

Design Review Overlay

PZ-DRO

ONLINE SUBMITTAL REQUIREMENTS (please scan or provide an electronic copy of the following):

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- You must be the property owner or a representative of the property owner and certify as such in the online application form
- Narrative – typewritten, shall be provided with descriptions as well as with supplemental data to show compliance with the specific details of the adopted design review guidelines for the following communities: Kachina Village, Mountaineer, Oak Creek Canyon, Doney Park/Timberline/Fernwood, and the Fort Valley/Highway 180 Scenic Corridor.
- Site Plan - drawn to scale using accurate dimensions and showing property boundaries; existing and proposed improvements and uses; locations of driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking areas including ingress and egress, traffic flow, and Easements as recorded (*See the Site Plan Requirements document for a complete list*). The Site Plan may include the Landscape Plan, Signage Plan, and Lighting Plan.
- Non-Refundable Filing Fee

OTHER SUBMITTAL ITEMS (THAT MAY BE REQUESTED BY A PLANNER) INCLUDE:

- Pre-application meeting
- Pre-application meeting waiver if applicable
- Landscape Plan detailing the locations of existing vegetation (to be retained and to be removed), the location and design of landscaped areas including irrigation systems, the number, varieties, and sizes of proposed plant materials and other features as required per Section 4.4 of the Zoning Ordinance (ZO).
- Architectural Drawings including floor plans and elevations of all proposed structures. All exterior surfacing materials and colors shall be specified, with samples and renderings provided.
- Color samples as applicable
- Elevations or cross-sections as applicable
- Signage Plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination as required per Section 4.2 of the ZO.
- Lighting Plan including location of all outdoor lighting fixtures and description of each (i.e. Lamp Type, Lumen output, Shielding) as required per Section 4.3 of the ZO.

In addition to the Administrative Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Other Zoning permits may be required such as a Lighting Permit or Sign Permit.***

MINOR MODIFICATIONS TO AN EXISTING APPROVED DESIGN REVIEW OVERLAY PROJECT

Minor modifications to existing approved Design Review Overlay projects may be administratively approved by staff. Administrative approval is limited to modification or replacement of approved Landscaping, signs, fencing, lighting, or paint color.

A Design Review Overlay application is not required for an administrative approval, which may be completed in conjunction with an associated lighting permit, Sign permit, or Building Permit. Any action that does not require a permit shall be documented by staff in a memo to the approved DRO file.

Applicants may take any proposal directly to the Planning and Zoning Commission for review in lieu of an administrative decision.