



**Planning & Development
Department
PRELIMINARY PLAT**

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



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PRELIMINARY PLAT PROCESS

SUBDIVISIONS

A subdivision is defined by ARS §32-2101 as improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests. Subdivisions or subdivided lands include a stock cooperative and include lands divided or proposed to be divided as part of a common promotional plan. This paragraph shall not apply to leasehold offerings of one (1) year or less, or to the division or proposed division of land located in the State of Arizona into lots or parcels each of which is, or will be, thirty-six (36) acres or more in area including to the centerline of dedicated roads or easements, if any, contiguous to the lot or parcel and provided further that this definition shall not be deemed to include the leasing of agricultural lands, or of apartments, offices, stores, hotels, motels, or similar space within an apartment building, industrial building or commercial building, except that condominiums as defined in Title 33, Chapter 9, shall be included in this definition, nor shall this definition include the subdivision into or development of parcels, plots or fractional portions within the boundaries of a cemetery which has been formed and approved pursuant to this chapter.

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 recommended.

TECHNICAL ADVISORY COMMITTEE REVIEW

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, 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.



Planning & Development Department



PRELIMINARY PLAT APPLICATION

Form with checkboxes for Preliminary Plat, Time Extension, and Modification of Stipulation/s

APPLICATION MUST BE COMPLETED IN FULL AND ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.

REQUEST

Form fields for Request: Title of Project, Description of Request, Number of Lots/Tracts/Parcels, Gross Density per Dwelling Unit, Existing Zoning District, Related Case Number/s

PROPERTY INFORMATION

Form fields for Property Information: Address (if known), General location, Gross acres/sq. ft., Net acres/sq. ft., Legal Description Section, Assessor's Parcel Number/s, Subdivision Name

OWNER'S AUTHORIZED AGENT INFORMATION

Form fields for Owner's Authorized Agent Information: Name, Address, City, State, Zip, Phone #, Fax#, E-mail Address

PROPERTY OWNER INFORMATION

Form fields for Property Owner Information: Name, Address, City, State, Zip, Phone #, Fax#, E-mail Address

PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION

I (property owner) authorize (owner's agent) to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S. §§ 12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.

Property Owner Signature: _____ Date: _____

VERIFICATION OF APPLICATION INFORMATION

I certify that the above statements are true. If any of the above statements is willfully false, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded.

Property Owner Signature: _____ Date: _____

CASE INACTIVITY

Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.



**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 - **15 copies**
- B. Proof of ownership (recorded official deed or other proof of ownership) - **2 copies**
- C. Corporate or LLC Resolution as applicable.

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 **15 collated, folded, and stapled copies** of large-scale plans (not to exceed 24" x 36" in size), and **2 copies** of an 8 1/2" 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 fax numbers 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
 - Density
 - Zoning district (existing and proposed, if applicable)
 - Tax Assessors Parcel Number
 - Projected population and number of families
- K. NOTES section, indicating:
 - Project description. Indicate uses and types of units proposed
 - Statement regarding existing contours and proposed grading
 - Statement that all outdoors lighting to conform to MCZO Section 1112
 - Statement that streets are to be constructed to minimum County standards
 - Statement regarding maintenance and dedication of streets, tracts, etc.
 - Statement regarding on-site vegetation
- L. Table containing each lot, tract and/or parcel by number, width, area (itemized and total acreage and sq. ft.), and use (for tracts)
- M. Table listing all proposed utility services (water, sewage disposal, electric, gas, telephone, cable TV, and refuse collection) and all proposed service providers (police, fire, and school district)
- N. Location of all utilities and recorded/proposed easements



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



- ___ O. Show the location of all proposed and existing fire hydrants, water supply, storage, and pressures.
- ___ P. Identification of all lots reserved for schools or fire stations
- ___ Q. Name and address of the owner of all adjacent un-subdivided property, along with the respective parcel numbers
- ___ R. Name, book, and page number of all adjacent sub-divisions
- ___ S. Existing and proposed contours (extending 25' beyond perimeter)
- ___ T. Identification of all water and drainage features existing and proposed
- ___ U. Proposed retention/detention facilities
- ___ V. Typical lot layout for interior and street-side lots
- ___ W. If applicable – Identification of a condominium and its characteristics
- ___ X. 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)
- ___ Y. Sight visibility triangles should be shown on both the plat and landscape plan
- ___ Z. Location of all terrain with greater than 15% slope (shaded)
- ___ AA. Location and height of all perimeter walls
- ___ BB. Landscape plan including subdivision walls, signage, and amenities (i.e. tot lots, ramadas, trails, etc.)

3. NARRATIVE REPORT: Explanation of the project, **15 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. Narrative Report Notarized Statement– Include a page with the following information to be completed by the owner or the owner's authorized agent with notary information.

I, _____, being owner or owner's authorized agent for the Zone Change or Special Use Permit recognize and acknowledge that this Narrative Report will become a part of the application to which it applies and that the truth of its contents will be relied upon by the Maricopa County Planning and Development Department, the Maricopa County Planning and Zoning Commission and the Maricopa County Board of Supervisors.

I certify that all of the information in this Narrative Report is complete and true. If any of the statements in the Narrative Report is willfully false or incomplete, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded.

Owner/Owner's authorized agent signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

(Notary Public)

My Commission Expires: _____

- ___ C. Purpose of Request
- ___ D. Description of Proposal
- ___ E. Relationship to Surrounding Properties
- ___ F. Location and Accessibility
- ___ G. Circulation System (on & off-site) – include proposed improvements or dedications



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- H. Development Schedule (phasing)
- I. Community Facilities and Services (school district, parks, amenities, etc.)
- J. 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

4. FINANCIAL RESPONSIBILITY – 1 copy

5. DRAINAGE REPORT/PLAN:

5 copies

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

5 copies

A. Planning Review Fee:

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

Preliminary Plat Time Extension \$500

Modification of Stipulation/s \$250 per stipulation (\$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.



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PRELIMINARY PLAT APPLICATION
SUBMITTAL CHECKLIST**



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

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

MARICOPA COUNTY AGENCY CONTACTS

Planning and Development (Planning & Zoning Division):	(602) 506-3301
Planning and Development (Plan Review):	(602) 506-3301
Transportation:	(602) 506-8600
Environmental Services:	(602) 506-0371
Flood Control District:	(602) 506-1501
Drainage Review:	(602) 372-0790

7. REQUESTS FOR TIME EXTENSIONS FOR PRELIMINARY PLATS: Application materials listed in Item 1 and 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.



Planning & Development
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ADDENDUM: PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY

I, _____, hereby absolutely, unconditionally and irrevocably
(print name)

guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application and the property for which the application made, including any fees incurred if this application is withdrawn, without the necessity of Maricopa County first seeking payment from the named applicant.

All outstanding fees and fines against a property owed to the Department must be current and paid in full before any application will be scheduled for hearing or administrative approval as applicable.

Signature of Guarantor: _____

Date: _____



Planning & Development
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LIMITED LIABILITY COMPANY RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____ member of _____, L.L.C. be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain _____ for parcel number(s) _____.

I, _____ (attesting witness); member of _____ L.L.C., a Limited Liability Company of the State of _____, CERTIFY that the foregoing Resolution is duly authorized by the Certificate of Formation and the Operating Agreement of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____



Planning & Development
Department



CORPORATE RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____ President of _____, be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain _____ for parcel number(s) _____.

I, _____ (attesting witness); Secretary of _____ a corporation of the State of _____, CERTIFY that the foregoing Resolution is duly authorized by the Board of Directors of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____



Planning & Development Department 2012 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 20, 2011	October 31, 2011	November 4, 2011	December 1, 2011	January 11, 2012
January 17, 2012	November 14, 2011	November 18, 2011	December 15, 2011	January 25, 2012
February 21, 2012	December 5, 2011	December 9, 2011	January 5, 2012	February 8, 2012
March 20, 2012	December 19, 2011	December 23, 2011	January 19, 2012	February 22, 2012
April 17, 2012	January 3, 2012	January 6, 2012	February 2, 2012	March 14, 2012
May 15, 2012	January 17, 2012	N/A	February 16, 2012	March 28, 2012
June 19, 2012	January 30, 2012	February 3, 2012	March 1, 2012	April 11, 2012
July 17, 2012	February 13, 2012	February 17, 2012	March 15, 2012	April 25, 2012
August 21, 2012	March 5, 2012	March 9, 2012	April 5, 2012	May 9, 2012
September 18, 2012	March 19, 2012	N/A	April 19, 2012	May 23, 2012
October 16, 2012	April 2, 2012	April 6, 2012	May 3, 2012	June 6, 2012
November 20, 2012	April 16, 2012	April 20, 2012	May 17, 2012	June 20, 2012
December 18, 2012	May 7, 2012	May 11, 2012	June 7, 2012	July 25, 2012
	May 21, 2012	N/A	June 21, 2012	July 25, 2012
	June 4, 2012	June 8, 2012	July 5, 2012	August 8, 2012
	June 18, 2012	June 22, 2012	July 19, 2012	August 22, 2012
	July 2, 2012	July 6, 2012	August 2, 2012	September 12, 2012
	July 16, 2012	N/A	August 16, 2012	September 26, 2012
	August 6, 2012	August 10, 2012	September 6, 2012	October 17, 2012
	August 20, 2012	August 24, 2012	September 20, 2012	October 31, 2012
	September 4, 2012	September 7, 2012	October 4, 2012	November 14, 2012
	September 17, 2012	N/A	October 18, 2012	November 28, 2012
	October 1, 2012	October 5, 2012	November 1, 2012	December 12, 2012
	October 15, 2012	October 19, 2012	November 15, 2012	December 12, 2012
	November 5, 2012	November 9, 2012	December 6, 2012	tbd
	November 19, 2012	N/A	December 20, 2012	tbd



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.	