

HOW TO SUBMIT: PRELIMINARY PLANNING MEETING – PPM

1. Prepare Your Documents

- Review the “Preliminary Planning Meeting Submittal Requirements” page located on the Planning Applications page.
- Gather all required materials **before** you start the online application.
- Make sure **all documents are in PDF format**. Only PDFs are accepted.

2. Register in OpenGov

- Visit the Development Services page.
- Access the **OpenGov Permit Portal** and create an account if you do not already have one.

3. Start Your Online Application

- From the OpenGov Home Page, select **Discover Online Services**.
- Navigate to the **Planning Department** section.

4. Select the Preliminary Planning Meeting (PPM) Application

- Choose **Preliminary Planning Meeting – PPM**.
- Select **Apply Online**.

5. Enter Contact Information

- Complete all required contact fields.
- You will not be able to continue until every required field is filled in.

6. Enter the Project Location

- Add a primary location using the **address or parcel number**.
- Add any additional locations if applicable.

7. Complete the Application and Upload Documents

- Fill out all general information fields.
 - Upload all required PDFs.
 - You may also upload any additional documents that support your PPM request.
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After You Submit Your PPM Application

Review Process

- Your assigned planner will complete the initial review within **10–17 business days** to determine whether your application is complete and ready for processing.
- For more details on review timelines, refer to the **Planning Applications Review Times** document on the [Planning Applications page](#).
- Once staff determines your PPM request is **technically complete**, they will email you with instructions to upload any additional required documents or information through the portal.

Payment Process

- After staff verifies that your application is **administratively complete**, they will send a payment request through the OpenGov Portal.
- Log into your OpenGov account to submit payment.
- All fees follow the Board of Supervisors' approved fee schedule.

Fees

- The fee for a Preliminary Planning Meeting is **\$150.00** for commercial, industrial, and subdivision projects.
- All fees are **non-refundable**, regardless of project outcome or review determination. This policy applies throughout all phases of the preliminary review process.
- Fee amounts may change pending Board approval.
- **Note:** There are currently **no fees** for residential projects.

Checking Application Status

- To view your application status, go to **Dashboard** and select **the appropriate Application in the list**.
- If you have additional questions or need to add information, reference your PPM# record number when contacting staff.
- Phone: **928-771-3214**
- Email: **planning@yavapaiaz.gov**

Scheduling the Preliminary Planning Meeting

- Staff must have sufficient time to review all submitted materials—this includes your site plan and project narrative—before a PPM can be scheduled.
- Applications are processed according to the timeframes listed in the **Planning Application Review Times** document on the [Planning Applications Page](#).
- The review timeline begins once a **complete application** is received.
- The timeline **pauses** when staff provides comments and **resumes** after you submit all requested documents to your assigned planner.