vi. That the proposed use is consistent with the development character or architecture of the adjacent properties.
- iii. A conceptual site plan drawing (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) for the property.
 - iv. A conceptual landscape plan (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) for the property including the following information:
 1. The location and identification of all proposed landscape areas on the site;
 2. The ground floor areas of all proposed buildings;
 3. The amount of all proposed landscaped areas, required and provided.
 4. The location of all proposed trees, shrubs, and other landscape materials and improvements.
 5. Notes or graphical representations adequately showing the intent of the proposed plans and materials.
 6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable).
 7. The location of all proposed storm water retention areas.
 8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.
 - v. An outdoor lighting plan (24" x 36" in size, folded to 9" x 12" in size) in accordance with Article 10 of the Zoning Ordinance;
 - vi. Conceptual building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;

- vii. Black and white drawings of the conceptual floor plans for each proposed building;
 - viii. A traffic impact study (prepared in compliance with the Engineering Standards);
 - ix. All applicable fees shall be submitted with the application;
 - x. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 - 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness

time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide a subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notices of Application Deficiencies until the Department receives the missing information from the applicant.

- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,

2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
- i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions

- and/or additional information are required until the Department receives the revised information from the applicant.
- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Citizen Review Meeting.
- a. Upon completion of the first substantive review the applicant must coordinate with Development Services staff to schedule and conduct a Citizen Review Meeting in accordance with Article 1-3-8 of the Zoning Ordinance.
8. Planning and Zoning Commission Review.
- a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of

approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.

- b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.
9. City Council Review and Approval.
- a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
 - d. Special Use Permit Expiration.
 - i. The use authorized by the Special Use Permit shall be established within two (2) years of the date the Special Use Permit was approved by the City Council, in accordance with Section 1-3-4 of the Zoning Ordinance.
 - e. Special Use Permit Extension.
 - i. The City Council may authorize a one (1) year extension upon a finding that the establishment of the Special Use Permit is actively being pursued in accordance with Section 1-3-4 of the Zoning Ordinance.
10. Appeal Procedure.
- a. A decision of the City Council on a Special Use Permit request is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.22 STREET NAMING

1. Street Naming.
 - a. The Development Services Department is responsible for street naming associated with the processing of preliminary plats. With the approval of a final plat or site plan, the Engineering Department assigns street names and addresses to newly created lots and parcels, as well as to any new buildings proposed on existing lots and parcels (Article 15-3-8 of the City Code).
 - b. After the assignment of street names and addresses by the Department, a property owner may request a street name and/or street address change.
2. Review Time Frame(s).
 - a. The review time frame for a Street Naming and Addressing Request application is as follows:
 - i. Administrative Completeness Review is a maximum of 20 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 65 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including the rationale for the proposed application. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.

4. Street Naming and Address Requests Application Submittal.
 - a. A submittal for approval of a Street Naming Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a justification for the request.
 - iii. A map or exhibit showing the properties impacted by the change (can be more than one sheet) (24" x 36" in size, folded to 9" x 12" in size).
 - iv. All applicable fees shall be submitted with the application.
 - v. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the DRC from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the twenty (20) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the twenty (20) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time

Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 - 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the twenty (20) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 - 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 - 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.
 - a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is forty-five (45) days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time

Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revise information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. Approval or Denial.

- a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
- b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
- c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.

8. Appeal Procedure.

- a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Street Naming application to the Board of Adjustment by submitting an Appeal Application to the Development Services Department.
- b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) calendar days of the date of the written notice that an application has been denied. After fifteen (15) calendar days an appeal will not be accepted.
- c. The appeal shall give reasons for the appeal and the relief requested.
- d. Upon receipt of such request, the appeal will be scheduled for a hearing of the Board of Adjustment for which due and proper notice can be provided and agenda materials can be prepared.
- e. The Board of Adjustment may reverse or modify any decision of the Zoning Administrator. All decisions of the Board shall be in writing. The decision by the Board shall be binding.
- f. The decision of the Board shall be final. Appeals from a Board of Adjustment decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.23 USE PERMIT (RESIDENTIAL AND NON-RESIDENTIAL)

1. Use Permit.
 - a. Use Permits are required for certain types of uses that have potential for negative impacts on the surrounding neighborhood. All land in the City of Goodyear is zoned for certain land uses. The Zoning Ordinance identifies land uses that are permitted by right in each zoning district and uses that may be allowed only under specified conditions. These are the uses for which a Use Permit is required.
2. Review Time Frame(s).
 - a. The review time frame for a Use Permit application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including such things as:
 - i. Adequacy of the parcel size and configuration to provide for proper access
 - ii. Internal circulation;
 - iii. Compatibility of proposed hours of operation with adjacent residential areas;
 - iv. Mitigations of potential impacts on surrounding properties such as, but not limited to, noise, lighting, odor, or placement of trash receptacles;

- v. Assurance of adequate parking, ingress and egress so as to not increase traffic congestion;
 - vi. If a traffic study will be required with the application;
 - vii. Type of conceptual site plan that is to be submitted and the level of detail required for the conceptual site plan;
 - viii. Maintenance of a positive appearance, with appropriate screening, landscaping, and buffering to preserve reasonable use and enjoyment of adjacent properties;
 - ix. Shall be established within two (2) years of the City Council approval date;
 - x. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Use Permit Application Submittal.
- a. A submittal for approval of a Use Permit Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
 - 1. The reason(s) for the application;
 - 2. How the application may impact adjacent properties;
 - 3. City policies supporting the proposed application.
 - 4. How the proposed use will not be materially detrimental to persons residing or working in the vicinity adjacent to the property, to the neighborhood, or to the public welfare;
 - 5. How the proposed use is reasonably compatible with uses permitted in the surrounding area; Mitigations of potential impacts on surrounding properties such as, but not limited to, noise, lighting, odor, or placement of trash receptacles;
 - 6. Assurance of adequate parking, ingress and egress so as to not increase traffic congestion;
 - 7. Hours of operation; and,

8. Maintenance of a positive appearance, with appropriate screening, landscaping, and buffering to preserve reasonable use and enjoyment of adjacent properties.
- iii. A Conceptual Site Plan drawing (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Standards. The level of detail required for the Conceptual Site Plan shall be consistent with the direction provided at the Pre-Application meeting.
 - iv. A conceptual landscape plan (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) for the property including the following information:
 1. The location and identification of all proposed landscape areas on the site;
 2. The ground floor areas of all proposed buildings;
 3. The amount of all proposed landscaped areas, required and provided.
 4. The location of all proposed trees, shrubs, and other landscape materials and improvements.
 5. Notes or graphical representations adequately showing the intent of the proposed plans and materials.
 6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable).
 7. The location of all proposed storm water retention areas.
 8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.
 - v. An outdoor lighting plan (24" x 36" in size, folded to 9" x 12" in size) in accordance with Article 10 of the Zoning Ordinance;
 - vi. Conceptual building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;
 - vii. Black and white drawings of the conceptual floor plans for each proposed building;
 - viii. A traffic impact study (prepared in compliance with the Engineering Standards);
 - ix. A parking study demonstrating adequacy of parking based on Article 6 of the Zoning Ordinance.
 - x. Legal Description of the property;
 - xi. All applicable fees shall be submitted with the application;
 - xii. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.

5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notice of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,

2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of

the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or,
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 - 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have

mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.
7. Citizen Review Meeting.
 - a. Upon completion of the first substantive review the applicant must coordinate with Development Services staff to schedule and conduct a Citizen Review Meeting in accordance with Article 1-3-8 of the Zoning Ordinance.
 8. Planning and Zoning Commission Review.
 - a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.
 9. City Council Review and Approval.
 - a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation.

The applicant will be notified of the date, time and place for this meeting and is expected to be present. A second public hearing shall be scheduled prior to consideration of the application by the City Council as required in Section 1-3-2 of the Zoning Ordinance.

- b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
 - d. Use Permit Expiration.
 - i. The use authorized by the Use Permit shall be established within two (2) years of the date the Use Permit was approved by the City Council, in accordance with Section 1-3-2 of the Zoning Ordinance.
 - e. Use Permit Extension.
 - ii. The Zoning Administrator may authorize a one (1) year extension upon a finding that the establishment of the Use Permit is actively being pursued in accordance with Section 1-3-2 of the Zoning Ordinance.
10. Appeal Procedure.
- a. A decision of the City Council on a Use Permit request is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.24 ZONING ORDINANCE TEXT AMENDMENT

1. Zoning Ordinance Text Amendment.
 - a. Any citizen may submit an application to amend the text of the Zoning Ordinance of the City of Goodyear. Proposed text amendments may supplement, modify, or repeal any provision of the Zoning Ordinance (Article 1-3-1 of the Zoning Ordinance).
2. Review Time Frame(s).
 - a. The review time frame for a Zoning Ordinance Text Amendment is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 180 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 225 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including:
 - i. How the proposed amendment may will impact the quality of development within the community;
 - ii. Data on how the proposed amendment compares to zoning code provisions in other Phoenix metro cities and towns.
 - iii. Documentation indicating inconsistencies in terms of the Ordinance or problems and/or conflicts in implementation of specific sections of the Ordinance that will be resolved by the amendment;

- iv. Whether amendment is needed to respond to changes in the law, statutory or case law;
 - v. Whether amendment is needed to address zoning and/or development issues or to improve processes for addressing such issues;
 - vi. Whether amendment will to promote implementation of goals and objections of the City's General Plan;
 - vii. Any other factors related to the impact of the amendment on the general health, safety or welfare of the citizens of the City and the general public.
 - viii. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Zoning Ordinance Text Amendment Application Submittal.
- a. A submittal for approval of a Zoning Ordinance Text Amendment Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a description of what is being proposed on the property, including:
 - 1. The reason for the amendment;
 - 2. How the amendment will impact the quality of development within the community;
 - 3. Data on how the proposed amendment compares to zoning code provisions in other Phoenix metro cities and towns;
 - 4. Documentation indicating inconsistencies in terms of the Ordinance or problems and/or conflicts in implementation of specific sections of the Ordinance that will be resolved by the amendment;
 - 5. Whether amendment is needed to respond to changes in the law, statutory or case law;
 - 6. Whether amendment is needed to address zoning and/or development issues or to improve processes for addressing such issues;
 - 7. Whether amendment will to promote implementation of goals and objections of the City's General Plan; and,

8. Any other factors related to the impact of the amendment on the general health, safety or welfare of the citizens of the City and the general public.
 - iii. A document containing a copy of the existing provision from the Zoning Ordinance and the proposed modified or repealed language and/or standard that the applicant wishes to propose to the Zoning Ordinance.
 - iv. All applicable fees shall be submitted with the application;
 - v. Any other information that may be required by the Director.
 - b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
 - a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of

Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.

- ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 180 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Planning and Zoning Commission and the amount of time it will take to schedule an application for consideration by the City Council, which because of lead times, will reduce the time available for review by the DRC.
- b. First Substantive Review.

- i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of

the application, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

ii. Following its receipt and review of the revisions and/or additional information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:

1. The application is being recommended for approval; or,
2. The application is being recommended for approval with conditions, with a list of the conditions; or,
3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the missing information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Planning and Zoning Commission and to schedule the application for review by the City Council following the Planning and Zoning Commission's consideration of the application, the DRC may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revisions and/or missing information from the applicant.

d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. Planning and Zoning Commission Review.

- a. After completion of DRC's review of the application, the Director will schedule the application for review by the Planning and Zoning Commission at a Regular or Special Meeting of the Commission for which due and proper notice can be provided and will provide the Commission with the DRC's recommendation of

approval, approval with conditions or denial. The applicant will be notified of the date, time and place for this meeting and is expected to be present.

- b. Following its consideration of the application, the Planning and Zoning Commission shall make a recommendation to the City Council. The Planning and Zoning Commission may vote to forward a recommendation of approval, approval with conditions, or denial to the City Council.
8. City Council Review and Approval.
 - a. Following the Planning and Zoning Commission's consideration of the application, the Director will schedule the application for review by the City Council at a Regular or Special Meeting of the Council for which due and proper notice can be provided and will provide the City Council with the DRC's recommendation and the Planning and Zoning Commission's recommendation. The applicant will be notified of the date, time and place for this meeting and is expected to be present.
 - b. Following its consideration of the application, the City Council shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Council.
7. Appeal Procedure.
 - a. A decision of the City Council on a Zoning Ordinance Text Amendment is final. Persons with standing are who are aggrieved by a decision by the Council may, within thirty (30) days after the Council has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Council's decision.

APPLICATION PROCESS GUIDELINES

SECTION 2.25 ZONING PERMIT

1. Zoning Permit.
 - a. A Zoning Permit is required for any portable storage container and/or donation drop off box in accordance with Article 8-2 of the Zoning Ordinance.
2. Review Time Frame(s).
 - a. The review time frame for a Zoning Permit application is as follows:
 - i. Administrative Completeness Review is a maximum of 20 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 65 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposed Zoning Permit with the applicant, including how the proposed application will not be materially detrimental to persons residing or working on the subject property or within the vicinity of the property, to the neighborhood, or to the public welfare; and, that the proposed use is reasonably compatible with uses permitted in the surrounding area. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Zoning Permit Application Submittal.
 - a. A submittal for approval of a Zoning Permit Application shall include the following documentation and comply with the following requirements:

- c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the twenty (20) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
- d. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 - 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the twenty (20) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 - 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for

processing under the Substantive Review procedures and time frame.

4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
6. Substantive Review by the DRC.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is forty-five (45) days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
 - c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before the application can be approved or approved with conditions, including a comprehensive list of the additional information and/or revisions required, but only if the

applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is approved; or,
 2. The application is approved with conditions, with a list of the conditions; or,
 3. The application is denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted prior to the expiration of the Substantive Review time frame, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. Approval or Denial.
 - a. Prior to the end of the Substantive Review and Overall time frame, and any agreed upon time frame extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - b. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the DRC.
 - c. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.

8. Appeal Procedure.
 - a. An applicant may appeal a decision of the Zoning Administrator, or designee, on any Zoning Permit application to the Board of Adjustment by submitting an Appeal Application to the Development Services Department.
 - b. An Appeal Application shall be filed in writing, along with any required processing fee, within fifteen (15) calendar days of the date of the written notice that an application has been denied. After fifteen (15) calendar days an appeal will not be accepted.
 - c. The appeal shall give reasons for the appeal and the relief requested.
 - d. Upon receipt of such request, the appeal will be scheduled for a hearing of the Board of Adjustment for which due and proper notice can be provided and agenda materials can be prepared.
 - e. The Board of Adjustment may reverse or modify any decision of the Zoning Administrator. All decisions of the Board shall be in writing. The decision by the Board shall be binding.
 - f. The decision of the Board shall be final. Appeals from a Board of Adjustment decision shall be heard by an Arizona court of competent jurisdiction.

APPLICATION PROCESS GUIDELINES

SECTION 2.26 ZONING VARIANCE (RESIDENTIAL AND NON-RESIDENTIAL)

1. Zoning Variance.
 - a. A Zoning Variance is defined as any modification of the literal provisions of the Zoning Ordinance granted by the Board of Adjustment upon finding that the strict enforcement would cause undue hardship, owing to circumstances unique to an individual property for which the variance is granted, and not caused by the applicant (Article 1-3 of the Zoning Ordinance).
2. Review Time Frame(s).
 - a. The review time frame for a Zoning Variance application is as follows:
 - i. Administrative Completeness Review is a maximum of 45 calendar days;
 - ii. Substantive Review is a maximum of 130 calendar days, unless extended by the mutual written agreement of the applicant and the Development Services Director (Director) as provided below; and,
 - iii. Overall Review is a maximum of 175 calendar days, unless extended by the mutual written agreement of the applicant and Director as provided below.
 - iv. By mutual written agreement between the applicant and the Director, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Development Review Committee (DRC) shall consider the next business day to be the last day of the time frame.
3. Pre-Application Meeting.
 - a. Prior to submitting an application, applicants are required to attend a Pre-Application Meeting. Prior to attending the meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.
 - b. During the Pre-Application meeting the applicant and members of the DRC will generally discuss the proposal including:
 - i. Existence of special circumstances or conditions applying to the land, building or use which do not apply to other properties in the district, including its size, shape, topography, location or surroundings;
 - ii. That such special circumstances were not created by the owner or applicant or former owner of the property or any agent thereof;

- iii. The strict application of this Ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district;
 - iv. That the Variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general
 - v. The variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located;
 - vi. Type of conceptual site plan that is to be submitted and the level of detail required for the conceptual site plan;
 - vii. During the Pre-Application meeting members of the DRC will also provide other recommendations that will facilitate the application review.
4. Zoning Variance Application Submittal.
- a. A submittal for approval of a Zoning Variance Application shall include the following documentation and comply with the following requirements:
 - i. Completed application must be filed with the Development Services Department using the form provided by the Department.
 - 1. The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner(s) in this application.
 - 2. The application form will specify the number of copies to be provided and how the application and accompanying documentation shall be submitted.
 - 3. In addition to the hard copies of the submittal, a digital copy of the entire application shall be provided. Each document needs to be saved in .pdf format following the naming convention provided on the application.
 - ii. Project Narrative providing a description of what is being proposed on the property, including:
 - 1. A reference to the code section from which a variance is being sought;
 - 2. A document detailing specific information pertaining to the subject property in response to each of the required findings for the Board to approve a variance as follows:
 - a. Evidence of special circumstances or conditions applying to the land, building or use which do not apply to other properties in the district, including its size, shape, topography, location or surroundings; and,
 - b. Evidence that such special circumstances were not created by the owner or applicant or former owner of the property or any agent thereof; and,
 - c. That the strict application of this Ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district That the

Variance is the minimum relief necessary for the preservation and enjoyment of substantial property rights; and,

- d. That the Variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general; and,
 - e. That the variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.
- iii. A Conceptual Site Plan drawing (can be multiple sheets if needed) (24" x 36" in size, folded to 9" x 12" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Standards. The level of detail required for the conceptual Site Plan shall be consistent with the direction provided at the Pre-Application meeting.
 - iv. Conceptual building elevations (24" x 36" in size, folded to 9" x 12" in size) demonstrating compliance with Article 1-4 of the Zoning Ordinance;
 - v. A materials board containing representative samples of all of the proposed exterior building materials that will be used on the building;
 - vi. Documentation containing evidence of the applicant's ability and intention to proceed with actual construction within six (6) months of the issuance of a variance.
 - vii. Legal Description of the property;
 - viii. All applicable fees shall be submitted with the application;
 - ix. Any other information that may be required by the Director.
- b. The applicant bears the burden of demonstrating that the application and the proposed development reflected in the application conforms to all applicable requirements. The failure of the DRC to identify an area of non-conformance during its comprehensive review shall not prevent the City Council from basing a decision to deny an application on such non-conformance or to impose conditions on the approval to remedy such non-conformance.
5. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of the application, the forty-five (45) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the DRC.
 - b. During the Administrative Completeness Review, the Director may waive or modify a submission requirement if it is determined that the requirement is not applicable due to the size or nature of the development. Such waivers or modifications shall be documented in writing.
 - c. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the forty-five (45) day Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:

1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
- d. Subsequent Administrative Reviews.
- i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the DRC. If the amount of the forty-five (45) day Administrative Completeness time frame that remains is sufficient for the DRC to review the missing information when it is submitted, the DRC may, but is not required to, provide subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of a written or electronic notice of Application Deficiencies until the Department receives the missing information from the applicant.
 - ii. Prior to the expiration of the Administrative Completeness Review time frame, the Director will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 3. If the Director does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 4. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 90 days from the date of such written notice, the application will be considered withdrawn and

the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the DRC.

- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 130 days unless extended by the mutual written agreement of the applicant and the Director, shall begin to run and the application will be reviewed by the DRC for conformance with all applicable requirements. Although the Substantive Review time frame is 180 days, this includes the time it will take to schedule an application for consideration by the Board of Adjustment, which because of lead times, will reduce the time available for review by the DRC.
- b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. Additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Board of Adjustment, the DRC may, but is not required to, provide a request for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revised information requested by the DRC following its first substantive review, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may

submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains (including any extensions) is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Board of Adjustment, the DRC may, but is not required to, request information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.

- ii. Following its receipt and review of the revised information requested by the DRC following its prior substantive reviews, the Director shall provide the application with written or electronic notice of:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Director have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the DRC. If the amount of the Substantive Review time frame that remains is sufficient for the DRC to review the revised information when it is submitted and to meet the scheduling requirements to schedule the application for review by the Board of Adjustment, the DRC may, but is not required to, request additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revised information from the applicant.
- d. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be so notified in writing. The same application will only be considered upon submission of a new application together with a new application fee.

7. Board of Adjustment Review.

- a. After completion of DRC's review of the application, the Director will schedule the application for review by the Board of Adjustment at a Regular or Special

Meeting of the Board for which due and proper notice can be provided. The applicant will be notified of the date, time and place for this meeting and is expected to be present.

- b. Following its consideration of the application, the Board of Adjustment shall render a decision to approve the application, approve the application with conditions, or deny the application.
 - c. Approval or Denial.
 - i. Prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the applicant will be notified in writing whether the application has been approved or denied.
 - ii. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
 - iii. If the application is approved, a written notice will be provided to the applicant indicating the approval date and any conditions of approval made by the Board.
8. Appeal Procedure.
- a. A decision of the Board of Adjustment on a Zoning Variance application is final. Persons with standing are who are aggrieved by a decision by the Board of Adjustment, within thirty (30) days after the Board has rendered its decision, file a complaint for special action in the superior court of Maricopa County to review the Board's decision.
 - b. Filing the complaint does not stay proceedings on the decision sought to be reviewed, but the court may, on application, grant a stay and on final hearing may affirm or reverse, in whole or in part, or modify the decision reviewed (Article 1-3-3 of the Zoning Ordinance).

APPLICATION PROCESS GUIDELINES

SECTION 3.1 BUILDING AND FIRE CONSTRUCTION PERMIT

1. Building and Fire Construction Permits.
 - a. Building permits are required for the construction, alteration, movement, enlargement, replacement, repair, installation of equipment, removal and demolition of every building, structure, and appurtenances connected or attached to such buildings or structures except as expressly exempted in Section 105 of the International Building Code. There are numerous categories of building permits depending upon the nature of the work. Fire Construction Permits are a subsection of Building Permits. This section sets for the process for building and fire construction permits.
 - b. The guideline includes the following: general structure of this guideline is as follows. A summary of when pre-application meeting are required is provided followed by an explanation of the review process for administrative reviews and substantive reviews of building permit and fire construction permit applications. Applicable administrative review and substantive review time frames for for each category of permit are included along with a summary of the application requirements for building permits and fire construction permits and a summary of the appeals process.
2. Pre-Application Meetings.
 - a. A pre-application meeting shall be held prior to the submission of application(s) in the following cases:
 - i. for permit(s) related to the construction, alteration, movement, enlargement, replacement, repair, installation of equipment, removal and demolition of any building, structure, and appurtenances connected or attached to such buildings or structures in excess of 100,000 square feet for any occupancy subject to the requirements of the IBC and for any multi-family residential occupancy; or
 - ii. if, because of the limited scope of work to be performed, applicant wants to submit permit applications without plans; or
 - iii. if applicant is wants to defer submittal of any required plans or permits
 - iv. A pre-application meeting shall be held prior to the submission of application(s) for permit(s) related to the construction, alteration, movement, enlargement, replacement, repair, installation of equipment, removal and demolition of any building, structure, and appurtenances connected or attached to such buildings or structures for which the eventual occupancy and/or use will require an operational permit from the City of Goodyear Fire Department. The following is a general summary of the types of activities that require operational permits; exceptions apply to certain of the categories, so if there is a question as to the need for an operational permit, refer to the IFC and/or contact the Building Official at 623-932-3005:

1. Operation of a special amusement building (105.6.2);
2. Aircraft servicing or repair and aircraft fuel-servicing vehicles in High-Hazard (Group H) occupancies and in any Storage (Group S) Occupancies (105.6.3)
3. Operation of a carnival or fair (105.6.4)
4. Storage, use, or handling at normal temperature and pressure (NTP) of compressed gasses in excess of amounts listed in Table 105.6.8 of the International Fire Code (105.6.8)
5. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in a covered mall (105.6.9)
6. The display of liquid or gas fired equipment in a covered mall (105.6.9)
7. The use of open-flame or flame producing equipment in a covered mall (105.6.9)
8. To produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10 of the International Fire Code (105.6.10)
9. Cutting operations and welding operations (105.6.11)
10. Dry cleaning operations (105.6.12)
11. Modifications of existing dry cleaning operations if the modification involves the use of a more hazardous cleaning solvent than is used in the existing operations (105.6.12)
12. Operation of exhibits and trade shows (105.6.13)
13. Manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects (105.6.14)
14. Use and/or operation of a pipeline for the transportation within facilities of flammable or combustible liquids (105.6.16)
15. Storage, handling, or use of Class I liquids in excess of:
 - a. 5 gallons (19L) in a building
 - b. 10 gallons (37.9 L) outside of a building (105.5.16)
16. Storage, handling, or use of Class II or Class IIIA in excess of:
 - a. liquids in excess of 25 gallons (95 L) in a building
 - b. 60 gallons (227 L) outside a building (105.5.16)
17. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes (105.5.16)
18. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used (105.5.16)
19. To place temporarily out of service (for more than 90 days) an underground flammable or combustible liquid tank, a protected

- above- ground flammable or combustible liquid tank, or an above-ground flammable or combustible liquid tank (105.5.16)
20. To change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tanks was designed and constructed (105.5.16)
 21. To manufacture, process, blend or refine flammable or combustible liquids
 22. To dispense liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing facilities (105.5.16)
 23. To use a site to dispense liquid fuels from tank vehicles into fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing facilities (105.5.16)
 24. To operate a fruit or crop ripening facility or to conduct a fruit-ripening process using ethylene gas (105.5.16)
 25. To engage in fumigation or thermal insecticidal fogging (105.6.19)
 26. To maintain a room, vault or chamber in which a toxic or flammable fumigant is used (105.6.19)
 27. To store, transport onsite, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20 (105.6.20)
 28. To store, handle or use hazardous production materials (105.6.21)
 29. To use a building, or any portion of a building, as a high-piled storage area exceeding 500 square feet (46 m²) (105.6.22)
 30. Storage and use of LP-gas (105.6.27)
 31. Operation of cargo tankers that transport LP-gas (105.6.27)
 32. Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground (105.6.30)
 33. Use and handling of pyrotechnic special effect material
 34. Air-supported temporary membrane structures or a tent having an area in excess of 400 square feet (37m²) or a canopy in excess of 700 square feet (65m²) (105.6.43 as modified in code)
 35. Outdoor public or private assembly event with projected attendance of 100 or more persons and outdoor public or private assembly events if 50 or more persons will be confined by permanent or temporary barricades or fencing (105.6.47)
- b. Prior to attending a Pre-Application meeting, applicants are required to submit to the Development Services Department a completed Pre-Application form and the documentation identified in the form. At the time of or after the submittal, the applicant shall schedule a Pre-Application meeting, which shall be held no earlier than one week after the submittal.

- c. During the Pre-Application meeting the applicant and the Building Official will generally discuss the proposal including such things as;
 - i. Applicable zoning limitations and/or requirements
 - ii. Project Timing
 - iii. Submittal requirements
 - 1. Bond exemption requirements
 - 2. Standards, including modifications of uniform codes adopted by the City, as applicable
 - iv. Possibility of Deferred Submittals
 - 1. Site Plan
 - 2. Plans
 - 3. Fire Construction Permits
 - v. Timing of submittals for any Deferred Submittals
 - vi. Review Process
 - vii. Need for Special Inspections
- 3. Application Submittal and Administrative Completeness Review.
 - a. Building Permit and Fire Construction Permit Applications and supporting documentation shall be submitted to Building Official.
 - b. Upon receipt of the building Permit application, which is to include complete fire construction permit application submittals if applicable, the Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the Building Official.
 - c. During the Administrative Completeness Review, the Building Official may, at the Building Official's sole discretion, defer the submittal of plans and/or other information or documentation (collectively "plans") required to be provided with the application submittal for the issuance of Building Permit; and/or defer the submittal of required permit application(s) and supporting documentation (collectively "permit applications"), such as various fire permits that are generally required to be submitted and approved as condition for the approval of a building permit.
 - i. If the Building Official defers the submittal of plans and/or the submittal of required permit application(s), the applicant shall submit a completed deferral of plan review or permit application form that is to be executed by the applicant and approved by the Building Official.
 - ii. Permits and/or approvals of all deferred plans and deferred permit application submittals shall be obtained within 45 days of the issuance date of the building permit. No rough (frame, electrical, plumbing, or mechanical) inspections shall be scheduled prior to the issuance of all permits and/or approvals of all deferred plans and/or deferred permit application submittals. If the permits and/or approvals of all deferred plans and deferred permit application submittals have not been obtained within and 45 days of the issuance of the building permit for project, the Building Official shall issue a stop work order on all work at the site. Note, the review time for deferred plan submittals and deferred permit application submittals is longer than the 45 day time period provided

herein. Accordingly applicant needs to consider the applicable review time frames and submit the deferred plans and permit application submittals well before having the building permit issued.

- d. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the Administrative Completeness Review time frame, the Building Official will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Building Official receives the missing information from the applicant.
- e. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Building Official will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 - 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the Building Official. If the amount of the Administrative Completeness time frame that remains is sufficient for the Building Official to review the missing information when it is submitted, the Building Official may, but is not required to, provide a subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notices of Application Deficiencies until the Building Official receives the missing information from the applicant.
- f. Prior to the expiration of the Administrative Completeness Review time frame, the Building Official will provide the applicant with written or electronic notice of:
 - i. Administrative Completeness and that the application has been accepted; or;
 - ii. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.

- iii. If the Building Official does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 - g. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the building permit will only be considered upon submission of a new application together with a new application fee.
- 4. Substantive Review by the Building Official.
 - a. Upon the Notice of Administrative Completeness, the Substantive Review time frame shall begin to run and the application will be reviewed by the Building Official for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, and inspection if performed, the Building Official will provide the applicant with written or electronic notice that:
 - 1. The application is approved subject to the satisfaction of the minimum requirements for the issuance of a permit; or,
 - 2. The application is being conditionally approved subject to the satisfaction of the minimum requirements for the issuance of a permit and subject to additional conditions, with a list of the additional conditions; or,
 - 3. The application is being rejected (i.e. denied); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the Building Official. If the amount of the Substantive Review time frame remaining (including any extensions) is sufficient for the Building Official to review the missing information prior to the expiration of the Substantive Review time frame, the Building Official may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Building Official receives the revisions and/or missing information from the applicant.
 - c. Subsequent Substantive Reviews.
 - i. Following its receipt and review of the revisions and/or additional information requested by the Building Official following a prior substantive review and any follow-up inspection that is performed, the

Building Official shall provide the application with written or electronic notice of:

1. The application is approved subject to the satisfaction of the minimum requirements for the issuance of a permit; or
 2. The application is being conditionally approved subject to the satisfaction of the minimum requirements for the issuance of a permit and subject to additional conditions, with a list of the additional conditions; or
 3. The application is being denied; or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Building Official have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the Building Official. If the amount of the Substantive Review time frame remaining (including any extensions) is sufficient for the Building Official to review the missing information prior to the expiration of the Substantive Review time frame, the Building Official may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Building Official receives the revisions and/or missing information from the applicant.
- d. Prior to the expiration of the Substantive Review Time Frame, the Building Official will provide the applicant with written or electronic notice of:
- i. The application is approved subject to the satisfaction of the minimum requirements for the issuance of a permit; or;
 - ii. The application is being conditionally approved subject to the satisfaction of the minimum requirements for the issuance of a permit and subject to additional conditions, with a list of the additional conditions; or
 - iii. The application is denied.
- e. Resubmittals
- i. Following receipt of the City's comments after the City's substantive review of the permit application submittal materials, applicant shall respond to all City comments and shall modify plans, detail sheets, reports and other documents to conform to the City's comments. If there are any questions about any of the comments or if clarification of comments is needed, please contact the Building Official at (623) 932-3005.
 - ii. Resubmittal submissions shall comply with the following:
 1. All responses shall be in writing and refer to the plan page numbers where corrections have been made. Applicant shall review all code references and insure compliance with applicable

Construction Codes. Applicant SHALL NOT copy the code references as a correction onto the plans unless such reference is requested as a note to be incorporated into the plans.

2. Any corrected or revised data must be delineated on the drawings by notes or graphics as part of the original tracings or masters.
 3. All corrections and revisions shall be made on the original tracings/drawings/reports, etc. and two (2) new sets returned along with all redlined prints. IF THE REDLINED SET IS NOT RETURNED THE ORIGINAL APPLICATION WILL BE DENIED BASED ON THE DEFICIENCIES IDENTIFIED IN THE REVIEW COMMENTS AND APPLICANT SHALL BE REQUIRED TO SUBMIT A NEW PERMIT APPLICATION AND ALL SUPPORTING DOCUMENTATION, INCLUDING PAYMENT OF APPLICABLE FEES.
- iii. If changes are made to applications, plans, detail sheets, reports and /or other application submittal documents, other than changes requested by the City in its review comments, such changes shall be identified and listed in detail and the location of the changes shall be clearly identified in the in the applications, plans, reports, detail sheets and/or other submittal documents. FAILURE TO IDENTIFY ADDITIONAL CHANGES TO PERMIT APPLICATION SUBMITTAL DOCUMENTS NOT REQUESTED BY THE CITY SHALL RESULT IN A DENIAL OF THE APPLICATION.
 - iv. If changes are made to applications, plans, detail sheets, reports and/or other application submittal documents, other than the changes requested by the City in its review comments, and such changes are determined by the Building Official to be major changes, then in such event, the submission shall be deemed to be new application and the substantive review time frame shall start over.
5. Review Time Frame(s) – General Information.
- a. Separate review time frames apply depending upon the nature of the building permit as set forth herein.
 - b. By mutual written agreement between the applicant and the Building Officials, the Substantive Review time frames and the Overall Review time frames set forth herein may be extended to allow for additional reviews. An extension of the applicable Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - c. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the next business day shall be the last day of the time frame.
6. Review Times for Categories of Building Permits, which include Fire Construction Permits:
- a. Building Permit – Cellular Station/Tower - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;

- ii. Substantive Review is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
 - b. Building Permit – Commercial Tenant Improvement - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
 - c. Building Permit – Commercial New Build - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 150 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
 - d. Building Permit – Garage/Carport - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
 - e. Building Permit – Industrial New Build - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 150 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
 - f. Building Permit – Other Buildings and Structures - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and

- iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- g. Building Permit – Patio Cover - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- h. Building Permit – Reroof - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- i. Building Permit – Residential Remodel/Renovation - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- j. Building Permit – Residential Single Family – applies to review of standard plans for proposed tract homes in a subdivision and for permits for other non-tract home single family residences – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- k. Building Permit – Residential Single Family – applies to permits for construction of track homes pursuant to previously approved plans – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and

- iii. Overall Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- l. Building Permit – Residential – 2 Families - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- m. Building Permit – Residential – 3-4 Families - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- n. Building Permit – Residential 5+ Families - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 150 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- o. Building Permit – Residential – Additions - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- p. Building Permit – Retaining Wall - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- q. Building Permit – Sales/Construction Trailer - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;

- ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- r. Building Permit – Shell - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 150 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- s. Building Permit – Signs - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- t. Building Permit – Spas/Hot Tubs - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- u. Building Permit – Swimming Pools – public or commercial uses, which includes HOA owned and maintained, and for residential for 5+ families - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 20 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 80 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- v. Building Permit – Swimming Pools/Spa – residential - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and

- iii. Overall Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- w. Building Permit – Wrecking/Demolition Permit - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- x. Building Permit – Electrical - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- y. Building Permit – Mechanical - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- z. Building Permit – Mobile Home - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- aa. Building Permit – Photovoltaic - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- bb. Building Permit – Plumbing - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;

- ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- cc. Building Permit – Solar Water Heater - review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 45 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- dd. Fire Permit – Automatic Sprinkler (Wet Suppression) – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- ee. Fire Permit – All Other Extinguishing Systems – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- ff. Fire Permit – Fire Alarm – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- gg. Fire Permit – Fire Pump – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and

- iii. Overall Review is a maximum of 105 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above
 - hh. Fire Permit – Hood Systems – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above
 - ii. Fire Permit – Standpipes – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 15 calendar days;
 - ii. Substantive Review is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
 - iii. Overall Review is a maximum of 75 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.
- 7. Application Submittal Requirements for Building Permits, which includes Fire Construction Permits. Except as otherwise expressly provided herein, a permit for a building permit, which includes fire construction permits, shall be submitted to the Building Official and shall include the following documentation and comply with the following requirements:
 - a. Application. Completed Building Permit application form and applicable information forms that includes the following information (also listed on the application form):
 - i. Name, address, telephone number, and e-mail address of the property owner(s);
 - ii. Name, address, telephone number and e-mail address of the applicant if other than the property/business owner;
 - iii. Name, address, telephone number and e-mail address of a person to be contacted regarding the application;
 - iv. Name, address, telephone number and e-mail address of the business owner if the applicant is representing a business owner;
 - v. The address and a general description of the location of the property
 - vi. Occupancy Classification(s) pursuant to the Building Code
 - vii. Construction Type pursuant to chapter 6 of the Building Code if applicable
 - viii. A narrative that describes the scope of work for which the permit is sought; specifies the intended use for each space of the building including the operations and services to be provided to verify occupancy classification(s); and describes the materials that will be stored, used, sold or manufactured in the building.

- ix. The following information regarding the contractor who will be performing the permitted work:
 1. Contractor's name, address, phone number and e-mail address
 2. Contractor's license number from the Registrar of Contractors and the classifications for which the contractor was licensed by the Registrar of Contractors
 3. Certificate issued to the contractor by the Arizona Department of Revenue pursuant to A.R.S. § 42-5007 (Bond Exemption)
 4. Contractor's Arizona State Tax identification number
 5. Contractor has a *Business Registration Certificate issued by the City of Goodyear*; if the contractor does not have a *Business Registration Certificate*, the contractor can submit an application for a *Business Registration Certificate* along with the applicable \$75.00 fee for such permit.

(If the contractor's name is not known at the time the application is submitted, the application will be processed, but any approval of the application shall be conditional, contingent upon the receipt of this information as set discussed more fully below.)
 - x. The application shall be executed by the owner(s) of the subject property or an authorization executed by the owner(s) of the subject property authorizing the applicant to act on behalf of the owner with respect to the project shall be provided.
- b. Site Plan. A copy of the City approved site plan.
 - i. If the building permit application is submitted prior to the approval of the site plan and the applicant is seeking to defer the submittal of the approved site plan, the applicant shall submit a copy of site plan submitted to the City for approval and a copy of the City's first review comments.
 - ii. If the Building Official agrees to defer the submittal of the approved site plan, a the application will be processed but any approval of the application shall be conditional, contingent upon the receipt of an approved site plan that does not deviate in any material way from the copy of the site plan the applicant provided with the applicant's submittal.
 - c. Fire Permit Submittals. Unless deferred, completed Application Submittals for applicable Fire Construction Permits, including Fire Protection System Permits, shall be submitted as part of the Building Permit Application Submittal, which shall include:
 - i. Completed Fire Construction Permit application form
 1. If the application is not signed by the property owner(s) an authorization letter, on a form provided by the City, executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner in the application shall be submitted with the completed application
 - ii. The following information regarding the contractor who will be performing the permitted fire construction work:
 1. Contractor's name, address, phone number and e-mail address

2. Contractor's license number from the Registrar of Contractors and the classifications for which the contractor was licensed by the Registrar of Contractors
 3. Certificate issued to the contractor by the Arizona Department of Revenue pursuant to A.R.S. § 42-5007
 4. Contractor's Arizona State Tax identification number
 5. Contractor has a Business Registration Certificate issued by the City of Goodyear; if the contractor does not have a Business Registration Certificate, the contractor can submit an application for a Business Registration Certificate along with the applicable \$75.00 fee for such permit
 6. (If the contractor's name is not known at the time the application is submitted, the application will be processed, but any approval of the application shall be contingent upon the receipt of this information as set discussed more fully below.)
- iii. Four (4) complete sets of plans, calculations, specifications, cut sheets and any other attachments that demonstrate compliance with applicable Construction Codes. The plans shall be drawn to scale with sufficient clarity and detail dimensions to indicate the location, nature and character of the proposed work and to show in detail that the proposed work conforms to applicable Construction Codes.
1. Manufacturers cut sheets shall be provided
 2. All plans calculations, specifications, cut sheets and shop drawings shall:
 - a. be sealed and signed by an architect or an engineer licensed by the State of Arizona except as follows:
 - i. Automatic fire suppression systems shop drawings may, at the sole discretion of the Building Official, bear the stamp and signature of a minimum National Institute for Certification in Engineering Technology (NICET) Level III Technician certified in Automatic Fire Sprinkler System Layout or Special Hazards Suppression Systems.
 - ii. Fire alarm shop drawings may, at the sole discretion of the Building Official, bear the stamp of a minimum NICET Level III Technician certified in Fire Alarm Systems.
 - b. be drawn to a scale of not less than 1/8 inch to the foot (10 mm/m);
 - c. include the street address for the location of the permitted work; and buildings shall be identified using City assigned address numbers;
 3. All plans, specifications, cut sheets, and shop drawings shall include all information as needed to demonstrate compliance with applicable Construction Codes, which can vary depending upon a number of factors. Applicant is responsible for demonstrating

compliance with applicable Construction Codes and including information on plans to demonstrate such compliance. The following information represents minimum information to be included with the various types of plans as applicable and shop drawings shall:

- a. Sprinkler Plans – Refer to “Sprinkler Plans Requirements,” Exhibit F attached hereto.
- iv. Three (3) complete sets of shop drawings bearing the review stamp, seal, and signature of the engineer of record and bearing the seal and signature of the design engineer, if not the engineer of record, for the following elements and/or systems as applicable:
 1. Automatic fire suppression systems
 2. Fire alarms systems
 3. Smoke control systems commercial kitchen hood suppression systems
 4. Flammable and combustible liquid storage tanks
- v. Any other information and/or documentation requested by the Building Official as needed to demonstrate compliance with applicable Construction Codes.
- vi. In addition to the foregoing, for any application submittal for Fire Construction Permits for Fire Protection System Permits that should have been submitted as part of a Building Permit Application Submittal but that was deferred, the applicant shall submit with the Fire Permit application a set of final approved building plans.
- d. Plans. Unless otherwise expressly provided herein, applicant shall provide four (4) complete sets of plans, which includes by way of example, architectural, civil, structural, mechanical, plumbing, fuel gas, electrical, and fire protection plans as applicable; calculations, specifications; cut sheets and any other attachments that demonstrate compliance with applicable Construction Codes
- e. Additional Submittal Requirements. Applicant is responsible for demonstrating compliance with applicable Construction Codes, which may require additional documentation and/or which may require that specific information be provided on plans that are to be submitted in order to demonstrate such compliance. The applicable requirements can vary depending upon a number of factors. The following Exhibits identify minimum information that is to be included with the various types of plans when submitted and/or additional documentation that must be submitted in addition to the documentation identified herein.
 - i. Architectural and Structural Plans – Refer to “Architectural and Structural Plans Requirements,” Exhibit A attached hereto.
 - ii. Accessibility Plans – Refer to “Accessibility Plans Requirements,” Exhibit B attached hereto.
 - iii. Electrical Plans – Refer to “Electrical Plans Requirements,” Exhibit C attached hereto.
 - iv. Plumbing Plans – Refer to “Plumbing Plans Requirements,” Exhibit D attached hereto.

- v. Mechanical Plans – Refer to “Mechanical Plans Requirements,” Exhibit E attached hereto.
 - vi. Fire Sprinkler Plans – New Construction – Refer to “Fire Sprinkler Plan Requirements,” Exhibit F attached hereto.
 - vii. Fire Alarm Plans – New Construction – Refer to “Fire Alarm Plan Requirements,” Exhibit G attached hereto.
 - viii. Fire Pump or Auxiliary Water Supply Plan – New Construction– Refer to “Fire Pump or Auxiliary Water Supply Plan Requirements,” Exhibit H attached hereto.
 - ix. Residential Energy Plans – Refer to “Residential Energy Plan Requirements,” Exhibit I attached hereto.
 - x. Elevator and Other Vertical Transportation System Plans – Refer to “Elevators & Other Vertical Transportation Systems Plan Requirements,” Exhibit J attached hereto.
 - xi. Solar Water Heater Plans – Refer to “Solar Water Heater Plan Requirements,” Exhibit K attached hereto.
 - xii. Tenant Improvement Plans – Refer to “Tenant Improvement Plan Submittal Requirements,” Exhibit L attached hereto.
 - xiii. Photovoltaic System Plan – Refer to “Photovoltaic System Plan Requirements,” Exhibit M attached hereto.
 - xiv. Special Extinguishing Systems Plan – Refer to “Special Extinguishing Systems Plan,” Exhibit N attached hereto.
 - xv. Fuel Tank and Dispenser Plan – Refer to “Fuel Tank and Dispenser Plan Requirements,” Exhibit O attached hereto.
 - xvi. Above Ground and Underground Fuel Tank Plans – Refer to “Above Ground and Underground Fuel Tank Requirements,” Exhibit P attached hereto.
 - xvii. Liquefied Petroleum Gas (LPG) Plan – Refer to “Liquefied Petroleum Gas Installation Plan,” Exhibit Q attached hereto.
- f. Shop Drawings. Three (3) complete sets of shop drawings bearing the review stamp, seal, and signature of the engineer of record and bearing the seal and signature of the design engineer, if not the engineer of record, for the following elements and/or systems as applicable:
- i. Structural steel and steel trusses, with connection details
 - ii. Open web steel joists
 - iii. Precast and prestressed concrete
 - iv. Post tensioning
 - v. Space Frames
 - vi. Strong Backs
 - vii. Curtain Wall
 - viii. Structural wood trusses, beams, girders, and columns
 - ix. Concrete Mixes
 - x. Structural, electrical, and mechanical loads related to new construction/installations of elevators, escalators, and other vertical transportation systems, including, but not limited to accessibility lifts

- xv. Pre-engineered elements
 - xii. Suspended plaster ceiling systems
 - xiii. Underpinning
 - xiv. Sheeting and shoring
 - xv. Formwork
 - xvi. For all modernizations or alterations of elevators that include one or more of the following:
 - 1. Change in type of services (e.g. freight to passenger, passenger to freight)
 - 2. Change in class of loading (e.g. freight Class A to Class C)
 - 3. Increase in capacity
 - 4. Increase in speed
 - 5. For all elevator machine replacements that require a change of support beams and/or support structures.
 - g. Foundation and soils report that indicates the soil type and recommended allowable bearing pressure and foundation type, if applicable.
 - i. If report reflects expansive soils, plans shall be submitted demonstrating compliance with the requirements of Section 1805.8 of the Building Code.
 - ii. Foundations and soils report shall be sealed and signed by an architect or an engineer licensed by the State of Arizona.
 - h. The applicant must submit a completed application form and accompanying documents to the Building Official.
 - i. Fees are to be paid at the time of submittal. The fees paid at the time of application are estimates, and final fee adjustments will be made prior to the issuance of a building permit
 - j. An authorization letter, on a form provided by the City, executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner in the application (if application not signed by the property owner(s)).
 - k. Any other information and/or documentation requested by the Building Official as needed to demonstrate compliance with applicable Construction Codes.
8. Application Submittal Requirements for Building Permits related to a Change of Occupant. A submittal for a permit involving a Change of Occupant (as that term is described in the “City of Goodyear Building and Fire Occupancy Certificates and Certificate of Completion Application Process Guideline”) shall be submitted to the Building Official and shall include the following documentation and comply with the following requirements:
- a. Application. Completed Building Permit application form and applicable information forms. Applicant shall complete all applicable sections of applications and, if a section of the application is not applicable, explain why a particular section is not applicable. The following minimum information on the application shall be provided:
 - i. Name, address, telephone number, and e-mail address of the property owner(s);

- ii. Name, address, telephone number and e-mail address of the applicant if other than the property/business owner;
 - iii. Name, address, telephone number and e-mail address of a person to be contacted regarding the application;
 - iv. Name, address, telephone number and e-mail address of the business owner if the applicant is representing a business owner;
 - v. The address and a general description of the location of the property
 - vi. Occupancy Classification(s) pursuant to the Building Code
 - vii. Construction Type pursuant to chapter 6 of the Building Code if applicable
 - b. A narrative that describes the scope of work for which the permit is sought; specifies the intended use for each space of the building including the operations and services to be provided to verify occupancy classification(s); and describes the materials that will be stored, used, sold or manufactured in the building.
 - c. Two copies of a floor plan for the space with the name and address of the business indicating the location of existing walls, doors, and plumbing fixtures. Because a permit involving a Change of Occupant does not involve a change in use or occupancy classification or any alterations, improvements or modifications to the space, the floor plans do not have to comply with the preparation requirements set forth herein and do not have to be prepared by a Technical Registrant licensed by the State of Arizona.
 - i. If it is discovered during the review or inspection process that: alterations, improvements and/or modifications were made to the space since the last Certificate of Occupancy for the space was issued or the proposed use requires alterations, improvements and/or modifications to the space to conform to applicable Construction Codes, applicant shall submit all of the documentation, including plans prepared by a Technical Registrant licensed by the State of Arizona, required for a Building Permit for Tenant Improvements.
 - d. All applicable fees are to be paid at the time of application submittal.
 - e. Any other information and/or documentation requested by the Building Official as needed to demonstrate compliance with applicable Construction Codes.
 - f. Except as expressly modified herein, the application process applicable to Building Permits involving a Change of Occupant is the application process that applies for a Building Permit for Tenant Improvements.
9. Preparation of Plan Review Submittal Documents (Construction Plans and Shop Drawings)
 - a. All plans, details, cover sheets, shop drawings, reports and other submittal documents shall conform to all applicable requirements in the Development Standards and Constructions Codes and shall be prepared in accordance with the requirements set forth herein. Plans should be one hundred percent 100% complete and ready for approval on the first submittal.
 - b. All plans calculations, specifications, cut sheets and shop drawings shall be sealed and signed by an architect or an engineer licensed by the State of Arizona

- c. All plans, details, cover sheets, shop drawings, reports, and other submittal documents that are to be prepared, reviewed, and/or approved by a technical registrant shall be signed, dated and sealed by a qualified technical registrant registered by the State of Arizona. The technical registrant's signature, date, seal, seal expiration date shall be on each plan sheet and on each cover sheet.
- d. The street address for the location of the permitted work shall be included on all plans, specifications, cut sheets, and shop drawings; and buildings shall be identified using City assigned address numbers.
- e. No loose sheets shall be attached with the exception of structural calculations or manufacturer's cut sheets and literature.
- f. Construction plans and shop drawings shall be prepared on a 24-inch by 36-inch sheet size with a minimum 1.5-inch left border a minimum 0.5-inch border on all other sides.
- g. Construction plans shall be of a quality to allow half-size reduction (i.e. line weight and letter size shall be easily read when reduced by 50%).
- h. The plans shall be drawn to scale with sufficient clarity and detail dimensions to indicate the location, nature and character of the proposed work and to show in detail that the proposed work conforms to applicable Construction Codes.
- i. All plans, specifications, cut sheets, and shop drawings shall be drawn to a scale of not less than 1/8 inch to the foot (10 mm/m).
- j. Minimum lettering and numbering size shall be 3/16-inch for manually drafted or 1/8-inch for mechanically produced letters, numbers, and symbols. Lettering, number and line work must be uniform and with clear definition to be legible after half-size reduction.
- k. Legend for symbols, non-standard abbreviations, etc. shall be included.
- l. Line quality and contrast must be easy to read and strong enough to microfilm.
- m. Callouts may be either:
 - i. shall be boxed narrative text callouts; narrative callouts shall be grouped and clearly shown on every page where callouts shall be used; or
 - ii. numeric style callouts may be used, but if used, each number shall related to the same topic for all plans for a given project
- n. Plans shall provide cross-referencing between all sheets that have details, detail callouts, notes, etc.
- o. Individual cover sheets shall be provided for each set of construction plans submitted, whether submitted at the time of application or later as part of a deferred submittal. The Cover Sheet shall include the following:
 - i. Project Name and Description
 - ii. Type of Plans (Mechanical, Electrical, Plumbing, etc.)
 - iii. City Name, below the title include the words "City of Goodyear, Arizona"
 - iv. Developer's name, contact name, address, email and telephone number
 - v. Technical Registrant's name, contact name, address, e-mail, and telephone number
 - vi. Owner's name, contact name, address, e-mail and telephone number
 - vii. Technical Registrant's signature, date, seal, expiration date of seal in data certification block
 - viii. Legend for symbols, non-standard abbreviations, etc.

ix. Sheet Index

10. Permit Issuance.

- a. The issuance of a Permit authorizes the applicant to undertake the permitted work in conformance with the approved plans and terms and conditions of approval. The effective date of a Building Permit is the date a permit is issued.
- b. Approvals of all categories of Building Permits are conditional and contingent upon the applicant satisfying the following minimum conditions. Prior to the issuance of a Building Permit, the applicant shall:
 - i. provide documentation demonstrating that an appropriately licensed contractor will be performing the work, which documentation shall include, at a minimum:
 1. Contractor's name, address, phone number and e-mail address
 2. Contractor's license number from the Registrar of Contractors and the classifications for which the contractor was licensed by the Registrar of Contractors
 3. Certificate issued to the contractor by the Arizona Department of Revenue pursuant to A.R.S. § 42-5007 (Bond Exemption)
 4. Contractor's Arizona State Tax identification number
 5. Contractor has a Business Registration Permit issued by the City of Goodyear; if the contractor does not have a Business Registration Permit, the contractor can submit an application for a Business Registration Permit along with the applicable \$75.00 fee for such permit
 - ii. pay all applicable permit fees
 - iii. have completed and signed the Development Impact Fee Form provided by the City and paid all applicable development impact fees
 - iv. provided documentation that a grading permit has been issued and a landscape permit, if not issued, has been approved by the City of Goodyear Engineering Department
 - v. provided documentation that qualified architect(s) and/or engineer(s) have been retained to conduct special inspections required under sections 106.1 and 1704 of the IBC as adopted and amended by the City of Goodyear, which documentation shall include at a minimum:
 1. Submittal of Original City of Goodyear Special Inspection Certificate with Sections 1 and 2 completed and signed by the applicant
 2. Submittal of completed City of Goodyear Statement of Special Inspections executed by preparer, building owner, and Registered Design Professional of Record.

Following the satisfaction of the foregoing conditions, and assuming there are no other conditions of approval; a Building Permit shall be issued. If there are additional conditions of approval that must be satisfied prior to the issuance of a Building Permit, applicant shall satisfy such additional conditions of approval before a Building Permit will be issued.

- c. If there are conditions of approval that do not affect the issuance of the permit, such as the deferral of plan review or deferral of permit submission, the building permit shall be issued subject to such conditions. If conditions of approval are not satisfied as specified in the permit, the Building Official shall issue a stop work order on all work at the site.
- d. If the conditions of approval necessary for a building permit to be issued have not been satisfied within 180 days of the date of the conditional approval, the approval expires and the applicant will be notified of such in writing and that the building permit will only be considered upon submission of a new application together with a new application fee.

11. Certificate of Occupancy or Certificate of Completion.

- a. The issuance of a building permit is a precursor to receiving any type of Certificate of Occupancy or Certificate of Completion. When a Building Permit is issued, applicant shall receive an application for Certificate of Occupancy/Certificate of Completion. The applicant will also receive a copy of the approved plans designated “Job Copy” that must be kept on site for the City Inspectors.
- b. Upon completion of all work (if any), the applicant shall schedule obtain signatures from representatives of the departments identified in the Application for Certificate of Occupancy or Certificate of Completion documenting compliance with applicable requirements. After obtaining the Building Inspector’s signature, the applicant shall be entitled to submit the Application for Certificate of Occupancy or Certificate of Completion. The application process for obtaining any type of Certificate of Occupancy or Certificate of Completion is set forth in “City of Goodyear Building and Fire Occupancy Certificates and Certificate of Completion Application Process Guideline.”

12. Appeal Procedure.

- a. Persons with standing who are aggrieved by a decision of the Building Official on an application for a Building Permit or Fire Construction Permit shall be entitled to appeal such decisions by filing a written notice of appeal within twenty (20) calendar days after the service of a notice of an order, decision, or determination of the Building Official.
 - i. The service of a notice of an order, decision or determination of the Building Official shall be the date the Building Official transmits the order, decision or determination regardless of the form of such transmission (i.e. first class mail, e-mail, etc.)
- b. The notice of appeal shall be filed on form(s) provided by the Building Official and shall include all of the information identified in such form(s) and the additional information set forth below.
 - i. If the appeal involves a claim that the Building Official incorrectly interpreted or applied requirements of the IBC or other applicable laws, codes, ordinances, policies or regulations, the appeal form(s) shall be accompanied by: a statement describing the decision of the Building Official that is the subject of the appeal; citations to the applicable laws,

- ordinances, codes, policies or regulations the appellant alleges have been improperly interpreted or applied, or violated and appellant's interpretation of such laws, ordinances, codes, policies or regulations; documentation and evidence supporting appellant's interpretation and/or position that the Building Official's decision improperly interpreted or applied applicable laws, ordinances, codes, policies or regulations; and any other documentation the appellant would like the Board to consider.
- ii. If the appeal involves a claim that a proposed form of construction is equivalent to the requirements of the IBC or other applicable laws, codes, ordinances, policies or regulations, the appeal form(s) shall be accompanied by: a statement describing the decision of the Building Official that is the subject of the appeal; an explanation of the applicable requirements and a description of the proposed alternative form of construction that appellant alleges is equivalent to the applicable requirements; documentation and evidence supporting appellant's position that the proposed alternative form of construction is equivalent to the applicable requirements; and any other documentation the appellant would like the Board to consider
 - c. The notice of appeal shall be signed by the aggrieved person and all applicable fees shall be paid when the notice of appeal is submitted.
 - d. The appeal shall be heard by the Board of Appeals established pursuant to Section 112 of the IBC and shall be limited to grounds set forth in Section 112.2 of the IBC.
 - e. The party filing the appeal bears the burden of proof.
 - i. The party challenging the Building Official's interpretation of applicable laws, codes, ordinances, policies or regulations bears the burden of proving that the Building Official's interpretation is clearly contrary to legislative intent and that it is without rational basis.
 - f. The party challenging factual determinations by the Building Official bears the burden of proving that no reasonable person could have made such factual determination
 - g. The concurring vote of a majority of the members of the Board of Appeals shall be necessary to reverse or modify any decision of the Building Official.

BUILDING PERMIT APPLICATION PROCESS ARCHITECTURAL AND STRUCTURAL PLANS REQUIREMENTS EXHIBIT - A

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Architectural and Structural Plans:

1. Description of uses and the proposed occupancy group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
2. Proposed type of construction of the building.
3. Fully dimensioned drawings to determine building areas and height.
4. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
5. Exterior Wall and Roof Envelope – plans shall describe the exterior wall and roof envelope including following details for exterior wall and roof envelope:
 - a) Materials
 - b) Flashing
 - c) Intersections with dissimilar materials
 - d) Corners,
 - e) End details,
 - f) Control joints,
 - g) Intersections at roof, eaves or parapets
 - h) Means of drainage
 - i) Water-resistive membranes
 - j) Details around openings
 - k) Fire-resistive construction and fire-resistive protection of wall openings,
 - l) Wall cavities
 - m) Intersections with floor assemblies
6. Means of Egress – plans must show in sufficient detail the location, construction, size and character of all portions of the means of egress including:
 - a) Number of occupants of each floor and of each room with a capacity in excess of 50 occupants except for occupancy Use Groups R-2, R-2, or I-1.
 - b) Capacities and loads for each means of egress
 - c) Maximum travel distances on each floor for means of egress
 - d) Remoteness between exits
 - e) Fire resistance rating of structural members
 - f) Floors and walls enclosing means of egress
 - g) Rating of fire doors and dampers
 - h) Location and type of exist signs and emergency lighting
 - i) For work to part of an existing building, plans shall list all floors of the building and the extent to which each floor is protected with an automatic fire suppression system.

7. Structural plans specifications and engineering details that show:
 - a) details of foundation and superstructure
 - b) applicable design load criteria
 - c) that show the complete design of the project, including:
 - i) the sizes, sections and locations of all structural members and structural design calculations for structural members
 - ii) elevations of floor(s)
 - iii) column or bearing wall centers
 - iv) beam or joint sizes and spacing
 - d) applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc
 - e) provisions for structural tests and/or special inspections
8. Accessibility Scoping – See Accessibility Plan Review Requirements, Exhibit B attached hereto
9. Adequate details to evaluate fire-resistive construction requirements, including data substantiating required ratings.
10. Details of plastic, insulation, and safety glazing installation.

BUILDING PERMIT APPLICATION PROCESS ACCESSIBILITY PLANS REQUIREMENTS EXHIBIT - B

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Accessibility Plans:

1. Architectural plans and specifications to include:
 - a) Adequate details and dimensions to evaluate accessible means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, ramps, handrails, areas of refuge, etc.
 - b) Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
 - c) Accessibility provisions including but not limited to access to services, seating, dining, listening systems, accessible fixtures, elevators, work surfaces, etc.
 - d) Accessible plumbing facilities and details.
 - e) Visual and tactile signage provided.
 - f) Details of required fire protection systems and user controls.

BUILDING PERMIT APPLICATION PROCESS

ELECTRICAL PLAN REQUIREMENTS

EXHIBIT – C

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Electrical Plans:

1. Occupancy classification and type of construction for each building
2. The size (ampere rating), voltage, and type (single phase or three phase) of the new or increased electric service.
3. Labeling criteria of all electrical equipment.
4. Load calculations
5. Lighting floor plan including fixture locations, electrical circuits, circuit numbers, and panel locations.
6. Power floor plans including electrical circuits, wiring sizes, panel locations, working clearances and electrical room egress, disconnect switches, receptacle locations including GFCI locations and required arc fault protected circuits.
7. Exit sign/means of egress lighting location and power supply, if applicable.
8. Single line diagram and panelboard schedule including AIC rating and available fault current and the calculated service load with a load distribution schedule.
9. Fixture schedule that includes all pertinent fixture information.
10. Symbol legend.
11. Details showing the grounding electrodes, bonding of the grounding electrode system and the size of all bonding and grounding electrode conductors for the service.
12. Specifications to include:
 - a) Wire, cable, raceway and conduit with fittings.
 - b) Electrical boxes, connections, fittings and installation.
 - c) Electrical wiring devices.
 - d) Circuit and motor disconnects, and motor control centers.
 - e) Hangers and supporting devices.
 - f) Electrical identification.
 - g) Service entrance and details.
 - h) Overcurrent protection and grounding.
 - i) Switchboard and panelboards.
 - j) Transformers.
 - k) Lighting fixtures.

BUILDING PERMIT APPLICATION PROCESS

PLUMBING PLAN REQUIREMENTS

EXHIBIT - D

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Plumbing Plans:

1. Plans shall be provided for each floor and for a typical floor.
2. Plumbing fixture specifications including identification of the applicable referenced material standards and the maximum flow rates for the plumbing fixtures.
3. The basis for the number of plumbing fixtures provided including the occupant load used, the applicable occupancy group(s) and fixture rate(s).
4. Dimensions for bathrooms and plumbing fixture locations along with the wall and floor surface materials to be installed.
5. Site plan which indicates the routing of the sanitary, storm and water service with the burial depths for all sewers and water service.
6. Water distribution system sizing criteria and calculations.
7. Water supply and distribution piping plan showing the incoming water supply, distribution piping, pipe size, the location of water hammer arrestors and the location of all valves.
8. The location of all backflow preventers, the type of backflow preventers provided for each piece of equipment or outlet and the specified material standards referenced in the code.
9. Drainage system piping plan showing the layout of all piping, of plumbing fixtures and the location of cleanouts.
10. Riser diagram(s) of the drain, waste and vent piping including the building drain, all horizontal branches and the connections and layout of all fixtures. Pipe sizes, direction of flow, grade of horizontal piping, drainage fixture loads and the method of venting all plumbing fixtures.
11. The location of all indirect waste connections, standpipes, grease traps and separators.
12. Complete water heater details, temperature and pressure relief valve discharge, discharge piping and pan details along with the method of supplying tempered water to required fixtures.
13. Complete details of the method of draining storm water from the roof including calculations to verify pipe and/or gutter sizes, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.
14. Piping material specifications to verify compliance with the referenced material standards for all sanitary, storm and potable water piping (e.g., ASTM B88 for copper pipe), the type of joints and connections for all piping, the pipe hanger support spacing and details of anchorage and bracing.

BUILDING PERMIT APPLICATION PROCESS

MECHANICAL PLAN REQUIREMENTS

EXHIBIT - E

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Mechanical Plans:

1. Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with referenced material standards.
2. Details on the HVAC equipment including the equipment capacity (Btu/h input), controls, equipment location, access and clearances.
3. A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft², the floor area of the space and the amount of outdoor air supplied to each space. If 2009 IMC requirements are used, complete calculations clearly denoting equations and factors must be provided.
4. The location of all outdoor air intakes with respect to sources of contaminants.
5. Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing, sealing of duct joints, seams and connections and duct support spacing.
6. Condensate disposal, routing of piping and auxiliary and secondary drainage systems.
7. Required exhaust systems, routing of ducts and termination to the exterior.
8. Complete details of all Type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system.
9. Details of all duct penetrations through fire-resistance rated assemblies including locations for all fire dampers, smoke dampers and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.
10. Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size the openings.
11. Details on the vents used to vent the products of combustion from all fuel burning appliances including the type of venting system, the sizing criteria required for the type of vent and the routing of the vent.
12. Boiler and water heater equipment and piping details including safety controls, gauges, valves and distribution piping layout.
13. Details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant and refrigerant piping material and the type of connections.

14. Complete details on the gas piping system including materials, installation, valve locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure, the pressure drop and applicable gas pipe sizing Table(s) in the IFGC.)

BUILDING PERMIT APPLICATION PROCESS FIRE SPRINKLER PLAN REQUIREMENTS – NEW CONSTRUCTION EXHIBIT - F

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Fire Sprinkler (wet suppression) Plans:

1. Description and locations of uses within the building and corresponding occupancy class for each room or area. Location and size of all concealed spaces, closets, attics and bathrooms. Details of occupancies utilized for high-piled storage including commodity types and storage arrangement.
2. Design details in accordance with the appropriate sprinkler system standard (i.e., NFPA 13, 13D, 13R) as referenced by the IBC and all other applicable design standards (NFPA 14, NFPA 20, NFPA 24, etc.)
3. Design calculations indicating the discharge requirements of the sprinkler system including the design density, area of application, and inside/outside hose stream demand for each occupancy.
4. Results of a current flow test indicating the location, date and witness of the test. Site plan indicating the overall water supply source and arrangement.
5. Working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch line. Hydraulic reference points on the drawings correlated with the hydraulic calculations.
6. Make, model, type, temperature rating and k-factor for all sprinklers. Total number of sprinklers on each floor and for each system.
7. Full height section views and location of all interior partitions, fire barriers, fire partitions, fire walls and horizontal assemblies.
8. Material specifications and equipment specifications for all sprinkler system components including type of sprinkler pipe(s), pipe fittings, control valves, check valves, dry pipe valves, test connections, pipe hangers, backflow preventers, fire department connections, and alarm bells. All materials used should be verified that they are installed in accordance with their listing.
9. Sprinkler calculations and flow data.
10. Specifications of sprinkler heads.

BUILDING PERMIT APPLICATION PROCESS
FIRE ALARM PLAN REQUIREMENTS
NEW CONSTRUCTION
EXHIBIT – G

Applicant is responsible for demonstrating compliance with applicable Construction Codes and providing documentation and including information on plans as needed to demonstrate such compliance. The following information represents minimum additional documentation that is to be included with a permit submittal for Fire Alarms.

1. One complete set of architectural building plans.
2. One set of manufacture's cut sheets.

BUILDING PERMIT APPLICATION PROCESS
FIRE PUMP OR AUXILLIARY WATER SUPPLY PLAN REQUIREMENTS
- NEW CONSTRUCTION
EXHIBIT – H

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum additional documentation that is to be included with a permit submittal for Fire Alarms.

FIRE PUMP OR AUXILLIARY WATER SUPPLY PLAN SUBMITTALS

The following is required for plan submittal:

1. Two complete sets of fire sprinkler plans prepared in accordance with the requirements set forth in the Building and Fire Construction Permit Application Process Guidelines. A complete set of plans includes:
 - a. Engineer's design plans that has been signed, dated and sealed (including the seal expiration date) by a professional engineer registered with the state of Arizona.
 - b. Shop Drawings that shall have either been signed, dated and sealed (including the seal expiration date) by a professional engineer registered with the state of Arizona or have a dated review certification signature by a certified engineer technician with a minimum certification level of III NICET. If the shop drawings are certified by a certified engineer technician as provided herein, the shop drawings shall either include a stamp, signed, dated and sealed by the professional engineer who prepared the design Plans or be accompanied by a letter signed dated and sealed by the professional engineer who prepared the design plans stating that shop drawings have been reviewed and found to be in general compliance with the design plans.
2. One complete set of manufacturer's fire pump design specifications in booklet form.
3. One set of supply calculations.
4. One set of manufacturer's cut sheets
5. A flow test completed within six months of submittal.

BUILDING PERMIT APPLICATION PROCESS

RESIDENTIAL ENERGY PLAN REQUIREMENTS

EXHIBIT - I

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Residential Energy Plans:

1. Envelope—Architectural plans and specifications to include:
 - a) Description of uses and the proposed occupancy group(s) for all portions of the building.
 - b) Thermal performance of envelope components.
 - c) Fenestration performance details (U-factor, SC, SHGC, VLT, air leakage rates, etc.).
 - d) Fully dimensioned drawings to determine gross and net areas of all envelope components.
 - e) Details of vapor barrier and insulation installation, and air sealing methods.
 - f) REScheck, COMcheck, or ENVSTD output (where applicable).
 - g) Design conditions (interior and exterior) consistent with local climate.
2. Electrical—Complete plans and specifications of all electrical power and lighting work including:
 - a) Riser diagram(s) of the distribution system indicating:
 1. Check metering provisions for individual dwelling units.
 2. Subdivision of feeders by end use:
 - i. Lighting
 - ii. HVAC
 - iii. SWH and systems over 20 kW
 - b) Lighting fixture schedule(s) depicting location, fixture lamps, ballasts, ballast specifications, fixture input watts, fixture wiring methods, power factor, etc.
 - c) Lighting plan(s) for building exteriors including total exterior Connected Lighting Power (CLP).
 - d) Lighting and power floor plans for building interiors including total interior CLP.
 - e) REScheck, COMcheck, or LTGSTD output (where applicable).
 - f) Interior and exterior means of lighting control.
 - g) Electric motor schedule including type, HP and efficiencies.
3. Mechanical—Complete plans and specifications of all mechanical work including:

- a) Equipment type, capacity (Btuh) and efficiency (peak and part-load).
 - b) System design air flow rates (cfm).
 - c) Details of equipment/system sizing.
 - d) System and/or zone control capabilities including terminal device schedule.
 - e) Provisions for automatic setback/shutdown.
 - f) Indicate intentions or plans for systems commissioning.
 - g) Energy consumed by fans and pumps.
 - h) Economizers (air or water) including provisions for integrated control.
 - i) Duct construction and system static pressure(s), including provisions for sealing.
 - j) Duct and/or hydronic-piping lining and insulation materials.
 - k) Provisions for air and/or hydronic system balancing.
 - l) Boiler and water heater equipment and piping details, safety controls and distribution piping layout.
4. Service water heating (SWH)—Complete SWH specifications including:
- a) SWH equipment data including type, capacity and efficiency.
 - b) SWH pipe insulation, thickness, conductivity and vapor retarder (where appropriate).
 - c) Water conservation requirements.
 - d) Energy conservation measures for swimming pools (where applicable).

BUILDING PERMIT APPLICATION PROCESS
ELEVATOR AND OTHER VERTICAL TRANSPORTATION SYSTEMS
PLAN REQUIREMENTS
EXHIBIT - J

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with plans for elevators and other vertical transportations systems:

1. Plans shall identify:
 - a. location, overall dimensions and type of all vertical transportation systems.
 - b. location and type of elevator lobby smoke detectors
 - c. location and type of other smoke detectors for elevator recall
 - d. location and type of all other fire alarm and fire suppression devices proposed to be installed in elevator machine rooms, elevator pits and top of elevator hoistways
 - e. sequence of elevator operation in emergency mode when such fire detection equipment is activated.
 - f. primary and backup power sources for the elevator equipment
2. Plans shall define the primary and secondary levels of elevator recall.
3. Plans shall:
 - a. Identify clearances at top and bottom of hoistway and at elevator equipment spaces
 - b. Identify minimum interior dimensions of cabs
 - c. Identify provisions for and location(s) of for access to elevator pits
 - d. Identify provisions for and location(s) of drainage of elevator pits
 - e. Identify sources for and location(s) of illumination and electrical power in and to elevator machine rooms, elevator hoistways, elevator pits and elevator equipment spaces
 - f. Identify provisions for and location(s) of for emergency disconnect of elevator power in elevator pits, elevator machine rooms and elevator equipment spaces
 - g. show the location of sprinkler valves and sprinkler flow sensors for systems serving elevator machine rooms and hoistways, as required

BUILDING PERMIT APPLICATION PROCESS
SOLAR WATER HEATER PLAN REQUIREMENTS
EXHIBIT - K

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Solar Water Heater Plans:

1. Site plan shall be provided showing the location of the building on the property as well as the location of the solar unit on the property.
2. Provide cut sheets and listings for all equipment including identification of the applicable referenced material standards.
3. Complete water heater details, temperature and pressure relief valve discharge, discharge piping and pan details along with the method of supplying tempered water to required fixtures.
4. Note on plans that Solar Water Heater equipment shall be installed in accordance with the applicable codes and manufactures listing.
5. Provide and specify the electrical disconnecting means of all associated equipment.
6. Provide the existing roofing materials and roof slope, specify and provide flashing detail for all roof penetrations.

BUILDING PERMIT APPLICATION PROCESS TENANT IMPROVEMENTS PLAN SUBMITTAL REQUIREMENTS EXHIBIT - L

Applicant is responsible for demonstrating compliance with applicable Construction Codes and for providing documentation and including information on plans as needed to demonstrate such compliance. The following information represents minimum information, as applicable, to be included on plans submitted in connection with an application for a building permit for tenant improvements and additional documentation that is to be submitted in connection with an application for a building permit for tenant improvements.

GENERAL REQUIREMENTS:

NOTE! All signage requires a separate permit!

1. Provide four (4) complete sets of all applicable plans prepared in accordance with the requirements set forth in the Building and Fire Construction Permit Application Process Guidelines.

PROJECT DATA: The following information shall be provided on the cover sheet:

1. Business name and project address (include suite number).
2. Provide a description of the proposed use. Be very specific! For example, specify exactly what will be stored or sold, or the type of operation your business does.
3. A clear statement describing the scope of the work to be done.
4. The construction type, square footage and occupancy classification(s) of the building per current IBC.
5. Provide allowable area calculations: If applicable, list area increases, unlimited area, sprinkler system increases, etc. Provide calculations for mixed occupancies or non-separated/separated uses.
6. Occupancy classification(s) and square footage of each existing tenant space in the building.
7. Occupancy classification(s) and square footage of the tenant space being submitted.
8. Occupant load calculations per IBC Table 1004.1.2. Exiting calculations for each area inside the tenant space.
9. Indicate whether or not the building has an existing fire sprinkler and/or alarm system and to what standard the systems were installed. Plans for additions/ relocations of sprinkler

heads and/ or alarm devices must be submitted separately from the tenant improvement plans.

10. List codes being used. Currently Goodyear uses the 2006 IBC, 2006 IMC, 2006 IFC, 2005 NEC, 1994 UPC (State Plumbing Code with amendments) and 2003 ANSI A117.1, Arizonians with Disabilities Act, 2005 NFPA 99. All codes have some amendments, most of which may be obtained on the City of Goodyear web site, Building Safety Division page.
11. Tenant's name and mailing address.
12. Architect or engineer (name, firm name, address and phone).
13. Applicant and/or contact person (name, address and phone).

FLOOR PLANS

Architectural:

1. Clearly show all new and/or existing rooms and spaces and indicate all uses (i.e. office, restroom, sales area, storage, etc.). Existing doors, areas, spaces, electrical, plumbing and mechanical fixtures *must* be labeled "existing". The floor plans must differentiate that proposed from the existing construction.
2. Show locations of all doors; indicate the direction the doors swing, all clear maneuvering areas on each side of the doors, and required fire rating. Provide door and window sizes, hardware schedule, thresholds and ramps, if applicable.
3. Clearly indicate all proposed changes to the floor plan. Some changes may require structural details (i.e. any new construction of walls, floors and ceiling level changes, etc).
4. Provide proposed fixture layout/furniture plan, include aisle widths and ADA maneuvering clearances.
5. Provide details indicating compliance with all ADA accessibility requirements (accessibility to and within and out of the space).
6. Indicate all locations of fire rated walls and occupancy separation walls, if applicable. Details of fire resistive system for structural members, interior partitions and fire rated assemblies shall be indicated. Provide all fire rated assembly design numbers. Indicate all incidental use areas per IBC 302.1.1.
7. Construction material and material specifications shall be indicated on the plans.
8. Provide any additional general notes that would clarify the plans and provide complete information.

9. Provide detailed descriptions for areas that use, store or process hazardous material including Hazardous Material Inventory Statement.
10. Provide racking plan for storage in excess of 6 feet in height.
11. Provide details or cross-sections of walls and ceilings.
12. Specify floor, wall and ceiling finishes.
13. Provide details for all fire resistive construction with listed design numbers and detailed items for construction per the listed design.
14. If doors are added, removed or relocated, show ADA compliance for exits to the public way.
15. Structural calculations and drawings for additional loads applied to tenant area or any bearing walls. (Heavy hanging fixtures, new roof top units, excessive ductwork or sprinkler/plumbing fixtures, etc).

Electrical:

1. Provide a separate lighting and power floor plans. Show all proposed and existing outlets, lights, switches, fans and equipment. Provide lighting fixture schedule, electrical symbols, electrical specifications, wiring schedule, etc.
2. Indicate the locations of all illuminated exit signs and emergency exit lighting (new and existing), if applicable. Please note: Emergency lighting is required on the EXTERIOR DISCHARGE when two (2) or more exits are required.
3. Provide electrical load calculations showing existing and proposed loads. Provide fault current calculations for series rated equipment.
4. Provide a one-line diagram and panel schedule.
5. GFCI outlets are required in all kitchens and all new lavatory areas.
6. Provide an electrical site plan showing all of the exterior lighting, transformer(s), and outdoor S.E.S.

Plumbing:

1. Show all existing and proposed plumbing fixtures. Provide plumbing fixture schedule. The number and type of required plumbing fixtures shall comply with IBC Chapter 29.

2. ADA Hi-Lo drinking fountains are required by IBC Chapter 29. Bottled water cannot be substituted. In type “B” and “M” occupancies **only**, services sinks are not required.
3. Provide water and waste calculations for added fixtures to ensure that the existing services are adequate for any additional loads. List the existing fixture units, fixture units this tenant space, fixture units available for future, and total fixture units. List street water pressure, size of water line provided, total gallons per minute, horizontal pipe length, vertical pipe rise, fitting allowance, and total pipe length. List water meter size with pressure loss, list RPBP size and pressure loss, list pipe sizing based upon psi per 100 feet.
4. Provide water drain, waste and vent isometrics.
5. All new fixtures are to be of the low-flow type. Lavatory controls are to be self-closing single operation 10 second flow.
6. Indicate all new gas appliances and provide a gas line isometric. Provide psi, distances, demands and sizes for all piping.
7. Show location, capacities and calculations for all grease, sand, or oil separators.
8. Show all backflow prevention devices.
9. Show condensate drain lines and where they terminate.
10. Specify hot water expansion tanks, including size, for all water heaters per the 1994 UPC (State Plumbing Code).
11. Medical gas systems: provide complete plans and specifications.

Mechanical:

1. Indicate the locations of all existing and proposed mechanical systems. This includes air conditioning, heating and evaporative cooling. Show all new duct runs and dampers as well as required air changes. Provide outdoor ventilation air calculations. Indicate the cfm at each diffuser, return air register, exhaust and transfer grills.
2. Provide mechanical equipment schedule. Indicate equipment brand names, model numbers, input and output gas capacities, heating and cooling capacities, cfm capacities, weight of equipment and electrical power requirements.
3. Provide details of smoke detection shut down system on return air systems with capacity greater than 2000 cfm.
4. Provide details on commercial grease and smoke hood systems. The construction of the fire resistive shaft required for Type I hood systems shall be clearly identified.

1. Provide combustion air details and calculations for all gas appliances.

FIRE PROTECTION SYSTEMS (Fire Alarms and Sprinklers)

1. Tenant Improvements not requiring modification to existing Fire Protection Systems (Fire Alarms and Sprinklers) require the following:

- A. Two copies of the tenant improvement floor plan locating all existing fire alarm devices.
- B. Two copies of the tenant improvement reflecting ceiling plan reflecting location of all fire sprinklers with dimensions to all walls. New walls shall be detailed to include wall heights.
- C. One copy of the architectural building tenant improvement plans.
- D. One completed permit application stating “Verification of existing fire alarm/sprinkler system.”

2. Tenant Improvements requiring modification to existing Fire Protection Systems (Fire Alarms and Sprinklers) require the following:

A. Fire Alarm Plan Submittals Require:

1. Two sets of complete fire alarm plans. Complete set of installer’s shop drawings with a minimum NICET level III or IV certified engineering technician stamp.
2. One complete set of architectural building plans, reflecting all improvements to the tenant space.
3. One complete set of originally approved fire alarm plans for the shell building, with the City of Goodyear approval stamp affixed.
4. One set of manufacturer’s cut sheets.
5. A completed fire permit application.

B. Fire Sprinkler Plan Submittals Require:

1. Two sets of complete fire sprinkler plans. Complete set of installer’s shop drawings with a minimum NICET level III or IV certified engineering technician stamp.
2. One complete set of architectural building plans, reflecting all improvements to the tenant space.
3. One complete set of originally approved fire sprinkler plans for the shell building, with the City of Goodyear approval stamp affixed.
4. One set of hydraulic calculations, if modification affects the hydraulically calculated design area.
5. One set of manufacturer’s cut sheets.
6. A completed fire permit application.

BUILDING PERMIT APPLICATION PROCESS PHOTOVOLTAIC SYSTEM PLAN– 2005 NEC REQUIREMENTS EXHIBIT - M

Applicant is responsible for demonstrating compliance with applicable Construction Codes and including information on plans as needed to demonstrate such compliance, and the applicable requirements can vary depending upon a number of factors. The following information represents minimum information, as applicable, to be included on/with Photovoltaic System Plans.

- 1. SUPPLIED DIAGRAMS** that include the following:
 - A. A basic site diagram
 - B. The location of electrical equipment is identified on the plan
 - C. Structural calculations for other than SFD per Section 6.0(C)
 - D. The Array Configuration including any existing Rooftop Equipment, Plumbing Vents, Exhaust Vents or Flues.
 - E. A 3-line electrical diagram indicating the following:
 - 1) The Combiner/Junction box
 - 2) Conduit from Array to Photovoltaic (PV) Power Source Disconnect
 - 3) The equipment grounding
 - 4) The disconnect
 - 5) Conduit from disconnect to Inverter
 - 6) The Inverter
 - 7) Conduit from the Inverter - to the Disconnect - to the Panel
 - 8) The Point of connection attachment method

- 2. INVERTER INFORMATION** that includes the following:
 - A. Cut sheets for the Inverter
 - B. The Inverter is listed for utility interactivity (*see CEC list of eligible inverters*)
 - C. Inverter Model Number
 - D. Maximum continuous output power at 40OC (*from Cutsheet or listing Label*)
 - E. Input voltage range of Inverter

- 3. PV MODULE INFORMATION** provide the following:
 - A. Cut sheets for the PV modules
 - B. The modules are listed (*see CEC list of eligible inverters*)
 - C. Open-circuit voltage (VOC) from the listing label
 - D. Maximum permissible system voltage from the listing label
 - E. Short-circuit current (ISC) from the listing label
 - F. Maximum series fuse rating from the listing label
 - G. Maximum power at Standard Test Conditions (Pmax on label)
 - H. Voltage at Pmax from listing label
 - I. Current at Pmax from listing label

- 4. ARRAY INFORMATION** provide the following:

- A. Number of modules in series
- B. Number of parallel source circuits
- C. Total number of modules
- D. Operating Voltage = (number of modules in series x module voltage at Pmax)
- E. Operating Current = (number of parallel source circuits x module current at Pmax)
- F. Maximum system voltage $690.7 = (V_{oc} * 1.13 * \text{number of modules in series})$
- G. Short-circuit current $690.8 = (I_{sc} * 1.25 * \text{number of parallel source circuits})$

5. ROOF INFORMATION (*for rooftop systems on single family dwellings*) provide the following:

- A. If conductors from the PV Array run through the house, indicate the method that will be used to address the protection issues.
- B. Provide weight of array for rooftop systems. (Lbs. per Sq. Ft. including mounting hardware)
- C. Provide age of the building (roof structure),
- D. Provide engineering calculations for roof loading unless project is a single family dwelling under 30 years old and the array weight is less than 5lbs/sq.ft.
- E. If the roof structure is over 30 years old, describe the structural elements:
 - 1) Size of rafters (e.g. 2" x 6")
 - 2) Span of rafters (e.g. 14')
 - 3) Spacing of rafters (e.g. 24" o.c.)
- F. Identify roofing type (e.g. comp. shingle, masonry tile, shake, etc.)
- G. Provide detail for PV panel mounting attachment to the roof-framing members
- H. Identify the method of sealing the roof penetrations (e.g. flashing, sealed with urethane caulk, etc.)

6. GROUND MOUNTING STRUCTURE (*for ground-mounted structures*) provide the following:

- A. Provide weight of array (pounds per square foot – including mounting hardware)
- B. Provide details of the array supports, framing members, and foundation posts and footings
- C. Provide information on the mounting structure(s) construction.
- D. If the mounting structure is unfamiliar to the Building Official or is more than six (6) feet above grade, engineering calculations shall be provided.

7. SIGNAGE REQUIREMENTS

- A. Provide plans for signage and labeling required for Photovoltaic Systems. The plans shall include:
 - 1) Description of all the signage and labeling to be provided
 - a. locations of such signage and labeling
 - b. Nature of sign (i.e. mounted, stand alone, etc.)
 - c. verbiage
 - 2) Materials for the signs and the lettering of the signs
- B. Provide a sign identifying DC power system attributes at DC disconnect (690.53 Photovoltaic Power Source).

BUILDING PERMIT APPLICATION PROCESS
SPECIAL EXTINGUISHING SYSTEMS PLANS/PERMITS REQUIREMENTS
EXHIBIT – N

Applicant is responsible for demonstrating compliance with applicable Construction Codes and for providing documentation and including information on plans as needed to demonstrate such compliance. The following information represents minimum information, as applicable, to be included on plans submitted in connection with an application for a building permit for special extinguishing systems and additional documentation that is to be submitted in connection with an application for a building permit for special extinguishing systems.

HOOD SYSTEMS AND SPECIAL AGENT SYSTEMS

1. Two copies of the Installer's layout of the hood suppression systems (plans are **not** required to be sealed by an Arizona Design Professional).
2. One copy of the architectural plans prepared in accordance with the requirements set forth in the Building and Fire Construction Permit Application Process Guidelines. (If the Hood System submittal is part of a larger Project (new construction or tenant improvements) then four sets of architectural plans prepared in accordance with the requirements set forth in the Building and Fire Construction Permit Application Process Guidelines shall be provided.

BUILDING PERMIT APPLICATION PROCESS

FUEL TANKS AND DISPENSER PLAN REQUIREMENTS

EXHIBIT – O

Applicant is responsible for demonstrating compliance with applicable Construction Codes and for providing documentation and including information on plans as needed to demonstrate such compliance. The following information represents minimum information, as applicable, to be included on plans submitted in connection with an application for a building permit for fuel tank dispensers and additional documentation that is to be submitted in connection with an application for a building permit for fuel tank dispensers.

TEMPORARY CONSTRUCTION FUEL TANKS

1. Two sets of City approved site plans.
2. Identify proposed location of the construction fuel tanks.
3. One set of manufactures tank specifications and product detail.
4. Two sets of secondary containment details.

BUILDING PERMIT APPLICATION PROCESS
ABOVE GROUND AND UNDERGROUND FUEL TANK REQUIREMENTS
EXHIBIT – P

Applicant is responsible for demonstrating compliance with applicable Construction Codes and for providing documentation and including information on plans as needed to demonstrate such compliance. The following information represents minimum information, as applicable, to be included on plans submitted in connection with an application for a building permit for above ground fuel tanks and additional documentation that is to be submitted in connection with an application for a building permit for above ground fuel tanks.

- A. Two sets of complete fuel tank and dispenser plans prepared in accordance with the requirements set forth in the Building and Fire Construction Permit Application Process Guidelines.
- B. The Plans shall include an engineer's design that has been signed, dated and sealed (including the seal expiration date) by a professional engineer registered with the state of Arizona.
- C. Installer's shop drawings shall be submitted and the shop drawings shall have either been signed, dated and sealed (including the seal expiration date) by a professional engineer registered with the state of Arizona or have a dated review certification signature by a certified engineer technician with a minimum certification level of III NICET. If the shop drawings are certified by a certified engineer technician as provided herein, the show drawings shall either include a stamp, signed, dated and sealed by the professional engineer who prepared the Plans or be accompanied by a letter signed dated and sealed by the professional engineer who prepared the Plans stating that shop drawings have been reviewed and found to be in general compliance with the Plans
- D. Four sets of electrical and structural plans prepared in accordance with the requirements set forth in the Building and Fire Construction Permit Application Process Guidelines.

BUILDING PERMIT APPLICATION PROCESS
LIQUEFIED PETROLEUM GAS (LPG) INSTALLATION REQUIREMENTS
EXHIBIT – Q

LIQUEFIED PETROLEUM GAS (LPG) INSTALLATION (applies to containers over 125 gallon water capacity and exchange cylinders)

Applicant is responsible for demonstrating compliance with applicable Construction Codes and for providing documentation and including information on plans as needed to demonstrate such compliance. The following information represents minimum information, as applicable, to be included on plans submitted in connection with an application for a building permit for liquefied petroleum gas installations and additional documentation that is to be submitted in connection with an application for a building permit for liquefied petroleum gas installations.

- A. One set of manufacturer's tank specifications and product detail.
- B. Two sets of complete fuel tank and dispenser plans prepared in accordance with the requirements set forth in the Building and Fire Construction Permit Application Process Guidelines.
- C. The Plans shall include an engineer's design that has been signed, dated and sealed (including the seal expiration date) by a professional engineer registered with the state of Arizona.
- D. Installer's shop drawings shall be submitted and the shop drawings shall have either been signed, dated and sealed (including the seal expiration date) by a professional engineer registered with the state of Arizona or have a dated review certification signature by a certified engineer technician with a minimum certification level of III NICET. If the shop drawings are certified by a certified engineer technician a provided herein, the shop drawings shall either include a stamp, signed, dated and sealed by the professional engineer who prepared the Plans or be accompanied by a letter signed dated and sealed by the professional engineer who prepared the Plans stating that shop drawings have been reviewed and found to be in general compliance with the Plans.

APPLICATION PROCESS GUIDELINES

SECTION 3.2 BUILDING AND FIRE OCCUPANCY CERTIFICATE AND CERTIFICATE OF COMPLETION

1. General Information.

This guideline sets forth the process for obtaining various occupancy certificates or a certificate of completion.

2. Types of Occupancy Certificates.

A. Certificate of Occupancy and Certificate of Completion

- i. Following the completion of any construction, alteration, movement, enlargement, replacement, repair, installation of equipment, removal and demolition of every building, structure, and appurtenances connected or attached to such buildings or structures, either a Certificate of Occupancy or Certificate of Completion is required.

1. A Certificate of Occupancy is issued if the work is fully completed and ready to be occupied.
2. A Temporary Certificate of Occupancy may, at the discretion of the Building Official, be issued if a structure is essentially completed and only minimum items remain to be completed.
3. A Certificate of Completion is required when a building shell has been completed.

B. Certificate of Occupancy Involving Changes in Use of Space.

- i. A Certificate of Occupancy is issued to a specific tenant for a specific use of a space pursuant to an approved set of building plans. Accordingly if there is a change in the tenant, a change in the use or modifications to the space a new Certificate of Occupancy is required.
- ii. There are two types of modifications:
 1. Change of Occupant
 2. Change of Occupancy
- iii. Change of Occupant
 1. A new Certificate of Occupancy for a Change of Occupant is required when:
 - a. Change in the Name of the Business, even if the tenant does not change.
 - b. There is a change of tenant, but there are no changes or modifications to the space other than minor work such as painting or installing new floor covering and there are no changes in the use of the space or increase in the occupancy loads
 - c. Examples of when a “Change of Occupant” include:

- D. Upon completion of all work (if any), the applicant shall obtain signatures from representatives of the departments identified in the Application for Certificate of Occupancy or Certificate of Completion documenting compliance with applicable requirements.
 - E. After obtaining the Building Inspector's signature, the applicant shall be entitled to submit the Application for Certificate of Occupancy or Certificate of Completion.
4. Pre-Application Meetings.
- A. Pre-Application Meetings are required for changes in Certificates of Occupancy that involve a Change of Occupancy.
 - B. Prior to attending a Pre-Application meeting, applicants shall submit the required documentation and schedule a Pre-Application Meeting as set forth in the Guideline setting forth the Pre-Application process for obtaining a Building Permit.
 - C. During the Pre-Application Process, the Building Official will determine whether the applicant needs to submit a Building Permit Application for Tenant Improvements before applying for a Certificate of Occupancy involving a Change of Occupancy and will discuss the applicable Building Permit – Tenant Improvements submittal requirements.
5. Application Submittal and Administrative Completeness Review.
- A. Applications and supporting documentation shall be submitted to Building Official.
 - B. Upon receipt of the application and all required supporting documentation, the Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the Building Official.
 - C. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the Administrative Completeness Review time frame, the Building Official will provide the applicant with written or electronic notice of:
 - 1. Administrative Completeness and that the application has been accepted; or,
 - 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Building Official receives the missing information from the applicant.

- D. Subsequent Administrative Reviews.
- i. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Building Official will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the Building Official. If the amount of the Administrative Completeness time frame that remains is sufficient for the Building Official to review the missing information when it is submitted, the Building Official may, but is not required to, provide a subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notices of Application Deficiencies until the Building Official receives the missing information from the applicant.
- E. Prior to the expiration of the Administrative Completeness Review time frame, the Building Official will provide the applicant with written or electronic notice of:
- i. Administrative Completeness and that the application has been accepted; or,
 - ii. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 - iii. If the Building Official does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
- F. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 180 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the building permit will only be considered upon submission of a new application together with a new application fee.

6. Substantive Review by the Building Official.
 - A. Upon the Notice of Administrative Completeness, the Substantive Review time frame shall begin to run and the application will be reviewed by the Building Official for conformance with all applicable requirements.
 - B. Substantive Review.
 - i. Following the completion of its first substantive review of the application, and inspection if performed, the Building Official will provide the applicant with written or electronic notice that:
 1. The application is approved subject to the satisfaction of the minimum requirements for the issuance of the Certificate,
 2. The application is being conditionally approved subject to the satisfaction of the minimum requirements for the issuance of a permit and subject to additional conditions, with a list of the additional conditions; or
 3. The application is denied.
 - C. Prior to the expiration of the Substantive Review Time Frame, the Building Official will provide the applicant with written or electronic notice of:
 - i. The application is approved subject to the satisfaction of the minimum requirements for the issuance of a permit; or;
 - ii. The application is being conditionally approved subject to the satisfaction of the minimum requirements for the issuance of a permit and subject to additional conditions, with a list of the additional conditions; or
 - iii. The application is denied.
7. Review Timeframe(s) – General Information.
 - A. Separate review time frames apply depending upon the nature of the approval sought.
 - B. By mutual written agreement between the applicant and the Building Officials, the Substantive Review time frames and the Overall Review time frames set forth herein may be extended to allow for additional reviews. An extension of the applicable Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - C. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the next business day shall be the last day of the time frame.
8. Review Times.
 - A. Certificate of Occupancy (including those involving a Change of Occupant and/or a Change of Occupancy) – review times are as follows:
 - i. Administrative Completeness Review is a maximum of 10 calendar days;

- ii. Substantive Review is a maximum of 10 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
- iii. Overall Review is a maximum of 20 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.

B. Certificate of Completion – review times are as follows:

- i. Administrative Completeness Review is a maximum of 10 calendar days;
- ii. Substantive Review is a maximum of 10 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
- iii. Overall Review is a maximum of 20 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.

C. Temporary Certificate of Completion – review times are as follows:

- i. Administrative Completeness Review is a maximum of 10 calendar days;
- ii. Substantive Review is a maximum of 10 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above; and
- iii. Overall Review is a maximum of 20 calendar days, unless extended by the mutual written agreement of the applicant and the Building Official as provided above.

9. Application Submittal Requirements.

The following sets forth the submittal requirements for Certificates of Occupancy, Temporary Certificates of Occupancy and Certificates of Completion.

- A. An Application for Certificate of Occupancy/Certificate of Completion will not be accepted for review unless it has been fully completed and contains all of the required signatures from representatives of the departments identified in the application.
- B. Certificate of Occupancy (including those involving a Change of Occupant and/or a Change of Occupancy)
 - i. Completed Application for Certificate of Occupancy/Certificate of Completion received at the time of building permit issuance.
 - 1. The application shall contain all required signatures from representatives of the departments identified in the Application for Certificate of Occupancy or Certificate of Completion documenting compliance with applicable requirements and satisfaction of all prior comments and/or conditions.
 - ii. Documentation demonstrating satisfaction of all outstanding conditions of approval related to the issuance of a Certificate of Occupancy.

- iii. All applicable fees, including applicable inspection and reinspection fees, are to be paid at the time of submittal.

C. Certificate of Completion (shell buildings).

- i. Completed Application for Certificate of Occupancy/Certificate of Completion received at the time of building permit issuance.
 - 1. The application shall contain all required signatures from representatives of the departments identified in the Application for Certificate of Occupancy or Certificate of Completion documenting compliance with applicable requirements and satisfaction of all prior comments and/or conditions.
- ii. All applicable fees, including applicable inspection and reinspection fees, are to be paid at the time of submittal.

D. Temporary Certificate of Occupancy.

- i. Completed Application for Certificate of Occupancy/Certificate of Completion received at the time of building permit issuance.
 - 1. The application shall contain all required signatures from representatives of the departments identified in the Application for Certificate of Occupancy or Certificate of Completion and shall identify any outstanding work that remains to be completed.
- ii. A letter to the Building Official shall be submitted that includes the following:
 - 1. An explanation justifying the issuance of a temporary certificate of occupancy.
 - 2. A description of all work that has not been completed and the date that the incomplete work will be completed.
- iii. All applicable fees, including applicable inspection and reinspection fees, are to be paid at the time of submittal.

10. Appeal Procedure.

- A. Persons with standing who are aggrieved by a decision of the Building Official on an application for a Building Permit or Fire Construction Permit shall be entitled to appeal such decisions by filing a written notice of appeal within twenty (20) calendar days after the service of a notice of an order, decision, or determination of the Building Official.
 - i. The service of a notice of an order, decision or determination of the Building Official shall be the date the Building Official transmits the order, decision or determination regardless of the form of such transmission (i.e. first class mail, e-mail, etc.)
- B. The notice of appeal shall be filed on form(s) provided by the Building Official and shall include all of the information identified in such form(s) and the additional information set forth below.

- i. If the appeal involves a claim that the Building Official incorrectly interpreted or applied requirements of the IBC or other applicable laws, codes, ordinances, policies or regulations, the appeal form(s) shall be accompanied by: a statement describing the decision of the Building Official that is the subject of the appeal; citations to the applicable laws, ordinances, codes, policies or regulations the appellant alleges have been improperly interpreted or applied, or violated and appellant's interpretation of such laws, ordinances, codes, policies or regulations; documentation and evidence supporting appellant's interpretation and/or position that the Building Official's decision improperly interpreted or applied applicable laws, ordinances, codes, policies or regulations; and any other documentation the appellant would like the Board to consider.
 - ii. If the appeal involves a claim that a proposed form of construction is equivalent to the requirements of the IBC or other applicable laws, codes, ordinances, policies or regulations, the appeal form(s) shall be accompanied by: a statement describing the decision of the Building Official that is the subject of the appeal; an explanation of the applicable requirements and a description of the proposed alternative form of construction that appellant alleges is equivalent to the applicable requirements; documentation and evidence supporting appellant's position that the proposed alternative form of construction is equivalent to the applicable requirements; and any other documentation the appellant would like the Board to consider.
- C. The notice of appeal shall be signed by the aggrieved person and all applicable fees shall be paid when the notice of appeal is submitted.
- D. The appeal shall be heard by the Board of Appeals established pursuant to Section 112 of the IBC and shall be limited to grounds set forth in Section 112.2 of the IBC.
- E. The party filing the appeal bears the burden of proof.
 - i. The party challenging the Building Official's interpretation of applicable laws, codes, ordinances, policies or regulations bears the burden of proving that the Building Official's interpretation is clearly contrary to legislative intent and that it is without rational basis.
- F. The party challenging factual determinations by the Building Official bears the burden of proving that no reasonable person could have made such factual determination.
- G. The concurring vote of a majority of the members of the Board of Appeals shall be necessary to reverse or modify any decision of the Building Official.

APPLICATION PROCESS GUIDELINES

SECTION 4.1 ESCORT AND ESCORT BUREAU

1. Escort and Escort Bureau.
 - a. The administrative process for the review of Escorts and Escort Bureau Licenses (“License”) is set forth in this Escort and Escort Bureau Application Process Guideline (“Guideline”). In accordance with Article 8-4 of the City of Goodyear Code of Ordinances (“City Code”), the City of Goodyear City Clerk or designee is responsible for approving Escort and Escort Bureau Licenses in compliance with City Code and this Guideline.
2. Review Time Frame(s).
 - a. The review time frames for a License are as follows:
 - i. Administrative Completeness Review time frame is a maximum of 60 calendar days.
 - ii. Substantive Review time frame is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the City Clerk as provided below.
 - iii. Overall Review time frame is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the City Clerk as provided below.
 - iv. By mutual agreement between the applicant and the City Clerk, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the overall review time frame may not exceed twenty-five percent (25%) of the overall review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the City Clerk shall consider the next business day to be the last day of the time frame.
3. Application Process Explanation.
 - a. The application form for a License and an explanation of the process will be provided by the City Clerk. The process explanation provided shall contain, at a minimum, the following information:
 - i. A list of steps the applicant is required to take in order to obtain a License;
 - ii. A list of the application requirements, including identifying the required supporting documentation, number of copies, format and fee(s);
 - iii. Applicable licensing timeframes;
 - iv. Name and telephone number for a City contact person who can answer questions and provide assistance with the application process;
 - v. Website address and other information, if applicable, to provide for electronic communication with the City; and,

- vi. Notice of the applicant's right to receive clarification from the City Clerk regarding its interpretation or application of the City Code requirements for a License as provided in A.R.S. § 9-839.
4. Escort and Escort Bureau Application Submittal.
- a. The applicant must submit a completed application for a License to the City Clerk, with all required supporting documentation and all required fees (collectively referred to as "application submission") specified on the application form.
5. Application Form Requirements.
- a. The applicant is required to provide all of the information requested on the application form.
 - b. Applicant's full legal name(s), including any and all aliases;
 - c. Complete business addresses and telephone number(s) of the business/firm/company the applicant represents, and all names under which the business/firm/company conducts business;
 - d. Applicant's residential and telephone numbers;
 - e. Applicant's business addresses and telephone numbers;
 - f. An email address for the applicant to which notices referenced in this guideline may be sent;
 - g. A photocopy of applicant's official photo identification. "Official photo identification" means a valid driver's license or identification card issued by any state in the U.S., U.S. military identification or valid passport;
 - h. Applicant's height, weight, eye color, sex, race and date of birth;
 - i. Applicant's social security number;
 - j. Two current 2 inch by 2 inch photographs of the applicant;
 - k. The business, occupation or employment history for the three year period immediately preceding the date of the filing of the application;
 - l. Information as to whether such individual or business has ever been refused any similar license or permit or has had any similar license or permit issued to such individual or business in the city or elsewhere revoked or suspended and the reason or reasons therefore;
 - m. Identify all or applicant's prior criminal conviction(s) and the conviction date(s);
 - n. If applicant is a corporation, the name of the corporation shall be set forth exactly as it is shown in its articles of incorporation, together with the state and date of incorporation, the names, residence addresses and dates of birth of each of its current officers and directors and each stockholder holding more than 5% of the stock in the corporation. Corporation shall designate an officer to act as its responsible managing officer. The designated officer shall complete and sign all application forms required of an individual applicant under this article, but only one application fee shall be charged;
 - o. If applicant is a partnership, the applicant shall set forth the names, residence addresses and dates of birth of each of the partners, including limited partners and profit interest holders. Partnership shall designate one of its partners to act as its responsible managing officer. The designated partner shall complete and sign all

application forms required of an individual applicant under this article, but only one application fee shall be charged;

- p. If applicant is a limited partnership, the applicant shall furnish one copy of the certificate of limited partnership. Limited partnership shall designate one of its partners to act as its responsible managing officer. The designated partner shall complete and sign all application forms required of an individual applicant under this article, but only one application fee shall be charged;
 - q. A description of any service to be provided, together with a declaration that the services to be provided shall not involve those of a sexually oriented escort or sexually oriented escort bureau;
 - r. The names and residential addresses of all persons employed as escorts;
 - s. Federal tax identification number;
 - t. Copy of state business license;
 - u. A copy of the Goodyear Business Registration issued to the applicant; and,
 - v. Any of other information that may be required by the City Clerk.
6. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of an application, the 60 calendar day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the City Clerk.
7. First Administrative Completeness Review.
- a. Following the completion of its first Administrative Review of the application, and prior to the expiration of the 60 calendar days Administrative Completeness Review time frame, the City Clerk will provide the applicant with notice that the application is:
 - i. Administratively Complete, the application has been accepted and is pending Substantive Review; or,
 - ii. Administrative Completeness Review and Substantive Review completed, the application is approved. If approved, notice will be provided to the applicant indicating the approval date and any conditions of approval.
 - iii. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application.
 - b. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date identified on the notice of Application Deficiencies until the Department receives the missing information from the applicant.
8. Subsequent Administrative Completeness Review.
- a. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the City Clerk will provide the applicant with notice that the application is:
 - i. Administratively Complete, the application has been accepted and is pending substantive review; or,
 - ii. Rejected for Application Deficiencies, which shall include a comprehensive list of the specific deficiencies; or,

- iii. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are provided at the discretion of the City Clerk. If in the 60 calendar day Administrative Completeness time frame there remains sufficient time for the City Clerk to review the missing information when it is submitted, the City Clerk may, but is not required to, provide a subsequent notice of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frame are suspended from the date identified in the notice of Application Deficiencies until the City Clerk receives the missing information from the applicant.
- b. If the City Clerk does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
- c. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the City Clerk with the additional information identified in the notice within 60 days from the date of the notice, the application will be considered withdrawn and the applicant will be notified in writing. Any submittal by an applicant after the time frame will be considered a new application and the payment of a new application fee will be required.

9. Substantive Review.

- a. Upon notification of Administrative Completeness, the Substantive Review time frame, which is 90 calendar days unless extended by the mutual written agreement of the applicant and the City Clerk, shall begin to run and the application will be reviewed by the City Clerk for conformance with all applicable requirements.

10. First Substantive Review.

- a. Following the completion of its first Substantive Review of the application, the City Clerk will provide the applicant with notice that the application is:
 - i. Approved; if approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or,
 - ii. Denied; if denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed; or,
 - iii. Additional information and/or revisions are needed before the application can be approved or approved with condition(s), including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the City Clerk. If in the Substantive Review time frame there remains sufficient time for the City Clerk to review the missing information when it is submitted, the City Clerk may, but is not required to, provide a notice of the need for additional information and/or revisions.

- iv. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the City Clerk receives the revisions and/or missing information from the applicant.

11. Subsequent Substantive Reviews.

- a. Following its receipt and review of the revisions and/or additional information requested by the City Clerk following its first substantive review, and prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the City Clerk shall provide the application with notice that the application is:
 - i. Approved; if approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or,
 - ii. Denied; if denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed; or,
 - iii. Additional information and/or revisions are needed before the application can be approved or approved with condition(s), including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the City Clerk. If in the Substantive Review time frame there remains sufficient time for the City Clerk to review the missing information when it is submitted, the City Clerk may, but is not required to, provide a notice of the need for additional information and/or revisions.
- b. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 90 calendar days from the date of the notice, the application will be considered withdrawn and the applicant will be notified in writing. Any submittal by an applicant after the time frame will be considered a new application and the payment of a new application fee will be required.
- c. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revisions and/or missing information from the applicant
- d. Following its receipt and review of the revisions and/or additional information requested by the City Clerk following its prior substantive reviews, the City Clerk shall provide the applicant with written or electronic notice as provided in 11 (a)(i) through (iii) above.

12. Notice.

- a. Any notice referenced in this Guideline will be in writing and sent by the City Clerk or designee to the applicant in an electronic or paper copy version to the email or local business address provided by the applicant on their application in the discretion of the City Clerk. Any notice sent by mail will be sent first class, postage prepaid. It is the responsibility of the applicant to keep their contact information on file with the City current.

13. Appeal Procedure.

- a. The applicant will receive notice when the application has been approved or denied. If the application is denied, the notice shall provide the basis for the denial and the appeal process as provided in Article 8-4 in the Goodyear City Code.

APPLICATION PROCESS GUIDELINES

SECTION 5.1 CIVIL CONSTRUCTION PLAN REVIEW

1. Civil Construction Plan Review.
 - a. Please see Chapter 2 of the Engineering Standards.

APPLICATION PROCESS GUIDELINES

SECTION 5.2 CIVIL CONSTRUCTION PERMITS

1. Civil Construction Permits.
 - a. Please see Chapter 2 of the Engineering Standards.

APPLICATION PROCESS GUIDELINES

SECTION 5.3 CIVIL CONSTRUCTION AS-BUILT PLAN REVIEW

1. Civil Construction As-Built Plan Review.
 - a. Please see Chapter 2 of the Engineering Standards.

APPLICATION PROCESS GUIDELINES

SECTION 5.4 TRAFFIC CONTROL PERMIT

1. Traffic Control Permit.
 - a. Please see Chapter 2 of the Engineering Standards.

APPLICATION PROCESS GUIDELINES

SECTION 6.1 TEMPORARY SUSPENSION OF SANITATION SERVICES

1. Temporary Suspension of Sanitation Services.
 - a. The process for the review of requests for the temporary suspension of sanitation services is set forth in this Temporary Suspension of Sanitation Services Application Process Guideline (“Guideline”). In accordance with subsection § 10-1-9 of the City of Goodyear Code of Ordinances (“City Code”), the City of Goodyear Environmental Services Manager or designee is responsible for approving requests for the temporary suspension of sanitation services in compliance with City Code and this Guideline.
2. Review Time Frame(s).
 - a. The review time frames for the review and approval process for temporary suspension of sanitation services are as follows:
 - i. Administrative Completeness Review time frame is a maximum of 15 calendar days.
 - ii. Substantive Review time frame is a maximum of 15 calendar days, unless extended by the mutual written agreement of the applicant/customer and the Environmental Services Manager as provided below.
 - iii. Overall Review time frame is a maximum of 30 calendar days, unless extended by the mutual written agreement of the applicant/customer and the Environmental Services Manager as provided below.
 - iv. By mutual agreement between the applicant/customer and the Environmental Services Manager, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the overall review time frame may not exceed twenty-five percent (25%) of the overall review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Environmental Services Manager shall consider the next business day to be the last day of the time frame.
3. Application Process Explanation.
 - a. The application form for a request for the temporary suspension of sanitation services and an explanation of the process will be provided by the Environmental Services Manager. The process explanation provided shall contain, at a minimum, the following information:
 - i. A list of steps the applicant/customer is required to take in order to have the request for temporary suspension of sanitation services approved (“Approval”);
 - ii. A list of the application requirements, including identifying the required supporting documentation, number of copies, format and fee(s);

- iii. Applicable Approval timeframes;
 - iv. Name and telephone number for a City contact person who can answer questions and provide assistance with the application process;
 - v. Website address and other information, if applicable, to provide for electronic communication with the City; and,
 - vi. Notice of the applicant/customer's right to receive clarification from the Environmental Services Manager regarding its interpretation or application of the City Code requirements for the Approval as provided in A.R.S. § 9-839.
4. Application and Submittal.
- a. The applicant/customer must submit a completed application for a request for the temporary suspension of sanitation services to the Environmental Services Manager, with all required supporting documentation (collectively referred to as "application submission") specified on the application form.
 - b. For purposes of applying for temporary suspension, the applicant may be the spouse or an immediate family member of the customer.
5. Application Form and Requirements.
- a. The applicant/customer is required to provide all of the following information on the application form.
 - i. Customer's full legal name(s);
 - ii. Applicant's full legal name, if applying for the customer;
 - iii. Street address of the property for which the suspension is requested;
 - iv. Customer's billing address, if different than the street address;
 - v. Sanitation Account number;
 - vi. Applicant/customer's telephone numbers;
 - vii. Email address for the applicant/customer to which notices referenced in this guideline may be sent;
 - viii. Relationship to customer, if the applicant is applying on behalf of the customer;
 - ix. A description of the hardship which is the basis for the request, along with supporting documents;
 - x. The specific period of time in which the temporary suspension is requested;
 - xi. Any of other information that may be required by the Environmental Services Manager; and
 - xii. The application must be signed by both the customer and applicant. If the customer is unable to sign, the applicant shall sign and provide an explanation for the lack of signature.
 - b. If the temporary suspension of sanitation services is approved by the Environmental Services Manager, the applicant/customer shall be required to return all refuse and recycling containers to the City prior to the activation of the temporary suspension. The applicant/customer is responsible for arranging for

the pick-up of the containers by contacting the City of Goodyear Finance department to schedule a date and time the containers will be placed curbside. Failure to return the containers prior to the suspension start date will result in the automatic revocation of the approval for temporary suspension.

- c. The residence for which temporary suspension has been granted shall remain vacant during the approved temporary suspension period. Violation of this requirement may result in the following:
 - i. Immediate revocation of the temporary suspension,
 - ii. Immediate reactivation of sanitation services, and,
 - iii. All sanitation fees that were suspended for the approved suspension period will be due.
6. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of an application, the 15 calendar day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the Environmental Services Manager.
7. First Administrative Completeness Review.
- a. Following the completion of its first Administrative Review of the application, and prior to the expiration of the 15 calendar days Administrative Completeness Review time frame, the Environmental Services Manager will provide the applicant with notice that the application is:
 - i. Administratively Complete, the application has been accepted and is pending Substantive Review; or,
 - ii. Administrative Completeness Review and Substantive Review completed, the application is approved. If approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or,
 - iii. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application.
 - b. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date identified in the notice of Application Deficiencies until the Department receives the missing information from the applicant.
8. Subsequent Administrative Completeness Review.
- a. Following its receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the Environmental Services Manager will provide the applicant with notice that the application is:
 - i. Administratively Complete, the application has been accepted and is pending substantive review; or,
 - ii. Rejected for Application Deficiencies, which shall include a comprehensive list of the specific deficiencies; or,
 - iii. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are provided at the discretion of the Environmental Services

Manager. If in the 15 calendar day Administrative Completeness time frame there remains sufficient time for the Environmental Services Manager to review the missing information when it is submitted, the Environmental Services Manager, but is not required to, provide a subsequent notice of Application Deficiencies.

- b. The Administrative Completeness Review time frame and the Overall Review Time Frame are suspended from the date identified in the notice of Application Deficiencies until the Environmental Services Manager receives the missing information from the applicant.
 - c. If the Environmental Services Manager does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 - d. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the Environmental Services Manager with the additional information identified in the notice within 15 days from the date of the notice, the application will be considered withdrawn and the applicant will be notified in writing. Any submittal by an applicant after the time frame will be considered a new application and the payment of a new application fee will be required.
9. Substantive Review.
- a. Upon notification of Administrative Completeness, the Substantive Review time frame, which is 15 calendar days unless extended by the mutual written agreement of the applicant and the Environmental Services Manager, shall begin to run and the application will be reviewed by the Environmental Services Manager for conformance with all applicable requirements.
10. Substantive Review.
- a. Following the completion of the Substantive Review of the application, the Environmental Services Manager will provide the applicant with notice that the application is:
 - i. Approved; if approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or,
 - ii. Denied; if denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed.
11. Notice.
- a. Any notice referenced in this Guideline will be in writing and sent by the Environmental Services Manager to the applicant in an electronic or paper copy version to the email or local business address provided by the applicant on their application in the discretion of the Environmental Services Manager. Any notice sent by mail will be sent first class, postage prepaid. It is the responsibility of the applicant to keep their contact information on file with the City current.

12. Appeal Procedure.

- a. The applicant will receive notice when the application has been approved or denied. If the application is denied, the notice shall provide the basis for the denial and the appeal process as provided in subsection § 10-1-9 in the Goodyear City Code.

APPLICATION PROCESS GUIDELINES

SECTION 6.2 WASTEWATER DISCHARGE PERMIT

1. The administrative process for the review of Wastewater Discharge Permit Applications is set forth in this Wastewater Discharge Permit Application Process Guideline (“Guideline”). In accordance with Chapter 12A, Sewer Pretreatment of the City of Goodyear Code of Ordinances (“City Code”), the City of Goodyear Environmental Compliance Supervisor or designee (“ECS”) through the City of Goodyear Environmental Quality Division (“Division”) is responsible for approving and issuing the Wastewater Discharge Permit (“Permit”) in compliance with state, federal and local law and this Guideline.
2. Before discharging to the city’s sewer system all Users shall apply for a Permit from the City of Goodyear.
3. Review Time Frames
 - a. The review time frames for a Permit are as follows:
 - i. Administrative Completeness Review time frame is a maximum of 30 calendar days.
 - ii. Substantive Review time frame is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the ECS as provided below.
 - iii. Overall Review time frame is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the ECS as provided below.
 - iv. By mutual agreement between the applicant and the ECS, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the overall review time frame may not exceed twenty-five percent (25%) of the overall review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the ECS shall consider the next business day to be the last day of the time frame.
4. Application Process Explanation

The application form for a Permit shall be on a form provided by the Division, which shall include, at a minimum, the following information:

 - a. A list of steps the applicant is required to take in order to obtain a Permit;
 - b. A list of the application requirements, including identifying the required supporting documentation, number of copies, format and fee(s);
 - c. Applicable permitting time frames;
 - d. Name and telephone number for a Division contact person who can answer questions and provide assistance with the application process;
 - e. Website address and other information, if applicable, to provide for electronic communication with the Division; and

- f. Notice of the applicant's right to receive clarification from the ECS regarding its interpretation or application of the City Code requirements for a Permit as provided in A.R.S. § 9-839.
5. Application form requirements.
- a. The applicant is required to provide all of the following information on the application form.
 1. Business name(s) and all trade names
 2. Business address
 3. Mailing address
 4. Full name of the business owner ("Owner")
 5. Owner's business mailing address
 6. Facility Name
 7. Facility Address
 8. Facility owner/manager Contact and title;
 9. Contact telephone number
 10. Email address for the Contact to which notices referenced in this guideline may be sent
 11. Name and title of signing official
 12. Property Information
 - a. Property address
 - b. Property owner
 - c. Mailing address
 - d. Property Owner telephone number
 13. Product or services information
 - a. List all raw materials used
 - b. Description of processed activity and production rates
 - c. Standard Industrial Classification Codes (SIC) for all activity
 14. Plant Operational Characteristics
 - a. Shift information
 - b. All current processes which generate wastewater
 - c. Identify all anticipated process changes and expansions which will alter the volumes or characteristics of the wastewater, in the next five (5) years
 - d. Identify any and all water conservation recycling and material recovering in use or planned
 - e. Identify if a pollution prevention plan has been implemented
 15. Water Usage
 - a. Is water used in manufacturing
 - b. Source of water
 - c. Water account numbers
 - d. Describe treatment processes for which the water is being used
 - e. Sources and modes of entry of any liquids used in the process that are discharged in the sewer and the average daily volume of the discharge
 - f. Water consumption in plant processes
 16. Wastewater Discharge

- a. Average volume of water discharged
 - b. Average volume of water lost/not discharged
 - c. Identify the flows from manufacturing processes in GPD
 - d. Schematic of all wastewater processes and locations must be provided
17. Wastewater Treatment
- a. Description of waste streams and types of pretreatment
 - b. Identify all treatment devices that are utilized
 - c. Schematic of all flow path and flow capacity must be provided for all pretreatment systems and equipment
 - d. Provide Slug Control plan
 - e. Provide Toxic Organic Management plan
18. Discharge Characteristics
- a. Provide list of all toxic pollutants that are used, stored or discharged from the facility
 - b. Identify any and all waste liquids or sludge generated and not disposed of in the sewer system
 - c. Identify the outside firm that removes any of the waste liquids and sludge
 - d. Identify if any of the waste liquids or sludge require RCRA permit(s)
19. Environmental Control Permits
- a. List all environmental control permits held by your facility
20. Local and Federal Categorical Limits
- a. (For permit renewals) Identify if the facility is in 99% compliance with federal categorical pretreatment and local discharge standards
 - b. Provide plan for how to meet and/or maintain compliance
21. A statement signed by the business owner or operator certifying that the User understands the requirements of the application of Chapter 12 and 12A of the Goodyear City Code and that the business owner has a system in place to ensure compliance with the requirements of federal, state and local law.
22. Certification that all information provided by the application is true and correct under penalty of perjury.
23. Certification that the authorized representative signing the application has authority to sign on behalf of the User.
24. All reports required by permits and other information requested by the ECS
25. Any and all other information deemed appropriate or necessary by the ECS to assist in the determination of the issuance of a permit.
26. Information as to whether the applicant or business/firm/company has ever been refused any similar license or permit or has had any similar license or permit issued to applicant or business/firm/company in the city or elsewhere revoked or suspended and the reason or reasons therefore;
27. A copy of the Goodyear Business Registration issued to the applicant's business or place of employment for which the applicant is seeking a Permit.

6. Application Submittal and Administrative Completeness Review
Upon receipt of an application, the 30 calendar day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the ECS.

7. First Administrative Completeness Review:
Following the completion of its first Administrative Review of the application, and prior to the expiration of the 30 calendar days Administrative Completeness Review time frame, the ECS will provide the applicant with notice of:
 - a. Administrative Completeness, the application has been accepted and is pending Substantive Review; or,
 - b. Administrative Completeness Review and Substantive Review completed, the application is approved. If approved, notice will be provided to the applicant indicating the approval date and any conditions of approval.
 - c. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date identified on the notice of Application Deficiencies until the Division receives the missing information from the applicant.

8. Subsequent Administrative Completeness Review
Following the receipt and review of the missing information, and prior to the expiration of the Administrative Completeness Review time frame, the ECS will provide the applicant with notice of:
 - a. Administrative Completeness and that the application has been accepted; or,
 - b. Administrative Completeness Review and Substantive Review completed, the application is approved. If approved, notice will be provided to the applicant indicating the approval date and any conditions of approval.
 - c. Rejection for Application Deficiencies, which shall include a comprehensive list of the specific deficiencies; or,
 - d. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are provided at the discretion of the ECS. If in the 30 calendar day Administrative Completeness time frame there remains sufficient time for the ECS to review the missing information when it is submitted, the ECS may, but is not required to, provide a subsequent notice of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frame are suspended from the date identified in the notice of Application Deficiencies until the ECS receives the missing information from the applicant.
 - e. If the ECS does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 - f. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the ECS with the additional information identified in the

notice within 30 days from the date of the notice, the application will be considered withdrawn and the applicant will be notified in writing. Any submittal by an applicant after the time frame will be considered a new application and the payment of a new application fee will be required.

9. Substantive Review

Upon notification of Administrative Completeness, the Substantive Review time frame, which is 60 calendar days unless extended by the mutual written agreement of the applicant and the ECS, shall begin to run and the application will be reviewed by the ECS for conformance with all applicable requirements.

10. First Substantive Review

Following the completion of its first Substantive Review of the application, the ECS will provide the applicant with notice that:

- a. The application is approved. If approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or
- b. The application is denied. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed; or
- c. Additional information and/or revisions are needed before the application can be approved or approved with condition(s), including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the ECS. If in the Substantive Review time frame there remains sufficient time for the ECS to review the missing information when it is submitted, the ECS may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the ECS receives the revisions and/or missing information from the applicant.

11. Subsequent Substantive Reviews

- a. Following its receipt and review of the revisions and/or additional information requested by the ECS following its first substantive review, and prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the ECS shall provide the application with notice that:
 - i. The application is approved. If approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or
 - ii. The application is being denied. If denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed; or
 - iii. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 60 calendar days from the date of the notice, the application will be considered withdrawn and the applicant will be notified in writing. Any

submittal by an applicant after the time frame will be considered a new application and the payment of a new application fee will be required.

12. Notice

Any notice referenced in this Guideline will be in writing and sent by the ECS or designee to the applicant in an electronic or paper copy version to the email or local business address provided by the applicant on their application in the discretion of the ECS. Any notice sent by mail will be sent first class, postage prepaid. It is the responsibility of the applicant to keep their contact information on file with the City current.

13. Appeal Procedure

The applicant will receive notice when the application has been approved or denied. If the application is denied, the notice shall provide the basis for denial and the appeal process as provided in Sections 12A-4-5 in the Goodyear City Code.

(Added by adoption of Res. 14-1606 by Goodyear City Council on 3-3-14)

APPLICATION PROCESS GUIDELINES

SECTION 7.1 OPERATIONAL PERMIT

1. Operational Permits.

a. Operational Permits are required for certain types of activities. These activities are set forth in the International Fire Code (“IFC”) as adopted and modified by the City Council of the City of Goodyear. The following is a general summary of the types of activities that require operational permits:

- i. Operation of a special amusement building (105.6.2);
- ii. Aircraft servicing or repair and aircraft fuel-servicing vehicles in High-Hazard (Group H) occupancies and in any Storage (Group S) Occupancies (105.6.3);
- iii. Operation of a carnival or fair (105.6.4);
- iv. Storage, use, or handling at normal temperature and pressure (NTP) of compressed gasses in excess of amounts listed in Table 105.6.8 of the International Fire Code (105.6.8);
- v. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in a covered mall (105.6.9);
- vi. The display of liquid or gas fired equipment in a covered mall (105.6.9);
- vii. The use of open-flame or flame producing equipment in a covered mall (105.6.9);
- viii. To produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10 of the International Fire Code (105.6.10);
- ix. Cutting operations and welding operations (105.6.11);
- x. Dry cleaning operations (105.6.12);
- xi. Modifications of existing dry cleaning operations if the modification involves the use of a more hazardous cleaning solvent than is used in the existing operations (105.6.12);
- xii. Operation of exhibits and trade shows (105.6.13);
- xiii. Manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks, or pyrotechnic special effects (105.6.14);
- xiv. Use and/or operation of a pipeline for the transportation within facilities of flammable or combustible liquids (105.6.16);
- xv. Storage, handling, or use of Class I liquids in excess of:
 1. 5 gallons (19L) in a building;
 2. 10 gallons (37.9 L) outside of a building (105.5.16);
- xvi. Storage, handling, or use of Class II or Class IIIA in excess of:
 1. liquids in excess of 25 gallons (95 L) in a building;
 2. 60 gallons (227 L) outside a building (105.5.16);
- xvii. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved,

- stationary on-site pumps normally used for dispensing purposes (105.5.16);
- xviii. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used (105.5.16);
 - xix. To place temporarily out of service (for more than 90 days) an underground flammable or combustible liquid tank, a protected above-ground flammable or combustible liquid tank, or an above-ground flammable or combustible liquid tank (105.5.16);
 - xx. To change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tanks was designed and constructed (105.5.16);
 - xxi. To manufacture, process, blend or refine flammable or combustible liquids
 - xxii. To dispense liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing facilities (105.5.16);
 - xxiii. To use a site to dispense liquid fuels from tank vehicles into fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing facilities (105.5.16);
 - xxiv. To operate a fruit or crop ripening facility or to conduct a fruit-ripening process using ethylene gas (105.5.16);
 - xxv. To engage in fumigation or thermal insecticidal fogging (105.6.19);
 - xxvi. To maintain a room, vault or chamber in which a toxic or flammable fumigant is used (105.6.19);
 - xxvii. To store, transport onsite, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20 (105.6.20);
 - xxviii. To store, handle or use hazardous production materials (105.6.21);
 - xxix. To use a building, or any portion of a building, as a high-piled storage area exceeding 500 square feet (46 m²) (105.6.22);
 - xxx. Storage and use of LP-gas (105.6.27);
 - xxxi. Operation of cargo tankers that transport LP-gas (105.6.27);
 - xxxii. Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground (105.6.30);
 - xxxiii. Use and handling of pyrotechnic special effect material;
 - xxxiv. Air-supported temporary membrane structures or a tent having an area in excess of 400 square feet (37m²) or a canopy in excess of 700 square feet (65m²) (105.6.43 as modified in code);
 - xxxv. Outdoor public or private assembly event with projected attendance of 100 or more persons and outdoor public or private assembly events if 50 or more persons will be confined by permanent or temporary barricades or fencing (105.6.47);
- b. The foregoing is merely a general summary of the types of activities for which an operation permit is required. Exceptions apply to certain of the categories. If there is a question as to the need for an operational permit, refer to the IFC and/or contact the Fire Chief at 623-932-2300.

- c. Operational Permits allow an applicant to conduct an operation for which a permit is required for either a prescribed period of time or until the permit is revoked or renewed. Because Operational Permits are permitting specific operations, such permits are not effective until a Certificate of Occupancy, has been issued for the property.
 - d. If an Operational Permit is required for activities for which a Special Event or a Temporary Use Permit is required, the Operational Permit shall be processed in conjunction with the application for a Special Event or Temporary Use Permit and the procedures for the approvals of applications for such permits shall apply.
2. Review Time Frame(s).
 - a. The review time frame for an Operational Permit application is as follows:
 - i. Administrative Completeness Review is a maximum of 30 calendar days;
 - ii. Substantive Review is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Fire Chief or designee (“Fire Chief”) as provided below; and,
 - iii. Overall Review is a maximum of 120 calendar days, unless extended by the mutual written agreement of the applicant and the Fire Chief as provided below.
 - iv. By mutual written agreement between the applicant and the Fire Chief, the Substantive Review time frame and the Overall Review time frame may be to allow for additional reviews. An extension of the Substantive Review time frame and the Overall Review time frame may not exceed twenty-five percent (25%) of the Overall Review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the next business day shall be the last day of the time frame.
 3. Operational Permit Application Submittal.
 - a. The applicant must submit a completed application form to the Fire Department administrative offices (“Fire Department”) and all of the following supporting documents and plans in the format requested and the applicable filing fees.
 - b. Application form that includes the following information (also listed on the application form).
 - i. Name, address, telephone number, and e-mail address of the property owner(s)
 - ii. Name, address, telephone and e-mail address of the applicant if other than the property/business owner
 - iii. Name, address, telephone and e-mail address of a person to be contacted regarding the application
 - iv. The address and a general description of the location of the property
 - v. A narrative providing a thorough description of the proposed improvements and/or use for which the operational permit is required
 - vi. Unless the operations and/or improvements for which the operational permit is being requested are entirely within a building, two copies of the

- site plan for the property approved by Council, including any conditions of approval.
- vii. pursuant to which the A description of the zoning A narrative
 - c. Application must be executed by the owner(s) of the subject property or, an authorization letter executed by the owner(s) of the subject property stating that the applicant is authorized to represent the property owner in this application (if application not signed by the property owner(s).
 - d. Copy of the Certificate of Occupancy for the subject property if all improvements have been completed; or if the improvements have not yet been completed a detailed description of that status of the improvements, including a description of all outstanding permits and estimates of when the permitted work will be completed.
 - e. Any other information that may be required by the Fire Chief to confirm compliance with applicable requirements.
4. Application Submittal and Administrative Completeness Review.
- a. Upon receipt of the operation permit application, the thirty (30) day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the Fire Chief.
 - b. First Administrative Review:
 - i. Following the completion of its first administrative review of the application, and prior to the expiration of the thirty (30) day Administrative Completeness Review time frame, the Fire Chief will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notice of Application Deficiencies until the Fire Chief receives the missing information from the applicant.
 - c. Subsequent Administrative Reviews.
 - i. Following its receipt and review of the missing information , and prior to the expiration of the Administrative Completeness Review time frame, the Fire Chief will provide the applicant with written or electronic notice of:
 1. Administrative Completeness and that the application has been accepted; or,
 2. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application; or,
 3. Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. Subsequent notices of Application Deficiencies are at the discretion of the Fire Chief. If the amount of the thirty (30) day Administrative Completeness time frame that remains is sufficient for the Fire Chief to review the missing information when it is submitted, the Fire Chief may,

- but is not required to, provide a subsequent notices of Application Deficiencies. The Administrative Completeness Review time frame and the Overall Review Time Frames are suspended from the date of the written or electronic notices of Application Deficiencies until the Fire Chief receives the missing information from the applicant.
- d. Prior to the expiration of the Administrative Completeness Review time frame, the Fire Chief will provide the applicant with written or electronic notice of:
 - i. Administrative Completeness and that the application has been accepted; or;
 - ii. Rejection for Application Deficiencies, which shall include a comprehensive list of specific deficiencies in the application. If the application is rejected, the application will only be considered upon submission of a new application together with a new application fee.
 - iii. If the Fire Chief does not respond to the submission by the end of the Administrative Completeness Review time frame, the application shall be deemed administratively complete and accepted for processing under the Substantive Review procedures and time frame.
 - e. If at any time during the Administrative Completeness Review time frame the applicant fails to supply the additional information identified in the written notice within 30 days from the date of such written notice, the application will be considered withdrawn and the applicant will be notified of such in writing and that the preliminary plat will only be considered upon submission of a new application together with a new application fee.
5. Substantive Review by the Fire Chief.
- a. Upon the Notice of Administrative Completeness, the Substantive Review time frame, which is 90 days unless extended by the mutual written agreement of the applicant and the Fire Chief, shall begin to run and the application will be reviewed by the Fire Chief and an inspection conducted for conformance with all applicable requirements.
 - b. First Substantive Review.
 - i. Following the completion of its first substantive review of the application, and inspection if performed, the Director will provide the applicant with written or electronic notice that:
 1. The application is being recommended for approval; or,
 2. The application is being recommended for approval with conditions, with a list of the conditions; or,
 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the Fire Chief. If the amount of the Substantive Review time frame remaining (including any extensions) is sufficient for the Fire Chief to review

the missing information prior to the expiration of the Substantive Review time frame, the Fire Chief may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Fire Chief receives the revisions and/or missing information from the applicant

- c. Subsequent Reviews.
 - i. Following its receipt and review of the revisions and/or additional information requested by the Fire Chief following a prior substantive review and any follow-up inspection that is performed, the Fire Chief shall provide the application with written or electronic notice of:
 - 1. The application is being recommended for approval; or
 - 2. The application is being recommended for approval with conditions, with a list of the conditions; or
 - 3. The application is being recommended for rejection (i.e. denial); or additional information and/or revisions are needed before a recommendation for approval or for approval with conditions can be made, including a comprehensive list of the additional information and/or revisions required, but only if the applicant and the Fire Chief have mutually agreed in writing that the City may submit supplemental requests for additional information and/or revisions. The request for additional information and/or revisions is at the discretion of the Fire Chief. If the amount of the Substantive Review time frame remaining (including any extensions) is sufficient for the Fire Chief to review the missing information prior to the expiration of the Substantive Review time frame, the Fire Chief may, but is not required to, provide a notice of the need for additional information and/or revisions. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Fire Chief receives the revisions and/or missing information from the applicant.
6. Permit Issuance.
- a. If an Operational Permit is approved without conditions or with conditions unrelated to the effective date of the permit, the applicant has the right to engage in the permitted activities as of the date of the approval. The effective date of the permit in such cases shall be the date of approval.
 - b. If an Operational Permit is approved with conditions that must be satisfied before the Operational Permit becomes effective, the applicant cannot engage in the permitted activities until such conditions are satisfied. The effective date of the permit shall be the date all of the conditions that have to be satisfied before the Operational Permit because effective have been satisfied.

- c. After the effective date of the Operational Permit, the applicant will be provided the permit that documents the effective date, the expiration date, the permitted activities and references to any applicable conditions.
7. Appeal Procedure.
- a. Persons with standing who are aggrieved by a decision of the Fire Chief on an application for an Operational Permit, shall be entitled to appeal such decisions by filing a written notice of appeal within fifteen (15) calendar days of the date the decision. The appeal shall be filed with the Board of Appeals established pursuant to Section 108 of the IFC and shall be limited to grounds set forth in Section 108.2 of the IFC.
 - b. The notice of appeal shall be filed on form(s) provided by the Fire Department and shall include all of the information identified in such form(s) and the additional information set forth below.
 - i. If the appeal involves a claim that the Fire Chief incorrectly interpreted or applied requirements of the IFC or other applicable laws, codes, ordinances, policies or regulations, the appeal form(s) shall be accompanied by: a statement describing the decision of the Fire Chief that is the subject of the appeal; citations to the applicable laws, ordinances, codes, policies or regulations the appellant alleges have been improperly interpreted or applied, or violated and appellant's interpretation of such laws, ordinances, codes, policies or regulations; documentation and evidence supporting appellant's interpretation and/or position that the Zoning Administrator's decision improperly interpreted or applied applicable laws, ordinances, codes, policies or regulations; and any other documentation the appellant would like the Board to consider.
 - ii. If the appeal involves a claim that a proposed method of protection or safety is equivalent to the requirements of the IFC or other applicable laws, codes, ordinances, policies or regulations, the appeal form(s) shall be accompanied by: a statement describing the decision of the Fire Chief that is the subject of the appeal; an explanation of the applicable requirements and a description of the proposed alternative method of protection or safety that appellant alleges is equivalent to the applicable requirements; documentation and evidence supporting appellant's position that the proposed alternative method of protection or safety is equivalent to the applicable requirements; and any other documentation the appellant would like the Board to consider
 - c. The notice of appeal shall be signed by the aggrieved person and all applicable fees shall be paid when the notice of appeal is submitted.
 - d. The party filing the appeal bears the burden of proof.
 - i. The party challenging the Fire Chief's interpretation of applicable laws, codes, ordinances, policies or regulations bears the burden of proving that the Fire Chief's interpretation is clearly contrary to legislative intent and that it is without rational basis.
 - e. The party challenging factual determinations by the Fire Chief bears the burden of proving that no reasonable person could have made such factual determination

- f. The concurring vote of a majority of the members of the Board of Appeals shall be necessary to reverse or modify any decision of the Fire Chief.

APPLICATION PROCESS GUIDELINES

SECTION 8.1 PEDDLER PERMIT

1. Peddler Permit.
 - a. The administrative process for the review of Peddler Permits (“Permit”) is set forth in this Peddler Permit Application Process Guideline (“Guideline”). In accordance with Article 8-1 of the City of Goodyear Code of Ordinances (“City Code”), the City of Goodyear Chief of Police or designee is responsible for approving Peddler Permits in compliance with City Code and this Guideline.
2. Review Time Frame(s).
 - a. The review time frames for a Permit are as follows:
 - i. Administrative Completeness Review time frame is a maximum of 30 calendar days.
 - ii. Substantive Review time frame is a maximum of 60 calendar days, unless extended by the mutual written agreement of the applicant and the Chief of Police as provided below.
 - iii. Overall Review time frame is a maximum of 90 calendar days, unless extended by the mutual written agreement of the applicant and the Chief of Police as provided below.
 - iv. By mutual agreement between the applicant and the Chief of Police, the Substantive Review time frame and the Overall Review time frame may be extended to allow for additional reviews. An extension of the Substantive Review time frame and the overall review time frame may not exceed twenty-five percent (25%) of the overall review time frame.
 - v. If the last day of a specified time frame falls on a Saturday, Sunday, or an official state or federal holiday that the City observes, the Chief of Police shall consider the next business day to be the last day of the time frame.
3. Application Process Explanation.
 - a. The application form for a Permit and an explanation of the process will be provided by the Chief of Police. The process explanation provided shall contain, at a minimum, the following information:
 - i. A list of steps the applicant is required to take in order to obtain a Permit;
 - ii. A list of the application requirements, including identifying the required supporting documentation, number of copies, format and fee(s);
 - iii. Applicable licensing timeframes;
 - iv. Name and telephone number for a City contact person who can answer questions and provide assistance with the application process;

- v. Website address and other information, if applicable, to provide for electronic communication with the City; and,
- vi. Notice of the applicant's right to receive clarification from the Chief of Police regarding its interpretation or application of the City Code requirements for a Permit as provided in A.R.S. § 9-839.

4. Peddler Permit Application Submittal.

- a. The applicant must submit a completed application for a Permit to the Chief of Police, with all required supporting documentation and all required fees (collectively referred to as "application submission") specified on the application form.

5. Application Form Requirements.

- a. The applicant for a peddler permit, this includes both the business entity and all of its employees/subcontractors, are required to provide all of the following information:
 - i. Applicant's full legal name, including any and all aliases;
 - ii. The complete business address and telephone number of the business/firm/company the applicant represents, and all names under which the business/firm/company conducts business;
 - iii. Applicant's permanent residential and business addresses and telephone numbers;
 - iv. Applicant's local residential and business addresses and telephone numbers;
 - v. An email address for the applicant to which notices referenced in this guideline may be sent;
 - vi. Applicant's height, weight, eye color, age, sex, date of birth, and race;
 - vii. If a vehicle is to be used to conduct peddler activities for any purpose, a complete description of the vehicle including the license plate number and vehicle identification number (VIN);
 - viii. A photocopy of applicant's official photo identification; "Official photo identification" means a valid driver's license or identification card issued by any state in the U.S., U.S. military identification or valid passport;
 - ix. A detailed description of the proposed activity including identification of the type of business, with a specific description of the goods and/or services for which a Peddler Permit is required;
 - x. The sales and distribution method of the item for which the Peddler Permit is required;
 - xi. Federal tax identification number;
 - xii. Copy of state business license;
 - xiii. Information as to whether the applicant or business/firm/company has ever been refused any similar license or permit or has had any similar license or permit issued to applicant or business/firm/company in the city or elsewhere revoked or suspended and the reason or reasons therefore;

- xiv. Identify all prior criminal convictions and the conviction date;
- xv. A copy of the Goodyear Business Registration issued to the applicant's business or place of employment for which the applicant is seeking a Peddler Permit;
- xvi. Any of information that may be required by the Chief of Police;
- xvii. If applicant is a corporation, the name of the corporation shall be set forth exactly as it is shown in its articles of incorporation, together with the state and date of incorporation, the names, residence addresses and dates of birth of each of its current officers and directors and each stockholder holding more than 5% of the stock in the corporation. Corporation shall designate an officer to act as its responsible managing officer. The designated officer shall complete and sign all application forms required of an individual applicant under this article, but only one application fee shall be charged;
- xviii. If applicant is a partnership, the applicant shall set forth the names, residence addresses and dates of birth of each of the partners, including limited partners and profit interest holders. Partnership shall designate one of its partners to act as its responsible managing officer. The designated partner shall complete and sign all application forms required of an individual applicant under this article, but only one application fee shall be charged; and
- xix. If applicant is a limited partnership, the applicant shall furnish one copy of the certificate of limited partnership. Limited partnership shall designate one of its partners to act as its responsible managing officer. The designated partner shall complete and sign all application forms required of an individual applicant under this article, but only one application fee shall be charged.

6. Application Submittal and Administrative Completeness Review.

- a. Upon receipt of an application, the 30 calendar day Administrative Completeness Review time frame shall begin to run and the application will be reviewed for completeness by the Chief of Police.

7. First Administrative Completeness Review.

- a. Following the completion of its first Administrative Review of the application, and prior to the expiration of the 30 calendar days Administrative Completeness Review time frame, the Chief of Police will provide the applicant with notice that the application is:
 - i. Administratively Complete, the application has been accepted and is pending Substantive Review; or,
 - ii. Administrative Completeness Review and Substantive Review completed, the application is approved. If approved, notice will be provided to the applicant indicating the approval date and any conditions of approval.
 - iii. Application Deficiencies, which shall include a comprehensive list of the specific deficiencies in the application.

- i. Approved; if approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or
 - ii. Denied; if denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed; or
 - iii. Additional information and/or revisions are needed before the application can be approved or approved with condition(s), including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the Chief of Police. If in the Substantive Review time frame there remains sufficient time for the Chief of Police to review the missing information when it is submitted, the Chief of Police may, but is not required to, provide a notice of the need for additional information and/or revisions.
- b. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Chief of Police receives the revisions and/or missing information from the applicant.

11. Subsequent Substantive Reviews.

- a. Following its receipt and review of the revisions and/or additional information requested by the Chief of Police following its first substantive review, and prior to the end of the Substantive Review and the Overall Review time frames and any agreed upon extensions thereto, the Chief of Police shall provide the application with notice that the application is:
 - i. Approved; if approved, notice will be provided to the applicant indicating the approval date and any conditions of approval; or,
 - ii. Denied; if denied, the notice of denial will include information regarding the specific reasons for such denial and information regarding the appeal procedures and any time limits within which any appeal must be filed; or,
 - iii. Additional information and/or revisions are needed before the application can be approved or approved with condition(s), including a comprehensive list of the additional information and/or revisions required. The request for additional information and/or revisions is at the discretion of the Chief of Police. If in the Substantive Review time frame there remains sufficient time for the Chief of Police to review the missing information when it is submitted, the Chief of Police may, but is not required to, provide a notice of the need for additional information and/or revisions.
- b. If at any time during the Substantive Review time frame the applicant fails to supply the additional information identified in the written notice within 60 calendar days from the date of the notice, the application will be considered withdrawn and the applicant will be notified in writing. Any submittal by an applicant after the time frame will be considered a new application and the payment of a new application fee will be required.

- c. The Substantive Review time frame and the Overall Review Time Frame are suspended from the date of the written or electronic notice that revisions and/or additional information are required until the Department receives the revisions and/or missing information from the applicant.
- d. Following its receipt and review of the revisions and/or additional information requested by the Chief of Police following its prior substantive reviews, the Chief of Police shall provide the applicant with written or electronic notice as provided in 11 (a)(i) through (iii) above.

12. Notice.

- a. Any notice referenced in this Guideline will be in writing and sent by the Chief of Police or designee to the applicant in an electronic or paper copy version to the email or local business address provided by the applicant on their application in the discretion of the Chief of Police. Any notice sent by mail will be sent first class, postage prepaid. It is the responsibility of the applicant to keep their contact information on file with the City current.

13. Appeal Procedure.

- a. The applicant will receive notice when the application has been approved or denied. If the application is denied, the notice shall provide the basis for the denial and the appeal process as provided in Article 8-1 in the Goodyear City Code.