



**Planning & Development
Department
PRELIMINARY PLAT**

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



SUBMITTAL FORMS INDEX

Planning & Development	
PRELIMINARY PLAT PROCESS	530
PRELIMINARY PLAT APPLICATION	531a
PROPERTY OWNER AUTHORIZATION	504new
PRELIMINARY PLAT CHECKLIST	533
FILING DEADLINES AND HEARING DATES	503
Drainage Review	
DRAINAGE REQUIREMENTS	706
Transportation	
TRANSPORTATION REQUIREMENTS	830



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 TAC. Staff will then schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled.

Staff will provide you with written comments from any reviewing agency unable to attend the meeting.

POST-TAC REVIEW

Depending on the comments received at TAC, the application materials may need revisions. The applicant 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 applicant 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

- Preliminary Plat Time Extension Modification of Stipulation/s

APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

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:

Address (if known): General Location (include nearest city/town): Gross acres/sq. ft.: Net acres/sq. ft.: Legal Description: Section: Township: Range: Assessor's Parcel Number/s: Subdivision Name (if applicable):

APPLICANT INFORMATION:

Name: Address: City: Phone #: Email Address: Contact: State: ZIP: FAX #:

PROPERTY OWNER INFORMATION:

Name: Address: City: Phone #: Email Address: Contact: State: ZIP: FAX #:

Applicant's Signature: Date:



Planning & Development
Department



PROPERTY OWNER AUTHORIZATION

FORM MUST BE COMPLETED IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: (name) _____
(address) _____
(city, state, zip) _____

to file this application on my behalf, and to act on my behalf on all matters relating to this request with Maricopa County. By signing this property owner authorization form, I also 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.

Property Owner Signature: _____

Printed Name: _____

Date: _____

DEPARTMENT USE ONLY

Tracking Number: _____

Project Name: _____



**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.** 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. Signed "Property Owner Authorization" form, if applicable - **2 copies**

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 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 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
- 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



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



- ___ 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. 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

4. DRAINAGE REPORT/PLAN:

___ **5 copies**

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

___ **5 copies**

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



**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 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)
- ___ 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.) This fee will be assessed for applications submitted on or after June 20, 2008. A MCESD fee is not charged for a Preliminary Plat Time Extension.
- ___ D. Drainage Review Fee - Contact Drainage Review at (602) 506-7149. (This is a separate fee but can be combined with the planning fee)

MARICOPA COUNTY AGENCY CONTACTS

Planning and Development (Planning & Zoning Division):	(602) 506-3301
Planning and Development (Plan Review):	(602) 506-7147
Transportation:	(602) 506-8600
Environmental Services:	(602) 506-6666
Flood Control District:	(602) 506-1501
Drainage Review:	(602) 506-7149



Planning & Development Department 2008 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed when cases are submitted and processed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited. After a TAC meeting, revisions must be resubmitted through One Stop Shop (OSS).	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. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photographs to the assigned Planner. Failure to meet this deadline will likely result in a case not being scheduled for a P&Z hearing. <u>Note:</u> not applicable to some applications.	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR), an informal committee where cases are not typically heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Property owner & MCDOT signed final plat mylars must be received by the Planner at least three (3) weeks prior to a BOS date.</u> <u>Note:</u> the Planner will obtain Assessor/Treasurer signatures.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
January 15, 2008	November 5, 2007	November 9, 2007	December 6, 2007	January 2, 2008
February 5, 2008	November 19, 2007	N/A	December 20, 2007	January 16, 2008
February 19, 2008	December 3, 2007	December 7, 2007	January 3, 2008	February 6, 2008
March 4, 2008	December 17, 2007	December 21, 2007	January 17, 2008	February 20, 2008
March 18, 2008	January 7, 2008	January 11, 2008	February 7, 2008	March 12, 2008
April 1, 2008	January 22, 2008	N/A	February 21, 2008	March 26, 2008
April 15, 2008	February 11, 2008	February 15, 2008	March 13, 2008	April 9, 2008
May 6, 2008	February 25, 2008	February 29, 2008	March 27, 2008	April 23, 2008
May 20, 2008	March 10, 2008	March 14, 2008	April 10, 2008	May 7, 2008
June 3, 2008	March 24, 2008	N/A	April 24, 2008	May 21, 2008
June 17, 2008	April 7, 2008	April 11, 2008	May 8, 2008	June 4, 2008
July 1, 2008	April 21, 2008	April 25, 2008	May 22, 2008	June 18, 2008
July 15, 2008	May 5, 2008	May 9, 2008	June 5, 2008	July 23, 2008
August 5, 2008	May 19, 2008	N/A	June 19, 2008	August 6, 2008
August 19, 2008	June 23, 2008	June 27, 2008	July 24, 2008	August 20, 2008
September 2, 2008	July 7, 2008	July 11, 2008	August 7, 2008	September 3, 2008
September 16, 2008	July 21, 2008	N/A	August 21, 2008	September 17, 2008
October 7, 2008	August 4, 2008	August 8, 2008	September 4, 2008	October 1, 2008
October 21, 2008	August 18, 2008	August 22, 2008	September 18, 2008	October 15, 2008
November 4, 2008	September 2, 2008	September 5, 2008	October 2, 2008	October 29, 2008
November 18, 2008	September 15, 2008	N/A	October 16, 2008	November 19, 2008
December 2, 2008	September 29, 2008	October 3, 2008	October 30, 2008	December 3, 2008
December 16, 2008	October 20, 2008	October 24, 2008	November 20, 2008	December 17, 2008
January 6, 2009 (tentative)	November 3, 2008	November 7, 2008	December 4, 2008	January 7, 2009 (tentative)
January 20, 2009 (tentative)	November 17, 2008	N/A	December 18, 2008	January 21, 2009 (tentative)



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 without adverse impacts.
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 developed site. Determine volume needed and the size and location of the basins.
4. **Contours** – Need to show natural and proposed contours or spot elevations on the plans.
5. **Layout** – Need to show drainage tracts, easements, building envelopes, and typical lot drainage.
6. **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 a Floodplain Use Permit. Delineate all floodplains (non-FEMA) of 50 cfs or greater. All Floodplain delineations must be shown on the preliminary plat.
7. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

8. Fill out the following Table:

Miles/Acres of Protected Natural Watercourse ¹		
Miles of Improved Watercourse or Storm Drain ²		
Acres of Retention or Detention Areas ³		

¹ Miles/Acres of watercourse that are preserved in a natural state by Open Space

² Miles of watercourse that is altered by bank stabilization, channelization, storm drain installation, or grading. Curb and gutter does not qualify as watercourse.

³ Acres of Retention/Detention to be constructed as drainage infrastructure.

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

FEE: \$1,000.00 + \$100.00/acre maximum \$15,000.00



**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.	