



PRELIMINARY PLAT REVIEW CHECKLIST

LOG NUMBER: _____
PROJECT: _____

REVIEWER:
1st _____ Date _____
2nd _____ Date _____
3rd _____ Date _____

KEY: / = Acceptable X = Not Applicable
 O = Not Acceptable or Missing ? = Unable to Determine Acceptability Status

Complies	Requirement
----------	-------------

PLAT PREPARATION AND SUBMITTAL

- _____ 1. The First Submittal of the Preliminary Plat shall include, at a minimum, the following items (unless previously submitted):
 - a. 1 copy of a current Title Report (not older than 6 months),
 - b. 1 copy of a current ALTA Survey Map,
 - c. 1 copy of the Draft Covenants, Conditions, and Restrictions, (CC & R's)
 - d. 1 copy of the Subdivision Boundary closure calculations,
 - e. 1 copy of the Preliminary Traffic Study,
 - f. 2 copies of the Preliminary Drainage Report.

- _____ 2. The Preliminary Plat shall be submitted on 24" x 36" sheets bound or stapled in sets.

- _____ 3. The maximum allowable scale is 1" = 100 '. The scale must be noted on each sheet.

- _____ 4. The minimum height of all text, numbering, and lettering shall be 0.1" (one tenth of one inch).

- _____ 5. A detailed infrastructure analysis is required and shall include water and wastewater.

COVER SHEET REQUIREMENTS

- _____ 6. The Name of the proposed Subdivision or Development must be shown on the Title Block of the cover sheet.



PRELIMINARY PLAT REVIEW CHECKLIST

Complies	Requirement
_____ 7.	The Legal Description (Section, Township, Range, Principle Meridian, County, and State) must be shown in the Title Block on the cover sheet of the Plat as required by State Law.
_____ 8.	If the subdivision is located in part or in total over a previously recorded plat, the appropriate record reference, i.e., Plat Name and Pinal County Recorder recordation information, must be included in the Title Block on cover the sheet and on the map sheet of the Plat.
_____ 9.	The Developer's Name, Address and Phone Number must be shown on the cover sheet.
_____ 10.	The Design Professional's Name, Address, and Phone Number must be shown on the cover sheet of the Plat.
_____ 11.	A Vicinity Map shall be provided on the cover sheet. The applicable Town Limits, Pinal County, and the Gila River Indian Reservation must be labeled, if applicable, wherever the project site abuts land that has not been incorporated by the Town of Florence. The Vicinity Map shall include all adjacent Roads, Streets, or Highways and a North Arrow.
_____ 12.	A Typical Lot with minimum dimensions and easements must be shown on the cover sheet. Rear and side Lot easements are not allowed unless required by a utility.
_____ 13.	The total number of Lots must be shown on the cover sheet.
_____ 14.	The Maximum, Minimum, and Average Lot Areas must be shown on the cover sheet.
_____ 15.	The Net and Gross Area of the Subdivision must be shown on the cover sheet.
_____ 16.	Areas of each Tract and Parcel shall be shown on the cover sheet of the Plat.
_____ 17.	All elevations shown in the Preliminary Plat must be referenced to an approved Town benchmark and must be fully described on the cover sheet of the Plat.
_____ 18.	A Legend shall be provided on the cover sheet of the Plat.
_____ 19.	The Basis of Bearing must be described on the cover sheet of the Plat and must include the Pinal County Recorder recordation information (Book and Page numbers or document, docket or instrument number).
_____ 20.	The existing zoning classification of the subject and adjacent tracts must be shown on the cover sheet by note.



PRELIMINARY PLAT REVIEW CHECKLIST

Complies	Requirement
_____	21. Designated utilities must be shown on the cover sheet (include Certificate of Assurance, water and sewer.)

NOTES REQUIRED ON THE PRELIMINARY PLAT COVER SHEET

- _____ 22. The overhead utility lines and electric line less than 69KVA on or adjacent to this site must be undergrounded. The following note must be added to the cover sheet:

The improvements shown on this plat will not be fully approved by the Town and the Certificate of Occupancy or Acceptance will not be issued until the overhead utility line undergrounding requirement has been satisfied.

- _____ 23. The existing irrigation facilities not scheduled to be abandoned, on or adjacent to this site must be undergrounded. The following note must be added to the cover sheet:

The improvements shown on this set of plans will not be fully approved by the Town and the Certificate of Occupancy will not be issued until the irrigation facility undergrounding requirement has been satisfied.

GENERAL INFORMATION REQUIRED ON THE PRELIMINARY PLAT SHEETS

- _____ 24. All sheets of the Preliminary Plat must be signed and sealed by the Design Professional preparing the Plat.
- _____ 25. Separate survey ties to two section corners or quarter corners are required to be shown on the Plat. The type of monumentation found or placed must be described.
- _____ 26. A North Arrow and a scale shall be shown on each sheet of the Preliminary Plat.
- _____ 27. The existing topography of the subject property must be shown on the Preliminary Plat by contours. The topography shown on the Plat must include a sufficient portion of adjacent properties to portray an accurate assessment of the impacts of the proposed construction of the subdivision. Spot elevations are required when the relief of the topography cannot be clearly defined by contours.
- _____ 28. All existing buildings and significant structures on the property and any such improvements immediately adjacent to the property must be shown. Any proposed modifications to these improvements must be noted on the Plat.



PRELIMINARY PLAT REVIEW CHECKLIST

Complies	Requirement
_____ 29.	All wells, streams, canals, irrigation laterals and ditches, lakes, and other water features must be shown on the Preliminary Plat. Any proposed modifications to these features must also be noted. Open ditches and canals must be tiled, or landscaped.
_____ 30.	All existing water wells must be shown on the Preliminary Plat and the applicable Arizona Department of Water Resources Registration Number must be noted. The proposed disposition of the existing wells must be noted on the Plat. Any well not registered with the ADWR, must be noted as such on the Plat. All wells must be registered prior to disposition and copies of the appropriate documentation provided to the City.
_____ 31.	All existing and proposed retention areas or basins must be shown and noted on the Preliminary Plat.
_____ 32.	All portions of the development within the FIRM 100-year A or B Flood Zones must be identified. If any portion of the property is within the Flood Zone A, a copy of the Preliminary Plat must be submitted to the Pinal County Floodplain Administrator for approval.
_____ 33.	All existing and proposed street, utility, and railroad right-of-way widths must be shown and dimensioned on the Preliminary Plat.
_____ 34.	Any existing easements or right of way to be abandoned must be noted on the Preliminary Plat.
_____ 35.	The sizes and types of all existing utility lines within and adjacent to the proposed subdivision must be shown on the Preliminary Plat with dimensional ties to street centerlines.
_____ 36.	Town Limit lines must be shown when they are adjacent to the subdivision.
_____ 37.	The names of all present and proposed subdivisions adjacent to the property must be shown along with applicable County Recordation information.
_____ 38.	Perimeter traverse data is required to be shown on the Preliminary Plat for the entire property or subdivision boundary. Bearings and distances shall be shown for all tangents and radii, delta angles, and curve lengths shall be shown for all curves. Radial Bearings shall be shown for all non-tangent curves.
_____ 39.	The Subdivision Boundary shown on the Preliminary Plat must match the Property Boundary described in the Title Report and shown on the ALTA Map.
_____ 40.	Boundary closure calculations, with the error of closure, for the property boundary shall be submitted with the Preliminary Plat.



PRELIMINARY PLAT REVIEW CHECKLIST

Complies	Requirement
_____	41. Curvilinear back lot lines are discouraged. Every effort must be made to avoid them.
_____	42. The layout of all internal Collector Streets and Local Streets shall be shown on the Preliminary Plat. This includes Public Streets, Private Streets and Easements for Streets.
_____	43. Local and Collector Street and Alley right-of-way widths and cross sections must comply with Town Standards.
_____	44. Arterial Street right-of-way widths and cross sections must comply with Town Standards.
_____	45. The street construction centerline and the monument line are not the same. Verify that the proposed dedication is in accordance with the approved transportation plan and is adequate to accommodate all necessary utilities.
_____	46. All street geometrics must comply with the Town Standards
_____	47. Curve radii for all centerline and rights-of-way on Bubbles, Knuckles, and Cul-de-Sacs and for street monument lines must be shown on the Preliminary Plat.
_____	48. Turn-around facilities, and Temporary Turn-around facilities as applicable, are required on all dead-end streets and alleys per Town Requirements.
_____	49. Visibility Easements are required at all street intersections. A 33' x 33' triangular visibility easement is required along arterial streets and where a major or primary collector street intersects another major or primary collector street. A 21' x 21' visibility easement is required at all local street – local street intersections.
_____	50. Triangular corner cutoffs are required at all alley intersection corners, if applicable.
_____	51. A Visibility Easements Detail must be included on the Preliminary Plat. In the detail, the area actually encompassing the sight Visibility Easement must be labeled as such and not as a visibility triangle.
_____	52. Any proposed Phasing of the Construction must be shown on the Preliminary Plat.
_____	53. Proposed Half-street cross-sections must comply with Town Standards.
_____	54. Lot Numbers and Tract or Parcel Designations (Letters) shall be shown on the Preliminary Plat.
_____	55. All Tracts or Parcels that will be dedicated to the Town must be noted as such, including the intended use and approximate area.



PRELIMINARY PLAT REVIEW CHECKLIST

Complies	Requirement
_____ 56.	The sanitary sewer system must comply with the Town and County Standards and with the standards of the serving Private Sewer Company. The locations and sizes of all existing and proposed sewer lines, with flow direction arrows, shall be shown on the Preliminary Plat.
_____ 57.	The potable water system must comply with the Town and County Standards and with the standards of the serving Private Water Company. The locations and sizes for all existing and proposed water lines including valves and Fire Hydrants must be shown on the Preliminary Plat.
_____ 58.	The storm drain system must comply with Town and County Standards. Flow Arrows must be shown for all storm drains and all flows in the streets.

PRELIMINARY DRAINAGE REPORT REQUIREMENTS

A Preliminary Drainage Report is required to be submitted with the Preliminary Plat and shall include the following items, as a minimum.

- _____ 59. A Preliminary Pre-Development Drainage Map exhibit shall be included in the Drainage Report showing:
 - a. North arrow and scale,
 - b. Property and Lot Lines,
 - c. Legal Description,
 - d. Location of existing major drainage structures,
 - e. Location and size of any existing drainage easements,
 - f. Drainage arrows and existing topography sufficient to determine existing drainage conditions,
 - g. The limits and designation of any FIRM Flood Zones,
 - h. The approximate limits of internal pre-development drainage areas
 - i. The calculated Q_{10} and Q_{100} volumes and the locations of the entrance and exit points for the pre-development off-site drainage affecting the property.

**PRELIMINARY PLAT REVIEW CHECKLIST**

Complies	Requirement
_____	60. A Preliminary Post-Development Drainage Map exhibit shall be included in the Drainage Report showing: a. North arrow and scale, b. Property and Lot Lines, c. Legal Description, d. Location of proposed major drainage structures, e. Location and size of any proposed drainage easements, f. Drainage arrows and existing topography sufficient to determine the proposed post development drainage conditions, g. The limits and designation of any FIRM Flood Zones and proposed changes to the Flood Zones, h. The approximate limits of internal post development drainage areas and associated retention basins, i. The calculated Q_{10} and Q_{100} volumes and the locations of the entrance and exit points for the post-development off-site drainage affecting the property.
_____	61. The Report shall include a discussion concerning all off-site drainage flows and patterns that affect the site, including the FEMA flood zones
_____	62. The Report shall include a discussion concerning the low outfall elevation for the site, including the effects of an overflow situation in the case of storms exceeding the 100 year, 1 hour event.
_____	63. The Report shall include a discussion concerning the minimum finished floor elevations within the development. The finished floor elevations must be a minimum of 12 inches above the high point of the building site or Lot or 12 inches above the water surface elevation of the Q_{100} flow in the adjacent street(s) or drainage ways (Pinal County Drainage Ordinance, Section 602.6).
_____	64. The Report shall include a discussion of the Retention Requirements for the overall subdivision site and the intended plan for development. The discussion shall address the retention to be attained through Mass Grading of the site and the final grading of individual Parcels if the development is to be phased. The discussion shall also address the interim preventive measures, such as berms or temporary retention basins, proposed to prevent drainage from undeveloped areas off the site from entering the completed or partially completed Parcels.
_____	65. The Report shall include preliminary calculations showing the volume of retention required and the volume provided for each retention basin for each drainage area.
_____	66. The Report Shall include a discussion of the required retention basin dry-up time through basic percolation or through the use of dry wells



PRELIMINARY PLAT REVIEW CHECKLIST

Complies	Requirement
_____	67. The Report shall include a discussion of the runoff flow in the streets and shall include preliminary street hydraulic calculations showing the designed Q volume that will be retained within the curbs and within the right of way limits for a representative example of street grades.
_____	68. The Drainage Report and Drainage Map shall be signed and sealed by the Engineer.