



Development Services Department

(928) 341-8563 | 1090 E. Union Street | San Luis, AZ 85349
Quality Service | Effective Communication | Professionalism

The San Luis Development Services Department is pleased to provide Predevelopment Meetings to assist applicants in understanding the opportunities and limitations within the municipal boundaries of the City of San Luis. Predevelopment Meetings are not mandatory, however should a developer choose to schedule one, an application should be made prior to obtaining any permits.

About Your Predevelopment Meeting

Upon receipt of this application, Development Services personnel will schedule a meeting where the applicant will have the opportunity to present their proposal to our technical review team.

What happens during a Predevelopment Meeting?

Staff will review the information provided by the applicant, along with our internal records, to determine the general requirements for the project. If additional information is requested before the meeting, it is intended to enhance the quality of feedback we can offer during the discussion. Please note that this meeting is preliminary. Providing comprehensive project details in advance will help ensure the most constructive feedback from staff. At the conclusion of the meeting, applicants will receive a written summary of staff comments for future reference. Please be advised that staff review comments are valid for six (6) months from the date of the meeting.

When are Predevelopment Meetings held?

Meetings are usually held within two to three weeks after all submission requirements are met.

Is there a fee for a Predevelopment Meeting?

No.

What is needed to submit with my Predevelopment Meeting request?

Predevelopment Meeting date will be set after the complete submission of the following:

- Completed application*
- Accurate, scaled site plan with North arrow*
- Supplementary drawings (floor plan, sketches, renderings, etc.)-optional*

Applicant Contact Information

Applicant Name	
Address (City, State, Zip)	
Phone	
Email	

Project Information

APN/Parcel Number	
Project Name	
Project Address (City, State, Zip)	
Owner Name, Phone No., Email	

Please provide a thorough description of your proposed project:

Please fill out the following pages with as much information as possible. **Write “N/A” if a description does not apply to the proposed project.**

Project Description: Planning & Zoning/Building Safety		
ALL PROPOSALS	EXISTING	PROPOSED
Uses of structures on property		
Hours of operation		
Number of employees		
Square footage		
Proposed accessories (i.e. storage, pool, garage, shade, etc.) and accessory uses		
If commercial/industrial use, is public expected on the facility?		
Any secondary activities that will take place besides the proposed use?		
Any hazardous materials expected to be stored, manufactured, or processed?		
Project Description: Engineering/Public Works		
Water Supply: Does project propose to connect to a public water system?		
Sewer Connection: Does Project propose to connect to a public sewer system?		
Arizona Pollutant Discharge Elimination System (AZPDES) permit for stormwater: Does project require a stormwater pollution prevention plan (SWPPP) from the Arizona Department of Environmental Quality?		
Are any off-site improvements being proposed in the right-of-way?		
Please identify existing and proposed road improvements along perimeter or parcel:		

Project Description: Engineering/Public Works

ALL PROPOSALS	EXISTING	PROPOSED
Does your proposed development change existing drainage patterns or features?		
Does your proposed development result in increase of storm water runoff?		

Please list any specific questions you would like answered in the Predevelopment Meeting:

- 1.
- 2.
- 3.
- 4.
- 5.

This meeting is preliminary and tentative in nature. Until all documentation, information, and drawings are submitted and approved in final form, and all permits for construction are approved and issued, the City of San Luis reserves the right to make further comments or require further information or submissions. Any changes to your proposed development after the Predevelopment meeting could affect the requirements for the project.

Please submit in person or email completed application with pertinent information to:
P&Z@sanluisaz.gov

*****For Office Use Only*****

Staff taking application:
Appointment Date:
Appointment Time
Notes: