

**TOWN OF PARADISE VALLEY
PLANNING & BUILDING DEPARTMENT**

**PRE-APPLICATION
PROCESS GUIDE AND
APPLICATION**



*Town of Paradise Valley, Arizona
Planning & Building Department
6401 E. Lincoln Drive
Paradise Valley, AZ 85253-4399*

TOWN OF PARADISE VALLEY

Pre-Application Procedure

The Town has implemented a Pre-Application review process for all projects that will require an administrative or a public approval process. Based on the information contained in your project submittal the Town will determine the review process. This process could include utilizing the existing development agreement, amending the existing development agreement and/or creation of a Special Use Permit.

The Pre-Application process has been created to streamline the subsequent, more in-depth application review process. For this to work, the Town and the applicant shall keep in mind:

- This is a required, informal cursory review. Only major issues and/or opportunities will be identified.
- Based on which review process is deemed necessary, additional submittal materials will be required in the future. Reference Article XI of the Zoning Ordinance for a list of future submittal requirements.

Pre-Application Review Process

Prior to filing a formal application for projects in the Town of Paradise Valley, the applicant must complete the Pre-Application review process.

Pre-Application Submittal

- Applicant submits completed Pre-Application form (attached) and submittals.

Review of all Submitted Pre-Applications

- Town staff reviews proposals and generates initial comments.

Meeting to Review & Discuss Submitted Pre-Applications

- Town staff meets with Applicant to review and discuss initial comments on proposals.

Department Comments & Agenda

- Planning & Building Department representative provides Town comments on Pre-Application to the applicant, and may require a Pre-Application meeting to discuss the project and pertinent issues.

TOWN OF PARADISE VALLEY, ARIZONA
PRE-APPLICATION

SUBMITTAL REQUIREMENTS:

- _____ Application, completely filled out
- _____ (7) copies of Site Plan or ALTA Survey *
- _____ (7) copies of Narrative
- _____ (7) copies of Elevations / Details
- _____ (7) copies of square footage table showing existing and proposed total square footage
- _____ (7) copies of height chart for all new and existing buildings
- _____ (7) copies of setback plan for all buildings along the perimeter of the property
- _____ (7) copies of parking plan showing approximate location of all parking areas, and other documentation as applicable *

* **All plans shall be folded to approximately 8.5 by 11-inch in size.**

The Town will keep all Pre-application material for not more than 6 months from receipt of Pre-application submittal. A new Pre-application shall be filed with the Town (1) should the applicant not apply for the appropriate application process after completion of the Pre-application process within the above 6-month period or (2) other extenuating factors as determined by the Planning & Building Director that may affect the project.

Project Name: _____	
Address or Location: _____	
Size of Parcel _____	Maricopa Tax Parcel Number _____
PROPERTY OWNER:	
Name: _____	Phone: () _____
Address: _____	Fax: () _____
_____	Signature: _____
APPLICANT:	
Name: _____	Phone: () _____
Address: _____	Fax: () _____
_____	Signature: _____
CONTACT PERSON (Please print): _____	

FOR DEPARTMENTAL USE ONLY

Pre-App.#: _____ Submittal Date: _____
Staff Review Date: _____ Pre-App Meeting Date: _____