



Preliminary Plat Application Checklist

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal.

PART I -- GENERAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Completed Application Checklist (<i>this form</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee -- \$ _____ (subject to change every July) <div style="float: right; margin-left: 20px;"> <input type="checkbox"/> Subdivision (major) <input type="checkbox"/> Minor subdivision (no replat) <input type="checkbox"/> Minor Subdivision (replat) <input type="checkbox"/> Perimeter Exception </div>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Application Form (<i>form provided</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Letter Of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Project Narrative- 17 copies (form included) <i>Describe subdivision layout and include justification for any proposed Amended Development Standards</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. Proposed Development Agreement for Perimeter Exception (shared facilities)
<input type="checkbox"/>	<input type="checkbox"/>	7. Proposed Amended Development Standards (see sample) – should meet Maricopa County recording requirements. <ul style="list-style-type: none"> • Proposed amended development standards justification form (provided)
<input type="checkbox"/>	<input type="checkbox"/>	8. Current Commitment for Title Insurance or Title Insurance Policy (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B
<input type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not included in Title Report) <ul style="list-style-type: none"> • 8-1/2" x 11" -1 copy

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- 10. Site Location Map (see sample)**
8-1/2" x 11 – 1 Written Legal and 1 Graphic

- 11. Provide A Combined Context Aerial And Context Site Plan (minimum of ½ mile in each direction):**
- 24" x 36" –**FOLDED 2** color copies
 - 11" x 17" -**1 color copy**
- Aerial Shall Not Be More Than 1 Year Old And Shall Include An Overlay Of The Site Plan** showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:
- _____ ¼ mile
_____ other
- Show the proposed site plan in relation to surrounding development including the following:
- Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls)
 - Label surrounding zoning and land uses
 - Streets including sidewalks, and any surrounding driveways or intersections
 - Show bike paths and trails
 - Development plans approved by the Development Review Board during the past
 - year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

- 12. Existing Conditions Photo Exhibit: Provide Photos, Use Same As In DRB Packets On 8-1/2" x 11" Size Paper** (Printed digital photos are OK) (see example)
- Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
 - See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
 - Provide **1 color original** set

- 13. Preliminary Plat Notification Affidavit** (provided)

- 14. Digital Subdivision Plat Submittals:** (See attached "Notification of Digital Subdivision Plat Submittal," "Subdivision Plats CAD Layering Guidelines," "Subdivision Plats CAD Standards and Naming Conventions") and digital submittal requirements – **2 copies** due as shown below:
- **1st Copy** -due at time of submittal for preliminary plat (**Note:** If there are changes in the number of lots during the Development Review process, a revised digital file submittal will be required.)
 - **2nd Copy** – due with the mylar submittals for final plat

- 15. Archaeological Resources**
- Certificate of No Effect / Approval Application Form (form provided)
 - Archaeology Survey and Report -**3 copies**
 - Archaeology 'Records Check' Report Only -**3 copies**
 - Copies of Previous Archeological Research -**1 copy**
 - Map(s)/Narrative for any archaeological resources within a Master planned Development or larger project- **1 copy**

- 16. Historic Property:** (existing or potential historic property)
- Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan

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- 17. Completed Airport Vicinity Development Checklist** -Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)

- 18. Policy On Appeals Of Required Dedications And/Or Exactions** (see provided)

- 19. Neighborhood Involvement** (information packet provided)

PART II -- REQUIRED PLANS & RELATED DATA*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- 1. Preliminary Plat and Site Plan:** (include all recorded plat information within 100+ feet of the plat boundary and show all applicable setbacks on each site (see included Plan and Report Requirements))
- 24" x 36" -17 copies folded
 - 8-1/2" x 11" -1 copy
 - Digital -1 copy (See included Digital Submittal Plan Requirements)

- 2. Conceptual Landscape & Walls Plans:**

- 24" x 36" -1 color copy folded
- 8-1/2" x 11" -1 color copy

- 3. Proposed Codes, Covenants, & Restrictions (CC&R's):**

- 8-1/2" x 11" -1 copy

- 4. Phasing Plans** showing the proposed infrastructure and access to each phase of the development:

- 24" x 36" -1 copy folded
- 8-1/2" x 11" -1 copy

PART III -- ENGINEERING & RELATED DATA REQUIREMENTS*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- 1. Results Of Alta Survey**

- 24" x 36" -1 copy folded (not older than 30 days)

- 2. Topography Map:** (refer to ESL Ordinance for specific contour intervals):

- 24" x 36" -1 copy folded
- 8-1/2" x 11" -1 copy

- 3. Drainage Report: See Sec. 4.700** of the City's Design Standards & Policies Manual for specific submittal and content requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.

- Demonstrate compliance with Army Corp. of Engineers with 404 compliance
- Demonstrate compliance with National Pollutant Discharge Elimination System (NPES)
- 8-1/2" x 11" -2 copies of the Drainage Report including full size plans/maps in pockets
- Digital -1 copy (See included Digital Submittal Plan Requirements)

Planning Systems will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.

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- 4. Water Sampling Station**
- Show location of sample stations on the preliminary plat.
 - Fax **8 1/2" x 11" copy** of the preliminary plat with sampling stations to the Water Quality Division.
- Attn:** Craig Miller. Fax 480-312-8728/ Phone 480-312-8743
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- 5. Traffic Impact Study** (Refer to TIMA Process Overview Document)
- **3 copies**
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- 6. Cross Section Detail** -Conceptual design submittals needed to assess the physical impact of the proposed development.
- **Site Cross-Sections** Showing existing and proposed grade lines, and all finished floor elevations of adjacent sites
 - **Drainage Structures** (when topography or channel are significant)
 - **Retaining Walls** (when topography is significant).
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- 7. Water Study** (basis of design report)- **3 copies**
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- 8. Waste Water Study** (basis of design report)- **3 copies**
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- PART IV -- ENVIRONMENTAL SITE PLANS – for each of the following checked site plans provide:**
- 24" x 36" - 1 copy folded
 - 8-1/2" x 11" - 1 copy
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- 1. Natural Area Open Space (NAOS) Analysis Plan**
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- 2. Proposed Development Envelope Concept Plan**
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- 3. Color Slope Analysis Superimposed on Topography Map With NAOS Calculations**
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- 4. Cuts & Fills Site Plan**
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- 5. Native Plant Submittal** (identifying location of protected plants in relationship to plat improvements):
- 24" x 36" -1 copy folded
- See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.**
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- 6. Topography/Aerial Overlay With Site Plan Superimposed**
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- 7. Landforms Types Map**
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- 8. Unstable Slopes/Boulder Rolling Map & Report**
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- 9. Bedrock & Soils Map & Report**
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- 10. Conservation Area, Scenic Corridor, Vista Corridor Plans Map** (including typical cross-section details & concept narrative)

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11. **Bikeways & Trails Plan** (including typical cross-sections)

1. **Other:**

2. **Submit all items pursuant to the Submittal Instructions provided.**

3. **An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 312-7000.**

Coordinator Signature

Date

This application needs a: New Project Number or Old Project Number: _____

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