

# **PRELIMINARY PLAT PRE-APPLICATION & PROCESS GUIDE**



**TOWN OF GILBERT  
PLANNING & DEVELOPMENT  
SERVICES DIVISION**

[www.gilbertaz.gov](http://www.gilbertaz.gov)

## PRELIMINARY PLAT PRE-APPLICATION PROCEDURES

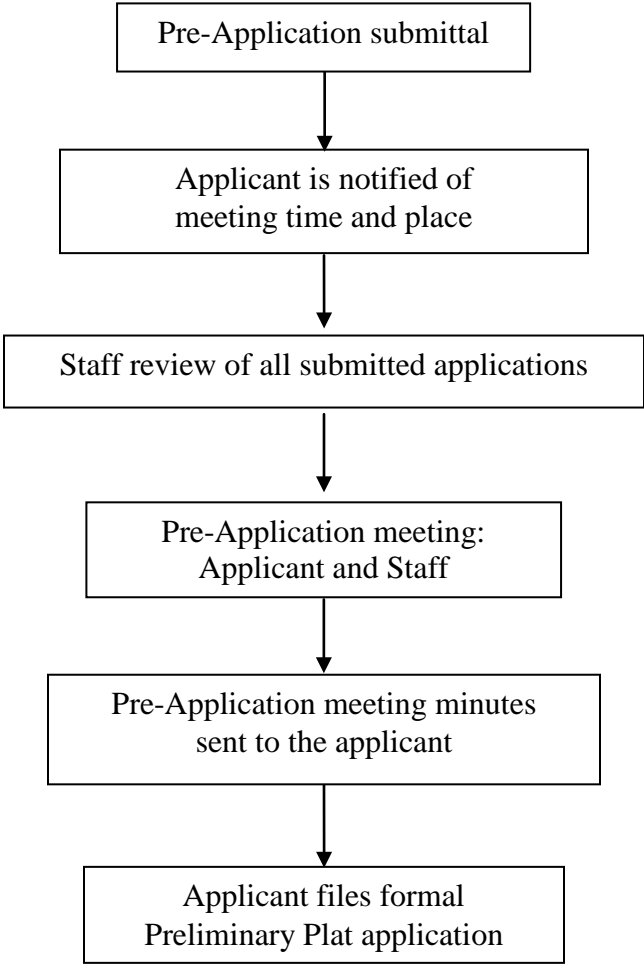
The Town has implemented a Pre-Application review for projects that will progress through other approval processes. The Pre-Application process has been created to streamline the overall process. The applicant should note that this is a required review prior to submittal of a Preliminary Plat application. Pre-Application review is not required for Preliminary Plat amendments. Please see fee schedule for current fee. A representative of the applicant must be present at the Pre-Application meeting.

A Preliminary plat pre-application must be a concurrent review with a rezoning pre-ap or the land must have the appropriate zoning for the proposed project.

The Pre-Application process takes approximately one week. Preliminary Plat Pre-Application review process steps are as follows:

1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of application submittal. Applications are accepted daily until 6:00 p.m. Monday through Thursday. Applications received by 6:00 p.m. Thursday will be scheduled for the next available Monday meeting. When Thursday is a Town recognized holiday, those submitted by 6:00 p.m. Wednesday will be scheduled for the next available Monday meeting. If the schedule is full, the project will be scheduled for the next available Monday meeting. If Monday is a holiday the pre-application meeting will be held on Tuesday.
2. *Staff Review of Submitted Application* – Staff conducts an initial review of the proposal. Applicant is notified of the time and place for the Pre-Application meeting.
3. *Pre-Application Meeting* –
  - a. The applicant or representative meets with staff of all affected departments to discuss the project and pertinent issues; and
  - b. Minutes of the Pre-Application meeting will be sent to the applicant within two weeks following the meeting.

**Preliminary Plat Pre-Application Process**



## PRELIMINARY PLAT PRE-APPLICATION CONTENT REQUIREMENTS

**PLEASE HELP US CONSERVE PAPER.**

**SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT PAGES 1 & 2 OF THE APPLICATION AS A HARD COPY.**

### 1. Project Narrative

- Describe proposed project;
- Provide information on how the project complies with zoning requirements and the General Plan;
- Description of proposed refuse and recycling collection system if other than standard Town collection from individual lots; and,
- If the plan has been designed to the ULDC or LDC code requirements.

### 2. Preliminary Plat - please show dimensions clearly as we will be reviewing on a computer screen

- Vicinity Map;
- Key map on each page, if plat consists of more than two pages;
- Scale, north arrow, and dimensions;
- Proposed subdivision name;
- Typical lot dimensions;
- Number each lot individually with the last lot number circled;
- Indicate area of all lots, total number of lots, total lot area and corresponding zoning classification;
- Table of tracts indicating use, tract area, and total tract area;
- Location of existing and proposed multi-use and pedestrian trails;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- Adjacent rights-of-way and easements showing existing and future improvements, access points, etc...;
- Layout of proposed streets and alleys, giving widths and proposed names- **show turning radius of 35' inside/55' outside**;
- Proposed right-of-way dedications;
- Street cross sections;
- Designation of all land to be dedicated or reserved for public use, with the use indicated;
- Conceptual drainage;
- Identification of on- and off-street guest parking;
- Adjacent zoning districts within 300 feet;
- Adjacent lot lines and structures within 300 feet; and
- Table indicating development land use data:
  - o Gross and net acres;
  - o Current Zoning District(s) and General Plan Classification(s);
  - o Percent of total acreage in each zoning category;
  - o Number of dwelling units (Residential plats only);
  - o Open space/landscape areas and percentages; and
  - o Other tracts and purpose.



**This sheet must be turned in with application**

**Fee Calculation Sheet**  
(For Town Use)

Pre-Application Meeting – Preliminary Plat \$ \_\_\_\_\_

Subsequent Meeting (within 1 year per property) \$ \_\_\_\_\_

Preliminary Plat Pre-Application Application  
Revised 5-25-11

Received By:  
Date:

**Preliminary Plat Pre-Application Checklist**

An incomplete application will not be accepted unless a waiver of any of the submittal requirements are documented by Town Staff in the Town's Customer Agreement Binder prior to submittal.

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SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT PAGES 1 & 2 OF THE  
APPLICATION AS A HARD COPY.**

<b>REQUIRED MATERIALS</b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
Fee (see Planning Fee Schedule) <a href="http://www.gilbertaz.gov/busdev/devsvc.cfm">http://www.gilbertaz.gov/busdev/devsvc.cfm</a>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD <i>and</i> submit the original – Application (pages 1 and 2 only)	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - Blackline of the proposed preliminary plat (24" x 36") <b>save in a format that allows the Town to print to scale if needed</b>	<input type="checkbox"/>	<input type="checkbox"/>