

## CITY OF PRESCOTT

**IN ORDER TO SUBMIT THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER. TO SCHEDULE A MEETING PLEASE CALL 928-777-1207.**

### PRELIMINARY PLAT SUBMITTAL CHECKLIST

**PP #:** \_\_\_\_\_ **Subdivision Name:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**No application will be accepted unless it is complete including, but not limited to, the following:**

- A copy of the Pre-Application Conference (PAC) Letter. PAC# \_\_\_\_\_
- Application stating the request and the type of proposed development, the assessor's parcel number, application signed and dated, indicating whether the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization. (Refer to Page 2)
- Six (6) **FOLDED** copies of the preliminary plat. (Minimum size 24" X 36") including all information specified in the *Land Development Code*, Article 9.10.9. (Refer to "**Preliminary Plat Submittal Requirements**" pages 4-5)
- One (1) 8 1/2" X 11" xerographic reduction or photo reduction of the preliminary plat.
- An electronic file of the Preliminary Plat in a .pdf format.**
- One (1) copy of the legal description of the property with surveyor's seal and an electronic copy of the legal description in "**Word**" format.
- Two (2) copies of the following: 1) preliminary grading plan; 2) general drainage report; and 3) preliminary water and wastewater reports. (See Items 5, 8 & 15, Pages 3/4)
  - Plans Drawn using Arizona Board of Technical Registration "Arizona Boundary Survey Minimum Standards" (See pages 7-9)
- Water supply plan (i.e. Certificate of Assured Water Supply or Water Service Agreement Application -Pages 10-13)
- Traffic Impact Analysis, if required
- Title Report, if required
- A filing fee in the amount of: **\$2,000 + \$90 for each lot (\$15,000 Maximum Fee)**

**NOTE: SUBMITTAL OF AN APPLICATION DOES NOT GUARANTEE THE ITEM WILL BE SCHEDULED FOR THE NEXT AVAILABLE PUBLIC MEETING. A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER IS REQUIRED BEFORE ANY ITEM WILL BE SCHEDULED FOR PUBLIC HEARING.**



**CITY OF PRESCOTT**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**PLANNING DIVISION**  
 201 S. Cortez, Prescott, AZ 86301 (928) 777-1356

**Project #:** \_\_\_\_\_ **PRELIMINARY PLAT - HEARING APPLICATION**

**Subdivision Plat Name:** \_\_\_\_\_

**Current Assessor's Parcel Number(s):** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

	<i>For Staff Use Only</i>
<p><b>Owner Name &amp; Address:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Phone:</b> _____</p> <p><b>Fax:</b> _____</p> <p><b>Email:</b> _____</p>	<p>Date Received: _____</p> <p>Taken In By: _____</p> <p>Assigned To: _____</p> <p>Date Application Complete: _____</p>
<p><b>Applicant Name &amp; Address</b>            (If different than property owner, <b>Agent letter must accompany submittal</b>):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Phone:</b> _____</p> <p><b>Fax:</b> _____</p> <p><b>Email:</b> _____</p>	<p>Fees &amp; Charges: _____</p> <p>Receipt #/Date: _____</p> <p>P&amp;Z Study: _____</p> <p>P&amp;Z Vote: _____</p> <p>Council Study: _____</p> <p>Council Vote: _____</p>
<p><b>Request For Preliminary Plat Approval:</b></p> <p>Description of request: _____</p> <p>Location of Property: _____</p> <p>Total Acres: _____ Total Lots: _____</p> <p>Min. Lot Size: _____ Max. Lot Size: _____ Average Lot Size: _____</p> <p>Existing Zoning: _____ Proposed Zoning: _____</p> <p>Is mass grading proposed: _____</p> <p>Is project in a Reimbursement District: _____ If yes, what type: _____</p> <p><b><u>If a Planned Area Development:</u></b></p> <p>Total % Area of Open Space: _____ Total Open Space Area (acres): _____</p> <p>Total Number of Dwelling Units: _____</p>	
Name	Signature
	Date

## PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

The applicant shall submit ten (10) folded copies of the Preliminary Plat (24" by 36") and such plat shall conform to the Arizona Board of Technical Registrations "Arizona Boundary Survey Minimum Standards" and be accompanied by or contain the following information:

1. **Adjacent Properties**

- a) Name, book and page numbers of any recorded subdivisions within or having a common boundary with the tract, or notation "un-subdivided" where applicable.
- b) Name and location of a portion of adjoining subdivisions shall be drawn to the same scale and shown in a distinguishable manner adjacent to the tract proposed for subdivision in sufficient detail to show the existing streets and alleys, and other physical features and constraints that may influence the layout and development of the proposed subdivision. Where adjacent land is not subdivided, the name and address of the owner of the adjacent parcels will be provided. Names and addresses may be retrieved from the Yavapai County Assessor's Maps and are understood to be only as current as the Assessor's records.

2. **Blocks, Lots, Building Lines, Park and Yards.** The subdivision shall show all proposed rights-of-ways and alleys, easements, blocks, lots and lot layout, building lines, parks, etc., with principal dimensions to the nearest foot. Each lot shall be numbered. The total number of lots shall be shown and front, side and rear designations shall be shown for lots that are unusual shapes. The area, in acres, of the subdivision will be shown as well as municipal corporation lines within, or adjacent to, the tract.

3. **Boundary Lines and Bearings (on City datum).** Boundary lines, bearings, and distances sufficient to locate the exact area proposed for subdivision. At least one subdivision corner shall be referenced to a survey (abstract) corner. The area, in acres, of the subdivision shall be shown.

4. **Contours.** Topographic contours related to USGS survey datum, shall be shown on the same map as the proposed subdivision layout. Grades up to 5 percent shall be shown in 5 foot intervals and grades over 5 percent shall be shown in 2-foot intervals. Topography shall be shown a minimum of 100 feet beyond the subdivision boundaries. Refer to the *Land Development Code*, Section 6.8/Hillside Development Standards for criteria related to maximum site disturbance where slopes exceed 20%.

5. **Drainage Report.** A general drainage report shall accompany the Preliminary Plat. This report shall show the acreage draining into the subdivision; points of runoff through, and away from, the subdivision; a map illustrating the proposed direction of storm flows within public or private right-of-way shall be indicated by drainage arrows; and the area of proposed detention within the common area shall be displayed.

6. **Engineer or Surveyor Identification and Property Owner(s) or Agent(s) Information**

Include the name, registration number, and seal of the registered professional engineer or land surveyor responsible for preparation of the plat. The engineer or surveyor shall have a valid and current certificate from the Arizona State Board of Technical Registration for Engineers and Land Surveyors. The name, address, and telephone number of the property owner(s) and agent(s) shall also be included. Plans, specifications, plats or reports prepared by a registrant or a registrant's bona fide employee shall be issued under the registrant's seal if the Board requires the registrant to use a seal.

7. **Format, Boundary Lines, Northpoint, Subdivision Title and Vicinity Map.** The plat and mylar shall be drawn to a legible scale of 1-inch equals 200 feet, or 1-inch equals 100', or another legible scale as approved by the Community Development Department. Each drawing shall measure 24 inches by 36 inches. When necessary, the plat may be contained on several sheets accompanied by an index sheet showing the entire subdivision. The area, in acres, of the subdivision shall be shown on the plat. The date of preparation of the plat and any revisions shall be shown on the plat. The title under which the proposed subdivision is to be recorded and its location by section,

township, range and county shall be shown. The name or title of the subdivision shall not duplicate the name of any existing subdivision.

A vicinity map on a smaller scale showing the proposed subdivision and its relationship to the surrounding area shall appear on the plat. Include the name, address, and telephone number of the property owner(s).

8. **Grading Plan and Declaration.** A written declaration is required with a Preliminary Plat application for all projects proposing mass grading. A preliminary grading plan shall be required where mass grading is planned and/or hillside development is proposed. The scale of the Preliminary Plat may be at 1-inch equals 200 feet or at 1-inch equals 100 feet. The date of preparation of the plat and any revisions. The title under which the proposed subdivision is to be recorded, and its location by section, township, range and county. The name or title of the subdivision shall not duplicate the name of any existing subdivision. A vicinity map on a smaller scale showing the proposed subdivision and its relationship to the surrounding area and streets. Refer to the *Land Development Code*, Section 6.8/Hillside Development Standards for criteria related to maximum site disturbance where slopes exceed 20%.
9. **Land Uses and Zoning.** Designation of the proposed uses of land (including all lots and tracts) within the subdivision shall be shown. All areas to be excluded from the subdivision shall be shown as “not a part”. Sites, if any, to be reserved or dedicated for parks, playgrounds or other public uses; and, sites, if any, to be reserved or dedicated for private common open space shall be shown. Any zoning amendments to be requested shall be noted. If the proposed plat includes land for multi-family, commercial or industrial use, such areas shall be clearly designated together with existing zoning classification, present district boundary lines, and status of any pending zoning changes.
10. **Phasing.** Each Preliminary Plat shall identify all proposed units, as well as lots, for Council consideration, provided each phase can stand alone. The Final Plat shall be recorded unit by unit, as stated on the approved Preliminary Plat. Construction may occur in phases as may be approved on each recorded Final Plat unit. Separate plans shall be required for each phase.
11. **Protective Covenants.** If necessary, a draft of any protective covenants where the sub-divider proposes to regulate land use or development standards in the subdivision shall be provided.
12. **Subdivision Identification Signs.** The location of the permanent subdivision identification sign(s) shall be shown.
13. **Title Report.** A title report if requested shall be provided.
14. **Traffic Impact Analysis.** A Traffic Impact Analysis study may required in accordance with the requirements of Sec. 6.14, Traffic Impact Analysis.
15. **Water and Wastewater Utilities.** Reports for both water and wastewater utilities shall include maps of the locations where lines serving the site will be connected; sizes of existing lines and facilities; schematic layouts indicating the types, sizes, and approximate locations of new facilities (mains, pump stations, lift stations, upgrades, etc.) anticipated to be needed both within the site as well as off-site which have been identified through consultation with the City’s water and sewer models; and associated preliminary assessments of demand and infrastructure sufficiency shall be provided.
16. **Surface Water Data**
  - a) Location of streams, washes, canals, irrigation laterals, private ditches, existing culverts, lakes, or other water features including direction of flow; and,
  - b) Location and extent of FEMA Floodplains.
17. **Water Supply Plan.** An assured water supply plan and application consistent with the requirements of Sec. 7.4.8E., Assured Water Supply, shall be provided.

18. **Archaeological Study.** An archaeological study may be required to determine the potential for any prehistoric or historic resources, unless due to the small size of the project site or improbability of resources, the Community Development Director waives the requirement.

## PRELIMINARY PLAT PROCESSING PROCEDURES

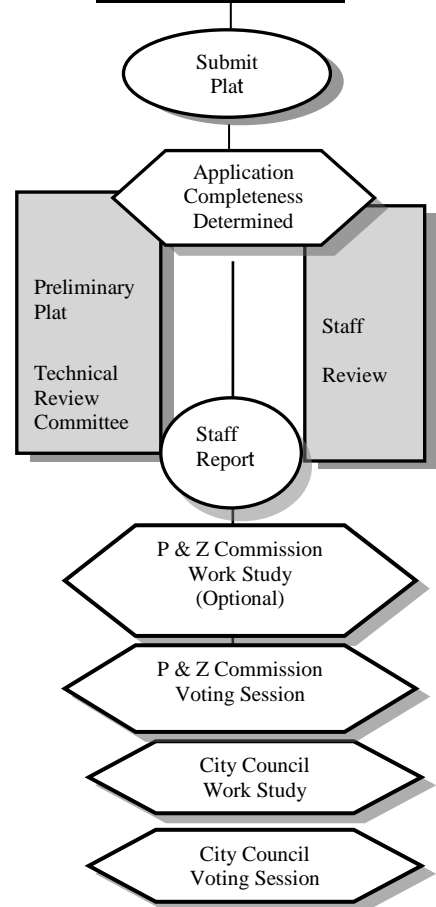
**Date of Filing.** The Preliminary Plat and all supporting data as described in subsection 2 above shall be submitted to the Community Development Director a minimum of 34 days prior to the Planning and Zoning Commission meeting at which consideration is desired. The Preliminary Plat shall be considered officially filed only after it is examined and found to comply with the general provisions of these regulations by the Community Development Director.

### Distribution of Preliminary Plats

Upon receipt of a complete application, the Community Development Director shall distribute the Preliminary Plat to the following

- City Engineering Services Department
- City Fire Department
- City Parks, Recreation, and Library Department
- City Police Department
- City Public Works Department
- County Assessor – Cartography Division
- County Flood Control District
- County Health Department
- County Public Works Department
- Prescott Public Schools
- Natural Resources Conservation Service
- Private utility companies
- ADOT (where applicable)

### Preliminary Plats



### Review by Technical Review Committee

The Technical Review Committee shall review the preliminary plat and provide written comments for use in the staff report, as specified below. The sub-divider, his engineer, land surveyor, or other representative may request a Technical Review Committee meeting at which the proposed plat is to be discussed. If the Committee determines that additional information is needed prior to the Planning and Zoning Commission review, the Commission’s review may be delayed as necessary to allow the applicant sufficient time to provide such information.

### Review by Community Development Director

The Community Development Director shall review the Preliminary Plat application and the recommendation of the Technical Review Committee and prepare a staff report.

### Review by Planning and Zoning Commission

The Planning and Zoning Commission shall review the application in a public meeting and recommend approval, approval with conditions or denial. The recommendation and its reasons shall be forwarded to the City Council.

### **City Council Action**

The City Council shall review the Preliminary Plat in a public meeting and vote to approve, approve with conditions, or deny the plat application.

### **Issues for Consideration**

The City shall consider the following in the review of Preliminary Plats:

- a. The purposes for subdivision regulations of Sec. 9.10.1;
- b. The requirements of Sec. 9.10.6, Standards for Subdivision Approval;
- c. The physical arrangement of the subdivision;
- d. Adequacy of street and thoroughfare rights-of-way and alignment;
- e. Compliance of the streets and thoroughfares with the adopted plans and the existing street pattern in the area;
- f. Adequacy of easements for proposed or future utility service and surface drainage; and
- g. Suitability of lot size and area with respect to the minimum requirements for the type of sanitary sewage disposal proposed.

### **Effect of Preliminary Plat Approval**

#### **a. Not Approval of Final Plat**

Conditional approval of a Preliminary Plat shall not constitute approval of the Final Plat. Rather, it shall be deemed an expression of approval to the layout submitted on the Preliminary Plat as a guide to the preparation of the Final Plat.

#### **b. Lapse of Approval**

Preliminary approval of the subdivision shall be valid for a period of 12 months from the date of approval, and the general terms and conditions under which the preliminary approval was granted will not be changed. The preliminary plat approval of a subdivision shall expire unless a Final Plat is submitted within the 12 month period or unless an extension is approved by the City Council at the request of the sub-divider. An extended approval for a phased development may be granted by the Council.

**After the Land Split and/or Replat has been approved by the Community Development Director you will be contacted to submit two (2) mylar reproducible copies of the “Map of Survey” along with a Recording fee of \$24.00 for the first page and \$20.00 for each additional page. Please do not submit mylar copies and recording fees for the Land Split and/or Replat until you are requested to do so from the staff planner.**

### **ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.

I. The licensing application may be in either print or electronic format.