

## CONCEPT MEETING GUIDELINES

### Overview:

A Concept Review Meeting is required to take place prior to submitting design review of a project, including but not limited to, zoning, preliminary or final plats, site plans, and improvement plans. 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.

### Concept Meeting:

The intent of this meeting is to provide more specific information and guidance for property owners, developers and project designers who are considering development within the City of Surprise. Following the meeting, a Concept Meeting Summary will be provided to the applicant which provides:

- A general outline of comments and issues related to planning and infrastructure requirements
- Submittal requirements and fees
- Information about the review process
- Information about public hearing and Council processes

Comments will be preliminary in nature. Additional comments may be provided during staff review of the formal submittal.

### Scheduling:

#### Concept Meetings:

Meetings are scheduled every Thursday between the hours of 8:45 a.m. – 11 a.m. The meetings are allotted 45 minutes and meeting times may be reserved by submitting all required documents to the Development Center Information Counter at City Hall. Materials must be received on or before Wednesday at 4 p.m. two weeks prior to the Concept Meeting date. One hard copy of all items and one CD in pdf format are required. Meeting times are filled on a first come, first served basis. **Meetings will not be scheduled without the required items.** If the desired week's schedule is filled, the applicant will receive the first available spot on the following week's schedule.

### Fees:

Concept Meeting: \$300

### For questions, please contact the Project Coordinator below:

Allysa Robinson at [allysa.robinson@surpriseaz.gov](mailto:allysa.robinson@surpriseaz.gov) (623) 222-3099

## SUBMITTAL REQUIREMENTS

### Concept Review Meeting:

The following is required for a Concept Review 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

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 at the front counter of the Development Center. One hard copy of all items and one CD in pdf format are required.

**CITY OF SURPRISE  
CONCEPT REVIEW MEETING REQUEST APPLICATION**

<b>Concept Review Date and Time:</b>	<b>Concept Review Project Number:</b>								
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"> <li>1. Have you spoken with a Planner regarding this site?             <ul style="list-style-type: none"> <li>• If yes, which planner? _____</li> </ul> </li> <li>2. Has this project been through the City process in the past?</li> <li>3. Have you hired a professional engineer/architect to design your project?</li> <li>4. Do you have a preliminary plan prepared?</li> </ol>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><input type="checkbox"/> Yes</td> <td style="text-align: right;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Yes</td> <td style="text-align: right;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Yes</td> <td style="text-align: right;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/> Yes</td> <td style="text-align: right;"><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
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Provide any questions or information you are looking for from staff : <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>									
Applicant Name:									
Company Name:									
Address:									
City:	State:	Zip:							
Phone Number:	Email:								
Applicant's Signature:		Date:							