



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

Application Process, Application Form and Submittal Checklist

To initiate the Design Review (DR) approval process, an applicant must first submit a Preliminary Application (form available separately) to the Community Development Department's Planning Services Division (PSD). A meeting is scheduled upon receipt of a completed Preliminary Application form and packet. At the meeting, an assigned case planner will provide review comments regarding the Preliminary Application material and will provide a Design Review Application and Checklist with instructions on application type (major or minor) to be filed. Currently, all DR applications are processed administratively, whether major or minor and require no Design Review Panel meeting.

Here are the steps to prepare and complete the DR Application form and packet:

- Step 1:** Submit a completed application form and packet per the submittal checklist starting on page 3.
- Step 2:** Contact the assigned PSD case planner to schedule a meeting to submit the application form and packet.
- Step 3:** Pay the required application fee at the SRPMIC Finance Department located at 10,061 East Osborn Road, Building A - 1st Floor, Scottsdale, Arizona. See attached map on page 10.
- Step 4:** Meet with the PSD case planner to submit the application form, receipt and packet. Only completed applications will be accepted.

Once the DR application is accepted, it will be reviewed by PSD and various SRPMIC departments. The assigned case planner will conduct a review, gather all departmental comments and generate a set of review comments. A letter with the list of review comments will be issued along with marked-up plans to the applicant. The applicant shall address all review comments prior to resubmitting plans and provide a response letter addressing each comment. The staff review process will be repeated until all project comments have been satisfactorily addressed by the applicant.

Design Review applications may be approved with or without stipulations or denied. For DR approvals, the applicant will be advised on the subsequent steps for construction permitting.

Design Review Application Form

APPLICANT'S INFORMATION

For Staff Use Only

Received by:

Date Received:

Fees Received:

Pre-app Case No.:

DR Case No.:

Check applicable box:

☐ Major Design Review (Fee - \$1,825)

☐ Minor Design Review (Fee - \$615)

☐ Wireless Communications Facility - Check applicable fee below

☐ Type 1 and Type 2 WCF Fee - \$200

☐ Type 3 - WCF Fee - \$600

Applicant Company Name:

Contact Person's Name:

Mailing Address of Applicant:

Contact Phone Number:

Contact Email:

SITE AND PROJECT INFORMATION

Project Name:

Project Address (Required):

Location Description of the Site (e.g. SWC of Pima and Thomas Road):

Proposed Use of the Site (e.g. Medical Office, Shopping Center, Day Care Facility, etc.):

Building
square
footage-

Gross S.F.

Net S.F.

Site
Acreage -

Gross S.F.

Net S.F.

Name of master lessor, master lease number, and sublease number (if applicable):

Do you have copy of Environmental Clearance? (If yes, submit a copy.)

Yes

No

Current Zoning designation for this site:

Current General Plan designation or Overlay area for this site:

Applicant Signature

Date

SUBMITTAL CHECKLIST

Staff use		Description of Documents Required for Complete Application.
Req'd	Rec'd	
		Submit the documents per the checklist. Correctly date and label all documents.
		1. Completed Application Form: Submit a completed DR application form. A project address is required. To obtain an address for the project, submit a site plan with building footprints. The Site plan shall be submitted in both PDF and a georeferenced, AutoCAD (.DWG) file formats. The .DWG file shall be "Assigned" to the NAD 1983 Arizona State Plane Central International Feet Coordinate System. You may contact the GIS Addressing Team at 480-362-7900 with questions.
		2. Fee Payment: The fee for a major DR application is \$1825. The fee for a minor DR application is \$615. Make payment to Salt River Pima-Maricopa Indian Community's Finance Department located at 10,061 East Osborn Road, Building A - 1 st Floor, Scottsdale, Arizona 85256 to account XPS-10000-45-43800 . Submit a copy of the completed application form along with your payment. A receipt will be provided to you, which shall be submitted along with the application and packet to the Planning Services Division.
		3. Owner Letter of Authorization: Owner shall submit a letter of authorization granting another person/entity the legal authority to act on their behalf for all submitted documents in the Design Review application. The letter shall include owner's and agent's information. Said letter shall include the owner's signature.
		4. Affidavit of Landowner Notification: Submit a signed and notarized affidavit verifying notification of spokespeople within the master lease. Obtain spokespeople name and address information from the master lessee.
		5. SRPMIC Employment Preference Program: The proposed development's Human Resources or authorized representative shall contact Seneca Peters, the Human Resources Department's Community Employment Compliance Coordinator. His telephone number is 480-362-6642 and his email address is Seneca.Peters@SRPMIC-nsn.gov . NOTE: Employers are expected to hire as many Community members and qualified Native Americans as possible in these new positions, with a goal of at least 30% of the employer's new work force comprised of qualified Community members and other Native Americans. Indicate below the name and date of contact with Mr. Peters:
		6. Environmental Review: Submit a copy of CDD/EPNR Memorandum issued by CDD Environmental Protection and Natural Resources (CDD/EPNR) Division. Note: Applicant shall submit a Request for Environmental Review (RER) to CDD/EPNR as soon as the project limits and off-site requirements are fully understood. The applicant may submit for a construction permit using the RER, however, no construction permit will be issued until the CDD/EPNR Memorandum is completed and provided to ECS Compliance Division. For more information, contact CDD/EPNR at 480-362-7600 or by email at epnr@srpmic-nsn.gov .
		7. Development Fee: Submit a Non-Binding Development Fee Estimate Form and Fee Calculation Worksheet. Contact Richard McAllister, PSD at 480-362-7655/7600 regarding any questions.
		8. Project Narrative: Submit a project narrative statement and/or presentation materials demonstrating the project's design intent and approach. The narrative shall include a detailed description and supportive imagery of how the project integrates and reflects the Pima and Maricopa cultural and traditional aspects.
		9. Color/material board: 1 copy of an 8.5"x14" presentation board providing actual samples of exterior materials (including glazing) noting manufacturer, name, and manufacturer's ID number. Also, provide 1 clear photo color copy of the board(s).
		10. Color draw-downs: Provide one (1) set of draw-downs on an 8.5" x 11" sheet for each proposed color. Drawdowns are a sample of what the paint color will look like once applied to a building or structure.

		11. Legal Description and Survey Map: Submit a written legal description, on formal letterhead, and survey map for the area covered both sealed by an Arizona registered surveyor/engineer. Legal survey will include acreage of the overall subject area, breakout of acreage and square footage by individual Salt River allotment(s). In addition to required paper and .PDF copies, map shall be submitted in AutoCad (.DWG) format for verification. The .DWG file shall be "Assigned" to the Salt River Coordinate System, or alternatively the NAD 83 (2011) Arizona State Plane Central International Feet Coordinate System. Contact Kevin Womble, SRPMIC ECS Survey Manager with any questions related to SRPMIC, BLM, or GLO monuments and boundary information at 480-362-7803. Here's the link to the Survey Guidance: https://www.srpmic-nsn.gov/wp-content/uploads/2024/10/20241001_SRPMIC_SurveyGuidance_v05.pdf
		12. Context Analysis/Drawings: - Submit pictures of existing on-site and surrounding conditions, including site and landscaping. - Drawings, renderings or photos of existing and adjacent buildings/structures showing cultural and architectural features, landscaping, and uses, if known. - Context Plan showing site, aerial map, adjacent properties, zoning and land use within 500 feet of the site, Salt River allotment or tribal parcel number and boundary, streets, buildings, parking lots, right-of-way and north direction indicator. Note: This shows the big picture and is different than the site plan.
		13. Cultural Board. This board outlines the project's cultural design narrative with full visual applications/illustrations of Pima and Maricopa cultural elements and its integration into the proposed project's site and building architectural design.
		14. Site Plan drawn to scale 1:20 or 1:40, showing: ▪ Project property boundary lines and adjacent improvement(s) and streets within 300 feet of the site boundaries. ▪ Salt River allotment and/or tribal parcel boundaries/number, Township, Range, Section and Sheet Number. ▪ Site dimensions, width and depth. ▪ Project Data Summary Table to include: ○ Zoning and General Plan designations. ○ Existing and proposed use(s). ○ Site size in square feet and acreage (gross and net). ○ Total building square footage (gross and net). ○ Floor Area Ratio (FAR) which is the total building square footage in relation to the total site area. ○ Number of parking spaces required and provided, and proposed method of screening the parking lot (i.e. screen wall or landscaping/berming). ○ Open space in square feet and percentage (overall site and parking). ▪ Scale and north arrow. ▪ All ground planes labeled, i.e. asphalt, concrete, decomposed granite, etc. ▪ Legend to include all symbols and line work used. ▪ Location and dimension of any existing and proposed easements including right-of-way for public services or utilities contained within the project boundaries. ▪ Indicate all land agreements (i.e. means of public access, on-site maintenance from nearest approved right of way easement, utility corridors for private utilities, on-site drainage, fire lanes, cross access to adjacent property (minimum 26-foot corridor), and service line agreement(s). ▪ Label all streets. ▪ Proposed and required building and landscaping setbacks. ▪ Dimension distance between buildings and property lines. ▪ Dimension parking lot and spaces (standard and accessible). ▪ Proposed location of sign(s). ▪ On-site lighting locations. ▪ Location of other site improvements such as walls, outside storage areas, refuse container/area, fire hydrants, backflow preventers, bollard locations, transformer locations, light poles, loading areas, etc. ▪ Location of site amenities including patios, benches, tables and ramada/shade structures.

		- Physical features and contours. If applicable, indicate any existing irrigation ditches on or adjacent to subject property. - Phasing of construction (if applicable). - Registered Arizona Architect or Civil Engineer seal and signature is required.
		15. Conceptual Master Plan, including Phasing Plan if there are multiple projects. Include Water and Sewer Needs Reports and Master Drainage plans in submittal. - Indicate land use type including roads and infrastructure plans. - Tabulation of land use type, acreage and density of all proposed land uses. - Proposed and required parking per Table 6.5.3. - Dimensional regulations per Article 3.2 General Zoning District Regulations and Standards, i.e. Floor Area Ratio, Maximum Building Size, Minimum Building Setback, Minimum Building Separation, and Minimum Landscape and Open Space. - Existing and proposed topography at five-foot contours; spot elevations, and datum used. - Show contour/elevation labels on drawings. - Adjoining property information within 100 feet of property. - Bearings and dimensions of property lines. - Location and dimension of all proposed and existing structures, and label structures to be demolished. - Existing road(s) on which the property fronts: name, location, centerline, the Comprehensive Plan designation. Show proposed road network connections to existing roads and entrances within 600 feet. - Existing and/or proposed utilities such as sewer, water, and/or drainage.
		16. Fire Plan sheet drawn to scale 1:20 or 1:40 (can be included on the Site Plan), showing - Indicate dimension of designated emergency fire apparatus access. Access must be within 150 feet of all sides of the building. 50 feet x 50 feet staging area is required for multi-story buildings. - Access roadways shall be designed to support required fire apparatus load of 95,000 GVW (gross vehicle weight) and maintain an all-weather driving surface. - Dimensioned locations for existing and proposed fire hydrants. - Fire Department Connections (FDC) locations and dimensions. - Backflow preventers and bollard locations. - Fire Alarm Control Panel (FACP). - Fire Riser Room location. - Identify all doors and exits for all proposed structures. - Turning radius of a fire apparatus access road shall be a minimum turning radius of 35 feet inside and 61 feet outside for the required fire apparatus access road. - Indicate location of fire lanes. Fire lanes shall have minimum width of 26 feet. - Vertical clearance required for fire lanes is 20 feet. - Submit in AutoCad (.DWG) format for engineering review.
		17. Building Code Information sheet drawn to scale 1:20 or 1:40 (can be included on the Site Plan), showing: - Types of construction. - Use and occupancy classification. - ADA accessible route of travel on site plan. - Estimated occupant load for intensive uses, such as restaurants, day care, etc. - Fire separation distance between buildings and parking canopies. - Floor area of each proposed building. - Total parking spaces provided and number of ADA spaces.
		18. Vehicle/Pedestrian Circulation and Parking Plan sheet drawn to scale 1:20 or 1:40 , showing:

		▪ Parking lot/area location and number of spaces provided/required, including number of ADA parking spaces. ▪ Driveways and curb cuts (gutters and sidewalks). ▪ Interior traffic circulation pattern, using arrows to indicate flow of traffic. ▪ Landscaped islands within the parking area. ▪ Traffic access; driveway locations and widths. ▪ Traffic visibility triangles. ▪ Truck movement for solid waste service and delivery trucks throughout the site. ▪ Turn radius for Fire Department access throughout site.
		19. Hardscape Detail Plan sheets sheet drawn to scale 1:20 or 1:40, showing: ▪ Hardscape details including paving, trash enclosure(s), raised planters, water features, fences, walls, site furniture, and any other site amenities included within the project. ▪ Indicate material, color and cultural pattern details of paved surfaces.
		20. Preliminary Landscape Plan sheet drawn to scale 1:20 or 1:40, showing: ▪ Location and identity of all proposed plants and landscape features to be planted within project site and public right of way, if applicable. ▪ A plant list table indicating each plant's: a. botanical name b. common name c. distinctive symbol d. name abbreviation e. quantity and size to be planted. ▪ Landscape Area Data Table in square feet and percentage for the following: ▪ Total area of landscape and base area (excluding parking lots and landscape setback) plus # of trees (1 tree / 1500 sf) ▪ Total area of landscape setback plus # of trees (1 tree /1000 sf) ▪ Total area of ROW landscaping plus # of trees (1 tree/ 1000 sf) ▪ Total shrubs (1/35 sf) ▪ Total Saguaro's (1/ 12,500 sf) ▪ Total Ocotillos (1/6000 sf) ▪ Parking Lot ○ Total # parking spaces and number of trees within parking fields (1 Tree/ 5 Spaces) ○ Total square footage of landscape area within parking fields plus # of shrubs (1 Shrub/25 sf) ▪ Building Base Area ○ Total area of building base area ○ % base area landscaped ○ % shade over pedestrian areas in base area ○ Area of Entry transition treatment sf and % of building footprint area ▪ Divide the landscape areas into sections and identify the plants in each section by plant abbreviation and quantity. See the attached landscape exhibit as an example. ▪ Location of other site improvements such as outside storage areas, refuse container/area, fire hydrants, backflow preventers, transformer locations, bollard locations, light poles, loading areas, underground storage tanks, etc. ▪ Location of amenities, open space, recreation facilities, screen walls, entry features and water features. ▪ Provisions for plant maintenance and irrigation. ▪ If phased development, indicate method of dust control for vacant land.
		21. Site and Base Area Landscaping Worksheet and Open Space Calculation Plan ▪ Site plan showing area calculations of open space area(s). Include square footage and percentage building, parking lot, parking lot landscaping, and open space totaling site area. Sample worksheet attached to the application materials.

		22. Landscaping Inventory/Salvage Plan (if applicable – if none exist, notate that somewhere on Landscape Plan Sheet) ▪ Grading and drainage plan showing all existing features with proposed and existing landscape plan. ▪ Indicate total number and percentage of existing plant material, and salvageable and non-salvageable plant material.
		23. Preliminary Grading and Drainage Plan sheet drawn to scale 1:20 or 1:40, showing: ▪ Existing and proposed site drainage, consisting of pipes, catch basins, etc. ▪ Existing land contour lines with elevation labels and physical features depicting berms and washes. ▪ Retention area with depth and capacity calculations. ▪ Slopes and height of any berming. ▪ Floodplain limits and floodways, include FEMA FIRM information. ▪ Grades of immediate adjacent property. Show 20-feet past boundary line, minimum. ▪ Site grading with finished floor elevations, spot elevations and flow arrows. ▪ Indicate outfall location and elevation. ▪ Location and height of all retaining walls – top of footing and top of wall elevations, if used. ▪ Cross sections at edges of site showing on-site grades and off-site grades. ▪ Provide off-site drainage report, if applicable. ▪ One-site drainage report/memo. ▪ Provide profiles of any proposed storm drain. ▪ Show locations of roof drains. ▪ Registered Arizona Civil Engineer seal and signature is required. ▪ Add blue stake logo(s).
		24. Floor Plan sheet drawn to scale 1:20 or 1:40, showing: ▪ Include existing and proposed floor layouts with dimensions and area. ▪ Floor Area Summary Table - List and summarize existing and proposed square footage of all on-site structures and their individual components (i.e. finished basement, first floor, second floor, garage, accessory structure(s), etc.). ▪ Label the use of all rooms on the plans, with the dimensions of the room and the overall dimensions of building(s). ▪ Identify service areas. ▪ Exterior walls and interior partitions. ▪ Windows and other wall openings. ▪ Doors and door swings. ▪ Stairs and elevations. ▪ Registered Arizona Architect seal and signature is required. ▪ Submit in AutoCad (.DWG) format for engineering review.
		25. Black/white Elevations/Renderings sheet drawn to scale 1:20 or 1:40, showing all four sides of all proposed buildings and/or structures, without landscaping. ▪ Indicate all building heights and lengths. Heights to be measured from the highest point of the roof/parapet to the finished grade. ▪ Indicate exterior materials and colors to be used, including roofing, siding, and windows. ▪ Indicate location, dimensions, materials and colors (including reflectivity) of principal façade elements – windows, walls, doors, etc. ▪ Outline of height and location of rooftop mechanical equipment with a dashed line beyond the parapet wall. ▪ Location, height, and type of exterior wall lighting fixtures proposed. Submit product specification cut sheets. ▪ Existing and proposed sign band/sign location. ▪ Screening walls for refuse collection, parking and other uses. ▪ Shade and/or parking canopies, if any. ▪ Refuse enclosures and gates, including height, materials and colors. ▪ Registered Arizona Architect seal and signature is required.

		26. Colored Elevations/Renderings sheet drawn to scale 1:20 or 1:40, showing all four sides of all proposed buildings and/or structures, without landscaping and blue sky. ▪ Same as 25 above. Black/white Elevations submittal requirement above. ▪ Registered Arizona Architect seal and signature is required.
		27. Building Perspectives sheet, showing ▪ Three-dimensional renderings of building(s). ▪ Perspectives from the Loop 101 Pima Freeway from two different locations. ▪ Perspectives from 90th Street
		28. Roof Plan sheet drawn to scale 1:20 or 1:40, showing ▪ Roof color. ▪ Proposed mechanical equipment and screening. ▪ Downspouts. ▪ Indicate slope of roof and drainage direction. ▪ Externally mounted fixtures and equipment, including lighting, cameras, etc.
		29. Lighting Plan sheet drawn to scale 1:20 or 1:40, showing ▪ Site photometric plan showing foot candle levels uniformity across the site all the way to the perimeter. Use a 10' x 10' maximum grid. ▪ Lighting cut sheets for all exterior lighting, including wall mounted and parking lot lights detailing specific fixture, bulb type and output proposed shall be placed on plan sheet for review. ▪ Lighting pole height and color. ▪ A Table showing: a. The total maintained maintenance (light loss) factor utilized, which shall be shall not be below 0.70. b. The maximum and the average light level of the illuminated areas of the site (the average shall exclude any 0.0 readings or readings that are off the site.) c. The min/max and max/average ratios for different areas of the site. ▪ Each Plan shall only include one horizontal reading across the entire site. Only the building footprint shall masked out from the reading. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive-thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized on the same plan, a separate grid symbol (example: %) must be utilized, and a separate maintained maximum, minimum, average illuminance shall be provide for the grid. ▪ Submit in AutoCad (.DWG) format for engineering review.
		30. Utilities on Site Plan or Utility Plan (sheet drawn to scale 1:20 or 1:40), showing: ▪ Existing utilities: water, sewer, electricity, telephone lines, and cables. ▪ Extension of existing utility lines. ▪ New utility connections. ▪ Add Location of Electrical Transformers. ▪ Submit in AutoCad (.DWG) format for engineering review.
		Documents/Plans as required by the Planning Services Division:
		31. Detail Plan Sheets to accompany close up details to site plan, elevations, etc. - Rooftop Screening Units - Window Shading - Building Canopy including renderings, side and top plan views. - Transformers and all ground units. - Site screen walls. - Refuse enclosures. - Cultural Icons, Designs, Patterns, etc on Building Exterior
		32. Solar Study - Proper shading of windows is based on conditions at noon on June 21st, when the angle to the solar azimuth is approximately 76 degrees. The horizontal offset to the south is a minimum of ¼ foot per 1 foot of vertical distance to the edge of the shading device.
		33. Site line drawing (include a line beneath to include a description)

		34. Cross-section drawing (include a line beneath to include a description)
		35. If project is within the Pima Corridor , a view plane will need to be established. See Section 5.4.3.A and 5.4.3.B of the Zoning Code, page 86-87.
		36. Drainage Report or Drainage Statement.
		37. Traffic Report/Statement, Traffic Impact Analysis or Traffic Impact Mitigation Report.
		38. Water/Sewer Needs Report/Plan
		39. Geotechnical Report
		40. Design Guidelines - Submit design guidelines for master planned projects.
		41. Comprehensive Sign Plan – Submit a completed comprehensive sign plan booklet for review and approval. Refer to separate Checklist for submittal requirements.
		42. DR approved plans.
		43. Submit lease, easements, service line agreements, dedications, abandonments, permits, and variance information (if available).
		44. Submit cross-access agreements. Submit a draft of the agreement (ex: cross access to adjacent or landlocked property) to be reviewed and approved by the Community. Once agreement is approved, it shall be recorded with Maricopa County.
		45. Construction Staging Area – Applicant/Developer solely responsible to identify and secure a location for any construction staging needs.
		46. For tribal projects only: Submit written documentation from the Public Works Department that the plans have received their approval.
		47. Written Response to Preliminary Application Comments – Submit a written response to staff review comments issued during Preliminary Application and prior applicant submittals.
		48. Other:
		49.
		50.
		51.

ITEMS TO BE SUBMITTED

Submit the following documents electronically by email or Bluebeam to Planning@srpmic-nsn.gov. If submitting a large number of documents via email, submit in maximum increments of 10MB or lower with each email. You may also submit the entire package via USB drive and drop off at our office. If you have any issues regarding submissions, please email Planning@srpmic-nsn.gov.

1. PDF version of the completed application, plan sheets, color and materials board, color draw-downs and all required submittal items.
2. A Georeferenced AutoCad (.DWG) file of plans, identified as a required submittal in .DWG file format in the checklist above. The .DWG file shall be "Assigned" to the NAD 1983 (2011) Arizona State Plane Central – International Coordinate System. Contact Kevin Womble, SRPMIC ECS

Survey Manager with any questions related to Community, BLM, or GLO monuments and boundary information at kevin.womble@srpmic-nsn.gov or 480-362-7803.

Submit the following documents in-person at our office:

1. One (1) copy of 8.5"x14" size board(s) with samples of colors and materials.
2. One (1) copy of 8.5"x11" size draw-downs of each paint color proposed for the project.

Note: The minimum scale for all plans shall be 1" = 20' or 1" = 40', unless otherwise approved. Indicate the date, graphic scale and north arrow on all drawings. For larger projects, provide overall key map, maximum scale acceptable is 1"=100'.

ATTACHMENTS:

1. Non-binding Fee Form
2. Fee Calculation Worksheet
3. Site/Landscape Plan Worksheets
4. Landscape Plan Worksheet Examples
5. DR Application Process Flow Chart

Location Map of SRPMIC Finance Department

