

Preliminary Plat Guideline

This form is a GUIDELINE to assist in the preparation of a Preliminary Plat for submittal to and review by the city.

REQUIREMENTS:

1. See the 'City of Maricopa Submittal Requirements' checklist for all items required for the first submittal of the preliminary plat.
2. The minimum allowable scale is 1" = 100'.
3. Shall be submitted on 24" x 36" sheets bound or stapled in sets.
4. The minimum height of all text, numbering and lettering shall be 0.10" (10-point type). All lettering and numerical data is required to be readable from the bottom or right side of sheet.
5. Show the Name of the proposed Subdivision or Development on the Title Block of the cover sheet.
6. Show the Legal Description (Section, Township, Range, Principal Meridian, County, and State) in the Title Block on the cover sheet.
7. If the subdivision is located in part or in total over a previously recorded plat, the appropriate recording reference, i.e., Plat Name and Pinal County Recorder recordation information, must be included in the Title Block on the cover sheet.
8. Show the name of the Owner of Record, Address and Phone Numbers on the cover sheet.
9. Show the Developer's Name, Address and Phone Number on the cover sheet.
10. Show the Design Professional's Name, Address, and Phone Number on the cover sheet.
11. Provide a Vicinity Map on the cover sheet. The applicable City, Pinal County, and the Gila River Indian Reservation Limits must be labeled, if applicable.
12. The Vicinity Map shall include all adjacent Roads, Streets, or Highways and a North Arrow.
13. Show a Typical Lot with minimum dimensions and all applicable easements on the cover sheet. Rear and side Lot easements are not allowed unless required by a utility.
14. Show the total number of Lots on the cover sheet.



15. Show the Maximum, Minimum, and Average Lot Areas on the cover sheet.
16. Show the Net and Gross Area of the Subdivision on the cover sheet.
17. Show areas of each Tract and Parcel on the cover sheet.
18. All elevations shown in the Preliminary Plat must be referenced to an approved City benchmark and must be fully described on the cover sheet of the Plat. If the benchmark is more than ½ mile from the site, a TBM close to, or on the site, must also be shown.
19. Provide a Legend on the cover sheet.
20. The Basis of Bearing must be described on the cover sheet.
21. The existing zoning classification of the subject and adjacent tracts must be shown on the cover sheet by note.
22. Designated utilities must be shown on the cover sheet. (Include Certificate of Assurance – Water and Sewer)
23. See the ‘City of Maricopa Subdivision Regulations’, Article 14-1-4-B-8 for other items and statements regarding utilities that must be included.

NOTES REQUIRED ON COVER SHEET

1. The overhead utility lines and electric line less than 69 KV on or adjacent to this site must be under grounded. The following note must be added to the cover sheet:
The improvements shown on this plat will not be fully approved by the City until the overhead utility line under-grounding requirement has been satisfied.
2. The existing irrigation facilities not scheduled to be abandoned, on or adjacent to this site must be under grounded. The following note must be added to the cover sheet:
The improvements shown on this set of plans will not be fully approved by the city until the irrigation facility under-grounding requirement has been satisfied.

GENERAL INFORMATION REQUIRED ON PLAT SHEETS

1. All sheets of the Preliminary Plat must be signed and sealed by a registered Arizona Professional preparing the Plat.
2. Show two (2) separate survey ties to two (2) existing section corners or quarter section corners. The type of monumentation found or placed must be described.
3. Show a North Arrow and a Scale on each sheet. North is to be oriented to the top or right side of the sheet.



4. Show the existing topography of the subject property with a minimum 1' (one foot) contours. The topography shown on the Plat must, when possible, include a sufficient portion of adjacent properties to portray an accurate assessment of the impacts of the proposed construction of the subdivision. Spot elevations are required when the relief of the topography cannot be clearly defined by contours.
5. Show all existing buildings and significant structures on the property and any such improvements immediately adjacent to the property. Any proposed modifications to these improvements must be noted on the Plat.
6. Show all wells, streams, canals, irrigation laterals and ditches, lakes, and other water features. Any proposed modifications to these features must also be noted. Open ditches and canals must be tiled or landscaped.
7. Show all existing water wells and note the applicable Arizona Department of Water Resources Registration Number. The proposed disposition of the existing wells must be noted on the Plat. Any well not registered with the ADWR, must be noted as such on the Plat. All wells must be registered prior to disposition and copies of the appropriate documentation provided to the city.
8. Show and note all existing and proposed retention areas or basins.
9. All proposed lakes, either for use of reclaimed water storage or for dual use of water storage and retention, shall be shown. The proposed usage must be noted.
10. All portions of the development within the FIRM 100-year A or B Flood Zones must be identified. If any portion of the property is within the Flood Zone A, a copy of the Preliminary Plat must be submitted to the Pinal County Floodplain Administrator for Approval.
11. Show and dimension all existing and proposed street, utility, and railroad right-of-way widths.
12. Note any existing easements or right of way to be abandoned.
13. Show the sizes and types of all existing utility lines within and adjacent to the proposed subdivision with dimensional ties to street centerlines.
14. City Limit lines must be shown and labeled when they are adjacent to the subdivision.
15. The names of all present and proposed subdivisions adjacent to the property must be shown along with applicable County Recordation information.
16. Perimeter traverse data is required to be shown for the entire property or subdivision boundary. Bearings and distances shall be shown for all tangents and radii, delta angles, and curve lengths shall be shown for all curves. Radial or Chord Bearings shall be shown for all non-tangent curves.



17. The Subdivision Boundary must be included in its entirety within the Property Boundary described in the Title Report and shown on the ALTA Survey.
18. Submit boundary closure calculations, with error of closure, for the subdivision boundary.
19. Curvilinear back lot lines are not allowed.
20. Show the layout of all internal Collector Streets and Local Streets. This includes Public Streets, Private Streets and Easements for Streets.
21. Local and Collector Street and Alley right-of-way widths and cross sections must comply with the City of Maricopa Standards.
22. Arterial Street right-of-way widths and cross sections must comply with City of Maricopa Standards.
23. When the street construction centerline and the monument line are not the same, both shall be shown with applicable survey data.
24. All proposed right-of way dedications must be in accordance with the current City transportation plan.
25. All street geometrics must comply with City Standards.
26. Curve radii for all centerline and rights-of-way on Bubbles, Knuckles, and Cul-de-Sacs and for street monument lines must be shown on the Preliminary Plat. Minimum radius to back-of-curb is 45' per the Maricopa Fire Department.
27. Turn-around facilities, and temporary turn-around facilities as applicable, are required on all dead-end streets per City Requirements.
28. Visibility Easements are required at all street intersections. A 33' x 33' triangular visibility easement is required at all arterial street intersections when a collector street intersects another collector street. A 21' x 21' visibility easement is required at all local to local street intersections.
29. Triangular corner cutoffs are required at all alley intersection corners, if applicable.
30. Show a Visibility Easements Detail. In the detail, the area actually encompassing the sight Visibility Easement must be labeled as such and not as a visibility triangle.
31. Show all proposed Phasing of the Construction.
32. Show dimensioned typical cross sections for each type of proposed street with location of water and sewer lines.
33. Proposed Half- Street cross-sections must comply with current City of Maricopa Standards.



34. Show Lot Numbers and Tract or Parcel Designations (Letters).
35. All tracts or parcels that will be dedicated to the city must be noted as such, including the intended use and approximate area.
36. The locations and sizes of all existing and proposed sewer lines, with directional flow arrows must be shown. The sanitary sewer system must comply with the city, County and ADEQ Standards and with the standards of the serving Private Sewer Company.
37. The locations and sizes for all existing and proposed water lines including valves and fire hydrants must be shown.
38. When a storm drain system is proposed, the system must comply with City and County Standards. The locations and sizes of all existing and proposed storm drain lines, with flow direction arrows, and location of all catch basins and manholes, must be shown.
39. Flow direction arrows shall be shown for all drainage to be conveyed in the streets and in drainage ways and swales.

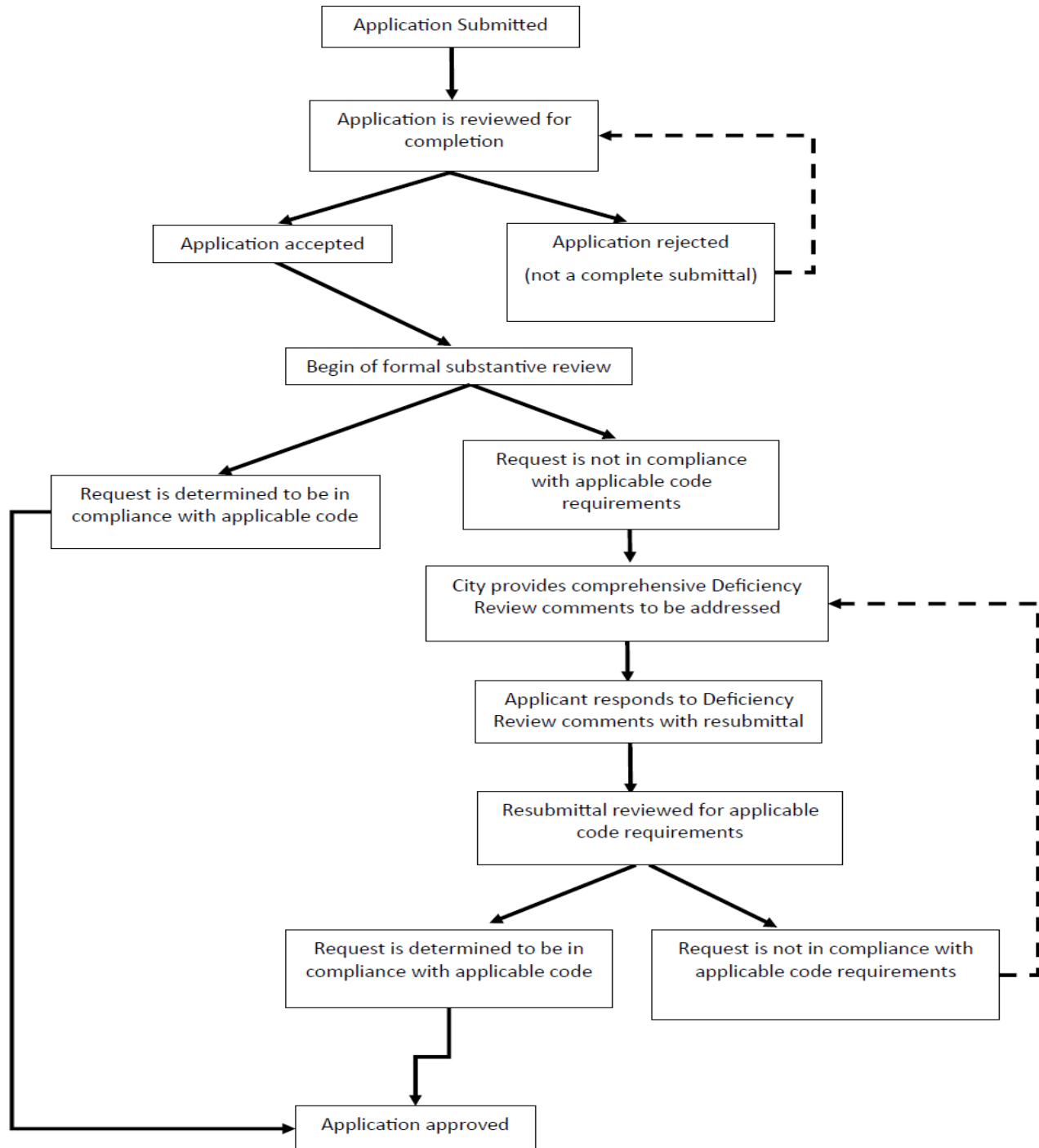
How to Apply:

To complete an application, please click on our [VIP](#) portal. Apply for the Subdivision Preliminary Plat permit. Submit the required documents, plans, and [fees](#). You will be contacted once we have reviewed your submission. For information on application fees and review times see the following links below. For questions please email us at DSD@maricopa-az.gov or call us at 520-316-6920.

- Development Fees – [Click Here](#)
- Plan Review Times – [Click Here](#)



Process Flow Chart



Submittal requirements:

1. **Project Narrative (required)**
 - Scope of work proposed
2. **Upload Copy Preliminary Plat in DWG Format (required)**
3. **Upload Copy Preliminary Plat in PDF Format (required)**
4. **Approved Planning Area Development (If Applicable). (required)**
5. **A “Preliminary Drainage Report” That at a Minimum Indicates or Delineates: Boundaries of On-Site and Off-Site Drainage Areas; Proposed Drainage Patterns of the Development. (required)**
6. **Traffic Impact Letter/Traffic Impact Analysis Report (Preliminary) (required)**
7. **Geotechnical/Soil Report (required)**
 - No older than 1 year
8. **Preliminary Landscape Plan (required)**
9. **Title Report (required)**
10. **Alta Survey (required)**
11. **Phase 1 Environmental Report (required)**
12. **Final Closure Calculations (required)**
13. **Draft of Covenants, Conditions, and Restrictions (required)**
14. **Water “Will Serve” Letter (Global Water or Maricopa Domestic Approval) (required)**
15. **Sewer “Will Serve” Letter (Global Water Approval) (required)**
16. **Electrical “Will Serve” Letter/Acceptance Letter (required)**

Note: Please follow this file naming format when submitting your plans and/or documents:

(Plan Type) – (Project Name) – (Submittal #)

Example: Landscape Plan – The Lofts on Edison – 2nd Submittal

*Please note that only PDF files will be accepted



REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

A.R.S. § 9-832: REGULATORY BILL OF RIGHTS

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
 - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
 - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832.

