



Town of Queen Creek
 Development Services Department
 22358 S. Ellsworth Rd.
 Queen Creek, AZ 85142-9311
 480-358-3003

PRELIMINARY SUBDIVISION PLAT APPLICATION

SUBJECT INFORMATION

Subdivision/Project Name		
Property Address		Current Zoning District
Project Location (Major Cross-Streets):		Acreage
# of Tracts	# of Lots	# of Acres

Property Owner

Name		Organization	
Mailing Address	City	State	Zip
E-Mail		Telephone	

Applicant

Name		Organization	
Mailing Address	City	State	Zip
E-Mail		Telephone	

OWNER AUTHORIZATION

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

Property Owner Signature	Date
Applicant Signature	Date

SUBDIVISION REVIEW TIMEFRAME (IN DAYS)

Please note: Incomplete submittals will not be accepted.

Administrative Completeness Review (CR) of Submittal	Review of Submittal (Each Review)
5	30



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PRELIMINARY SUBDIVISION PLAT SUBMITTAL CHECKLIST

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PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.

- Project Narrative _____
- Preliminary Plat _____
- Legal Description (8.5" X 11") _____
- Preliminary G & D Plans including SWPPP _____
- Preliminary Water Report _____
- Preliminary Drainage/Hydrology Report _____
- Preliminary Waste Water Report _____
- Preliminary Soils Report _____
- Utility Exhibit _____
- Traffic Impact Analysis _____
- Landscape Plan _____
- Wall Plan and Elevations (including plan view exhibits) _____
- Title Report (dated within six months prior to submittal date) _____
- Phase I Environmental Survey (if applicable per the Pre-Application) _____
- Pre-Application Comment Response Letter _____
- Infrastructure Impact Statement addressing: _____
 - Current water service sizing
 - Water service infrastructure needed to serve proposed project
 - Current sewerage system needed to serve proposed project
 - Street system serving area
 - Anticipated street demand as a result of the project _____
- Application Fees _____

FEES

Prelim. Plat: \$1600 + \$40/Lot/Tract
 Fire Plan Review Fee: \$50 (unless paid under previous application)

Total Fees: \$ _____

NOTE: ALL FEES ARE NON-REFUNDABLE

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. Per A.R.S. 9-495, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: demands payment of a tax, fee, penalty, fine or assessment, denies an application for a permit or license that is issued by the Town, or requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the Town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five business days after the Town receives that communication.



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SUBMITTAL PACKAGE

Preliminary Subdivision Plat Applications should include the following:

- A. Preliminary Drainage Report in a separate bound folder.
- B. Preliminary Landscape Plan for all off-site, open space, trails, transition area, and retention area landscaping. This preliminary plan should include cross sections and plant palette. Twenty (20) blue or black line prints drawn at a scale of 1" = 40' to produce an overall drawing of 24" x 36" to be **FOLDED** to 9" x 12" for mailing and one 8 1/2" x 11" PMT or JPEG format file.
- C. Subdivision fencing detail depicting the type of fencing being proposed; including elevations and general locations.
- D. Conceptual Residential Design Guidelines that narratively and graphically describe the character, site planning, architecture and landscaping that can be expected from the development.
- E. Title Report (dated within six months prior to submittal date)
- F. Phase I Environmental Report -- The report shall include the following at a minimum:
 1. Describe the site and identify uses or activities which might indicate the presence of disposed hazardous substances and;
 2. The review of readily available information, including but not limited to engineering, regulatory, and historical records of the site, and through the interviewing of the current and any past owners of the site, tenants, and neighbors.
 3. The review of the regional geology and hydrology of the site and the site's vicinity, available records of ground water contamination up/ and down gradient from the site, obtainable reports of compliance violations and/or containment discharges in the site's vicinity, and the proximity of the site to known environmental conditions or problems within approximately one mile of the site, and;
 4. Reference the data, records and source of information.
 5. The applicants Consultant shall:
 - a. Manually observe the site surface closely for evidence of potential contamination such as soil stabilizing, discarded chemical containers, vegetative distress and;
 - b. Interview the tenants on or adjacent to the site with respect to their use of hazardous substances on the site and;
 - c. Investigate the registration status of any existing underground storage tanks or drywells on or adjacent to the site, and;
 - d. Identify any adverse environmental impacts.
- G. PRELIMINARY PLAT REQUIREMENTS (For all preliminary subdivision plats and preliminary site plans)
 1. General. The preliminary plan shall be prepared by a licensed land surveyor at a convenient scale not more than one (1) inch equals one hundred (100) feet, may be prepared in pen or pencil, and the sheets shall be numbered in sequence if more than one (1) sheet is used and shall be of such size as is acceptable for filing in the office of the County Recorder, but shall be thirty-four by forty-four (34 x 44) inches or larger. The map prepared for the preliminary plat may also be used for the final subdivision plat and, therefore, should be drawn on tracing cloth or reproducible mylar.
 2. A title block shall be placed on the plan showing:
 - a. Proposed name of the development
 - b. Type of development
 - c. Name and address of owner of record, developer and designer.
 - d. Graphic and written scale and date of preparation.
 3. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names of adjoining developments; the names of adjoining streets.
 4. The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.



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5. Location of north, township and range, section lines, and other monuments, as well as a vicinity map of the site at a minimum scale of 1" = 2000'.
6. Surveyed boundary of the development giving location of and dimension to the nearest benchmark or monument, and total approximate acreage encompassed thereby. The names of all adjacent property owners shall be shown.
7. Topographic contour intervals of no greater than five (5) feet unless otherwise stipulated by the Department.
8. The location and dimensions of all buildings, whether existing or proposed. Building setback lines shall be included.
9. The location of existing public utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, swaps, parks, cemeteries, bridges, irrigation ditches, areas where ground water rises periodically to within five feet of the surface of the ground, and areas which would be covered in the event of 100 year floods.
10. The location of all entrances onto adjacent roadways, whether existing or proposed.
11. All roadway locations and dimensions, their names, numbers, and rights-of-way with profiles and cross sections of all proposed streets showing proposed cuts and fills.
12. Location and size of existing water and sewer mains together with intended water sources and sewage disposal sites.
13. Location of existing springs or public water supply.
14. Existing significant vegetative cover, including all healthy, desirable trees, shrubs or vegetation.
15. Proposed layout of development including power lines, bridges, utilities, utility easements, equestrian, pedestrian and bicycle trails, lots, and common space.
16. Location of proposed water and sewer lines.
17. Location of proposed fire hydrants.
18. Proposed irrigation system if separate from the domestic water system.
19. Proposed drainage system for both surface and flood water in conformance with the requirements of the Flood Control District.
20. The location, dimensions and surface type of all parking facilities including handicapped and loading area, whether existing or proposed.
21. Slope analysis of the proposed development site, showing slopes for the following percent of existing grades: 0-10%, 10-20%, 21-30%, 31-40%, and slopes exceeding 40%, including a tabulation of the number of acres in each slope percentage.
22. The location of all outdoor lighting fixtures including the manufacturer's specifications of the area to be lighted with such fixtures.
23. The location, dimensions, materials, and colors of signs, including the type of height of those signs.
24. Height of all buildings.
25. Location of solid waste containers including proposed design provisions for screening.
26. Tabulation of the number of acres in the proposed development, showing the total number of lots, area of open space, and proposed impervious coverages for the site including the following:
 - a. Square footage of all buildings and structures, measured at their greatest extent so as to include areas overhung by eaves, balconies, decks, and other projecting features of the structure.
 - b. Square footage of all paved or otherwise hard surfaced streets, parking facilities, including curb and gutters, walks, loading areas, and asphalt or concrete aprons for solid waste containers, signs or outdoor mechanical equipment.
27. The proposed treatment of the perimeter of the development, including materials and techniques used, such as screens, fences, walls and other landscaping.
28. A development phasing schedule including the sequence for each phase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open space areas.



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29. Location and size in acres of any public use proposed such as parks, school sites, and similar public agency uses.
30. A list of the names and addresses of all owners of record of real property within 1000 feet of the parcel of land proposed for development, including the names and addresses of the holders of any valid mineral leases on the property proposed for development.
31. Grading and Conservation Plan -- The following information and data is required:
 - a. Grading plan (scaled 1' = 50' min. with 2' contour intervals) showing proposed cuts and fills required by the location of all building structures and streets and roads. Phased site grading and stabilization or revegetation shall be included in the Grading and Conservation Plan. Proposed erosion control and conservation techniques shall also be shown.
 - b. The Conservation plan shall show the degree to which the proposed development will preserve existing features on the site. This shall include features such as healthy desirable trees, shrubs and other vegetation, waterways, vistas, and historic sites.
 - c. The Conservation plan shall indicate the length of time that will pass from the date ground cover on the site is first disturbed until new ground cover is established.
 - d. The Conservation plan shall show the possible area of land exposed at any one time during construction.
 - e. The Conservation plan shall show temporary vegetation or mulching used to protect critical areas exposed during development.
 - f. The Conservation plan shall show location, dimensions and maintenance of sediment basins, as necessary.
 - g. Calculations for soil loss during and after construction based on the Universal Soil Loss Equation.
32. Landscaping and Maintenance Plan -- The following information and data is required:
 - a. A general landscaping plan indicating the treatment of materials used for open space, landscaped buffers or common ownership consisting of: Minimum scale of 1" - 5'.
 - b. Planting areas drawn to scale with a list of the name, number, and size of all plants designated for each area.
 - c. Location, name, and size of all existing trees and shrubs that are to be incorporated as part of the landscape plan.
 - d. Location and width of landscaped buffer strips, including height of berms.
33. A statement as to the proposed utility methods and supply including; sewerage, water, electric, gas, telephone, garbage, and cable. A statement of certification of an assured water supply issued by the Director of Water Resources shall appear on the preliminary plat.

NOTE: Failure to provide the above information where applicable can result in a submittal being rejected until such information and materials are provided.