



**TOWN OF QUEEN CREEK
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION**

PRELIMINARY PLAT REVIEW CHECKLIST
March 20, 2007

PROJECT: _____

LOCATION: _____

LEGEND

REVIEW BY

DATE

✓ = Compliance

○ = Non-Compliant

N/A = Not Applicable

ITEM REQUIREMENT COMMENTS

- 1. The maximum allowable drawing size is 24" x 36". Please resubmit the plat on the correct size sheets.
- 2. The maximum allowable scale is 1" = 100'. The scale must also be noted on each sheet.
- 3. The subdivision's name must be shown on the preliminary plat.
- 4. A vicinity, or site location map, is needed.
- 5. The subdivision's location as defined by its section, township, range, and county must be given. If the subdivision overlays a previously recorded plat, it must be indicated on the plat with record references.
- 6. Two separate survey ties to two section corners, or quarter section corners, are needed. The type of documentation must be defined.

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ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	7. North arrows must be shown on each sheet.	
<input type="checkbox"/>	8. The developer's name, address, and phone number must be shown on the cover sheet.	
<input type="checkbox"/>	9. The design professional's name, address, and phone number must be shown on the cover sheet.	
<input type="checkbox"/>	10. Each sheet of the preliminary plat must be sealed and signed by the design professional preparing the plat.	
<input type="checkbox"/>	11. All elevations shown in the preliminary plat must be referenced to an approved Maricopa County benchmark.	
<input type="checkbox"/>	12. The subdivision is within an Airport Impact Overlay District.	
<input type="checkbox"/>	13. A typical lot with minimum dimensions and easements must be shown on the cover sheet.	
<input type="checkbox"/>	14. The total number of lots must be shown on the cover sheet.	
<input type="checkbox"/>	15. Maximum, minimum and average lot areas must be shown on the cover sheet.	
<input type="checkbox"/>	16. The model home site shall be clearly delineated and labeled on the preliminary plat and shall include all adjacent street water, sewer, and drainage improvements to be constructed concurrently with model site.	

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ITEM	REQUIREMENT	COMMENTS
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17. The overhead utility 69KV lines on or adjacent to this site must be relocated. All utility lines less than 69KV shall be undergrounded. Please add the following note to the cover sheet:

The improvements shown on this plat will not be fully approved by the Town and the Certification of Occupancy or Acceptance will not be issued until the utility line undergrounding requirement has been satisfied.

18. The existing irrigation facilities on or adjacent to this site must be abandoned, relocated or undergrounded. Please check and coordinate with the Irrigation District.

19. Add note to the preliminary plat:

This subdivision shall comply with the Zoning Ordinance Guidelines for Planned Area Developments.

20. On lot retention may be allowed on residential lots per the following guidelines. Add note to the preliminary plat, if required:
- Subdivisions with residential lots 1 acre or larger can use on-lot retention to meet the subdivision retention requirements
 - Subdivisions with an individual residential lot or lots less than 1 full acre (but at least 35,000 square foot) can use on-lot retention to meet 100 percent of their required retention, and shall in addition provide a basin or basins to retain 50 percent of the subdivision retention requirement. The storage basin(s) must be located so as to be able to collect flows that would leave the subdivision .
 - Subdivisions with an individual residential lot or lots less than 35,000 square feet shall meet the entire 100 percent retention requirements for the subdivision as defined in Maricopa County drainage standards.

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ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	21. The existing topography must be shown by contours. Spot elevations are required when the subdivision's topography cannot be clearly defined by contours.	
<input type="checkbox"/>	22. All existing buildings and significant structures must be shown. Any modifications must be noted.	
<input type="checkbox"/>	23. All wells, streams, canals, irrigation laterals and ditches, lakes, and other water features must be shown on the preliminary plat. Any modifications must also be noted.	
<input type="checkbox"/>	24. All existing water wells and their Department of Water Resources registration number must be shown on the plans. If not registered, so note on the plans. Wells must be registered prior to disposition and documentation provided to the Town. Contact the Town Public Works Department at (480) 358-3000 to coordinate well registration and disposition .	
<input type="checkbox"/>	25. All retention areas must be noted on the preliminary plat.	
<input type="checkbox"/>	26. All portions of the development within the FEMA 100-year flood zones must be identified. If any such areas exist submit preliminary plat to the Flood Control District of Maricopa County. FCDMC approval is required.	
<input type="checkbox"/>	27. Existing and proposed right-of-way widths must be shown on the preliminary plat. In addition, utility and railroad Rights-of-way must be shown.	
<input type="checkbox"/>	28. All existing easements and rights-of-way must be shown and any abandonment must be noted on the preliminary plat.	
<input type="checkbox"/>	29. An ALTA Survey Map must be provided .	
<input type="checkbox"/>	30. Show the sizes and types of all existing utility lines within and adjacent to or near the subdivision.	

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ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	31. Town limit lines must be shown when they are adjacent to or near the subdivision	
<input type="checkbox"/>	32. The names of all subdivisions adjacent to the subject property must be shown along with recording information	
<input type="checkbox"/>	33. The subject subdivision's net and gross areas must be shown on the cover sheet.	
<input type="checkbox"/>	34. The existing zoning classification of the subject and adjacent tracts must be shown by note.	
<input type="checkbox"/>	35. Perimeter traverse data is required for the entire subdivision boundary. For tangents this consists of bearings and distances. For curves this consists of radii, delta angles, and curve lengths. On non-tangent curves, show radial bearings.	
<input type="checkbox"/>	36. Curvilinear back lot lines are not allowed.	
<input type="checkbox"/>	37. The street layout must be shown. This includes public streets, private streets, and easements.	
<input type="checkbox"/>	38. Local, collector, and arterial right-of-way widths, street cross-sections and alley cross-sections must comply with town standards.	
<input type="checkbox"/>	39. The street construction centerline and the monument line are not the same. Verify that the proposed dedication is in accordance with the approved Town circulation plan and is adequate to accommodate all necessary utilities.	
<input type="checkbox"/>	40. Street geometrics shall comply with the standards presented within the Town's Subdivision Ordinance	
<input type="checkbox"/>	41. Curve radius for all rights-of-way on bubbles and cul-de-sacs and for street monument line shall be shown on the plat.	

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ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	42. Proper turn-around facilities are required on dead-end streets and alleys.	
<input type="checkbox"/>	43. Triangular corner cutoffs are required at all street intersection corners per Town Subdivision Ordinance	
<input type="checkbox"/>	44. Street connectivity/continuity is acceptable per zoning ordinance.	
<input type="checkbox"/>	45. Any proposed phasing must be shown.	
<input type="checkbox"/>	46. Half-street cross-sections must comply with town standards, as depicted in subdivision ordinance.	
<input type="checkbox"/>	47. Provide lot numbers and tract/parcel labels.	
<input type="checkbox"/>	48. Show front, rear and side yard setbacks.	
<input type="checkbox"/>	49. Tracts or parcels that will be dedicated to the town must be noted. The use must also be noted along with their appropriate areas.	
<input type="checkbox"/>	50. The sanitary sewer system must comply with the Town's Public Work Department and/or MAG standards A) Show all existing and proposed sewer lines. B) Flow arrows must be shown on all sewer lines. C) The sizes of all sewer lines must be shown.	
<input type="checkbox"/>	51. The potable water system must comply with the private water company's guidelines and standards A) Show all existing and proposed water lines including valves and hydrants. B) The sizes of all water lines must be shown.	
<input type="checkbox"/>	52. The storm drainage system must comply with the standards Presented within the Maricopa County Flood Control Districts design manuals and the Town's Subdivision Ordinance requirements. A) Flow arrows must be shown for all flows in streets. B) Flow arrows must be shown for all storm drains. C) The 100—year water surface limit boundary lines shall be shown within all washes and /or significant drainage easement tracts.	

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ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	53. Submit a preliminary drainage report. Enough detail is required to demonstrate layout feasibility.	
<input type="checkbox"/>	54. Plans must be coordinated with any Town Improvement District.	
<input type="checkbox"/>	55. Submit a current title report, 6 months old maximum. The legal description for the title report shall match boundary survey information	
<input type="checkbox"/>	56. Approved street names must be shown.	
<input type="checkbox"/>	57. Submit a transparency or Mylar of the preliminary plat at a scale of 1"= 200' showing only the subdivision boundary and boundary lines of all tracts, lots, and rights-of-way.	
<input type="checkbox"/>	58. A detailed infrastructure analysis is required and shall <u>include</u> water and wastewater.	
<input type="checkbox"/>	59. Provide for review a Phase I Environmental Site Assessment in compliance with the Town of Queen Creek criteria and ASTM E 1527 (current form) <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process</i> .	