

## CHAPTER 1

### SECTION A

#### INTRODUCTION, PURPOSE AND AUTHORIZATION, GENERAL INFORMATION and DEFINITIONS

##### A-1 INTRODUCTION

This section of the City of Peoria Infrastructure Design Guidelines provides standards, specifications and guidelines that complement and support the Peoria Subdivision Ordinance. The manual is designed to provide process and definition to the subdivision approval process mandated by state law.

##### A-2 PURPOSE AND AUTHORIZATION

The purpose of this section of the City of Peoria Infrastructure Design Guidelines is to satisfy the requirements of ARS Section 9-463.01, which grants authority to and directs Arizona municipalities to regulate the subdivision of all lands. This manual is adopted as an Appendix to the Peoria City Code and has been carefully crafted to clearly outline methods, procedures and requirements for the use of property owners and subdividers in subdividing land within the City of Peoria.

##### A-3 GENERAL INFORMATION AND DEFINITIONS

###### A. Subdivision Approval Process

The process that the City of Peoria uses to approve a subdivision is as follows:

1. Pre-application Conference. The applicant/subdivider shall schedule and attend a pre-application conference. The purpose of the conference is to provide the venue for the applicant/subdivider to present the proposed project. Representatives from the City shall provide a cursory review at that meeting and explain the remaining steps in the process.
2. Preliminary Plat Application. The applicant/subdivider shall submit a Preliminary Plat application together with preliminary street and engineering drawings and a phasing plan, if applicable.
3. Preliminary Plat Approval. The preliminary plat is submitted to the Subdivision Committee for approval after all comments and review notes have been satisfied.
4. Final Plat Application. The applicant/subdivider shall submit a Final Plat Application together with the final draft of street and engineering drawings and a phasing plan, if applicable. The Final Plat shall be submitted in substantially the same form as the approved preliminary plat. If there are any changes from the approved pre-plat, a memorandum listing those changes shall be included with the Final Plat submittal.
5. Final Plat Approval. The Final Plat, including all seals and certifications, shall be submitted for approval by the City Council after final review by the Engineering Director and final approval of engineering drawings and the phasing plan, if applicable.

6. Plat Recording. The City Clerk shall record the Final Plat after City Council approval and gathering of signatures. Preliminary Plats and phasing plans are approved by the Subdivision Committee for the City. Final Plats are approved by the City Council. The Engineering Director approves all street designs and engineering drawings associated with right-of-way and drainage improvements proposed for construction in the subdivision.

**B. Use of Professional Surveyors and Engineers**

Drawings and maps required for the pre-application conference and Preliminary Plat submittals need not be prepared by registered land surveyor or engineering professionals. A licensed Land Surveyor registered in the State of Arizona shall prepare the Final Plat Map. All other drawings, engineering drawings and final maps submitted for Final Plat approval shall be prepared by a licensed Professional Engineer registered in the State of Arizona.

**C. Hillside Development Areas**

This manual also provides guidance in the development of lands in sensitive Hillside Development Areas. The Peoria Zoning Ordinance specifically addresses lands for development that contain slopes greater than 10%. Additional submittals and design criteria are included to assist the subdivider in addressing these issues and mitigating impacts from development in these areas.

**D. Request for Waiver**

Technical provisions of this Infrastructure Design Guidelines may be waived or modified through a Request for Waiver as provided in Sec. 24-58 of the Peoria City Code. The Subdivision Committee may approve an application for Request for Waiver upon recommendation from the Department and/or Engineering Director.

**E. Phasing Plans**

Preparation of phasing plans shall be required when phasing of lot sales or public improvements is proposed. The Subdivision Committee may approve preliminary and final phasing plans. Phasing plans shall be considered when performance bonds or other final assurances are accepted for proposed improvements.

**F. Certificate of Correction or Change**

Administrative changes to a plat may be approved through a Certificate of Correction or Change. An application for a Certificate of Correction or Change may be considered and approved by the Engineering Director. Changes that can be approved administratively must be minor and not substantive. Substantive changes shall be approved by re-platting the subdivision.

**G. Definitions**

All words in the Infrastructure Design Guidelines shall be first defined as provided herein and, if not defined herein, shall be defined as in the Peoria Zoning Ordinance or according to the customary dictionary definition. Words used in the present tense include the future tense; words used in singular include plural, and words used in plural include the singular; the word "shall" is always mandatory; the word "person" includes a firm, association, organization, partnership, trust, corporation, company, and/or an individual.

1. Abandonment by Plat. The procedure whereby the owner of land may abandon temporary or permanent easements, by identifying those easements on a subdivision plat. Such easements are abandoned, removing any City interest therein, upon approval of the plat by City Council and recording of the plat in the Office of the County Recorder. A "street", as defined in Chapter 23 of the Peoria City Code, or easement for roadway purposes accepted by the City of Peoria for dedication can be abandoned by plat only if processing of the plat complies with the requirements of Chapter 23 of the Peoria City Code.
2. Approved Lending Institution. Any person or company currently approved by the Federal Housing Administration to act as a mortgagee, qualified to transact business in the State of Arizona and having a business office within the Phoenix metropolitan area and any other lending institution approved by City of Peoria.
3. Area of Special Flood Hazard. Land within a flood plain, which is subject to inundation by the base flood.
4. Base Flood. The flood having a one-percent chance of being equaled or exceeded in any given year i.e., the 100-year flood.
5. Block. A piece or parcel of land or group of lots entirely surrounded by public streets, cemeteries, streams, railroads, or parks, or combination thereof.
6. Building. Any structure having a roof and used or built for the shelter or enclosure of persons, animals, chattel or property of any kind, including, but not limited to, tents, awnings, carports, ramadas, mobile homes or vehicles situated on private property and used for purposes of a building.
  - (a) Principal building means a building, or where the context so indicates, a group of buildings, within which is conducted the principal use of the lot on which the building is situated.
  - (b) Accessory building means a subordinate building on the same lot with a principal building or use, the use of which is customarily accessory and incidental to the main use of the principal building or use. When attached to the principal building, such accessory building shall be considered as part of the principal building for purposes of setback and yard regulations.
7. Building Setback. The minimum horizontal distance between a lot line and nearest point of a building, structure or use, as the context indicates, located on a lot.
8. Building Site. That portion of the lot or parcel upon which a building and appurtenances are to be placed or are already existing, including adequate areas for parking, sewage disposal, clearance, proper drainage, the safest and most convenient means of access and which conform to the requirements of the provisions in applicable chapters of the Peoria City Code.
9. Certificate of Correction or Change. Procedure for amending recorded plats that are administrative and do not change any real property description.
10. Certificate of Occupancy Hold. Procedure for using the Certificate of Occupancy of a building as a guarantee for installation of required off-site construction, improvements and dedications.

11. City. City of Peoria, Arizona, a municipal corporation.
12. City Engineer. Please see definition for Director of Engineering.
13. Code. The municipal code and ordinances adopted by the City Council of the City of Peoria.
14. Conditional Approval. An affirmative action by the Engineering Director indicating that approval will be forthcoming upon satisfaction of certain specified stipulations.
15. Conservation. Retention or acquisition of land for the purposes of preservation and public use.
16. Conservation Easement. A right granted to a governmental body over privately owned land, to prohibit development of property, including roads and utilities, and to use the land for public open space purposes.
17. Context Plan. The principal document showing the relationship of the project site to adjacent setting as specified in the Community Development Subdivision Design Review Manual.
18. Council. The City Council of the City of Peoria.
19. Cut. The land surface that is shaped through the removal of soil, rock or other materials.
20. Department. An organizational subdivision of the City of Peoria directly responsible for review and approval of applications or submittals associated with this chapter.
21. Development. Utilization of land. Development shall include any man made changes to improve or alter real estate, including but not limited to establishment of uses, buildings or other structures, mining, dredging, filling, grading, paving, or excavations.
22. Design Review. Required review of architectural and landscape features of any development except for detached single family developments containing less than 20 dwelling units.
23. Design Review Appeals Board (DRAB). A board appointed by the City Council of the City of Peoria to hear appeals of recommendations, stipulations or conditions proposed for a project or subdivision and based on the City of Peoria Infrastructure Design Guidelines.
24. Director of Engineering. As outlined in Chapter 23 of the City Code, the Director of Engineering is appointed by the City Manager and shall hold the additional offices of Superintendent of Streets and shall be designated and have all the duties and powers of the City Engineer as set forth in state law and under the Peoria City Charter and this Code. The Director of Engineering or their designee can act upon these duties as designated by the Director of Engineering. The terms City Engineer, Engineering Director and Director of Engineering all refer to this definition.

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25. Easement. A right granted to a governmental body, public, or persons over privately owned land for specific uses and purposes as so designated.
26. Easement, Drainage. An area designated and used for conveyance, retention or detention of runoff in which nothing can be placed, which will impede, divert or cause runoff to have an adverse affect on adjoining property.
27. Easement, Public Utility. An easement for the installation of facilities underground or overhead, furnished for the use of the public; including electricity, gas, communication, water, storm drainage, sewage, sidewalks, landscaping, traffic signals, street lights, flood control, etc. Owned and operated by any person, firm, corporation, municipal department, board duly authorized by State or municipal regulations. Utility or utilities as used herein may also refer to such persons, firms, corporations, departments, or boards.
28. Easement, Non-Vehicular Access. An easement prohibiting vehicular access from a street, or between inappropriate uses.
29. Engineering Department. May also be referred to as the Development and Engineering Department, Community Development Department or any other reference that has been used to represent the Engineering Department in past, present or future publications.
30. Engineering Plans. Plans, profiles, cross-sections, and other required details for the construction of public improvements, prepared by a professional engineering registered in the State of Arizona in accordance with the approved preliminary plat and in compliance with standards of design and construction approved by the Council.
31. Exception. Any parcel of land which is within or adjacent to the boundaries of the subdivision, which is not owned by the subdivider and not part of the platted area.
32. Fill. The deposit of soil, rock or other materials placed by mankind.
33. Final Approval. Conditional approval of the final plat by the Council as evidenced by certification on the plat by the Engineering Director, Mayor, and City Clerk of the City of Peoria, constitutes authorization to record a plat.
34. Finish Grade. The final grade or elevation of the ground surface after grading is completed.
35. First Flush. The City of Peoria defines first flush as 1" of rainfall.
36. Flood Plain. The 100-year flood base flood elevation established by the Federal Emergency Management Agency (FEMA) or other City floodplain management approved area adjoining the channel of a water course, or areas where drainage is or may be restricted by natural or man made structures which may have been or may be covered partially or wholly by floodwater from a base flood. See Flood Plain Ordinance Chapter 20, Peoria City Code.

37. General Plan. A comprehensive plan, or parts thereof, providing for the future development, growth and improvement of the City of Peoria and for the general location and coordination of streets and highways, schools and recreation areas, public building sites, specific neighborhood elements; and other physical development, which shall have been duly adopted by the City Council pursuant to ARS 9-461.
38. Grading. Any excavating or filling or combination thereof, including (A) the conditions resulting from any excavation or fill, (B) any alteration of the natural drainage pattern or (C) the removal or rearrangement of surface soil.
39. Hillside Development Area. All land, in all zoning districts, which has a natural terrain with a slope of ten percent or greater (vertical rise of ten feet in a horizontal distance of one hundred feet), computed in accordance with the method set forth in the Zoning Ordinance, Chapter 14 of the Peoria City Code.
40. Infrastructure Development Guidelines. Policies and procedures developed and approved by the Engineering Director, that provide the detail development standards of the City of Peoria.
41. Irrigation Facilities. Includes canals, laterals, ditches, conduits, gates, pumps and allied equipment necessary for the supply, delivery, and drainage of irrigation water and the construction, operation, and maintenance of such.
42. Legal Access. Access provided to real property connecting the property to the public street system. Access may include a public or private street or access easement as approved by the Engineering Director.
43. Lot. A piece, tract, or parcel of land separated from other pieces or parcels by description, as in a subdivision or on a record survey map, or by metes and bounds, for purposes of sale, lease, or separate use and abutting or having legal access to a public street.
  - a. Corner lot. A lot abutting on two or more intersecting streets where the interior angle of intersection does not exceed one hundred thirty-five degrees. A corner lot shall be considered to be in that block in which the lot fronts.
  - b. Interior lot. A lot having but only one side abutting on a street.
  - c. Key lot. An interior lot, one side of which abuts the rear lot (line) of a corner lot, or is separated there from, by an alley.
  - d. Panhandled Lot. A lot which does not directly abut a public or private street except through a driveway "handle" that connects the lot and the street.
  - e. Through Lot (Double Frontage Lot). A lot abutting on two more or less parallel streets.
44. Lot Width. The distance between side lot lines measured at the minimum front setback line on a parallel line to the street or street chord for a lot abutting on the outside of a street curve, or the distance measured between lot lines measured at the rear of the dwelling for lots abutting the inside of a street curve. Lot width is measured 30-feet behind the minimum front setback line for lots with no buildings.

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45. Map of Dedication. Form of subdivision plat that dedicates right-of-way, and/or easements and is processed as a minor subdivision.
46. Master Plan. A plan for the development of a larger or complicated land area, the platting of which is expected in progressive stages, not necessarily by a single owner or developer. A Master Plan may be designed by the subdivider or by the Department. It shall be subject to Department approval and may be in the form of a Specific Area Plan or Planned Community District in accordance with State Law and City Ordinances.
47. Minor Land Division. The division of one parcel of land, into three or less parcels.
48. Minor Subdivision. A subdivision of property that contains 10 or fewer lots.
49. Natural Terrain. The existing grade of the land at the time of application submittal unless the original grade has been altered by other than natural events and engineering proof of the original grade such as original topographic maps or aerial photos with topography shown and certified as to date by a recognized competent official or other evidence of similar validity acceptable to the head of the Department of Public Works and Engineering is submitted.
50. Pedestrian Way. A public walk dedicated entirely through a block from street to street and/or providing access to a school, park, recreation area, or shopping center.
51. Plat. A map of a subdivision.
  - a. Preliminary Plat. A preliminary map, including supporting data, describing a proposed subdivision development, prepared in accordance with applicable City of Peoria Codes and Ordinances.
  - b. Final Plat. The final map of all or part of a subdivision shown on an approved preliminary plat, prepared by a registered Arizona land surveyor in accordance with applicable City of Peoria Codes and Ordinances, and formally approved by the City.
  - c. Recorded Plat. A final plat bearing all of the certificates of approval required in applicable City of Peoria Codes and Ordinances and duly recorded in the Maricopa County Recorder's office.
  - d. Amended Plat. A final plat that changes a portion of a previously recorded plat.
52. Preliminary Plat Approval. Approval of the preliminary plat by Subdivision Committee. Preliminary approval authorizes the subdivider to proceed with final engineering plans and final plat preparation.

53. Private Access Way. Any private street or private way of access to one or more lots, which is owned and maintained by an individual or group of individuals and has been improved in accordance with City standards for private access ways and plans approved by the Engineering Department. A private access way is intended to apply where its use is logically consistent with a desire for neighborhood identification and control of access, and where special design concepts may be involved, such as within planned area developments, mobile home developments, and hillside areas.
54. Public Improvement Standards. A set of regulations (City of Peoria Infrastructure Design Guidelines) setting forth the details, specifications, and instructions to be followed in the planning, design and construction of certain public improvements in the City of Peoria, formulated by the Public Works-Utilities Director and the County Health Department.
55. Request for Waiver. A request submitted on a form supplied by the City by the subdivider for waiver from specified development standards found in the *Subdivision Design Manual*.
56. Slope. The vertical rise in feet measured over a horizontal distance of 100-feet, expressed as a percentage, measured generally at right angles to contour lines but which shall not extend across significant changes in grade. A portion of the 100-foot line shall extend across property lines if necessary to obtain the 100-foot measurement at a property line so long as not more than 50-feet shall so extend.
57. Street. Any thoroughfare, avenue, boulevard, road, lane, parkway, place, viaduct, easement for access, or other way that is an existing state, county, or municipal roadway; or a street or way shown in a plat heretofore approved pursuant to law or approved by official action; or a street or way in a plat duly filed and recorded in the County Recorder's office. A street includes the land between the right-of-way lines whether improved or unimproved and may comprise pavement, shoulders, curbs, gutters, sidewalks, parking areas, landscaping, and above and below ground utilities.
- a. Arterial Street. A general term including freeways, expressways, and major or minor arterial streets; and interstate, state, or county highways having regional continuity.
  - b. Collector Street. A public thoroughfare that provides for traffic movement within neighborhoods and between major streets and local streets with direct access to abutting property.
  - c. Local Street. A public thoroughfare that provides direct access to residential, commercial industrial, or other abutting land. It provides for local traffic movements and connects to collector and/or major streets.
  - d. Marginal Access Street or Frontage Road. A minor street parallel and adjacent to an arterial route, which provides access to abutting property and intercepts local streets and controls, access to an arterial route.
  - e. Cul-de-sac. A short local street having one end permanently terminated in a vehicular turnaround.
  - f. Alley. A public service way used to provide secondary vehicular access to properties otherwise abutting upon a street.

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58. Street Classification System. A part of the Transportation Element of the Peoria General Plan that provides a system for identification of the hierarchy of major streets and highways, including the location and alignment of existing and proposed thoroughfares. The system is the City's guide for right-of-way and dedication requirements for individual streets.
59. Structure. That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.
60. Subdivider. The individual, firm, corporation, partnership, association, syndication, trust, or other legal entity that files the application and initiates proceedings for the subdivision of land in accordance with the provisions of applicable City of Peoria Codes and Ordinances. The subdivider need not be the owner of the property as defined within the referenced documents.
61. Subdivision. Subdivision means:
  - a. The division of lands into four or more lots, tracts or parcels of land for the purpose of sale or lease; or,
  - b. If a new street or private roadway easement is involved, any property which is divided into two or more lots, tracts or parcels of land; or,
  - c. Any property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two parts.
62. Subdivision Committee. A committee of City professional staff persons appointed by the City Manager, and ratified by the City Council, to review and approve preliminary plat applications and Requests for Waiver.
63. Supplemental Standard Details. The City of Peoria Supplement to MAG Uniform Standard Details have been prepared and adopted by City of Peoria, as a supplement to the latest adopted Edition of the Uniform Standard Details for Public Works Construction (MAG Standards) as sponsored and distributed by the Maricopa Association of Governments.
64. Tract. (1) A parcel of land or area of land appropriate for subdivision, or (2) a parcel of land included within a subdivision for a specified purpose other than that proposed for the lots in the subdivision.
65. Usable Lot Area. That portion of a lot usable for or adaptable to normal uses of residential property, excluding any areas which may be covered by water, excessively steep, or included in certain types of easements.

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66. Utilities. Underground or overhead facilities used for provision of public electricity, gas, communications, water, drainage, sewage disposal, or flood control, owned and operated by any person, firm, corporation, municipal department, or board, duly authorized by state or municipal regulations. Utility or utilities as used herein may also refer to such persons, firms, corporations, departments, or boards involved in supplying these services.

## SECTION B

### SUBDIVISION DESIGN AND SUBMITTAL STANDARDS FOR PRELIMINARY AND FINAL PLATS

Section B contains standards for design and submittal of required documents and maps associated with the Preliminary Plat application and Final Plat application.

#### **B-1 INFORMATION REQUIRED FOR PRELIMINARY PLAT SUBMITTAL**

Preliminary Plat submittals shall be made to the Planning Department. Preliminary Plats shall be in conformance with the Subdivision Ordinance and the Residential Design Review Manual.

#### **B-2 INFORMATION REQUIRED FOR FINAL PLAT SUBMITTAL**

##### **A. Review Submittal Requirements**

The following items must be submitted to the Engineering Department in order to accommodate a timely review of the Final Plat/Map of Dedication:

1. A fully completed Submittal Application Form.
2. Final Plat/Map of Dedication Review Fee.
3. A fully completed Application Contact Form.
4. A fully completed Ownership Verification Form.
5. An 8 ½" x 11" copy of the legal description of the Final Plat/Map of Dedication boundary lines.
6. A copy of the computed closure for the subdivision boundary and individual lots properly stamped and signed showing registration number.
7. Approved copy of the Preliminary Plat.
8. Copy of the Approved Preliminary Plat conditions/comments.
9. The Final Plat/Map of Dedication shall be prepared according to the Maricopa County Recorder "Map Recordation Criteria".
10. 12 folded copies of the Final Plat/Map of Dedication, 24" x 36".
11. Phase I Environmental Site Assessment (as required).
12. Copy of current Title Report (within 30-days).
13. Copy of current ALTA Survey (within six-months).

**B. Recording Requirements**

The subdivider shall make all required corrections to the Final Plat/Map of Dedication (MOD), prior to submitting for Council action. The submittal shall include:

1. Submit a CD of PDF images of the signed Final Plat.
2. One check payable to the City of Peoria:
  - A. The check will include courier fees and recording fees.
3. All type and signatures must be in black ink. No ball point pens.
4. All stamps/seals must be clearly legible and not smeared. If the stamps/seals are smeared or illegible, the Final Plat/MOD will be returned to the engineer/developer for correction.
5. One 8 ½" x 11" of all sheets (all sheets of Final Plat/MOD and vicinity map).
6. Electronic file of the approved version of the Final Plat.
7. The Final Assurance and Agreement to Install for construction of the infrastructure improvements off-site and on-site, including but not limited to water, sewer, street lights, grading and drainage, paving, curb, gutter, sidewalk, drainage features, and signing and striping, must be posted with the City in accordance with the City of Peoria Subdivision Regulations, prior to recordation of the Final Plat.

**C. Final Plat Format**

1. The recorded plat shall be submitted on a CD of PDF images of signed Final Plat.
2. Copies of the recorded plat shall be reproduced in the form of blue line or black line prints on a white background.
3. The plat shall be drawn to an accurate scale having not more than 100-feet to an inch.
4. The plat shall be prepared and sealed by a land surveyor registered to practice in the State of Arizona.
5. All necessary rights-of-way and easements (public water, public sewer etc.) shall be dedicated on a Final Plat or MOD. Deviations from this policy are required in writing from the Engineering Department.

**D. Identification Data Required**

Basic identification data shall be provided regarding the subdivision and land surveyor.

1. The Final Plat shall contain a title block that includes the name and location of the subdivision and its legal description by number of section, township, range, and county.
2. The title block shall also contain the name, address and registration number of seal of the registered land surveyor preparing the plat.

3. The plat map shall contain a scale, north arrow, and date of plat preparation.

**E. Survey Data Required**

Data from a survey of the area to be subdivided shall be required as part of the Final Plat submittal.

1. Boundaries of the tract to be subdivided shall be fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals of feet.
2. Any excepted parcels within the plat boundaries shall be located showing all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals of feet.
3. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data on the plat shall be referenced; each of two corners of the subdivision traverse shall be tied by bearing and distance to two separate section corners or quarter-section corners.
4. All existing adjacent plats shall be referenced to the location of monument corners.
5. Location of all physical encroachments upon the boundaries of the tract shall be identified.
6. A sealed copy of a computer printout or all material involved in a hand calculated boundary traverse survey of the tract shall be included with the plat submittal.
7. A copy of a current title report (dated within 30 days of the submittal).
8. Copy of a current ALTA Survey (within six months).

**F. Descriptive Data Required**

Data depicting physical attributes and parcel dimensions of land being subdivided shall be part of the Final Plat submittal.

1. The name, right-of-way lines, courses, length, width of all public streets, alleys, crosswalks and utility easements radii, points of tangency, and central angles of all curvilinear streets and alleys, radii of all rounded street line intersections shall be included on the map.
2. All drainageways shall be shown on the plat. The right-of-way of all major drainageways, flood plains, floodways, probable maximum flood boundaries, etc., as approved by the City of Peoria Engineering Department, shall be shown as dedicated.
3. All unobstructed view easements and sight distance triangles shall be shown at all intersections on all Final Plats.
4. The location and dimensions of all residential lots shall be shown on the map. Proposed subdivisions for single family dwellings shall provide a table identifying the lot area in square feet for each lot.

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5. All residential lots shall be individually numbered by consecutive numbers throughout the plat. "Exceptions," "tracts," "common areas," and "private parks" shall be so designated, lettered, or named and clearly dimensioned.
6. The location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public shall be shown on the map with the use clearly indicated.
7. The location of all adjoining subdivisions with date, book, and page number of recordation noted, or if unrecorded, so marked and noted on the map.
8. Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be typewritten and attached to the plat and to each copy submitted.

**G. Dedication and Acknowledgment**

1. A statement of dedication of all streets, alleys, drainageways, pedestrian ways, and other tracts and/or easements for public use by the person holding title of record, by persons holding title as venders under land contract and by spouses of said parties shall be required as part of the Final Plat submittal. Mortgaged land to be dedicated shall require the signature of the mortgagee. Dedication shall include a verbal legal description including the section, township, and range in which the tract is located.
2. Private streets contained in the plat shall have the right reserved to public utilities to install and maintain facilities within the street boundaries. Private streets shall be dedicated as tracts.

A provision shall be included in the Dedications Statement for private streets/access which reads: "A public utilities easement, public water easement, public sewer easement, ingress and egress for refuse collection, emergency and service type access are hereby dedicated over Tract (insert tract letter)."

3. A provision shall be included in the Dedication Statement for private streets/access which reads: "Tract(s) (insert tract letter(s)) are hereby dedicated to and owned by the Homeowners Association (HOA) for the purpose of private streets/access. The homeowners association is responsible for maintenance of the private streets/access."
4. Landscaped areas within the boundaries of private streets to be maintained by a Homeowners Association and tracts in common ownership or owned and maintained by a Homeowners Association shall be contained within an easement. The easement(s) are required as part of the formation of the Maintenance Improvement District (MID).

As such, the dedication statement shall include a provisions that reads: "The City of Peoria is hereby given an easement for maintenance of landscaping, retention and drainage facilities on Tract(s) (insert tract letters). This easement may be exercised by the City of Peoria at such time that the HOA fails to exist and provide the required maintenance and operation of the landscaping, retention and drainage facilities. As long as the HOA is in existence, it will be responsible for providing all maintenance of landscaping, retention and drainage facilities, regardless of the dedication of the easement."

5. Temporary easements, landscaped easements and/or utility easements to be abandoned shall be shown on the plat and labeled "Abandoned." A roadway right-of-way or easement may be placed on the plat for abandonment in accordance with state law and City approval. Verbiage for abandonment shall be included in the dedication statement.
6. A provision shall be included in the dedication statement for dedication of water and sewer easements which reads, "(Insert name of corporation, partnership or owner), Grantor, do hereby grant to the City of Peoria, an Arizona Municipal Corporation, in Maricopa County, Arizona, its successors, and assigns a permanent and perpetual easement for the following purposes, namely: The right to enter upon for construction, maintenance, operation and replacement of a (sewer line/water line) over, under, and across the easement area designated on the Final Plat. The said easement also includes the right for the City of Peoria to cut back and trim such portion of branches and tops of the trees now growing or that may hereafter grow upon the designated easement area, as may extend over said easement, so as to prevent the same from interfering with the efficient maintenance an operation of said (sewer line/water line). The City of Peoria shall not be responsible for replacing any landscaping or any improvement placed within the easement by Grantor or its successors or assigns. The City of Peoria will make reasonable efforts to promptly restore asphaltic concrete pavement surfaces.

The Grantor, its successors or assigns at its sole cost, shall be responsible for promptly replacing any asphalt, landscaping or any improvement placed within the easement by Grantor or its successors or assigns.

Execution of dedication shall be acknowledged and certified by a notary public.

#### **H. Required Certifications**

1. The registered land surveyor who prepared the Final Plat map shall provide certification on the Final Plat map that the plat is correct and accurate, and that the monuments described in it have been either set or located as described. All maps shall contain the seal of a registered land surveyor, as per Arizona Revised Statutes (ARS).
2. The subdivider shall certify that rules as may be established by the state department of transportation relating to provisions for the safety of entrance upon and departure from abutting state primary highways have been followed as applicable.
3. The subdivider shall certify that rules as may be established by the Flood Control District of Maricopa County relating to the construction or prevention of construction of streets in land established as being subject to periodic inundation have been followed as applicable.
4. The subdivider shall certify that rules as may be established by the Maricopa County Department of Environmental Services relating to the provision of domestic water supply and sanitary sewer disposal have been followed as applicable.
5. The subdivider shall certify that the requirements of the Peoria Zoning Ordinance and the City of Peoria Infrastructure Design Guidelines have been addressed and followed as applicable.

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6. A development located within the service are of a private water service provider shall provide to the City prior to recordation of the Final Plat the following information; a copy of the 100-year assured water supply certification, certification number and date of approval.

**I. Required Notes**

The following notes, 1 through 6, shall be placed on each Final Plat.

Notes 7 and 8 shall be included on each Final Plat provided the subdivision is located within the City of Peoria Water and Sewer Service Area.

Senate Bill 1062 became effective July 13, 1995 and was passed to protect military airports from encroachment of urban development. Provisions of Senate Bill 1062 require public disclosure for residential resale, new subdivision and bulk property sales. As such any subdivision located within the vicinity of a military airport shall include note 9.

Note 10 is required if the subdivision is located in the vicinity of a City of Peoria Designated Truck Route. The specific streets designated as a truck route shall be listed. Note 11 is required if the subdivision is located within the vicinity of a rock quarry or a gravel operation.

1. The subdivision is subject to a Maintenance Improvement District (MID) \_\_\_\_\_ and Street Light Improvement District (SLID) \_\_\_\_\_, and a Fire Improvement District (FID) \_\_\_\_\_, as required.
2. No construction of any kind shall be constructed or placed within the utility easements, except utilities, wood, wire, or removable section type fencing, and/or paving, nor any planting except grass. It shall be further understood that the City of Peoria shall not be required to, replace any obstruction or planting that must be removed during the course of maintenance, construction or reconstruction.
3. All new and existing utility, electrical facilities less than 69 KVA, cable T.V., telecommunications fiber optics, cellular, gas, etc shall be installed underground as part of the street improvements.
4. Maintenance of surface and underground drainage facilities within all tracts, easements and rights-of-way shall be the responsibility of the Homeowners Association.
5. All lot corners shall be monumented with ½" rebar and capped or tagged bearing the registration number of the surveyor responsible for their placement.
6. Signs, fences, walls, utility boxes, structures, shrubs, hedges or other plants, but excluding trees over 30-inches in height shall not be permitted within view easements or the sight distance triangles. No limbs, leaves, needles or other foliage above 30-inches in height or below 84-inches are permitted. Trees are to be planted so as not to obstruct 20% of the visibility when combined with other obstructions.
7. This subdivision is located within the City of Peoria Water Service Area and has been designated as having a 100-year assured water supply. In cases of private water companies, the note shall read: This subdivision is located within the (insert private company name) Water Service Area and has been designated as having a 100-year assured water supply. (Insert Certification # and date of approval by Arizona Department of Water Resources).

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8. This subdivision is located within the City of Peoria Sewer Service Area.
9. This subdivision is located within the vicinity of a military airport.
10. This subdivision is located in the vicinity of a designated truck route. (Insert the name of the street(s)) is/are designated as a Truck Route by the City of Peoria.
11. This subdivision is located in the vicinity of a Rock Quarry (Gravel Operation).
12. No structure of any kind be constructed or any vegetation be planted, nor be allowed to grow within the drainage easement or tract, which would impede the flow of water over, under, or through the easement or tract.
13. An association, including all property owners in the development, will be formed and have the responsibility for maintaining all common areas to be noted as "Tracts" or easements (including landscaped areas and drainage facilities) in accordance with approved plans.
14. Maximum building envelope on each lot is \_\_\_\_\_.
15. Hillside lots will require individual hillside development review by the City's planning department prior to the issuance of a building permit.

**J. Signature Block**

A signature block for the signatures of the City Engineer, Mayor, and Owner shall be included.

**K. Legibility**

Any seal, detail, note or other item required for inclusion on the final plat shall be clearly legible. Failure to provide legible details on a final plat shall be considered an incomplete submittal.

## SECTION C

### GENERAL DESIGN PRINCIPLES AND DEVELOPMENT STANDARDS

#### C-1 CONFORMANCE WITH CITY POLICY

Subdivisions and street and engineering design shall conform to the goals, objectives and provisions as stated in adopted City policy. City policies are found in the Peoria General Plan, the Peoria Zoning Ordinance, the City of Peoria Design Review Manual, City of Peoria Infrastructure Design Guidelines, and other ordinances and regulations of the City, and to the Arizona Revised Statutes.

Subdivision design is dependent on the character of the subdivision, topography and other physical and density factors. In general, urban density of three or more lots per gross acre must have urban street and utility improvements. "Urban improvements" is interpreted to mean paved streets with curbs and gutters, sidewalks, landscaping, local storm drainage system, underground utilities, streetlights, public sanitary sewage systems and public water systems.

#### C-2 SUBDIVISION POLICIES

##### A. Public Sites

A subdivision containing all or any part of the site of a park, school, flood control facility, or other public area as identified in the City's General Plan, shall provide for dedication of such site(s) to the public or reserved for acquisition by the public for the period of time specified under state law.

##### B. Lands Subject to Flooding

Land that is subject to periodic flooding, land that cannot be properly drained or other land which, in the opinion of the Engineering Director is unsuitable for the proposed use shall not be subdivided. The Engineering Director may approve subdivision of such land upon receipt of evidence from the Maricopa County Flood Control District that the construction of specific improvements can be expected to render the land suitable. Construction upon such land thereafter shall be prohibited until the specified improvements have been planned and construction guaranteed.

#### C-3 STREET POLICIES

##### A. Conformance with Street Classification System

Any part of a street alignment or design in a subdivision shall conform to the latest adopted version of the Circulation Plan and Street Classification Map.

##### B. Continuation of Streets

The street layout shall provide for the continuation or discontinuation of streets in furtherance of City policy with respect to neighborhood traffic circulation design. Street continuation design is subject to review and approval by the Engineering Department.

**C. Conformance with Neighborhood Plans and Specific Plans**

The street layout plan for a subdivision shall include the application of circulation elements of neighborhood plans or specific plans of which the area to be subdivided is a part.

**D. Connection with Future Streets**

The Subdivision Committee may designate certain street alignments to be extended to the tract boundary to provide future connection with adjoining unplatted lands.

**E. Through Traffic Mitigation**

Public and private local streets shall be designed to encourage local traffic and discourage through traffic by incorporating design strategies included in the City of Peoria Design Review Manual or as approved by the Engineering Director.

**F. Frontage Roads**

Where a proposed subdivision abuts or contains an existing or proposed arterial route, the Subdivision Committee may require frontage roads or reverse frontage with non-access easements along the arterial route, or such other treatment as may be justified for protection of residential properties from the nuisance and hazard of high volume traffic, and to preserve the traffic function of the arterial route.

**G. Sound Study Required**

A sound study shall be required where a proposed subdivision abuts a parkway, arterial or abuts and/or contains an existing or proposed truck route. Specifications and scope of the study shall be prepared in accordance with Arizona Department of Transportation, Noise Abatement Policy. The study shall analyze 2040 noise levels along the adjacent roadways.

Any subsequent sound wall recommendations shall be designed and included on the engineering drawings and installed. The minimum standard height shall be 8-feet; however, the actual height shall be determined by the results of the sound study. The measurement of the wall height shall be from the top of curb of the parkway or arterial.

**H. Traffic Study Required**

A traffic study shall be required where a proposed subdivision abuts an existing or proposed arterial street or for any proposed development that is anticipated to generate 100 or more trips per day. The traffic study shall be prepared in accordance with the latest version of the City of Peoria Traffic Impact Analysis (TIA) Criteria.

**I. Street Design for Subdivisions Located Adjacent to Impediments**

Where a subdivision abuts or contains the right-of-way of a railroad, a limited access highway, an irrigation canal or other physical impediment, or abuts a commercial or industrial land use, the Subdivision Committee may recommend location of a street approximately parallel to and on each side of such right-of-way at a distance suitable for appropriate use of the intervening land. Such distance shall be determined with due regard for approach grades, drainage, bridges, or future grade separations.

**J. Street Design in Relation to Topography**

Streets shall be so arranged in relation to existing topography as to produce desirable lots of maximum utility, streets of reasonable gradient and facilitation of efficient drainage patterns.

**K. Alleys**

Alleys may be included but shall not be required in residential, commercial, or industrial subdivisions, except that alleys shall be required in all subdivisions where:

1. The subdivision abuts an existing, partially dedicated alley(s).
2. Extension of an alley(s) from an adjoining subdivision is required to complete the established circulation pattern.

**L. Streets Connecting Adjoining Neighborhoods**

Local streets shall be extended to provide access between adjoining neighborhoods at appropriate intervals. Half streets at subdivision boundaries shall be discouraged except where necessary for continuation of existing patterns. Platted half-streets abutting the tract to be subdivided and furnishing the sole access to residential lots shall be platted within the tract.

**C-4 LOT PLANNING AND DESIGN**

**A. Lot and Block Dimensions**

1. Lot width, depth, area, and building setbacks shall comply with the minimum requirements of the Peoria Zoning Ordinance and shall be appropriate for the location and character of the proposed development, and for the type and extent of street and utility improvements being installed.
2. Maximum length of blocks, measured along the centerline of the street, and between intersecting street centerlines shall be 900-feet. The length can be extended to a maximum of 1500-feet with curvilinear design. These maximum lengths may be exceeded by up to 500-feet with approval of a Request for Waiver. Cul-de-sacs shall not exceed 400-feet in length.

**B. Relationship of Lots to Streets**

1. Side lot lines shall be substantially at right angles or radial to street lines.
2. Every lot shall abut upon a public street or private street or access way designed and appropriate for providing vehicular access.
3. Lot lines for private streets constructed to less than City street standards shall be extended to the center of the street. Net lot area, for conformance with the minimum required lot area for the zoning district, shall not include the street easement or tract area.
4. Single-family residential lots extending through the block and having frontage on two parallel streets shall not be permitted except where the second street is designated as a collector or arterial street. The rear lot line of through lots shall be buffered as provided in Section 24-123 (b) (7) of the Peoria City Code.

**C. Utility Easement Planning**

1. Where alleys are provided, four-foot aerial overhead easements on each side of alley shall be provided by dedication.
2. Guy and anchor easements shall be one-foot wide on each side of a lot line and approximately 35-feet in length measured from the rear lot line.
3. An eight-foot Public Utility Easement (PUE) shall be dedicated along both sides of all streets, including arterial streets, adjacent to the right-of-way or private street/access way.
4. The Lake Pleasant Parkway Corridor Land Use Plan requires the dedication of a scenic corridor buffer along the right-of-way line of 15-feet within the Urban Section, 30-feet in the Suburban Section, and 50-feet in the Rural Section. Refer to the Lake Pleasant Parkway Corridor Land Use Plan for further details.
5. For lots facing on curvilinear streets, utility easements may consist of a series of straight lines with points of deflection not less than 120-feet apart. Points of deflection should always occur at the junction of side and rear lot lines on the side of the exterior angle. Curvilinear designs for easements and alleys may be provided and shall be designed with a minimum radius for the easement or alley of not less than 800-feet.
6. A public drainage easement shall be required for streams, basins, lakes, golf courses, significant surface drainage courses or other watercourses that abut or cross the tract and accept drainage from public areas. Dedication of an easement with sufficient width to permit widening, deepening, relocating, or protecting the watercourse shall be required. The minimum dimension of the width of a public drainage easement is 50-feet.
7. Land within a public street or drainage easement or land within a utility easement for major power transmission lines or pipelines shall not be considered a part of the minimum required lot area. This shall not be construed as applicable to land involved in utility easements for distribution or service purposes.
8. Lots arranged with the rear property line adjacent to major streets, railroads, canals, or non-residential districts shall have, the rear one foot of which shall be recorded as a vehicular non-access easement.
9. Tracts with park or open space use designations shall contain a one-foot Vehicular Non Access Easement (VNAE) along the borders of the tract. The VNAE shall be written so as to allow access only to maintenance vehicles.
10. Trees shall not be located within water and sewer easements.

## SECTION D

### SUBDIVISION AND STREET DESIGN AND SUBMITTAL STANDARDS IN HILLSIDE DEVELOPMENT AREAS

#### D-1 PRELIMINARY PLAT DESIGN AND SUBMITTAL STANDARDS IN HILLSIDE DEVELOPMENT AREAS

Hillside Development Areas contain slopes in excess of 10% and special requirements for development in these areas are found in the City's Hillside Development Ordinance. Additional submittals shall be required for preliminary plat applications located in these sensitive areas. Where possible and appropriate the combining of submittals and maps may be acceptable on less complex lots and site conditions. The maximum number of lots allowed in a Hillside Development Area shall be as provided in Article 14-22A of the Peoria City Code.

##### A. Topography

A topographic map of the existing terrain overlaid by the proposed subdivision lot arrangement shall be submitted with the application package containing contour intervals as follows.

1. Two-foot intervals for grades less than 20%.
2. Five-foot intervals for grades greater than 20%.
3. Elevations of critical spots, rock outcrops and special characteristics.

##### B. Excavation, Grading and Drainage

An overall excavation, grading and drainage plan shall be prepared and submitted in accordance with good, sound professional engineering practices, Section 20-250 et seq. of the Peoria City Code and the International Building Code as adopted by the City of Peoria. Said plans shall be prepared and certified by a professional engineer registered in the State of Arizona. Peak flow calculations for a 100-year storm event shall be provided for all drainage structures or culverts. Storm water diverted from its original drainage pattern shall be returned to its natural course before leaving the property. The plan shall also contain the location and details of proposed retaining walls.

##### C. Excavation, Grading and Drainage Maps for Individual Lots

A topographic map of each lot that contains slopes greater than 10% shall be prepared and submitted with the application. The map shall be at an appropriate scale on a 24" x 36" sheet presenting the total lot and a 20-foot area beyond the property line. This map shall show existing and proposed finished contours at two-foot intervals within a 20-foot perimeter from any proposed building, 10-foot intervals elsewhere. Existing contours shall be shown with dashed lines. The plan shall conform to the requirements of the Residential Design Review Manual, Section 20-250 et seq. of the Peoria City Code and the Uniform Building Code as adopted by the City. This map shall identify:

1. Limits of excavation and fill.
2. Slope of cut and fill.

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3. Total cubic yards of excavation and fill.
4. The location and area of proposed sewage disposal systems, if public sewers are not provided.

**D. Site Plans for Individual Lots**

A detailed site plan of individual lots using the same mapping format as specified in C above, and in compliance with Article 14-22A of the Peoria Zoning Ordinance, shall also be submitted with the application and shall show, but not limited to, the following:

1. Grade and slope in percent at all proposed disturbed areas
2. Dimensions and calculations of all cut and fill for the disturbed areas, building site, roads, and drives
3. The proposed methods of concealment for each fill or exposed cut
4. The proposed location and grade of all drainage channels, swales, drain pipes, etc.
5. Cross sections at 1:1 scale, at two or more locations perpendicular to the contours through the building site. Location of the cross-sections shall be clearly shown on the topographic map. Properties impacting ridge lines shall provide additional cross-sections indicating relation and impact on such ridgelines as established in Section 14-22A-11.

**E. Conservation Easements, Open Spaces, Or Public Dedications**

The location of existing and proposed conservation easements, open spaces, or public dedications shall be shown on the plat.

**F. Geological Report**

A report by a licensed geologist or engineer to determine and document any geological hazard and soil bearing quality may be required by the Subdivision Committee.

**D-2 FINAL PLAT DESIGN AND SUBMITTAL STANDARDS IN HILLSIDE DEVELOPMENT AREAS**

Final Plats located in Hillside Development Areas shall be in compliance with the provisions of Article 14-22A of the Peoria Zoning Ordinance. Preliminary maps and submittals included as part of the preliminary plat application shall be prepared in final form and submitted as part of the Final Plat application. Where possible and appropriate the combining of final maps may be acceptable on less complex lots and site conditions. Disturbed areas shall be shown for each lot on the plat.

Custom Lots which will be developed individually after the proposed subdivision infrastructure is complete shall require an individual grading and drainage plan prepared by an Arizona Registered Professional Engineer.

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**A. Final Topographic Map**

A detailed topographic map shall be submitted containing final locations of proposed streets, driveways, buildings, utility, and/or grading construction with appropriate cross sections and/or profiles.

**B. Final Excavation, Grading and Drainage Plan**

A final excavation, grading and drainage plan approved by the Subdivision Committee and the Department shall be submitted with the Final Plat application.

**C. Final Excavation, Grading and Drainage Plans for Individual Lots**

A final grading and drainage plan for each lot approved by the Subdivision Committee shall be submitted as part of the Final Plat application.

**D. Final Site Plan for Each Individual Lot**

A final Site Plan for each lot, in compliance with Article 14-22A of the Peoria Zoning Ordinance and approved by the Subdivision Committee, shall be submitted as part of the Final Plat application and shall contain the following approved components:

1. final dimensions of disturbed areas,
2. final dimensions and calculations of all cuts and fills for the disturbed areas, building site, roads, and drives,
3. the approved methods of concealment for each fill or exposed cut.
4. final locations and grades of all drainage channels, swales, drain pipes, etc., and
5. final approved cross sections and cross section locations.

**D-3 SPECIAL STREET AND LOT DESIGN STANDARDS IN HILLSIDE DEVELOPMENT AREAS**

Each Preliminary Plat application shall be accompanied by preliminary engineering drawings. The drawings shall be prepared by a civil engineer registered to practice in the state of Arizona. Subdivisions proposed for Hillside Development Areas shall include engineering drawings that address special design needs for sloped areas. The drawings shall be reviewed and approved by the Engineering Director prior to approval of the Final Plat.

**A. Miscellaneous Specifications**

1. Vision obstructions above a height of three feet above the grade of either street at intersections shall not be allowed within the vision triangle area, an area formed by the right-of-way lines of each street and a line joining points 33-feet from the point of intersection of the right-of-way lines.
2. "Flag", double frontage, and other unorthodox lots shall be permitted so long as it can be adequately demonstrated that this design will eliminate excessive cuts and fills and that no lot will be adversely affected by any other lot so arranged. The access area on "Flag" lots on which driveways are located shall not be included in the calculations of the required lot area.

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3. Private access ways may be permitted to provide access to lots in lieu of the required street frontage. Each private access way serving one lot shall be a minimum of 20-feet wide with a minimum paved surface of 12-feet in width, and each private access way serving more than one lot shall have a minimum paved surface of 24-feet in width. Where needed, additional easements for draining or utilities shall be provided.
4. Building sites shall be located in accordance with recommendations of any required soils or geologic report and shall be free of any geological hazards or unsuitable soil conditions.
5. Retaining walls shall not be higher than six-feet as measured from the grade of the natural ground at the bottom of the wall; any additional retaining walls shall be set back from the first wall a minimum of four feet horizontally. Retaining walls over four feet in height shall be set back an additional one foot horizontal for every one foot vertical. The area between the retaining wall shall be landscaped with screening plant material and an appropriate watering system.
6. Residential Design Review Standards (refer to City of Peoria Design Review Manual) shall be incorporated into the overall subdivision design as well as the individual lot design for subdivisions with more than 20 lots.
7. All utilities, including electric lines with less than 69kv rating and telephone and cable TV service lines shall be installed underground in the streets and/or private access ways.

#### **D-4 GRADING AND DRAINAGE STANDARDS IN HILLSIDE DEVELOPMENT AREAS**

##### **A. Approved Grading and Drainage Plan Required**

A grading and drainage plan shall be approved by the Department prior to any clearing, grubbing or grading activity within a Hillside Development Area as defined in section 14-24A of the Zoning Ordinance. The area identified on the plan as approved for grading shall contain the following note: "Grading shall occur within the specified Disturbed Area only. The Disturbed Area shall be identified with a red or yellow plastic tape barrier installed at the site."

##### **B. Limitation on Area Allowed for Grading**

The total area of all lot grading in a Hillside Development Area, including all areas required for driveways, swimming pools and decking, recreation course and patios shall not exceed the ratios provided in Section 14-22A –5 of the Peoria Zoning Ordinance.

##### **C. Management of Excavated Material Blended Coloration, or Landscape Treatment Required**

1. All excavated material shall be removed from the premises, maintained behind retaining walls, or placed onsite.
2. All excavated material placed onsite shall be graded and landscaped so that the slopes of any fill material shall not be visible from any public street or private access way. All cut slopes shall be chemically color treated to blend with the adjacent rock or desert.

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**D. Management of Retaining Walls**

Retaining walls shall be shown on the grading and drainage plans.

1. The landscaped areas between the retaining walls shall not be included in the calculation of the maximum total disturbed area allowed under 14-22A of the Peoria Zoning Ordinance when the walls, and areas between the walls, are located in the right-of-way and used to minimize cut or fill slopes.
2. Retaining walls shall be used for the purpose of containing fill material or for minimizing cut or fill slopes. They shall not be used to terrace or otherwise alter natural terrain.

**E. Limitation on Location of Roadway Cut and Fill Slopes**

All roadway cut and fill slopes shall be located within the right-of-way, roadway easement, or slope easement. The Engineering Director may require slope maintenance easements for roadway cuts and fills.

## SECTION E

### STREET AND UTILITY IMPROVEMENT REQUIREMENTS

It is the purpose of this section to establish in outline the minimum acceptable standards for improvement of public streets and utilities; to define the responsibility of the subdivider in the planning, construction, and financing of public improvements; and to establish procedures for review and approval of engineering plans.

#### E-1 ENGINEERED PLANS

The subdivider shall prepare a complete set of engineering drawings for construction of streets, public water and sanitary sewer facilities, drainage, and for construction of all other required improvements.

##### A. Engineering Plan Preparation

1. Preliminary plans shall be prepared in conjunction with the Preliminary Plat submittal and final draft plans submitted with the Final Plat submittal.
2. The plans shall be prepared by a civil engineer registered in the state of Arizona and reviewed for approval by the Engineering Director.
3. All engineering plans shall be approved by the City Engineer prior to approval of the Final Plat by the City Council. A certification approving engineering plans signed by the Engineering Director shall be filed with the City Clerk.

##### B. National Flood Insurance Program

Engineering plans for drainage facilities in areas of special flood hazard, or which alter areas of special flood hazard shall be approved by the Engineering Director for general conformance to the National Flood Insurance Program and related regulations.

#### E-2 STREET IMPROVEMENTS

##### A. Subdivider's Responsibility of the Required Improvements

1. All improvements required in streets, alleys, or easements that are required as a condition to plat approval shall be the responsibility of the subdivider; provided, however, that he may be allowed to meet the requirement by participation in an improvement district approved by the Engineering Director.
2. The subdivider shall repair damages to any existing improvements adjacent to the proposed development caused by the project.

##### B. Improvements on Abutting Streets

1. Where all properties abutting an existing public street within any given block are not under the control of the subdivider, and the street abutting such properties is not fully improved in accordance with the city standards, the subdivider shall construct the required improvements and obtain a "scallop street" or pay back agreement with the City for the improvements.

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2. The subdivision shall have as its primary access, a paved public road between its boundary and an existing, public, paved road that has been constructed to City standards.

**SECTION F**  
**PHASING PLANS**

A subdivision that will be constructed in phases shall have an approved phasing plan.

**F-1 INFORMATION REQUIRED FOR PHASING PLAN SUBMITTAL**

**A. Phasing Map**

A map of the entire proposed subdivision shall be submitted containing all information included on the preliminary plat map.

**B. Phasing Description**

A narrative shall be submitted with the phasing plan application describing each phase with specific identification of the following.

1. All lots, tracts, easements, common areas and other land within each phase.
2. All streets, private streets, alleys and other rights-of-way within each phase, and
3. All utilities, including water, sewer and drainage within each phase.
4. A description of schedule and sequencing of the proposed phases and how significant delays in completion of the subdivision and its public improvements will be mitigated.

**C. Abandonment Contingency Plan**

The phasing plan submittal shall contain narrative describing plans for completing critical improvements should there be a termination of subdivision work or improvements for a period of six months.

**F-2 PHASING PLAN APPROVAL**

**A. Preliminary Approval**

The Subdivision Committee shall consider the preliminary phasing plan as part of the review and consideration of the preliminary plat.

**B. Final Approval**

1. The final phasing plan shall be submitted in substantially the same form as the form receiving preliminary approval.
2. The final phasing plan shall be approved by the Subdivision Committee prior to submittal of the Final Plat to the City Council.

**F-3 IMPLEMENTATION OF THE FINAL PHASING PLAN**

**A. Installation of Improvements**

All improvements shall be installed in accordance with the time and sequencing schedule included in the phasing plan for each phase of the subdivision.

**B. Phasing Plan Modifications**

Major modifications to the Final Phasing Plan shall be proposed as a Request for Waiver.

**C. Installation of Ultimate Street Improvements upon Abandonment**

Termination of lot development or public improvements for a period of six months shall be considered abandonment of the project. The owner or developer shall be required to install the improvements identified in the abandonment contingency plan. The City may complete the required improvements if the owner or developer is unable.

**D. Subdivision Committee Approval for Re-starting a Subdivision Abandoned for Six Months**

The owner or developer of a subdivision abandoned for a period of six months shall receive approval of a Request for Waiver approving modifications to the Final Phasing Plan schedule and sequencing prior to re-starting the project.

## SECTION G

### ADMINISTRATIVE CHANGES TO A RECORDED PLAT

Minor changes may be accomplished without re-recording the subdivision plat through the Certificate of Correction administrative process. Allowable changes under this process are engineering errors and name changes, typographical errors, misspellings, etc. Administration changes to the recorded plat must be reviewed by the Engineering Department, prior to recording.

#### **A. Engineering Error Classification**

1. The proposed change is an obvious engineering error and not a design error; and
2. The correction does not change or relocate any parcel or easement boundary or line, or change the legal description or the land area included in the subdivision.

#### **B. Procedure**

1. The subdivider shall file an application for Certificate of Correction or Change with all necessary back-up information and application fee.
2. The application shall contain a form with the following information:
  - a. The corrections and/or changes requested
  - b. The date that the plat was recorded
  - c. The docket and/or page number of the plat that is to be modified
  - d. Written consent to the correction or change by the current owners of record of all of the property affected by the correction or change (as shown by a title report furnished by the owner and prepared within thirty days prior to the filing of the Certificate of Correction or change)
  - e. Signature line for approval by the Engineering Director
3. The City Engineer shall review and approve the application as appropriate. The subdivider shall have the Certificate recorded in the Office of the Maricopa County Recorder with copies of the recorded Certificate forwarded to the Office of the City Clerk and the City Engineer.

## SECTION H

### MINOR LAND DIVISION PROCESS

The Minor Land Division map process generally is an administrative process with map approval granted by the Engineering Department staff. The review/approval process is generally intended to ensure that the proposed division or future division of land will result in lots which meet minimum area and width requirements of the Zoning Ordinance, produce legally recognized land division (into less than four parcels), and that the required right-of-way dedications are made. A land division of four or more parcels requires the preparation of a plat map.

All rights-of-way and/or easement dedications shall be in accordance with Section 9.5 of the Infrastructure Development Guidelines.

The preparation, submittal, review and approval of all Minor Land Divisions located inside the limits of the City of Peoria shall proceed through the following progressive stages. See the Minor Land Division Process Guide in the appendix.

Stage I. Pre-Application Conference

Stage II. Submittal of Minor Land Division Application

Stage III. Staff review of the application will take four weeks after which comments, if any, will be forwarded to the applicant.

Stage IV. Applicant revision of the map, if necessary and re-submit for review/approval. Staff review of the re-submittal will take approximately three weeks.

Stage V. After all comments on the application have been addressed and if any right-of-way and/or easement dedication instruments have been executed and recorded, staff may approve the map for recording. The rights-of-way and/or easement dedication forms shall be accompanied by a check to Maricopa County to pay for the recording fees and a check to the City of Peoria to pay for the courier fees. Please call (623)-773-7600 for the current amounts.

Stage VI. Upon map approval, a minimum of two Mylar copies of the approved map with original signatures shall be provided for recording. The Mylar's shall be accompanied by a check to the City of Peoria to pay for recording fees and courier fees. Please call (623) 773-7600 for the current amounts.

## SECTION I

### SUBDIVISION DESIGN PRINCIPLES AND STANDARDS

#### I-1 PURPOSE

The purpose of the sections of this chapter and the following chapters of the City of Peoria Infrastructure Design Guidelines is to aid owners and developers and their designers, engineers, consultants, and contractors in the planning and design of public and private infrastructure. Design concepts and specific technical data are outlined, however, are not intended to supersede sound engineering and professional judgment. All plans are to be prepared with these concepts in mind and will be reviewed accordingly.

Sections 9, 10, 11, 12, 13, 14 and 15 of this chapter cover general elements of the design, plan review process, construction permits, substantial completion and final acceptance of development projects.

The proceeding chapters of the City of Peoria Infrastructure Design Guidelines cover more specific elements of the design process. It begins with general information, followed by specific technical details. Updates will be published and made available periodically.

The City of Peoria Infrastructure Design Guidelines is intended to be used in conjunction with and is subordinate to the provisions and specifications of the Zoning, Subdivision, Floodplain Management, Building Regulations, Streets and Sidewalk, Traffic, Street Light, Water and Sewage Disposal, Landscape Codes and Ordinances, and other appropriate ordinances of the City of Peoria, and the laws and regulations of such other agencies as may have jurisdiction. Where this City of Peoria Infrastructure Design Guidelines conflicts with these references, the references shall prevail.

Where this City of Peoria Infrastructure Design Guidelines fails to address an item or issues encountered during the pursuit of the design of improvements and construction of the development, the Applicant shall provide written request, addressed to the appropriate Department of the City for consideration, review, comment, and the City shall acknowledge by written approval, before proceeding.

#### I-2 GENERAL INFORMATION

##### A. Codes and Standards

All development within the City of Peoria shall comply with all requirements of the Peoria City Code and Ordinances. Copies of these documents, with revisions, are on file in the Office of the Clerk at the City of Peoria. Preliminary and final design plans shall be prepared in accordance with these guidelines unless specific variances have been approved by the City.

All construction shall be in accordance with the City of Peoria Details, Uniform Standard Specifications and Details for Public Works Construction sponsored and published by the Maricopa Association of Governments (MAG) as may be amended by the City herein. Private on-site water and sewer lines shall be constructed in accordance with the Uniform Plumbing Code as adopted by the City, and these provisions.

Private Water Company improvements located within City right-of-way will be inspected by the City in relation to the following items; pipe bedding, trench backfill and results of pressure testing.

**B. Plan Review**

Once the plans and necessary reports for a development have been prepared, they shall be submitted to the City of Peoria Engineering Department. The Engineering Department will distribute the plans to the appropriate City departments for review and comment. These comments will be compiled, consolidated, and returned to the applicant. All such comments shall be incorporated into the plans and reports by the applicant prior to resubmittal.

**C. Right-of-Way/Easements**

When required, the acquisition and dedication of new rights-of-way and/or easements shall be coordinated with the Engineering Department. Deeds and other necessary documents for the dedications of rights-of-way, easements and/or parcels shall be prepared by the developer and submitted to the Engineering Department. See the Right-of-Way/Easement Dedications Policy.

**D. Street Lights**

Streetlights are required on all streets within or adjacent to any proposed development. Street light layout plans for these facilities must be included in the overall submittal, in accordance with the City of Peoria Street Lighting Requirements Ordinance, the IES RP8 model, the Arizona Public Service Company (APS) and Salt River Project (SRP), Standards and Approved Manufacturers for Street Lights. All streetlights must be installed by SRP or APS. The developer is required to hire a professional electrical engineer to prepare the street light layout plans. The plans will be reviewed by the City and once approved copies will be forwarded to APS and/or SRP. The Streetlight Policy will provide more detailed information.

**E. Street Light Improvement District (SLID)**

Each subdivision is subject to the formation of the Street Light Improvement District for operation and maintenance of the streetlights. The only subdivisions excepted from the formation of a SLID are those dedicating private streets. The Homeowners Association for any subdivision with private streets is responsible to pay all installation, electrical and operation costs associated with the streetlights. See the SLID Policy for more detailed information regarding the formation of a street light improvement district.

**F. Maintenance Improvement District (MID)**

Each subdivision is subject to the formation of a Maintenance Improvement District for the maintenance of the landscape, irrigation system and drainage facilities located within the rights-of-way, tracts and easements dedicated as part of the Final Plat. The developer is required to submit all information required to form the maintenance improvement prior to recordation of the Final Plat. More detailed information regarding the formation of a Maintenance Improvement District is available in the appendix.

**G. Striping and Signage**

Each developer is required to install striping and signage on all streets. Striping and signage plans must be included in the overall submittal package. More detailed information regarding striping and signage is available in Chapter 2.

**H. Construction**

Off-site Construction/Improvement Permits are required for all improvements in accordance with City of Peoria ordinances whether or not they are referenced or stated in this manual. Any contractor found working on a project without an official set of approved plans or a valid permit will be required to discontinue work on Peoria rights-of-way and public utility easements, including development of private property. It is the responsibility of the permit applicant to obtain and fulfill any and all other requirements.

Prior to the issuance of a permit the developer shall provide an acceptable assurance or other guarantee for the off-site improvements as required by the Subdivision Regulations and this Infrastructure Guide.

All construction shall be in accordance with the approved plans, City of Peoria Details, the Uniform Standard Details and Specifications for Public Works Construction, published by the Maricopa Association of Governments (MAG) and this Infrastructure Development Guide, as amended herein by the City.

**I. Plan Review Fees**

Plan review fees are currently charged on a per sheet basis for first, third and subsequent reviews. All sheets will be reviewed with the initial submittal and the developer will be charged accordingly. The developer will be charged for the actual number of sheets reviewed by the City with third and subsequent submittals. All plan review fees must be paid at the time of submittals. Please call (623) 773-7600 for a listing of current fees.

## SECTION J

### GENERAL IMPROVEMENT POLICIES

The following sections outline the City's policies related to various improvements associated with the development process. They are by nature general in scope. Reference should be made to the appropriate Chapters within the balance of these guidelines for specific details.

#### J-1 PLAN SUBMITTAL

A complete set of civil engineering construction plans (water, sewer, storm drain, grading and drainage, paving, etc) for each development (residential, commercial, and industrial) must be submitted to the Engineering Department for review and approval. Improvement plans shall comply with the requirements of Section K. Deficiencies will be noted and the submittal will be returned to the applicant. Incomplete submittals will not be accepted.

##### **The first submittal shall include the following:**

- Completed checklist (completed submittal application, contact, ownership verification, 404, etc.). If ownership changes during the approval or construction process, a change in Ownership Verification Form will need to be completed and submitted.
- Check for review fees.
- One copy of the site plan approved by the Planning and Zoning Commission and any P & Z stipulations.
- Twelve copies 12 (24" x 36" folded to 8 ½" x 11") and 1 (8 ½" x 11") of the Final Plat for distribution to City departments. The Final Plat shall match the approved Preliminary Plat. If any changes have been made, the changes shall be noted on a memorandum attached to the each copy of the Final Plat.
- Four sets of Civil Improvement plans to include; 2 full-size (24" x 36"), 1 (11" x 17"), and 1 additional set (11" X 17") of the Water and Sewer plans.
- Three sets of the Striping and Signage Plans.
- Two copies of the preliminary Drainage Report.
- Two copies of the Water Analysis Report, One copy of the Sewer Analysis report, and original Maricopa County Environmental Services Department (MCESD) documents, along with an 8 ½ x 11 vicinity map.
- Two copies of the Traffic Impact Analysis (if not previously approved).
- Two copies of the Soils Report.
- Two copies of the Landscape/Irrigation plans (if required).
- Three copies of the Retaining Wall Plans and Structural Calculations (if applicable) – two (24" x 36") and one (11" x 17").

##### **Second and subsequent submittals shall include:**

- Final Plat redline comments from first review.

- Revised Final Plat – two (24" x 36").
- Civil drawing redline comments from first review.
- A comprehensive list of changes made, that are not a direct result of City comments. If requested, the reason for the change shall be provided.
- Three sets of the revised civil drawings – two (24" x 36") and one (11" x 17").
- Fire Department redline comments from first review.
- Drainage Report redline comments from first review.
- Two copies of the revised Drainage Report.
- Four sets of the Street Light Layout Plans prepared by a professional Electrical Engineer.
- Street Light Improvement District documents (See SLID Policy, if applicable).
- Maintenance Improvement District documents (See MID Policy).
- Local Street Signing Plans (as applicable) for Local Streets (Public and/or Private) – two (24" x 36") and one (11" x 17").

NOTE: If the time elapsed between submittals exceeds nine months, a re-review of the plans may be necessary. The Engineering Department will determine if the plan review status provided during the previous review will be void and if additional Engineering review fees will be assessed.

## **J-2 STREET IMPROVEMENT POLICY**

All developments within the City shall provide an interior street system adequate to insure that all parcels and/or facilities within the development shall have access to the public street system. Further, they shall provide access into the development for public service and/or emergency operations. Such facilities, whether public or private streets, shall be of such width and structural strength as to provide safe and unrestricted access. Street Improvements include and are defined as per Chapters 2 and 3.

In single-family developments it is the intent of the City of Peoria that the street system be designed in conformance with the classifications outlined in Chapter 3. There shall be minimal direct access to the collectors, and extremely limited access to major and minor arterial streets.

When the development occurs adjacent to a street, it is the City's policy that it shall be the responsibility of the developer to install improvements along the development's frontage to the ultimate grade and alignment for the street. This may include removal and replacement of the existing street surface to the centerline if that structure is inadequate to meet the current design standards.

## **J-3 HILLSIDE STREETS**

The purpose of these standards is to minimize hillside disturbance and encourage preservation of the natural character and aesthetic value of the desert within the hillside area by allowing the flexibility necessary to produce unique, environmentally sensitive projects.

All City design standards may not be applicable to the hillside areas. However all streets and driveways shall meet fire access and turnaround requirements. See Chapter 3 for design standards related to hillside development.

**J-4 UNPAVED STREETS**

When unpaved streets are encountered to provide access to and/or adjacent to any development, provisions for paving or dust control per Ordinance 23-75 shall apply. Maricopa County has been designated by the U.S. Environmental Protection Agency as being a Non-Attainment Area for Air Quality. Ordinance 23-75 has been adopted which addresses the City's compliance with the federal regulation. All streets and driveways shall meet fire access and turnaround requirements.

**J-5 PRIVATE STREET POLICY**

Private streets shall not be permitted unless specifically approved by the City Council. See private streets policy.

Where private streets are approved, statements shall be contained on the plat and in both the deed restrictions and the HOA by-laws that those streets are declared private subject to an easement authorizing use by emergency and public service vehicles, and remain the permanent responsibility of the HOA. In addition, the developer will be responsible for providing signage stating that the streets are privately maintained and shall provide guard, gates, or other means of denying access to the general public. Private streets shall not be maintained by City forces.

Private streets shall conform to City standards and shall include an easement for utility and public safety access at least equal to the City standard right-of-way for local, residential streets. All streets and driveways shall meet fire access and turnaround requirements. Where site conditions necessitate unique design solutions or the developer requests such unique design solutions, modifications may be approved by the City Engineer or their designee.

**J-6 APPLICATION FOR CONVERSION OF PRIVATE STREET TO PUBLIC STREETS**

As stated above, City Council approval is required to create any new private streets in accordance with Policy 11. Many private streets were created prior to the adoption of Policy 11 and the HOA's often inquire about the possibility of the City of Peoria accepting dedication of the private streets. As such, a procedure for the City of Peoria to consider applications for the acceptance of private streets was developed. The procedure is summarized below.

Step 1

The Homeowners Association (HOA) must submit a written request to the Public Works Director for acceptance of the private streets located within a specific subdivision along with a \$400 application fee.

Step 2

The Engineering and Streets Departments conduct an evaluation of the private streets and prepares a written report outlining the finding and recommendations. The report is forwarded to the HOA for review. The report will identify the following:

- a. Deficiencies of the conditions of the asphalt and concrete street improvements.
- b. Recommend repairs to be performed by the HOA.
- c. The HOA shall be responsible to pay the City to install all necessary street signs required to convert the streets to public.

- d. The HOA shall be responsible to pay the City to stripe the streets, if needed.
- e. If as-built drawings are not available the HOA shall pay for the core sampling of the asphalt.
- f. The HOA shall hire a professional engineer registered in the State of Arizona to prepare an Amended Final Plat changing the private streets to public streets.
- g. The HOA shall provide a redline copy of landscape/irrigation plans to the City.
- h. The HOA shall execute a copy of the Blue Stake Agreement. This agreement requires the HOA to blue stake any irrigation improvements located within the right-of-way.
- i. The HOA shall agree to the formation of a SLID and MID. See the SLID and MID Policies for details.
- j. The HOA shall agree to replace any existing street lights to meet City standards and required to form the SLID
- k. Notify the HOA of their responsibility to hire an engineer to prepare an amended final plat is final acceptance is approved by Council.
- l. Identify any costs the HOA will have to pay the City for upgrading the existing streets to City standards.
- m. The HOA will be responsible to pay any recording fees.

Should the HOA desire not to take on the repairs they may pay the City to perform the repairs.

Staff will schedule a meeting to discuss the report with the homeowners association. If the homeowners association accepts the report staff will move forward to step 3.

### Step 3

Engineering Department submits the report to City Council and recommends approval or denial of the application for preliminary acceptance of the private streets. If the application is denied the HOA will be notified in writing and no further action will be taken. If the application is accepted staff will move forward to step 4.

### Step 4

The HOA hires a professional engineer to prepare an Amended Final Plat and the plat is submitted to the Engineering Department for review and comments.

### Step 5

Engineering Department will forward the final recommendations and Amended Final Plat to City Council for approval. If the application is denied the HOA will be notified in writing and no further action will be taken. If the application is approved the Amended Final Plat will be recorded; the HOA will pay all fees to the City and the streets become public.

**J-7 STORM DRAINAGE POLICY (See Chapter 4)**

It is the City's policy that all developments shall provide sufficient retention so as to minimize the adverse impact of that development on its downstream neighbors. To that end, all development shall provide sufficient on-site retention to contain, at the least, the runoff generated by 100-year, two-hour storm falling on that property. Such retention facilities shall be separate and distinct parcels within the development and shall be planned for accordingly.

Further, it is the City's policy that all developments shall provide adequate drainage facilities so as to convey runoff generated both on and off the project, around or through the project in such a manner as to insure that the structures will be free from flooding and that there is reasonable access for emergency and public service vehicles. The developer shall install storm drains, channels and/or other physical improvements necessary to achieve this result.

AZDES permit – The contractor shall comply with the Arizona pollution Discharge Elimination System (AZDES) Stormwater Requirements for construction sites under Arizona Department of Environmental Quality (ADEQ).

Storm Water Pollution Prevention Plan (SWPPP) – The design engineer will be required to prepare a SWPPP with each construction project. The SWPPP shall be submitted with the civil drawings. The contractor will be required to comply with the SWPPP during construction. The contractor will also be required to update and revise the SWPPP as necessary throughout the construction of the project to assure compliance with ADEQ requirements.

**J-8 WATER EXTENSION POLICY (See Chapter 5)**

It is the City's policy that all development within the City shall have an adequate and secure source of potable water. Therefore, unless specifically excepted, all developments within the City shall be serviced by the City's potable water system or private Water Company system. Further, the developer shall extend said system to and through the development as necessary to ensure adequate supply to the development. The developer shall extend the water distribution system to the extremities of the project so as to ensure that more distant potential users shall have reasonable access to the City's water system.

Water to meet fire flow needs, shall be provided to all developments per the Fire Department requirements. This provision shall apply to all development within the City regardless of the water purveyor, and location within the City.

**J-9 SEWER LINE EXTENSION POLICY (See Chapter 6)**

It is the City's policy that, unless specifically excepted, all development shall provide for the discharge of domestic and other approved liquid waste into the municipal sewerage system. All developers shall be required to extend to and through their project a sewage collection system of a size sufficient to dispose of these wastes to the public system. The developer shall extend the main trunk and/or collector lines to the upstream extremities of the project so as to provide reasonable access for potential upstream users to the City system.

**J-10 SITE DEVELOPMENT POLICY**

It is the City's policy that all development within the City shall be designed and constructed in such a manner as to provide a safe and pleasant environment for the citizens of Peoria. To that end, the appropriate standards have been established for site development to include: public and/or private access for general and special uses, public and private water and sewage systems, on-site and off-site drainage, undergrounding of utilities, sanitation, landscaping, stormwater retention/detention, safety, convenience, lighting and public utilities as may be required. The structures themselves are to be constructed in accordance with the Zoning,

Subdivision, Floodplain Management, Building Regulations, Streets and Sidewalk, Traffic, Streetlight, Water and Sewage Disposal, Landscape Codes and Ordinances, and these guidelines, as appropriate.

**J-11 REFUSE AND RECYCLE ENCLOSURE POLICY**

It is the City's policy that all development within the City shall be designed and constructed to accommodate safe and sanitary refuse and recycle collection that compliments the site aesthetics. To accomplish this all developments shall be in compliance with City of Peoria Standard Details PE146-1 through PE146-4.

**J-12 UNDERGROUNDING OF OVERHEAD UTILITIES**

It is the City's policy that all development with the City shall underground overhead facilities with a rating of less than 69 kV. This includes electrical, alarm, and communication facilities. This may require the undergrounding beyond the site boundary to the next convenient power pole or junction element.

**J-13 REPAYMENT AND REIMBURSEMENT POLICY**

The City has a repayment and reimbursement mechanism for public improvements, which may exist and may be imposed, by agreement, on benefiting properties. The authorization for the public improvement repayments in the Peoria City Code, Chapter 23, Section 32 through 39. Construction of the special public improvements as determined by the construction contract price or the actual costs, such construction to include, but shall not be limited to construction and installation of water pipes and lines, sanitary irrigation and storm sewer lines and systems, asphaltic and concrete paving, curb, gutter and sidewalks, streetlights, traffic signals and public landscaping. Application shall be provided by specific written request submitted to the Engineering Director.

If approved by the Engineering Director and prior to permits being issued for construction of special public improvements, for which repayment is being requested, the following requirements shall be met:

1. A diagram shall be submitted and approved by the Engineering Director or their designee describing all property which will be benefited by any special public improvements to be installed.
  - a. The diagram is required to have ½" margins at the top, bottom and sides suitable for recording.
  - b. The diagram shall be prepared by a registered professional engineer in the State of Arizona.
  - c. The diagram shall identify all construction, inspection, testing and permit fees, engineering and design fees and administrative costs.
  - d. The diagram shall identify the per acre or front footage costs assigned to each lot and/or parcel.
  - e. The diagram shall contain a signature block for the Engineering Director and the developer.
2. The owner/developer shall provide a copy of the approved construction plans.

3. The project shall be bid in accordance with the provisions pertaining to Public Works projects contained in Title 34, Arizona Revised Statutes. Bids shall be opened by the City on a pre-determined date agreeable to the owner and the City. The City and the owner reserve the right to reject any and all bids. Construction costs shall be determined prior to the commencement of construction and shall be approved by the City. In the event that the agreed upon construction costs increase, the repayment agreement may be amended upon approval of the additional construction costs by the City.
4. The City shall perform the inspection during construction and shall charge the owner/developer for the inspection of the special public improvements. The costs of such inspections may be included in any repayment agreement.
5. The repayment diagram will be recorded by the City of Peoria with the Maricopa County Records Office. All costs associated with the recording of the repayment diagram must be paid by the owner/developer.
6. The owner/developer shall provide the City with a current list of owners impacted by the specific repayment zone. The City will notify in writing all owners of the property located within the repayment boundary prior to recording of the document.
7. An annual charge will be assessed by the City for administration of each repayment agreement. The annual charge shall be calculated on actual construction costs incurred by the City for the administration of the agreement; however, the annual charge shall be less than \$500 per year.
8. The repayment obligation under Section 23-37 of the City Code shall terminate ten years or when the total amount provided for by Section 23-37 is repaid, whichever is sooner.
9. At such time as the total amount of the repayment zone is repaid the City will record a project close-out letter. This letter will be prepared by the City Attorney.

#### **J-14 WATER RAMP POLICY**

When the water supply source for the construction project is located on the opposite side of the street, the City does not allow the placement of the supply hose and ramp across arterial or collector streets.

The contractor/developer may submit an application to the Engineering Director or their designee for permission to place the hose and ramp across any local street. The application shall include the manufacturer's specifications, materials used, dimensions of the ramp, proposed location of the ramp and proposed barricading and signage.

#### **J-15 RIGHT-OF-WAY/EASEMENT – DEDICATION AND ABANDONMENT BY SEPARATE INSTRUMENT POLICY**

Rights-of-way and/or easements, which are not included on recorded Final Plats or Maps of Dedication, shall be dedicated by a separate instrument with written approval from the Engineering Department. Abandonments shall be accomplished by a separate instrument. All other right-of-way/easements shall be dedicated or abandoned as part of the recordation of a Final Plat or Map of Dedication. The items listed below shall be provided by the City and the developer, respectively. Please call (623) 773-7600 for current fee information.

**A. Commercial Development – Dedication**

***City*** responsibility:

1. Engineering Department shall provide the appropriate Dedication form.
2. The City Attorney's Office will review all documents.
3. The Engineering Department will prepare the Council Communication and Resolutions necessary for Council approval.

***Developer*** responsibility:

1. Provide a fully executed Ownership Verification Form
2. Provide a fully executed Application Contact Form
3. Provide a Warranty Deed. Quit-Claim Deeds are not acceptable.
4. Provide a current copy of the Title Report. The Title Report shall be dated within 30 days of the submittal to the Engineering Department
5. Provide an 8 ½" x 11" copy of the Legal Description with ½" margins at the top, bottom and sides suitable for recording. The legal description shall be sealed by a registered land surveyor or engineer.
6. Provide an 8 1/2" x 11" Exhibit with ½" margins at the top, bottom and sides suitable for recording. The exhibit shall be sealed by a registered land surveyor or engineer.
7. Provide a copy of the Phase 1 Environmental Site Assessment.
8. Provide a check made payable to the City of Peoria to cover the cost of processing the application.

**B. Residential Development – Dedication**

***City*** responsibility:

1. The Engineering Department shall provide the appropriate Dedication form.
2. The City Attorneys Office will review all documents.
3. The Engineering Department shall prepare the Council Communication and Resolutions necessary for Council approval.

***Developer*** responsibility:

1. Provide a fully executed Ownership Verification Form.
2. Provide a fully executed Application Contact Form.
3. Provide a current copy of the Title Report. The Title Report must be dated within 30 days of the submittal to the Engineering Department.

4. Provide an 8 ½ " x 11" copy of the Legal Description with ½" margins at the top, bottom and sides suitable for recording.
5. Provide an 8 ½" x 11" Exhibit with ½" margins at the top, bottom, and sides suitable for recording.
6. Provide a Warranty Deed. Quit Claim Deeds are not acceptable.
7. Provide a fully executed copy of the Check List of Environmental Considerations for Right-of-Way Dedication.
8. Provide a check made payable to the City of Peoria to cover the cost of processing the application.

**C. Commercial, Residential Development - Abandonment**

***City* responsibility:**

1. The Engineering Department shall prepare the Council Communication, Ordinance or Resolution necessary for council approval.
2. The City Attorney's shall review all documents prior to Council approval.

***Developer* responsibility:**

1. Provide a fully executed Ownership Verification Form.
2. Provide a fully executed Contact Form.
3. Provide a current copy of the Title report. The title report must be dated within 30 days of the submittal to the Engineering Department.
4. Provide an 8 ½" x 11" Legal Description with ½" margins at the top, bottom and sides suitable for recording. The Legal Description shall be sealed by a registered land surveyor or engineer.
5. Provide an 8 1/2" x 11" Exhibit with ½" margins at the top, bottom and sides. The exhibit shall be sealed by a registered land surveyor or engineer.
6. Copies of No Conflict Letters from each of the utility companies stating that they agree with the proposed abandonment.
7. Provide a check made payable to the City of Peoria to cover the cost of processing the abandonment.

**J-16 INSPECTION POLICY**

All above ground and underground facilities and equipment placed in the public rights-of-way and all construction work done in the rights-of-way shall be subject to periodic and final inspection by the City of Peoria for compliance with all permit requirements, as well as applicable City, state and federal laws. Permittee must notify the City of Peoria Engineering Department Inspection Division at (623) 773-8445 at least 48-hours prior to beginning permitted construction work in the right-of-way. Requests for City inspections must be made 24-hours in advance of required inspections.

**J-17 PAVEMENT CUT POLICY**

As outlined in Chapter 23 of the Peoria City Code, if the City finds and determines that pavement cuts cause early deterioration of newly paved, resurfaced or sealed public streets less than 36-months old, the permittee will be assessed street cut surcharge fees.

**J-18 STREET BORING POLICY**

The City developed this Policy for street utility crossings using boring methods. This Policy provides a reliable procedure to conduct the street crossing, minimize the likelihood of inadvertent damage to existing facilities within the street, minimizes the disruptions to the motoring public and reduces the future maintenance required on the street by eliminating the pavement cut (open trench).

Whenever possible, utility companies must install their facilities within the public right-of-way or easements and outside of existing pavement surfaces. The City understands that, at some time, the utility must cross a street to provide service on the opposite side. Crossing the existing street must be bored or punched unless permission is given to open cut has been given in writing by the Engineering Director or their designee on a case by case basis. The burden of proof will lie with the permittee to show that boring is not a feasible requirement.

PERMIT REQUIREMENTS:

The following information must be included on the plans:

- a. Utility owner and contractor name.
- b. Site layout plan, project schedule and company experience record.
- c. Location of entry and exit points, access pit locations, and equipment and pipe layout areas.
- d. Proposed drill path alignment (both horizontal and vertical) to include the lowest point of the roadway cross-section.
- e. The location and clearances for all existing utility crossings, structures, etc. must be located vertically and horizontally.
- f. Designs with pavement boring shall include a boring profile to ensure proper separation is maintained from City of Peoria Utilities and other existing utilities. Profiles of existing City of Peoria facilities and other utilities that cannot be verified by as-built records shall be potholed.
- g. The City recognizes that supplying this information too far in advance may not be accurate when the contractor begins the drilling operation. Therefore, this information can be submitted to the City's Inspector no later than 48 hours before the contractor begins the drilling operation.

**STREET BORE REQUIREMENTS:**

- a. Utility companies shall comply with ARS 40-360.22(d) when locating underground facilities prior to construction.
- b. Potholes in residential streets may be temporarily repaired (compacted soil and cold patch asphalt) when the bore will commence within 30 days of the pothole excavation. Should the temporary repair fail, the permittee shall make pavement restoration within 24-hours of notification from, and at the direction of the City Inspector. Potholes in arterial streets must be permanently repaired immediately following pothole excavation.
- c. The contractor shall prepare an emergency response plan in the event of a utility strike. The plan shall be submitted and on file with the City of Peoria prior to the issuance of any permits by the City.
- d. The contract shall restore all landscape materials and irrigation systems damaged during the project.

Backfill and pavement restoration must meet the following requirements:

- a. Backfilling of the bore pits and trenches shall be ½ sack ABC slurry.
- b. Pavement replacement as specified by pavement design engineer construction documents, 4-inches, or existing asphalt concrete thickness; whichever is greater.
- c. The patch shall be permanently placed per MAG specification and City standards. The City of Peoria Engineering Inspectors shall approve the asphalt mix design.

#### **J-19 POTHOLING (VACUUM EXCAVATION) POLICY**

The City of Peoria does not consider potholing to be an option. Rather, it is viewed as an essential phase of underground construction for all types of excavation. This practice describes potholing activities that will occur immediately proceeding or in conjunction with construction activities. Potholing can also be utilized during the planning and design phases of the project.

- a. A permit is required for all utility location work within the City right-of-way.
- b. The potholing method must be specified on the permit application.
- c. A Traffic Control Plan (TCP) shall be submitted to the Engineering Department and approved for each pothole location.
- d. The permit and the TCP must be approved and permitted before any work can begin.
- e. The contractor is responsible to obtain a hydrant meter and backflow preventer before using water from a City fire hydrant.
- f. As with all excavations, call for utility locates through the Arizona Bluestake is required.
- g. The City requires the contractor to comply with the requirements for coring, vacuum excavation, backfilling and reinstatement of asphalt core into asphalt pavement as specified in Section 355, Utility Potholes-Keyhole Method, of the MAG Specifications.
- h. Excavation requires coring a circular hole through asphalt pavement using drilling/coring equipment and removal of the intact asphalt pavement core. The vertical alignment of the coring operation shall be perpendicular to the horizon and cutting shall be extended the full depth of the existing pavement section.
- i. Pavement cores shall not be greater than 24 inches in diameter, shall not be spaced closer than 3 feet between cores (edge to edge), shall not contain a joint or any pavement cracks greater than 1/8-inch wide, and shall only be obtained from pavements where the asphalt concrete section is at least 4 inches thick.
- j. Contractor shall place a temporary mark (paint or chalk) on the pavement core and adjacent pavement prior to cutting to insure that the pavement core when replaced will have the same orientation as found in the original pavement.
- k. Pavement cores shall be either removed from the work site or stored in a safe and secure on-site location. The cores shall be made readily available for reinstatement into the pavement.
- l. Soil shall be removed by air/vacuum extraction methods to expose utilities. The zone of soil removal shall remain essentially within a vertical plane extending below the edges of the core hole.

- m. The Contractor shall dispose of all excess materials.
- n. Utilities exposed by potholing must be protected throughout the project duration; as necessary, place temporary support or shoring to support so that exposed utilities do not shift or sag when the soil that was supporting and protecting them is removed; and/or place a barrier that protects exposed utilities from heavy and sharp items that could fall into the excavation.
- o. Once the utility is exposed, record the horizontal and vertical position and the depth below surface. These dimensions must be included in the as-built drawing package for the area being excavated. Methods include tying the measure to a survey benchmark or permanent above-grade feature using GPS, using potholing traditional survey coordinates, or measuring the distance to permanent landmarks.
- p. Once the underground utility is located, the pothole should be managed in the same manner as any other open excavation: place barricades, traffic plates, or other measures until backfill and restoration is carried out.
- q. Backfilling shall be ½ sack ABC slurry.
- r. The contractor shall reinstate the pavement core within 24 hours of cutting the pavement. Holes left open longer than 24 hours after cutting shall be covered with an approved steel road plate.
- s. The pavement surface shall be restored to its original condition by setting the reinstated pavement core flush with and in its original orientation.
- t. Bonding agent meeting the requirements of Section 708 shall be used for pavement core reinstatement. Excess bonding material shall be removed from the restored pavement surface. A "patched" appearance shall be avoided in surface restoration wherever possible.

## **J-20 TRAFFIC CONTROL PLAN POLICY**

The purpose of the TCP is to proactively plan for, coordinate, and minimize the impacts of encroachment and construction in the right-of-way to the traveling public, i.e.,

- divert multi-lane traffic at signalized intersections
- divert traffic across the yellow center line
- divert traffic from a paved surface
- require roads to be closed

A TCP shall be submitted by the permittee prior to (with permittee plans) or submitted with the permit application for all proposed work in or on arterial or collector streets.

The TCP will be reviewed and approved by the Engineering Department prior to commencement of construction. The plan shall indicate the construction duration and schedule and the hours of operation for the project. The plan shall show the proposed work location area in detail and describe the traffic routing, traffic control devices, signage and construction traffic routing proposed. Additional information and stipulations may be required by the City of Peoria Engineering Department on a case by case basis. This requirement is in addition to the submission of a TCP prior to the start of construction.

- a. A TCP shall be submitted to the City of Peoria Engineering Department a minimum of 72-hours (three working days) prior to any proposed partial or complete street or alley closure. TCP submittal forms and traffic control plans shall be submitted to the Traffic Control Mail

Box via email at [tcp@peoriaaz.gov](mailto:tcp@peoriaaz.gov). For questions, please contact (623) 773-7878. The Engineering Department will review all TCP's prior to TCP approval and commencement of work by the permittee. Work shall not commence on the portion of the project requiring street barricading until approval has been obtained in writing from the Engineering Department.

- b. Work in/on residential streets typically does not need a separate TCP, unless requested by the Engineering Department. All signs, barricades and other necessary traffic control devices shall be placed in accordance with the Manual on Uniform Traffic Control Devices.
- c. Design and implementation of the TCP shall be performed by a well trained and knowledgeable individual assigned the responsibility for traffic control devices at work sites. This individual must be ATSSA (American Traffic Safety Services Association) certified.
- d. The TCP shall include the identification and location of all barricades and signs, the hours of operation for the project, the construction duration and schedule, location of Variable Message Signs or arrow boards, bus stop signs, advisory signs for relocation of bus stops, detour plans, relocated traffic control signs and the project identification signs. Construction project signage shall be posted by the permittee.
- e. A copy of the approved TCP shall be available at the job site at all times for the duration of the project.

It is unlawful for any person or entity to install on any street or sidewalk on any City street a traffic control device, barricade or any other item interfering with the movement of vehicular or pedestrian traffic without first having obtained an individual permit or approved construction plans and approved TCP issued by the Engineering Director or their designee.

The Engineering Director or their designee may remove summarily without notice from any street or sidewalk any traffic control device, barricade or other item interfering with the movement of vehicular or pedestrian traffic that has been placed in such a location without an individual permit or approved construction plans.

- a. Any item summarily removed may be removed and notice provided to the owner by first class mail or telephone.
- b. The owner of such traffic control device, barricade or other item interfering with the movement of vehicular or pedestrian traffic shall be charged a storage fee of \$5/day/item. In the event of a conviction for violation of this section, the Court shall impose all current due and pending storage charges as restitution to the City.
- c. Violation of this section shall be subject to a minimum fine of \$250 for an individual and \$1,000 for an enterprise. The Court may order the revocation of any right-of-way, construction or barricade permit, TCP or direct that the approval of the construction plans be revoked.
- d. Traffic lanes shall normally be 12-feet in width and have safe operating speed of 25-miles per hour. When traffic control plans call for an asphalt or oil paved detour, the contractor shall provide and maintain it in a safe drivable condition. When traffic is diverted from the pavement, the contractor shall provide a suitable graded surface with proper dust control.
- e. Except under emergency conditions, streets shall not be closed for construction activity unless prior approval is obtained from the Public Works Director or their designee.

**J-21 WORK HOURS IN THE PUBLIC RIGHTS-OF WAY POLICY**

No interference with traffic flow on arterial streets shall be permitted during the hours of 6:00 a.m. to 8:30 a.m. or from 4:00 p.m. to 7:00 p.m., unless prior authorization is obtained in writing by the City of Peoria Traffic Engineer or their designee. Specific work hours may be stipulated by the City on the project's barricade plan.

During off peak traffic hours, the minimum number of lanes shall be two lanes (one in each direction) on streets with four lanes or less and four lanes on streets with five or more lanes.

Night work must have prior authorization from the City. In addition, certain areas of the City may have seasonal or special event restrictions for construction work as designated by the City on a case by case basis.

**J-22 CONSTRUCTION HOURS POLICY**

The City of Peoria Ordinance No. 98-04 establishes construction work hours as follows:

<b>Construction Type</b>	<b>April 2 – Sept. 29</b>	<b>Sept. 30 – April 1</b>
a. Concrete Work	5:00 a.m. to 7:00 p.m.	6:00 a.m. to 7:00 p.m.
b. Other Construction (within 500 feet of residential Area)	6:00 a.m. to 7:00 p.m.	7:00 a.m. to 7:00 p.m.
c. Construction Work (more than 500 feet of residential area)	5:00 a.m. to 7:00 p.m.	5:00 a.m. to 7:00 p.m.

**J-23 USE OF OFF-DUTY OFFICER POLICY**

The permittee shall provide a uniformed off-duty officer to assist with traffic control when the construction zone extends within 300' of a signalized intersection or when ever traffic in any one direction is restricted. An off-duty officer may be required at other times if construction conditions dictate or by direction of the Engineering Director or their designee.

**J-24 CONSTRUCTION SIGN POLICY**

The permittee shall post information signs on construction vehicles and at the work site identifying the name of the utility authorizing the work. The purpose of the sign is to identify the permittee authorizing the work and the contractor performing the work. The sign information shall include a phone number where a person can call and receive information about the job and leave a message. The permittee must respond to all phone messages within 24-hours. In addition, all permittees must return regular traffic control signs back to their original place and replace any signs damaged during construction. General signage requirements are listed below. Specific project signs may be required on a case by case basis.

**A. Arterial Streets**

1. Projects on arterial streets, as identified by the City of Peoria Street Classification Map, that are either; a) greater than one mile in length or b) have a construction timeframe of 30 calendar days or longer, must utilize the following signage:

- a. Variable Message Board (VMB) or Portable Arrow Panel type signs at each end of the project that indicate the following:
  - (1) Location of construction, including cross street names.
  - (2) Direction of travel restricted.
  - (3) Dates and duration of construction.
  - (4) Alternate route suggested.
- b. Stationary Signs at end of the project that indicate the following:
  - (1) Names of authorizing company and permittee.
  - (2) Phone number for job information and to leave a message.
  - (3) Estimated start and completion dates for the project.
  - (4) Project description.
- c. Variable Message Board (VMB) signs shall be placed 5 working days before commencement of construction or as otherwise directed by the City.

**B. All Collector Streets**

All projects on streets not classified as arterial streets must post the following information:

- 1. Names of authorizing company and permittee.
- 2. Phone number for job information and to leave a message.
- 3. Estimated start and completion dates for project.
- 4. Project description.

**J-25 STRIPING AND MARKING FACILITY POLICY**

All striping and markings removed during construction by the permittee shall be replaced by the permittee. The City of Peoria Public Works Field Operations Division shall approval all obliteration, layout of markings to be replaced and type of material used to replace the striping and marking.

**J-26 ORDER OF PRECEDENCE**

It is not intended by these guidelines to repeal, abrogate, annul, or in any way impair or interfere with existing provisions of other laws or ordinances except those specifically repealed with private agreement, restrictive covenants running with the land to which the City is a party. Where these guidelines impose a greater restriction on land, buildings, or structures than is imposed or required by such existing provision law, contract, ordinance, or deed, the provisions of these guidelines shall prevail.

**J-27 DEFINITIONS AND ABBREVIATIONS**

The words, abbreviations, or phrases used in these guidelines may be found in the Uniform Standard Specifications and Details for Public Works Construction Manual as published by MAG. All other words or phrases shall be according to the generally accepted meaning in the English language.

**J-28 ABANDONMENT OF FACILITIES IN THE CITY'S ROW**

**PURPOSE:** The purpose of this Policy is to outline the procedure the City of Peoria will follow to determine if utility facility removal is required or if alternatives may be used.

**RESPONSIBILITY:** Engineering Director shall ensure that all provisions of this Policy are followed.

**UTILITY FACILITIES:** Utility facilities include any publicly or privately owned assets including pipelines, conduits, wet and dry utilities of any kind, structures, and related features placed or located in the City right-of-way (ROW).

**POLICIES:**

1. The City will review proposals to abandon utility facilities within its right-of-way on a case-by-case basis. The Engineering Director, or his/her designee, will determine if utility facility removal is required or if abandonment in the ROW will be allowed. All work in the ROW must meet City requirements as stated in the Infrastructure Design Guidelines.
2. Utility facilities may be considered for abandonment in the ROW when one or more of the following conditions apply:
  - The City plans to transfer ownership of the right-of-way to another party and the receiving party allows abandonment of utility facilities within its right-of-way;
  - Removal of the utility facility would involve cutting a pavement structure less than two (2) years old;
  - Removal of the utility facility would disrupt traffic or create a threat to public safety;
  - The Utility submits justification to the City that the cost of the removal would exceed the public benefit;
  - The abandoned utility facility would not create conflict for future improvements;
  - Removal of the utility facility can be accomplished by the Utility at a later date during future project construction/reconstruction;
  - City determines that it may remove the abandoned utility facility in the future without cost increase to current or future projects;

**PROCEDURES:**

1. Requests to abandon a utility facility shall be made as part of the City's permit process as discussed in the Appendices of the Infrastructure Design Guidelines, Utility Permits – Guidelines for Working in the City of Peoria. A request to abandon the utility facility with appropriate justification shall be attached to the Utility's permit application.
2. The Utility owner shall maintain installation records for all utility facilities that are approved for abandonment. The Utility shall make these records available to the City at the time of request for abandonment. When the City provides copies of plans for City projects, the Utility shall respond to the City identifying conflicts with their abandoned facilities and provide Blue Stake services according to Arizona Blue Stake law, (Title 40-360.22.L.) If the abandoned utility facility must be removed to accommodate a City project, the City will notify the Utility owner.
3. The Utility owner shall remove all appurtenances to all utility facilities approved to be abandoned. This includes above ground, below ground and surface features such as valve boxes, service lines, backflow devices, air valves, fire hydrants and all related connecting piping.
4. The Utility owner shall purge, cap or plug the ends of all utility facilities and conduct whatever procedures are necessary to safely abandon the utility facility. In general this will include filling all empty pipes, structures and related features with approved concrete grout.

5. The Utility owner shall be responsible for all of the costs associated with the maintenance, removal, or relocation of its abandoned utility facility within the City's right-of-way.
6. In the event of a conflict between a City project and an abandoned utility facility, the Utility owner shall remove or pay for removal of the utility facility provided that the Utility owner did not have prior rights.
7. Conflict is defined as and caused by the following:
  - A grade change resulting is less separation from the proposed work than is acceptable;
  - The proximity of the abandoned utility facility interferes with the constructability or construction method;
  - The utility facility impacts construction efficiency, project schedules or phasing;
  - The location, type or size of the utility facility interferes with construction and/or operation of City's projects and results in an increase in the City's cost of work;
8. If the Utility owner later decides to remove the abandoned utility facility, the Utility owner shall follow the City's permit requirements outlined above.
9. Should the Utility owner request to include utility facility removal as part of a City construction project, such request shall be made with sufficient time to allow for incorporation of the removal into the design of the City project. Utility owner shall reimburse the City for all costs associated with such removal and disposal of the utility facilities.
10. If an unmarked or unanticipated abandoned utility facility is discovered in City ROW the Utility owner will be responsible for removing it according to the applicable policies herein.
11. Appeals may be made to the Engineering Director.

#### **J-29 PRIVATE WATER COMPANY POLICY**

There are a number of private water companies with service areas within the Peoria city limits. The private water companies include: EPCOR Water, Sunrise Water Company, and Rose Valley Water Company.

For those land development projects that will be provided water utility service from a private water company, the City of Peoria will require:

1. Improvement plans submitted for review, that contains the water system design along with construction notes. The design must comply with the City of Peoria Infrastructure Guidelines.
2. A copy of the approval from the private water company to install their water mains & facilities within City of Peoria's rights of way and public utility easements.
3. A private water company utility easement for the subject water mains and facilities.
4. Upon plan approval by the City of Peoria, a separate Right-Of-Way Permit will be required to install these facilities.

**J-30 UTILITY CONFLICT REVIEW POLICY**

The developer or a designated representative of the design team is required to contact the Blue Stake Center, other jurisdictions, and any City and non-City utilities or service providers within the project limits to determine the locations of their facilities within the areas affected by the project. Information about the Arizona Blue Stake one call locating identification center can be found at <http://www.azbluestake.com/>.

## SECTION K

### IMPROVEMENT PLAN PREPARATION

#### A. General Intent

This section describes the City's requirements pertaining to the preparation of improvement plans, which are to be submitted to the City for approval. These requirements apply to plans prepared for the following purposes:

- Street Construction (Public or Private)
- Grading of Land (Public or Private)
- Storm Drain System
- Drainage Management Facility Construction (AZPDES Requirements)
- Water System Construction
- Wastewater System Construction
- Street Lighting
- Striping and Signage
- Traffic Signal
- Site development other than building plans (i.e., driveways, deceleration lanes, etc.)
- Landscaping and/or Irrigation System Installation
- Any construction in Public Rights-of-way and Easements not listed above

#### B. Plan Size, Scale, Materials and Information

1. Plan Quality. Plans shall be of a quality to allow for electronic capture.
2. Master Utility Plan. A master utility plan at 1" = 100 ft. shall be submitted with the final construction plans for each individual development project.
3. Plan Size. All improvement plans submitted to the City for approval must be on 24" x 36" sheets. Larger plan sheets create handling and storage problems and may produce unsatisfactory records when they are scanned.
4. Drawing Scale. The scale chosen for drawings on plans submitted to the City must be such that existing features, proposed construction, and any other information to be provided will be depicted in a clear, uncluttered, understandable manner. Water system, wastewater system and street paving improvements shall be drawn at a horizontal scale of 1 in = 20 ft. and a vertical scale of 1 in = 2 ft., unless the Engineering Director approves the use of another set of scales for a particular project. Plans for other purposes (grading, landscaping, land surveys, streetlights, etc.) may require the use of larger or smaller scales.
5. Materials. Improvement plans submitted to the City for review shall be bond copies, but all improvements plans submitted for receipt of City signatures shall be copies of the approved drawings.
6. Boundary Lines. All property, right-of-way and easement lines are to be shown on the drawings and the ownership of the property is to be indicated.
7. Monument lines and Monuments. Township and range lines, section lines, and mid-sections lines must be clearly identified. If a roadway centerline does not coincide with, for example, a section line, each line must be shown. Where necessary, paving plans must indicate the need to set, replace or adjust monuments at street intersections, points

of curvature and points of tangency. It should be noted that a registered land surveyor must set, replace or adjust the monuments. All documentation related to the setting, replacement or adjusting of the monuments must be submitted to the City.

8. Legends. Every set of plans shall have a legend, which describes each symbol used on the drawing.
9. North Arrows and Scales. Each plan sheet shall have a north arrow and a bar scale indicating the scale(s) to which the proposed improvements have been drawn. The drawing shall be oriented such that the North arrow points to the top or the right side of the sheet, unless required by another plan standard (e.g. stationing for sanitary and storm sewers).
10. Elevations and Benchmarks. All elevations shown on improvement plans shall be based on City of Peoria datum. Benchmark identification, location and elevation shall be shown so that construction can be tied into the benchmark on which plans are based.
11. Depicting Elevations. When contour lines are needed, they should be used to depict both existing and proposed conditions. High and low points should be identified with spot elevations. The contour interval chosen for particular plan should be small enough to ensure that pre- and post- construction ground slopes and configurations are clearly shown.
12. Dimensions. Dimensions must be provided to show the size and location of the facilities to be constructed and of the existing features, which will affect the construction or will be affected by it.
13. Clarity. Plans must be prepared so there is clear differentiation between new and existing facilities.

### **C. Plan Cover Sheet**

The description of the requirements for a particular improvement can be so simple that only one sheet is required, or the scope of work may be so large or complex that many sheets are required. When several sheets are required to describe the scope of work, a cover sheet is needed for the plan set. The following subparagraphs describe the requirements of a cover sheet. A single sheet plan shall have the same kind of information as that described in the following subparagraphs, but the replacement of the information on the sheet may differ from that required for a cover sheet. The project review staff will be flexible regarding the need for and the preparation of a cover sheet as long as the improvements to be provided are presented in a clear, uncluttered, understandable manner, along with the information described below.

1. Title. Provide a title, which describes the content of the plan set and the name of the development, for example: "Water System Plans for Alta Loma Subdivision". The title shall be printed in large letters and placed in the upper middle of the sheet. Orient the sheet so that the 36-inch edges are along the top and bottom of the sheet.
2. City Name. Immediately below the Title, the words "Peoria, Arizona" shall be printed in letters somewhat smaller than those used for the title.
3. Vicinity Map. Provide a small vicinity map showing the location of the improvements with respect to the nearest arterial and major collector streets. This map does not need to be drawn to a particular scale, but it shall be oriented so that north is at the top of the map.

4. Key Map. A key map showing the project’s location within a section and a graphic sheet index (this may be shown on a detail sheet instead of the cover sheet).
5. Names and Addresses. At the bottom of the sheet, place the names, addresses and telephone numbers of both the owners of the development and the engineering, architectural, or survey firm, which prepared the improvements plans.
6. Approval Blocks. The block for the City approval signatures shall be placed on the lower right side of the sheet. See Figure 1.1 for examples of the City’s approval signature blocks and re-approval signature block. Since re-approvals of the plans may be needed, space shall be provided adjacent to the approval signature block for a re-approval signature block. The re-approval block shall not be placed on the sheet until a re-approval is needed.

**Figure 1.1**

<b>Released for Permitting:</b>					
This set of plans has been reviewed for compliance with City requirements prior to issuance of construction permits. The City neither accepts nor assumes any liability for errors or omissions. This compliance approval shall not prevent the City Engineer from requiring correction of errors or omissions in plans found to be in violation of any law or ordinance.					
<b>Review</b>	<b>Reviewer</b>	<b>Date</b>	<b>Review</b>	<b>Reviewer</b>	<b>Date</b>
Paving			Traffic		
G & D			Fire		
Ret. Walls					
Water					
Sewer					
_____ City Engineer		_____ Date			

7. The Professional’s Seal. The Civil Engineer’s, Landscape Architect’s or Land Surveyor’s seal shall be stamped in the lower right portion of the sheet. Plans for improvements to water and wastewater systems and for paving and grading and drainage shall have a registered civil engineer’s seal; plans for landscaping in the public right-of-way shall have a landscape architect’s seal; and plans depicting land measurements, identifying boundaries, etc., shall have a land surveyor’s seal. The engineer, architect or surveyor shall place his/her signature on the stamped seal along with the date of his/her signature.
8. As-Built Drawings of Completed Work in the Right-of-Way. As-built drawings indicating any changes to the approved plans of the constructed or revised facilities permitted in the right-of-way or on-site shall be provided to the City of Peoria Engineering Department within 30 days of completion of the project and shall be maintained by the permittee in accordance with State Statutes. The preferred format for the as-builts is digital format in AutoCAD format. The digital as-builts must conform to the Maricopa Association of Governments Computer Aided Drafting (CAD) standards.
9. “As-Built” Drawing Certificate. When the construction of improvements that will become the City’s property has been completed, the City requires the developer to provide a set of drawings that accurately reflect the nature, locations and dimensions of those improvements. The civil engineer who makes the measurements to verify or correct the information shown on the plans must provide an “as-built” drawing certification statement on the plans. The certification statement (unsigned) shall be placed on the cover sheet prior to the time the plans are submitted for approval. The certification statement shall be placed on the lower half of the cover sheet near the approval block.

10. Information on the Right Edge of the Sheet. Along the right edge of the cover sheet, provide the following information:

- The title of the plan
- The engineer's, architects, or surveyor's name, fax and telephone number for contact by the City staff
- The City of Peoria Review number

This information along the right edge of the cover sheet will expedite handling by the City staff since plans won't have to be unrolled to find this information.

11. Other Information on the Cover Sheet. Some information, in addition to that described above, such as the names of the utility system owners, plan sheet index, or Maricopa County Environmental Services Department approvals may also be placed on the cover sheet. However, the construction notes (or general notes) and construction detail drawings shall be placed on a second or third sheet rather than attempting to include all of this information on the cover sheet.

12. "Blue Stake" Note. Provide the note: "Call the Blue Stake Center ((602) 263-1100) 48-hours before you dig for location of all utilities."

13. Estimate of Quantities. A thorough and completely itemized quantity list is required which includes the following:

- Cut and fill
- S.Y. of paving
- L.F. of curb and gutter
- S.F. sidewalk
- L.F. waterline, number of hydrants and valves
- Number of hydrant markers
- Number of services
- L.F. wastewater line, number of manholes, number of services

#### **D. Detail Sheet**

A separate detail sheet shall be provided at the discretion of the consultant or when required by the City.

1. Following information is required:

(a) A typical cross section shall be shown for each street included on the street construction plans. The information required on a typical section is:

- Dimensions and slopes
- Street center line, right-of-way, and public utility easement
- City of Peoria Details
- Pavement structural design per MAG Standard Details and Specifications
- Trim and match to existing street
- Existing and proposed utilities
- Landscape areas, wall locations

(b) Special construction details as required shall be provided. Typically included are:

- Modification or relocation detail for existing irrigation facilities
- Special construction where utility conflicts exist
- Other determined by the consultant or the City

**E. Plan View Sheets**

Plan view sheets are allowed only for the following:

1. Grading and drainage plans.
2. On-site Commercial water and sewer plans.
3. Street light layout plans

**F. Plan/Profile Sheets**

Plan and profile sheets are required for each of the following plans:

1. All parkway, arterial, collector and residential streets
2. Water line plans for construction within the right-of-way
3. All sewer line plans
4. All storm drain plans for main lines and connector pipes

**G. Presentation of Design Information**

A separate plan set shall be prepared for each type of improvement, or a plan set may be prepared combining improvements (such as water and sewer). Off-site Improvements shall be submitted under separate cover, unless approved in writing by the Engineering Director or their designee.

1. Water and Wastewater Plans. There are certain requirements in addition to those listed in this chapter, which apply to the preparation of water and wastewater plans. The additional requirements are listed in Chapters 5 and 6 of this booklet.
2. Striping and Signage and Traffic Signal Plans. There are certain requirements in addition to those listed in this chapter, which apply to the preparation of striping and signage and traffic signal plans. The additional requirements are listed in Chapter 2 of this booklet.
3. Paving Improvements. There are certain requirements in addition to those listed in this chapter, which apply to the preparation of paving improvement plans. The additional requirements are listed in Chapter 3.
4. Grading and Drainage Improvements. There are certain requirements in addition to those listed in this chapter, which apply to the preparation of the Grading and Drainage plans and Drainage Report. The additional requirements are listed in Chapter 4.
5. Relocation of Facilities. If a plan calls for the relocation of a structure or facility in order to allow for construction of the desired improvements, the location to which the structure or facility is to be moved shall be shown on the plan. If a structure or facility is to be removed or taken away from the job site, a note shall state this clearly. The agency responsible for a relocation shall be indicated by a note.

6. Plan and Profile Views for Street Improvements. Street improvements shall be shown in both plan and profile views. The plans must show sufficient information to clearly indicate the scope of work. In cases involving significant amounts of grading, contour lines will be required on the plan views.
7. Portrayal of Features in Project Area. Existing features and conditions surrounding the area where construction and/or grading is proposed shall be shown on the plans with sufficient detail and data to ensure drainage problems, or any other problem, will not be created by the construction work or will not exist when the work is completed. Normally, this requirement can be met by showing the features and conditions within 200 feet of the proposed work, but it is the engineer's responsibility to provide sufficient information to show that problems will not be created, regardless of how far from the edge of the proposed construction or grading features and conditions must be shown to achieve this goal.
8. Landscaping in Drainage Ways. Any landscaping proposed for a channel or for a drainage management facility shall be shown on the grading and drainage plans where the designs for the drainage facilities are shown. The engineer's analysis of the capacity and capability of the drainage facilities must take the proposed landscaping into consideration.
9. Retention of Trees. Any requirement for the retention of trees or other plant material in a drainage way must be shown on the grading and drainage plans where the designs for the drainage facilities are shown. The type and diameter of each tree must be indicated.
10. Landscape and Irrigation Plans. The following requirements apply to plans for the installation of plants, landscaping materials and irrigation systems.

Plant Material List

- Key symbols for plants
- Botanical and common plant means
- Quantities of each plant type
- Plant sizes
- Planting details and instructions

All landscape and irrigation plans shall be submitted to the Community Development Department for review, approval, permitting, inspection and final acceptance.

11. Notes Concerning Existing Plants. Notes are required which describe the size and type of existing plants and which indicate whether the plants are to remain, to be removed, or to be transplanted.
12. Maintenance Responsibility. Notes must be provided on the final plat, landscape and grading and drainage plans which indicate who will be responsible for the maintenance of the landscaped areas.
13. Sprinkler Systems. All plants shall be watered by automatic sprinkler systems. Detailed plans of the systems must be provided. Drip systems may be used.
14. Sight-Distance Requirements. The following requirement identified on City of Peoria Details PE-090 and PE-091, which pertain to sight distance requirements that must be observed in the preparation of plans for the construction of any structure, wall or

fence and for the installation of trees, shrubs, and materials that could block a driver's vision of hazards.

15. Areas Adjacent to Curved Streets. Do not propose any structures, walls, fences, signs, berms, etc. or any landscaping or planting in the area between the curb on the inside of a street curve and the line of sight which will be higher than 18-inches above the adjacent curb. This restriction applies regardless of whether the land within the area is public right-of-way or private property.
16. Utility Notification Letters. The design engineer will be responsible to provide the City of Peoria an executed copy of a conflict letter from each specific utility company. A copy of the City of Peoria Conflict letter can be found in the Appendix.

#### **H. General Notes**

Certain general notes are required with each set of improvement plans, depending upon the kind of improvements depicted on the plans. The required notes are briefly described in the following subparagraphs and each of the six types of notes is presented in the Appendix. Please keep in mind that these notes shall be on every set of improvement plans, regardless of the type of improvements depicted on the plans.

1. All Construction in the City of Peoria Public Rights-of-Way and Easements. This set of notes shall be placed on every set of plans, which involves construction of any kind in the public rights-of-way or easements.
2. Grading Work in the City of Peoria Public Rights-of-Way and Easements and Certain On-Site Grading and Drainage Requirements. This set of notes applies to all grading work.
3. Construction on the City of Peoria Water System. This set of notes applies to all work on the City's water system.
4. Construction on the City of Peoria Wastewater System. This set of notes applies to all work on the City's wastewater system.
5. Paving Improvements in the City of Peoria Public Rights-of-Way and Easements. This set of notes applies to paving work in the rights-of-way.
6. Striping and Signage Plans. This set of notes applies to striping and signage work in the public street.

#### **I. Plan Revisions**

If an approved set of plans must be revised, the following items must be provided:

- Cover letter addressing the revised items and reasons for revisions.
- Re-approval signature line added to the original cover sheet.
- Engineer's seal for the revisions added to the original cover sheet.
- All changes on the plan set must have clouds and deltas to indicate revisions.

After the revised plan set has been approved, and re-signed by the Engineering Director or their designee, a new permit must be pulled for the revised plans, and additional permit sets must be provided to the Engineering Department.

**J. Approved Plans**

Approved plans shall be used as the permit set. Any changes to the plans that occur after the signed plans shall be submitted for review and approval prior to permitting.

## SECTION L

### MANAGEMENT OF CONSTRUCTION IN RIGHTS-OF-WAY

This section outlines the requirements for securing an Engineering Construction Permit for encroaching into the City of Peoria's public rights-of-way and public easements. It is the responsibility of the permit applicant to obtain and fulfill any and all other requirements found in the City of Peoria Ordinances and City Code whether or not they are referenced or stated in this manual.

#### L-1 GENERAL INFORMATION AND OVERVIEW OF PROCESS

##### A. Permit Requirement

The City of Peoria requires an Engineering Construction Permit to encroach within the City of Peoria public rights-of-way and easements. The City of Peoria administers the plan review, permitting and construction processes in accordance with the following documents:

1. City of Peoria Standard Details.
2. Maricopa Association of Governments (MAG) Uniform Specifications.
3. City of Peoria Infrastructure Design Guidelines.
4. Arizona Utility Coordinating Committee (AUCC) Public Improvement Project Guide.
5. City of Phoenix Barricade Manual and the Manual on Uniform Traffic Control Devices.

##### B. Purpose of a Permit

Permits are necessary to assure that all work in the right-of-way is completed in the proper location with adequate spacing; built with acceptable materials and in accordance with current specifications; installed in a safe and expeditious manner; that final completion is assured and acceptable; that all infrastructure is protected; that unnecessary traffic delays or congestion to the traveling public is limited; that all landscaping is restored; and that liability issues are properly addressed.

Engineered construction drawings (plans) must be submitted for review. The objective is to make optimal utilization of the space available in the public rights-of-way and public utility easements; to assure compliance with all City of Peoria ordinances, policies and standards; to assure coordination with other right-of-way users, agencies, and City of Peoria project activities; and to reduce risk and/or inconvenience to the traveling public.

Permits are reviewed in scope by the City of Peoria Engineering Department and these permits do not relieve a permittee from any of the stated standards in the Permit Requirement section above, and/or any federal, state, City or industry accepted practice. It is the permittee's responsibility to ensure compliance with all of the above stated requirements. Permittee plans that have been reviewed by the City do not relieve a permittee of this requirement unless the deviation from these standards is clearly specified on the plans and permit, and the permittee has received an additional approval granted in writing by the City of Peoria, in addition to the standard City permit approval. This additional approval does not waive any other stated requirements on the plans or stipulations to the plans.

##### C. Development Permit Process

The appropriate Engineering Construction Permit for development related construction shall be obtained from the City of Peoria Engineering Department counter, located on the first floor of the Development Community Services Building, 9875 N. 85<sup>th</sup> Avenue. Permits for off-site construction are issued following plan approval by the Engineering Department.

An owner's At-Risk Grading and Drainage permit may be issued following at least one plan review provided plans are in general compliance with the City's codes and standards. Such a permit requires a set of redlined grading and drainage plans and a disclaimer attached to the permit to be signed by a principal of the firm requesting the permit.

Prior to obtaining an Engineering Construction Permit for any development project the owner/developer shall provide the following information:

1. Proof of a recorded Final Plat or approved Site Plan.
2. Submit a fully executed copy of the Agreement to Install Improvements, INSTALL- A or INSTALL-B. The document must be filed with the Engineering Department.
  - (a) The Agreement to Install Improvements, INSTALL-B, is an alternate form of assurance that may be available to the owner/developer. With this form of assurance, the owner/developer gives the City the right to withhold Certificates of Occupancy in the development until all improvements have been constructed and accepted. A letter must be provided by the owner/developer stating they have done work within the City for a minimum of three years, a list of successfully completed projects, and a list of City employee contact names and numbers.
  - (b) The Agreement to Install Improvements, INSTALL-A, must be accompanied by some form of assurance. The acceptable form of assurances are: Performance Bond from a Surety Bonding Company authorized to do business in the State of Arizona, Letter of Credit, cash, cashiers check, negotiable bonds, or an escrow account. The cost of the assurances shall be in the amount equal to 100% of the contract cost or 110% of the engineer's estimate or an amount determined by the Engineering Director or their designee.
3. Developer responsible to pay all development related fees.
4. Five sets of approved construction plans, one 24x36, four 11x17.
5. Traffic Control Plan (TCP).
6. Project schedule.
7. All contractors, subcontractors, and developers must provide a Certificate of Insurance naming the City of Peoria as "Additionally Insured", including Liability, Auto, and Worker's Compensation.
8. A copy of the signed construction contract showing quantities. The permit fee for water, sewer, trenching, conduit, gas or other pipelines, drywells, curb, gutter, sidewalks, driveways, flood irrigation, landscape, landscape irrigation, well abandonment and utility lines, is 3.5% of the contract price plus a \$15 administration fee, for each permit.
9. A copy of the signed grading and drainage construction contract showing total cubic yards (cut and fill). The fee calculation is based on the total cubic yards. A \$100 permit fee will be charged for custom homes.
10. All contractors, subcontractors, and developers must obtain a license to operate in the City of Peoria. Contact the City of Peoria Sales Tax Office at (623) 773-7160.
11. Each development is subject to certain fees as identified below. Such fees must be paid prior to the issuance of an Engineering Construction Permit.

Although all appropriate Engineering Construction Permits may be issued simultaneously subject to the provisions listed above, the City of Peoria will not allow construction of above ground street improvements (curb, gutter, sidewalk, paving, etc.) until the water and sewer lines, trench bedding and backfill have been installed, tested, videoed, inspected and accepted by the City of Peoria and the Substantial Letter of Completion has been issued. Upon the issuance of the Substantial Letter of Completion the City will allow the construction of the curb, gutter, sidewalk and paving construction to commence.

#### **D. Utility Company Permit Process**

Prior to the issuance of an Engineering Construction Permit for any Utility Company the specific utility company shall submit a permit application together with four sets of plans.

Upon receiving the appropriate drawings, details and notes, etc., the City of Peoria will log the request into the City's automated permit system and route the documents to the appropriate departments for technical review. The review includes, but is not limited to, checking for compliance with construction standards, approving alignments, verifying that work is in the public rights-of-way or easements, determining if other work is occurring at the same time or at the same site, verifying that all joint trench opportunities have been incorporated to the design, checking for conflicts, reviewing traffic impacts, and verifying that all City requirements have been met and been incorporated into the plans. In addition, the Public Works Department will check to see if the utility company has obtained a Franchise Agreement with the City. If the utility company does not have a Franchise Agreement with the City, up to five Revocable permits may be issued by the City. The utility company will be required to obtain a Franchise Agreement if more than five Revocable permits are requested.

Upon completion of the review, the permit request will either be issued to the applicant or denied and returned to the applicant for further modifications. Permits are issued for 90 working days. Special conditions or stipulations may have been added to the permit by the City after submission by the applicant. It is important that these conditions be carefully reviewed by the applicant for compliance upon issuance by the City of Peoria. If additions or corrections are required to the plans, the applicant will be notified and asked to make the corrections and resubmit to the City.

Fees for all permits will be charged as set forth by City Code. Permittees must demonstrate proof of insurance as required by City Code.

#### **E. License and Other Requirements**

1. Telecommunications Facilities. All telecommunications providers who desire to construct, install, operate, or maintain telecommunications facilities in the City of Peoria public rights-of-way must first obtain a Telecommunication License from the City of Peoria except in cases where state law forbids establishment of a license agreement.
2. Cable TV. All cable television providers and telecommunication providers who desire to provide cable television services, programs, or signals in the City of Peoria public rights-of-way or easements must first obtain a Cable TV License from the City of Peoria.
3. Wireless Communications. All providers who wish to provide wireless communications infrastructure in the City of Peoria public rights-of-way and easements must first obtain a Revocable Permit from the City of Peoria.
4. All Other Above Ground Improvements. Anyone wishing to install any above ground improvements may require a Revocable Permit from the City of Peoria.

**F. Permit Types**

1. General Right-of-Way Encroachment Permit. A permit is required for any encroachment in, on above, over, under, or through the City's public rights-of-way or public easements.
2. Emergency Encroachment Permit. For emergency repairs involving loss of service, the permittee shall call the Engineering Department Inspection Division at (623) 773-8434 to state the type of emergency, the location, the number of lanes closed, a contact name, estimated time to complete repairs, and a cell phone number. A TCP shall be faxed to the Engineering Inspection Division (623) 825-0325 within 24-hours. Note: the installation of new service is not an emergency. The appropriate construction signage shall be posted by the permittee.
3. Annual Maintenance Encroachment Permit (Blanket Permit). A permittee who owns an improvement in the City's public rights-of-way may apply for an annual maintenance encroachment permit (Blanket Permit). The annual encroachment permit must be renewed every year. Permitted activities include entering manholes, cabinets, or other above/below ground improvements but do not include any pavement cutting.

Permit fees and other construction costs are collected upon issuance of each individual permit in accordance with the Peoria City Code except as superseded by a franchise or license agreement. On joint trench projects, the surcharge fee will be apportioned to the participating agencies.

4. Grading At Owner's Risk Permit. The Engineering Department will issue a "Grading at Owner's Risk" permit which is effective for 60 calendar days provided that the developer/owner/contractor agree to complete the items listed below. No other permits such a water, sewer, concrete, dry utilities or paving will be issued until such time as all civil construction drawings are approved by the Engineering Department, the Grading and Drainage Permit is obtained, all fees identified by the plan approval letter have been paid to the City, all documents; SLID, MID, Street Light Warranty Agreement, Agreement to Install, etc., have been executed by the developer and accepted by the City, the City of Peoria Sales Tax license is obtained and proof of insurance is submitted to the City.

If the above items are not completed within 60 calendar days, the "Grading at Owner's Risk" permit will be withdrawn and the contractor will be required to return the property to its original condition.

**ITEMS REQUIRED TO OBTAIN A "GRADING AT OWNER'S RISK" PERMIT**

- (a) Application shall be completed by the applicant. The application shall contain the following information:
  - (1) Identify and describe work to be covered by the permit.
  - (2) Indicate intended use for which the site is being prepared.
  - (3) Permit application is to be signed by the authorizing agent.
- (b) City must complete first review of Grading and Drainage plans for the proposed development and find that the plans are substantially acceptable.
- (c) City must approve the SWPPP for the proposed development.

- (d) Developer must provide to the Engineering Department three copies of the red lined Grading and Drainage Plans and approved SWPPP. The red lined plans will alert the Engineering Inspector that the project has not been approved, but has been reviewed at least one time and also make them aware of the possible changes.
  - (e) Contractor shall provide to the Engineering Department a copy of the Dust Control Permit per Maricopa County Rule 310.
  - (f) Developer/Engineer/Contractor must provide to the Engineering Department copies of the cut/fill quantities.
  - (g) Contractor shall obtain a "Grading at Owner's Risk" permit at a cost of 150% of the actual grading and drainage permit cost up front, which has a one time "life" of 60 calendar days. The 150% fee will be applied to towards the actual grading and drainage permit.
  - (h) Developer/Contractor must provide the following information when applying for a "Grading at Owner's Risk" permit:
    - (i) A haul route permit must be obtained if 100-cubic yards of material or more will be brought onto or exported from the site.
    - (j) Letter of Authorization from property owner in which material is being removed or hauled onto.
    - (k) Contractor shall provide to the Engineering Department a list of 24-hour emergency telephone numbers.
    - (l) The Developer/Contractor must provide a letter to the City guaranteeing the repair of any street or other improvements that may be damaged during the hauling of the material.
  - (m) The Contractor must provide the necessary Traffic Control Plan and Traffic Control devices including Off-duty Police Officers in accordance with City of Peoria, MUTCD and Phoenix Barricade Manual standards.
5. Haul Route Permit. In accordance with Section 20-258 of the Peoria City Code a haul route permit is required for each site in order to move 100-cubic yards, or more of material off-site or bring material on site. To obtain a haul route permit, an applicant shall submit in writing on a form provided by the Public Works Department, an application and a diagram showing the specified route. The application shall contain the following:
- (a) Identify and describe the work covered by the permit.
  - (b) Describe the land on which the proposed work is to be done by lot, block, tract, or similar description that will identify readily and definitely locate the proposed work and give name and address of property owner.
  - (c) Indicate the intended use for which the site is being prepared.
  - (d) Give proposed location of deposit area and name and address of person who will receive excavated material and evidence that he/she is willing to receive material (if offsite).

- (e) Be accompanied by plans, specifications and a soil and drainage report and a SWPPP.
  - (f) When the proposed Haul Route impacts another jurisdiction, the Engineering Department requires approval in writing from the affected jurisdiction. The written approval(s) shall be submitted with the Haul Permit application.
  - (g) State the estimated quantities of earthwork involved.
  - (h) Be signed by the permittee, or his agent, who may require to submit evidence to indicate such authority.
  - (i) Locate all retaining walls (and state height) planned in the project.
  - (j) Provide typical cross sections of retaining and privacy walls at all locations where a change in grade occurs along the perimeter of the entire site.
  - (k) Obtain all applicable Maricopa County Air Quality Control permits and submit/incorporate it as part of the overall grading permit.
  - (l) Give such other information as reasonably may be required by the Public Works Director or his designee, i.e. proper insurance information, 24-hour emergency telephone numbers, traffic control plan, provide off-duty police officers.
  - (m) Payment of the application fee currently established by the Peoria City Code.
6. Over Dimensional Load Permit. Under Section 14-72 of the Peoria City Code, the Chief of Police or his designee, upon written application and with good cause being shown, may issue an oversized or overweight permit, authorizing the applicant to operate or move a vehicle, or a combination of vehicles, of a size, weight, or load exceeding the maximum set forth in Arizona Revised Statutes, Sections 28-1008, 28-1009 and 28-1009.01, the provisions which are adopted by reference as though fully contained in the Peoria City Code.

The Chief of Police or his designee may establish seasonal or other time limitations on such permits which the vehicles described may be operated on the streets indicated, or otherwise limit and prescribe conditions of operation of the vehicles when necessary, to ensure against undue damage on the road infrastructure and/or surfaces, and may require other security as he deems necessary to compensate for any damage to a roadway or road structure. The person for whom the permit is issued is liable for any damage caused by his/her actions, and for the actions of parties carrying out the work covered under the permit.

A fee shall be issued for each permit. The fee shall be assessed in the amount provided in Section 2-222.B of the Peoria City Code for each 30-day period.

A 30-day permit may be issued for the movement of over dimensional and/or overweight loads as long as any load to be carried within the 30-day period does not exceed the specifications listed on the permit.

A single trip permit may be issued under the same premise as is a 30-day permit, but is valid for only three days from the date of issuance. A fee for this permit shall also be assessed in accordance with Section 2-222.B of the Peoria City Code.

Applications for Over Dimensional or Over Sized Load permits along with a map showing the proposed route must be submitted to the Police Department not less than five working days prior to the time that work, described on the permit, is to commence.

At the discretion of the Chief of Police or his designee, a permit holder may be required to have escorts and/or direction and control by permit holder and shall utilize vehicle markings that are visible from a minimum distance of 200-feet in daylight.

Loads with widths wider than 25-feet and/or heights greater than 15-feet will require review of the Public Works Director, or their designee, before a permit can be issued.

The Chief of Police, Engineering Director, or their designees, may suspend permits for reasons of public safety concerns and/or negligence.

#### **G. Permit Fees**

Engineering Construction Permits – Inspection and testing fees: Fees are payable at the time permits are issued and are based upon construction quantities. The Engineer/Contractor/Developer is responsible to provide quantities through the submittal of a copy of the construction contract or a certified engineer's estimate. Water, sewer, paving, concrete and dry utility permits are based on 3.5% of the contract amount or certified engineer's estimate.

The sequence of permits and construction is at the discretion of the developer with the following exceptions:

1. The storm drain system must be installed and accepted by the City prior to commencement of the concrete and paving phase.
2. The water system must be pressure tested and pass the bac-t test prior to commencement of the concrete and paving phase.
3. The sewer system must be pressure tested, lamped, mandreled and videoed prior to commencement of the concrete and paving phase.
4. The dry utilities must be installed prior to commencement of the concrete and paving phase.
5. Bedding and backfill compaction test results must be submitted, review and accepted by the City prior to commencement of the concrete and paving phase.

In addition, all fees identified on the plan approval letter must be paid in full prior to the issuance of any Engineering Construction Permit. A summary of possible engineering fees are provided below. The developer is responsible to contact all other City Departments to obtain a listing of any applicable fees.

1. The project may be located within the boundaries of a water and/or sewer buy-in fee zone. The owner/developer will be notified during the review process of the specific zone and the associated charge per acre or per lineal footage.
2. The project may be located within the boundaries of an improvement district. The owner/developer will be notified during the review process and must determine whether an assessment modification will be required. If an assessment modification is required the owner/developer is responsible to reimburse the City the \$500 Assessment Modification fee and the proposal fee from the Improvement District Engineer.

3. The City will fog seal the streets for each new development approximately one-year following the final acceptance. The owner/developer will be charged \$.21/S.Y. for the total square yardage of asphalt. The asphalt quantity listed on the cover sheet will be used to calculate the total fog seal fee.
4. Application fees of \$15 per lot for the formation of Streetlight Improvement Districts (SLID) and the \$15 per lot fee for the formation of the Maintenance Improvement Districts (MID).
5. Provide payment of the \$25 per lot addressing fee.
6. Provide payment of \$360 per sheet for first and second plan review and \$250 per sheet for third plan review and each review thereafter.
7. The Owner/Developer is responsible to pay all applicable City Expansion fees.
8. The Owner/Developer is responsible to pay all street cut surcharge fees.
9. Any right-of-way or easement dedication fees.

#### **H. Permit Duration**

The Engineering Construction Permit for any development project will be valid from the date of issuance for an approved timeframe of nine months. The permit shall be activated by contacting the Engineering Automated Inspection Request line at (623) 773-8445.

The permit request by the utility companies shall state the anticipated length of construction in calendar days and/or weeks and state the anticipated start date for construction. The City may require additional construction scheduling information on a case by case basis. The permit will be valid from the date of issuance for an approved timeframe of 90-days.

The permit shall be activated by calling the Engineering Automated Inspection Request line at (623) 773-8445 a minimum of 48-hours prior to start of construction and obtaining approval of a barricade plan (if needed) prior to commencing work. Failure to expeditiously complete the current project within the permitted timeframe may result in denial of future permits until the currently permitted project(s) is completed to the City's satisfaction.

## SECTION M

### INSURANCE REQUIREMENTS

#### **A. Permittee Liability**

The permittee shall be responsible for all liability imposed by law for damages arising out of or related to work performed, or failed to be performed, by the permittee, permittee's agents, contractors and all tiers of subcontractors under the permit. If any claim of such liability is made against the City, its officers or employees, permittee shall defend, indemnify and hold the City harmless from any such claim.

#### **B. Insurance Limits**

No applicant shall be entitled to an Engineering Construction Permit unless they have filed and maintain on file with the City a current Certificate of Insurance certifying that the permittee carries public liability and property damage insurance issued by an insurance carrier authorized to do business in the State of Arizona, insuring the applicant and the City and its agents, against loss by reason of injuries, to, or death of persons, or damages to property arising out of or related to work performed by the applicant, its agents or employees while performing work under the permit. Such insurance shall be primary and provide coverage for liability assumed by the applicant under this agreement, and shall be provided by the permittee in the amounts established by the City.

#### **C. Effective Timeframe of Insurance**

Failure of the applicant to provide the City with such a certificate, and a failure by the City to demand the filing by permittee of such a certificate before such a permit is issued shall not be deemed to waive the permittee's obligation to provide the insurance. Such insurance certificate shall remain in effect and be kept on file with the City until all work being performed by the permittee has been completed. Where an encroachment involves a permanent obstruction, such insurance certificate requirements shall remain in effect until such construction is removed. The insurance certificate shall provide that coverage cannot be canceled or expire without providing ten days written notice of such action to the City.

#### **D. Insurance of Permittee's Agents, Contractors, and Subcontractors**

Prior to permit issuance, permittee must identify and list all agents, contractors and all tiers of subcontractors who will perform work for permittee under subject permit. All such agents, contractors and subcontractors must comply with all of the above provisions, including but not limited to, providing a Certificate of Insurance to the City of Peoria containing all of the insurance requirements set forth in this section. If permittee engages any other agents, contractors or any tier of subcontractor not initially scheduled, prior to work commencing, permittee must notify the City of Peoria of such agent, contractor or subcontractor and such agent, contractor and subcontractor shall submit the appropriate Certificate of Insurance in compliance with this section.

## SECTION N

### FINAL LETTER OF ACCEPTANCE FOR CONSTRUCTION PROJECTS

The Final Letter of Acceptance (FLOA) will be granted when the entire project is completed. To obtain the FLOA, the following items must be approved:

1. All work shown on the approved plans completed and installed.
2. AC or Concrete Mix design approval.
3. Compaction reports approved.
4. All concrete work (curb, sidewalk) is accepted, or if cracked, replaced if a hazard (tripping, etc.).
5. Brass Caps for Horizontal Control and Bench Marks for Vertical Control (new and existing) installed and survey roles establishing the x, y, and z data approved. All new or re-set monumentation that is not associated with a plat or MOD that has an RLS responsible for checking the brass caps accuracy in relation to two separate section, quarter section, or other acceptable cadastral ties must be checked for accuracy by an RLS, submitted to the City for review then upon City acceptance the RLS shall record said replacement or set.
6. Completed maintenance, streetlight and fire improvement district documents received and approved.
7. "As-built" drawings, certified by a registered land surveyor or professional civil engineer registered in the State of Arizona for:
  - (a) Grading and Drainage including certificates of pad elevations or finished floor elevations, drywell rim elevations, retention/detention basin elevations and flood zone determinations.
  - (b) Sanitary sewer system, including dimension between manholes, actual location of services and length of services installed, rim and flowline elevations and type of pipe, etc. Must have AOC in hand prior to acceptance.
  - (c) Water system, including valve locations, depth of water line, type of pipe, actual location of services, actual location of vertical alignment(s), dimension to hydrant locations, dimensions to tees and crosses. Must have AOC in hand prior to acceptance.
  - (d) Paving, curb, gutter and sidewalk, including locations and widths of driveways, elevations, streetlight locations. Tops of curbs are to have a stamped S at sewer tap crossings per MAG Standard Detail 440-4.
  - (e) Storm Drain, including type of pipe, dimension of pipe to monument line, location of catch basins, inlets and NPDES markers, manhole rim and flowline elevations, dimensions to vertical or horizontal realignments.
  - (f) Bank stabilization, if any included in as-builts.
  - (g) Traffic signal/stripping and signage.

- (h) Flood irrigation (public and private).
  - (i) Copies of drywell drilling logs and ADEQ certification/registration.
  - (j) Copies of drywell percolation tests.
  - (k) Provide CAD drawings, compatible with City software of the water, sewer, storm drain system base maps with as-built locations of the mains.
8. All fees must be paid.
  9. All streetlight installation costs have been paid.

The FLOA will constitute the beginning of the one-year warranty.