



# **CITY OF EL MIRAGE**

## **DEVELOPMENT APPLICATION PROCESS**

- I. Technical Advisory Committee (TAC)**
  1. Submit TAC Review Application (See Page 3 for TAC Review Application Requirements)
  2. Review of TAC Review Application by Technical Advisory Committee (Two Weeks)
  3. Technical Advisory Meeting with Applicant
  4. Submit Development Application (See Page 4 for Development Application Requirements)
  5. Review of Development Application by Technical Advisory Committee (Two Weeks)
- II. Planning and Zoning Hearing**
  1. Public Notifications and Packets by City Staff (15-Day notice required)
  2. Hearing and Action by Planning and Zoning Commission  
(Recommendation of Approval or Denial)
- III. City Council Meeting**
  1. Public Notifications and Packets by City Staff (15-Day notice required)
  2. Final Hearing and Action by City Council (Changes Effective in 30 Days)
- IV. Permitting**
  1. Submit Construction and Engineering Plans for review by;
    - Building Safety
    - Engineering
    - Fire Department
    - Planning & Zoning
  2. Issuance of Permits
  3. Project Construction and All Required Inspections
  4. Issuance of Certificate of Completion and/or Occupancy

Revised: October 18, 2018  
10000 N. El Mirage Road  
El Mirage, AZ 85335  
Phone 623-876-2996  
Fax 623-876-4605

**CITY OF EL MIRAGE  
PLANNING & ZONING CASE APPLICATION**

Check One:     TAC Review Application     Development Application

**ACTION REQUESTED** (Check all that apply):                      **CASE NO:** \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Major General Plan Amendment   | <input type="checkbox"/> Minor General Plan Amendment |
| <input type="checkbox"/> Rezoning (Map Amendment)       | <input type="checkbox"/> Zoning Text Amendment        |
| <input type="checkbox"/> Planned Area Development (PAD) | <input type="checkbox"/> PAD Amendment                |
| <input type="checkbox"/> Conditional Use Permit (CUP)   | <input type="checkbox"/> Site Plan Approval           |
| <input type="checkbox"/> Variance(s) from Zoning Text   | <input type="checkbox"/> Administrative Appeal        |
| <input type="checkbox"/> Subdivision Preliminary Plat   | <input type="checkbox"/> Subdivision Final Plat       |
|   | <input type="checkbox"/> Other: _____                 |

**PROPERTY INFORMATION:**

Property Address/Location: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

**APPLICANT / OWNER INFORMATION:**

Applicant: \_\_\_\_\_                      Owner: \_\_\_\_\_

Address: \_\_\_\_\_                      Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_                      City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_                      Phone: \_\_\_\_\_

Email: \_\_\_\_\_                      Email: \_\_\_\_\_

Signature: \_\_\_\_\_                      Signature: \_\_\_\_\_  
(Agreement to act as agent for owner)                      (Authorization for agent to act for owner)

**DEVELOPMENT  
TAC REVIEW APPLICATION  
REQUIREMENTS**

- Application Form
- Project Narrative
- Site Plan
- Exterior Elevations
- Drainage Statement
- Traffic Impact Statement
- Filing Fee (see latest fee schedule)

**DEVELOPMENT  
APPLICATION  
REQUIREMENTS**

- Comprehensive Site Plan
- Deed and/or Title Report
- Drainage Report
- A.L.T.A. Survey
- Traffic Impact Study
- Phase I Environment Site Assessment
- Preliminary Landscape Plans
- Filing Fee (see latest fee schedule)

**Official Use:**

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

TAC Review: \_\_\_\_\_

P&Z Meeting: \_\_\_\_\_

CC Meeting: \_\_\_\_\_

**CITY OF EL MIRAGE**  
**DEVELOPMENT PRE-APPLICATION**  
**SUBMITTAL GUIDELINES**

For Technical Advisory Committee (TAC) Review

**Definition**

The development pre-application review by the Technical Advisory Committee is intended to provide potential applicants, landowners, and those in the development community with **general** information regarding zoning, site plan and preliminary plat information, development review process, and design review information **prior** to the formal complete submittal of a project. Information provided by City Staff is based on applicant submittals and should be considered conceptual and general in nature. No formal approval will result from a pre-application TAC review. A TAC review is required prior to submitting rezoning, major site plan or preliminary plat applications.

**Submittal Requirements**

All documents shall be folded to a 9" x 12" maximum size and submitted to the Planning Division of Development & Community Services Department. A written memo with responses from the TAC members will be provided within 2 weeks.

Items to be submitted and reviewed – [Electronic and/or Paper]

**I. Application Form**

- Required project information and signatures

**II. Project Narrative**

- Application request
- Location and description
- Historical data
- Operational aspects of use
- Proposed infrastructure
- Any proposed phasing
- Other pertinent information deemed necessary by planning staff

**III. Site Plan**

- See attached handout: Development Application Site Plan Submittal Checklist

**IV. Exterior Elevations**

- All four sides (Photos okay for existing buildings)

**V. Traffic Impact Statement**

- Describe the impact of the project on the surrounding area and indicate that a full Traffic Impact Study will be provided with Development Application submittal.

**VI. Filing Fee**

- Pre-Application Review Fee is **\$500.00**. Make checks payable to City of El Mirage.

**CITY OF EL MIRAGE**  
**DEVELOPMENT APPLICATION**  
**SUBMITTAL GUIDELINES**

For Technical Advisory Committee (TAC) Review

**Definition**

The development application review by the Technical Advisory Committee is intended to provide applicants, landowners, and those in the development community with **Specific** information regarding zoning, site plan and preliminary plat information, development review process, and design review information for a formal development submittal of a project. Information provided by City Staff is based on applicant submittals and should be considered actual and detailed in nature. TAC may provide additional comments/redlines or recommend approval of proposed request to the Planning and Zoning Commission and/or City Council.

**Submittal Requirements**

All documents shall be folded to a 9" x 12" maximum size and submitted to the Planning Division of Development & Community Services Department. A written memo with responses from the TAC members will be provided within 2 weeks or recommend approval.

Items to be submitted and reviewed – [Electronic and/or Paper]

- I. Comprehensive Site Plan**
  - See attached handout: Development Site Plan Submittal Checklist
- II. Deed and/or Title Report**
  - Verify ownership
- III. Drainage Report**
  - Site must retain 100% of own storm water.
- IV. A.L.T.A. Survey**
  - Required for previously unimproved sites
- V. Phase I Environment Site Assessment**
  - Required for previously unimproved sites
- VI. Traffic Impact Study**
  - Traffic Impact Study (criteria may be found on city website:)  
[www.cityofelmirage.org/documentcenter/view/343](http://www.cityofelmirage.org/documentcenter/view/343)
- VII. Preliminary Landscape Plans**
  - Must comply with City Zoning Code section: §154.103 Landscape Requirements
- VIII. Filing Fee**
  - See attached fee schedule. Make check payable to City of El Mirage

CITY OF EL MIRAGE  
**TECHNICAL ADVISORY COMMITTEE (TAC)**  
**Contact Information**

**Community Development**

Jorge Gastelum, Community Development Director /City Engineer  
jgastelum@elmirageaz.gov  
623-876-2976

**Planning & Zoning**

Jose A. Macias, Planner/GIS (TAC Facilitator)  
jmacias@elmirageaz.gov  
623-876-2996

**Building Safety**

David Smith, Building Official  
dsmith@elmirageaz.gov  
623-251-3502

**Engineering**

Bryce Christo, Assistant City Engineer  
bchristo@elmirageaz.gov  
623-876-2974

**Fire Department**

Darrell Tirpak, Fire Marshall  
dtirpak@elmirageaz.gov  
623-251-3507

**Police Department**

Robert Peoples, Police Sergeant  
rpeoples@elmirageaz.gov  
623-500-3042

**Public Works**

Wayne Smith, Operations Superintendent  
wsmith@elmirageaz.gov  
623-876-4237

**Economic Development**

Thomas Doyle, Economic Development Specialist  
tdoyle@elmirageaz.gov  
623-876-2935

CITY OF EL MIRAGE  
**COMMERCIAL DEVELOPMENT**

**FEE SCHEDULE**

**ZONING** (Ordinance Section 21-8-2B, Resolution R07-12-31 effective 1/13/08)

Pre-Application	\$500.00
General Plan Amendment – Major	\$1,500.00
General Plan Amendment – Minor	\$1,000.00
Zoning Code Map Amendment [Rezoning]	\$1,500.00
Zoning Code Text Amendment	\$1,500.00
Planned Area Development (PAD)	
Preliminary Development Plan	\$1,000.00 plus \$2/acre
Amendment (Major)	\$1,000.00
Amendment (Minor)	\$500.00
Site Plan Approval	\$1,500.00
Amendment (Major)	\$1,000.00
Amendment (Minor)	\$500.00
Conditional Use Permit	\$1,450.00
Amendment (Major)	\$1,000.00
Amendment (Minor)	\$500.00
Comprehensive Sign Package	\$1,000.00
Variance – Residential	\$250
Variance – Commercial	\$1,000.00
Appeal to Hearing Officer	\$100.00 per appeal
Appeal to Board of Adjustment	\$500.00 per appeal
Appeal to Planning & Zoning Commission Or City Council	\$500.00 per appeal

**PLATTING** (Ordinance Section 15-6-1, Resolution R07-12-31 effective 1/13/08) Preliminary

Plat	\$1,000.00 plus \$10/lot
Final Plat	\$1,000.00 plus \$10/lot
Recording Fee	Determined by and County Recorder
Variations	\$100.00 per request
Annexation Plat (separate from subdivision)	\$1,500.00 per request

Note: Zoning fee schedule does not include Building Safety and Engineering permit review fees.

**CITY OF EL MIRAGE**  
**Development Application Site Plan**  
**Submittal Checklist**

**Development Pre-Application Site Plan Required Items:**

All items must be address in site plan or in a narrative format.

**General:**

- Name of project/development;
- Location of project/development by street address;
- Location map, including area within one-half mile of site;
- Name and mailing address of developer/owner;
- Name and mailing address of engineer/architect;
- Date of plan preparation;
- North point indicator;
- Scale of not less than one inch to 100 feet; and
- Names and addresses of property owners within 200 feet of site.
- Boundary line of property with dimensions;
- Buildings and structures;
- Parking facilities

**Context/Conceptual Site Plans should include**

- Existing and proposed zoning
- Provide information regarding existing land use and site conditions
- Provide aerial photo of subject site and surrounding areas
- Provide color photographs of subject site and surrounding improvements and show photo reference numbers on the context plan
- Height above mean sea level of the lowest floor when the structure is proposed to be located in a floodway or floodplain area;
- Gross square footage of existing and proposed structures; and
- Front, rear, and side elevations, with a description of exterior materials to be used.

**Conceptual Rezoning Applications should include: (If Applicable)**

- Brief written description of proposed rezoning and use of property
- Discussion regarding conformance of requested zoning to General Plan
- Plan for complying with Citizen Participation Ordinance
- Analysis of impact of proposed project on surrounding development
- Conceptual site plan or subdivision plat

**CITY OF EL MIRAGE**  
**Development Application Site Plan**  
**Submittal Checklist**

**Development Application Required Items:**

All items must be address in site plan or in a narrative format.

**Site plan, including:**

- Pre-Application site plan requirements, and;
  - Location, identification, and dimension of existing and proposed data, to a distance of 100 feet unless otherwise stated:
    - Topographic contours at a minimum interval of two feet;
    - Adjacent streets and street rights-of-way to a distance of 150 feet, except for sites adjacent to major arterial streets where the distances shall be 200 feet;
    - On-site streets and rights-of-way;
    - Ingress and egress points;
    - Traffic flow on-site;
    - Traffic flow off-site;
    - Utilities and utility rights-of-way or easements:
      - Electric;
      - Natural gas;
      - Telephone, cable TV;
      - Water; and
      - Sewer (sanitary treated effluent and storm)
    - Water bodies;
    - Surface water holding ponds and drainage ditches surface water drainage arrows;
    - Significant rock outcroppings;
    - Sidewalks, walkways, driveways, loading areas and docks, bikeways;
    - Fences and walls;
    - Exterior signs;
    - Exterior refuse collection areas;
    - Exterior lighting; and
    - Landscaping (detailed plan showing plantings, equipment, and the like):
      - Botanical and common names of vegetation to be used;
      - Size of plantings at time of planting and at maturity; and
      - Areas to be irrigated.
  - Number of employee and non-employee parking spaces, existing and proposed, and total square footage of each;
  - Site statistics including site square footage, percent of site coverage (building and parking), dwelling unit density, percent park or open space; and
  - Reproducible copy of the site plan with appropriate signatures shall be submitted upon approval.
- 4. Permits:**
- A listing of all required federal, state, and city permits and status of applications;
  - Certificate of 100-year assured water supply; and
  - Certificate showing compliance with minimum county and state water quality standards.