



# PRELIMINARY PLAT

Revised September 2009

## PRELIMINARY PLAT PROCESS GUIDE AND APPLICATION

**Town of Gilbert**  
**Planning and Development Services Division**  
90 East Civic Center Drive  
Gilbert, Arizona 85296

Phone 480/503-6700

Fax 480/497-4923

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

**\*See additional requirements per Proposition 207 Application Page 3**

## APPLICATION PROCEDURES PRELIMINARY PLAT

The following information is provided to assist in the preparation and submittal of an application for a Preliminary Plat for a property within the Town of Gilbert.

1. *Pre-Application Review Process* – **Prior to filing an application for a Preliminary Plat, the applicant must complete the Pre-Application review process.** Forms to apply for the Pre-Application review are available through the Development Services Division or on the Town’s website ([www.gilbertaz.gov](http://www.gilbertaz.gov)). The Pre-Application process takes approximately one week.
2. *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 formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the “Request” being submitted. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. *Staff Review of Submitted Plans* – Upon receiving a complete application, the submitted application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the applicant within forty-five (45) days of submission. The applicant is responsible for addressing staff comments and submitting revised plans. Staff will then respond to the resubmittal within twenty (20) days.
4. *Neighborhood Notice* – The Town will prepare the Notice of Public Hearing for the Preliminary Plat and provide a copy to the applicant. For the required public hearing the applicant must mail the Notice of Public Hearing by first class-mail at least fifteen (15) calendar days prior to the date of the hearing to the following:
  - a. All property owners of record within three hundred (300) feet of the site;
  - b. All Homeowners Associations within one thousand (1000) feet of the site registered with the Town of Gilbert Neighborhood Services Office, the Arizona Corporation Commission or identified on the Maricopa County Assessor’s website ([www.maricopa.gov/assessor](http://www.maricopa.gov/assessor));
  - c. All neighborhoods within one thousand (1000) feet of the site registered with the Town of Gilbert Neighborhood Services Office; and
  - d. Any person or group who has requested notice in writing.

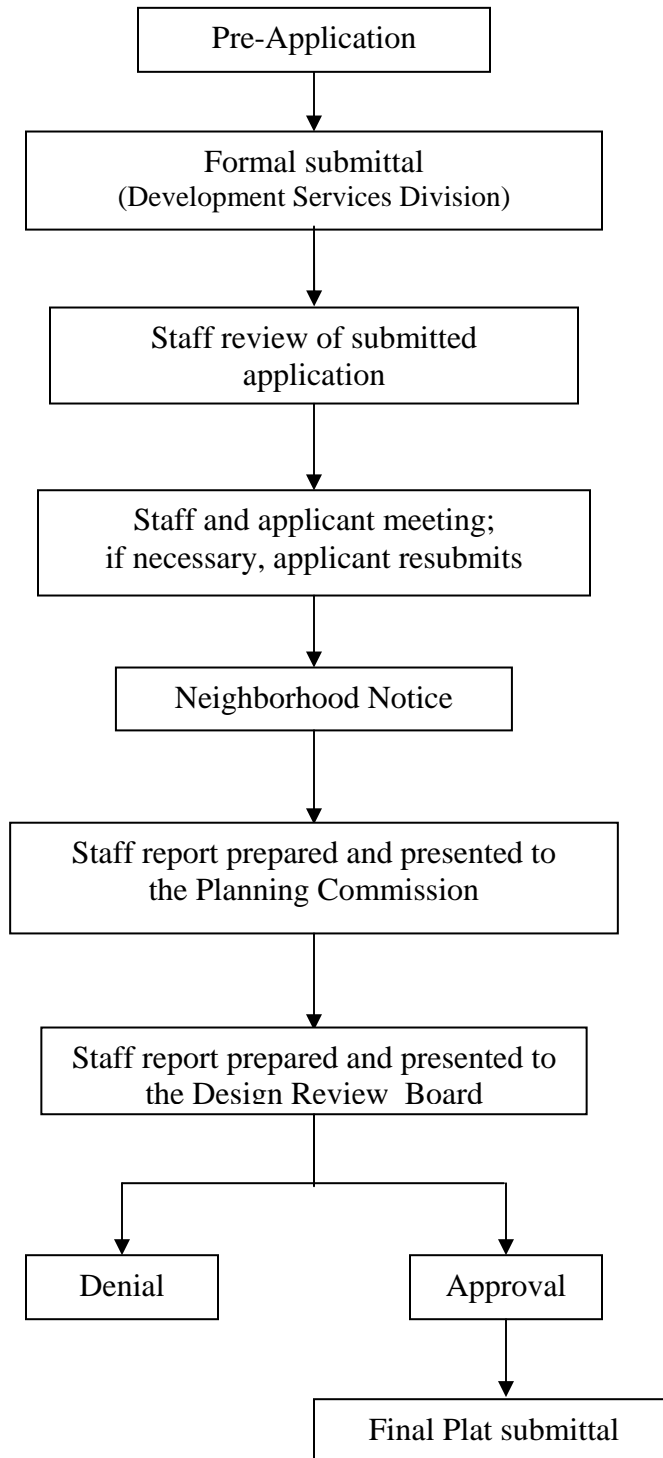
The Planning Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary. The applicant must submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item. The applicant will be charged a fee for the postponement.

5. *Property Posting (Sign)* – Notice of Public Hearing for the preliminary plat must be posted at least fifteen (15) calendar days prior to the date of the public hearing. The applicant is

responsible for posting the sign on the property, subject to the following specifications and requirements:

- a. Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) days of the public hearing. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;
  - b. The signs must comply with the attached sign criteria;
  - c. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted signs prior to the public hearing; and
  - d. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant will be charged a fee for the postponement.
6. *Staff Reports* – After the staff comments have been addressed and the project has been scheduled for the public meetings, the Planning Department will prepare reports describing and evaluating the proposed project and making recommendations to the Design Review Board and Planning Commission. The Planning Commission will conduct a public hearing on the preliminary plat. The Commission’s approval is contingent upon approval by the Design Review Board of the open space and amenities plan for the project. Copies of the staff reports will be made available to the public and the applicant prior to the Board and Commission meetings.
7. *Planning Commission Hearing* – Regular Planning Commission meetings occur on the first Wednesday of each month at 6:00 p.m. Regular meetings are held at the Municipal Center in the Council Chamber, 50 E. Civic Center Drive, although special meetings may be held at a different location. The applicant or a project representative must be present at the hearing. The Commission may approve, approve with modifications and/or conditions or deny the application.
8. *Design Review Board Meeting* – The Design Review Board meetings occur on the second Thursday of each month at 5:30 p.m. in Room 300 at the Municipal Center, 50 E. Civic Center Drive. The applicant or a project representative must be present at the meeting. The Board may recommend approval, approval with modifications and/or conditions or denial of the request for the open space and amenities plan.
9. *Final Plat* – After the preliminary plat is approved by the Planning Commission, the final plat and improvement plans may be submitted (see Final Plat Process Guide and Application).
10. *Inactive Cases* – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

# Preliminary Plat Process



# **PRELIMINARY PLAT CONTENT REQUIREMENTS**

## **1. Project Narrative**

- Provide information on how the project complies with zoning requirements and the General Plan; and
- Description of proposed refuse and recycling collection system if other than standard Town collection from individual lots.

## **2. Landscape and Open Space Plans**

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Gross and net site area;
- Property lines, easements, alleys, private streets, tracts and adjacent right-of-way;
- Square footage of common area landscaping and worksheet identifying the individual areas used to calculate the total square footage;
- Square footage of public right-of-way landscaping and worksheet identifying the individual areas used to calculate the total square footage;
- Location of proposed landscape areas;
- Site visibility triangles per Town of Gilbert standard details 92 and/or 93;
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- Sizes, varieties and number of landscaping materials to be used;
- Contour lines and sections for retention basins and earthen berms;
- Location, type and height of proposed site lighting fixtures;
- Design and location of enhanced community mailboxes;
- Elevation and materials for fire resistant walls for SRP transformers;
- Elevations of entry monuments, all wall types, lighting, etc. Plans should be dimensioned and include notations specifying the application of proposed materials and colors;
- Lighting cut sheets;
- Location and specifications of playground apparatus, ramadas or other shade structures, benches, barbecues, ball courts, pools, etc.;
- Schematic grading design of open space areas;
- Date of preparation including dates of any subsequent revisions; and
- Registered Landscape Architect signature and seal.

## **3. Gateway Entrances (if applicable; locations shown in Unified Land Development Code)**

- Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
- Placement of existing and proposed monument signs with dimensions indicating separation requirements;
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;

- Sizes, varieties and number of landscaping materials to be used;
- Contour lines and sections for retention basins and earthen berms; and
- Date of preparation including dates of any subsequent revisions.

#### 4. Preliminary Hydrology Report

- This report shall be on separate, letter size (8.5" x 11") sheets with any necessary maps. Handwritten comments will not be accepted;
- Delineated boundaries of watershed, if the subdivision is subject to off-site drainage;
- Indicate any existing drainage or irrigation structures such as: waste or delivery ditches, natural drainage channels, etc., and how they will be treated;
- The retention volume required and the method to be used. Present a preliminary retention basin plan including size, depth and methods of drainage;
- If the development, or any part of it, is located in a mapped floodplain, indicate the steps that will be taken to comply with Council Ordinance No. 525 (Flood Damage Prevention);
- Date of preparation including dates of any subsequent revisions; and
- Registered Engineer signature and seal.

#### 5. Preliminary Grading and Drainage Plan

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Site Plan details;
- Gross and net site area;
- Preliminary storm water retention calculations;
- Existing and proposed slope, depth, flow patterns, and location of retention areas;
- Proposed contour lines and sections for retention basins and earthen berms;
- Indicate the drainage pattern, grade breaks and slopes of all streets;
- Date of preparation including dates of any subsequent revisions; and
- Registered Engineer signature and seal.

#### 6. Preliminary Plat

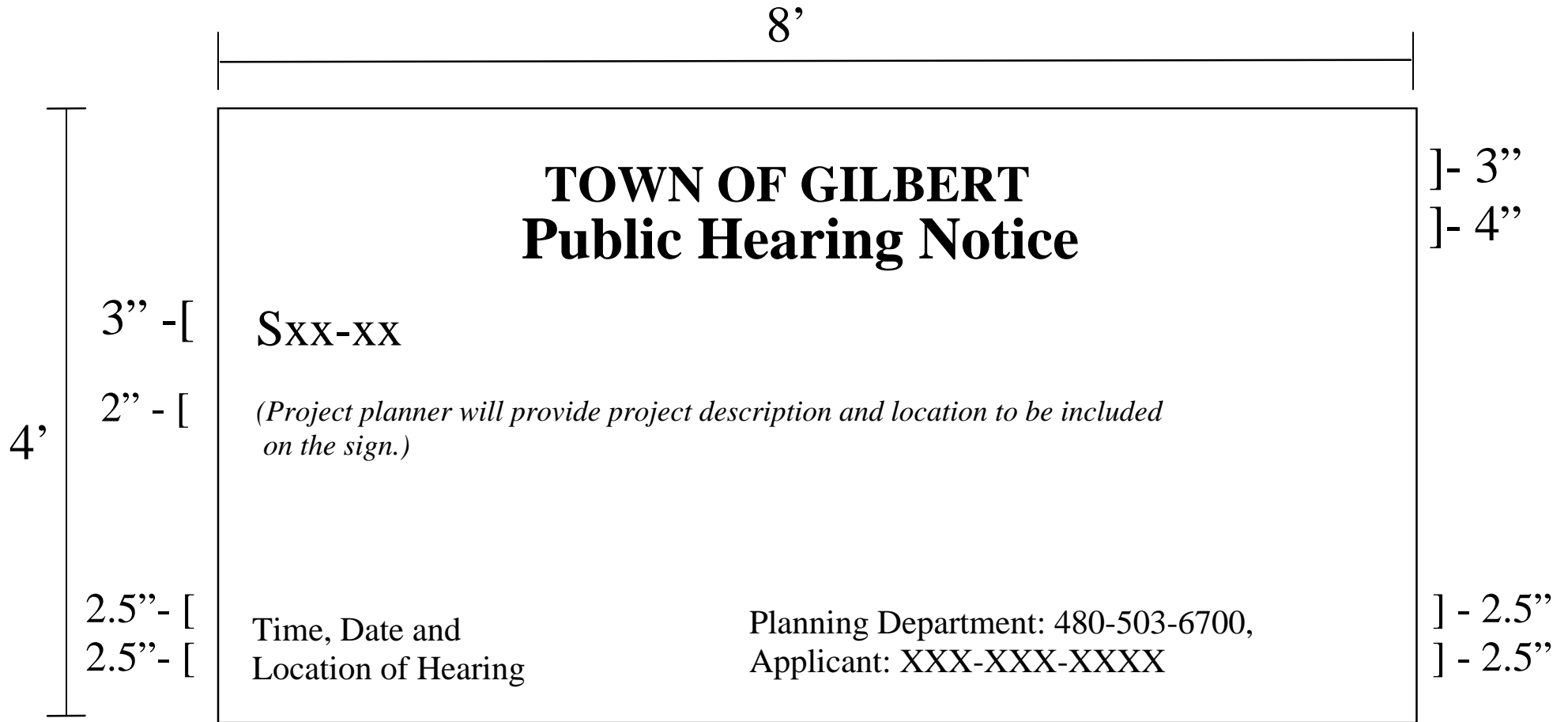
- Vicinity map;
- Key map on each page, if plat consists of more than two pages;
- Scale, north arrow, and dimensions;
- Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch. (Use more than one sheet, if necessary). The scale must be appropriate to the size of the development;
- Number each lot individually with the last lot number circled;
- Table of lot sizes indicating area of all lots, total number of lots, total lot area and corresponding zoning classification;
- Minimum lot dimensions. Do not show "typical" lots;
- Illustrate the minimum lot width at minimum front setback for all irregular lots;
- Table of tracts indicating use, tract area, and total tract area;
- Location of existing and proposed multi-use and pedestrian trails;

- Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;
- Name, address and telephone number of subdivider;
- Name, address and telephone number of engineer, surveyor, landscape architect or land planner preparing plat;
- Proposed name of subdivision;
- Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- Topography by contours and spot elevations related to N.G.V.D. or approved Town datum. Contour interval shall not exceed two (2) feet and shall adequately reflect character and drainage of land;
- Location of existing fences, wells, lakes, ditches, power lines and trees;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Location and extent of areas subject to inundation; indicate frequency;
- 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, preliminary curve data and proposed names;
- 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;
- Show method of sewage disposal; the type of facilities must appear on the preliminary plat. Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths;
- Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- Proposed improvement phasing;
- Identification of on- and off-street guest parking;
- Adjacent zoning districts within 300 feet;
- Adjacent lot lines and structures within 300 feet;
- Table indicating development land use data:
  - Gross and net acres;
  - Current Zoning District(s) and General Plan Classification;
  - Percent of total acreage in each zoning category;
  - Number of dwelling units (Residential only);
  - Minimum setbacks and lot coverage;
  - Open space/landscape areas and percentages; and
  - Other tracts and purposes;
- Date of preparation including dates of any subsequent revisions; and
- Registered Design Professional signature and seal.

## 7. **Materials/Color Board**

- Material/color board for: Entry monuments, walls, lighting and amenities;
- Samples of proposed materials and actual color chips for fence/sign material noting the color and material name and manufacturer's number mounted on a maximum 9" x 14" foam for cardboard; and
- Catalog pages of proposed materials and colors used for lighting and amenities noting the color and material name and manufacturer's number.

**Criteria for Preliminary Plat Hearing Sign**  
*(Minimum Dimensions)*



**COLORS: Body to be Brilliant Yellow and lettering to be Flat Black**

- Height of sign must be 8 feet from finished grade to the top of the sign.
- Contact the Planning Department regarding placement and number of signs.
- Applicant must post sign at least 15 calendar days prior to the hearing date.
- Applicant must remove sign within 10 working days of final action.



PRELIMINARY PLAT APPLICATION

Received By:

Pre-Application #: \_\_\_\_\_ (Pre-Application Meeting required prior to formal submittal.)

Project Name: \_\_\_\_\_
(A fee will be imposed for any project name change.)

Address or Location: \_\_\_\_\_

Request: [ ] Preliminary Plat [ ] Amendment\*
\* Consult with Planning Department for application content prior to application submission.

Request Details: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Tax Parcel Numbers: \_\_\_\_\_
Gross Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

General Plan Character Area: [ ] Santan [ ] Heritage District
(if applicable) [ ] Gateway [ ] Morrison Ranch

Overlay Zoning District: [ ] Santan Freeway Corridor [ ] Phoenix Mesa Gateway Airport

Property Owner:

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_
Address: \_\_\_\_\_
City, Zip: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* Property Owner's signature certifies that the property that is the subject of the proposed project is in compliance with Town codes. A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact:

Company: \_\_\_\_\_
Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_
(print) \_\_\_\_\_
Address: \_\_\_\_\_
City, Zip: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fee Calculation Sheet

(For Town Use)

Preliminary Plat (Base + ( _____ Ac over 40 gross acres x \$)	\$ _____
Time Extension (50% of current fee, if not expired)	\$ _____
Time Extension (Full current fee, if expired)	\$ _____

<b>FOR STAFF USE ONLY</b>			
Submittal Date _____		Case Number _____	
Fee Paid _____		EDEN Permit Number _____	
Receipt Number _____		EDEN Permit Type	<b>PPSUB</b>

## Preliminary Plat Checklist

(Waiver of any of the following submittal requirements must be documented  
by Town Staff in the Town's Customer Agreement Binder)

<b>REQUIRED MATERIALS</b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposition 207 Waiver Form</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee</b> (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>15 Copies Project Narrative</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pre-Application meeting minutes</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Response to Pre-Application meeting comments</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-Per Capita Water Conservation Forms</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 copies – Preliminary hydrology report</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maricopa County Assessor Parcel Map</b> (8.5" x 11") (Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>ALTA Survey</b> (Required for undeveloped properties):		
<ul style="list-style-type: none"> <li>• 1 copy – (24" x 36") <b>folded</b> to approximately (9" x 12"). ALTA Survey must be within last 12 months.....</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscape and Open Space Plan/ Gateway Entrances:</b>		
<ul style="list-style-type: none"> <li>• 6 copies – Blueline or blackline prints (24" x 36") <b>folded</b> to approximately (9" x 12").....</li> <li>• 1 copy – Presentation blackline (no photo paper) – color rendered (24" x 36") <b>not folded or mounted</b>.....</li> <li>• 1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable).....</li> <li>• 1 copy – (8.5" x 11") PMT (Photo Mechanical Transfer) <i>must be submitted following an initial staff review</i>, but prior to scheduling the item for a Design Review Board agenda.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preliminary Grading and Drainage Plan:</b>		
<ul style="list-style-type: none"> <li>• 3 copies – Blueline or blackline prints (24" x 36") <b>folded</b> to Preliminary Plat Application</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

approximately (9" x 12").....

- 1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable).....
- 1 copy – (8.5" x 11") PMT *must be submitted following an initial staff review*, but prior to scheduling the item for a Design Review Board agenda.

**Preliminary Plat:**

- 15 copies – Blueline or blackline prints (24" x 36") **folded** to approximately (9" x 12").....
- 1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable) .....
- 1 copy – (8.5" x 11") PMT *must be submitted following an initial staff review*, but prior to scheduling the item for a Planning Commission agenda.

**Materials/Color Board:**

- 1 copy – (9" x 14"- maximum) material/color board(s) providing catalog cut sheets of materials and colors (noting color/material name and manufacturer).....
- 1 copy – (8.5" x 11" – minimum) Photo or color copy of the board(s) for archival purposes.....

**Neighborhood Notice:**

- A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property.....
- Typed names and addresses of all property owners identified on highlighted parcel map.....

**STAFF ACTION ITEMS**

**Staff**

(8.5" x 11") PMT (Photo Mechanical Transfer) required for Landscape Plan and Preliminary Plat prior to scheduling the item for a public meeting.....

Affidavit of Property Posting, including a time and date stamped photograph of sign on site, prior to public hearing.....

Affidavit of applicant’s mailing of Notice of Public Hearing prior to public hearing.....

Verification of sign removal (10 days after public hearing).....

Preliminary Plat Application

**TOWN OF GILBERT  
NPCCP WATER CONSERVATION FORM  
FOR  
NEW SINGLE FAMILY DEVELOPMENTS**

In Accordance with the Town of Gilbert Ordinance #1316

**\*\*\*REFER TO ORDINANCE #1316 FOR DETAILS\*\*\***

Project Name: \_\_\_\_\_

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**PART A: PLAN CALCULATIONS**

1. This residential development measures \_\_\_\_\_ acre total.
2. The total landscapable area of this development including \*Active Recreational Areas measures \_\_\_\_\_ sq. ft. Convert to Acres: \_\_\_\_\_

**(\*Active Recreational Area (ARA): An area which is at least 10,000 square feet in area and which is at least 100 ft long and 100 ft wide.)**

3. The total of all Active Recreational Areas measures \_\_\_\_\_ sq. ft.
4. The total landscapable area **excluding** ARA equals \_\_\_\_\_ sq. ft.
5. 10% of the landscapable area **excluding** ARA equals \_\_\_\_\_ sq.ft.
6. 50% of the landscapable area **excluding** ARA equals \_\_\_\_\_ sq.ft.
7. The proposed water intensive landscape (turf, high water use vegetation, and bodies of water used as an integral part of the landscaped area), including active recreational areas, of the common areas measures \_\_\_\_\_sq.ft. Converted to acres, this measures \_\_\_\_\_ acres.

**Does this facility have a water feature: Yes  No**

If yes, see Ordinance 1316, Sec 66.-345 for limitations

**PART B: WATER SOURCE**

1. List the water sources proposed for this development:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

**PART B: WATER SOURCE (Cont'd)**

2. Does the acre total in Part A # 7 calculate to 5 acres or more?  Yes  No

*If yes, 5 acres or more of water intensive landscape (turf, high water use vegetation, and bodies of water used as an integral part of the landscape) MUST use reclaimed water.*

**If the answer to Part B #2 is yes, development must use reclaimed water!**

3.  This development **WILL** be using reclaimed water

*A Reclaimed Water Use Agreement must be signed by all parties and be on file prior to final approval. Contact Kathy Rall at 480-503-6840 to initiate this agreement!*

- This development **WILL NOT** be using reclaimed water

4.  This development is classified as a Turf Facility under ADWR guidelines.

*If the calculation in part A #7 is 10 acres or more, the development is classified as a turf facility under ADWR guidelines and must comply with the Turf Facility Program.*

**PART C: LANDSCAPE REQUIREMENTS (Per Ordinance 1316)**

Based on the box checked in Part B #3, will this development be using reclaimed water?

- No

**If checked, the total water intensive landscaped area in the common areas, EXCLUDING ACTIVE RECREATIONAL AREAS, shall not exceed 10% of the total landscapable area.**

- Yes

**If checked, the total water intensive landscaped area in the common areas, EXCLUDING ACTIVE RECREATIONAL AREAS, shall not exceed 50% of the total landscapable area.**

**PART D: GENERAL REQUIREMENTS:** (Per Ordinance 1316)

*Initial boxes to indicate the requirements have been read and accepted*

- All irrigation systems used to water the common area landscaping must be efficient.
- Only plants from the ADWR low water use plant list may be planted in the remaining common area.
- Turf is prohibited in all rights-of-way whether or not reclaimed water is used to irrigate such turf.
- Covenants must not require turf nor prohibit Xeriscape on residential property.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

Responsible Party Name: (please print) \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*For Office Use Only*

Based on the calculations provided and in accordance with the Non Per Capita Conservation Program, the allowable water intensive landscape for this development is \_\_\_\_\_ sq.ft or \_\_\_\_\_ acres. The proposed water intensive landscape is \_\_\_\_\_ sq.ft. which is \_\_\_\_\_% of the total

***SUBMIT THE COMPLETED FORMS ALONG WITH THE FORMAL APPLICATION PACKET***

For questions contact Karen Young, Water Conservation Coordinator **480-503-6892**  
[www.gilbertaz.gov](http://www.gilbertaz.gov)

**AFFIDAVIT OF NEIGHBORHOOD NOTICE**

The undersigned Applicant has complied with the Town of Gilbert's Public Hearing notification requirements for the Preliminary Plat proposal, (case number) located at \_\_\_\_\_ on \_\_\_\_\_.

For Applicant:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Applicant

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 2009 by \_\_\_\_\_.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**AFFIDAVIT OF SIGN POSTING**

The undersigned Applicant has complied with the Town of Gilbert's Public Hearing notification requirements for the Preliminary Plat proposal, (case number) located at \_\_\_\_\_ on \_\_\_\_\_.

(See attached photo exhibit of posted sign)

For Applicant:

\_\_\_\_\_  
Sign Company Name

\_\_\_\_\_  
Sign Company Representative

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 2009 by \_\_\_\_\_.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_