



City of Show Low Planning & Zoning

180 N. 9th Street, Show Low, AZ 85901
(928) 532-4040

For Office Use Only

Date received: _____

Time received: _____ AM/PM

Received by: _____

Preliminary Plat Application

(Filing Fee: see page 3)

Title 17.15.030 of the Land Development Ordinance

Please complete this application after a review of the referenced section of the Land Development Ordinance. Incomplete applications will not be considered accepted and may delay consideration of your project by the Planning and Zoning Commission. If you have questions regarding the process or requirements, please contact the Planning and Zoning Department at (928) 532-4042.

Date of REQUIRED preapplication conference: _____

OWNER INFORMATION

Name: _____

Address: _____
Street Address *Apartment/Unit#*

_____ _____
City *State* *ZIP Code*

Phone: _____ Email: _____

APPLICANT INFORMATION (If different)

Name: _____

Address: _____
Street Address *Apartment/Unit#*

_____ _____
City *State* *ZIP Code*

Phone: _____ Email: _____

PROPERTY INFORMATION

Address of Property: _____ Parcel Number: _____

Legal Description of Property: _____

PROPOSAL

Name of proposed subdivision: _____ Number of proposed lots: _____

Current Zoning Classification: _____ Is a zone change proposed or required? Yes No

Provide a brief description of the proposed land development: _____

SUBMITTAL CHECKLIST *(Please ensure that your submittal is complete in order to avoid delays)*

- Preliminary Plat application fee (**see page 3 for fee schedule**).
- A preliminary draft or outline of protective covenants and restrictions (CC&R's) that demonstrate the proposed theme and character of the proposed subdivision.
- (A waiver of any and all claims for diminution in fair market value as defined by A.R.S. § [12-1134](#) arising out of the application.
- Such other information as, in the opinion of the director, will be required to complete a thorough analysis of the preliminary plat in terms of its compliance with all city codes, ordinances, rules and regulations.
- Six (6) blue line (or black line) copies of the plat (**please call to confirm actual number of copies desired**), which must be scaled to fit on one (1) twenty-four (24) inch by thirty-six (36) inch sheet (where practical, although the scale may not exceed one hundred (100) feet to the inch), in addition to one (1) eleven (11) inch by seventeen (17) inch reduced copy, showing:
 - *Identification and Descriptive Data.*
 - Proposed subdivision name, location by township, range, and section, and reference by dimension and bearing to a section or quarter section corner.
 - North arrow, scale and date of preparation.
 - (Name, address and phone number of the owner, and of the engineer, surveyor, landscape architect or land planner who prepared the plat.
 - Vicinity map showing the relationship of the proposed subdivision to main traffic arteries and any other landmarks that would help to locate the project.
 - Assessor's parcel numbers for all abutting properties.
 - *Existing Conditions Data.*
 - Topography by one (1), two (2) or five (5) foot contour intervals adequate to reflect the character and drainage of the land as determined by the public works director, and related to U.S. Coastal and Geodetic Survey (USC&GS) datum, or other datum approved by the public works director.
 - Surveyed location of all existing improvements on public rights-of-way and private property including land use, structures and fences, walls, shacks, barns, utility lines, wells, streams, irrigation canals and structures, private and public culverts, ditches, washes, lakes, water features of all types, direction of flow, flow pattern, location and extent of areas subject to inundation, and whether such inundation is frequent, periodic, or occasional and data regarding frequency.
 - Location, width, and names of all platted streets, drainage and utility easements, public areas, and municipal boundaries within, adjacent to, or extending from the property.
 - Location of historic and archaeological sites, if any.
 - Acreage and zoning of the property and abutting properties.
 - Complete boundary dimensions of the property and engineer's calculations and estimated values for each tributary storm runoff channel for two (2), ten (10), and one hundred (100) year frequency storms (the values shall be indicated along the boundary of the survey map for all points of drainage entering and exiting the property).
 - Evidence of adequate access from an existing public right-of-way.
 - The presence of a solid wall or fence along collectors to be of a consistent material and installed by the developer.
 - *Proposed Conditions Data.*
 - Proposed lot configuration, including approximate size and dimensions of each lot, and identification of each lot by number, and total number of lots; building setback lines; street light locations; hydrant locations; street layout, including location, width, curve radii, and proposed names.
 - Identification of average and minimum lot size(s).

- Designation of all land(s) to be dedicated and reserved for public use with use and acreage for each indicated.
 - Location of all proposed private and controlled access streets and identification of all access devices on local streets within the subdivision; their means of accomplishing access control (e.g., signage, traffic barriers, gates, etc.) and monitoring devices and facilities; and their hours of operation and standards and procedures for admittance.
 - A general statement regarding proposed utility methods including type of sewer system and status of existing capacities of nearby water, sewer, and other public utilities.
 - Preliminary traffic statement from a registered engineer that will address the impact of new development on existing roadways, the condition and capacity of existing streets, typical cross-sections, and determination if a traffic study is required.
 - Preliminary drainage statement from a registered engineer that addresses detention, floodplain, a proposed drainage system, the impacts of increased runoff due to development and the impacts to downstream property.
- *Subdivision Trails Master Plan.* New subdivisions shall incorporate trails indicated running through the property by the City of Show Low trails master plan into their subdivision. New subdivisions adjacent to a trail as indicated by the trails master plan shall provide a connection to the trail system. (All trails required as part of the city trails master plan shall be accessible and dedicated to the public.)

APPLICATION TIMELINE *(Preliminary Plat)*

- 1) **The Director of Planning and Zoning shall confirm whether your application is complete within five (5) working days of receipt.**
- 2) **Once a complete application has been received the Planning and Zoning Commission shall consider it at its next regularly scheduled meeting (no sooner than 21 days once considered complete).**
- 3) **Upon approval of a preliminary plat (by the Planning and Zoning Commission) the City Council may consider the proposed plat at its next regularly scheduled meeting.**
- 4) **Approval constitutes authorization to proceed with preparation and submittal of engineering plans and specifications for public infrastructure improvements and the final plat.**
- 5) **Preliminary plat approval does not assure final plat approval and expires if a final plat is not submitted within one year of Preliminary Plat approval.**

PRELIMINARY PLAT & DEVELOPMENT PLAN FEE SCHEDULE *(Per resolution No. 2012-01)*

# Proposed Lots or Units	Flat Fee		Per Lot Fee
1-25	\$170.00	+	\$10.00/Lot
26-50	\$300.00	+	\$5.00/Lot
51 and over	\$500.00	+	\$3.00/Lot

AUTHORIZED REPRESENTATIVES

PLEASE NOTE: In accordance with City Code, Title 19.15.010 D and E, you or your authorized representative must be present at all Planning and Zoning and/or City Council hearings or public meetings regarding this application. Below please list any person(s) authorized to represent you during this application process. Representations made during those meetings or hearings and designated in the record shall be deemed conditions of approval.

CERTIFICATION

I certify that the information on this application form and attachments are true and correct to the best of my knowledge.

Signature of Owner(s): _____ Date: _____

Signature of Owner(s): _____ Date: _____

Signature of Applicant: _____ Date: _____

Waiver of Claims Under Arizona Revised Statutes § 12-1134

I, _____, the owner of the property described as A.P.N. _____

Show Low, Arizona, hereby waive any and all claims for diminution in value to my property which may arise under A.R.S. § 12-1134 as a result of my request and application for a PRELIMINARY PLAT. Further, I agree to defend, indemnify and hold harmless the City of Show Low, its officers, employees, and agents from and against any and all such claims for diminution in value to my property as defined in A.R.S. § 12-1134 arising out of my application or request for the applicable land use action as described above.

DATED this ___ day of _____, 20__.

Signature of Property Owner

STATE OF ARIZONA)
) ss.
County of _____)

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

Name of Signer

Notary Public

[Notary Seal]