



Town of Queen Creek  
 Development Services Department  
 22358 S. Ellsworth Rd.  
 Queen Creek, AZ 85142-9311  
 480-358-3003

# PRE-APPLICATION

## SUBJECT INFORMATION

Please indicate the type(s) of request:  Site Plan  Conditional Use Permit  Rezone  Comprehensive Sign Plan  
 Pre-Plat  Final-Plat  General Plan Amendment  
 Other: \_\_\_\_\_

Project Name			
Property Address		Assessor's Parcel No.	
Project Location (Major Cross-Streets)		Acreage	Current Zoning District
Proposed Zoning (if applicable)		Existing General Plan Designation	

### Property Owner

Name			
Mailing Address	City	State	Zip
E-Mail		Telephone	

### Applicant

Name			
Mailing Address	City	State	Zip
E-Mail		Telephone	

## OWNER AUTHORIZATION

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

\_\_\_\_\_  
 Property Owner Signature

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

## PRE-APPLICATION REVIEW TIMEFRAME (IN DAYS)

**Please note: Incomplete submittals will not be accepted.**

Administrative Completeness Review (CR) of Submittal	Review of Submittal (Each Review)
5	14



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# PRE-APPLICATION SUBMITTAL CHECKLIST

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**PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.**

Project Narrative \_\_\_\_\_

Legal Description with exhibit for each parcel \_\_\_\_\_

Conceptual Site/Development plans that include:

- Scale, north arrow, and vicinity map.
- Location and intended use of any existing and proposed buildings, structures or land uses.
- Adjacent right-of-ways and easements showing existing and future improvements.
- Existing and proposed zoning on the site and zoning on adjacent sites.

**For Site Plan, Conditional Use Permits, and Subdivision Pre-Application requests:**

- All existing features and conditions (i.e., utilities, roadways, driveways, sidewalks, basins, power lines, well sites, etc.).
- Yards, setbacks, bufferyards and spaces between buildings.
- Location, height, and type of existing and proposed walls or fences.
- Off-street parking areas including typical dimensions of spaces and aisles with calculations for required and provided spaces.
- Conceptual storm water retention areas and preliminary calculations.
- Method of screening of parking areas.
- Calculations indicating gross and net acreage.
- Location of refuse containers and screen walls.

**For Site Plan and/or Conditional Use Pre-Application Requests Only:**

- Vehicular, pedestrian, service access and ADA accessibility requirements.
- Existing and proposed outdoor storage areas.
- Location of refuse containers and screen walls.

**For Subdivision Pre-Application Requests Only:**

- Lot arrangements and statistical table.

\_\_\_\_\_

Conceptual Building Elevations (if applicable) \_\_\_\_\_

Application Fees \_\_\_\_\_

### FEES

Pre-Application: \$350

**Total Fees: \$ \_\_\_\_\_**

**NOTE: ALL FEES ARE NON-REFUNDABLE**

ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice. A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, or ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable. C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. D. A municipality shall not request or initiate discussions with a person about waiving that person's rights. E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section. F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy. G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02. Per A.R.S. 9-495, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: demands payment of a tax, fee, penalty, fine or assessment, denies an application for a permit or license that is issued by the Town, or requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the Town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five business days after the Town receives that communication.