

Planning

Entitlement and Design Review Process

Week 1 & 2

Applications seeking to schedule a particular Planning Commission hearing are due approximately eight weeks prior to the hearing date. Typically the deadline day is once a month on a Thursday by 3:00 pm. Click [Filing Schedule](#) to see the schedule of deadline days and Planning Commission meetings. Submittal Checklist and other application downloads are available online at <http://www.glendaleaz.com/planning/zoning.cfm>. Applications that only require design review approval are not subject to the same timeframe as applications requiring a Planning Commission public hearing.

After checking for completeness of the application and submittals, the package is assigned to a staff Planner and distributed to the Development Review Team within the City for review. Typically 8-10 working days are given for this review. Copies of plans with mark-ups and redlines will be available for pick up the applicant two weeks after formal submittal.

Week 3 & 4

Corrected plans with required changes and any other information that may have been required by the Development Review Team need to be returned no later than two weeks after the mark up plans from the Development Review Team are ready.

In case of applications seeking pre-application meeting, the applicant will be called and notified of their scheduled Pre-Application Meeting. This meeting is typically scheduled either on Tuesdays or Thursdays within fifteen days of application submittal. Staff representatives from various departments such as Land Development Engineering, Fire, Traffic & Transportation Engineering, Building Safety, Utilities, and Planning will meet with the applicant to give their review comments.

Week 4, 5, & 6

During these weeks, the applicant will be required to implement the Citizen Participation Plan and submit a Final Citizen Participation Report for projects that require a Planning Commission public hearing. If a neighborhood meeting is chosen as a method of citizen participation, a neighborhood meeting will be required to be completed before submitting the Final Citizen Participation Report. Click [Citizen Participation Plan](#) to download steps to follow in implementing this plan.

The Development Review Team will use this time to evaluate the application, site plan, and other exhibits to complete the Planning Commission Staff Report.

Week 7 & 8

Fifteen days prior to the scheduled Planning Commission Meeting, applicant is required to post a Public Notice Posting on the property per Arizona Revised Statute's public hearing requirements. Click [Public Notice Requirements](#) to download the requirements. Planning staff will mail notification cards to the neighbors and other interested parties on upcoming Planning Commission hearing. Approximately eight

days prior to the Planning Commission hearing, Staff Reports are delivered to the Planning Commission members, a copy of the Staff Report is mailed to the applicant.

Planning Commission Agendas are posted at least three working days prior to the Planning Commission meetings at the following locations: City Hall, 5850 West Glendale Avenue and on the City web site.

Planning Commission public hearing takes place first Thursday of every month at 7:00 p.m. in the City Council Chambers at 5850 West Glendale Avenue, unless otherwise notified. The Planning Commission takes this opportunity to review and discuss all applications. The Planning Commission may recommend approval, denial and any specific conditions on the item. These recommendations are then forwarded to the City Council for final action in most cases.

City Council Meeting

The City Council is the legislative body that makes a final action on General Plan Amendments and Rezoning. The final action by the City Council may deny, approve or recommend for a review by the Planning Commission. An appeal of a decision by the City Council must be made to the Superior Court within fifteen days.

For additional information, please contact the Planning Department at (623) 930 2800 or planninginfo@glendaleaz.com