



**I. Type of Fact-Finding application:**

- Written Response (response provided approximately two weeks from date of submittal; \$300 fee)
- Meeting with PDD staff (scheduled within approximately three weeks from date of submittal; \$600 fee)

**Fact-finding requests for sites located within the Downtown Code (DTC) or Walkable Urban Code (WU Code) should not use this checklist. Please refer to the separate DTC/WU Code Pre-Application Submittal checklist, which includes information regarding DTC/WU code fact-finding submittals.**

**II. Applicant/Contact Information (PLEASE PRINT):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**III. Site Information**

Property Address: \_\_\_\_\_  
 Assessor Parcel Number(s) (APN): \_\_\_\_\_

**IV: Scope/Questions: Please describe the proposed type of development, along with specific questions you would like answered by PDD staff (you may attach additional sheet(s) if necessary):**

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**----- Staff Use Only -----**

Date of submittal: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Staff: \_\_\_\_\_  
 Project No:  New  Existing \_\_\_\_\_ SDEV #:  New  Existing \_\_\_\_\_

<b>Discipline</b>	<b>Fee Code</b>	<b>Discipline</b>	<b>Fee Code</b>
<input type="checkbox"/> Civil	PESTAFF*	<input type="checkbox"/> Site Planning/Zoning	SPSTAFF*
<input type="checkbox"/> Building Safety	BSCSTAFF	<input type="checkbox"/> Traffic	SPSTAFF*
<input type="checkbox"/> Fire Prevention	FPBASEFEE*		

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.

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**Frequently Answered Questions About Fact-Finding Requests**

- **What is a Fact-Finding request?**

A fact-finding request is a public request for basic development information regarding development standards for a particular piece of property NOT located within the Downtown Code (DTC) or Walkable Urban (WU) Code area. **For sites located within the DTC/WU code areas, please refer to the separate DTC/WU Code Pre-Application Submittal checklist, which includes information regarding DTC/WU code fact-finding submittals.**

- **Is there a fee for a Fact-Finding request?**

Yes. A fee of \$300 is charged for a written response. A fee of \$600 is charged if a meeting with PDD staff is requested. The fee is due at the time the request is submitted.

- **What type of information can be requested via a Fact-Finding Application?**

A fact-finding request is designed to provide basic information which, though not difficult for staff to research, is not readily available through self-help outlets such as the Internet.

Examples: How much ROW will I have to dedicate if I choose to develop my property? Are there any other easement dedications required if I develop my property? Are sewer and water services available to serve my property, and if so, is capacity available for my proposed development? If I want to change the use on my property, what city processes and/or permits are required to make this change? Is the existing parking provided in a shopping center sufficient for my proposed tenant improvement, or will I need to provide more?

- **How is this request different from a PDD pre-application meeting?**

A fact-finding request is different from a pre-application meeting in that staff will not conduct a complete review of a proposed site plan. Only the questions submitted can be answered. A pre-application meeting is required to obtain a complete review of a detailed site plan proposal. If your fact-finding request is detailed enough to submit for a pre-application meeting, you will be encouraged to do so. Also, requests for approval of non-standard details (such as driveway, gated-entry designs, or street width dimensions which are not consistent with published city standards) cannot be reviewed or approved as part of a Fact-Finding request.

- **Will I get to meet with staff to discuss my Fact-Finding request?**

Yes, but only if you choose that option when you make your request and pay the applicable fee. There are two types of fact-finding requests: 1) written responses to specific questions; and 2) written responses, plus a face-to-face discussion with staff.

- **Do I need to file for a PDD Pre-application meeting if I've submitted a Fact-Finding application?**

Yes, a Fact-Finding request does not replace the required pre-application meeting. However, it may be possible to request a Enhanced (Option 2) pre-application/preliminary review, which is further explained in a separate document. Please note that small commercial or industrial projects may not require a pre-application submittal. Contact Minor Commercial Review staff at Counter 6, 2<sup>nd</sup> Floor, 200 West Washington Street, for further information.

- **Are there free services available?**

Yes, the 2<sup>nd</sup> Floor Development Center has staff available to answer many types of development-related questions without fee. Customers are allowed 15 minutes with each discipline; i.e., site, civil, traffic, etc. If more time is needed, a Fact-Finding request will be required. Also, the Office of Customer Advocacy (OCA) provides consultation services related to adaptive reuse of existing buildings without fee. OCA may be reached at 602-534-7344.