



# PLANNING

## Development Services Department

Date Stamp

### APPLICATION SUBMITTAL CHECKLIST for Preliminary Subdivision Plat

Case Number: PP

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.

#### Required

- |     | Yes                      | No                       |   |
|-----|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Completed Master Application  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Service Request (SR) Number: <u>SR</u>  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Applicant's Signature on Master Application   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Plat Narrative (20 copies)  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Plat, size 24" x 36", to scale (20 copies)*   |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | 8½" x 11" reduction of preliminary plat   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Conceptual Landscape Plans, size 24" x 36", to scale (8 copies)*  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Conceptual Grading and Drainage Plans, size 24" x 36", to scale (4 copies)*   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Conceptual Drainage Report (2 copies)   |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Lot Matrix (1 copy)   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Draft Project CC&R's (2 copies)   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Citizen Participation Plan (2 copies)   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Property Owners' and Interested Parties List (including Additional Notification Information) from Citizen Participation packet (2 copies on mailing labels) |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Copy of Deed/Title (including Legal Description)  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <b>ALL PP Checklist Items are incorporated into your submittal (see attached sheets)</b>  |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Development Master Plan <input type="checkbox"/> Preliminary Plat  |

Filing Fee: \$ \_\_\_\_\_ + \$ \_\_\_\_\_ per lot - \$ \_\_\_\_\_ (team preapp) = \$ \_\_\_\_\_

\* FOLD ALL PLANS MARKED WITH AN \* TO 9" X 12"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

If you have questions regarding the items on this checklist, contact your project planner.

\_\_\_\_\_  
Project Planner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

Revised 08/12/15

Subdivision Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Preliminary Plat Required Information

1. Team Pre-application Meeting

Date: \_\_\_\_\_

2. Development Master Plan:

Required by Project Team?  Yes  No

By Planning Commission?  Yes  No

If yes, has Master Plan been approved by City Council?  Yes  No

Does preliminary plat conform to approved Master Plan?  Yes  No

3. Plat Sheets:

\_\_\_\_\_ 24" x 36" size

\_\_\_\_\_ Scale not greater than 1" = 100 feet

4. Preliminary Plat Contents:

\_\_\_\_\_ Designation of plat as a preliminary plat

\_\_\_\_\_ Subdivision name and location by section, township and range

\_\_\_\_\_ Legal description of property involved

\_\_\_\_\_ Name, address and phone number of subdivider

\_\_\_\_\_ Name, address, phone number and seal of land surveyor who prepared the plat

\_\_\_\_\_ Name, address and phone number(s) of land owner(s)

\_\_\_\_\_ Scale, north point and dates of preparation and revision

\_\_\_\_\_ Topography, sufficient to reflect character of the land, location and height of benchmark approved by City Engineer

\_\_\_\_\_ Directions of proposed drainage flows

\_\_\_\_\_ Street dedications and lot lines of adjacent properties; name, book and page number of adjacent subdivisions or the notation "unsubdivided" where appropriate

- \_\_\_\_\_ Location, size and names of all existing rights-of-way and easements within and adjacent to the subject property
- \_\_\_\_\_ Existing zoning classification of site and zoning classification adjoining property
- \_\_\_\_\_ Gross and net acreage of the subdivision
- \_\_\_\_\_ Boundaries of the subdivision fully dimensioned
- \_\_\_\_\_ Street layout with street names, right-of-way widths and connections to adjoining tracts
- \_\_\_\_\_ Parcels to be dedicated or reserved for retention areas, school sites, parks or other public use, with use noted
- \_\_\_\_\_ Existing natural features and significant man-made features within and adjoining the subdivision
- \_\_\_\_\_ Gross and net density, minimum and average lot sizes
- \_\_\_\_\_ Location map with north point, scale, site location and points of reference
- \_\_\_\_\_ Location and description of existing utilities within 200 feet
- \_\_\_\_\_ Location of proposed fire hydrants
- \_\_\_\_\_ Typical sealed lot dimension, approximate dimensions of all corner lots and lots on curvilinear sections of streets
- \_\_\_\_\_ Lot number assigned to each lot
- \_\_\_\_\_ Typical maximum building envelope with minimum building setbacks and maximum lot coverage permitted when different from standard Zoning Ordinance regulations
- \_\_\_\_\_ Location of vehicular non-access easements and typical building setback lines
- \_\_\_\_\_ Location and sizes of private common areas, landscape areas and tracts

5. Approval of Property Owner:

If the subdivider is not the owner of all of the subject property, a notarized statement from other owner(s) requesting approval is required. Is subdivider sole owner?  Yes  No

If answer is "No", is statement filed?  Yes  No

6. General Plan Compliance:

\_\_\_\_\_ Proposed use is in compliance with existing general plan designation

7. Zoning Ordinance Compliance:

\_\_\_\_\_ Proposed use is in compliance with existing zoning

\_\_\_\_\_ All lot sizes and lot dimensions meet minimum zoning requirements

\_\_\_\_\_ Appropriate building setback lines are delineated

8. Design Guidelines for Site Development and Infrastructure Construction

\_\_\_\_\_ This plan is in compliance with adopted Design Guidelines for Site Development and Infrastructure Construction

9. Proposed Public Utilities:

\_\_\_\_\_ Water: \_\_\_\_\_  
\_\_\_\_\_ Electricity: \_\_\_\_\_  
\_\_\_\_\_ Natural Gas: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Sewer: \_\_\_\_\_  
\_\_\_\_\_ Cable TV: \_\_\_\_\_

10. Flood Plain Regulations

\_\_\_\_\_ Subdivision is in compliance with the Flood Plain Regulations where portions are located within a delineated flood plain

11. Stormwater

\_\_\_\_\_ Subdivision is in compliance with the Flood Plain Regulations where portions are located within a delineated flood plain.

12. Street, Lot, Block Design:

\_\_\_\_\_ All lots have adequate frontage on a City street  
\_\_\_\_\_ One-foot vehicular non-access easements are provided where appropriate  
\_\_\_\_\_ Corner lots platted wider than interior lots for conformance with street side yard requirements of zoning  
\_\_\_\_\_ All lots are buildable lots with sufficient size, shape and topography  
\_\_\_\_\_ The depth to width ratio of all lots is not greater than 3 to 1  
\_\_\_\_\_ Double frontage lots are avoided except where necessary to provide a separation of residential development from arterial streets  
\_\_\_\_\_ Street and lot design facilitates solar access and energy efficiency  
\_\_\_\_\_ All streets connect or coordinate with surrounding street system  
\_\_\_\_\_ Cul-de-sac streets are no longer than 400 feet in length  
\_\_\_\_\_ Street intersections meet minimum standards and street jogs have sufficient offset  
\_\_\_\_\_ Local streets are designed to minimize through-traffic within residential neighborhoods  
\_\_\_\_\_ Blocks conform to the maximum and minimum standards

13. Conceptual landscape/streetscape plans have been submitted and are in accordance with the City Landscape Ordinance.

## SAMPLE LOT MATRIX

LOT NO.	LOT AREA	AVG WIDTH	AVG LENGTH	LOT NO.	LOT AREA	AVG. WIDTH	AVG. LENGTH
1	7695 SF	70.00'	108.46'	30	7179 SF	70.00'	102.50'
2	7910 SF	70.00'	113.00'	31	7209 SF	71.50'	100.59'
3	7910 SF	70.00'	113.00'	32	8639 SF	70.00'	112.61'
4	7700 SF	70.00'	110.00'	33	7886 SF	70.81'	112.73'
5	7810 SF	67.50'	110.63'	34	7950 SF	70.00'	113.57'
6	11853 SF	93.95'	116.05'	35	7949 SF	70.00'	113.56'
7	11123 SF	73.55'	121.65'	36	7948 SF	70.00'	113.56'
8	8053 SF	70.00'	114.73'	37	7947 SF	70.00'	113.54'
9	7700 SF	70.00'	110.00'	38	7946 SF	70.00'	113.52'
10	7700 SF	70.00'	110.00'	39	8137 SF	74.11'	113.37'
11	7903 SF	70.22'	124.14'	40	7115 SF	68.00'	101.50'
12	10817 SF	69.74'	125.60'	41	7350 SF	70.00'	105.00'
13	10376 SF	103.35'	131.75'	42	7350 SF	70.00'	105.00'
14	7958 SF	70.00'	113.40'	43	7919 SF	70.57'	111.59'
15	7958 SF	70.00'	113.40'	44	8091 SF	70.95'	115.59'
16	8048 SF	70.00'	105.92'	45	7887 SF	70.76'	113.07'
17	8048 SF	70.00'	105.92'	46	7405 SF	70.09'	106.44'
18	7455 SF	70.00'	106.50'	47	7115 SF	68.00'	101.50'
19	7700 SF	70.00'	110.00'	48	7329 SF	70.00'	110.00'
20	7700 SF	77.00'	110.00'	49	7750 SF	70.12'	110.00'
21	7456 SF	70.00'	106.50'	50	7734 SF	70.86'	110.20'
22	7456 SF	70.00'	106.50'	51	7714 SF	70.95'	110.20'
23	7700 SF	70.00'	110.00'	52	7844 SF	70.26'	113.29'
24	7700 SF	70.00'	110.00'	53	7739 SF	110.56'	70.00'
25	7455 SF	70.00'	106.50'	54	9008 SF	70.39'	127.35'
26	7201 SF	71.87'	100.53'	55	9100 SF	70.00'	130.00'
27	7171 SF	68.95'	102.50'	56	12218 SF	67.60'	133.46'
28	7171 SF	70.00'	102.50'	57	10517 SF	68.04'	131.95'
29	7171 SF	70.00'	102.50'	58	7671 SF	70.00'	106.59'

## SAMPLE TRACT DATA

TRACT NO.	TRACT AREA	AVG WIDTH	AVG LENGTH
A	35127 SF	N/A	N/A
B	52853 SF	N/A	N/A
C	51199 SF	N/A	N/A
D	6781 SF	N/A	N/A
E	7695 SF	8.00'	198.00'
F	1584 SF	8.00'	198.00'
G	1504 SF	8.00'	191.00'
H	1166 SF	13.00'	83.80'
I	4637 SF	20.00'	232.55'