



# Planning & Development Department PRELIMINARY PLAT

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

## SUBMITTAL FORMS INDEX

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**Preliminary Plat is available as Electronic Document Review (EDR) - digital application submittal & review. The EDR Overview webpage includes information on how to get started with EDR submittal and processing.**

<https://www.maricopa.gov/4687/Electronic-Document-Review-EDR-Overview>

Download the EDR User Guide – Preliminary Plat and the Preliminary Plat application packet at the following website:

<https://www.maricopa.gov/4688/EDR-Guides-Tutorials-and-Applications#packets>

Any questions with EDR, please contact us at 602-506-8573 or use the On-line chat feature within the On-line Permit Manager click on **Let's Talk!**



# 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

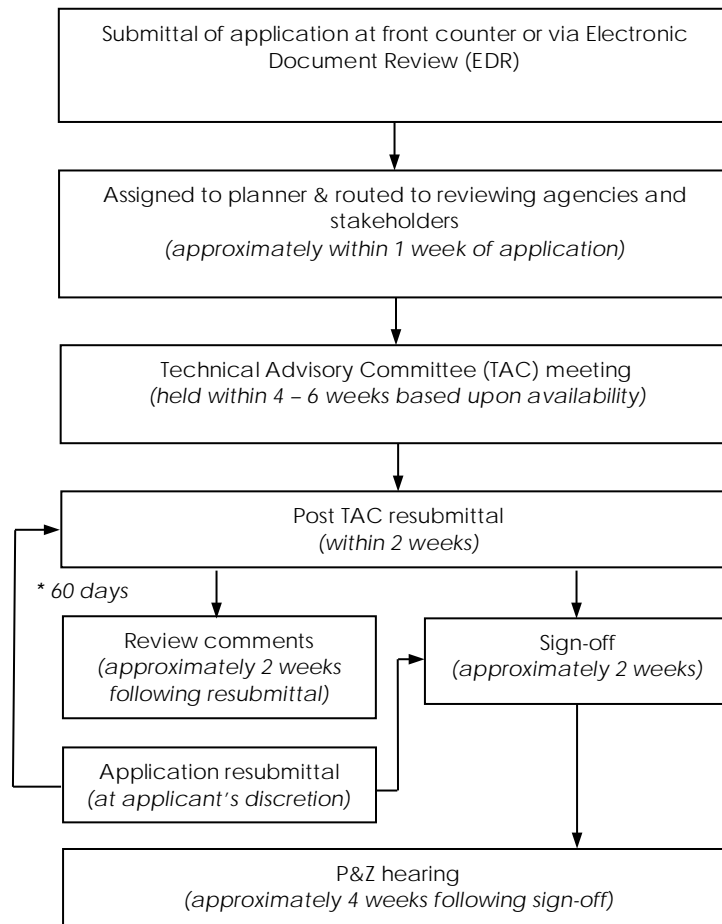
The conditions of approval of this Preliminary Plat may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.



# Planning & Development Department

## PRELIMINARY PLAT PROCESS AND TIMEFRAME

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\* 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 jump drive**. Example Narrative Report should be saved as NARR-RPTS-1.pdf

Application Document	Required Naming Convention for the Adobe PDF documents
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 2023 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/ZIPPOR Meetings	Board of Supervisors Hearings
January 3, 2023	November 7, 2022	November 10, 2022	December 8, 2022	January 25, 2023
January 17, 2023	December 12, 2022	December 16, 2022	January 12, 2023	February 8, 2023
February 7, 2023	December 26, 2022	December 30, 2022	January 26, 2023	March 1, 2023
February 21, 2023	January 9, 2023	January 13, 2023	February 9, 2023	March 15, 2023
March 7, 2023	January 23, 2023	<b>N/A</b>	<b>February 23, 2023</b>	March 29, 2023
March 21, 2023	February 6, 2023	February 10, 2023	March 9, 2023	April 12, 2023
April 4, 2023	February 21, 2023	February 24, 2023	March 23, 2023	April 26, 2023
April 18, 2023	March 6, 2023	March 10, 2023	April 6, 2023	May 10, 2023
May 2, 2023	March 20, 2023	March 24, 2023	April 20, 2023	May 24, 2023
May 16, 2023	April 10, 2023	April 14, 2023	May 11, 2023	June 14, 2023
June 6, 2023	April 24, 2023	<b>N/A</b>	<b>May 25, 2023</b>	June 28, 2023
June 20, 2023	May 8, 2023	May 12, 2023	June 8, 2023	July 26, 2023
July 18, 2023	May 22, 2023	May 26, 2023	June 22, 2023	July 26, 2023
August 1, 2023	June 12, 2023	June 16, 2023	July 13, 2023	August 9, 2023
August 15, 2023	June 26, 2023	June 30, 2023	July 27, 2023	August 23, 2023
September 5, 2023	July 17, 2023	July 21, 2023	August 17, 2023	September 13, 2023
September 19, 2023	July 31, 2023	<b>N/A</b>	<b>August 31, 2023</b>	September 27, 2023
October 3, 2023	August 14, 2023	August 18, 2023	September 14, 2023	October 18, 2023
October 17, 2023	September 5, 2023	September 8, 2023	October 5, 2023	November 1, 2023
November 7, 2023	September 18, 2023	September 22, 2023	October 19, 2023	November 15, 2023
November 21, 2023	October 2, 2023	October 6, 2023	November 2, 2023	December 6, 2023
December 5, 2023	October 16, 2023	<b>N/A</b>	<b>November 16, 2023</b>	TBD
December 19, 2023	November 6, 2023	November 9, 2023	December 7, 2023	TBD

*Planning & Zoning Commission, ZIPPOR and Board of Supervisors to be held at 205 W. Jefferson Phoenix, AZ 85003 in the Board of Supervisors' Auditorium*



## 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.	