Engineering & Facilities Department
Business & Economic Development Department
5835 S. Sossaman Road
Mesa, Arizona 85212
Telephone: 480.988.7535
Facsimile: 480.988.2315
gspiering@gatewayairport.com

Submittal Date: _____

Assigned DRR#_____

Project Coordinator_____

To be completed by MGAA

DESIGN REVIEW REQUEST(DRR) FORM

Check all that apply.

	New Building Construction		Existing Building Modification		Utilities Impacted?		Crane Required?
	Pre-Submittal Review		Exterior Modification		Yes		Yes
	Design Progress Review		Interior Modification		No		No
	Final 100% Review		New or Modifications to Telecom				

This form is to be used by Airport tenants desiring to undertake projects involving new construction or existing building modifications.

This form is **required** for:

- New construction
- Exterior structural modifications, including antennas, fencing, and security monitoring
- Exterior signage
- Exterior paint
- Interior improvements for Airport Authority-owned facilities

A letter of approval from MGAA must accompany the formal plan review submittal to the City of Mesa.

Applicants are reminded that all project submittals are subject to the provisions of the City of Mesa's Quality Development 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, under About Us > Policies, Documents & Forms and scroll to the Design Review Documents Category.

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. 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 form and to submit your DRR, please contact:

Gabi Spiering, Economic Development and Real Estate Project Coordinator
Mesa Gateway Airport Authority, 5835 S. Sossaman Road, Mesa, Arizona 85212
Telephone: 480.988.7535, Email: gspiering@gatewayairport.com

In the table below, provide Applicant and Contractor/Architect contact information as well as a detailed project justification and description explaining the work, construction, or planned improvements. The information should include a complete summary of the work that will take place.

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 the work taking place and provide drawings/other information supporting the planned construction or improvements):	