



JAY CHRISTELMAN, DIRECTOR

COMMUNITY DEVELOPMENT

Subdivision Preliminary Plat Requirements

per the Coconino County Subdivision Ordinance Section 4.3

The preliminary plat shall be prepared through an integrated conservation design approach by or under the direction of a Professional Civil Engineer or a land surveyor registered to practice in the State of Arizona.

The information herein required shall be shown on the preliminary plat, which may be comprised of several sheets showing various elements, and may be shown graphically or by note on said plans. All mapped data for the same plat shall be drawn at the same standard engineering scale, said scale being not less than 200 feet to an inch (1"=200'). Whenever practical, scales shall be adjusted to produce an overall drawing not exceeding 24" x 36" in size.

All preliminary plat applications shall comply with the submittal requirements as outlined on the County Subdivision Application and the required information and documents listed below; to be submitted along with the completed application and the required application fees.

Section	Details	Met Y/N & Notes
4.3.C.1	<ul style="list-style-type: none"> - An electronic copy of the preliminary plat - Required supporting data. 	
4.3.C.2	<ul style="list-style-type: none"> - A Title Report showing the current owner - A letter from the property owner giving authorization to process the application for the subdivision if the owner is not the subdivider/applicant 	
4.3.C.3	<ul style="list-style-type: none"> - Total subdivision acreage - Overall dimensions (including lengths and bearings) of the subdivision boundary - Closure calculations (in both print and electronic format) - Individual lot lines and frontages shall be length-dimensioned- 	
4.3.C.4.a	<ul style="list-style-type: none"> - The proposed name of the subdivision and its location by section, township and range - Reference by dimension and bearing to two (2) section corners and/or quarter section corners - All subdivision boundaries. 	
4.3.C.4.b	<ul style="list-style-type: none"> - North point - Small scale vicinity map showing relative location of the plat to adjacent roads or highways - Scale - Date of preparation (including dates of any subsequent revisions) 	

<p>4.3.C.4.c</p> <ul style="list-style-type: none"> - Name - Contact information - Seal <p><i>*of Registered Land Surveyor and/or Civil Engineer preparing the preliminary plat and the Registered Civil Engineer designing project improvements therein.</i></p>	
<p>4.3.C.5.a</p> <ul style="list-style-type: none"> - Name - Document number and/or book and page numbers (of any recorded subdivision adjoining or having common boundaries with the proposed development) 	
<p>4.3.C.5.b</p> <p>Existing and proposed contours established by field survey or aerial mapping methods relating to NAVD88 vertical survey datum, or other datum approved in writing by the County Engineer or County Surveyor, to be shown on the same map as the proposed subdivision layout. Location and elevation of the bench mark used should also be shown on the project plans. Acceptable contour intervals are as follows:</p> <ul style="list-style-type: none"> i. for grades up to ten percent (10%), two (2) feet; ii. for grades between ten percent (10%) to twenty percent (20%), five (5) feet; iii. for grades over twenty percent (20%), ten (10) feet. iv. identify all slopes between fifteen percent (15%) and twenty-five (25%) by a different shade and the disturbance intended for these slopes. 	
<p>4.3.C.5.c</p> <p>Contours shall be shown extending a minimum of one hundred (100) feet from beyond the external boundaries of the proposed development (so to adequately reflect the character and drainage of the land)</p>	
<p>4.3.C.5.d</p> <ul style="list-style-type: none"> - Location by survey or aerial mapping methods of streams, lakes or other water features - Direction of flow and water level elevations - Location and extent of areas subject to inundation - Whether such inundation is frequent, periodic or occasional <p><i>* If any portion of the subdivided land is below the elevation of a locally determined or FEMA designated floodplain the floodplain, floodway, and area of inundation shall be shown. More specific Floodplain Regulations may be found in the Zoning Ordinance.</i></p>	
<p>4.3.C.5.e</p> <ul style="list-style-type: none"> - Location - Widths - Names <p><i>* of all existing public and/or private streets, roads, and highways adjacent to the plat as well as those providing legal access to the property.</i></p>	
<p>4.3.C.5.f</p> <p>Location of any...</p> <ul style="list-style-type: none"> - (on-site) existing roads - Structures - Fences - Existing improvements - Railroad rights-of-way - Other important features (such as section lines, political subdivisions, or corporation lines) 	
<p>4.3.C.6.a</p> <p>A Lot Statistical Table indicating...</p> <ul style="list-style-type: none"> - The area - Proposed use of all lots, parcels, and tracts within the subdivision - Referenced by number and/or letter. 	

4.3.C.6.b	<p>Information explaining...</p> <ul style="list-style-type: none"> - Source of water - Fire protection - Sewage disposal - Electric and telecommunication services - Refuse service <p><i>* Statements as to the water supply and the type of wastewater facilities proposed for the development shall appear on the preliminary plat.</i></p>	
4.3.C.6.c	<ul style="list-style-type: none"> - Street layout - Design cross section - Preliminary curve data - Curve lengths - Grade - Proposed names of all roads, streets and highways in the proposed subdivision. <p><i>* Designation as privately maintained (preferred) versus offer for County maintenance in accordance with the Engineering Design & Construction Manual (EDCM). Typical cross sections to indicate thickness and type of surfacing and the thickness and type of base course as determined by the geotechnical/soils report subject to minimum thicknesses for County maintained roads. Refer to Chapter 7 & 8 herein and the EDCM for specific details.</i></p>	
4.3.C.6.d	<p>The location for all... <i>(indicated by number or letter and indicating their proposed uses and dimensions)</i></p> <ul style="list-style-type: none"> - Lots - Tracts - Easements 	
4.3.C.6.e	<p>Designation of all land to be... <i>(with use indicated)</i></p> <ul style="list-style-type: none"> - Dedicated - Provided - Reserved for public or semi-public uses 	
4.3.C.7	<ul style="list-style-type: none"> - If the subdivider/applicant is planning to plat the proposed development in phases it must be so indicated on their preliminary plat when submitted for technical review - If the subdivider/applicant later decides to phase the development, it may be necessary to re-submit for a second Technical Review Committee review. 	
4.3.C.8	<p>List of specific waivers being requested.</p>	
4.3.C.9	<ul style="list-style-type: none"> - A roster with the names and addresses of owners of property within 1,000 feet of the subdivision <p><i>* or to a distance determined by the Community Development Director if a wider noticing area is appropriate to reasonably notify surrounding property owners of the proposed subdivision.</i></p>	
4.3.C.10	<ul style="list-style-type: none"> - A Preliminary Drainage Report in a separate bound folder. <p><i>* Refer to Chapter 8 herein and the Engineering Design & Construction Manual for more specific details.</i></p>	
4.3.C.11	<ul style="list-style-type: none"> - A Preliminary Geotechnical/Soils Report in a separate bound folder. <p><i>* Refer to Chapter 8 herein and the Engineering Design & Construction Manual for more specific details.</i></p>	
4.3.C.12	<ul style="list-style-type: none"> - A preliminary Traffic Impact Statement or Analysis, in a separate bound folder. <p><i>* Refer to Chapter 8 herein and the Engineering Design &</i></p>	

	<i>Construction Manual for more specific details.</i>	
4.3.C.13	<ul style="list-style-type: none"> - A letter of "intent to serve" from appropriate water provider or proof of the ability to utilize individual or community water supply features. Include... <ul style="list-style-type: none"> - Preliminary storage - Distribution piping - Fire protection methodology. 	
4.3.C.14	<p>A report prepared by a Sanitary or Civil Engineer registered in the State of Arizona detailing...</p> <ul style="list-style-type: none"> - The proposed method for handling wastewater - Its effect on surface and groundwater <p><i>* This report shall include the geological report and design report required for the ADEQ Approval for Sanitary Facilities for Subdivisions that will be submitted to ADEQ as part of the Final Plat process.</i></p>	
4.3.C.15	<ul style="list-style-type: none"> - A Preliminary Open Space and Landscape Plan for all required open space and amenities - Required landscaping, revegetation and mitigation areas <p><i>* See Chapter 4 of the Zoning Ordinance for more specific Landscape Plan details.</i></p>	
4.3.C.16	<ul style="list-style-type: none"> - A Preliminary FireWise Plan and Weed Mitigation Plan; may be in a separate bound folder <p><i>* Refer to Chapter 8 herein for more specific details.</i></p>	
4.3.C.17	<p>A Preliminary Grading and Drainage Plan detailing...</p> <ul style="list-style-type: none"> - Cuts and fills for street - Driveways - Building pads for the subdivision. 	
4.3.C.18	<p>A draft copy of the "Operation & Maintenance Plan" or Covenant, Condition and Restrictions, that indicates...</p> <ul style="list-style-type: none"> - Ownership - The mechanism used to adequately fund the maintenance of the open space area(s), roadways, stormwater management system, community water and wastewater systems <p><i>* if applicable.</i></p>	
4.3.C.19	<p>The subdivision fencing detail... <i>(if applicable)</i></p> <ul style="list-style-type: none"> - Depicting the type of fencing being proposed - Elevations - General locations. 	