



PRELIMINARY PLAT APPLICATION

(Electronic Version Available at: www.casagrandeaz.gov/web/guest/devforms)

Request Type (Please indicate the type of Preliminary Plat):

- New Subdivision**
- Re-subdivision**

I. PROJECT NAME _____
 Site Address _____
 Assessor's Parcel #'s _____
 Acreage _____ No. of Lots/Units _____

2. APPLICANT INFORMATION:

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____
 Status: (Owner, Lessee, Agent, etc.) _____

3. PROPERTY OWNER(S):

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

 Signature of Property Owner Date Signature of Applicant Date

*** Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form. ***

CITY INTAKE:

Date Accepted & Logged In: _____ Intake Staff: _____
 Fee Receipt # _____ Assigned Planner: _____
Planner Approval for Submittal: _____



PRELIMINARY PLAT REVIEW

Overview

The City of Casa Grande Subdivision Ordinance (Title 16) governs the subdivision of land. Generally, a subdivision plat is required when any land is proposed to be divided into four or more lots or parcels, if a new street is involved, or any property divided into two or more lots or parcels. Subdivision plats are also required for condominium projects and Planned Area Development zoned projects.

Pre-Application Process

Prior to the submittal of a Preliminary Plat Application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines. During the pre-application stage the applicant's proposal may be scheduled for a Development Team Meeting which will allow other appropriate review staff to provide the applicant comments and guidance on the proposed development. A Concept Plan and Project Narrative shall be submitted to Planning staff at least ten (10) days prior to the scheduling of the Pre-Application/Development Team Meeting (17.68.270). The Concept Plan shall indicate the following:

- 1) Proposed land uses
- 2) Proposed lot configurations
- 3) General internal parking and circulation (*if applicable*)
- 4) Proposed access
- 5) Property boundaries
- 6) Existing land uses on adjacent properties
- 7) Special site conditions or problems
- 8) A computation table showing proposed land use allocations in acres and percent of total site area.

Application Processing

- 1) *Staff Review of Submitted Plans*- The complete application will be routed to City Staff and agencies that are involved in the review process for their comments. Review comments will be sent back to the applicant no more than 28 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days.
- 2) *Planning and Zoning Commission Hearing* – After comments/redlines have been adequately addressed a staff report will be prepared and the application forwarded to the Planning & Zoning Commission for consideration. Planning & Zoning Commission hearings are held on the first Thursday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.

Preliminary Plat Submittal Package

1) Preliminary Plat

- a) The Name of the Subdivision. The name shall not duplicate or too closely resemble the name of any subdivision previously filed in the city;
- b) Date of Preparation and any subsequent revisions
- c) Key map on each page, if plat consists of more than two pages;
- d) Scale and north arrow
- e) Vicinity Map



- f) Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch. (Use more than one sheet, if necessary). The scale must be appropriate to the size of the development.
- g) Registered Engineer signature and seal.
- h) A legal description of the subdivision boundary;
 - *Based on an accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of closure of one part in ten thousand;*
- i) The boundary lines of the subdivision in a heavy solid line and referenced to section or quarter section lines;
- j) A description of all monuments, both found and set, which mark the boundary of the subdivision, and a description of all control monuments used in the survey;
- k) Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- l) Existing contours at a maximum interval of one foot unless waived by the Planning Director;
- m) General location and extent of any significant natural features such as streams, or drainage ways;
- n) Floodplains and floodways as delineated on maps available from the Planning Director with certification that if such floodplains exist all lots can and shall be elevated to one foot above the one- hundred-year flood elevation;
- o) Locations, dimensions, and names of existing & proposed rights of way, easements, lots, access points, structures etc. within two hundred feet immediately adjacent to the property showing how they relate to the proposed subdivision layout;
- p) Location, size and grades of existing sanitary and storm sewers and location and size of water mains, gas lines, pipelines, or other underground utilities or installations within the proposed subdivision and within two hundred feet immediately adjacent thereto;
- q) Show method of sewage disposal; the type of facilities must appear on the preliminary plat. Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths;
- r) Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- s) Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- t) Locations and dimensions of all easements of record within the site;
- u) Existing zoning and land use of the proposed subdivision and immediately adjacent areas;
- v) Location and width of proposed streets, alleys, pedestrian ways/trails, and proposed street names (see city website for street name availability);
- w) Proposed right-of-way dedications;
- x) Street cross sections;
- y) Location of existing multi-use and pedestrian trails;
- z) Proposed improvement phasing;
- aa) Number each lot individually with the last lot number circled;
- bb) Illustrate the minimum lot width at minimum front setback for all irregular lots;
- cc) Table of lot sizes
- dd) Location of proposed fire hydrants, light standards, stop signs, traffic signals and gang mail boxes;
- ee) Location, dimension and size in acres of all sites proposed to be used for commercial, industrial, multifamily residential, public or quasi-public use, with the use noted;
- ff) Designation of all land to be dedicated or reserved for public use, with the use indicated;



- gg) A summary table of the total number of acres, number of lots, acreage of commercial or industrial areas, acreage of open space, amount of land in rights-of-way and other descriptive material useful in reviewing the proposed subdivision.
- hh) Table of tracts indicating use, tract area, and total tract area;
- ii) Table indicating development land use data:
 - Total area (acres & square feet);
 - Total lot count;
 - Percent of total acreage in each zoning category;
 - Number of dwelling units (Residential only);
 - Minimum setbacks;
- jj) Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary

2) Preliminary Landscape Plan *(Only Required for Single or Two Family Residential Developments)*

- a) Date of plan preparation including subsequent revisions
- b) Scale, north arrow, and dimensions
- c) Vicinity map
- d) Property lines, alleys, private streets, tracts and adjacent right-of-ways
- e) Site visibility triangles
- f) Landscape statistics (in table form), indicating the following:
 - Amount of net site area
 - Ground floor area of all buildings
 - Number of required and proposed parking spaces
 - Amount of all proposed landscape areas (required and provided)
- g) The location and identification of all proposed landscape areas (*on-site, street right-of-way, parking area, landscape buffers and others*)
- h) The approximate location of all existing and proposed trees, shrubs, and other landscape materials and improvements
- i) The location, height, type, and general design and finish of all proposed screening walls
- j) The location of all proposed storm water drainage and retention areas
- k) Notes or graphical representations adequately showing the intent of the proposed plan and materials, and indicating how the plans will comply with the Landscape Code.
- l) Notes or graphic indications of the proposed type of irrigation system, water source, pressure and supply outlet.

3) Preliminary Hydrology Report

This report shall be on separate, letter size (8.5" x 11") sheets with any necessary maps and contain the following:

- a) Date of preparation including dates of any subsequent revisions; and
- b) Registered Engineer signature and seal.
- c) Delineated boundaries of watershed, if the subdivision is subject to off-site drainage;
- d) Existing drainage or irrigation structures and how they will be treated;
- e) The retention volume required and the method to be used. Present a preliminary retention basin plan including size, depth and methods of drainage;
- f) If the development, or any part of it, is located in a mapped floodplain, indicate the steps that will be taken to prevent flood damage;



4) Preliminary Grading and Drainage Plan

- a) Vicinity Map
- b) Scale, north arrow, and dimensions
- c) Date of preparation including dates of any subsequent revisions
- d) Registered Engineer signature and seal
- e) Gross and net site area
- f) Preliminary storm water retention calculations
- g) Existing and proposed slope, depth, flow patterns, and location of retention areas
- h) Indicate the drainage pattern, grade breaks and slopes of all streets
- i) Existing and proposed contour data at a minimum of 1 ft intervals

5) Phasing Plan

6) Preliminary Water Report *(Contact City Waste Water Dept. for content requirements)*

7) Preliminary Sewer Report *(Contact Development Center Engineering Dept. for content requirements)*

8) Preliminary Traffic Impact Analysis or a Trip Generation Estimate (prepared by a qualified professional) that indicates the new development, or addition to existing development will not result in 100 or more trips per average weekday *(Must comply with the City of Casa Grande Small Area Transportation Plan, Appendix D). Required for residential only*

Public Notice

- 1) City Staff will provide the applicant the following notification items 21 days prior to the hearing:
 - a) Sign Posting Instructions
- 2) Notice of the Paper- City staff will prepare the Notice of Public Hearing.
- 3) Sign Posting- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions. (<http://www.casagrandeaz.gov/web/guest/devforms>)
- 4) Notice to Property Owners - City Staff will prepare and mail the Notice of Public Hearing.

Fees

Preliminary Plat: \$1,085 plus \$10 per lot

Technology Recovery Fee: 5% of Review Fees

Additional Engineering review fees charged upon submittal:

- Utility Reports - Hydrology Report, Water Report, Sewer Report:
 - (DC Engineer Review): \$220 per report
 - (Public Works Review): \$60 per report
- Traffic Impact Analysis:
 - (Development Center Engineer Review): \$220
 - (Public Works Engineer Review): \$60



PRELIMINARY PLAT – APPLICATION INTAKE CHECKLIST

	Applicant	Planner
1. Owner’s Permission Form (if applicant is not owner) _____	<input type="checkbox"/>	_____
2. Project Narrative _____	<input type="checkbox"/>	_____
3. Legal Description (8 ½ x 11 page) _____	<input type="checkbox"/>	_____
4. Title report _____	<input type="checkbox"/>	_____
5. Preliminary Plat _____	<input type="checkbox"/>	_____
▪ 9 copies (24” x 36”) folded		
6. Preliminary Landscape Plan _____	<input type="checkbox"/>	_____
▪ 3 copies (24” x 36”) folded		
7. Phasing Plan (if applicable) _____	<input type="checkbox"/>	_____
▪ 4 Copies (24” x 36”) folded		
8. Preliminary Grading and Drainage Plan _____	<input type="checkbox"/>	_____
▪ 4 copies (24” x 36”) folded		
9. Preliminary Hydrology report _____	<input type="checkbox"/>	_____
▪ (4 copies)		
10. Preliminary Water Report _____	<input type="checkbox"/>	_____
▪ (4 copies)		
11. Preliminary Sewer report _____	<input type="checkbox"/>	_____
▪ (4 copies)		
12. Preliminary Traffic Impact Analysis or Trip Generation Estimate (residential only) _____	<input type="checkbox"/>	_____
▪ (6 copies)		
13. Letters of certification and/or signed copies of the proposed preliminary plat from appropriate agencies and utility companies approving the proposed preliminary plat and confirming availability of services _____	<input type="checkbox"/>	_____
14. CD containing all Final Plat submittal Documents _____	<input type="checkbox"/>	_____
▪ (1 CD with all documents in PDF format)		
15. Application Fees _____	<input type="checkbox"/>	_____

****Prior to submittal the applicant is required to meet with the Project Planner to confirm the complete submittal of all required items.****

PLAN REVIEW DISTRIBUTION

Agency/ Department	Prelim Plat	Prelim Landscape Plan	Phasing Plan	Prelim G & D Plan	Prelim Hydrology Report	Prelim Water Report	Prelim Sewer Report	Prelim TIA
<u>Planning</u>	X	X	X	X	X	X	X	X
<u>Fire</u>	X							
<u>DC Engineer</u>	X		X	X	X	X	X	X
<u>City Engineer</u>	X		X	X	X	X	X	X
<u>Traffic Eng.</u>	X							X
<u>Wastewater</u>	X					X		
<u>Community Services</u>	X	X						
<u>ADOT</u> (1)	X							X
<u>Public Review</u>	X	X	X	X	X	X	X	X

(1) Required for projects adjacent to State or Interstate Highways

