



# Planning & Development Department PRELIMINARY PLAT

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



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# Planning & Development Department PRELIMINARY PLAT PROCESS



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## 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.

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## 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.

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## 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.

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## 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.

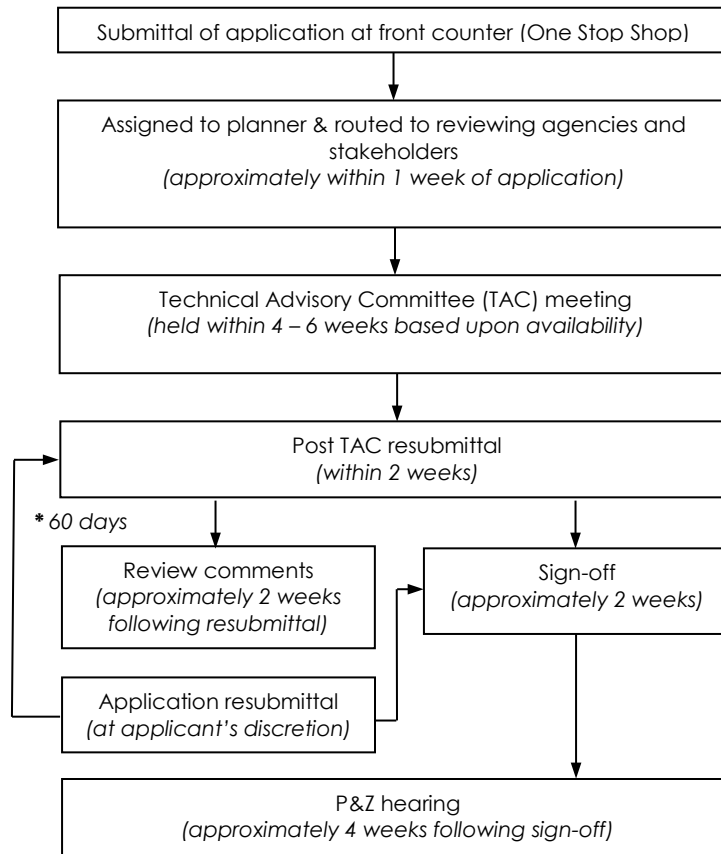
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## APPEALS

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 checkboxes for Preliminary Plat, Time Extension, and Modification of Condition/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 conditions, 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 statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.

Owner or Authorized Agent 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 - **2 copies**
- B. Proof of ownership (recorded deed – unofficial copy is acceptable) - **1 copy**
- C. Electronic copies of application materials saved as Adobe PDF files – **1 CD or jump drive.** Example Narrative Report should be saved as NARR-RPTS-1.pdf

<b>Application Document</b>	<b>Required Naming Convention for the Adobe PDF documents</b>
Completed Application	APPL-FORM-1
Official recorded or unofficial deed	DEED-DETL-1
Preliminary Plat	PRPL-PLAN-1
Narrative Report	NARR-RPTS-1
Drainage Report/Plan (if applicable)	DRAI-RPTS-1
Traffic Impact Study (if applicable)	TRAF-RPTS-1

**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 **2 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



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



- 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 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. NARRATIVE REPORT:** Explanation of the project, **2 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



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



- \_\_\_ 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.)
- \_\_\_ J. Conceptual Landscaping and Amenities Plan
  - 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.
  - 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.
  - Identify amenities on the plan including, but not limited to, water features, sports courts, tot lots, ramadas, benches, barbecues, trails and paths.
  - Provide wall and gate elevations. Identify the location of subdivision signage and include signage elevation details with dimensions.
  - Identify width and surface material for trails and paths.
  - 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.
  - Landscaping/Amenity Plan NOTES Section indicate the following:
    1. 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 sight visibility triangles.
    2. Landscaping in County Right-of-way shall conform the MCDOT Roadway Design Manual.
    3. 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.
    4. All outdoor lighting shall conform to Section 1112 of the Maricopa County Zoning Ordinance.
    5. All trees shall be double-staked.

**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:**

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

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

- \_\_\_ **2 copies**



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



**6. 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](http://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.

**7. 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





# MARICOPA COUNTY PLANNING & DEVELOPMENT DEPARTMENT 2019 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 <b>bold</b> 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 Hearings/Meetings	Board of Supervisors Hearings/Meetings
January 15, 2019	October 29, 2018	<b>N/A</b>	<b>November 29, 2018**</b>	January 9, 2019
February 5, 2019	November 13, 2018	November 16, 2018	December 13, 2018 *	January 16, 2019
February 19, 2019	December 17, 2018	December 21, 2018	January 17, 2019	February 13, 2019
March 5, 2019	December 31, 2018	January 4, 2019	January 31, 2019	February 27, 2019
March 19, 2019	January 14, 2019	January 18, 2019	February 14, 2019	March 13, 2019
April 2, 2019	January 28, 2019	<b>N/A</b>	<b>February 28, 2019**</b>	March 27, 2019
April 16, 2019	February 11, 2019	February 15, 2019	March 14, 2019	April 10, 2019
May 7, 2019	February 25, 2019	March 1, 2019	March 28, 2019	April 24, 2019
May 21, 2019	March 11, 2019	March 15, 2019	April 11, 2019	May 8, 2019
June 4, 2019	March 25, 2019	March 29, 2019	April 25, 2019	May 22, 2019
June 18, 2019	April 15, 2019	April 19, 2019	May 16, 2019	June 12, 2019
July 2, 2019	April 29, 2019	<b>N/A</b>	<b>May 30, 2019**</b>	June 26, 2019
July 16, 2019	May 13, 2019	May 17, 2019	June 13, 2019	July 31, 2019
August 6, 2019	June 24, 2019	June 28, 2019	July 25, 2019	August 21, 2019
August 20, 2019	July 8, 2019	July 12, 2019	August 8, 2019	September 4, 2019
September 3, 2019	July 22, 2019	<b>N/A</b>	<b>August 22, 2019**</b>	September 18, 2019
September 17, 2019	August 12, 2019	August 16, 2019	September 12, 2019	October 9, 2019
October 1, 2019	August 26, 2019	August 30, 2019	September 26, 2019	October 23, 2019
October 15, 2019	September 9, 2019	September 13, 2019	October 10, 2019	November 6, 2019
November 5, 2019	September 23, 2019	September 27, 2019	October 24, 2019	November 20, 2019
November 19, 2019	October 7, 2019	October 11, 2019	November 7, 2019	December 11, 2019
December 3, 2019	October 21, 2019	<b>N/A</b>	<b>November 21, 2019**</b>	TBD
December 17, 2019	November 12, 2019	November 15, 2019	December 12, 2019	TBD

\*The December 13, 2018 P&Z to be held at 501 N. 44<sup>th</sup> Street in the Gold/Platinum Conference Rooms.

\*\* ZIPPOR to be held at 501 N. 44<sup>th</sup> 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. 44<sup>th</sup> 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).**

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

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



## Planning & Development Department

# DRAINAGE REVIEW REQUIREMENTS FOR PRELIMINARY PLAT

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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, be signed and sealed by an Arizona Registered Professional Civil Engineer, and 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 or around 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 plus one (1) foot of freeboard. Determine volume needed and the size and location of basins. Provide a note that basins must drain within 36 hours.
4. **Cross Sections** – Provide typical sections for edge conditions indicating tie-in to existing surrounding grades and interior design features such as retaining walls and drainage channels.
5. **Finished Pad Elevations and Certification** – Provide finished pad elevations in areas of the project site with unique drainage features (adjacent to basins, channels and/or in areas of significant grading) to demonstrate that the pads will be safe from inundation during the 100-year peak runoff event.
6. **Topography** – Need to show natural and proposed contour elevations and/or spot elevations. All contour lines must be annotated,
7. **Preliminary Construction Details** – Sufficient detail shall be provided to verify that any proposed drainage control structures can be constructed within identified easements or tracts.
8. **Floodplains** – Need to show the regulatory floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Delineate all floodplains (non-FEMA) of 50 cfs or greater. All Floodplain delineations must be shown on the preliminary plat.
9. **Erosion Setbacks** – For washes and other watercourse channels flowing at 50 cfs or greater an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
10. **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.	