



PLANNING APPLICATION

Development Services Department

DATE RECEIVED

PRELIMINARY PLAT CHECKLIST

SR# _____

PROJECT: _____

PP# _____

Applicant acknowledges that the City of Glendale requires the following items be submitted before the application can be processed; and that Planning will not accept the submittal unless all of the following items are included:

Applicant Name (Printed) _____

Applicant Signature _____

Company _____

Date _____

PROVIDE ALL OF THE FOLLOWING:

- 1. ONE (1) HARD COPY OF EACH ITEM MARKED WITH AN "X" BELOW, FOLDED TO NO LARGER THAN 9X12:**

X	1.	Completed Master Application; and Checklist
X	2.	Detailed Narrative which also addresses recent review comments
X	3.	Development Master Plan
X	4.	Draft CC&Rs
X	5.	Lot Matrix
X	6.	Copy of Title Deed (including legal description)
	7.	Citizen Participation Plan, mailing list and labels (2 sets)
X	8.	Preliminary Plat 24x36 minimum AND 8-1/2x11 reduction.
X	9.	Current Parcel Map with the Subject Property Highlighted
X	10.	Current Aerial Photograph with the Subject Property Highlighted
X	11.	Conceptual Landscape Plans, size 24" x 36"
X	12.	Conceptual Grading and Drainage Report
X	13.	Conceptual Grading and Drainage Plan
	14.	Traffic Study
X	15.	Attached checklist Items

- 2. ONE (1) THUMB DRIVE INCLUDING .PDF OF ALL ITEMS (20 MEGS MAX).**

- 3. FILING FEE: \$ _____ + \$ _____ (acreage) – \$557.20 (preapp) = \$ _____**

Planner: _____ Phone: 623-930-_____ Email: _____@glendaleaz.com

Background/Status: _____

Date Routed: _____ Email comments to Planner by: _____

Subdivision Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Engineer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Preliminary Plat Required Information

1. Team Pre-application Meeting

Date: _____

2. Development Master Plan:

Required by Project Team? Yes No

By Planning Commission? Yes No

If yes, has Master Plan been approved by City Council? Yes No

Does preliminary plat conform to approved Master Plan? Yes No

3. Plat Sheets:

_____ 24" x 36" size

_____ Scale not greater than 1" = 100 feet

4. Preliminary Plat Contents:

_____ Designation of plat as a preliminary plat

_____ Subdivision name and location by section, township and range

_____ Legal description of property involved

_____ Name, address and phone number of subdivider

_____ Name, address, phone number and seal of land surveyor who prepared the plat

_____ Name, address and phone number(s) of land owner(s)

_____ Scale, north point and dates of preparation and revision

_____ Topography, sufficient to reflect character of the land, location and height of benchmark approved by City Engineer

_____ Directions of proposed drainage flows

_____ Street dedications and lot lines of adjacent properties; name, book and page number of adjacent subdivisions or the notation "unsubdivided" where appropriate

- _____ Location, size and names of all existing rights-of-way and easements within and adjacent to the subject property
- _____ Existing zoning classification of site and zoning classification adjoining property
- _____ Gross and net acreage of the subdivision
- _____ Boundaries of the subdivision fully dimensioned
- _____ Street layout with street names, right-of-way widths and connections to adjoining tracts
- _____ Parcels to be dedicated or reserved for retention areas, school sites, parks or other public use, with use noted
- _____ Existing natural features and significant man-made features within and adjoining the subdivision
- _____ Gross and net density, minimum and average lot sizes
- _____ Location map with north point, scale, site location and points of reference
- _____ Location and description of existing utilities within 200 feet
- _____ Location of proposed fire hydrants
- _____ Typical sealed lot dimension, approximate dimensions of all corner lots and lots on curvilinear sections of streets
- _____ Lot number assigned to each lot
- _____ Typical maximum building envelope with minimum building setbacks and maximum lot coverage permitted when different from standard Zoning Ordinance regulations
- _____ Location of vehicular non-access easements and typical building setback lines
- _____ Location and sizes of private common areas, landscape areas and tracts

5. Approval of Property Owner:

If the subdivider is not the owner of all of the subject property, a notarized statement from other owner(s) requesting approval is required. Is subdivider sole owner? Yes No

If answer is "No", is statement filed? Yes No

6. General Plan Compliance:

_____ Proposed use is in compliance with existing general plan designation

7. Zoning Ordinance Compliance:

- _____ Proposed use is in compliance with existing zoning
- _____ All lot sizes and lot dimensions meet minimum zoning requirements
- _____ Appropriate building setback lines are delineated

8. Design Guidelines for Site Development and Infrastructure Construction

_____ This plan is in compliance with adopted Design Guidelines for Site Development and Infrastructure Construction

9. Proposed Public Utilities:

_____ Water: _____
_____ Electricity: _____
_____ Natural Gas: _____
_____ Telephone: _____
_____ Sewer: _____
_____ Cable TV: _____

10. Flood Plain Regulations

_____ Subdivision is in compliance with the Flood Plain Regulations where portions are located within a delineated flood plain

11. Stormwater

_____ Subdivision is in compliance with the Flood Plain Regulations where portions are located within a delineated flood plain.

12. Street, Lot, Block Design:

_____ All lots have adequate frontage on a City street
_____ One-foot vehicular non-access easements are provided where appropriate
_____ Corner lots platted wider than interior lots for conformance with street side yard requirements of zoning
_____ All lots are buildable lots with sufficient size, shape and topography
_____ The depth to width ratio of all lots is not greater than 3 to 1
_____ Double frontage lots are avoided except where necessary to provide a separation of residential development from arterial streets
_____ Street and lot design facilitates solar access and energy efficiency
_____ All streets connect or coordinate with surrounding street system
_____ Cul-de-sac streets are no longer than 400 feet in length
_____ Street intersections meet minimum standards and street jogs have sufficient offset
_____ Local streets are designed to minimize through-traffic within residential neighborhoods
_____ Blocks conform to the maximum and minimum standards

13. Conceptual landscape/streetscape plans have been submitted and are in accordance with the City Landscape Ordinance.

SAMPLE LOT MATRIX

LOT NO.	LOT AREA	AVG WIDTH	AVG LENGTH	LOT NO.	LOT AREA	AVG. WIDTH	AVG. LENGTH
1	7695 SF	70.00'	108.46'	30	7179 SF	70.00'	102.50'
2	7910 SF	70.00'	113.00'	31	7209 SF	71.50'	100.59'
3	7910 SF	70.00'	113.00'	32	8639 SF	70.00'	112.61'
4	7700 SF	70.00'	110.00'	33	7886 SF	70.81'	112.73'
5	7810 SF	67.50'	110.63'	34	7950 SF	70.00'	113.57'
6	11853 SF	93.95'	116.05'	35	7949 SF	70.00'	113.56'
7	11123 SF	73.55'	121.65'	36	7948 SF	70.00'	113.56'
8	8053 SF	70.00'	114.73'	37	7947 SF	70.00'	113.54'
9	7700 SF	70.00'	110.00'	38	7946 SF	70.00'	113.52'
10	7700 SF	70.00'	110.00'	39	8137 SF	74.11'	113.37'
11	7903 SF	70.22'	124.14'	40	7115 SF	68.00'	101.50'
12	10817 SF	69.74'	125.60'	41	7350 SF	70.00'	105.00'
13	10376 SF	103.35'	131.75'	42	7350 SF	70.00'	105.00'
14	7958 SF	70.00'	113.40'	43	7919 SF	70.57'	111.59'
15	7958 SF	70.00'	113.40'	44	8091 SF	70.95'	115.59'
16	8048 SF	70.00'	105.92'	45	7887 SF	70.76'	113.07'
17	8048 SF	70.00'	105.92'	46	7405 SF	70.09'	106.44'
18	7455 SF	70.00'	106.50'	47	7115 SF	68.00'	101.50'
19	7700 SF	70.00'	110.00'	48	7329 SF	70.00'	110.00'
20	7700 SF	77.00'	110.00'	49	7750 SF	70.12'	110.00'
21	7456 SF	70.00'	106.50'	50	7734 SF	70.86'	110.20'
22	7456 SF	70.00'	106.50'	51	7714 SF	70.95'	110.20'
23	7700 SF	70.00'	110.00'	52	7844 SF	70.26'	113.29'
24	7700 SF	70.00'	110.00'	53	7739 SF	110.56'	70.00'
25	7455 SF	70.00'	106.50'	54	9008 SF	70.39'	127.35'
26	7201 SF	71.87'	100.53'	55	9100 SF	70.00'	130.00'
27	7171 SF	68.95'	102.50'	56	12218 SF	67.60'	133.46'
28	7171 SF	70.00'	102.50'	57	10517 SF	68.04'	131.95'
29	7171 SF	70.00'	102.50'	58	7671 SF	70.00'	106.59'

SAMPLE TRACT DATA

TRACT NO.	TRACT AREA	AVG WIDTH	AVG LENGTH
A	35127 SF	N/A	N/A
B	52853 SF	N/A	N/A
C	51199 SF	N/A	N/A
D	6781 SF	N/A	N/A
E	7695 SF	8.00'	198.00'
F	1584 SF	8.00'	198.00'
G	1504 SF	8.00'	191.00'
H	1166 SF	13.00'	83.80'
I	4637 SF	20.00'	232.55'