



**City of Peoria**  
*Planning & Community Development Department*

# **PRELIMINARY PLAT APPLICATION & PROCESS GUIDE**

**For Major Subdivisions**

This document can be found online at [www.peoriaaz.gov/planning](http://www.peoriaaz.gov/planning)  
Click on the *Process Guides, Applications, and Fees* link

# PRELIMINARY PLAT PROCESS For Major Subdivisions

## STEP 1: Pre-Application Meeting & Application Submittal

**PRE-APPLICATION CONFERENCE**

**SUBMIT APPLICATION MATERIALS**

**STAFF REVIEW FOR ADMINISTRATIVE COMPLETENESS**

- Accept or Reject application
- 15 days to complete this review

**15 DAYS**

## STEP 2: Staff Review & Application Revision

**APPLICATION ROUTED FOR REVIEW**

- Public notification given
- Applicant to hold neighborhood meeting (if required)
- Review comments sent to applicant

**APPLICANT REVISES APPLICATION**

- Revised materials resubmitted to City
- Application routed for second review
- Staff may take the following actions:
  - Approve
  - Deny
  - Contact applicant to negotiate another review

**STAFF 'SIGN OFF' / SUBSTANTIVE COMPLETENESS**

- Published process timeframe 120 days of staff time
- Policy to maintain timeframe of 3-4 weeks per review

**120 DAYS**

**APPLICANT MAY FILE AN APPEAL WITH THE CITY ENGINEER WITHIN  
15 DAYS OF THE DECISION**

### STEP 3: (IF APPEALED) Public Hearing –CITY ENGINEER

#### APPEAL HEARING TO THE CITY ENGINEER

- Approve or Approve with modifications
- Deny

15 DAYS

APPLICANT MAY FILE AN APPEAL WITHIN 15 DAYS OF THE DECISION OF THE CITY ENGINEER

### STEP 4: (IF APPEALED) Public Hearing – P&Z COMMISSION

#### STAFF PREPARES APPLICATION FOR HEARING

- Place ad in local newspaper and prepare staff report
- Direct applicant to post subject property

#### PLANNING AND ZONING COMMISSION MEETING

- Approve or Approve with modifications
- Deny
- Planning and Zoning Commission decision shall be final

### EXTENSION OF APPROVED SITE PLAN

***Applicant must obtain necessary Building and/or construction permits within 18 months of site plan approval, or the site plan shall expire.***

#### **PRIOR TO EXPIRATION:**

Applicant submits written request for an extension to the Planning Manager

The Planning Manager may take the following actions:

- Authorize a one-time six (6) month extension
- Deny the extension request

14 DAYS

# PRELIMINARY PLAT PROCESS GUIDE

This information is intended to be a guide for preparation of a Preliminary Plat Application for a Major Subdivision. Minor Subdivisions do not require Preliminary Plat Approval. Additional information and requirements can be obtained in the Peoria General Plan, Peoria Zoning Ordinance, Subdivision Regulations, Design Review Manual and other adopted City Code, Policies and Standards.

Upon approval of the Preliminary Plat, the applicant shall prepare and apply for Final Plat approval within one year to the Engineering Department. For further information regarding Final Plat submission requirements and fees contact the Site Development Division at (623) 773-7210.

## School District Coordination

In an effort to obtain school district input early in the process, Preliminary Plat applicants are advised to send a copy of their plan and meet with the appropriate school district representative prior to submittal of the application with the City.

Upon application, a copy of the request will be sent by the City to the school district for formal comments. The school districts' contact information is listed below.

Peoria Unified School District No. 11 Research and Planning 6330 w. Thunderbird Rd. Glendale, AZ 85306 Telephone: (623) 486-6077 Fax: (623) 486-6111	Deer Valley Unified School District No. 97 <b>Attn: Planning Coordinator</b> 20402 N. 15th Avenue Phoenix, AZ 85027 Telephone: (623) 445-4951 Fax: (623) 445-5092
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## Preliminary Plat Preparation

### Pre-Application Meeting

A pre-application meeting is mandatory for all Preliminary Plat Applications. Contact the Planning Division at (623) 773-7200 for further information.

### Preliminary Plat Application Requirements

The following information is provided to aid in the preparation of the subdivision for review. This information is general in nature. For additional information, consult the Peoria Zoning Ordinance, Subdivision Regulations, Design Review Manual and General Notes for off-site construction.

#### 1. Preliminary Plat

Preliminary Plats shall be designed to meet the standards set forth by Article 24-80 (A) (the Subdivision Ordinance – #02-40) of Peoria's City Code.

#### 2. Conceptual Landscape Plan

A conceptual landscape plan for any area identified under the Landscape Requirements Article 14-35 of the Zoning Ordinance shall accompany the preliminary plat submittal. These areas typically include arterial street frontages, collector street frontages with backing lots, trails, and drainage and/or common areas. The conceptual landscape plan may consist of partial plans and sections with a plant list which shows the design intent. Calculations as to the quantities of tree, shrubs, and groundcover

required and provided shall be indicated on the plan(s). For information, Final Landscape Plan and Landscape Permit approval shall be required prior to the issuance of a paving permit. Contact the Development Plan Reviewer at (623) 773-7664 for further information regarding final landscape plan and landscape permit approvals.

### **3. Preliminary Drainage Study**

A preliminary drainage study shall accompany the preliminary plat submittal. This study shall discuss the effects of any off-site drainage and approximate quantity of storm water that may be required to be retained on site. The study shall state that the retention of the 100 year/2 hour storm shall be provided in basins, unless another method of handling the storm water is being proposed. The extent of this report shall be determined on an individual basis.

### **4. Assured Water Supply**

Subdivision located within private water franchise areas shall provide evidence that the property has a Certificate of Assured Water Supply as required by the Arizona Department of Water Resources.

### **5. Master Plan**

A Master Plan (see PCC § 24-67 of the Subdivision Ordinance), which is an area plan for coordination of development activities, may be required. The need for a master plan will be determined at or before the Pre-Application Meeting.

### **6. Phasing Plan**

A subdivision that is to be constructed in phases shall require a Phasing Plan. Submittals to be included with the Phasing Plan are listed in the City of Peoria Infrastructure Development Guidelines. All Phasing Plans shall include a phasing map and a description of the following: all lots, tracts, easements, common areas and other land within each phase; all streets, private streets, alleys and other rights-of-way within each phase; all utilities, including water, sewer and drainage within each phase; and a description of the schedule and sequencing of the proposed phases and how significant delays in completion of the subdivision and its public improvements will be mitigated.

## **A. Planning and Zoning**

Reference: Peoria Zoning Ordinance, Peoria General Plan, Design Review Manual.

1. All lots shall conform to the minimum area requirements and setbacks of the zoning district in which the subdivision is located.
2. Refer to the Peoria General Plan for the proposed locations for any public facilities such as parks, schools and trails etc.
3. Conceptual landscape plans are required with the preliminary plat. These plans should convey the design intent for street frontages along arterial and collector streets and drainage facilities. Final landscape and irrigation plans are required as a part of the subdivision improvement plans and shall be reviewed as a separate submittal from the final plat.
4. All proposed subdivisions within the “Public Disclosure Area” of Luke Air Force Base shall provide the following note on the Preliminary Plat: “THIS SUBDIVISION IS LOCATED IN THE VICINITY OF A MILITARY AIRPORT”
5. All proposed subdivisions containing hillside lots shall conform to Peoria Zoning Ordinance Article 14-22A.

6. All Single-Family Residential Development in excess of 10 lots shall be required to meet the minimum requirements for Architectural Design, Plat/Lot Design and Landscaping Design found in the City of Peoria's Design Review Manual. The manual is available at [www.peoriaaz.gov/planning](http://www.peoriaaz.gov/planning). Design Review for Single-Family Residential developments shall include the following:

**Plot/Lot Design – Requirements must be met at Preliminary and Final Plat stage. See Section 20-78-3.II, Single-Family Residential Design Standards, for completion of this section.**

Plat/Lot Design Review Submittal Requirements

Preliminary Plat stage

\_\_\_\_\_ Plat and Lot design shall meet all design requirements as outlined in the City of Peoria Design Review Manual.

\_\_\_\_\_ Text describing how Plat and Lot design meets the Standards and Guidelines as outlined in the City of Peoria Design Review Manual.

**Landscape Design - Requirements must be met at Preliminary and Final Plat stage. See Section 20-78-3.II of the Design Review Manual, Single-Family Residential Design Standards and Section 14-35 of the Zoning Ordinance for completion of this section.**

Landscape Design Review Submittal Requirements:

Preliminary Plat stage

\_\_\_\_\_ Landscape design shall meet all design requirements including open space percentage as outlined in the City of Peoria Design Review Manual.

\_\_\_\_\_ Text describing how Landscape design meets Requirements and Considerations as outlined in the City of Peoria Design Review Manual.

**Single-Family Residential Design Review - Required prior to issuance of first Building Permit. See Section 20-78-3.II of the Design Review Manual, Single-Family Residential Design Standards.**

**SINGLE-FAMILY  
PRELIMINARY PLAT PLANTING DATA SHEET**  
(To be completed and included on Landscape Plan)

**LANDSCAPE AREAS**

	<u>Required</u>	<u>Provided</u>
<b>A. <u>Street Frontage Areas [14-35-4.A.1]</u></b>		
1. Adjacent to Arterial Streets (10 feet)	_____ sq. ft	_____ sq. ft
2. Adjacent to Collector Streets (8 feet)**	_____ sq. ft	_____ sq. ft
3. Adjacent to Local Streets (8 feet)**	_____ sq. ft	_____ sq. ft
<b>** Requirement applied along lot side and rear frontage areas</b>		
<b>B. <u>Required Drainage Retention / Detention Areas [14-35-4.A.6]</u></b>	_____ sq. ft	_____ sq. ft
<b>C. <u>Useable Open Space Areas [Design Review Manual 20-70-12.C: ≥ 20 lots]</u></b>		
1. Lots less than 10,000 square feet (9% of gross project area)	_____ sq. ft	_____ sq. ft
2. Lots 10,000 – 18,000 square feet (7% of gross project area)	_____ sq. ft	_____ sq. ft
3. Lots greater than 18,000 square feet (5% of gross project area)	_____ sq. ft	_____ sq. ft

*Note: If the development includes a mixture of lot sizes beyond the ranges described above, the percentage of Useable Open Space required shall be based on the percentage of lots in each category.*

**PLANT QUANTITIES**

	<u>Required</u>	<u>Provided</u>
<b><u>Street Frontage Landscape Areas [14-35-4.A.2]</u></b>		
<b>D. Trees: 1 per 25 linear feet of street frontage (8' or 10' buffer + ROW)</b>	_____ trees	_____ trees
<b>E. Shrubs: 5 per 25 linear feet of street frontage (8' or 10' buffer + ROW)</b>	_____ shrubs	_____ shrubs
 <b><u>Drainage Retention / Detention + Useable Open Space Areas [14-35-4.A.1]</u></b>		
<b>F. Trees: 1 per 1,000 square feet</b>	_____ trees	_____ trees
<b>G. Shrubs: 5 per 1,000 square feet</b>	_____ shrubs	_____ shrubs

*Note: Useable Open Space areas may occupy the same areas as drainage (i.e. improved retention basins)*

<b>Special Planting Requirements (PAD, Zoning, etc)</b>	_____	_____
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**TOTALS**

	<u>Required</u>	<u>Provided</u>
Total Landscape Areas ( <b>A + (B + C)</b> )	_____ sq. ft	_____ sq. ft
Total Useable Open Space Percent	_____ %	_____ %
Total Trees ( <b>D + F</b> )	_____ trees	_____ trees
Total 24" Box Trees (50% of total required trees)	_____ trees	_____ trees
Total Shrubs ( <b>E + G</b> )	_____ shrubs	_____ shrubs

**GENERAL NOTES**

1. Turf (lawn) is limited to a maximum of 20% of the site area.
2. A development may substitute a 36" box or larger tree in place of a 15 gallon tree at a substitution rate of 1.5 trees for every required (15) gallon tree.
3. All landscaped areas shall be supported by an automatic irrigation system which may be spray, flood or drip system.
4. Plant materials utilized in landscaped areas in the ROW must be included on the most recent edition of the *Phoenix Active Management Area Low Water Use / Drought Tolerant Plant List*.
5. The Developer shall be responsible to install/maintain all landscaping within the Right-of-Way.
6. A 3 foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach when mature.



# City of Peoria Preliminary Plat Application

9875 N. 85<sup>th</sup> Ave Peoria, AZ 85345 | Phone: 623-773-7601 | www.PeoriaAz.gov

Please complete all information, do not leave any spaces blank.  
Write N/A in spaces that do not pertain to your proposal. Incomplete applications will not be processed.

## SITE INFORMATION

Development / Project Name: _____ Address/Location: _____ City: _____ State: _____ Zip: _____	Parcel Number(s) _____ Existing Zoning: _____ Gross Area (ac/sf): _____ Net Area(ac/sf): _____ Number of Lots: _____
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## OWNER INFORMATION

Owner: _____ Address: _____ City: _____ State: _____ Zip: _____	Contact Name: _____ Phone #: _____ Email: _____
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## APPLICANT INFORMATION

Organization: _____ Contact Name _____ Address: _____ City: _____ State: _____ Zip: _____	Phone #: _____ Fax #: _____ Email: _____
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## CONTACT INFORMATION

All verbal and written communication regarding this application will be provided to the contact listed below. In addition, it is this individual's responsibility to relay all communications from City staff to the other members of the development team, including but not limited to application comments, staff reports, action letters, meeting times, etc.

Contact Name: _____ Address: _____	Phone #: _____ Email: _____
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I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner.

**Owner/Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \* Applicants are required to attach written authorization from owner.

<b>Office Use</b>	Submittal Date: _____	<b>Fee Calculations</b>	Base Fee:	\$
	Case No: _____		Traffic Report:	\$
	Staff Contact: _____		Drainage Report:	\$
			Noticing Fee:	\$
			Total:	\$