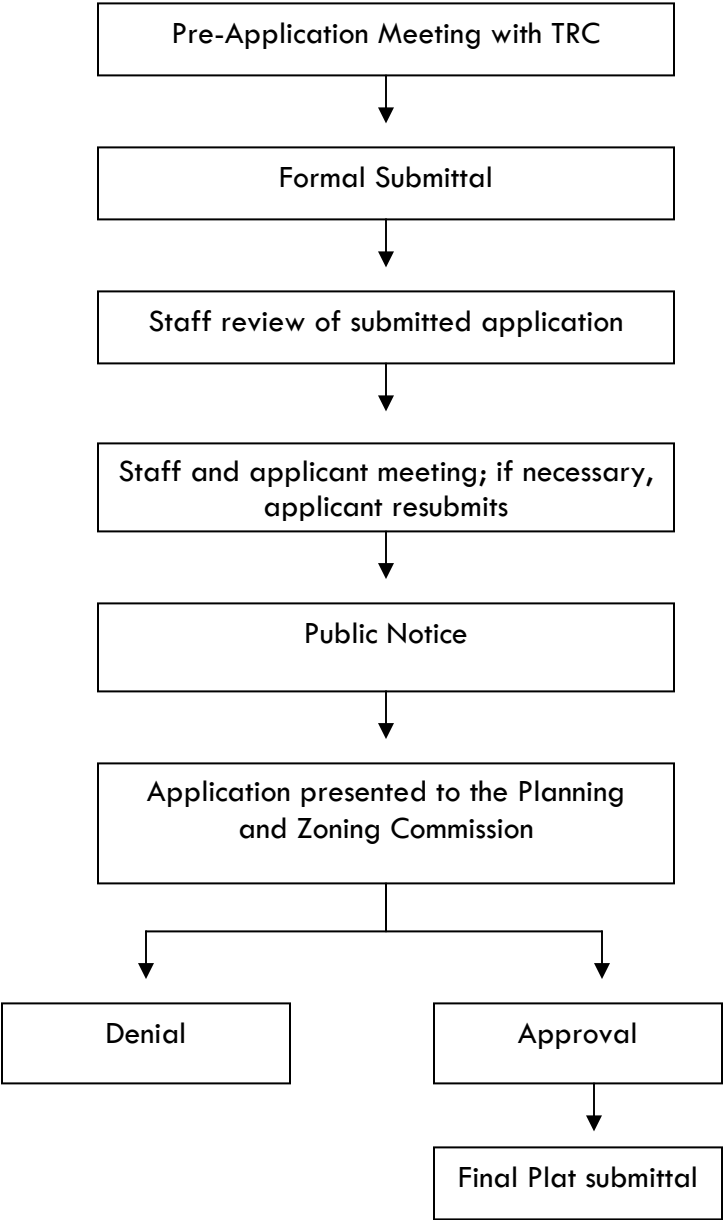


# TOWN OF FLORENCE

## **PRELIMINARY PLAT PROCESS Application & Checklist**

Community Development Department  
P.O. Box 2670  
600 North Main Street  
Florence, Arizona 85132  
(520) 868-7575  
[www.florenceaz.gov](http://www.florenceaz.gov)

# TYPICAL PRELIMINARY PLAT APPLICATION PROCESS



# PRELIMINARY PLAT APPLICATION PROCEDURES

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

1. **Pre-Application Review Process** – Prior to filing an application for a Preliminary Plat, the applicant must complete the Pre-Application review meeting with the Planning & Zoning Department and the Town's Technical Review Committee (TRC).
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. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the submitted information 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. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Staff Report** – After the staff comments have been addressed and the project has been scheduled for the public meeting, the Planning & Zoning Department will prepare a report describing and evaluating the proposed plat and making recommendations to the Planning and Zoning Commission. Copies of the staff report will be made available to the public and the applicant prior to the Board and Commission meetings.
5. **Public Notice** – The Town will send public hearing notices to the local newspaper of general circulation in accordance with State and local requirements.
6. **Planning Commission Meeting** – Regular Planning Commission meetings occur on the first and third Thursday of each month at 6:30 p.m. Regular meetings are held at Florence Town Hall, 775 North Main Street. 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. The Commission may continue/table a case as deemed necessary.
7. **Final Plat** – After the preliminary plat is approved by the Planning and Zoning Commission, the final plat and improvement plans may be submitted (see Final Plat Process – Application & Checklist).

8. **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. At least 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 and Zoning 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 CONTENT REQUIREMENTS

## 1. Project Narrative

- Provide information on how the project complies with zoning requirements and the General Plan; and
- Description of proposed refuse 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, and adjacent rights-of-way;
- 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;
- 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 electrical provider's 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's signature and seal.

## 3. 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 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 Pinal County Floodplain Management Ordinance;
- Date of preparation including dates of any subsequent revisions; and
- Registered Engineer's 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.

# PRELIMINARY PLAT CHECKLIST

| REQUIRED MATERIALS  | Applicant Checklist | Staff Verification |
|---|---------------------|--------------------|
| <b>Application</b>  |                     |                    |
| <b>Fee</b> Please review the fee schedule for applicable fees (all fees are Non-Refundable).  |                     |                    |
| <b>Owner's Authorization Form</b>   |                     |                    |
| <b>Project Narrative</b>  |                     |                    |
| <b>4 copies - Preliminary Drainage Report</b>   |                     |                    |
| <b>Pinal County Assessor Parcel Map</b> (8.5" X 11")<br>(Highlight project area and provide parcel numbers)   |                     |                    |
| <b>ALTA Survey</b> (Required for undeveloped properties):<br>1 copy – (24" x 36") folded to approximately (9" x 12").<br>ALTA Survey must be within last 12 months  |                     |                    |
| <b>Landscape and Open Space Plan/Gateway Entrances:</b>   |                     |                    |
| 6 copies – Blueline, blackline or color prints (24" x 36") folded to approximately (9 x 12"). 6 11" x 17" copies of same.   |                     |                    |
| 1 copy – Presentation blackline (no photo paper) – color rendered (24" X 36") not folded or mounted   |                     |                    |
| 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 (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Design Review Board agenda. PowerPoint exhibits may be substituted. |                     |                    |
| <b>Preliminary Grading and Drainage Plan:</b>   |                     |                    |
| 4 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 (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning  |                     |                    |

|  |  |  |
|--|--|--|
| and Zoning Commission agenda.  |  |  |
|  |  |  |
| <b>Preliminary Plat:</b>   |  |  |
| 5 copies – Blueline or blackline prints (24" x 36") folded to approximately (9 x 12"). 6 11" x 17" copies of same.   |  |  |
| 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 (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning and Zoning Commission agenda. PowerPoint exhibits may be substituted. |  |  |
|  |  |  |
| <b>Materials/Color Board:</b>  |  |  |
| 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  |  |  |

**STAFF TRANSMITTAL**

- Florence Planning & Zoning
- Florence Public Works
- Florence Parks & Recreation
- Florence Fire

# APPLICATION FOR PRELIMINARY PLAT

PROJECT NAME: \_\_\_\_\_

REQUEST TYPE:     Preliminary Plat                       Time Extension  
                          Preliminary Plat Amendment

1. Property Owner:    Name: \_\_\_\_\_  
                                 Address: \_\_\_\_\_  
                                 Phone: \_\_\_\_\_                      Fax: \_\_\_\_\_  
                                 Email: \_\_\_\_\_

2. Applicant/Developer: Name: \_\_\_\_\_  
                                 Address: \_\_\_\_\_  
                                 Phone: \_\_\_\_\_                      Fax: \_\_\_\_\_  
                                 Email: \_\_\_\_\_

3. Address or Location of Property: \_\_\_\_\_  
                                 \_\_\_\_\_  
                                 \_\_\_\_\_

4. Tax Parcel Numbers: \_\_\_\_\_  
                                 Gross Acres: \_\_\_\_\_                      Number of Lots: \_\_\_\_\_  
                                 Zoning: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE                      DATE

**FOR STAFF USE ONLY:**

|  |                                 |
|--|---------------------------------|
| CASE NO. _____   | APPLICATION DATE AND TIME _____ |
| PERMIT NO. _____   | FEE \$ _____                    |
| P&Z HEARING DATE _____   | REVIEWED BY: _____              |
| RECOMMENDATION:              APPROVAL              DISAPPROVAL |                                 |



# PLANNING AND ZONING COMMISSION

## 2011 MEETING SCHEDULE\*

The Planning and Zoning Commission's meetings are typically scheduled for the first and third Thursday of the month. Meetings are held in the **Town Hall Council Chambers** (775 N. Main St.) starting at **6:30 p.m.** Meeting dates, times, and/or locations may be changed if deemed necessary by the Town. Proper notice of such changes will be provided.

All meetings of the Planning and Zoning Commission are open to the Public.

| <b>SUBMITTAL<br/>DEADLINE</b>          | <b>NOTICE IN<br/>NEWSPAPER</b>                | <b>MEETING DATE*</b>  |
|--|---|---|
| October 4, 2010<br>October 18, 2010    | December 16, 2010<br>December 30, 2010        | January 6, 2011<br>January 20, 2011                                     |
| November 8, 2010<br>November 22, 2010  | January 13, 2011<br>January 27, 2011          | February 3, 2011<br>February 17, 2011                                   |
| December 13, 2010<br>December 27, 2010 | February 10, 2011<br>February 24, 2011        | March 3, 2011<br>March 17, 2011   |
| January 10, 2011<br>January 24, 2011   | March 10, 2011<br>March 24, 2011              | April 7, 2011<br>April 21, 2011   |
| February 7, 2011<br>February 22, 2011  | April 14, 2011<br>April 28, 2011              | May 5, 2011<br>May 19, 2011   |
| March 7, 2011<br>March 21, 2011        | May 12, 2011<br>May 26, 2011                  | June 2, 2011<br>June 16, 2011   |
| April 4, 2011<br>April 18, 2011        | June 16, 2011<br>June 30, 2011                | July 7, 2011<br>July 21, 2011   |
| May 2, 2011<br>May 16, 2011            | July 14, 2011<br>July 28, 2011                | August 4, 2011<br>August 18, 2011                                       |
| May 31, 2011                           | August 11, 2011                               | September 1, 2011   |
| <b>June 6, 2011</b>                    | <b>August 25, 2011<br/>September 15, 2011</b> | <b>September 15, 2011 (Major GPA)*<br/>October 6, 2011 (Major GPA)*</b> |
| July 25, 2011                          | September 29, 2011                            | October 20, 2011  |

|                    |                   |                   |
|--------------------|-------------------|-------------------|
| August 8, 2011     | October 13, 2011  | November 3, 2011  |
| August 22, 2011    | October 27, 2011  | November 17, 2011 |
| September 6, 2011  | November 10, 2011 | December 1, 2011  |
| September 19, 2011 | November 24, 2011 | December 15, 2011 |
| October 3, 2011    | December 15, 2011 | January 5, 2012   |
| October 17, 2011   | December 29, 2011 | January 19, 2012  |

Complete applications and fees are due to the Planning and Zoning Department by **12:00 p.m. (noon) on the deadline date.**

Scheduling of your request for consideration by the Planning and Zoning Commission is contingent upon receipt of a **complete application.** Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant must set a meeting time with the Planning and Zoning Department prior to the submittal deadline.

\*A separate Planning and Zoning meeting schedule is provided for the consideration of **Major General Plan Amendments.**