CITY OF SURPRISE
DUE DILIGENCE AND CONCEPT MEETING GUIDELINES

Overview:
A Due Diligence and/or Concept Meeting is required prior to submitting design review of a project including, but not limited to, zoning, preliminary or final plats, site plans, and improvement plans. These meetings act as an opportunity for the City to provide a general overview of the development process and preliminary feedback on development proposals. It is recommended that the applicant and their technical team attend the meeting. Prior to these meetings, representatives from various departments will evaluate the project and provide comments at the meeting. These departments include Planning, Engineering, Traffic, Fire-Medical, Building Safety, Real Property, Survey, and GIS.

Meeting Types:

Due Diligence Meeting:
The intent of this meeting is to provide information and guidance for property owners, developers, and project designers who are considering developing within the City of Surprise. The meeting provides an opportunity for applicants and staff to discuss planning and zoning issues related to conceptual development plans. Topics may include:

- Potential challenges including planning issues, neighborhood issues, general plan issues, and zoning requirements
- Significant public infrastructure issues

A separate Concept Meeting will be required before a Design Review Application will be accepted.

Concept Meeting:
The intent of this meeting is to provide more specific information and guidance for property owners, developers, and project designers who are considering developing within the City of Surprise. Following the meeting, a Concept Meeting Summary will be provided to the applicant that provides:

- A general outline of comments and issues related to planning and infrastructure requirements
- Submittal requirements and fees
- Information about the review process
- Information about public hearing and Council processes

Comments will be preliminary in nature and additional comments may be provided during staff review of the formal submittal.

Scheduling:
Due Diligence Meetings: Meetings are scheduled every Thursday between the hours of 2:30 p.m. – 4 p.m. The meetings are generally allotted 45 minutes. Meeting times may be reserved by submitting all required documents to the Project Coordinators or Development Center Information Counter at City Hall. Materials must be received on or before Wednesday at 4 p.m., the week prior to the desired meeting date.

Concept Meetings: Meetings are scheduled every Thursday between the hours of 8:45 a.m. – 11 a.m. The meetings are generally allotted 45 minutes. Materials must be received on or before Wednesday at 4 p.m., two weeks prior to the Concept Meeting date. Meeting times are filled on a first come, first served basis. If the desired week's schedule is filled, the applicant will receive the first available spot on the following week's schedule.

Fees:
Due Diligence Meeting: No fee
Concept Meeting: $300

For questions, please contact the Planning Department at (623) 222-3011
To schedule a meeting, please contact the Project Coordinators:
Heather Donaldson at (623) 222-3133 or
Jamie Sullivan at (623) 222-3099

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SUBMITTAL REQUIREMENTS

Due Diligence Meeting:
The following is required for a Due Diligence Meeting:

☐ Application Submittal Form (see page 3 of this document)

☐ Project Narrative

The Project Narrative should provide all information necessary to allow for a thorough understanding of the proposed activity. Include a written discussion/background of the project, desired project timing, and describe any specific questions for staff.

☐ Context Plan

The context plan is an aerial photo that is intended to demonstrate the relationship between the subject site and adjacent developments or properties and to show existing and proposed land use, zoning, streets, infrastructure, site conditions, etc.

☐ Submittal Format

All items above are to be submitted in pdf format on CD or by email.

Concept Review Meeting:
The following is required for a Concept Review Meeting:

☐ All items required in the Due Diligence Meeting checklist (above)

☐ Conceptual Site Plan

The conceptual site plan or preliminary plat is intended to show all proposed development activities. The level of detailed comments from City staff is dependent on the level of information provided on the Conceptual Site Plan. Suggested items to provide on the plan include:

☐ Plan extends to include up to 100' beyond site boundary	☐ Building and structures
☐ Provide existing and proposed information	☐ Fences and walls
☐ Project name and location	☐ Trash enclosures
☐ Scale not less than 1” = 20’	☐ Driveway entrances
☐ North arrow	☐ Ingress and egress points, onsite and adjacent
☐ Vicinity map	☐ Sidewalks, walkways
☐ Boundaries with dimensions	☐ Parking areas and drive aisles
☐ Site square footage	☐ Street widths
☐ All rights of way and easements	☐ Loading areas
☐ Adjacent zoning	☐ Drainage facilities
☐ Setbacks	☐ Utility boxes and structures
☐ Phasing	☐ Traffic Signals

☐ Site Context Photos (Optional): Number and reference all pictures by location on either the context plan or site plan.

- Provide color photographs at intervals along the perimeter of site every 500’
- Photograph adjacent improvements (curb, gutter, sidewalks, streetlights, hydrants, etc.)
- Provide pictures of existing on-site conditions

☐ Submittal Format:

All items above are to be submitted in pdf format on CD and one hard copy of all items.

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CITY OF SURPRISE
MEETING REQUEST APPLICATION

Due Diligence/Concept Review Date and Time:	**Concept Review Project Number:**

Desired Meeting Type ☐ Due Diligence Meeting ☐ Concept Meeting

Project Name:

Project Address or Cross Streets:

Assessor's Parcel Number(s):

Provide scope of work (project description) and time frame:

Please answer the following questions:

1. Have you spoken with a Planner regarding this site? ☐ Yes ☐ No
   - If yes, which planner? _____
2. Has this project been through the City process in the past? ☐ Yes ☐ No
3. Have you hired a professional engineer/architect to design your project? ☐ Yes ☐ No
4. Do you have a preliminary plan prepared? ☐ Yes ☐ No

Provide any questions or information you are looking for from staff :

Applicant Name:

Company Name:

Address:

City:	State:	Zip:
Phone Number:	Email:	

Applicant's Signature:	Date: