



**PROCEDURE AND APPLICATION FOR A SITE PLAN REVIEW
PRE-APPLICATION MEETING**

- A. File an application and all required supporting documentation. Please use the attached application form.
- B. Submit the application and all required documents in PDF format. ***
- C. Attend a Pre-Application meeting with the Planning Department and affected County agencies.

FEE SCHEDULE

Submit the following fees made payable to Pinal County in accordance with Section [2.151.010(I)(2)a] of the PCDSC:

- A. Pre-Application Meeting = \$686.00

** Pre-Application meetings are held on the second and fourth Wednesday of each month. Complete applications must be received 14 working days prior to the desired meeting date to be scheduled for that day.

*** Your application must be submitted digitally via the online portal site at:

<https://citizenaccess.pinalcountyaz.gov/CitizenAccess>

Please call or email the Planning Division for more information.



PINAL COUNTY
WIDE OPEN OPPORTUNITY

PINAL COUNTY COMMUNITY DEVELOPMENT PRE-APPLICATION MEETING FOR SITE PLAN REVIEW
(Applications must be typed or written in ink)

Site Plan Review is required for all new developments (any Commercial, Industrial, Multi-Family, Churches and Schools), building additions, and any change of use. A zoning clearance will not be issued until the project has received site plan approval. A site plan is approved only when all the components are in compliance with all zoning and land development requirements.

To schedule a pre-application meeting you must provide: **1.) Completed application form below, 2.) One copy of a scaled preliminary site plan on 8½ x 11 paper, 3.) A brief narrative describing the proposed use and 4.) A submittal fee of \$686.00** and deliver them to Pinal County Community Development, 31 N. Pinal St, Bldg F, Florence, AZ 85132. Your site plan will be reviewed and requirements and/or issues discussed at the pre-application meeting. Pre- Application meetings are scheduled for Wednesdays at the Community Development office in Florence. Please call (520) 866-6442 with any questions. **To determine if you are subject to Pinal County Impact Fees, please contact the Impact Fee Coordinator, at (520) 866-6321 or impactfeerequest@pinalcountyz.gov.**

Project Name: _____

Owner/Applicant: _____

Address: _____ Email: _____ Phone/Fax: _____

Parcel#: _____ Map Street: _____ S/T/R: _____

Zone Class: _____ Zoning Case: _____ Flood Zone: _____ Map #: _____

Present Use of Property: Proposed Use of Property, include individual building sizes and uses. (Additional sheets may be attached): _____

Building Sq. Ft. _____ Septic: Yes No

Water Company: _____ Fire District: _____ Sewer Company: _____

Please list any applications currently under review or recently approved which may assist in the review of this application: _____

INV#: _____ AMT: _____ DATE: _____ CASE: _____ Xref: _____

COMMUNITY DEVELOPMENT
Planning Division