

# Pre-Application/Due Diligence Meeting Submittal Guide

## General Information:

The City offers two types of meetings before an application has been submitted to the City: Due Diligence Meetings and Pre-Application Meetings.

*Due Diligence Meeting:* A Due Diligence Meeting is intended to provide general guidance regarding a potential project's viability. Generalized project information such as location and scope are provided to staff ahead of the meeting but not details such as a conceptual site plan. Potential challenges such as major development agreement obligations, significant financial obligations, neighborhood support, general plan conformance, and infrastructure service will be discussed.

*Pre-Application Meeting:* The Pre-Application Meeting is intended to provide potential applicants, landowners, and those in the development community general information regarding the development review process and design review information prior to the formal submittal of a project. The pre-application process is a staff evaluation of conceptual plans or proposals presented by the applicant. A Pre-Application Meeting is required prior to submitting an application.

**Questions:** call 623-882-7909 or email [Alissa.magley@goodyearaz.gov](mailto:Alissa.magley@goodyearaz.gov)

## Submittal Requirements:

- Meetings are conducted on Thursday afternoons in 45-minute increments between the hours of 1:30-4:30 P.M.
- Meetings are schedule **first come, first serve** once all required documents are received. If a high volume of applications have been received, meetings may have to be schedule out several weeks in advance.
- There is no fee for Pre-Application or Due Diligence Meetings.

## Online Application Information:

Submit applications at [www.goodyearaz.gov/development](http://www.goodyearaz.gov/development)

*Service Type:* Pre-Application & Due Diligence Request

*Application Type:* Pre-Application & Due Diligence Request

## Upload and Submit:

**Required** - Project Narrative - Should generally include the following information:

- Description of the proposed location (address or parcel number preferred)
- Project acreage
- Description of the proposed use and buildings for the site
- How the proposal relates to any surrounding development and to the subject site
- All information necessary to allow for a thorough understanding of the proposed development
- Specific questions for staff comment

**Required** - Context Plan – Typically consists of an aerial photo or vicinity map and should generally include the following information:

- Relationship between the subject site and adjacent developments or properties
- Site and adjacent properties
- Information regarding existing land use and site conditions
- Adjacent street names and adjacent improvements

Pre-Application Meetings Only:

Conceptual Project Plan – Should generally show all proposed development activities, consisting of one of the following plan types:

A Conceptual Land Use Plan should be submitted in anticipation of a general plan amendment or rezoning submittal. The plan should show or provide the following information:

- Existing and proposed general plan land uses
- Existing and proposed zoning
- Density and number of lots
- Proposed development standards (if requesting variance from the Zoning Ordinance)

A Conceptual Site Plan should be submitted in anticipation of a site plan, site plan amendment, commercial pad site plan, use permit, or special use permit submittal. The plan should show or provide the following information:

- Proposed building location(s), height, and square footage
- Building setbacks and heights
- Existing and proposed driveway locations
- Number and location of proposed parking areas and spaces
- Proposed project phasing
- Vicinity map, scale, north arrow

A Conceptual Subdivision Plat should be submitted in anticipation of a preliminary plat, final plat, minor land division, or map of dedication submittal. The plan should show or provide the following information:

- Density and number of lots
- Lot size information
- Parcel dimensions
- Existing and proposed streets
- Proposed open space/landscaping
- Proposed project phasing
- Vicinity map, scale, north arrow

Conceptual Building Elevations should be provided when a new building is proposed or alterations to an existing building are being proposed. The elevations should include information on materials and colors.