



SETTLED 1870 · INCORPORATED 1966

Case No.: P- _____
For Official Use Only

Application Fee: \$ _____
For Official Use Only

Engineering Review Fee: \$ _____
For Official Use Only

PRELIMINARY PLAT APPLICATION

(Rev 5/17)

The Preliminary Plat step of the subdivision process includes the detailed planning, submittal, review and approval of the Preliminary Plat. This step is intended to **resolve all major issues** pertinent to the land's developability according to the Town's policies and specific environmental issues.

Preliminary Plat Application Submittal Date: _____

Pre-Application Conference No.: PAC- _____ Pre-Application Conference Date: _____

Project Name: _____

Project Location: _____

Assessor's Parcel No. (s): _____ Size Of The Subject Parcel: _____ No. of Lots: _____

Parcel Address: _____ Current Zoning District (s): _____

Is The Parcel In Question The Subject Of A Rezoning Request? Yes No

Is The Proposed Subdivision The Subject Of A Subdivision Exception Request(s)? Yes No

Associated Zoning Case No.: Z- _____ Associated Subdivision Exception Case No.(s): E- _____

Applicant: _____

Applicant Address: _____

Phone No.: _____ Fax No: _____ E-mail: _____

Owner: _____

Owner Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Single Point Of Contact For All Formal Communications:

Name: _____

Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Certification:

I, (print name) _____, hereby certify that I am the owner, or owner's designated representative, of the property involved in this application and that I have read and examined this application and the attachments, and know the same to be true and correct.

Signature

Date

PRELIMINARY PLAT SUBMITTAL

(The following items shall be provided on the Preliminary Plat or as an attachment thereto)

SECTION A. FORM OF PRESENTATION (to be provided by the Applicant):

- | <input checked="" type="checkbox"/> | <u>No.</u> | <u>Requirement</u> |
|-------------------------------------|-------------------|---|
| <input type="checkbox"/> | 1. | Three (3) folded copies of the Preliminary Plat; <i>Additional copies will be required prior to Public Hearings</i> |
| <input type="checkbox"/> | 2. | Black line prints on white background |
| <input type="checkbox"/> | 3. | Scale, shall not be more than forty (40') feet to an inch; scale may be adjusted when practical to meet drawing size requirements |
| <input type="checkbox"/> | 4. | A drawing size of 24" x 36" |
| <input type="checkbox"/> | 5. | All mapped data for the same Preliminary Plat shall be drawn at the same standard scale |

SECTION B. IDENTIFICATION AND DESCRIPTIVE DATA (to be provided by the Applicant):

- | <input checked="" type="checkbox"/> | <u>No.</u> | <u>Requirement</u> |
|-------------------------------------|-------------------|--|
| <input type="checkbox"/> | 1. | Name of subdivision or condominium development |
| <input type="checkbox"/> | 2. | Location by section, township, range and referenced by dimension and bearing to a section or ¼ section corner |
| <input type="checkbox"/> | 3. | Name, address and phone number of engineer, surveyor, landscape architect, or land planner preparing the plat |
| <input type="checkbox"/> | 4. | Name, address and phone number of the applicant, owner, prospective purchaser or, if a corporation, the principals |
| <input type="checkbox"/> | 5. | A North arrow |
| <input type="checkbox"/> | 6. | Drawing Scale |
| <input type="checkbox"/> | 7. | Drawing Legend (line types, symbols, etc.) |
| <input type="checkbox"/> | 8. | Date of preparation including dates of any subsequent revisions |
| <input type="checkbox"/> | 9. | Prepared, certified and stamped by Arizona Registrant |

SECTION C. EXISTING CONDITIONS (to be provided by the Applicant):

- | <input checked="" type="checkbox"/> | <u>No.</u> | <u>Requirement</u> |
|-------------------------------------|-------------------|---|
| <input type="checkbox"/> | 1. | Topography by contours or spot elevations |
| <input type="checkbox"/> | 2. | Location of all on-site improvements (i.e.; water wells, structures, canals, etc.) |
| <input type="checkbox"/> | 3. | Washes – or other water features, indicate direction of flow |
| <input type="checkbox"/> | 4. | Location and extent of areas subject to inundation |
| <input type="checkbox"/> | 5. | Location, widths and names of all platted streets |
| <input type="checkbox"/> | 6. | Utility rights-of-ways of public record |
| <input type="checkbox"/> | 7. | Location of all existing improvements on public rights-of-way and on private property, public areas, utility lines and grading or drainage structures |

- ___ 8. Municipal Corporation lines within, adjacent to and/or extending from the parcel
- ___ 9. Location of historical sites, archaeological sites, and trails systems
- ___ 10. Location, name, book and page numbers of any recorded adjacent subdivisions or other private property having a common boundary with the subject parcel
- ___ 11. Existing zoning classification of all adjacent tracts
- ___ 12. Acreage of the subject parcel(s)
- ___ 13. Complete boundary dimensions of the parcel to be subdivided
- ___ 14. Contiguous landholdings of the subdivider shown on the preliminary Plat
- ___ 15. Approved exceptions to the Subdivision Ordinance provisions denoted on the Preliminary Plat

SECTION D. **PROPOSED CONDITIONS** *(to be provided by the Applicant):*

Land planning and individual lot designations within each subdivided tract shall be responsive to existing natural conditions and community character themes. Platting shall vary according to development type, required improvements, design themes or amenities and preferred siting arrangements.

- | √ | <u>No.</u> | <u>Requirement</u> |
|-----|-------------------|--|
| ___ | 1. | Proposed site improvements |
| ___ | 2. | Parcelization |
| ___ | 3. | Development intensity |
| ___ | 4. | Street layout, including location, width and curve radii |
| ___ | 5. | Proposed street names |
| ___ | 6. | Crosswalks |
| ___ | 7. | Connections to adjoining platted parcels |
| ___ | 8. | Building setback lines |
| ___ | 9. | Lot dimensions including dimensions of all corner lots and lots of curvilinear sections of streets |
| ___ | 10. | Each lot numbered individually |
| ___ | 11. | Total number of lots |
| ___ | 12. | Individual and average lot sizes (in square feet) |
| ___ | 13. | Lot sizes on the periphery of the development are compatible to the adjacent areas or significant setbacks are provided to buffer land uses of different intensities |
| ___ | 14. | Land to be dedicated or reserved for public use and/or trail system with use and total open space acreage calculation indicated |
| ___ | 15. | Environmentally sensitive areas and means for protection shall be indicated |
| ___ | 16. | Multi-family, or commercial land uses along with the existing zoning classifications |

SECTION E. PROPOSED UTILITY METHODS (to be provided by the Applicant):

Statements shall appear on the Preliminary Plat as to the **type, source** and **adequacy** of the proposed utility methods along with letters of serviceability from the utility providers

<u>No.</u>	<u>Utility</u>	<u>Identified on Plat</u>	<u>Letter of Serviceability</u>
1.	Water service	___	___
2.	Sewage disposal	___	___
3.	Electric supply	___	___
4.	Gas supply	___	___
5.	Telephone	___	___
6.	Garbage removal	___	___
7.	Cable television	___	___

SECTION F. LOT PLANNING REQUIREMENTS (to be completed by the Applicant):

<u>Complies</u>		<u>No.</u>	<u>Requirement</u>
yes	no		
___	___	1.	Lots shall meet the width, depth, frontage, lot size and all other requirements of the specific zoning district in which the subdivision is located
___	___	2.	No single lot shall be divided by a municipal or county boundary line, a public road or street or a private road or street, which can legally be used by more than the owner of the lot
___	___	3.	No remnants of property shall be left in the proposed subdivision, which do not conform, to the zoning ordinance. This includes lots to be used for private or public utilities
___	___	4.	Residential corner lots shall be platted wider than interior lots in order to permit conformance to required side yard requirements
___	___	5.	All lots, except for those reserved for open space, shall be capable of being built upon. Any portion of a lot which is not capable of being built upon shall be declared non-buildable and shall be preserved as undisturbed natural open space
___	___	6.	No non-public way or driveway shall provide access to more than three (3) residential lots
___	___	7.	Single-family residential lots, parcels or tracts width to depth ratio shall not exceed 1:3
___	___	8.	Flag lots, parcels or tracts shall not be allowed. All lots, parcels or tracts shall be, as much as possible, rectangular in shape
___	___	9.	Lots adjoining an arterial or collector road should generally be deeper to provide appropriate protection from noise, air pollution and visual impacts of traffic

___ ___ 10. The architectural elevation and siting features of any residence in a single residence subdivision shall be substantially different from any other residence, building or structure located adjacent to or across the street from the subject residence. Such features include, but are not limited to, the following:

<u>Complies</u>	<u>No.</u>	<u>Requirement</u>
Yes no		
___ ___	a	Building setbacks from streets
___ ___	b	Front window size, types and placement
___ ___	c	Location of front entrance, porch, chimney or garage
___ ___	d	Roof design, materials & dimensions (length,width,height, etc.)
___ ___	e	Building materials/Material colors and color scheme/palette

___ ___ 11. Side lot lines shall be substantially at right angles or radial to street lines and shall be straight unless otherwise dictated by topography or other physical reasons, except where other treatment may be justified by the Planning Department

___ ___ 12. Rear lot lines should avoid acute angles with side lot lines and shall normally be straight

___ ___ 13. All lots, parcels or tracts shall front onto and take access from a dedicated and accepted Public Street classified as and developed to Local, Collector, Arterial or Private Street standards and the Public Street or Private Street shall connect to the publicly dedicated and accepted street system

___ ___ 14. All Private Streets shall meet the Town of Cave Creek Private Street Standards

___ ___ 15. All streets shall be as continuous as possible in accordance with the General Plan

___ ___ 16. Residential lots extending through the block and having frontage on two parallel streets neither of which is an Arterial Street **shall not be permitted**, except when there are commercial zoning districts on the opposite side of either street

___ ___ 17. Building envelopes shall not encroach into the required twelve (12) foot native habitat corridor

___ ___ 18. Fronting lots on Arterial Streets shall be prohibited except where alternate access roads are provided

___ ___ 19. All subdivisions containing eight (8) or more lots and/or parcels shall provide for an alternative vehicle access in addition to the development's primary access.

SECTION G. STREET PLANNING REQUIREMENTS (to be completed by the Applicant):

<u>Complies</u>	<u>No.</u>	<u>Requirement</u>
yes no		
___ ___	1.	Whenever a parcel to be subdivided includes any part of a street designated on the Town's General Plan, such street shall be platted consistent with the Plan
___ ___	2.	Street layout shall provide for the continuation of Arterial, Collector and Local Streets as the Planning Department may designate, including certain proposed streets extended to the parcel boundary to provide future connection with adjoining unplatted lands, subject to Planning Commission and Town Council approval

- 3. Local Streets shall be arranged to discourage through traffic
- 4. Half streets shall be prohibited except where necessary to provide right-of-way required by the Town's General Plan or to complete a street pattern already begun or to ensure reasonable development of a number of adjoining parcels. Where a platted half street abuts the parcel to be subdivided, the remaining half shall be platted within the parcel
- 5. Dead-end streets shall not be approved except in locations identified by the Planning Department and the Town Engineer as necessary to provide access to adjacent lands. Such streets shall terminate in a circular right-of-way forty-five (45') feet in radius until such time as extended to adjacent property
- 6. Street jogs with centerline offsets less than one hundred twenty-five (125') feet shall be prohibited except when recommended by the Planning Department and Town Engineer, and subject to Planning Commission and Town Council approval
- 7. Streets shall be arranged in relation to existing topography to produce desirable lots of maximum utility and streets of reasonable gradient, and to facilitate adequate drainage
- 8. Blocks shall not exceed 1,320 feet or eight (8) lot widths whichever is greater nor be less than five hundred (600') feet in length measured street centerline to centerline
- 9. The maximum length of cul-de-sac streets shall be six hundred (600') feet or four (4) lot widths on one side of the street, whichever is greater
- 10. Street platting shall be curvilinear and meandering throughout the subdivision; a grid-like pattern shall be prohibited
- 11. Arterial Street intersections shall be designed at a ninety (90°) degree angle; local street intersections shall not vary from ninety (90°) degrees by more than fifteen (15°) degrees
- 12. Street intersections with more than four (4) legs are prohibited
- 13. At Local Street intersections, property line corners shall be rounded by a circular arc having a minimum radius of twenty (20') feet

SECTION H. RIGHT-OF-WAY WIDTHS (to be completed by the Applicant):

Complies yes no	<u>No.</u>	<u>Requirement</u>
<input type="checkbox"/> <input type="checkbox"/>	1.	Arterial streets and highway rights-of-way width may vary from eighty (80') feet to one hundred and ten (110') feet depending on current and projected traffic volumes. Where auxiliary lanes are required, width requirements may exceed the maximum
<input type="checkbox"/> <input type="checkbox"/>	2.	Collector Streets: Width of right-of-way shall be eighty (80') feet
<input type="checkbox"/> <input type="checkbox"/>	3.	Local Streets: Width of right-of-way shall be sixty (60') feet
<input type="checkbox"/> <input type="checkbox"/>	4.	Private Street: Width of right-of-way shall be a minimum of twenty (20') feet
<input type="checkbox"/> <input type="checkbox"/>	5.	Alleys: Width of right-of-way shall be twenty (20') feet
<input type="checkbox"/> <input type="checkbox"/>	6.	Pedestrian, Bicycle and Equestrian Ways (pathways): A minimum right-of-way width of ten (10') feet shall be required for pathway access to schools, playgrounds, shopping centers, transportation and other community facilities
<input type="checkbox"/> <input type="checkbox"/>	7.	Cul-De-Sac streets shall terminate in a circular right-of-way forty-five (45') feet in radius

SECTION I. **PAVEMENT AND SHOULDER WIDTH** *(to be completed by the Applicant):*

<u>Complies</u> yes no	<u>No.</u>	<u>Requirement</u>
___ ___	1.	Private streets shall have a minimum roadway width of twelve (12') feet
___ ___	2.	Local streets shall have a roadway width of twenty-two (22') feet and a shoulder width of five (5') feet
___ ___	3.	Collector streets shall have a pavement width of thirty-two (32') feet and a shoulder width of eight (8') feet
___ ___	4.	Arterial streets shall have a pavement width of seventy-two (72') feet and a shoulder width of twelve (12') feet

SECTION J. **STREET NAMING** *(to be completed by the Applicant):*

<u>Complies</u> yes no	<u>No.</u>	<u>Requirement</u>
___ ___	1.	Street names should comply with the Maricopa County street naming system for Arterial (section line) and half-section line roads
___ ___	2.	Street names shall be consistent with the natural alignment and extension of existing named streets
___ ___	3.	New street names shall not be similar or duplicate an existing street name
___ ___	4.	The subdivider shall propose the street names at the time of preliminary plat submittal to the Planning Department

SECTION K. **EASEMENT PLANNING REQUIREMENTS** *(to be completed by the Applicant):*

<u>Complies</u> yes no	<u>No.</u>	<u>Requirement</u>
___ ___	1.	Easements shall be provided and dedicated where deemed necessary for specific purposes for use by the general public, utility companies, or the Town of Cave Creek
___ ___	2.	Where alleys are provided, four (4') feet on each side shall be provided for utility easements
___ ___	3.	Where required there shall be an easement of eight (8') feet in width on each side lot line
___ ___	4.	Where a stream, wash or surface drainage course abuts or crosses a parcel, a drainage easement of a width sufficient to protect and maintain said watercourse shall be required

SECTION L. **DEVELOPMENT ENVELOPE REQUIREMENTS** *(to be completed by the Applicant):*

<u>Complies</u> yes no	<u>No.</u>	<u>Requirement</u>
___ ___	1.	Subdivisions of tracts designated by the Zoning Map for non-residential use, Planned Development (PD) overlay, or Multi-Family Residential (MR) use shall have indicated on the plat the permitted development envelope for each lot as determined by the applicable zoning district requirements

- ___ ___ 2. Development envelope designation is required on individual lots in tracts designated Single-Family Residential (R), Mountain Preservation (MP) or Desert Rural (D), where necessary to preserve natural water courses, significant stands of vegetation, wildlife habitats or to prevent scarring of terrain or detrimental impacts on established dwellings

SECTION M. ENVIRONMENTALLY SENSITIVE AREAS *(to be completed by the Applicant):*

The purpose of this section is to preserve areas that are environmentally sensitive by dedication or conservation easement. Determination of the environmentally sensitive areas shall be the responsibility of the Zoning Administrator

<u>Complies</u> yes no	<u>No.</u>	<u>Requirement</u>
___ ___	1.	Environmentally sensitive areas designated for preservation shall be dedicated as a common parcel
___ ___	2.	Subdivisions of twenty (20) acres or more shall dedicate as a common parcel environmentally sensitive areas to the Homeowner’s Association for the subdivision or existing conservation organization, approved by Town Council, for perpetual maintenance and preservation in an undisturbed condition
___ ___	3.	The maximum amount of environmentally sensitive areas required to be dedicated shall not exceed twenty (20%) percent of the total subdivision area
___ ___	4.	For up to twenty (20%) percent of environmentally sensitive areas to be dedicated the applicant will receive a reduction of the same percentage in the required minimum lot area
___ ___	5.	The applicant shall be allowed to transfer the density (number of dwelling units) from the environmentally sensitive areas (to be dedicated) to the developable areas of the subdivision
___ ___	6.	If dedication of common parcels of environmentally sensitive areas is not achievable, the applicant shall execute a conservation easement agreement with the Town of Cave Creek, which shall run with the land

SECTION N. PRESERVATION OF HABITAT *(to be completed by the Applicant):*

<u>Complies</u> yes no	<u>No.</u>	<u>Requirement</u>
___ ___	1.	The preliminary plat shall be designed to minimize disturbance of significant trees and cacti and other unique plants, especially threatened or endangered species. (see the Town of Cave Creek Technical Design Guidelines #4 – Landscaping for requirements)
___ ___	2.	Desert wash corridors shall remain undisturbed and extend a minimum of twenty (20’) feet from the outer edge of both sides of the bare unvegetated wash bottom and shall remain in their natural course
___ ___	3.	No structures, including but not limited to walls, houses, and accessory buildings shall be located within a wash
___ ___	4.	All retention basins shall be constructed and located on the principal that many, small retention areas is better than a few, large retention areas

SECTION O.

ADDITIONAL REQUIRED SUBMITTAL DOCUMENTATION (to be provided by the Applicant):

- | <u>No.</u> | <u>Requirement</u> |
|------------|---|
| √ | |
| ___ | 1. The Preliminary Plat application fee |
| ___ | 2. Proof of ownership (recorded) or Letter of authorization |
| ___ | 3. A Narrative Report |
| ___ | 4. A copy of any approved exception requests |
| ___ | 5. An 8 ½" x 11" copy (PMT) of the preliminary plat |
| ___ | 6. An 8 ½" x 11" copy (PMT) of the Vicinity/location map showing the relationship of the proposed subdivision to main traffic arteries and any other landmarks, which help locate the property |
| ___ | 7. A list of the Maricopa County Assessor's Parcel Numbers (APN's) with mailing labels to include names and mailing addresses of all owners of properties within five hundred (500') feet of the subject property. The applicant is responsible for the accuracy and completeness of this list. |
| ___ | 8. A Native plant survey and Native plant assessment |
| ___ | 9. Percolation tests results supported by a certified engineering opinion that the land is suitable to support absorptive filter fields for the proposed residential density and would not negatively impact existing wells in the area |
| ___ | 10. Subdivisions utilizing individual lot sewage systems requiring percolation shall demonstrate approved percolation tests on each lot prior to the first Planning Commission hearing of the preliminary plat |
| ___ | 11. Written approval by the State of Arizona Health Services Department, Maricopa County Environmental Services Department or the Town of Cave Creek relating to the provision of domestic water supply and sanitary sewage disposal |
| ___ | 12. Engineers' calculations and estimated values for each tributary storm runoff for ten (10) year, fifty (50) year and one hundred (100) year frequency storms; the values to be indicated along the boundary of the plat for all points of drainage entering and exiting the property |
| ___ | 13. A Drainage System Design Plan encompassing the entire proposed subdivision, including documentation showing proposed storm water disposal system, preliminary calculations, and layout of proposed drainage system in accordance with Maricopa County Flood Control requirements |
| ___ | 14. Documentation showing compliance with the Maricopa County Flood Control Ordinance relating to the construction or prevention of construction of streets in land established as being subject to periodic inundation |
| ___ | 15. A Traffic study for subdivisions containing fifty (50) or more lots or unless otherwise required by the Town Engineer. |

SECTION P.

ADDITIONAL REVIEW COMMENTS (to be completed by the Applicant):

SECTION Q. FINDINGS (to be completed by Town Staff):

1. ZONING DETERMINATION:

Finding **Requirement**

- √
___ The Preliminary Plat **meets** the specific requirements for the zoning district in which it is located
Zoning district of the subject parcel: _____
- ___ The Preliminary Plat is being processed simultaneously with a rezoning request
Proposed zoning district: _____ **Case No.: Z-** _____
- ___ The Preliminary Plat **does not meet** the specific requirements for the zoning district in which it is located

2. APPLICATION DETERMINATION:

Finding

- √
___ The **PRELIMINARY PLAT APPLICATION IS INCOMPLETE:** Additional information is required; see items identified above as missing, incomplete, unknown, other or does not comply for specific details
Applicant Contacted By: _____ Date: _____
- ___ The **PRELIMINARY PLAT APPLICATION IS COMPLETE:**
Applicant Contacted By: _____ Date: _____
Date scheduled for Public Hearing before the Planning & Zoning Commission: _____

Reviewed by: _____ **Title:** _____ **Review date:** _____

SECTION R. GENERAL NOTES:

1. Reference the Town of Cave Creek – Subdivision Ordinance for all procedural and plat requirements. Reference the adopted Town of Cave Creek Technical Design Guidelines.
2. The items referred to on this checklist are intended to be the minimum requirements necessary to process a preliminary plat application. However, additional information may be required of the applicant in order to resolve major issues pertinent to the land’s developability. Further information concerning the subdivision platting process and any additional requirements can be found within the Town of Cave Creek’s Subdivision Ordinance.
2. Any portion of the parcel which contains land designated on the General Plan or recommended by the Commission for school, park, trail corridor or other public purpose shall either be dedicated to the public, reserved for acquisition by the public within a specified period or set into the appropriate easement which guarantees public areas in perpetuity.
3. **Discussion between Town Staff and the applicant does not bind the Town. The applicant should expect that additional issues will likely be raised by the Town at later stages in the process.**