



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

SERVICE REQUEST

PLEASE DO NOT SKIP this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



PLANNING

Development Services Department

Date Stamp

APPLICATION SUBMITTAL CHECKLIST for Design Review – House Products Case Number: DR

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package:

Required:

- | | Yes | No | |
|-----|-------------------------------------|--------------------------|---|
| 1. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Completed Master Application |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Service Request (SR) Number: <u>SR</u> |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Owner's Signature on Master Application |
| 4. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project Narrative (3 copies) |
| 5. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Individual Site/Landscape Plans/Plant List, sizing), 11" x 17".(3 copies) |
| 6. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor Plans – Blue or Blackline Prints, 11" x 17", to scale (3 copies) |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | B&W Elevations – All Sides of each Model, 11" x 17", to scale (3 copies) |
| 8. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Color Elevations – All Sides of each Model, 11" x 17", to scale (3 copies) |
| 9. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Material and Color Palette Sheet/Board – 11" x 17", to scale (1 copy) |
| 10. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Filing Fee: \$ <u>29.51</u> per lot x <u> </u> lots = \$ <u> </u> |

_____	_____
Printed Name	Signature
_____	_____
Company	Date

Email address	

If you have questions regarding the items on this checklist, contact your project planner.

_____	(623) _____
Project Planner	Phone
_____	@glendaleaz.com
Email Address	