

FEE PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ CASE NO.: SD \_\_\_\_\_ - \_\_\_\_\_  
 REFERENCE NO.: PA \_\_\_\_\_ - \_\_\_\_\_



**SUBDIVISION REVIEW CHECKLIST AND APPLICATION FORM**

(Filled out by applicant - shall be typed or clearly printed)

**Please note: All submittals must be received before 5 p.m. Monday through Thursday. Incomplete submittals will not be accepted.**

**SUBDIVISION NAME:** \_\_\_\_\_

(Name Changes, if any) \_\_\_\_\_

**LOCATION OF PROJECT (MAJOR CROSS-STREETS):** \_\_\_\_\_

# of Tracts: \_\_\_\_\_ # of Lots: \_\_\_\_\_ # of Acres: \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

(Name)

(Firm Name)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PRIMARY CONTACT:** \_\_\_\_\_

(Name)

(Firm Name, if Applicable)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Check One that Applies:  Architect  Planner  Engineer  Other. Please explain: \_\_\_\_\_

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**Fees:**

**Calculation of Total Fees**

Prelim. Plat: \$1600 + \$40/Lot/Tract (# of lots \_\_\_\_\_ x \$40) + (# of tracts \_\_\_\_\_ x \$40) + \$1600 = \_\_\_\_\_

Final Plat: \$1200 + \$20/Lot/Tract (# of lots \_\_\_\_\_ x \$20) + (# of tracts \_\_\_\_\_ x \$20) + \$1200 = \_\_\_\_\_

Amended Final: 50% of original final plat fee = \_\_\_\_\_

Fire Plan Review Fee: \$50 (unless paid under previous application) = \_\_\_\_\_

**Final DRAINAGE Report:**

- 1. Master Residential (≥500 lots) \$1,200
- 2. Individual Parcel within a master residential \$ 500
- 3. Major Residential (>10 lots) \$ 300 + \$25/acre
- 4. Minor Residential (1 to 10 lots) \$ 500
- 5. Commercial Subdivision \$ 500 + 25/acre
- 6. Individual Commercial \$ 500
- 7. Coordination with MCFCD/PCFCD \$ 800

**Total Fees: \$** \_\_\_\_\_

**NOTE: ALL FEES ARE NON-REFUNDABLE**

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 Fees paid  Fees Outstanding: \_\_\_\_\_  Outstanding fees paid on \_\_\_\_\_  
Staff Initials                      Staff Initials                      Staff Initials  
\*\*\*\*\*

**Infrastructure Impact:**

1. Current Water Service sizing \_\_\_\_\_
2. Water Service Infrastructure needed to serve proposed project \_\_\_\_\_
3. Current Sewerage System \_\_\_\_\_
4. Sewerage System need to served proposed subject \_\_\_\_\_  
\_\_\_\_\_
5. Street System serving area \_\_\_\_\_
6. Anticipated street demand as a result of project: \_\_\_\_\_

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

I understand that a complete submittal consists of the documents listed in the attached Planning Dept. Submittal Checklist and must accompany the submittal to be considered complete and to begin the submittal process.

\_\_\_\_\_  
Signature of Property Owner / Authorized Agent

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Property Owner / Authorized Agent

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

PROJECT NAME: \_\_\_\_\_



## Planning Department Submittal Requirements Checklist

- \_\_\_\_\_ 20 copies of the Development Plan or Narrative
- \_\_\_\_\_ 20 sets of Site Plans or Preliminary Plats
- \_\_\_\_\_ 1 - 8 1/2" x 11" reduction of Plat/Site Plan
- \_\_\_\_\_ 3 sets of building elevations and Floor Plans\*
- \_\_\_\_\_ 1 - 8 1/2" x 11" reduction of elevations and Floor Plans
- \_\_\_\_\_ 6 sets of Landscape Plans\*
- \_\_\_\_\_ 1 - 8 1/2" x 11" reduction of Landscape Plans
- \_\_\_\_\_ 4 copies of the Drainage Report
- \_\_\_\_\_ 4 copies of the Water Report
- \_\_\_\_\_ 4 copies of the Wastewater Report
- \_\_\_\_\_ 4 copies of the Traffic Study
- \_\_\_\_\_ Phase I Environmental Survey
- \_\_\_\_\_ Title Report (dated within six months prior to submittal date)
- \_\_\_\_\_ 2 complete sets of Mailing labels pre-printed with names and addresses of all property owners within 900 ft. of the external boundaries of the property (\$2.00 per label if not provided).

\*Twenty (20) sets will be required for Planning Commission and Town Council hearings (11x17 size).

**PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE ABOVE INFORMATION ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

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

**Please include the following details in your submittal:**

- A. Preliminary Drainage Report in a separate bound folder.
- B. Preliminary Landscape Plan for all off-site, open space, trails, transition area, and retention area landscaping. This preliminary plan should include cross sections and plant palette. Twenty (20) blue or black line prints drawn at a scale of 1" = 40' to produce an overall drawing of 24" x 36" to be **FOLDED** to 9" x 12" for mailing and one 8 ½" x 11" PMT or JPEG format file.
- C. Subdivision fencing detail depicting the type of fencing being proposed; including elevations and general locations.
- D. Conceptual Residential Design Guidelines that narratively and graphically describe the character, site planning, architecture and landscaping that can be expected from the development.
- E. Title Reported (dated within six months prior to submittal date)
- F. Phase I Environmental Report -- The report shall include the following at a minimum:
  - 1. Describe the site and identify uses or activities which might indicate the presence of disposed hazardous substances and;
  - 2. The review of readily available information, including but not limited to engineering, regulatory, and historical records of the site, and through the interviewing of the current and any past owners of the site, tenants, and neighbors.
  - 3. The review of the regional geology and hydrology of the site and the site's vicinity, available records of ground water contamination up/ and down gradient from the site, obtainable reports of compliance violations and/or containment discharges in the site's vicinity, and the proximity of the site to known environmental conditions or problems within approximately one mile of the site, and;
  - 4. Reference the data, records and source of information.
  - 5. The applicants Consultant shall:
    - a. Manually observe the site surface closely for evidence of potential contamination such as soil stabilizing, discarded chemical containers, vegetative distress and;
    - b. Interview the tenants on or adjacent to the site with respect to their use of hazardous substances on the site and;
    - c. Investigate the registration status of any existing underground storage tanks or drywells on or adjacent to the site, and;
    - d. Identify any adverse environmental impacts.
- G. G. PRELIMINARY PLAT REQUIREMENTS (For all preliminary subdivision plats and preliminary site plans)
  - 1. General. The preliminary plan shall be prepared by a licensed land surveyor at a convenient scale not more than one (1) inch equals one hundred (100) feet, may be prepared in pen or pencil, and the sheets shall be numbered in sequence if more than one (1) sheet is used and shall be of such size as is acceptable for filing in the office of the

County Recorder, but shall be thirty-four by forty-four (34 x 44) inches or larger. The map prepared for the preliminary plat may also be used for the final subdivision plat and, therefore, should be drawn on tracing cloth or reproducible mylar.

2. A title block shall be placed on the plan showing:
  - a. Proposed name of the development
  - b. Type of development
  - c. Name and address of owner of record, developer and designer.
  - d. Graphic and written scale and date of preparation.
3. The location of property with respect to surrounding property and streets, the names of all adjoining property owners of record, or the names of adjoining developments; the names of adjoining streets.
4. The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.
5. Location of north, township and range, section lines, and other monuments, as well as a vicinity map of the site at a minimum scale of 1" = 2000'.
6. Surveyed boundary of the development giving location of and dimension to the nearest benchmark or monument, and total approximate acreage encompassed thereby. The names of all adjacent property owners shall be shown.
7. Topographic contour intervals of no greater than five (5) feet unless otherwise stipulated by the Department.
8. The location and dimensions of all buildings, whether existing or proposed. Building setback lines shall be included.
9. The location of existing public utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, swamps, parks, cemeteries, bridges, irrigation ditches, areas where ground water rises periodically to within five feet of the surface of the ground, and areas which would be covered in the event of 100 year floods.
10. The location of all entrances onto adjacent roadways, whether existing or proposed.
11. All roadway locations and dimensions, their names, numbers, and rights-of-way with profiles and cross sections of all proposed streets showing proposed cuts and fills.
12. Location and size of existing water and sewer mains together with intended water sources and sewage disposal sites.
13. Location of existing springs or public water supply.
14. Existing significant vegetative cover, including all healthy, desirable trees, shrubs or vegetation.
15. Proposed layout of development including power lines, bridges, utilities, utility easements, equestrian, pedestrian and bicycle trails, lots, and common space.
16. Location of proposed water and sewer lines.

17. Location of proposed fire hydrants.
18. Proposed irrigation system if separate from the domestic water system.
19. Proposed drainage system for both surface and flood water in conformance with the requirements of the Flood Control District.
20. The location, dimensions and surface type of all parking facilities including handicapped and loading area, whether existing or proposed.
21. Slope analysis of the proposed development site, showing slopes for the following percent of existing grades: 0-10%, 10-20%, 21-30%, 31-40%, and slopes exceeding 40%, including a tabulation of the number of acres in each slope percentage.
22. The location of all outdoor lighting fixtures including the manufacturer's specifications of the area to be lighted with such fixtures.
23. The location, dimensions, materials, and colors of signs, including the type of height of those signs.
24. Height of all buildings.
25. Location of solid waste containers including proposed design provisions for screening.
26. Tabulation of the number of acres in the proposed development, showing the total number of lots, area of open space, and proposed impervious coverages for the site including the following;
  - a. Square footage of all buildings and structures, measured at their greatest extent so as to include areas overhung by eaves, balconies, decks, and other projecting features of the structure.
  - b. Square footage of all paved or otherwise hard surfaced streets, parking facilities, including curb and gutters, walks, loading areas, and asphalt or concrete aprons for solid waste containers, signs or outdoor mechanical equipment.
27. The proposed treatment of the perimeter of the development, including materials and techniques used, such as screens, fences, walls and other landscaping.
28. A development phasing schedule including the sequence for each phase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open space areas.
29. Location and size in acres of any public use proposed such as parks, school sites, and similar public agency uses.
30. A list of the names and addresses of all owners of record of real property within 1000 feet of the parcel of land proposed for development, including the names and addresses of the holders of any valid mineral leases on the property proposed for development.
31. Grading and Conservation Plan -- The following information and data is required:
  - a. Grading plan (scaled 1' = 50' min. with 2' contour intervals) showing proposed cuts and fills required by the location of all building structures and streets and

roads. Phased site grading and stabilization or revegetation shall be included in the Grading and Conservation Plan. Proposed erosion control and conservation techniques shall also be shown.

- b. The Conservation plan shall show the degree to which the proposed development will preserve existing features on the site. This shall include features such as healthy desirable trees, shrubs and other vegetation, waterways, vistas, and historic sites.
- c. The Conservation plan shall indicate the length of time that will pass from the date ground cover on the site is first disturbed until new ground cover is established.
- d. The Conservation plan shall show the possible area of land exposed at any one time during construction.
- e. The Conservation plan shall show temporary vegetation or mulching used to protect critical areas exposed during development.
- f. The Conservation plan shall show location, dimensions and maintenance of sediment basins, as necessary.
- g. Calculations for soil loss during and after construction based on the Universal Soil Loss Equation.

32. Landscaping and Maintenance Plan -- The following information and data is required:

A general landscaping plan indicating the treatment of materials used for open space, landscaped buffers or common ownership consisting of:

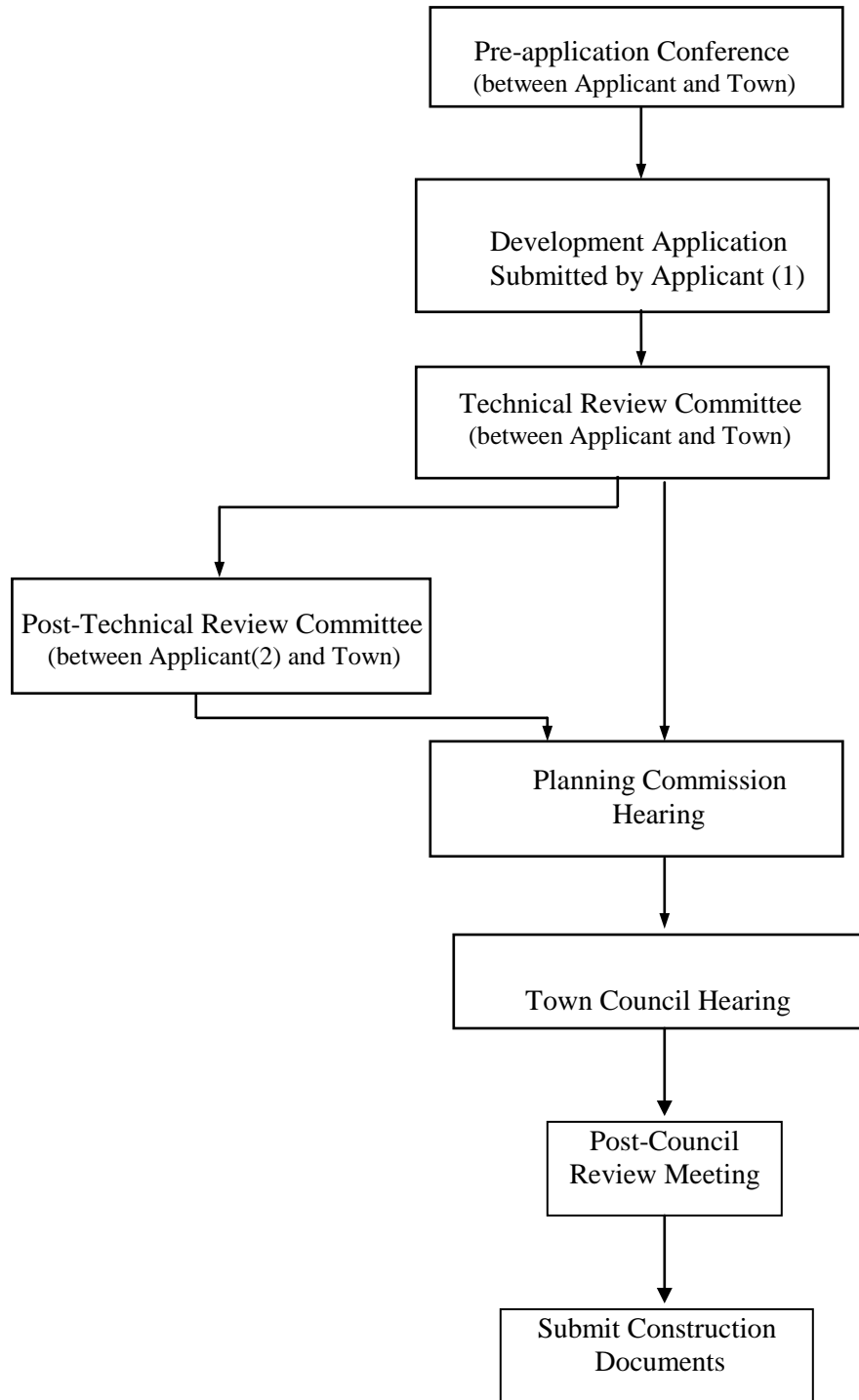
- a. Minimum scale of 1" - 5'.
- b. Planting areas drawn to scale with a list of the name, number, and size of all plants designated for each area.
- c. Location, name, and size of all existing trees and shrubs that are to be incorporated as part of the landscape plan.
- d. Location and width of landscaped buffer strips, including height of berms.

33. A statement as to the proposed utility methods and supply including; sewerage, water, electric, gas, telephone, garbage, and cable. A statement of certification of an assured water supply issued by the Director of Water Resources shall appear on the preliminary plat.

NOTE: Failure to provide the above information where applicable can result in a submittal being rejected until such information and materials are provided.

**Town of Queen Creek  
Planning Department  
Project Review and Approval Process**

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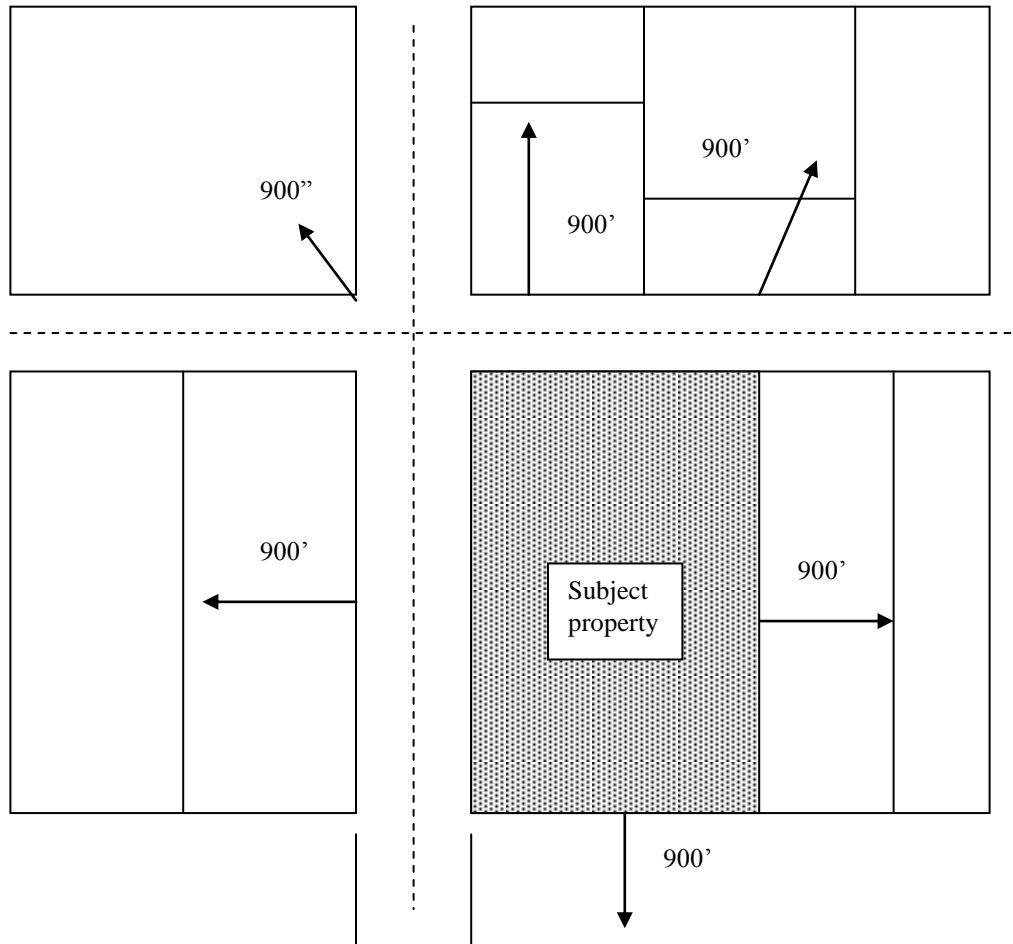
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**Notes: (1) Staff checks to determine the application submitted is complete. Incomplete applications will not be accepted.**



(2) A Post - Technical Review Committee is required when the project plans that are resubmitted after the first Technical Review Committee do not adequately address committee comments. Post -Technical Review Committee meetings will result in the project being delayed and not being scheduled for the next available Planning Commission Hearing date.

## How to Generate Mailing Labels



1. When adjacent to a road, state law requires measurement of the 900' public notice line to start across the street from the subject property
2. Obtain the most recent list of property owners from Maricopa County Assessor's Office.



**TOWN OF  
QUEEN CREEK**

**NOTICE TO PROPERTY OWNER OF APPEAL RIGHTS  
UNDER A.R.S. § 9-500.12**

A.R.S. § 9-500-12.A. Requires you, as a property owner, to be notified that if you have requested from the Town of Queen Creek approval for the use, improvement or development of real property and an official or an administrative agency of the Town has made a final determination that as a condition of your approval, you must either make a dedication or an exaction and you wish to appeal the required dedication or an exaction, there is a process in place for that appeal.

The Town of Queen Creek has retained Mr. Richard W. Garnett, 7272 East Indian School Road, Suite 109, Scottsdale, Arizona 85251, to serve as a hearing officer pursuant to A.R.S. § 9-500-12A.

This right of appeal of a dedication or exaction required does not apply to those dedications or exaction's required in a legislative act of the Town Council that does not give discretion to an administrative agency or an official to determine the nature or extent of the dedication or exaction.

The appeal must be in writing and signed by the property owner and should be mailed or filed with the hearing officer within thirty days after the final determination is made. There is no charge for filing the appeal.

The hearing officer shall schedule a time for a hearing no later than thirty days after the receipt of the appeal. You as a property owner will be given at least ten days notice of the time for the hearing of the appeal and only you may agree to a shorter time period.

At the hearing, the Town of Queen Creek will have a burden to establish that here is an essential nexus between the dedication or exaction asked of you and a legitimate governmental interest. The Town will further have the burden to show that the proposed dedication or exaction is roughly proportional to the impact of the proposed use, improvement or development of your parcel or parcels of land.

The hearing officer shall decide the appeal within five working days after your appeal is heard.

If the hearing officer either modifies or affirms the requirement of the dedication or exaction and you as the property owner are aggrieved by the decision, you may file, within thirty days after the hearing officer has rendered a decision, a complaint for a trail de novo in Superior Court on the facts and law regarding the issue of the condition or requirement of the dedication or exaction.

At the Superior Court, the Judge has the authority to award reasonable attorney fees incurred in the appeal and the trial to the prevailing party. The Court may also award damages as are deemed appropriate to the land owner to compensate for direct and actual delay damages but only upon a finding that the Town of Queen Creek acted in bad faith in requiring the dedication or exaction.

A.R.S. § 9-500-12. Contain legal rights that are for the benefit of property owners and this sheet should not be relied upon as any thing more than a notice that Statute exists and that you, as a property owner, have rights. For a further and detail explanation of your rights, you should contact your own attorney. The Town staff has been specifically directed not to answer any questions regarding the appeal process or the trail in Superior Court. You may, however, obtain at no charge a copy of nay of the written material necessary for you to pursue your right under this Statute including, but not limited to, a copy of all staff reports concerning your property and minutes of any meeting of the Board of Adjustment, the Planning & Zoning Commission or the Mayor and Council concerning your property.

Please complete this form, sign and return to the Town of Queen Creek's Community Development Department.

Permit/Case Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ have received a copy of Notice **to Property Owner of**  
**Appeal Rights** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.