

Where do I begin?

If the property is located within Glendale city limits, your first step is to submit a service request with the Development Services Center, located on the second floor of City Hall (5850 West Glendale Avenue). A Development Services Center staff member can help you submit the request and will ask you for information regarding the project, including a contact name and address and the details of the request.

You will also be asked the address or location of the property in question. After your request is submitted, it will be assigned to a planner and you will be contacted within five working days* to schedule a pre-application meeting to discuss your proposal.



What is administrative review?

Each zoning district in the city has a list of permitted uses. Some uses are permitted subject to specific conditions. Conditions may include, but are limited to, separation requirements from other uses or zoning districts, time and size restrictions, and specific design criteria. Uses subject to such conditions require administrative review to ensure that the proposed use or development meets the conditions.

Examples of projects requiring administrative review include:

- Wireless communication facilities utilizing existing vertical elements
- Group homes
- Guest houses

what you need to know about....



More information can be obtained by calling **(623) 930-2800** between 8 a.m. and 5 p.m., Monday through Friday

Note: The information in the pamphlet summarizes portions of the Glendale Zoning Ordinance. Copies of the Zoning Ordinance are available for purchase at the Development Services Center or can be accessed at the city's web site at www.glendaleaz.com

**City of Glendale
Planning Department**
5850 West Glendale Avenue
Suite 212
Glendale, Arizona 85301
(623) 930-2800



Administrative Review



For further information...

call the
Development Services Center
at (623) 930-2800

When is administrative review needed?

Administrative review is needed for any use identified in the Zoning Ordinance as subject to conditions. Administrative review involves the following:

- The Planning Director shall review all uses specified in Section 7.500, standards for use or accessory uses subject to conditions to determine that all conditions have been met.
- An application with the required fee shall be submitted which describes the use in detail and the manner in which it will comply with the specified condition.
- The Planning Director shall issue a written determination within ten (10) working days of submission of a completed application that the use or accessory use does or does not comply with the specified conditions. All determinations shall be maintained in the Planning Department records.



How do I apply?

Your assigned planner will contact you to schedule a planner pre-application meeting. At this meeting, the planner will explain the administrative review processes, hand out the application, and go over the submittal requirements.



What items are necessary to submit for administrative review?

The planner will let you know what items are required as part of the application. At a minimum, you will need the following:

- Completed application form (original – no faxed copies)
- Project narrative
- Legal description
- Parcel map
- Assessor's parcel number

- Deed/Title
- Site plan
- Filing fee

Your planner may require additional items based on the project proposed. Your planner will also determine the number of copies needed for each of the plans listed above.



How long does the administrative review process take?

When your administrative review application is submitted, it will be reviewed for completeness to make sure all items needed to process the application are included.

This review can take up to ten (10) working days.* The applicant will then receive a letter stating that the application is complete, or a letter noting which items are outstanding. Once the application is complete, it will be forwarded to the assigned planner for processing.

For most projects, the administrative review process takes approximately ten (10) business days from the time the application is deemed complete.



How much does administrative review cost?

A current fee schedule indicating application fees is available in the Planning Department at the Development Services Center.



What if the administrative review is denied?

Your planner will work with you to create an approvable project, rather than one that may be denied. However, if the administrative review is denied, the applicant has two options.

First, the plans may be changed to comply with the Ordinance conditions.

Second, the Planning Director's decision may be appealed to the Board of Adjustment. If the decision is appealed, a written notice and the appropriate appeal fee must be filed within 15 days of the decision. The application will then be scheduled for a Board of Adjustment hearing, and the applicant will be notified of the hearing date.

**Working days are defined as days that City Hall is open for business.*