



City of Apache Junction
Development Services Department
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 474-5083
www.apachejunctionaz.gov



Preliminary Plat/Preliminary Plat Amendment Application

City of Apache Junction
Development Services Department
<http://www.apachejunctionaz.gov/81/Development-Services>

PRELIMINARY PLAT, PRELIMINARY PLAT AMENDMENT PROCEDURES AND REQUIREMENTS

The following checklist is intended to provide the applicant with an overview of the application process and requirements for either a preliminary plat or a preliminary plat amendment. For more detailed information please refer to the Apache Junction City Code, Volume II, Land Development Code, Chapter 2: Subdivision Regulations, and to the Apache Junction City Code, Volume II, Land Development Code, Chapter 1: Zoning Ordinance (see “City Code On-Line” at <http://www.apachejunctionaz.gov>).

Step 1: Pre-Application Conference. The prospective applicant schedules an informal pre-application meeting with planning and engineering staff to discuss their proposed use/project and to review the application materials and be informed about the process. The pre-application conference stage of subdivision planning comprises an investigatory period which precedes actual preparation of a preliminary plat by the subdivider.

Step 2: Submit Preliminary Plat, or Preliminary Plat Amendment Application Form. The applicant shall complete and submit an application form for preliminary plat or preliminary plat amendment approval through the online portal at <https://www.mygovernmentonline.org/> and submit the required information for city staff review. If the application and plans are not complete, the public hearing process and final action will be delayed.

Step 3: Planning and Zoning Public Hearing for Preliminary Plat or Preliminary Plat Amendment. At the hearing, city planning staff will offer a recommendation to the commission. In evaluating the preliminary plat and the preliminary plat amendment request for approval, planning staff and the commission will consider the factors outlined in the zoning code such as adequacy of roadways; off-street parking; public facilities; potential nuisances arising from the emission of odors, pollutants or noise; potential blight to the neighborhood; compatibility with surrounding uses and structures; screening and buffering of uses and conformance with the 2020 General Plan. Staff may recommend approval, denial or approval with conditions. The Planning and Zoning Commission may recommend approval, denial or approval with conditions.

Step 4: City Council Public Hearing for Preliminary Plat or Preliminary Plat Amendment. At the public hearing, city planning staff will offer a recommendation to the council, as well as provide the recommendation from the city Planning and Zoning Commission. Planning and zoning staff may recommend approval, approval with conditions, or denial. The City Council may approve, approve with conditions, or deny the request.

PRELIMINARY PLAT/ PRELIMINARY PLAT AMENDMENT APPLICATION

SUBJECT INFORMATION

PROJECT NAME:

PROPERTY ADDRESS:

ASSESSOR'S PARCEL NO.

GROSS ACREAGE:

CURRENT ZONING DISTRICT:

TYPE OF APPLICATION:

☐ PRELIMINARY PLAT

☐ PRELIMINARY PLAT AMENDMENT

PROPERTY OWNER

NAME:

MAILING ADDRESS:

EMAIL:

TELEPHONE:

APPLICANT

NAME:

MAILING ADDRESS:

EMAIL:

TELEPHONE:

OWNER AUTHORIZATION

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

Property Owner Signature

Date

Applicant Signature

Date

REVIEW TIMEFRAME

ADMINISTRATIVE COMPLETENESS REVIEW: 5 DAYS

REVIEW OF SUBMITTAL: 30 DAYS

PRELIMINARY PLAT/ PRELIMINARY PLAT AMENDMENT SUBMITTAL CHECKLIST

PLEASE RETURN THIS APPLICATION WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW WILL BE CONSIDERED INCOMPLETE AND WILL BE REJECTED. ALL SUBMITTAL MATERIALS MUST BE DELIVERED IN PDF FORMAT.

PLEASE NOTE: ALL PRELIMINARY PLATS ARE REQUIRED TO HAVE A PRE-APPLICATION MEETING PRIOR TO A FORMAL SUBMITTAL.

- ☐ Project Narrative
 - ☐ Preliminary Plat or Preliminary Plat Amendment Exhibit
 - ☐ Title Report
 - ☐ ALTA Survey
 - ☐ Preliminary Drainage Report
 - ☐ Signed and Notarized Proposition 207 Waiver (original document must be mailed in to the Development Services Office)
 - ☐ Application Fees
-

Fees for Preliminary Plat/ Preliminary Plat Amendments

Preliminary Plat/ Preliminary Plat Amendment*	\$1,575 + (\$21 per lot; lot fee not to exceed \$2500)
Preliminary Plat Extension	\$500

*Add 4% technology fee to the application fee plus a \$25 GIS fee.

Proposition 207 Waiver

If multiple owners need to sign the waiver,
make additional copies

State law dictates that only the original document of the signed
and notarized Proposition 207 Claim Waiver can be recorded.
Copies or electronic files will not be accepted.

Please mail the original document to the City of Apache Junction
Development Services Department at 300 E. Superstition
Boulevard, Apache Junction, AZ 85119.

When Recorded Return to:
City of Apache Junction
Development Services Department
300 E Superstition Blvd.
Apache Junction, AZ 85119

DIMINUTION IN VALUE AND JUST COMPENSATION CLAIM WAIVER/INDEMNIFICATION/ACKNOWLEDGEMENT

I/We, _____, as owners of property identified as Pinal County Assessor Parcel No. _____, which is the subject of Apache Junction City Council, Planning & Zoning/Board of Adjustment or other Case No. _____, hereby waive any and all potential diminution in value and just compensation claims or lawsuits that could be pursued against the City of Apache Junction ("City"), its elected officials, appointees and employees as a result of the Planning and Zoning Commission/Board of Adjustment/Council's action in the above-referenced matter. This waiver is authorized pursuant to A.R.S. § 12-1134(I). I/We also hereby warrant and represent I/We am/are owner(s) of the above-referenced property and that no other person has any ownership in such property.

Printed Name of Owner

Printed Name of Owner

Signature of Owner

Signature of Owner

Date

Date

State of Arizona)

) ss

County of _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__ by _____

My Commission Expires:

Notary Public

Public Review Process Flow Chart for Preliminary Plat and Preliminary Plat Amendment

Volume II, Land Development Code, Chapter 2: Subdivision Regulations, § 2-2-4(B)(1)

