



Planning & Development
Department
PRELIMINARY PLAT

This packet can also be used for Modification of Condition/s and Time
Extensions to approved Preliminary Plats



SUBMITTAL FORMS INDEX

Planning & Development
PRELIMINARY PLAT PROCESS
PRELIMINARY PLAT PROCESS & TIMEFRAME
PRELIMINARY PLAT APPLICATION
PRELIMINARY PLAT CHECKLIST
FILING DEADLINES AND HEARING DATES
WHAT TO EXPECT AT THE ONE STOP SHOP
Drainage Review
DRAINAGE REQUIREMENTS
Transportation
TRANSPORTATION REQUIREMENTS



Planning & Development Department PRELIMINARY PLAT PROCESS



SUBDIVISIONS

A subdivision is defined by ARS §32-2101. Any subdivision within the unincorporated area of Maricopa County must be approved by the Board of Supervisors prior to being recorded. Approval of subdivisions occurs in two (2) stages: Preliminary Plat and Final Plat.

APPLICATION

An application for a Preliminary Plat must be filed with the Planning and Development Department (details are attached). A pre application meeting is required.

TECHNICAL ADVISORY COMMITTEE REVIEW

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Storm Water Quality, Parks and Recreation, Library, Flood Control, and Environmental Services Departments. Other comments may be supplied by representatives from other County departments, fire district, school district, City or Town, homeowner's association, or other interested parties.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of the TAC. Staff will then schedule the request for review by the TAC (see attached schedule), and notify the owner or authorized agent of the actual date and time of the TAC meeting. Staff will provide the owner or authorized agent with written comments from any reviewing agency unable to attend the meeting.

POST-TAC REVIEW

Depending on the comments received at the TAC, the application materials may need revisions. The owner or authorized agent must submit revised materials, reflecting the TAC comments, to the Planning and Development Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary), the request will be scheduled for public hearing by the Planning and Zoning Commission. Please note that compliance with comments from TAC and/or staff does not guarantee that the application will be supported by staff or approved by the Commission.

PLANNING AND ZONING COMMISSION

The Commission will hold a public meeting for all interested persons wishing to comment on the proposed Preliminary Plat. The owner or authorized agent must attend this meeting, and will be asked to comment on the application, the staff report, and/or any comments that are made during the public meeting. The Commission will either approve or deny the request. Their action may or may not concur with staff's recommendation and may include additional requirements. If a Preliminary Plat is denied, it will be automatically forwarded to a Board of Supervisor's meeting for final determination.

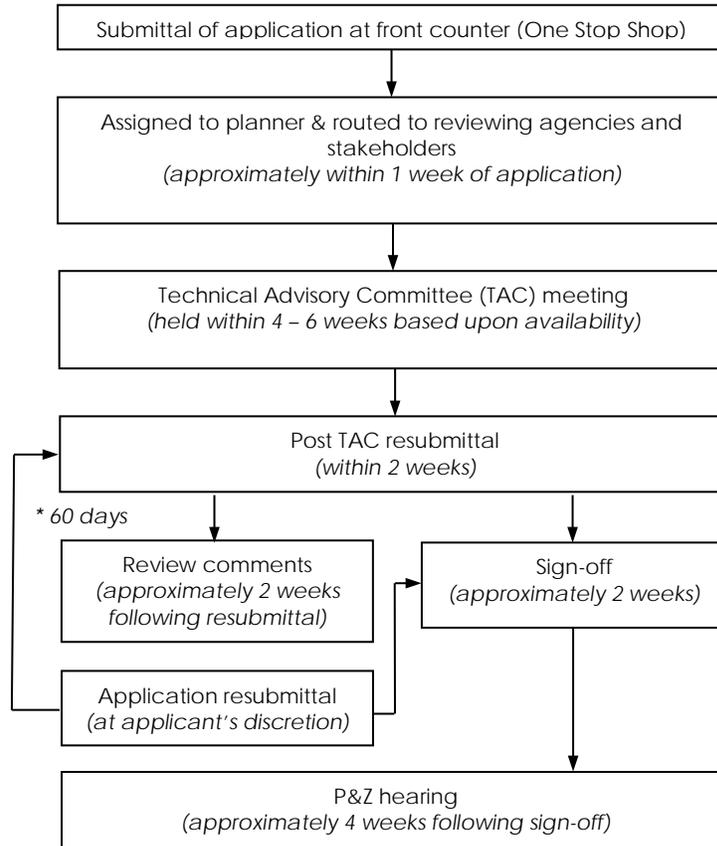
Preliminary Plat approval is valid for a period of twenty four (24) months from the date of Commission action. A Preliminary Plat may be administratively extended for twelve (12) months, if in the opinion of the Director, satisfactory progress has been made towards completion of the Final Plat. If any changes other than a time extension to the original approval of the Preliminary Plat by the Commission are proposed, an application for a new Preliminary Plat will be required.

APPEALS

The conditions of approval of this Preliminary Plat may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.



PRELIMINARY PLAT PROCESS AND TIMEFRAME



* Approximate timeframe of 5 months



Planning & Development Department
PRELIMINARY PLAT APPLICATION



Form with sections: Preliminary Plat, Time Extension, Modification of Condition/s, REQUEST, PROPERTY INFORMATION, OWNER'S AUTHORIZED AGENT INFORMATION, PROPERTY OWNER INFORMATION, PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION, PROPOSITION 207 WAIVER, VERIFICATION OF APPLICATION INFORMATION, CASE INACTIVITY.



Planning & Development Department
PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST



Applications submitted to the Maricopa County Planning & Development Department shall include all of the exhibits and information listed in this checklist. This information is required by the Maricopa County Subdivision Regulations and/or department staff to adequately review the proposal. **Applications will not be accepted for processing until the following information has been provided. Application(s) determined to be incomplete shall not be processed by staff.** Additional information and details may be required after review by the Technical Advisory Committee (TAC).

1. APPLICATION:

- A. Completed and signed application - **10 copies**
- B. Proof of ownership (recorded deed – unofficial copy is acceptable) - **1 copy**
- C. Electronic version of application materials – **1 CD**. Completed application, narrative report and Preliminary Plat. (CD not required for Preliminary Plat Extensions)

2. PRELIMINARY PLAT INFORMATION: Plat must be to scale (Engineer's Scale) and be at minimum submitted with the following information. Please see Maricopa County Subdivision Regulations for additional requirements. Provide **10 collated, folded, and stapled copies** of large-scale plans (not to exceed 24" x 36" in size), and **1 copy** of an 8 ½" x 11" reduction of each page.

- A. Identification of plat by name, location, case/tracking #, and general legal description
- B. Plat dimensions/boundaries, including reference by dimension and bearing to section and quarter section corners
- C. Clearly identify boundary of parcel(s) to be subdivided
- D. Complete legal description
- E. Date of plat and revision dates
- F. Vicinity map with location of plat
- G. North arrow and scale (written and graphic)
- H. Street names and right-of-way dimensions, existing and proposed
- I. Name, address, phone, and e-mail for the Property Owner, Developer/subdivider and Engineer/Surveyor
- J. Site Summary Table:
 - Size (gross and net) – in both acres and square feet
 - Number of lots and tracts
 - Density
 - Zoning district (existing and proposed, if applicable)
 - Tax Assessor parcel numbers
 - Projected population and number of families
 - Total area of open space
- K. NOTES section, indicating:
 - Project description, indicate uses and types of units proposed
 - Statement regarding existing contours and proposed grading [example: *This site will be mass-graded (note: no mass-grading of hillside unless relief is granted through an RUPD)*]
 - Identify hillside lots
 - Sight visibility triangles (SVT's): No structure, landscaping, fence, wall or terrace or other obstruction to view in excess of two feet in height as measured from the centerline of the street shall be placed within the required 25-foot visibility triangles.
 - Signage shall conform to the Maricopa County Zoning Ordinance, unless modified with an RUPD.
 - All outdoor lighting shall conform to Section 1112 of the Maricopa County Zoning



**Planning & Development Department
PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST**



- Ordinance.
- All roads shall be built to Maricopa County Department of Transportation standards.
- The _____ Homeowner’s Association will have the responsibility for maintaining the common areas to be noted as tracts or easements including landscaping and drainage facilities in accordance with the approved plans.
- Vehicle Non-Access Easement (VNAE): An easement prohibiting vehicular access (non-access easement) from the street side of double frontage lots is required. The minimum width for said easement is one foot.
- Identify lots and or tracts within floodplain
- ___ L. Table for each phase of development specifying the following:
 - Lot number, lot area, lot width, total square footage
 - Identify any lots or parcels reserved for schools or fire/police
 - Identify each tract, lot parcel with total square footage
 - Include the RUPD table if applicable
 - Utility commitment table listing all proposed utility services (water, sewer, electric, gas, telephone, cable TV, refuse, police, fire and school district)
- ___ M. Location of all utilities and recorded/proposed easements
- ___ N. Show the location of all proposed and existing fire hydrants, water supply, storage, and pressures.
- ___ O. Name and address of the owner of all adjacent un-subdivided property, along with the respective parcel numbers
- ___ P. Name, book, and page number of all adjacent subdivisions
- ___ Q. Existing and proposed contours (extending 25’ beyond perimeter)
- ___ R. Identification of all water and drainage features existing and proposed
- ___ S. Proposed retention/detention facilities
- ___ T. Typical lot layout for interior and street-side lots
- ___ U. If applicable – Identification of UPD characteristics, including a table comparing the base zoning district standards to the proposed UPD standards (see example in Zone Change packet)
- ___ V. Sight visibility triangles should be shown on both the plat and landscape plan
- ___ W. Location of all terrain with greater than 15% slope (shaded)
- ___ X. Location and height of all perimeter walls

3. CONCEPTUAL LANDSCAPE and AMENITY PLAN – 2 copies, collated, folded, and stapled of large-scale plans (not to exceed 24” x 36” in size), and **1 copy** of an 8 ½” x 11” reduction of each page.

- ___ A. Include the proposed location for all landscaping material, and shall not include infrastructure or construction details, but provide the location of retention stormwater basins, locations of any easements, and backflow preventers and amenity site lighting.
- ___ B. Identify a schedule of all plants, which shall be identified by common and botanical name and shall clearly indicate the quantities and sizes of each to be installed.
- ___ C. Identify amenities on the plan including, but not limited to, water features, sports courts, tot lots, ramadas, benches, barbecues, trails and paths.
- ___ D. Provide wall and gate elevations. Identify the location of subdivision signage and include signage elevation details with dimensions.
- ___ E. Identify width and surface material for trails and paths.
- ___ F. Provide details of site lighting to show compliance with dark sky principals. Lighting shall be fully shielded and light shall not trespass onto adjacent parcels.
- ___ G. Landscaping/Amenity Plan NOTES Section indicate the following:
 - No structure, landscaping, fence, wall, or terrace or other obstruction to view in excess of two feet in height as measured from the centerline of the street shall be placed within



**Planning & Development Department
PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST**



the required 25-foot sight visibility triangles.

- Landscaping in County Right-of-way shall conform the MCDOT Roadway Design Manual.
- All transformers, back-flow prevention devices, utility boxes and all other utility related ground mounted equipment shall be painted to complement the development and shall be screened with landscape material where possible. All HVAC units shall be ground-mounted or screened with a continuous parapet for commercial projects.
- All outdoor lighting shall conform to Section 1112 of the Maricopa County Zoning Ordinance.
- All trees shall be double-staked.

4. NARRATIVE REPORT: Explanation of the project, **10 copies** – 8 ½" x 11" paper. Underlined wording indicates a section heading.)

- ___ A. Title Page – include project name, general location, case/tracking #, and vicinity map
- ___ B. Purpose of Request
- ___ C. Description of Proposal
- ___ D. Relationship to Surrounding Properties
- ___ E. Location and Accessibility
- ___ F. Circulation System (on & off-site) – include proposed improvements or dedications
- ___ G. Development Schedule (phasing)
- ___ H. Community Facilities and Services (school district, parks, amenities, etc.)
- ___ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)

Other information that will be helpful in evaluating the request:

- Architectural renderings and themes (illustrations and descriptions)
- Landscaping renderings and themes (illustrations and descriptions)
- Sign details, elevations and descriptions
- Screening wall/fence details, elevations, and descriptions

5. DRAINAGE REPORT/PLAN:

- ___ **2 copies**
- ___ **1 CD/DVD** – Electronic version of Drainage Report

6. TRAFFIC IMPACT STUDY (Check with Maricopa County Department of Transportation to determine if applicable):

- ___ **2 copies**



**Planning & Development Department
PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST**



7. FEES

___ A. Planning Review Fee:

Preliminary Plat \$100 per lot, tract, or parcel (\$1000 min., \$30,000 max.)

Preliminary Plat Time Extension \$500

Modification of Condition/s \$250 per condition (\$500 min., \$1500 max.)

Waiver of Standard \$500 per standard (\$500 min., \$5000 max.)

See Maricopa County Subdivision Regulations, Chapter 4 – (www.maricopa.gov/planning)

No application shall be scheduled for hearing by any board or commission or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.

___ B. Maricopa County Department of Transportation (MCDOT) Review Fee - \$100. (This is a separate fee but can be combined with the planning fee.) A MCDOT fee is not charged for a Preliminary Plat Time Extension.

___ C. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225. (This is a separate fee, but can be combined with the planning fee.) A MCESD fee is not charged for a Preliminary Plat Time Extension.

___ D. Drainage Review Fee:

\$2,000 + \$200 per acre
Maximum of \$34,000

(This is a separate fee but can be combined with the planning fee). A Drainage Review fee is not charged for a Preliminary Plat Time Extension.

___ E. Addressing Review Fee - \$10 per lot

An Addressing Review fee is not charged for a Preliminary Plat Time Extension.

8. REQUESTS FOR TIME EXTENSIONS FOR PRELIMINARY PLATS: Application materials listed in Item 1 include **two (2) copies** of the previously approved Preliminary Plat and Narrative Report must be submitted to the Maricopa County Planning & Development Department along with the applicable fees.

MARICOPA COUNTY AGENCY CONTACTS

Planning and Development (Planning, Plan Review, Engineering):	602-506-3301
Environmental Services:	602-506-0371
Flood Control District:	602-506-1501



Planning & Development Department 2016 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off.	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photos to the assigned Planner.	Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) committee.	These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 15, 2015	October 19, 2015	October 23, 2015	November 19, 2015	January 6, 2016
January 5, 2016	November 9, 2015	November 13, 2015	December 10, 2015	January 13, 2016
January 19, 2016	December 7, 2015	December 11, 2015	January 7, 2016**	February 3, 2016
February 2, 2016	December 21, 2015	December 24, 2015	January 21, 2016	February 17, 2016
February 16, 2016	January 4, 2016	January 8, 2016	February 4, 2016	March 9, 2016
March 1, 2016	January 19, 2016	N/A	February 18, 2016**	March 23, 2016
March 15, 2016	February 8, 2016	February 12, 2016	March 10, 2016	April 6, 2016
April 5, 2016	February 22, 2016	February 26, 2016	March 24, 2016	April 20, 2016
April 19, 2016	March 7, 2016	March 11, 2016	April 7, 2016	May 4, 2016
May 3, 2016	March 21, 2016	N/A	April 21, 2016**	May 18, 2016
May 17, 2016	April 4, 2016	April 8, 2016	May 5, 2016	June 8, 2016
June 7, 2016	April 18, 2016	April 22, 2016	May 19, 2016	June 22, 2016
June 21, 2016	May 9, 2016	May 13, 2016	June 9, 2016	July 20, 2016
July 5, 2016	May 23, 2016	N/A	June 23, 2016**	August 3, 2016
July 19, 2016	June 20, 2016	June 24, 2016	July 21, 2016	August 17, 2016
August 2, 2016	July 5, 2016	July 8, 2016	August 4, 2016	September 7, 2016
August 16, 2016	July 18, 2016	N/A	August 18, 2016**	September 21, 2016
September 6, 2016	August 8, 2016	August 12, 2016	September 8, 2016	October 5, 2016
September 20, 2016	August 22, 2016	August 26, 2016	September 22, 2016	October 19, 2016
October 4, 2016	September 6, 2016	September 9, 2016	October 6, 2016	November 2, 2016
October 18, 2016	September 19, 2016	N/A	October 20, 2016**	November 16, 2016
November 1, 2016	October 3, 2016	October 7, 2016	November 3, 2016	December 7, 2016
November 15, 2016	October 17, 2016	October 21, 2016	November 17, 2016	TBD
December 6, 2016	November 7, 2016	November 10, 2016	December 8, 2016	TBD

** Planning and Zoning Commission and ZIPPOR to be held at 501 N. 44th Street in the Gold/Platinum Conference Rooms.



One Stop Shop - Planning Application Submittal – What to Expect at the One Stop Shop



Purpose: Provide customers with information about what to expect when submitting a preliminary plat application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

Location: Maricopa County Planning & Development Department
501 N. 44th Street, Suite 200 Phoenix, AZ 85008

Business Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:00 p.m.)

STEP 1 - Reception: Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

STEP 2 - Intake Counter: One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Preliminary Plat Submittal Documents	
	10 copies – Completed and signed Preliminary Plat Application
	1 copy – Recorded deed or unofficial copy
	1 CD – Electronic version of application materials
	10 copies – Preliminary Plat 24" x 36" collated, folded and stapled
	1 copy – Preliminary Plat reduction 8 ½" x 11"
	2 copies –Landscape Plan 24" x 36" collated, folded and stapled
	1 copy – Landscape Plan reduction 8 ½" x 11"
	10 copies – Narrative Report
	2 copies – Drainage Report & 1 CD/DVD – electronic version of Drainage Report
	2 copies - Traffic Impact Study <i>(if applicable)</i>
Preliminary Plat Time Extension Submittal Documents	
	2 copies – Approved Preliminary Plat
	2 copies - Approved Narrative Report
	1 copy – Preliminary Plat application
	1 copy – Recorded deed or unofficial copy

STEP 3 - Cashier - Processing Payment: The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa and MasterCard for credit card payment. In July 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Preliminary Plat Application Fee Schedule			
Reviewing Agency	<u>Preliminary Plat</u>	<u>Preliminary Plat Time Extension</u>	<u>Preliminary Plat Modification of Condition/s</u>
Planning	\$100 per lot, tract or parcel (\$1,000 min., \$30,000 max.) Waiver of Standard \$500 per standard (\$500 min., \$5,000 max.)	\$500	\$250 per condition (\$500 min., \$1,500 max.)
MCDOT	\$100	-	\$100
MCESD	\$225	-	\$225
Drainage Review	\$2,000 + \$200 per acre (\$34,000 max.)	-	\$60 per condition
Addressing	\$10 per lot	-	\$10 per lot



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR PRELIMINARY PLAT



A drainage plan and report needs to accompany a preliminary plat submittal. The drainage plan/report shall be developed in accordance with Chapter 6 of the Maricopa County Drainage Policies and Standards Manual and signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following at a minimum:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins.
4. **Retention Disposal** – Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.
5. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
6. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
7. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
8. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
9. **Preliminary Construction Details** – Sufficient detail shall be provided to verify that any proposed drainage control structure can be constructed within identified easements or tracts.
10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit. Delineate all floodplains (non-FEMA) of 50 cfs or greater. All Floodplain delineations must be shown on the preliminary plat.
11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
12. **Drainage Easements** – All drainage control structures, including retention, shall be in platted tracts or easements.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION*:

FEE: \$ 2,000 + \$200/acre maximum \$34,000

* See the Drainage Regulation for current fee schedule



DEPARTMENT OF TRANSPORTATION
PRELIMINARY PLAT REQUIREMENTS



Subdivision Name:		File No.:
Engineer:		Date Received:
1.	Proposed name; location by section, township, and range; small-scale vicinity map; referenced by dimension and bearing to section corners and/or quarter section corners; and subdivision boundary clearly identified.	
2.	Name, address, and phone of landowner and subdivider.	
3.	Name, address, phone, and registration number of engineer or surveyor.	
4.	North point, scale, date of preparation and date of revisions.	
5.	Name, book, and page number of adjacent subdivisions and names of owners of adjoining parcels of land that is not subdivided.	
6.	Existing and proposed contours; location and elevation of benchmark; 2 feet contours up to 5% grade; 5 feet, 5% to 10%; 10 feet, over 10%.	
7.	Location by survey of streams, washes, etc. and drainage study.	
8.	Adequate easement along stream or drainage course.	
9.	Location width and name of all existing platted streets adjacent to or within tract, existing buildings, rights-of-way, section lines, corporation lines, and school district boundaries.	
10.	Existing sewers, water mains, culverts or underground structures within and adjacent to tract with pipe sizes, grades, and locations, if sewer or water mains are not immediately adjacent, direction and distance to nearest usable utility must be given.	
11.	Location, width and names of proposed streets, alleys, drainage ways and easements. Include irrigation easements, if applicable.	
12.	Lot layout; minimum building setback line; lot number; and approximate dimensions and areas of proposed lots; non-access easements on lots adjacent to major streets.	
13.	Designation of all land to be dedicated, provided or reserved for public use, with use indicated.	
14.	Reference by note of proposed electric, gas or telephone service and whether or not such service is underground.	
15.	Proposed multi-family, commercial or industrial use areas designated with existing zoning, present district boundary lines and status of any pending zoning changes.	
16.	Statement as to the type of proposed sewage facilities.	
17.	Statement as to the type of proposed water supply facilities.	
18.	Proposed fire hydrant locations.	
19.	Paved access provided.	
20.	A statement as to standards and specifications whereby improvements are to be constructed.	
21.	Sight triangle at intersection of residential streets; intersection sight distance at roads classified as collector or arterial.	