

CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____
Fees: _____
Staff Use Only

PRELIMINARY SUBDIVISION PLAT APPLICATION

(Pre-Application Required; Incomplete applications will not be accepted)

PROPERTY INFORMATION			
DEVELOPMENT/PROJECT NAME:		PARCEL NUMBER(S):	
ADDRESS OR DESCRIPTIVE LOCATION:		GROSS AREA (ACRE/SQ. FT.):	
		NET AREA (ACRE/SQ. FT.):	
CURRENT ZONING:	CURRENT GENERAL PLAN DESIGNATION:		
CURRENT USE:			
PROJECT INFORMATION			
PROJECT DESCRIPTION (TO INCLUDE PROPOSED USE):			
PRE-APPLICATION MEETING	PLANNER ASSIGNED:		RELATED CASE(S):
	CASE NUMBER:		
	DATE HELD:		
APPLICANT INFORMATION (Single point of contact)		PROPERTY OWNER INFORMATION	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY, ST, ZIP:		CITY, ST, ZIP:	
PHONE NUMBER:		PHONE NUMBER:	
EMAIL:		EMAIL:	
APPLICATION FEES (STAFF ONLY)			
BASE FEE:	Preliminary Plat	\$2,746	
	Preliminary Plan Extension	50% of original	
	Preliminary Plan Amendment	50% of original	
		BASE FEE SUBTOTAL	\$
LOT FEE	\$47 X LOTS =		
	50% of original		
	50% of original		
		LOT FEE SUBTOTAL	\$
Review times in accordance with SB 1598 Policy		TOTAL AMOUNT DUE	\$

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

I, THE UNDERSIGNED OWNER, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND CONSENT TO THIS APPLICATION.

SIGNATURE: _____ DATE: _____

Development Services Department

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www.AvondaleAZ.gov/Developmentservices

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and EmailDevelopmentServices@avondaleaz.gov. All inquiries will receive a response within five business days. Please refer to the notice located on the last page of this document.

- Completed application with both the applicant's and owner's original signatures
- Completed Property Owner Authorization form with owner's original signature
- Legal description and map exhibit each on separate, 8½"x11" pieces of paper
- ALTA Survey, to include streets and driveways on adjacent streets, dated within the last 90 days – 24"x36" drawn to scale
- Boundary Closure Report by a Registered Engineer or Surveyor (COGO)
- Title Report dated within the last 90 days
- Project Narrative, including discussion of overall community design, pedestrian connectivity, open space amenities, architectural concept for walls and homes, and landscape themes, etc.
- Preliminary Plat – 24"x36" drawn to scale
- Landscape/Open Space Plan– 24"x36" drawn to scale
- Perimeter theme wall and entry monuments sign elevations, in color – 24"x36" drawn to scale
- Wall Material and Color Palette Board(s), not to exceed 8½"x11"
- Wall Plans 24" x 36" drawn to scale
- Lighting/Photometric Plan and Cut Sheets, all open space and decorative lighting – 24"x36" drawn to scale
- Preliminary Planting Data Sheet
- Traffic Impact Statement or Traffic Impact Analysis (if required)
- Preliminary Grading and Drainage Plan – 24"x36" drawn to scale
- Preliminary Utility Plan – 24"x36" folded to 9"x12" and drawn to scale
- Preliminary Drainage Report
- Preliminary Water Report, including Fire Flow Hydrant Test
- Water Conservation Report – see attached
- Sewer Report
- Each item on the checklist is to be submitted digitally online
- Other: _____

I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list.

Applicant Signature: _____

Date: _____

If you have any questions regarding items on this checklist, please contact your project planner.

All plans shall be of the same scale. These items must be present on the plans submitted for review.

PRELIMINARY PLAT

1. Name and address/location of development.
2. Vicinity map showing area within ½ mile of the subject site.
3. Name, address, and phone number of developer and/or owner.
4. Name, address, phone number, and professional seal of engineer/architect or firm preparing the plans.
5. Date of plan preparation and subsequent revision dates.
6. North arrow and scale of not less than 1" = 100'.
7. Legal description.
8. Zoning of all abutting and/or adjacent properties.
9. Current dimensions of parent parcel(s) property lines.
 - a. Width and names of all platted streets, alleys, utility rights-of-way of public record; public areas and permanent structures to be retained within or adjacent to parcel
 - b. Name, book, and page numbers of recorded abutting the subdivision or across a boundary street.
 - c. Dimensions of parcel boundaries, acreage of parcel.
 - d. Width of any existing driveways, access ways, or private streets adjacent to the parcel.
 - e. Street layout, including location and width of all streets, alleys, crosswalks, and easements. Label proposed street names. For curvilinear streets show sight visibility triangles. These areas will be dedicated as right-of-way on the final plat.
 - f. Lot layout, including scaled dimensions of typical lots; width and depth of all corner lots and lots on street curves; number each lot consecutively; label total number of lots.
 - g. Width and depth and proposed use of easements and tracts.
 - h. Extent and proposed use of all land to be dedicated or reserved for public use.
 - i. Boundary of all existing and proposed zoning classifications including surrounding zoning.
 - j. Label minimum and average lot area as dimension and square footage.
 - k. Cross sections of the streets contained in or adjacent to the subdivision.
 - l. Show any proposed construction phasing for the subdivision.
 - m. Map showing the surrounding street pattern and existing subdivisions shown as the actual recorded subdivision.
 - n. Flood Zone determination.
10. Location, identification, and dimension of the following existing and proposed site elements and data:
 - a. Topographic contours at a minimum two-foot interval for grades up to ten percent and ten feet for grades over ten feet.
 - b. Existing adjacent and/or on-site streets and street right-of-way.
 - c. Proposed right-of-way dedications and improvements.
 - d. Proposed street cross-sections.
 - e. Existing and proposed ingress/egress points (indicate full access, right-in/right-out only, etc.) and intersections within 300 feet and all structures within 100 feet of project.
 - f. On-site vehicular and pedestrian circulation elements (i.e. sidewalks, walkways, driveways, loading areas, loading docks, and bikeways, etc.
 - g. Provisions for handicapped accessibility including but not limited to wheelchair ramps, parking spaces, handrails, curb openings.

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- h. Parking areas, vehicular and bicycle, including setbacks to property lines.
 - i. Bus stop locations designed in accordance with MAG Supplemental Detail A1260.
 - j. All structures, including heights, dimensions, finish floor elevations, and setbacks to property lines.
 - k. Fences and walls.
 - l. Trash enclosures.
 - m. Freestanding signage.
 - n. Existing and proposed fire hydrants, backflow prevention equipment, and FDC.
 - o. Existing and proposed lighting (on and off-site).
 - p. Detention/retention areas.
 - q. Water wells, washes, and drainage ditches, including direction of flow; location and extent of areas subject to inundation and data regarding frequency of inundation.
 - r. Water features.
 - s. All ground planes labeled (i.e. asphalt, concrete, decomposed granite, etc.)
 - t. Significant rock outcroppings or other natural features.
 - u. Phase lines, if applicable.
11. Site data table including the following information:
- a. Existing zoning of the site (if PAD, please indicate name of PAD).
 - b. Gross and net area of the site.
 - c. Total building floor area.
 - d. Building floor area, by use (if a mix of uses is proposed).
 - e. Percent of site coverage.
 - f. Parking calculations showing total number of spaces required and provided, by use, including accessible parking.
12. Trash enclosures:
- a. Enclosure walls are to be protected by 6" pipe filled with concrete, 4" in from the pad surface. All gates shall be hung on this pipe (not the block wall). The bottom of the gates shall clear any curbing next to it and will be provided with a latching system to hold the gates open for service.
 - b. Enclosure wall is to be 6' high, minimum clearance between enclosure wall and pipe is 3". All enclosures must be gated. All gates shall be opaque.
 - c. Enclosures to be constructed per specs. Designed to match primary building.
13. Pedestrian Access
- a. All pedestrian walkways that traverse driveways or drive aisles shall utilize a decorative material, such as pavers or stamped concrete. All decorative crossings must be located outside of the public right-of-way and called out on plans.
 - b. Minimum 6' walkway around all commercial buildings on site.
14. Preliminary Plat Notes
- a. All utility lines less than 69 KV shall be undergrounded with the first phase of development.
 - b. All ground-mounted equipment shall be screened/concealed from street view.
 - c. Plants located within required AASHTO sight visibility triangles shall be pruned regularly to permit unobstructed vision. Plant materials shall be maintained to be lower than 2' (shrubs) or taller than 7' (bottom of tree canopy).
 - d. Future development pads within master planned developments shall be covered with a minimum of 2" thick decomposed granite for dust control at time of development.

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- e. All developments shall be maintained in conformance with the approved site plan and landscape plan. Any changes thereto shall require approval of the City of Avondale.
- f. This project is subject to the current Avondale General Engineering Requirements (and MAG Supplemental Regulations), Commercial/Industrial/Multi-Family Design Manual, Zoning Ordinance, General Plan, and any applicable Specific Plans.

LANDSCAPE PLAN

1. Proposed locations for all landscape material, organic and inorganic.
2. Preliminary landscape materials schedule identifying each plant's common and botanical name, plant sizes and quantities, and the specification, size, and color of any inert materials. Plans shall be developed in accordance with the COA Street Tree Master Plan.
3. Description of irrigation system. Show preliminary backflow preventer location.
4. Planting Data Sheet included on all landscape sheets (see attached).
5. Preliminary landscape details and construction notes, including the required City of Avondale notes:
 - a. All trees required on site shall have a minimum box size of 24 inches.
 - b. All trees shall be specified in the schedule of plant material (required as part of the Preliminary Landscape Plan and the Final Landscape Plan) by height, width and by any other relevant information which defines the exact specifications of the plant material being proposed.
 - c. All palm trees (fan palms, date palms, and queen palms) shall have a minimum twelve (12) foot trunk height measured from the base of the trunk to the base of the fronds.
 - d. The Property Owner and/or lessee shall be responsible to install/maintain all landscaping within the Right-of-way.
 - e. A 3-foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach upon this clear space when mature.
 - f. Plantings within any sight visibility easement shall be maintained so that no limbs hang lower than seven (7) feet and shrubs or other plants planted within any sight visibility easement shall be no taller than two (2) feet at full growth.
 - g. THE CITY APPROVES THESE PLANS FOR CONCEPT ONLY AND ACCEPTS NO LIABILITY FOR ERRORS OR OMISSIONS.
6. Please note: all construction shall be in accordance with the City of Avondale Supplement to MAG Specifications & Standard Details currently on file and available at the City of Avondale Engineering Department.
7. Dust control and ground cover using $\frac{3}{4}$ " decomposed granite minimum 2" thick.
8. Location of preliminary easements, preliminary utilities, and above grade retention/detention basins.
9. Description of irrigation system. Show location of all backflow prevention devices. Devices smaller than 3' screened with round-topped wire mesh enclosure, painted green.
10. Designate and provide detail of all street median improvements (as applicable).

HARDSCAPE PLAN

1. Location of all landscape material, lighting, and site furnishings.
2. Blow-up plan views of all usable open space areas and areas with decorative paving indicating the surface design and location of all amenities therein.
3. Elevations and/or details indicating color and design of all proposed site amenities, including but not limited to benches, tables, trash receptacles, fountains, bike racks, etc.

PERIMETER THEME WALL AND ENTRY MONUMENTATION SIGNAGE

1. Wall plan identifying the location, height, and wall type of each section of fence, as well as any existing or proposed easements that may interfere with the proposed wall/fence.
2. Elevations of all proposed perimeter, screen, or other walls on site. Call outs of all proposed finish materials and colors must be included on the elevations. Printed colors on color elevations must accurately portray the actual colors/materials to be used.

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3. Sign fields delineated by a dashed box.

EXTERIOR BUILDING COLOR AND MATERIALS SAMPLES

1. Samples of each material used (2"x2" maximum size, 1"x1" minimum size). Thoroughly label each sample with all known information, including but not limited to: manufacturer name, color name and number, material type, finish, size, etc.

LIGHTING AND PHOTOMETRICS

1. Site plan indicating the location and type of all proposed exterior lighting fixtures.
2. Photometric plan indicating light levels (in foot candles) at regularly measured intervals across a property. Light levels shall not exceed 1-foot candle at any property line.
3. Calculation of the lighting uniformity ratio for the subject site, not to exceed a 5:1 average-to-minimum ratio.
4. Luminaire schedule including but not limited to the manufacturer information, luminaire name/type, initial lumens, shielding (if applicable), color, finish, etc.
5. Cut sheets of all proposed fixtures.

TRAFFIC IMPACT STATEMENT OR TRAFFIC IMPACT STUDY (if required)

See the [Traffic Impact Analysis Procedures Manual](#) for applicable requirements.

PRELIMINARY GRADING AND DRAINAGE PLAN

See [General Engineering Requirements Manual](#) for applicable requirements.

PRELIMINARY UTILITY PLAN

See [General Engineering Requirements Manual](#) for applicable requirements.

PRELIMINARY DRAINAGE REPORT

See [General Engineering Requirements Manual](#) for applicable requirements.

PRELIMINARY WATER REPORT

See [General Engineering Requirements Manual](#) for applicable requirements.

WATER CONSERVATION REPORT

Please contact [Public Works for Requirements](#).

PRELIMINARY SEWER REPORT

Please contact Engineering for guidelines.

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ZONING

Zoning District:

PLANTING REQUIREMENTS PER ZONING DISTRICT	REQUIRED		PROVIDED	
Landscape Improvements (Zoning Ordinance, Sec 1204.B)				
Minimum Landscape Areas	sq. ft.	%	sq. ft.	%
Minimum Usable Open Space	sq. ft.	%	sq. ft.	%

REQUIRED LANDSCAPE AREAS	REQUIRED		PROVIDED	
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Right of Way Landscaping				
Trees		Trees		Trees
Shrubs		Shrubs		Shrubs
Groundcover		Groundcover		Groundcover
Total Landscape Area	sq. ft.	%	sq. ft.	%

Landscape Setback				
Trees		Trees		Trees
Shrubs		Shrubs		Shrubs
Groundcover		Groundcover		Groundcover
Total Landscape Area	sq. ft.	%	sq. ft.	%

Land use Buffer				
Trees		Trees		Trees
Shrubs		Shrubs		Shrubs
Groundcover		Groundcover		Groundcover
Total Landscape Area	sq. ft.	%	sq. ft.	%

Parking Lot Landscaping				
Trees		Trees		Trees
Shrubs		Shrubs		Shrubs
Groundcover		Groundcover		Groundcover
Total Landscape Area	sq. ft.	%	sq. ft.	%

Retention Basins				
Trees		Trees		Trees
Shrubs		Shrubs		Shrubs
Groundcover		Groundcover		Groundcover
Total Landscape Area	sq. ft.	%	sq. ft.	%

Building Frontage				
Trees		Trees		Trees
Shrubs		Shrubs		Shrubs
Groundcover		Groundcover		Groundcover
Total Landscape Area	sq. ft.	%	sq. ft.	%

TOTAL LANDSCAPING ELEMENTS (ORGANIC/INORGANIC)	REQUIRED		PROVIDED	
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Trees		Trees		Trees
Shrubs		Shrubs		Shrubs
Groundcover		Groundcover		Groundcover
Groundcover, 3/4" screened decomposed granite		sq. ft.		sq. ft.

- Fill out #1 below if property owner is same as applicant.
- Fill out #1 and #2 below if applicant is other than property owner.
- A separate form is required for multiple owners.

1. I, _____, hereby certify that I am the owner of property, designated as Plat _____, Lot(s) _____, as shown on the Maricopa County Tax Assessor's Maps.
2. I hereby authorize the application for _____ by (name of applicant or agent) to be submitted to the Development Services Department of the City of Avondale for review and decision by the Planning Commission and City Council.

BY: _____
Signature of Owner, Individual, Corporation, Trustee, Partnership, non-profit, etc.

STATE OF _____)
County of _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20____.

Notary Public

My Commission Expires:

NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.