



CITY OF KINGMAN DEVELOPMENT SERVICES
310 North Fourth Street
Phone: 928.753.8130

**PRELIMINARY SUBDIVISION
PROCESS & CHECKLIST**

REQUIRED SUBMITTALS

- ☐ One (1) signed application form
- ☐ One (1) **Proof of Due Diligence Meeting.** (Only if more than 100 lots)
- ☐ One (1) **Proof of Development Review Committee meeting.** (See Development Review Committee Application)
- ☐ One (1) signed Waiver of Claims for Diminution of Value (optional)
- ☐ One (1) **Written Narrative/Project Description (Executive Summary)** for the proposed project which includes the following information:
 - ☐ Proposed use of the property;
 - ☐ Legal description of the property;
 - ☐ Area of site in square footage and acres;
 - ☐ Existing zoning classification;
- ☐ One (1) preliminary plat map
- ☐ One (1) preliminary drainage report prepared by an engineer registered in the State of Arizona in accordance with the Kingman Area Drainage Design Review Manual.
- ☐ One (1) petition for exception in accordance with Section 4.1 of the Subdivision & Grading Ordinance, if applicable

DESIGN REQUIREMENTS FOR PRELIMINARY PLAT

The design standards and principles as described in Section 2 of the Kingman Subdivision & Grading Ordinance shall be followed. Additionally, the following items shall be identified on the preliminary plat per Section 2.5 of the Kingman Subdivision & Grading Ordinance:

A. Identification and Descriptive Data:

- Proposed name of Subdivision and tract number, its location by section, Cityship, range, and reference by dimension and bearing to a section or quarter section corner. Tract number shall be obtained from the Department prior to submittal.
- Name, address, and phone number of Subdivider and owners.
- The date, name, seal, and registration number of the engineer responsible for the preparation of the subdivision
- Digital plan sheets measured twenty-four (24) inches wide by thirty-six (36) inches long; shall be at a scale of either 1" = 200', 1" = 100', or 1" = 50', north point, and date of preparation (including dates of any subsequent revisions).
- A location/vicinity map which shows the relationship of the proposed Subdivision to arterials and any other facilities which might help to locate the Subdivision. This map may be on the Preliminary Plat but, if this is not practical, then a separate map showing title, north point, scale, and date shall be provided.
- The existing and proposed (if applicable) zoning classifications of the subject tract and adjacent tracts.
- The existing and proposed (if applicable) General Plan designations of the subject tract and adjacent tracts.
- The gross and net acreage of the subject tract.
- Proposed and allowed density
- Proposed Number of numbered and lettered lots.
- Table depicting the lot area, width and depth of each lot.

- In a table format provide the designation of all land to be dedicated or reserved for public use and private use (parcel, area and use indicated).
- Declarations and Dedications should be in substantially the following standard form, as appropriate (highlighted material to be filled in as applicable):

KNOW ALL MEN BY THESE PRESENTS:

THAT **(INSERT PROPERTY OWNER/TRUST/CORPORATION NAME)** , AN **(INSERT ENTITY TYPE AND STATE OF ORIGINATION)** AS TRUSTEE UNDER TRUST NO. **(LEAVE FOR A TRUST)** AND NOT PERSONALLY, HAS SUBDIVIDED UNDER THE NAME OF **(INSERT PLAT NAME AND NO.)**, THE ABOVE DESCRIBED PROPERTY WITHIN THE CITY OF KINGMAN, AS SHOWN AND PLATTED HEREON, AND HEREBY PUBLISHES THIS PLAT AS THE PLAT OF **(INSERT PLAT NAME AND NO.)**, AND HEREBY DECLARES THAT THE SURVEY AND STAKING THEREOF INTO LOTS, BLOCKS, PARCELS, STREETS AND EASEMENTS AS APPEARS ON THIS PLAT IS WITH THE FREE CONSENT AND ACCORDING TO THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR; THAT THE FOREGOING IS A CORRECT PLAT OF SAID SUBDIVISION AND STAKED INTO LOTS, BLOCK, PARCELS AND EASEMENTS, AND THAT THE DIMENSIONS OF SAME ARE CORRECTLY SHOWN BY FIGURES REPRESENTING FEET AND HUNDREDTHS OF A FOOT AND THE COURSES OF THE LOTS, BLOCKS, PARCELS, STREETS AND EASEMENTS ARE CORRECTLY SHOWN HEREON, AND THAT THE OWNER HEREBY GRANTS TO THE CITY OF KINGMAN AND DULY FRANCHISED UTILITY COMPANIES USE OF THE EASEMENTS WITHIN THE BOUNDARIES OF SAID SUBDIVISION AS SHOWN ON THE PLAT, AND DEDICATES THE STREETS TO THE PUBLIC FOR PUBLIC ROADWAY USE AND THE CITY OF KINGMAN FOR PUBLIC UTILITY PURPOSES.

OPENING PARAGRAPH OF ALL DEDICATIONS:

"I (WE), THE UNDERSIGNED, HEREBY WARRANT THAT I AM (WE ARE) ALL AND THE ONLY PARTY (PARTIES) HAVING ANY RECORD TITLE INTEREST IN THE LAND SHOWN ON THIS PLAT AND I (WE) CONSENT TO THE SUBDIVISION OF SAID LAND IN THE MANNER SHOWN HEREON. I (WE) HEREBY DEDICATE TO THE PUBLIC ALL RIGHTS-OF-WAY SHOWN HEREON, INCLUDING ALL STREETS, EASEMENTS (DRAINAGEWAYS, ALLEYS). UTILITY EASEMENTS AS SHOWN HEREON ARE DEDICATED FOR THE PURPOSE OF INSTALLATION AND MAINTENANCE OF UTILITIES AND SEWERS. EXCLUSIVE EASEMENTS FOR PUBLIC PURPOSES AS SHOWN HEREON ARE HEREBY DEDICATED TO THE CITY OF KINGMAN."

ALL DEDICATIONS MUST CONTAIN THE FOLLOWING STATEMENT:

"I (WE), THE UNDERSIGNED, MY (OUR) SUCCESSORS AND ASSIGNS, DO HEREBY SAVE CITY OF KINGMAN, IT'S SUCCESSORS AND ASSIGNS, THEIR EMPLOYEES, OFFICERS AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS FOR DAMAGES RELATED TO THE USE OF SAID LANDS NOW AND IN THE FUTURE BY REASON OF FLOODING, FLOWAGE, EROSION OR DAMAGE CAUSED BY WATER, WHETHER SURFACE, FLOOD OR RAINFALL. IT IS FURTHER UNDERSTOOD AND AGREED THAT NATURAL DRAINAGE SHALL NOT BE ALTERED, DISTURBED OR OBSTRUCTED WITHOUT APPROVAL OF THE CITY OF KINGMAN."

"I (WE), THE UNDERSIGNED, HEREBY WARRANT THAT "PRIVATE RETENTION BASINS AND COMMON AREAS UNLESS OTHERWISE SPECIFIED, AS SHOWN HEREON, ARE RESERVED FOR THE PRIVATE USE AND CONVENIENCE OF ALL OWNERS OF PROPERTY WITHIN THIS SUBDIVISION, THEIR GUESTS AND INVITEES, AND (EXCEPT FOR DRAINAGEWAYS), FOR THE INSTALLATION AND MAINTENANCE OF UNDERGROUND UTILITIES AND SEWERS. TITLE TO THE LAND OF ALL PRIVATE DRAINAGEWAYS AND COMMON AREAS SHALL BE VESTED IN AN ASSOCIATION OF INDIVIDUAL LOT OWNERS AS ESTABLISHED BY COVENANTS, CONDITIONS AND RESTRICTIONS AS PREPARED BY THE OWNER. EACH AND EVERY LOT OWNER WITHIN THE SUBDIVISION SHALL BE A MEMBER OF THE ASSOCIATION, WHICH WILL ACCEPT ALL RESPONSIBILITY FOR THE CONTROL, MAINTENANCE, SAFETY AND LIABILITY OF THE PRIVATE RETENTION BASINS AND COMMON AREAS WITHIN THIS SUBDIVISION, AS SHOWN HEREON."

IN WITNESS WHEREOF: **(INSERT PROPERTY OWNER/TRUST/CORPORATION NAME)** , AN **(INSERT**

ENTITY TYPE AND STATE OF ORIGINATION) AS TRUSTEE UNDER TRUST NO. (LEAVE FOR A TRUST) AND NOT PERSONALLY HEREUNTO CAUSED ITS CORPORATE NAME TO BE SIGNED BY THE UNDERSIGNED TRUST OFFICER BEING DULY AUTHORIZED TO DO SO ON THIS ____ DAY OF _____, 2025 THAT (INSERT PROPERTY OWNER/TRUST/CORPORATION NAME) , AN (INSERT ENTITY TYPE AND STATE OF ORIGINATION) AS TRUSTEE UNDER TRUST NO. (LEAVE FOR A TRUST)

BY: _____ PROPERTY OWNERS/TRUST OFFICER

B. Attestation Signature Block:

"I, the undersigned, attest that this plat has been checked for conformance with Ordinance No. 1986 and other applicable regulations and appears to comply with all requirements."

By _____ Date _____
Name _____
Title _____

C. Existing Conditions Data:

- Topography by contours and "spot elevations" shall be based on the City of Kingman datum. At least one permanent bench mark shall be established for each 160 acres of subdivision or fractional part thereof and a description and location of same shall be included as a part of the preliminary plat. Regular U.S.G.S. topographic maps, enlargements or similarities of same will not be acceptable as a source of topography.
- The following contour intervals, as established by field or aerial survey methods, under the direction of a qualified registrant shall be required sufficient to indicate drainage for all lots and streets:
 - Gradual Slopes 0 to 2% - 2-foot intervals
 - Medium Slopes 2 to 15% - 5-foot intervals
 - Steep Slopes above 15% - 10-foot intervals
- Location of fences, water wells, streams, canals, irrigation laterals, private ditches, washes, lakes or other water features; direction of flow; location and extent of areas subject to inundation (whether such inundation be frequent, periodic or occasional).
- Location, widths and names of all platted streets, railroads, utility rights-of-way of record, public areas, and permanent structures to remain (including water wells and municipal corporation lines within, adjacent to, or extending from the tract).
- Location of all existing improvements on public rights-of-way and on private property (including utility lines and trees).
- Name, book, and page numbers of any recorded adjacent Subdivisions having common boundaries with the tract.
- Fully-dimensioned boundaries of the tract to be subdivided.
- Engineers' calculations and estimated values for each tributary storm runoff in accordance with the City's Drainage Manual.

D. Proposed Conditions Data:

- Street layout, including location, width, curve radiuses, and proposed names of streets, alleys and crosswalks; and connections to adjoining platted tracts.
- Traffic Impact Analysis shall be provided for all subdivisions having 100 lots or greater, regardless of phasing and shall address the following:
 - Project Description
 - Location and size of the subdivision
 - Number and type of housing units (e.g. single-family, multi-family, etc.)

- Phasing schedule (if applicable)
- Study Area Definition
 - Identify affected roadways and intersections, typically within a defined radius (e.g. ½ mile to 2 miles)
 - Coordinate with local agencies to define the limits
- Existing Conditions Analysis
 - Current traffic volumes (AM and PM peak hours)
 - Roadway geometry and capacity
 - Intersection control types (e.g. signals, stop signs, etc.)
 - Crash history and safety concerns
- Trip Generation
 - Estimate trips generated by the subdivision using ITE Trip Generation Manual
 - Adjust for internal capture (e.g. walking between homes and neighborhood parks)
- Trip Distribution and Assignment
 - Determine where trips will go (e.g. to/from work, school, shops)
 - Assign traffic to the roadway network using local models or historic patterns
- Future Conditions Without and With Development
 - Background traffic growth (using historical growth rates or regional models)
 - Traffic with the new subdivision
 - “No Build” vs “Build” scenarios
- Capacity and Level of Service (LOS) Analysis
 - Intersection and roadway segment analysis for peak hours
 - LOS A–F ratings, delay times, and queue lengths
- Traffic Control and Safety Recommendations
 - Turn lanes, traffic signals, roundabouts
 - Pedestrian and bike accommodations
 - Sight distance improvements
- Mitigation Measures
 - Off-site improvements (e.g. road widening, traffic signals)
 - On-site enhancements (e.g. access roads, internal street layout)
- Conclusions and Recommendations
 - Summary of findings
 - Mitigation and phasing recommendations
- Typical lot dimensions (scaled); dimensions of all lots and lots of curvilinear sections of streets; individual lot numbers; total number of lots or dwelling units.
- Proposed landscape, recreation and open space elements.
- Location, width and proposed use of easements
- Draft of proposed deed restrictions.
- A list of proposed street names.
- Preliminary drainage report prepared by an engineer registered to practice in the State of Arizona, covering the details of flood conditions and the specific effects of floods on the area being subdivided, shall be submitted with from upstream flows on the project, and impacts of the project on downstream properties and shall be prepared as required by the Kingman Area Drainage Design and Administrative Manual.
- Demonstrate compliance with the city’s adopted engineering standards as it pertains to the development and drainage of all proposed rights-of-ways.
- Rules as may be established by the Arizona Department of Transportation relating to provisions for safety of entrance upon and departure from abutting State Freeways – Expressways and Arterials.
 - Statutes, ordinances, rules and regulations of the appropriate State, County, or City departments (as applicable), relating to the provision of domestic water supply and sanitary sewerage disposal.
- Demonstrate compliance with the city’s adopted engineering standards and adopted fire code regarding the two points of access for each proposed development phase and mean of emergency egress as prescribed by the City of Kingman Fire Department.

- Demonstrate compliance with the city's adopted engineering standards regarding the availability, location, and type of water system for domestic use and fire protection including hydrant spacing and location in accordance with adopted fire code.
- Demonstrate compliance with the city's adopted engineering standards as they pertain to the type of facilities or method of sewage disposal proposed.
- Demonstrate compliance with the city's adopted engineering standards as they pertain to the availability of utilities and the direction and distance to the nearest such useable utility as required by these regulations.
- In addition to general compliance with the city's water and sewer locations, general preliminary water and sewer layouts should be shown on a separate utilities plan. For sewers, this will include location and minimum size of proposed lines; and location and depths of existing manholes and 13 cleanouts. For proposed and existing water installations, this should include a map showing locations for lines, fire hydrants, valves, meter vaults, etc., along with minimum proposed line sizes. Detailed and specific construction improvement plans may be submitted at the Final Plat Stage.

**CITY OF KINGMAN
PRELIMINARY SUBDIVISION PLAT APPLICATION PROCEDURES**

In accordance with Section 2.4 of the Kingman Subdivision & Grading Ordinance the following procedure and approval process shall be followed:

APPLICATION PROCEDURE

For the benefit of all parties involved in the application process, the subdivider and/or design engineer is required to schedule a Due Diligence meeting before submittal (for subdivisions with 200+ lots). The intent of the meeting would be to discuss the procedure for processing a subdivision plat and the requirements as to general layout of streets and for reservations of land, street improvements, drainage, sewerage, fire protection, zoning and similar matters, as well as the availability of existing services. The Planning and Zoning staff shall assign a tract number to the proposed subdivision if it is evident that action will be taken to pursue the development. Please call the Development Services Department at (928) 753-8130 to schedule a meeting.

REVIEW PROCESS

Upon receipt of all required materials, in accordance with ARS §9-835, an administrative review is conducted to determine the completeness of the application. The maximum time frame to complete this administrative review is five (5) working days. The applicant and/or designated representative shall be notified by telephone/mail/or e-mail of any deficiencies in the application.

Once the administrative review is complete, Planning and Zoning staff shall forward a copy of the preliminary plat and drainage report to the following agencies for evaluation and recommendations: Engineering Department, City Surveyor, Fire Department, Public Works Department, utility companies, and other agencies who may be concerned. Planning and Zoning staff shall review the preliminary plat and supportive information for completeness and conformance with the Zoning Ordinance and Subdivision Regulations.

All departments and agencies shall have twenty (20) working days from the date the preliminary plat and all supportive information is received to complete their review. Departments and agencies shall submit comments to the Development Services Department. No reply by an agency within the time limit specified shall be deemed as having no objection.

Upon receipt of all comments, Planning and Zoning staff shall prepare a correlated report, including replies or comments from the reviewing agencies, and forward a copy to the reviewing agencies, and forward a copy to the subdivider and/or design engineer. The report shall ask for a resubmittal of items, if any, which need to be revised. Once requested items are received, additional review(s) will be requested of the commenting agencies to be completed within ten (10) working days. If the preliminary plat is in conformance with these regulations, the Director shall render a decision on the preliminary plat within 30 days of the date the preliminary plat is deemed compliant with the city's development codes and ordinances to approve or conditionally approve. The applicant shall be advised in writing of the Director's decision.

Preliminary Plat approvals shall expire after twenty-four (24) months from the date of Director approval unless a Final Plat which complies with the provisions of this Ordinance is submitted for approval prior to the expiration of said period. Notwithstanding this requirement, a preliminary plat of which has identified phased development and of which a final plat has been approved for an approved phase of the subdivision, the preliminary plat shall be automatically extended for the remaining phases for a period of two years from the date of the most recent Final Plat recordation.