



SETTLED 1870 · INCORPORATED 1986

Case No.: PAC-_____
For Official Use Only

Application Fee: \$ _____
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PRE-APPLICATION CONFERENCE REQUEST

(Rev 6/22)

The following information and submittals are required by ordinance in order to process your request for a Pre-Application Conference. **An incomplete submittal will not be accepted for processing.**

Pre-Application Conference Request Submittal Date: _____

Project Name: _____

Project Location: _____

Assessor's Parcel No. (S): _____ Current Zoning District (S): _____

Parcel Address: _____ Size Of The Subject Parcel: _____

Description Of Request/Use: _____

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: _____

Owners Certification:

I, (print name) _____, hereby certify that I am the owner of the property (or owner's representative) 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.

Owner's Signature
(Or Authorized Representative)

Date

SECTION A. SUBMITTAL REQUIREMENTS (to be provided by the Applicant):

The following discovery items are identified by the Town of Cave Creek as being required to be submitted for staff review prior to the scheduling of a Pre-Application Conference. **Please contact the Town of Cave Creek if you feel your project’s scope of development would not necessitate the following required submittal items at the time of a Pre-Application Request.**

<u>Submitted</u>		<u>Requirement</u>
yes	no	
_____	_____	A Legal Description Of The Land To Be Developed.
_____	_____	A Preliminary Topographic Map Showing Contours Or “Spot Elevations” Related To USC & GS Survey Datum Or Other Datum As Approved By The Town Engineer And Shown On The Same Sketch Plans As To The Proposed Project Layout. Contour Intervals Shall Be Adequate To Reflect The Character And Drainage Of The Land.
_____	_____	Sketch Plans Of A General Nature For Review By The Town Staff, Showing The Proposed Project And Its Relationship To The Land. The Sketch Plans Shall Be Required At An Early Stage So As To Enable Discussion Of The Project Between The Developer And Town Staff In Order To Identify Any Items Of Concern Or Additional Submittal Requirements, Before The Site Plan/Preliminary Plat Is Submitted. The Sketch Plans Shall Include The Land Uses, Street Layouts, Building Elevations, Lot Arrangements And Anticipated Lot Sizes.
_____	_____	Preliminary Proposals For Water Supply, Sewage Disposal, Other Utilities, Drainage, And Street Improvements.
_____	_____	The Sketch Plans Shall Delineate Potential Environmentally Sensitive Areas.
_____	_____	A Statement Identifying A Treatment Plan For Environmentally Sensitive Lands, Such As Riparian Habitats, Natural Open Space, Native Vegetation Stands And Archaeological Remains.
_____	_____	A Preliminary Landscape Conservation Plan For The Entire Proposed Project, Identifying For Preservation, Areas Of Significant Plant Material And Natural Open Space As They Relate To Potential Development Envelopes And Street Alignments.

SECTION B. PRE-APPLICATION CONFERENCE SUBMITTAL FINDING (to be completed by Town Staff):

_____ **SUBMITTAL INCOMPLETE:** Additional Information Required, See Above For Details

Submittal Reviewed By: _____ Date: _____

Applicant Contacted By: _____ Date: _____

_____ **SUBMITTAL COMPLETE:**

Submittal Reviewed By: _____ Date: _____

Applicant Contacted By: _____ Date: _____

Pre-Application Conference Date: _____ Meeting Location: _____

SECTION C. **STAFF REVIEW** (to be completed by Town Staff):

The following review items will be discussed with the applicant at the time of the Pre-Application Conference:

√	<u>Item</u>	<u>Comments</u>
1.	___ Ordinance Required Procedural Steps	<hr/> <hr/> <hr/> <hr/>
2.	___ Applicable Design & Improvement Standards	<hr/> <hr/> <hr/> <hr/>
3.	___ Necessity For Subdivision Platting	<hr/> <hr/> <hr/> <hr/>
4.	___ Necessity For A Zone Change Or Special Use Permit	<hr/> <hr/> <hr/> <hr/>
5.	___ Adequacy Of Existing Infrastructure	<hr/> <hr/> <hr/> <hr/>
6.	___ Relationship Of Of Project To Existing Street System	<hr/> <hr/> <hr/> <hr/>
7.	___ Proposed Utility Systems	<hr/> <hr/> <hr/> <hr/>
8.	___ Impacts Upon Adjacent Land Uses	<hr/> <hr/> <hr/> <hr/>

9. ___ Existing Site
Topographic
Challenges

10. ___ Identified
Potential for
Site Flooding

11. ___ Existence of
Recognized
Significant Stands
of Protected
Native or Riparian
Vegetation

12. ___ Existing
Location of
Wildlife
Habitats

13. ___ Relationship to
Existing Trails

SECTION D. THE FOLLOWING ISSUES APPLY TO THIS PROPOSAL:

<input checked="" type="checkbox"/> <u>Issue</u>	<u>Comments/Recommendations</u>
1. ___ Topographic Mapping of the Site Showing All Slopes Exceeding 15% Is Required	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. ___ A Drainage Report Is Required	<hr/> <hr/> <hr/> <hr/>

3. ___ Soils Analysis
Required

4. ___ Environmental
Geological
Analysis is
Required

5. ___ Certificate of
Assured Water
Supply Required

6. ___ Identification of
Existing Hazards
to Life or Property
Required

7. ___ Lot Size Including
Building Setbacks
Must be Shown of
Plan Submittals

8. ___ Grubbing and
Grading Plans
Required

9. ___ Conservation
Easements for the
Preservation of
Natural Washes
Required

10. ___ Emergency Vehicle
Access

- 11. ___ Utility Extension
Deemed
Necessary for
Public Health,
Safety And
General Welfare
- 12. ___ Recognized
Wildlife Habitats
Shall be
Preserved thru
Conservation
Easements
- 13. ___ A Native Plant
Inventory and
Salvage Plan
Shall be Required
- 14. ___ Pedestrian,
Equestrian and
Non-motorized
Vehicular Public
Trail Easements
are Required
- 15. ___ A Cultural
Resources
Report shall be
Required
- 16. ___ Scenic View
Preservation
shall be
Required
- 17. ___ A Traffic Impact
Analysis shall be
Required

OTHER COMMENTS: _____

SECTION E. **TOWN OF CAVE CREEK STAFF REVIEW** (to be completed by Town Staff):

Reviewed by: _____ Title: _____ Review Date: _____
Reviewed by: _____ Title: _____ Review Date: _____
Reviewed by: _____ Title: _____ Review Date: _____
Reviewed by: _____ Title: _____ Review Date: _____

NOTICE:

1. Further Information Concerning The Subdivision Platting Process Requirements Can Be Found Within The Town Of Cave Creek’s Subdivision Ordinance.
2. Further Information Concerning The Town’s Zoning Requirements Can Be Found Within The Town Of Cave Creek’s Zoning Ordinance.
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.**

**PLANNING DEPARTMENT
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