



CASE NO. _____
Accepted by: _____
Date: _____
Acct # 101-5400-00-4458
Fees: _____

PRELIMINARY SUBDIVISION PLAT PLANNING APPLICATION (PRE-APPLICATION REQUIRED)

(incomplete applications, including checklist, will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name:			
Address/Location:			
Parcel Number(s):	Pre-Application Meeting Date:	Pre-Application File No:	
Section:	Planner:		
Township:			
Range:			
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:	
APPLICANT INFORMATION (Single point of contact)			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Signature of Applicant:	Date:		
PROPERTY OWNER			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Signature of Property Owner:	Date:		
Review times in accordance with SB 1598 Policy			

**PRELIMINARY SUBDIVISION PLAT
SUBMITTAL CHECKLIST
PRE-APPLICATION REQUIRED**

I acknowledge that the following items are required for processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items.

TO BE COMPLETED BY PLANNER		DELIVERABLES
YES	NO	
		Completed Planning Application
		Applicant's and owner's signatures on Planning Application
		Fees: \$1,785 + \$9 per lot Pre-plat Extension: 50% of current fee Pre-plat Amendment: 50% of current fee Filing Fee: \$_____ + (# of lots_____ x \$_____ per lots = \$_____) – Team Pre-application (if applicable) \$_____ = \$_____
		Property ownership map and list within 1,000 feet (in Excel format) and affidavit of notification – see attached instructions
		Legal description of property on separate 8½"x11" sheet (3 copies)
		Title report (2 copies)
		Project narrative, including discussion of overall community design, pedestrian connectivity, open space amenities, architectural concept for walls and homes, and landscape themes, etc. (5 copies)
		Preliminary plat – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		Landscape/Open Space plan and landscape maintenance schedule – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		Perimeter theme wall and entry monuments sign elevations, in color – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		Wall material and color palette board(s) not to exceed 8½"x11" (2 copies)
		Preliminary Grading and drainage plan – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		Preliminary Utility plan – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		Lighting plan/photometric and cut sheets for all open space and decorative lighting – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		Preliminary Planting data sheet (2 copies)
		Preliminary Drainage Report (2 copies)
		Sewer Report (2 copies)
		Domestic Water and Fire Demand Report, which includes the Fire Protection Hazard & Water Supply Analysis (2 copies)

Development & Engineering Services Department

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**PRELIMINARY SUBDIVISION PLAT
SUBMITTAL CHECKLIST**

TO BE COMPLETED BY PLANNER	DELIVERABLES
	Traffic Statement (3 copies)
	Traffic Impact Study (3 copies)
	Water Conservation Report – see attached (3 copies)
	ALTA survey – 24”x36” folded to 9”x12” and drawn to scale (3 copies)
	COGO (error of closure) (2 copies)
	Certificate of Adequate School Facilities (2 copies)
	Each item on the checklist scanned to disc or flash drive in PDF format, with label and date (1)

Signature: _____ Printed Name: _____

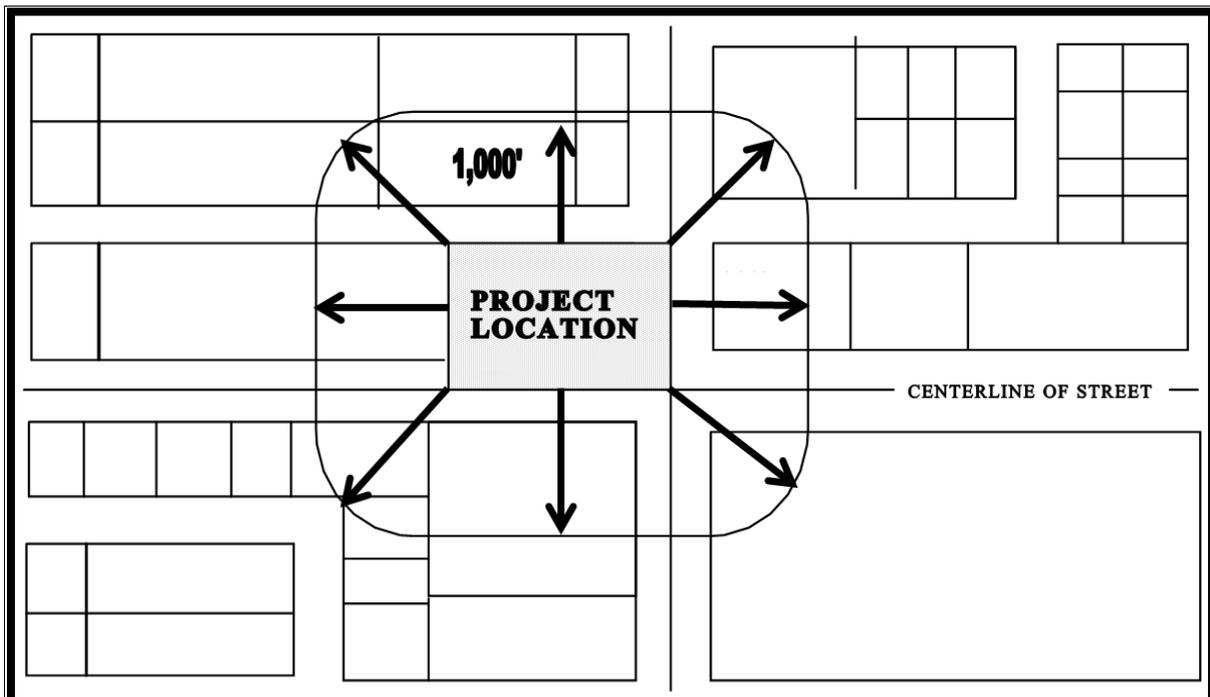
Company: _____ Date: _____

If you have any questions regarding items on this checklist, please contact your project planner.

1. Obtain names and addresses of property owners within 1,000 feet of the site from the Maricopa County Assessor's Office, <http://www.maricopa.gov/assessor/gis/map.html> or from a title company using the last declared record of owner.
2. The applicant will provide a digital file in Microsoft Excel format containing the Assessor's Parcel Number (APN), property owner names, and addresses, each in a separate column. Verify information is correct and complete.

	A	B	C	D	E	F	G
1	APN	Owner	MAIL_ADDR1	MAIL_CITY	MAIL_STATE	MAIL_ZIP	MAIL_COUNTRY
2	10231375	2013-1 IH BORROWER LP	901 MAIN ST STE 4700	DALLAS	TX	75202	USA
3	10231126	A AND S CORPORATION	10450 W MCDOWELL RD STE 101	AVONDALE	AZ	85392	USA
4	10231415	ABDO STEPHEN P/ELIZABETH M TR	25291 DERBYHILL DR	LAGUNA HILLS	CA	92653	USA
5	10231127	AMERICAN MINI STORAGE - AVONDALE LLC	729 QUIET HILLS FARM RD	ESCONDIDO	CA	920297309	USA

3. Prepare parcel map showing subject property and all parcels within 1,000 feet according to the County Assessor's Office or Title Company. See typical map below.
4. Where land that is the subject of a proposed change abuts or affects adjacent municipalities or unincorporated areas of the county, copies of the notice postcards shall be transmitted by City staff to the planning agency of the appropriate jurisdiction.
5. Where a Homeowners' Association (HOA) is within the 1,000 ft radius of the proposed project, copies of the notice postcards shall be transmitted by City staff to the appropriate HOA address.



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All plans shall be of the same scale. These items must be present on the plans submitted for review.

PRELIMINARY PLAT

1. Name and address/location of development.
2. Vicinity map showing area within ½ mile of the subject site.
3. Name, address, and phone number of developer and/or owner.
4. Name, address, phone number, and professional seal of engineer/architect or firm preparing the plans.
5. Date of plan preparation and subsequent revision dates.
6. North arrow and scale of not less than 1" = 100'.
7. Legal description.
8. Zoning of all abutting and/or adjacent properties.
9. Current dimensions of parent parcel(s) property lines.
 - a. Width and names of all platted streets, alleys, utility rights-of-way of public record; public areas and permanent structures to be retained within or adjacent to parcel.
 - b. Name, book, and page numbers of recorded abutting the subdivision or across a boundary street.
 - c. Dimensions of parcel boundaries, acreage of parcel.
 - d. Width of any existing driveways, access ways, or private streets adjacent to the parcel.
 - e. Street layout, including location and width of all streets, alleys, crosswalks, and easements. Label proposed street names. For curvilinear streets show sight visibility triangles. These areas will be dedicated as right-of-way on the final plat.
 - f. Lot layout, including scaled dimensions of typical lots; width and depth of all corner lots and lots on street curves; number each lot consecutively; label total number of lots.
 - g. Width and depth and proposed use of easements and tracts.
 - h. Extent and proposed use of all land to be dedicated or reserved for public use.
 - i. Boundary of all existing and proposed zoning classifications including surrounding zoning.
 - j. Label minimum and average lot area as dimension and square footage.
 - k. Cross sections of the streets contained in or adjacent to the subdivision.
 - l. Show any proposed construction phasing for the subdivision.
 - m. Map showing the surrounding street pattern and existing subdivisions shown as the actual recorded subdivision.
 - n. Flood zone determination
10. Location, identification, and dimension of the following existing and proposed site elements and data:
 - a. Topographic contours at a minimum two-foot interval for grades up to ten percent and ten feet for grades over ten feet.
 - b. Existing adjacent and/or on-site streets and street right-of-way.
 - c. Proposed right-of-way dedications and improvements.
 - d. Proposed street cross-sections.
 - e. Existing and proposed ingress/egress points (indicate full access, right-in/right-out only, etc.) and intersections within 300 feet and all structures within 100 feet of project.
 - f. On-site vehicular and pedestrian circulation elements (i.e. sidewalks, walkways, driveways, loading areas, loading docks, and bikeways, etc.
 - g. Provisions for handicapped accessibility including but not limited to wheelchair ramps, parking spaces, handrails, curb openings.
 - h. Parking areas, vehicular and bicycle, including setbacks to property lines
 - i. Bus stop locations designed in accordance with MAG Supplemental Detail A1260.
 - j. All structures, including heights, dimensions, finish floor elevations, and setbacks to property lines.
 - k. Fences and walls.

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- l. Trash enclosures.
 - m. Freestanding signage.
 - n. Existing and proposed fire hydrants, backflow prevention equipment, and FDC.
 - o. Existing and proposed lighting (on and off-site).
 - p. Detention/retention areas.
 - q. Water wells, washes, and drainage ditches, including direction of flow; location and extent of areas subject to inundation and data regarding frequency of inundation.
 - r. Water features.
 - s. All ground planes labeled (i.e. asphalt, concrete, decomposed granite, etc.)
 - t. Significant rock outcroppings or other natural features.
 - u. Phase lines, if applicable.
11. Site data table including the following information:
- o. Existing zoning of the site (if PAD, please indicate name of PAD)
 - p. Gross and net area of the site.
 - q. Total building floor area.
 - r. Building floor area, by use (if a mix of uses is proposed)
 - s. Percent of site coverage.
 - t. Parking calculations showing total number of spaces required and provided, by use, including accessible parking.
12. Trash enclosures:
- a. Concrete pad 4" PCCP on compacted sub-grade.
 - b. Concrete pad area is to include a 4" apron to support the vehicle's wheels.
 - c. For pads within an enclosure, 3" wide stripes are to be painted on surface to designate container placement.
 - d. Enclosure walls are to be protected by 6" pipe filled with concrete, 4" in from the pad surface. All gates shall be hung on this pipe (not the block wall). The bottom of the gates shall clear any curbing next to it and will be provided with a latching system to hold the gates open for service.
 - e. Enclosure wall is to be 6' high, minimum clearance between enclosure wall and pipe is 3". All enclosures must be gated. All gates shall be opaque.
 - f. Truck is 35' long with a 45' turning radius, wide-inside dimensions, and minimum clearance between enclosures.
 - g. When a straight in approach is not possible, enclosure must be set at a maximum 45-degree angle to the roadway.
 - h. Enclosures to be constructed per specs.
13. Pedestrian Access
- a. All pedestrian walkways that traverse driveways or drive aisles shall utilize a decorative material, such as pavers or stamped concrete. All decorative crossings must be located outside of the public right-of-way and called out on plans.
 - b. Minimum 6' walkway around all commercial buildings on site.
14. Site Plan Notes
- a. All utility lines less than 69 KV shall be undergrounded with the first phase of development.
 - b. All ground-mounted equipment shall be screened/concealed from street view.
 - c. Plants located within required AASHTO sight visibility triangles shall be pruned regularly to permit unobstructed vision. Plant materials shall be maintained to be lower than 2' (shrubs) or taller than 7' (bottom of tree canopy).
 - d. Future development pads within master planned developments shall be covered with a minimum of 2" thick decomposed granite for dust control at time of development.
 - e. All developments shall be maintained in conformance with the approved site plan and landscape plan. Any changes thereto shall require approval of the City of Avondale.
 - f. This project is subject to the current Avondale General Engineering Requirements (and MAG Supplemental Regulations), Commercial/Industrial/Multi-Family Design Manual, Zoning Ordinance, General Plan, and any applicable Specific Plans.

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LANDSCAPE/HARDSCAPE PLAN

1. Location of all landscape material, lighting, and site furnishings.
2. Botanical and common names of plant material.
3. Size of plantings at time of installation.
4. Description of irrigation system. Show preliminary backflow preventer location.
5. Planting Data Sheet included on all landscape sheets (see attached).
6. Locations of all backflow prevention devices. Devices smaller than 3' screened with round-topped wire mesh enclosure, painted green.
7. Dust control and ground cover using ¾" decomposed granite minimum 2" thick.
8. Square footage of landscaping in any right-of-way.
9. Designate and provide detail of all street median improvements (as applicable).
10. Location of preliminary easements, preliminary utilities, and above grade retention/detention basins.
11. Blow-up plan views of all usable open space areas and areas with decorative paving indicating the surface design and location of all amenities therein.
12. Elevations and/or details indicating color and design of all proposed site amenities, including but not limited to benches, tables, trash receptacles, fountains, bike racks, etc.
13. The landscape maintenance schedule shall include the following items (see attached SAMPLE for additional clarity and recommended formatting):
 - A landscape maintenance narrative that describes the theme of the selected plant palette and the overall design intent (i.e. preserving the natural characteristics of each material).
 - A plant schedule which includes the botanical and common names of all plants proposed for the project, plant size at installation, irrigation emitter allocation, and maintenance notes specific to each selected plant type.
 - A monthly maintenance schedule describing seasonal maintenance requirements per material including, but not limited to, fertilization, pruning, and irrigation adjustments.
 - A drip irrigation watering schedule organized by temperature ranges, listing the required watering hours per range and the intervals per range.
 - A turf irrigation watering schedule (if applicable), specifying watering requirements for any turf varieties proposed.

PRELIMINARY GRADING AND DRAINAGE PLAN

See General Engineering Requirements

PRELIMINARY UTILITY PLAN

See General Engineering Requirements

PERIMETER THEME WALL AND ENTRY MONUMENTATION SIGNAGE

1. Drawing, to scale, all walls and signage proposed.
2. Call outs of all proposed finish materials and colors; on color elevations, printed colors must accurately portray actual colors/materials.

EXTERIOR BUILDING COLOR AND MATERIALS SAMPLES

1. Samples of each material used (2"x2" maximum size, 1"x1" minimum size), mounted on 8½"x11" board(s). Thoroughly label each sample with all known information, including but not limited to: manufacturer name, color name and number, material type, finish, size, etc. Glass samples shall be 3"x3" and identify reflectivity.

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LIGHTING AND PHOTOMETRICS

1. Site plan indicating the location and type of all proposed exterior lighting fixtures.
2. Photometric plan indicating light levels (in foot candles) at regularly measured intervals across a property. Light levels shall not exceed 1-foot candle at any property line.
3. Calculation of the lighting uniformity ratio for the subject site, not to exceed a 5:1 average-to-minimum ratio.
4. Luminaire schedule including but not limited to the manufacturer information, luminaire name/type, initial lumens, shielding (if applicable), color, finish, etc.
5. Cut sheets of all proposed fixtures.

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PLANTING DATA SHEET

(Table must be present on plans; use relevant requirements)

REQUIRED LANDSCAPE IMPROVEMENTS BY ZONING DISTRICT	REQUIRED	PROVIDED
A. Single Family Residential (AG, RR-43, RR-18, R1-35, R1-15, R1-8, R1-6, R1-5)	Trees	Trees
B. Multiple Family Residential (R-2, R-3, R-4, MH)	Trees	Trees
C. City Center	Trees	Trees
REQUIRED LANDSCAPE AREAS	REQUIRED	PROVIDED
D. CP within Employment	sq. ft.	sq. ft.
E. A-1 within Employment	sq. ft.	sq. ft.
F. All Development within Multiple Family	sq. ft.	sq. ft.
G. All Development within All Other Zoning Districts not listed above	sq. ft.	sq. ft.
H.(1) Landscape Setback/ Trees	Trees	Trees
H.(2) Landscape Setback/Shrubs	Shrubs	Shrubs
H.(3) Landscape Setback/Groundcover	sq. ft.	sq. ft.
I. Land Use Buffers	Trees	Trees
J. Parking Lots/Trees	Trees	Trees
K. Building Frontage	sq. ft.	sq. ft.
L. Cactus/Succulents	%	%
M.(1) Right of way Landscaping/Trees	Trees	Trees
M.(2) Right of way Landscaping/Shrubs	Shrubs	Shrubs
N. Special Planting Requirements (PAD, Zoning, etc.)		
TOTALS	REQUIRED	PROVIDED
Total Trees (Lines A-N)	Trees	Trees
Total Shrubs (Lines A-N)	Shrubs	Shrubs
Total Groundcover (Lines A-N)	sq. ft.	sq. ft.
Total Groundcover, inorganic (3/4" select decomposed granite)	sq. ft.	sq. ft.
Total Right-of-Way Landscape Area	sq. ft.	sq. ft.
Total Parking Lot Landscaping Area	sq. ft.	sq. ft.
Total Useable Open Space (PAD only)	sq. ft.	sq. ft.
Total Useable Open Space (PAD only)	%	%

GENERAL LANDSCAPE NOTES

1. All single trunk trees shall be 2-inch caliper minimum at time of installation. All multi-trunk trees shall be 1-1/2-inch caliper minimum at time of installation. Tree calipers for standard (single) trunk trees shall be measured at the widest point within the first 4 to 6 inches above the soil line for trees with 4-inch caliper and less; and 6 to 12 inches for trees greater than 4-inch caliper. Tree caliper for multi-trunk trees shall be measured at the widest point within the first 6 inches above origination point of the second largest trunk or 6 inches above ground if all trunks originate from the soil. Caliper of multiple trunk trees shall be determined by taking the average caliper of its two largest trunks.
2. Tree caliper and height shall govern over any other planting size information provided on the drawings. Trees specified by container sizes only shall not be accepted.
3. The Property Owner and/or lessee shall be responsible to install/maintain all landscaping within the Right-of-way. All landscaping shall be maintained as approved on the Landscape Maintenance Schedule (See attached).
4. A 3-foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach upon this clear space when mature.
5. Plantings within any site visibility easement shall be maintained so that no limbs hang lower than seven (7) feet and shrubs or other plants planted within any sight visibility easement shall be no taller than two (2) feet at full growth.
6. THE CITY APPROVES THESE PLANS FOR CONCEPT ONLY AND ACCEPTS NO LIABILITY FOR ERRORS OR OMISSIONS.

NOTE: All construction shall be in accordance with the City of Avondale Supplement to MAG Specifications & Standard Details currently on file and available at the City of Avondale Engineering Department.

_____ is implementing the following water conservation measures at:
(Name of Company)

(Location of Facility)

1. PROCESS-RELATED WATER CONSERVATION:

2. COOLING:

3. DOMESTIC WATER USE:

4. LANDSCAPE:

CERTIFICATION

I, _____, certify that I am an Architect/Engineer registered in the State of Arizona and that the water conservation measures implemented by _____ use the best available technology consistent with reasonable economic return.

Seal

SAMPLE CONSERVATION REPORT

A.N. Other Inc. (name of company) is implementing the following water conservation measures at 123 N. East Street, Avondale, 85323 (location of facility).

1. PROCESS-RELATED WATER CONSERVATION: (EXAMPLES)

- a. Flow monitoring and control installation of water meters on individual pieces of water using equipment can show how water efficient a process is.
- b. Reuse or recycling of water within a process or in a different process.
- c. Reduce the reject rate for the reverse osmosis units. Reuse the reject water in other process. (Note: Assess the quality of the water before reuse).
- d. Implement a leak detection and repair program.

2. LANDSCAPE: (EXAMPLE)

Where q =area

Total landscaped area	q sq. ft
Percent low water use landscape	$q/2$ sq. ft
Percent high water use landscape	$q/2$ sq. ft

- a. Types of irrigation systems: Irrigation system zoned by vegetation type – sprinklers for turfgrass, drip/bubblers for shrubs and ground cover, bubbler for trees.
- b. Scheduling: All irrigation, except maintenance checks, is done at night. Turf is irrigated using ET scheduling.
- c. Other equipment: Soil moisture sensors, rain shut-off and excessive flow shut-off installed to prevent unnecessary watering or to stop watering in the event of system break.
- d. Types of plants used (drought tolerant, mulches e.g. Decomposed granite)

3. CONSERVATION OF COOLING WATER: (EXAMPLES)

- a. Cooling towers: Cooling towers should achieve a minimum total dissolved solids in the tower blow down of 2000 ppm.
- b. Blow down water may be re-used to irrigate landscape.
- c. Elimination of blowdown flow from cooling towers by changing to ozonation.
- d. Evaporative coolers: Recirculation pumps and reduction in bleed-off. Bleed off water can be used to irrigate landscape.
- e. Avoid single-pass methods to cool equipment. Where possible reuse the water for irrigation or other cooling purposes.

4. DOMESTIC WATER CONSERVATION: (EXAMPLES)

Installation of the following type of equipment (per City of Avondale Building and Plumbing code):

Toilets, (gallons per flush)	1.6
Urinals, (gallons per flush)	1.5
Lavatory faucets, (gallons per minute)	2.0
Shower heads, (gallons per minute)	2.5

5. EMPLOYEE EDUCATION: (EXAMPLES)

- a. Employee awareness program.
- b. Bulletins, newsletters, and paycheck stuffers.
- c. Distribution of water conservation literature.
- d. Displaying water conservation posters.

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CERTIFICATION

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CERTIFICATE OF ADEQUATE SCHOOL FACILITIES

An application for _____ has been submitted to the City of Avondale, Department & Engineering Services Department, for review.

Project: _____ Assigned Planner: _____
Request: _____ Acreage/Parcel Size: _____
Zoning: Existing _____ Proposed (if applicable): _____
Density Allowed: _____ Density Proposed (if applicable): _____

Please review the attached application and check the appropriate box below. It is the applicant's responsibility to ensure that this form is completed and returned to the Development & Engineering Services Department prior to the scheduling of any public hearings or approval of site plan. Upon a complete review of the application, the request may be presented to the Planning Commission and/or City Council at a public hearing.

The District has adequate capacity to accommodate the estimated enrollment from the proposed development Yes No

If inadequate capacity, the District is currently working with the applicant/developer to provide or help provide adequate school facilities Yes No

Date Reviewed: _____
School District: _____
Authorized District Representative Name/Title: _____
Phone #: _____
E-mail: _____
Signature: _____