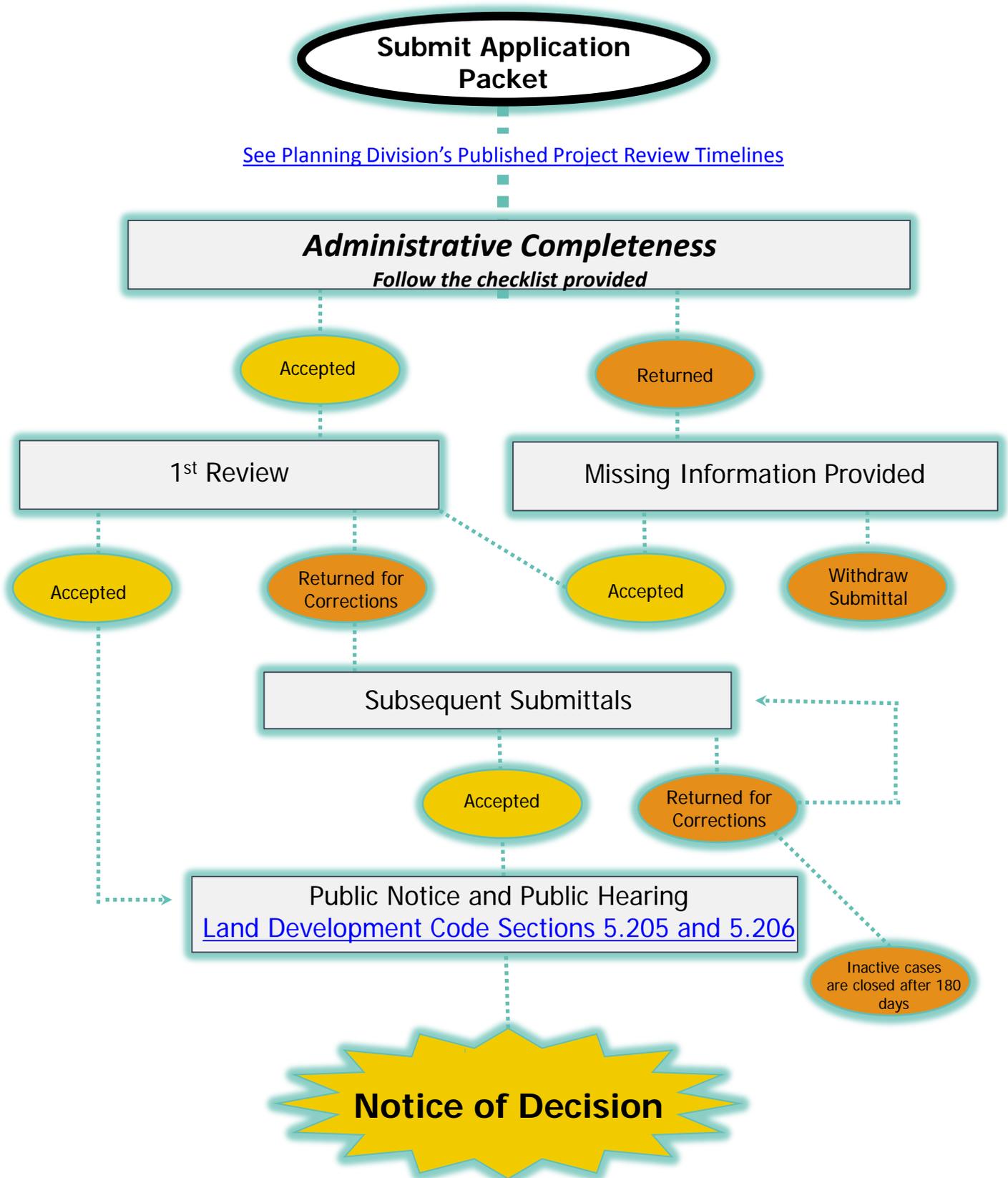


# Preliminary Plat – Original Submission



# Preliminary Plat – Original Submission

- Prior to filing for a Preliminary Plat or an amendment required to go back to the Planning Commission/Design Review Board for approval, an applicant must complete a Pre-Application review process.
- A preliminary subdivision plat shall be approved by the Planning Commission prior to the filing of an application for a final subdivision plat.
- The Planning Commission may approve, approve with modifications and/or conditions, or deny the proposed preliminary subdivision plat.
- Planning Commission action on a preliminary subdivision plat may be appealed to the Town Council pursuant to the procedures set forth in [Chapter I, Section 5.2011: Procedures for Appeals](#). The Town Council shall have the authority to uphold, modify, or overrule the action of the Planning Commission. The Town Council decision shall be final.
- Useful Links on Gilbert’s Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)
  - [Heritage District Design Guidelines](#)
  - [Gateway Streetscape Guidelines](#)
  - [Trail Design Guidelines](#)
  - [Street Theme District Tree Map](#)
  - [System Development Fees Area Map](#)
  - [Gateway Area Traditional Neighborhood Design Guidelines](#)
  - [Residential Design and Development Guidelines](#)
  - [Engineering Standards](#)



## Preliminary Plat – Original Submission

### Submittal Formatting, Required Materials and Checklist:

- Over the Counter Submittal:
  - Submit electronic copy** of ALL required items on checklist. **(No 24" x 36")**
  - Submit a hard copy (8.5" x 11 or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
  - Purge** images of unnecessary blocks and layers (single layer).
  - Save each exhibit as a separate PDF per document naming below.**

### Document Naming:

- Exhibit 1: Application
- Exhibit 2: Project Narrative
- Exhibit 3: Parcel/Aerial Map
- Exhibit 4: Title Report
- Exhibit 5: Preliminary Plat
- Exhibit 6: Alta Survey (required for undeveloped properties)
- Exhibit 7: Landscape and Open Space Plan
- Exhibit 8: Materials and Color Board
- Exhibit 9: Gateway Entrances
- Exhibit 10: Grading and Drainage Plan
- Exhibit 11: Single Family Parking Plan (if applicable)
- Exhibit 12: Pre-Application Meeting Comments
- Exhibit 13: Response to Pre-Application meeting comments
- Exhibit 14: Non-Per Capita Water Conservation Form
- Exhibit 15: Preliminary Hydrology Report
- Exhibit 16: Neighborhood Notice

### Checklist

- Exhibit 1: Application**
  - Must be fully completed and signed.
- Exhibit 2: Project Narrative**
  - Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
  - Provide how the project complies with existing zoning, approved Planned Area Development (if applicable) and General Plan Goals & Policies;
  - Discuss the overall subdivision design concept and requirements, such as but not limited to:
    - Overall lot layout and design, lot size and quantity
    - Vehicular access and circulation
    - Pedestrian circulation and connectivity (trails, walkways, amenity connections)
    - Open space areas, landscape design
    - Subdivision amenity features, colors/ materials and design theme
    - Grading/ Drainage and Retention Design (On-site and Off-site)
  - Discuss how the phasing has considered the phasing of off-site improvements (such as roads and utilities) and on-site improvements (such as landscaping amenities,

open space). Any proposed project must have the majority of “off-site” work complete as part of any Phase 1 project.

- Discuss any temporary improvements such as turn-arounds at phase break lines; retention solutions for the “temporary” condition; any impacts to utility plans requested by phasing. (Looped water systems should be provided with Phase 1 and if new cul-de-sacs created by phasing, verify if homes in these areas must be sprinklered, etc.)
- Discuss emergency access, which must be provided for every phase.
- Describe the proposed refuse and recycling collection system if other than standard Town collection from individual lots.

**Exhibit 3: Parcel /Aerial Map**

- Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
- Aerial with Parcel Boundary.

**Exhibit 4: Title Report**

- Current within three months.

**Exhibit 5: Preliminary Plat**

- Vicinity Map with the site and major streets noted;
- Graphic scale, north arrow, exhibit date;
- Key map on each page if plat consists of more than two pages;
- Project data table: 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 percentage; and other tracts and purposes.
- 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.

**Exhibit 6: Alta Survey (required for undeveloped properties)**

- Alta Survey must be within the last 12 months.

**Exhibit 7: Landscape Plan and Open Space Plan**

- Vicinity Map; with the site and major street noted;
- Graphic scale, north arrow, and exhibit date;
- Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- Dimension location of proposed required landscape areas;
- Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- Project data table: gross acres and net acres, square footage of public right-of-way (off-site) landscaping, total square footage of on-site and off-site landscaping, common area open space square footage and percent coverage based on net land area (Multi-family projects)[Town of Gateway Area Right-of-Way Improvement Standards and Streetscape Design Guidelines](#);
- [Street Theme District Theme Tree](#) provided along arterial streets;
- [Sight visibility triangles](#) per Town of Gilbert Standard details (GIL-211 and/or 212);
- Contour lines for retention basins and earthen berms;
- Location of parking;

- Parking lot light poles;
- Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
- Location and detail elevations of entry monuments;
- Detail for all wall types, parking canopies, site furniture, recreation equipment, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.

**Exhibit 8: Materials and Color Board**

- Materials and Color Board for entry monuments and walls with samples of exterior materials and colors noting manufacturer name, product ID/Name;
- Catalog pages of proposed materials and colors used for lighting and amenities noting color and manufacturing name, product ID/Name.

**Exhibit 9: Gateway Entrances**

- 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;
- Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- Contour lines for retention basins and earthen berms.

**Exhibit 10: Grading and Drainage Plan**

- Vicinity Map with site and major streets noted;
- Graphic scale, north arrow and exhibit date;
- Site Plan details;
- Project data table including: gross acres and net acres;
- Preliminary storm water retention calculations;
- Existing and proposed slope, depth, flow patterns, and location of retention areas;
- Proposed contour lines depicting elevations and location of retention basins and earthen berms;
- Indicate the drainage pattern, grade breaks and slopes of all streets.

**Exhibit 11: Single Family Parking Plan (If applicable)**

*\*A parking plan is required for single family residential development that includes lots less than 55' in width or lots with a driveway length less than 20'.*

- Graphic scale, north arrow and exhibit date;
- Project data table including: gross acres and net acres;
- Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Dimension location of proposed required landscape areas; identify landscape materials, trails and common active recreation features;
- [Sight visibility triangles](#) per Town of Gilbert Standard details (GIL-211 and/or 212);

- Contour lines for retention basins and earthen berms;
- Design and location of enhanced community mailboxes and refuse collection facilities;
- Design and location of service facilities (such as electrical transformers, hydrants, street grates) to be located in common areas, include any planned facility that would impede vehicle and pedestrian movements related to guest parking;
- Location, type and height of proposed site lighting fixtures;
- Show each proposed lot and indicate each lot's front lot line;
- Show and label the required guest parking spaces;
- Show the required active open space guest parking locations in close proximity to active open space amenities;
- Provide a table (example below) with corresponding map references showing each proposed lot, the required guest parking quantity for that lot, the provided guest parking (with unique label such GP-1), the distance between the front lot line and guest space, and indicate whether the space will be striped (note deficiencies in red)

**Example – Individual Lot Guest Parking Analysis**

A	B	C	D	E	F	G	H	I	J
Lot	Driveway Length:	Lot Width:	If the driveway is less than 20' or if the lot width is less than 55', add 0.5 spaces	Will this lot contain a parking enclosure that provides 80sf more area than needed for two cars?	If the additional 80sf won't be provided or may not be provided (depending on model choice), add 0.5 spaces	Guest Parking Space Requirement (spaces) <b>Add column D and F</b>	Parking Space (PS) Assigned (full or partial)	What is the distance of the pedestrian route from front lot line to assigned parking space?	Will the assigned parking space be striped? If no, provide justification
1	3'	65'	0.5	No	0.5	1	PS-1	200'	Yes
2	22'	54'	0.5	Maybe	0.5	1	PS-10	200'	No, the space is being provided on the driveway
3	20'	55'	0	Yes	0	0	n/a	172'	No, this area of the development is over-parked
4	3'	40'	0.5	Yes	0	0.5	PS-2a	300'	Yes
5	3'	65'	0.5	Yes	0	0.5	PS-2b	30'	Yes
*	*	*	*	*	*	*	*	*	*

**Exhibit 12: Pre-Application Meeting Comments**

- Include the pre-application meeting comments for the preliminary plat submission. or

- If a pre-application meeting was required for the amendment, please include the comments received from that meeting.

**Exhibit 13: Response to Pre-Application Meeting Comments**

- Include the responses as to how the meeting comments for the preliminary plat submission have been addressed; or
- Include the responses as to how the meeting comments for the amendment have been addressed.

**Exhibit 14: Non-Per Capita Water Conservation Form**

- Make sure to complete the appropriate Non Per Capita Water Conservation form for your project.
  - [New Single Family Developments](#)
  - [Multi-Family and Congregate Care Developments](#)

**Exhibit 15: Preliminary Hydrology Report**

- Report shall be on a separate, letter size (8.5 x 11) sheet(s) with any necessary maps. Handwritten comments will be not 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 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).

**Exhibit 16: Neighborhood Notice**

- Please refer to Section 5.602.A.3 of the Land Development Code for requirements;
- A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property and the typed names and address of all property owners identified on parcel map (<http://mcassessor.maricopa.gov/>).



**Plan Type: Preliminary Plat**  
**Work Class: Original Submission**

Pre-Application #: \_\_\_\_\_

Description (Proposal Name): \_\_\_\_\_

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

Request:  Preliminary Plat – Original  Amendment (PC/DRB only)

Request Summary (briefly describe proposal here and attach a detailed narrative): \_\_\_\_\_

APN/Tax Parcel Numbers: \_\_\_\_\_

Gross/Net Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

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

Overlay Zoning District:  Santan Freeway Corridor  Phx/Mesa Gateway Airport  
 Vertical Development

**Property Owner: (All information must be provided)**

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Business  Mobile  Home  Other

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If signature is not provided above, a letter of authorization from the property owner is required.

**Applicant/Contact: (All information must be provided)**

Company: \_\_\_\_\_

Contact \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Business  Mobile  Home  Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

**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.

Staff Use Only:  
Permit Number: \_\_\_\_\_