



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Community Development Department

PLANNING SERVICES DIVISION

10,005 E. Osborn Road, Scottsdale, AZ 85256

Telephone: (480) 362-7600 Fax: (480) 362-7714

Design Review Application Process Overview

Preliminary Application Submittal (4 weeks)

1. The applicant requests a **Preliminary application form** from the Community Development Department (CDD) Planning Services Division (PSD) that outlines the steps to schedule a **Preliminary application meeting** with PSD staff. The applicant first submits a fee to Finance, and then submits the completed application materials to PSD. If the submittal is incomplete, the applicant will be asked to make corrections and resubmit. If the submittal is complete, a preliminary meeting date and time will be scheduled. Preliminary Application submittals are due 19 business days before the regularly scheduled Preliminary meetings, which are held the first and third Thursday of each month.

Preliminary Application Meeting

2. The Preliminary application materials will be reviewed by an assigned PSD case planner. Staff comments will be generated and emailed to the applicant 3 business days before the Preliminary application meeting. The Preliminary application meeting is held with the applicant, case planner and other SRPMIC staff to review staff comments for the project, plans, timelines and outline code-related issues. The applicant is required to address issues identified in the **Preliminary Application staff comments** prior to submitting a **Design Review application**.

Design Review Application

1st Review – 6 weeks
Subsequent Reviews –
3 weeks
Preparation for DRP
Meeting – 3 weeks

3. The applicant contacts the PSD case planner assigned during the Preliminary application process and schedules a meeting to turn in a complete **Design Review application** packet. If incomplete, the applicant will make corrections and resubmit. If the application is accepted, the packet will be routed to concerned SRPMIC departments for review. The PSD case planner will conduct a staff review; compile review comments received from SRPMIC departments, write staff comments and mark up plans to return to the applicant within about 30 business days of the application. Upon receipt of staff comments, the applicant may schedule a meeting to discuss comments or make revisions accordingly and resubmit. If staff comments are not addressed in the resubmittal, the case planner will issue another set of staff comments. Timelines for staff reviews of resubmittals is about 15 business days. If the staff comments are addressed by the applicant, the case planner will schedule a **Design Review Panel (DRP)**

Meeting for the application and generate a staff report for the Design Review Panel (DRP). DRP meetings are held the second and fourth Thursday of each month. When Design Review applications are ready to be presented to the DRP, it takes 15 business days to schedule and prepare for the meeting. A copy of the staff report will be emailed to the applicant 5 business days prior to the meeting.



4. The DRP, PSD staff, and the applicant attend the **DRP Meeting** to review the application. The PSD case planner will present the staff report to the DRP, which would include stipulations to guide the applicant in developing construction plans. At the meeting, the DRP will make a determination to approve with or without stipulations, continue or deny the application. A continued application typically takes about 15 business days to process from receipt of resubmittal. If approved by the DRP, the applicant will receive an **approval letter** and may prepare to submit plans to SRPMIC ECS Compliance Division for a construction permit.
5. The applicant may contact SRPMIC ECS Compliance Division at 480-362-7738 to obtain a construction permit application to **submit construction plans for review**. The applicant is responsible for satisfying all conditions of the DRP approval letter prior to submitting for construction permits.
6. ECS Compliance Division will **issue a construction permit** once all departments have approved the construction documents.