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Preliminary Plat Pre-Application

Application & Process Guide

Town of Gilbert
Planning Services Division

<http://www.gilbertaz.gov/departments/development-services/planning-development>

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-app or the land must have the appropriate zoning for the proposed project.

The Pre-Application process takes approximately two (2) weeks. 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. Comments from the Pre-Application meeting will be sent to the applicant within two weeks following the meeting.



Preliminary Plat Pre-Application Content Requirements

Submit all documents on a CD and submit 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.





A.R.S. § 9-843. 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.

Preliminary Plat Pre-Application Checklist

Please help up conserve paper. Submit all documents on a CD and submit the application as a hard copy

<u>Required Materials</u>	Applicant Checklist	Staff Verification
Provide a PDF copy on the CD only - proposed preliminary plat with images formatted no larger than 11" x 17" , saved in a single layer with no write protection	<input type="checkbox"/>	<input type="checkbox"/>
Fee (See Planning Fee Schedule) http://www.gilbertaz.gov/home/showdocument?id=1038	<input type="checkbox"/>	<input type="checkbox"/>
Application - Provide a PDF copy on the CD <i>and</i> submit the original.....	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative - Provide a PDF copy on the CD only.....	<input type="checkbox"/>	<input type="checkbox"/>