

CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____
Fees: _____
Staff Use Only

## SITE PLAN AND DESIGN REVIEW APPLICATION

(Incomplete applications will not be accepted)

<b>PROPERTY INFORMATION</b>			
DEVELOPMENT/PROJECT NAME:		PARCEL NUMBER(S):	
ADDRESS OR DESCRIPTIVE LOCATION:		GROSS AREA (ACRE/SQ. FT.):	
CURRENT ZONING:		CURRENT GENERAL PLAN DESIGNATION:	
CURRENT USE:			
<b>PROJECT INFORMATION</b>			
PROJECT DESCRIPTION (TO INCLUDE PROPOSED USE):			
PRE-APPLICATION MEETING	PLANNER ASSIGNED:		RELATED CASE(S):
	CASE NUMBER:		
	DATE HELD:		
<b>APPLICANT INFORMATION (Single point of contact)</b>		<b>PROPERTY OWNER INFORMATION</b>	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY, ST, ZIP:		CITY, ST, ZIP:	
PHONE NUMBER:		PHONE NUMBER:	
EMAIL:		EMAIL:	
<b>APPLICATION FEES (STAFF ONLY)</b>			
BASE FEE:	Site Plan & Design Review	\$5,514	
	Site Plan & Design Review Amendment or Extension	\$3,300	
BASE FEE SUBTOTAL			\$
Review times in accordance with <a href="#">SB 1598 Policy</a>			<b>TOTAL AMOUNT DUE</b>
			\$

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I, THE UNDERSIGNED OWNER, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND CONSENT TO THIS APPLICATION.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- Completed application with both the applicant's and owner's original signatures
- Completed Property Owner Authorization form with owner's original signature
- Title Report dated within the last 90 days (if required)
- ALTA Survey, to include streets and driveways on adjacent streets, dated within the last 90 days – 24"x36" drawn to scale
- Project narrative, including discussion of site design, building architecture, landscape themes, etc.
- Site Plan – 24"x36" drawn to scale
- Landscape Plan– 24"x36" drawn to scale
- Hardscape Plan– 24"x36" drawn to scale
- Wall Plan– 24"x36" drawn to scale
- Building/Color Elevations – 24"x36" drawn to scale
- Material and Color Palette Sheet
- Lighting Plan/Photometric and Cut sheets – 24"x36" drawn to scale
- Traffic Impact Statement or Traffic Impact Analysis (if required)
- Preliminary Grading & Drainage Plan – 24"x36", drawn to scale
- Preliminary Utility Plan – 24"x36" drawn to scale
- Preliminary Drainage Report
- Preliminary Water Report, including Fire Flow Hydrant Test
- Water Conservation Report
- Preliminary Sewer Report
- Pretreatment Survey – Industrial Pretreatment Survey Form must be completed (if required)
- Preliminary Off-Site Plans (if required)
- Proof of correspondence notifying the school district of the proposed development (required for developments with a residential component)
- Each item on the checklist is to be submitted digitally online
- Other: \_\_\_\_\_

**I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All plans shall be of the same scale. These items must be present on the plans submitted for review.

### PROJECT NARRATIVE

1. Provide a general, but thorough, description of what is being proposed on the property, including, but not limited to:
  - a. Typical business operations.
  - b. Hours of operation.
  - c. How the architecture of the proposed structures is in harmony and compatible with structures in the neighboring environment and the architectural character desired for the City.
  - d. Compliance with setback requirements.
  - e. Landscape and open space area design.
  - f. On-site retention.
  - g. Parking and circulation.
  - h. Ingress and egress and cross-access easements to be provided, if applicable.
  - i. Utilities.
  - j. Signage.
  - k. Description of trash enclosure location and design.
  - l. Perimeter wall design and screening of parking areas or other elements as required by the Zoning Ordinance and City design guidelines.
  - m. Proposed development timing, including phasing, if applicable.

### SITE PLAN

1. Site Plan **must** show all existing off-site improvements within 150' of all property lines, including, but not limited to:
  - a. Streets.
  - b. Driveways.
  - c. Sidewalks.
  - d. Streetlights and utility poles.
  - e. Service Entrance Sections (SES), transformers, and other utility boxes or pedestals.
  - f. Fire hydrants and backflow prevention devices.
  - g. Bus turnouts and shelters.
  - h. Adjacent structures.
  - i. City limits, if applicable.
  - j. Rights-of-way, access and utility easements.
  - k. Landscaping.
2. Site data table including the following information:
  - a. Existing zoning of the site (if PAD, please indicate name of PAD) and case number (if applicable).
  - b. Gross and net area of the site.
  - c. Total building floor area.
  - d. Building floor area, by use (if a mix of uses is proposed).
  - e. Percent of building coverage.
  - f. Parking calculations showing total number of spaces required and provided, by use, including accessible parking and EV parking (both EV charging stations and EV capable spaces).
  - g. Landscape calculations showing total site and ROW planting required and provided.
3. Trash enclosures:

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- a. Enclosure walls are to be protected by 6" pipe filled with concrete, 4" in from the pad surface. All gates shall be hung on this pipe (not the block wall). The bottom of the gates shall clear any curbing next to it and will be provided with a latching system to hold the gates open for service.
  - b. Enclosure wall is to be 6' high, minimum clearance between enclosure wall and pipe is 3". All enclosures must be gated. All gates shall be opaque.
  - c. Designed to match primary building.
4. Pedestrian Access
- a. All pedestrian walkways that traverse driveways or drive aisles shall utilize a decorative material, such as pavers or stamped concrete. All decorative crossings must be located outside of the public right-of-way and called out on plans.
  - b. Minimum 6' walkway around all commercial buildings on site.
5. Site Plan Notes
- a. All utility lines less than 69 KV shall be undergrounded with the first phase of development.
  - b. All ground-mounted equipment shall be screened/concealed from street view.
  - c. Plants located within required AASHTO sight visibility triangles shall be pruned regularly to permit unobstructed vision. Plant materials shall be maintained to be lower than 2' (shrubs) or taller than 7' (bottom of tree canopy).
  - d. Future development pads within master planned developments shall be covered with a minimum of 2" thick decomposed granite for dust control at time of development.
  - e. All developments shall be maintained in conformance with the approved site plan and landscape plan. Any changes thereto shall require approval of the City of Avondale.
  - f. This project is subject to the current Avondale General Engineering Requirements (and MAG Supplemental Regulations), Commercial/Industrial/Multi-Family Design Manual, Zoning Ordinance, General Plan, Avondale Street Tree Master Plan, and any applicable Specific Plans.

## LANDSCAPE PLAN

1. Proposed locations for all landscape material, organic and inorganic.
2. Preliminary landscape materials schedule identifying each plant's common and botanical name, plant sizes and quantities, and the specification, size, and color of any inert materials. Plans shall be developed in accordance with the COA Street Tree Master Plan.
3. Completed planting data sheet on all landscape sheets (see attached).
4. Preliminary landscape details and construction notes, including the required City of Avondale notes:
  - a. All trees required on site shall have a minimum box size of 24 inches.
  - b. All trees shall be specified in the schedule of plant material (required as part of the Preliminary Landscape Plan and the Final Landscape Plan) by height, width and by any other relevant information which defines the exact specifications of the plant material being proposed.
  - c. All palm trees (fan palms, date palms, and queen palms) shall have a minimum twelve (12) foot trunk height measured from the base of the trunk to the base of the fronds.
  - d. The Property Owner and/or lessee shall be responsible to install/maintain all landscaping within the Right-of-way.
  - e. A 3-foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach upon this clear space when mature.
  - f. Plantings within any sight visibility easement shall be maintained so that no limbs hang lower than seven (7) feet and shrubs or other plants planted within any sight visibility easement shall be no taller than two (2) feet at full growth.
  - g. THE CITY APPROVES THESE PLANS FOR CONCEPT ONLY AND ACCEPTS NO LIABILITY FOR ERRORS OR OMISSIONS.
5. Please note: all construction shall be in accordance with the City of Avondale Supplement to MAG Specifications & Standard Details currently on file and available at the City of Avondale Engineering Department.
6. Dust control and ground cover using ¾" screened decomposed granite at a minimum 2" thick depth.

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7. Location of preliminary easements, preliminary utilities, and above grade retention/detention basins.
8. Description of irrigation system. Show location of all backflow prevention devices. Devices smaller than 3' screened with round-topped wire mesh enclosure, painted green.
9. Designate and provide detail of all street median improvements (as applicable).

### HARDSCAPE PLAN

1. Blow-up plan views of all usable open space areas and areas with decorative paving indicating the surface design and location of all amenities therein.
2. Elevations and/or details indicating color and design of all proposed site amenities, including, but not limited to benches, tables, trash receptacles, fountains, bike racks, etc.

### WALL PLAN

1. Site plan identifying the location, height, and wall type of each section of fence, as well as any existing or proposed easements that may interfere with the proposed wall/fence.
2. Elevations of all proposed perimeter, screen, or other walls on site. Call outs of all proposed finish materials and colors must be included on the elevations. Printed colors on color elevations must accurately portray the actual colors/materials to be used.

### BUILDING ELEVATIONS

1. Drawing, to scale, of all aides of a building proposed, in accordance with City architectural requirements.
2. Elevations labeled by direction (e.g., North Elevation).
3. Perspective drawings along major streets and other visible locations as required by the project planner.
4. Call-outs of all proposed finish materials and colors; on color elevations, printed colors must accurately portray actual colors/materials.
5. Roof-mounted equipment dashed/ghosted in behind parapet(s). All roof-mounted equipment is required to be fully screened by parapet walls incorporated into the building's architectural design.
6. Service Entrance Sections (SES)/ meter boxes, transformers, and other utility boxes or pedestals must be shown on the site plan and, if located on or near the building exterior, the building elevations. The SES/ meter box must be architecturally integrated with the building's design, not a standalone equipment unit within the site. Recessed SES cabinets are preferred.
7. All downspouts shall be internalized or architecturally integrated into the design of a building.

### EXTERIOR BUILDING COLOR AND MATERIALS SAMPLES

1. Samples of each material used (2" x 2" maximum size, 1"x1" minimum size). Thoroughly label each sample with all known information, including but not limited to manufacturer name, color name and number, material type, finish, size, etc.

### LIGHTING AND PHOTOMETRICS

1. Site plan indicating the location and type of all proposed exterior lighting fixtures.
2. Photometric plan indicating light levels (in foot candles) at regularly measured intervals across a property. Light levels shall not exceed 1 foot-candle at any property line.
3. Calculation of the lighting uniformity ratio for the subject site, not to exceed a 5:1 average-to-minimum ratio for parking lots.
4. Luminaire schedule including but not limited to the manufacturer information, luminaire name/type, initial lumens, shielding (if applicable), color, finish, etc.
5. Cut sheets of all proposed fixtures.

### TRAFFIC IMPACT STATEMENT OR TRAFFIC IMPACT ANALYSIS (if required)

See the [Traffic Impact Analysis Procedures Manual](#) for applicable requirements.

### PRELIMINARY GRADING AND DRAINAGE PLAN

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See [General Engineering Requirements Manual](#) for applicable requirements.

### PRELIMINARY UTILITY PLAN

See [General Engineering Requirements Manual](#) for applicable requirements.

### PRELIMINARY DRAINAGE REPORT

See [General Engineering Requirements Manual](#) for applicable requirements.

### PRELIMINARY WATER REPORT

See [General Engineering Requirements Manual](#) for applicable requirements.

### WATER CONSERVATION REPORT

Please see the [Water Conservation webpage](#) prepared by Public Works for applicable requirements.

### PRELIMINARY SEWER REPORT

Please contact Engineering for guidelines.

### PRETREATMENT SURVEY (if required)

Please see the [Pretreatment Program webpage](#) prepared by Public Works for applicable requirements.

### ZONING

Zoning District:

PLANTING REQUIREMENTS PER ZONING DISTRICT		REQUIRED		PROVIDED	
Landscape Improvements (Zoning Ordinance, Sec 28-294(b))					
Landscape Areas		sq. ft.	%	sq. ft.	%
Usable Open Space		sq. ft.	%	sq. ft.	%
REQUIRED LANDSCAPE AREAS		REQUIRED		PROVIDED	
Right of Way Landscaping					
Trees		Trees		Trees	
Shrubs		Shrubs		Shrubs	
Groundcover, Vegetative		Groundcover		Groundcover	
Total Landscape Area		sq. ft.	%	sq. ft.	%
Landscape Setback					
Trees		Trees		Trees	
Shrubs		Shrubs		Shrubs	
Groundcover, Vegetative		Groundcover		Groundcover	
Total Landscape Area		sq. ft.	%	sq. ft.	%
Land use Buffer					
Trees		Trees		Trees	
Shrubs		Shrubs		Shrubs	
Groundcover, Vegetative		Groundcover		Groundcover	
Total Landscape Area		sq. ft.	%	sq. ft.	%
Parking Lot Landscaping					
Trees		Trees		Trees	
Shrubs		Shrubs		Shrubs	
Groundcover, Vegetative		Groundcover		Groundcover	
Total Landscape Area		sq. ft.	%	sq. ft.	%
Retention Basins					
Trees		Trees		Trees	
Shrubs		Shrubs		Shrubs	
Groundcover, Vegetative		Groundcover		Groundcover	
Total Landscape Area		sq. ft.	%	sq. ft.	%
Building Frontage (identify street being fronted)					
Trees		Trees		Trees	
Shrubs		Shrubs		Shrubs	
Groundcover, Vegetative		Groundcover		Groundcover	
Total Landscape Area		sq. ft.	%	sq. ft.	%
TOTAL LANDSCAPING ELEMENTS		REQUIRED		PROVIDED	
Trees		Trees		Trees	
Shrubs		Shrubs		Shrubs	
Groundcover, Vegetative		Groundcover		Groundcover	
Groundcover, 3/4" screened decomposed granite		sq. ft.		sq. ft.	



**NOTICE:** By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.