



## City of Tolleson Development Services

### Tolleson PAD Plan Submittal Checklist (TCC 12-4-83)

**Project:** \_\_\_\_\_  
**Developer:** \_\_\_\_\_  
**Consultant:** \_\_\_\_\_  
**Date Submitted:** \_\_\_\_\_

***Pre-App Meeting:*** A Pre-application meeting with City staff prior to making a formal submittal is encouraged. In doing so the applicant can discuss with staff issues such as the development concept, the review and approval process, and the submittal requirements. [TCC 12-4-83(A)] An initial Pre-App meeting will be provided at no fee.

A Concept Plan is required to be submitted to staff at least 15 days prior to the Pre-App meeting (TCC 12-4-83 (B)). The Concept Plan is to contain, at a minimum, the information noted in TCC 12-4-83 (C) plus other information as may be necessary for staff to evaluate the proposal & provide appropriate input.

***NOTICE:*** PAD Plans are approved by the City Council, with the recommendation of the Planning and Zoning Commission, after a public hearing by both bodies. The public hearings and actions require a 30-day public notice. Final submittals of complete and accurate documents must be received by staff at least 7 days prior to the deadline for public notice for the desired council meeting, as determined by the clerk. Applications and supporting documents deemed not to be complete and accurate will not be processed for the requested council meeting. Staff will work with the applicant to reschedule to a subsequent meeting date once the submittal is determined to be complete and accurate.

Applicant Chk	TOL Chk	Required Submittal Items
_____	_____	Application: [TCC 12-4-83 (B)]
_____	_____	Fully completed
_____	_____	Information is correct & accurate
_____	_____	Signed by appropriate parties
_____	_____	Fees [TCC 12-4-83 (B)] –
_____	_____	(NO review to start until ALL fees have been received.)
_____	_____	Fee calculations are complete AND correct
_____	_____	Fee has been received.
_____	_____	PROP 207 Waiver
_____	_____	(MUST be submitted for ANY Zoning action.)
_____	_____	Prepared completely and accurately
_____	_____	Signed & "notarized/attested" by property owner(s)
_____	_____	Owner's Letter of Authorization
_____	_____	Included
_____	_____	Signed/dated
_____	_____	PRELIMINARY DEVELOPMENT PLANS:
_____	_____	Required Plans, Reports, and other Supporting Documents
_____	_____	General Parcel Information as noted in TCC 12-4-83 (D) (1)

Project: \_\_\_\_\_

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Checklist

- \_\_\_\_\_ Site Condition Plan(s) per [TCC 12-4-83 (D) (2)]  
Plan or report, with appropriate graphics, summarizing the proposed allocations of land use per [TCC 12-4-83 (D) (3)]
- \_\_\_\_\_ Land Use Plan per [TCC 12-4-83 (D) (4)]
- \_\_\_\_\_ Preliminary Engineering Plan(s) per [TCC 12-4-83 (D) (5)].  
To include, at a minimum:
  - \_\_\_\_\_ Preliminary Grading & Drainage Plan(s) [TCC 12-4-83 (D) (5)]
  - \_\_\_\_\_ Preliminary Utility Plan [TCC 12-4- (D) (5)]
 Depending on the size of the site and the complexity of the design, utility information may, with the prior approval of the City Engineer, be incorporated onto the same plans as those depicting the sites preliminary grading and drainage system.
- \_\_\_\_\_ Building Elevations per [TCC 12-4- (D) (6)]
- \_\_\_\_\_ Preliminary Landscaping Plan [TCC 12-4- (D) (7)]
- \_\_\_\_\_ Traffic Analysis Report per [TCC 12-4-83 (D) (8)]
- \_\_\_\_\_ Phasing Plan(s) per [TCC 12-4-83 (D) (9)]

**NOTES:**

Each required plan type is to be submitted as a separate component of the submittal. Consolidating plan types on a single sheet is unacceptable. Submittals with such plans shall be considered "Administratively Incomplete".

Plans must not **exceed the allowable maximum scale**. Submittals with such sheets shall be considered "Administratively Incomplete".

Preliminary Grading & Drainage, Utilities, Landscape, and Existing Conditions plans MUST be prepared by AND sealed/signed/dated by the appropriate design professional licensed by the AZBTR. Submittals with plans NOT so prepared shall be considered "Administratively Incomplete".

**Document Preparation Standards**

Documents submitted in support of the application are to be prepared according to the following standards:

- \_\_\_\_\_ Plan sheets for Site Plans, Building Elevations, Preliminary Grading & Drainage, Preliminary Utility Plans, Preliminary Landscape Plans, or any other plan sheets
  - \_\_\_\_\_ 24"x36" - landscape
  - \_\_\_\_\_ The scale of the drawings shall be a standard engineering scale of not less than 1" = 50'
  - \_\_\_\_\_ Alternate sizes/formats are discouraged and must be approved by the City Engineer prior to submittal.
  - \_\_\_\_\_ Submittals using sizes/formats other than those approved will be considered "Administratively Incomplete"

Technical Reports (Drainage, utilities, Soils, Structural, etc)

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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ALL documents are to be prepared/submitted on 8.5"x11" or 11"x17" sheets, unless an approved substitute has been approved by the City Engineer.

Scale of any drawings are to be an appropriate scale for the use intended or as required by law (Maximum scale 1" = 100').

Documents are to be orientated as follows, unless approved otherwise by the City Engineer:

- 8.5"x11" - portrait
- 11"x17" – landscape
- 24"x36' – landscape, requires prior approval of City Engineer prior to inclusion in submittal

Submittals using sizes/formats other than those approved will be considered "Administratively Incomplete"

**ALL submittals are to be made electronically ONLY. Contact the Development Services Customer Service Team (Development Services@tolleson.az.gov) for access to the City's paperless plan submittal/review system.**

**Fees must be paid by check, money order, or other method approved by the Finance Department. During the Covid-19 crisis the front lobby to the City Hall is closed to the public. There is a drop box located just next to the front door that is checked several times a day. Payments can be dropped off there; be sure to notify the Development Services Customer Services staff when a payment has been dropped off. Delivery of payments by USPS or other commercial delivery service is acceptable.**

**ALL fees must be paid before reviews will begin.**