

Submittal Date: \_\_\_\_\_

**DESIGN REVIEW REQUEST  
&  
SUBMITTAL CHECKLIST**

This form is to be used by Airport tenants, builders and developers desiring to undertake development projects involving new construction and exterior or signage components of Airport Authority-owned buildings and other structures at the Airport or on Airport property. Please provide all requested information. Applicants are reminded that all project submittals are subject to the provisions of the Airport Design Guidelines, Airport Comprehensive Sign Plan and Airport Landscape Master Plan. Copies of these publications can be found on the Airport website at [www.gatewayairport.com](http://www.gatewayairport.com), under About Us and the Documents & Forms Library.

The Airport Authority's Design Review Committee (DRC) will evaluate the proposed project on the basis of compliance with provisions contained within the aforementioned Guidelines and Plans. Upon approval, the DRC will provide applicants with a letter of approval that must be presented to the City of Mesa (COM) prior to the City's consideration of the project for permitting. The Airport Authority's DRC will assign a project coordinator to assist the applicant and his/her contractors in completing the project, while ensuring that the specific project provisions approved by the DRC and Airport security and safety are satisfied. Any project changes initiated after commencement of construction also require consideration and approval by the DRC.

For assistance in completing this Tenant Improvement Request (TIR), or the alternative DRR, please contact:  
Mr. Matthew McClung, Economic Development and Real Estate Project Specialist  
Mesa Gateway Airport Authority, 5835 S. Sossaman Road, Mesa, Arizona 85212-6014  
Telephone: 480.988.7647, Email: [mmcclung@gatewayairport.com](mailto:mmcclung@gatewayairport.com)

Applicant Information	Contractor/Architect Information
Name:	Name:
Title:	Title:
Company:	Company:
Street Address:	Street Address:
Suite No. (if any):	Suite No. (if any):
City, State, ZIP:	City, State, ZIP:
Telephone No.:	Telephone No.:
Email:	Email:
Location of Project (address, building number or lot/parcel number – attach additional pages, if necessary):	

Project Justification (attach additional pages, if necessary):

Project Description (describe and provide drawings/other information as specified in the included checklist):

## SUBMITTAL CHECKLIST

The size and scope of the proposed project will determine the amount of information needed for submittal by an applicant to assure a detailed and thorough review of it. Please use the attached checklist as guide in determining what submittal items may be necessary. It is highly recommended that applicants and their architects/contractors follow all COM Guidelines and the MGAA Guidelines before making a formal submittal, as doing so can reduce uncertainties and preclude possible approval delays due to insufficient or incomplete information.

Item	Check Off ✓	Description
Plan Set 1		ONE (1) 24"x36" (maximum size) and SIX (6) 11"x17" BLACKLINE copies of the drawings specified below.
Plan Set 2		ONE (1) 24"x36" set and ONE (1) 8 1/2"x11" set of colored exterior elevations illustrating all sides of the structure(s).
Site 1		Site Plan drawn to scale of not less than 1" = 30'.
Site 2		Existing and planned final contour grades and location of all improvements.
Site 3		Structures, walks, patios, driveways, parking, fences and walls, utilities and easements.
Site 4		Existing and finished grades – also at lot corners and at corners of proposed improvements.
Site 5		Lot drainage provisions, including cut and fill details, if any appreciable change in the lot contours is contemplated.
Site 6		Screening, including size, location, method and identification of objects to be screened or reasons for screening.
Site 7		Utility connections, including locations and screening, if necessary.
Site 8		Exterior illumination, including location, method, fixtures, heights and photometrics.
Site 9		Fire hydrant locations.
Site 10		Location of all improvements that may occur in future development phases.
Site 11		All site data and dimensions.
Elevations 1		Project, at scale not less than 1/16" = 1'.
Elevations 2		Building heights to the highest point.
Elevations 3		Locations of all proposed building-mounted signage (shown to scale) – may be submitted subsequent to commencement of construction, if desired.

Elevations 4		Samples of exterior materials, colors, textures, shapes and descriptions of materials to be used (submission of a <i>material board</i> is highly recommended).
Landscape 1		Project, at scale not less than 1"=30'.
Landscape 2		All structures, walkways, fences and walls, elevation changes, irrigation systems, vegetation and ground cover, with size, type, location and spacing of plant materials.
Landscape 3		Interim landscaping for future site development areas, if any.
Floor Plan 1		Project, at scale not less than 1/8"=1'.
Floor Plan 2		All existing and new construction.
Signage 1		Scaled illustrations, including size, shape, type, color, materials, lighting, etc.
Signage 2		Site plan and elevation showing proposed locations.
Other 1		Description of proposed operations, work shift hours and the estimated maximum number of employees per work shift.
Other 2		Listing of hazardous materials that may be used or stored on-site, during and after construction.