



City of Eloy

Community Development
525 North C Street, Suite 102
Eloy, Arizona 85131

PRELIMINARY PLAT APPLICATION

GENERAL DATA REQUIRED

Development/Project Name:			
Assessor's Parcel Number(s):		Current General Plan Land Use Designation:	
Gross Area (Acre/Sq. Ft.):		Current Property Zoning:	
Project Location		Current Land Use:	
Description of Project		Proposed Land Use:	

PROPERTY OWNER INFORMATION

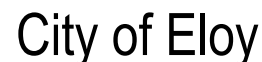
Owner Name:			
Street Address:			Phone:
City:	State:	Zip Code:	E-Mail:

APPLICANT / AGENT REPRESENTATIVE INFORMATION

Name:		Company:	
Street Address:			Phone:
City:	State:	Zip Code:	E-Mail:
Applicant Signature:			Date:

FOR OFFICE USE ONLY

Accepted By:	Submittal Date:	Fees:	CASE NO:
Receipt Confirmation No.		Fees Paid:	GL# 10-319-0120



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****If multiple property owners exist, each owner shall complete an Owner's Permission Form.***

Property address:

A.P.N.(s): _____

I, the undersigned, I am the owner of the land specified above, or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. I do hereby grant permission act on my behalf for the planning and zoning/permit application to the following Applicant / Agent Representative(s):

Authorized Owner(s)/Representative Name (Print or Type):

Authorized Owner/Representative's (Print or Type): _____

Company, Corporation, Trust, etc. Name (Print or Type):

Signature: _____

STATE OF _____)
)
) SS
County of _____)

On this _____ day of _____, 20____, before me, the undersigned Notary Public,
personally appeared _____, known to me to be the person(s) whose name
is subscribed to the within this instrument and acknowledged that _____
executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public



City of Eloy

Preliminary Plat Application Application Checklist

PURPOSE AND APPLICABILITY:

This application checklist aims to provide applicants with a list of the minimum information needed to submit for a Preliminary Plat application. The City Staff strives to inform applicants of all information that is necessary to be submitted with the first submittal of an application. However, upon review of the submitted material, additional information may need to be provided with a follow-up resubmittal of an application. To avoid delays in processing the application, the property owner/developer shall provide the City with all information essential, as determined by the City Staff to conclude the general acceptability of the proposed subdivision.

PRE-APPLICATION CONFERENCE - REQUIRED:

Before submitting a Preliminary Plat application, all applicants must submit a pre-application request and have had a meeting with the Zoning Administrator.

ADVISORY

Please be advised of the following

- Incomplete applications will not be accepted for review. All fees must be paid, and required material must be submitted prior to an application being accepted for review.
- Unless requested, paper submittal will not be accepted.
- Unless otherwise specified, all documents shall be submitted as in PDF and all layers flattened.
- All Documents shall be named as indicated on the application checklist.
- All plans shall be black and white and have plan size of twenty-four inches by thirty-six inches (24" x 36") unless specified. Gray-tone plans will not be accepted.
- Any application that includes documents that are not flattened or the file names does not follow the document names as indicated in the Checklist, the application will be returned as Administratively Incomplete, and the submittal will be rejected.



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PART I -- GENERAL REQUIREMENTS

Required	Received	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
☒	☐	1. Preliminary Plat Checklist
☒	☐	2. Preliminary Plat Fee \$_____ (subject to change every July), and Public Works Fee \$_____ (see fee schedule, subject to change every July) Notification Fee \$ <u>To be determined</u> (actual city accrued cost, to be paid prior to scheduling the Planning and Zoning hearing)
☒	☐	3. Preliminary Plat Application
☒	☐	4. Property Owner Authorization Required when the property owner is represented by an agent (e.g. Lawyer, planner, architect, landscape architect, etc.
☒	☐	5. Commitment for Title Insurance – No older than 90 days from the submittal date Include complete Schedule A and Schedule B (requirements form provided)
☒	☐	6. Results of ALTA Survey – No older than 1 year from the submittal date
☒	☐	7. Legal Description: (if not provided in Commitment for Title Insurance)

PART II – NARRATIVE, PLANS, REPORTS, RELATED DATA AND INFORMATION

Required	Received	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.
☒	☐	8. Application Narrative (to be provided in PDF and Word formats)
☒	☐	9. Preliminary Subdivision Plat Subdivision Plat is to be prepared in accordance with Chapter 15 Article III of the Eloy Code.
☐	☐	11. Site Plan
☒	☐	11. Adjacent Improvement Map A. Show all adjacent properties, buildings and structures, and public streets and ways within a radius of three hundred feet (300') and the proposed improvements. The aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names, and surrounding zoning districts for a radius from the site.
☒	☐	12. Final Plat Phasing Plan



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☒	☐	13.	Drainage Report To be prepared in accordance with the Pinal County Drainage Manual
☒	☐	14.	Preliminary Drainage Plan Improvement Plans To be prepared in accordance with the Pinal County Drainage Manual
☒	☐	15.	Preliminary Paving Plan Improvement Plans
☒	☐	16.	Preliminary Water and Sewer Improvement Plans
☒	☐	17.	Infrastructure and Drainage Improvement Phasing Plans (Not required if the final plat will not be phased)
☒	☐	18.	Basis of Design Report for Water
☒	☐	19.	Basis of Design Report for Wastewater
☐	☐	20.	Fire Hydrant Flow Test(s)
☒	☐	21.	Preliminary Landscape Plan
☒	☐	22.	Open Space Plan Show calculation of the required and provide. Each calculated area is to be separately identified and include the areas square footage. Refer to Section 15-4-3 of the Eloy Code.
☒	☐	23.	Hardscape and Amenity Plan (Hardscape (materials specified), parks, pools, site furniture (include details), playground equipment (include details), etc. improvements)
☒	☐	24.	Community Features Plan (Ramadas and shade structures (include elevations and colors and materials), path and trails (materials and widths specified),
☒	☐	25.	Site Lighting Plan and Manufacture Light Fixture Cutsheets - Manufacture light cutsheets are to be provided on full plan size sheet(s) - Lumen calculations (allowed and provided) are to be provided on the plans.
☒	☐	26.	Wall and Fence and/or Entry Feature Elevations and Details The plans shall include the layout and location of walls and fences, wall and fence elevations, and manufacture colors and materials identified.
☒	☐	27.	Path and Trails plans and details
☒		28.	City of Eloy Health Department and Arizona Department of Environmental Quality Preliminary Approval of Preliminary Plat and Improvements Plans. (Delayed submittal. Approvals are to be submitted with the Second Review or prior to scheduling the preliminary plat for the Planning and Zoning Commission Hearing, whichever is first).
☒		29.	Utility Approval of Preliminary Plat and Improvements Plans. (Delayed submittal. Approvals from Arizona Public Service, Electrical District #2 or #4, Southwest Gas, CenturyLink, the cable television/broadband company servicing the development) are to be submitted with the Second Review or prior to scheduling the preliminary plat for the Planning and Zoning Commission Hearing, whichever is first).
☒	☐	30.	Geotechnical Report
☒	☐	31.	Phase 1 Environmental Report
☒	☐	32.	Traffic Impact Analysis



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☒	☐	33.	Traffic Impact Statement
☒	☐	34.	Cultural Resources Survey and Report The Cultural Resources Survey and Report is to be prepared in accordance with the Standards for Inventory Documents Submitted for SHPO Review in Compliance with Historic Preservation Laws
☒		35.	Arizona State Historic Preservation Office approval of the Cultural Resources Survey and Report. (Delayed submittal. Approvals are to be submitted with the Second Review or prior to scheduling the preliminary plat for the Planning and Zoning Commission Hearing, whichever is first).
☒	☐	36.	All files are to be submitted on a USB drive unless another electronic file transfer method is approved prior to the submittal.
☒		37.	Other Requirement: Resolution of terminating existing private water company on the property. (Delayed submittal. Approvals are to be submitted with the Second Review or prior to scheduling the preliminary plat for the Planning and Zoning Commission Hearing, whichever is first).
		39.	If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): _____ Phone Number: 520-466-2578 Coordinator Name (signature): _____ DATE: _____ Coordinator e-mail: _____ The City Planner or Community Development Director must sign the checklist prior to the submittal of the application; otherwise, the application will not be accepted. Required Notice Pursuant to A.R.S. §9-836, an applicant, agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Community Development Department, including a request for an interpretation of the Zoning Ordinance. All request shall be submitted in writing to the Community Development Department to the attention of the Community Development Director. All such written requests must be submitted in accordance with the A.R.S. §9-839