



COMMUNITY DEVELOPMENT DEPARTMENT PRE-APPLICATION GUIDE

Town of Paradise Valley • 6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3693

STAFF CONTACT INFORMATION

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PRE-APPLICATION REVIEW PROCESS

The Pre-Application was created to streamline the application review process to provide the applicant with preliminary feedback and identify opportunities and major issues. Pursuant to **Section 2-5-2.E** of the Town Code, the Pre-Application review process is required for all projects that necessitate an administrative or a public approval process. Prior to filing a formal application for projects in the Town of Paradise Valley, the applicant must complete the Pre-Application review process. Based on the information contained in your project submittal, the Town will determine the appropriate review process.

Town Code Sections, Town Zoning Ordinance Sections, and Long-Range Town Documents that may apply to your request

Zoning Ordinance	Town Code
Article X, Height and Area Regulations	Chapter 2, Section 2-5-3, B of A and Admin. Relief
Article XI, Special Uses & Additional Regulations	Chapter 5, Section 5-10, Development
Article XII, Personal Wireless Service Facilities	Chapter 6, Subdivisions
Article XXII, Hillside Development Regulations	
Article XXIII, Nonconformance	
Article XXIV, Walls and Fences	
Other	
Special Use Permit Guidelines	
General Plan	
Visually Significant Corridors Master Plan	
Storm Drainage Design Manual	

Based on which application process is deemed necessary, additional submittal materials may be required.

TOWN COMMENTS

Town staff will disseminate materials internally, review the proposal, and generate initial comments. The Community Development Department strives to review the pre-application within approximately ten (10) business days from the date of the application submittal; however, review times will vary based upon the complexity of the request and completeness of the application. Once the pre-application is reviewed by all applicable Town Departments, a Community Development Department representative will provide the applicant with comprehensive Town comments regarding the submittal. The Town may require a pre-application meeting to discuss the project and pertinent issues. The comments will include which review/approval process applies to the project (i.e. type of SUP Amendment). Once the pre-application is reviewed and deemed complete by staff, the applicant may prepare and submit formal application and pay the required fee for review (e.g. Special Use Permit Amendment, Variance, Conditional Use Permit, Preliminary Plat/Final Plat, etc.).



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APPLICANT & CONTACT INFORMATION

Project Name: _____

Date: _____ Existing Zoning: _____ Proposed Zoning: _____ Net Acres: _____

Property Address: _____

Assessor's Parcel Number: _____

Owner: _____

Address: _____

Phone number: _____

E-mail address: _____

Signature: _____

(Or provide a separate letter of authorization)

Applicant/Representative: _____

Company Name (if Applicable): _____

Address: _____

Phone number: _____

E-mail address: _____

Signature: _____

THE ABOVE APPLICANT HEREBY APPLIES FOR A PRE-APPLICATION AS INDICATED IN THE SUBMITTED NARRATIVE, PLANS, AND DOCUMENTS IN ACCORDANCE WITH THE TOWN CODE AND TOWN POLICIES.

FOR DEPARTMENTAL USE ONLY

Pre-App.#: _____ Submittal Date: _____ Expiration Date: _____



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DEVELOPMENT APPLICATION TYPE

Please check the appropriate box for the Type(s) of Application(s) you are requesting		
<input type="checkbox"/> Pre-Application	Subdivision Platting-Mapping	
Special Use Permit	Administrative Land Modification (Non-SUP or Non-Deviation)	
<input type="checkbox"/> Managerial	<input type="checkbox"/> Lot Line Adjustment	
<input type="checkbox"/> Minor	<input type="checkbox"/> Lot Split (Exempt)	
<input type="checkbox"/> Intermediate	<input type="checkbox"/> Easement Modification	
<input type="checkbox"/> Major/New	Non-Administrative Land Modification (SUP or Deviation)	
Code/Plan Amendments	<input type="checkbox"/> Lot Line Adjustment (SUP)	
<input type="checkbox"/> Minor General Plan Amendment	<input type="checkbox"/> Lot Split (Exempt) (SUP)	
<input type="checkbox"/> Major General Plan Amendment	<input type="checkbox"/> Lot Split (Less than 2.5 net acres)	
<input type="checkbox"/> Text Amendment (Zoning Ordinance)	<input type="checkbox"/> Easement Modification (SUP)	
<input type="checkbox"/> Text Amendment (Town Code)	<input type="checkbox"/> Replat	
<input type="checkbox"/> Appeal	<input type="checkbox"/> Preliminary Plat	
<input type="checkbox"/> Other	<input type="checkbox"/> Final Plat	
Conditional Use Permit	<input type="checkbox"/> Subdivision Temporary Sign	
<input type="checkbox"/> Private Road	<input type="checkbox"/> Subdivision Permanent Sign	
<input type="checkbox"/> Administrative Small Wireless (ROW)	<input type="checkbox"/> Subdivision Wall	
<input type="checkbox"/> Personal Wireless Service Facility	Abandonment/Vacation	Zoning Relief
<input type="checkbox"/> Appeal	<input type="checkbox"/> Right-of-Way	<input type="checkbox"/> Variance
<input type="checkbox"/> Other	<input type="checkbox"/> Easement	<input type="checkbox"/> Administrative Relief
		<input type="checkbox"/> Administrative Code Interpretation
		<input type="checkbox"/> Administrative Yard Designation



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SUBMITTAL REQUIREMENTS

Submittal requirements will vary based upon the project/scope of request. The following documents may be required:

- Filing Fee: None
- Narrative description of the request (1 paper copy). The narrative shall identify the following:
 - Scope of request
 - Pertinent information regarding the request
 - How the project meets the Town Codes/Town Guidelines/Town Variance Criteria
 - How the project meets the Town's long-range plans (such as the General Plan and/or Visually Significant Corridor Plan)
- Applicable plans and documents for staff review (1 paper copy), including but not limited to:
 - Site Plan
 - Legal Description
 - Gross and Net Acreage
 - Aerial Photo
 - ALTA Survey
 - Exterior Building Elevations/Details
 - Site Data (Square Footages, Floor Area Ratio, Lot Coverage, etc.)
 - Grading & Drainage Plan (Illustrate all washes including 5 equally spaced cross sections)
 - Parking/Traffic Study
 - Landscape Plan
 - Lighting Plan
 - Dedication of Right-of-Way
- Electronic copy of the narrative, site plan, and all other applicable plans/documents (in PDF format) on a USB flash drive/memory stick for staff to review for completeness.

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.