



This checklist serves to provide information for the development of a Preliminary Subdivision Plat/Planned Residential (P.R.D.) Site Plan for submittal to the city of Phoenix. The information checked below must be submitted with all Preliminary Subdivision. P.R.D. applications. Please return this checklist, submittal fee, and plans with your submittal.

I. SUBMITTAL REQUIREMENTS: (Check One, submit to Development Center)

- ☒ Type of Review _____ Pre-application meeting #: _____
☐ Major (Submit _____ folded copies (9" X 12" maximum) with a copy of all pre-app notes)
☐ Minor (Submit EIGHT (8) copies of final plat with a copy of all pre-app notes)

SEE SUBDIVISION-FINAL PLAT CHECKLIST

- ☒ Filing Fee: \$ _____ Number of Lots: _____ Final Plat Fee: \$ _____
 Site Planning: _____ Traffic/Parking: _____
 Water/Sewer/Grading and Drainage: _____

II. BASE DATA

- ☒ Name, address, telephone, and fax number of owner and design professional preparing subdivision plat/site plan.
☒ Scale (engineering scales required; 1" = 100' minimum) Exception areas: _____
☒ Vicinity map.
☒ North arrow.
☒ Provide 5" x 5" space in the lower right corner of sheet for approval stamps.
☒ Show and dimension proposed, existing street improvements within or extending from the site.
☒ In lower right corner of sheet note: DSD#: _____ and "Q/S _____."
☒ Show locations, dimensions, and names of all existing/proposed easements/rights-of-way/abandonments within, on, adjacent to and extending from the site.
☒ Show size, kind, and location of existing and proposed water/sewer utilities and fire hydrants.
☒ Show existing and proposed utilities.
☒ Distance from property corners to nearest major street intersection; dimension plat boundaries.
☒ Note any exceptions within the boundaries of the plat which are not part of the plat as "Not part of Subdivision."
☒ Note intended use and size of tracts to be dedicated or reserved for public use or Homeowner Association use.
☐ For hillside - show 10% slope line and submit slope category analysis.

FOR PHASED PROJECTS

- ☐ Show proposed phasing (Phases are to be split out by separate Final Plat submittals).
☐ Show proposed phasing of infrastructure and site improvements including water, sewer, hydrants, common retention, open space, etc.

DEVELOPMENT SUMMARY

- ☒ Provide the following site data:
- | | |
|---|---|
| <input type="checkbox"/> Zoning Administration Case Number | <input checked="" type="checkbox"/> Lot Coverage |
| <input checked="" type="checkbox"/> Number of Lots/Typical Lot Dimensions, Consecutively Numbered | <input checked="" type="checkbox"/> Density (dwelling units per gross area) |
| <input checked="" type="checkbox"/> Indicate required front, rear, side yard, perimeter setback | <input checked="" type="checkbox"/> Gross/Net Acreage |
| <input checked="" type="checkbox"/> Zoning (existing and proposed) | <input checked="" type="checkbox"/> Notes: See attached |
| | <input checked="" type="checkbox"/> Development Option |

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.

PRELIMINARY PLAT/SITE PLAN DETAILS

- ☒ Provide the following site details:
- ☐ Perimeter Wall / View Fence - type, location of walls, typical elevation and section indicating height, materials, form and texture.
 - ☐ Street Section(s) - indicate pavement width, curb type, sidewalk location, landscaping, trail (if applicable) for each street type (arterial, collector, local).
 - ☐ Wash Section - show low flow, floodway, trail(s) if configuration varies significantly, provide multiple sections).
 - ☐ Trail Cross Section(s)- indicate width, surface material, plant materials (identify slope of trail).
 - ☐ HILLSIDE DESIGN
 - ☐ Slope Analysis
 - ☐ Landscape Inventory
 - ☐ Limits of roadway cut/fill slopes
 - ☐ Location of retaining walls
 - ☐ Design Review Diversity Exhibit
 - ☐ Setback Exhibit (average lot option)
- ☐ CONCEPTUAL GRADING AND DRAINAGE PLAN
- ☒ Utilize base data provided above and add the following items:
 - ☐ Designated floodplains/floodways
 - ☐ Existing/proposed spot elevations/contours (Use City of Phoenix data)
 - ☐ Proposed site grading with 2 - 5' contours
 - ☐ Grades on adjacent properties/top of curb
 - ☐ Sections at edge of site if slopes exceed 5%
 - ☐ Proposed locations, slopes and depth of retention areas
 - ☐ Proposed Site Drainage
- ☐ PROVIDE PRELIMINARY DRAINAGE REPORT (2 copies)
- ☐ CONCEPTUAL LANDSCAPE PLAN
- ☒ Proposed water features and landscaping materials, e.g., trees, shrubs, ground cover (species optional).
 - ☒ Dimension landscape setbacks, tracts/easements.
 - ☐ Proposed slopes and heights of berming and retention areas.
 - ☐ Proposed wall heights, section details.
 - ☐ Methods of dust control for future phases if proposed grading in phase I.
 - ☐ Illustrate all visibility triangles and line-of-sight constraints
- ☐ LANDSCAPE CONSERVATION PLAN
- ☐ Significant vegetation to be removed, salvaged, or maintained (4" + caliper materials)
 - ☐ Compliance with Arizona Native Plant Laws (ARS 3-904) will be required.

-----For Staff Use Only -----

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| <input checked="" type="checkbox"/> Site Planning Division | <input checked="" type="checkbox"/> Civil Engineer (SPD) | <input checked="" type="checkbox"/> Traffic Engineer (SPD) |
| <input checked="" type="checkbox"/> PED Street Names | <input type="checkbox"/> Fire, Plans Review | <input type="checkbox"/> Floodplain Management |
| <input type="checkbox"/> Airport Director | <input type="checkbox"/> Building Safety | <input type="checkbox"/> Parks and Recreation |
| <input checked="" type="checkbox"/> Planning Section | <input type="checkbox"/> Solid Waste Management | <input type="checkbox"/> Street Maintenance |
| <input type="checkbox"/> Transit | <input type="checkbox"/> ADOT | <input type="checkbox"/> US Post Office |
| <input type="checkbox"/> Other City or County | <input type="checkbox"/> Arizona Public Service | <input type="checkbox"/> Cable T.V. |
| <input type="checkbox"/> Southwest Gas | <input type="checkbox"/> Elementary School District | <input type="checkbox"/> High School District |
| <input type="checkbox"/> Other _____ | | |