

DUE DILIGENCE GUIDELINES

Overview:

A Due Diligence is an **optional** meeting that would take place prior to the required concept review meeting. This meeting acts as an opportunity for the City to provide a general overview of the development process and provide preliminary feedback on development proposals. It is recommended that the applicant and their technical team attend the meeting. Prior to this meeting, representatives from various departments will evaluate the project and will then provide comments at the meeting. These departments can include Planning, Engineering, Fire-Medical, Building Safety, Real Property, Land Survey, Water Resource Management, Transportation Planning, Traffic Engineering and GIS.

Due Diligence Meeting:

The intent of this meeting is to provide information and guidance for property owners, developers and project designers who are considering development within the City of Surprise. The meeting provides an opportunity for applicants and staff to discuss planning and zoning issues related to conceptual development plans. Topics may include:

- Potential challenges including planning issues, neighborhood issues, general plan issues and zoning requirements
- Significant public infrastructure issues

A separate Concept Meeting will be required before a Design Review Application will be accepted.

Scheduling:

Due Diligence Meetings:

Meetings are scheduled every Thursday at 2:30 p.m. and 3:00 p.m. The meetings are allotted 30 minutes, and meeting times may be reserved by submitting all required documents to the Project Coordinators or Development Center Information Counter at City Hall. Materials must be received on or before Wednesday at 4 p.m. the week prior to the desired meeting date. **Meetings will not be scheduled without the required items.**

Fees:

Due Diligence Meeting: No fee

For zoning questions, please contact the Planning Department at (623) 222-3011

To schedule a meeting, please contact the Project Coordinator below:

Tierney Farago	tierney.farago@surpriseaz.gov	623.222.3154
Nichole Flores	nichole.flores@surpriseaz.gov	623.222.3244

SUBMITTAL REQUIREMENTS

Due Diligence Meeting:

The following is required for a Due Diligence Meeting:

Application Submittal Form (see page 3 of this document)

Project Narrative

The project narrative should provide all information necessary to allow for a thorough understanding of the proposed activity. Include a written discussion/background of the project, description of proposed uses, desired project timing and describe any specific questions for staff.

Context Plan

The context plan is an aerial photo that is intended to demonstrate the relationship between the subject site and adjacent developments or properties as well as show existing and proposed land use, zoning, streets, infrastructure, site conditions, etc.

Conceptual Site Plan (optional)

The conceptual site plan or preliminary plat is intended to show all proposed development activities. The level of detail provided in the comments from City staff is dependent on the level of information provided on the conceptual site plan. Suggested items to provide on the plan include:

<input type="checkbox"/> Plan extends 100' beyond site boundary	<input type="checkbox"/> Building and structures
<input type="checkbox"/> Provide existing and proposed information	<input type="checkbox"/> Fences and walls
<input type="checkbox"/> Project name and location	<input type="checkbox"/> Trash enclosures and fire hydrants
<input type="checkbox"/> Scale not greater than 1" = 20'	<input type="checkbox"/> Driveway entrances
<input type="checkbox"/> North arrow	<input type="checkbox"/> Phasing
<input type="checkbox"/> Vicinity map	<input type="checkbox"/> Sidewalks and walkways
<input type="checkbox"/> Boundaries with dimensions	<input type="checkbox"/> Parking areas and drive aisles
<input type="checkbox"/> Site square footage	<input type="checkbox"/> Street widths
<input type="checkbox"/> All rights of way and easements	<input type="checkbox"/> Loading areas
<input type="checkbox"/> Adjacent zoning	<input type="checkbox"/> Drainage facilities
<input type="checkbox"/> Setbacks	<input type="checkbox"/> Utility boxes and structures
<input type="checkbox"/> Ingress and egress, onsite and adjacent	<input type="checkbox"/> Traffic Signals

Submittal Format

All items above are to be submitted in pdf format on CD or by email to the Project Coordinator:

Tierney Farago
Nichole Flores

tierney.farago@surpriseaz.gov
nichole.flores@surpriseaz.gov

623.222.3154
623.222.3244

**CITY OF SURPRISE
DUE DILIGENCE MEETING REQUEST APPLICATION**

Due Diligence Date and Time:

Project Name:

Project Address or Cross Streets:

Assessor's Parcel Number(s):

Provide scope of work (project description) and time frame:

Please answer the following questions: <ol style="list-style-type: none"> 1. Have you spoken with a planner regarding this site? <ul style="list-style-type: none"> • If yes, which planner? _____ 2. Has this project been through the City process in the past? 3. Have you hired a professional engineer/architect to design your project? 4. Do you have a preliminary plan prepared? 	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<input type="checkbox"/> Yes	<input type="checkbox"/> No								
<input type="checkbox"/> Yes	<input type="checkbox"/> No								

Provide any questions or information you are looking for from staff: <ul style="list-style-type: none"> • • • • •
--

Applicant Name:

Company Name:

Address:

City:	State:	Zip:
-------	--------	------

Phone Number:	Email:
---------------	--------

Applicant's Signature:	Date:
------------------------	-------