



CITY OF LOWELL APPLICATION & CHECKLIST PRELIMINARY PLAT



PROJECT NAME: _____

STAFF USE ONLY

Date Application Submitted _____
Date Accepted as Complete _____
Planning Commission Date _____

FEE: \$400.00

APPLICATION

Fill out this form completely, supplying all necessary information and documentation to support your request.
Your application will not be placed on the Planning Commission agenda until this information is furnished.

GENERAL INFORMATION

Applicant _____
Address: _____

Day Phone: _____
Fax #: _____

Representative _____
Address: _____

Day Phone: _____
Fax #: _____

Property Owner: _____
Address: _____

Day Phone: _____
Fax #: _____

INDICATE WHERE CORRESPONDENCE SHOULD BE SENT:
_____ Applicant
_____ Representative
_____ Owner

DESCRIBE PROPOSED PROJECT IN DETAIL (ATTACH TO APPLICATION)

PROPERTY DESCRIPTION

Site Address: _____

Current Zoning _____

Attach Legal Description of Property. (This may be found on deed or current survey of property.)

FINANCIAL INTERESTS

The following entities and/or people have financial interest in this project:

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City may not approve my application or may set conditions on approval.

Signature Date

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Signature Date

Checklist:

YES NO N/A

A. Building Moratorium Exemption from City Council

- 1. Completed application form.
- 2. Payment of application fee: Preliminary Plat \$400.00
- 3. One AutoCad drawing to a scale of 1" = 100' or larger of all required information including exact dimensions of plat. Fifteen (15) copies of the plat or plan folded on 24" x 36' size paper or smaller. After Tech Plat Review fifteen (12) copies should be resubmitted with requested changes.
Plats shall use layers, symbols, and line types as required by the City Engineer.

The following information shall appear on the plat/plan:

- 1. Names, addresses, and telephone numbers of the record owners, applicant, surveyor, architect, engineer, and person preparing the plat.
- 2. Names, addresses, and property lines and zoning of all property owners adjacent to the exterior boundaries of the project including those across streets and rights-of-way shall be located on the plat at the location of their property.
- 3. North arrow, graphic scale, acreage, date of preparation, zoning classification, and proposed use.
- 4. Provide a complete and accurate legend.
- 5. Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawings, date and revisions.
- 6. Note regarding wetlands determination, if any. Note if Army Corps of Engineers determination is in progress.

- 7. Written legal description, including area in square feet or acres that read clockwise. (Note: if the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
- 8. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
- 9. Curve data for any street that forms a project boundary.
- 10. Clear representation of the FEMA Designed 100-year Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date, and the Corps of Engineers Flood Hazard Study.
- 11. Status of Regulatory Permits
 - A. NPDES Storm water Permit
 - B. 404 Permit
 - C. Other
 - D. Developments over 10 acres shall submit plans and a Notice of Intent to ADEQ.
 - E. Developments consisting of 5-10 acres shall submit Notice of Intent to ADEQ.
 - F. Developments less than 5 acres are approved by City Engineer for Storm water Run-off
- 12. Provide a benchmark, clearly defined with a precision of 1/100th of a foot. This benchmark must be tied to NAVD 88 datum. Benchmarks include, but are not limited to, the following: fire hydrant, manhole rim, drainage structure abutment, etc.
- 13. Spot elevations at grade breaks along existing road centerlines, gutter lines, top of curbs or edge of pavement, and along the flow line of drainage swales.
- 14. A general vicinity map of the project at a scale of 1" = 2000' taken from the City of Lowell Street Base Map (1" = 2000').
- 15. The location of all existing structures. The dimensions of buildings and setbacks from the building to the property lines.
- 16. Street right-of-way lines clearly labeled. The drawing shall depict any future ROW needs as determined by the AHTD and/or Master Street Plan. Future ROW, as well as existing ROW and centerlines, should be shown and dimensioned.
- 17. Existing topographic information with source of the information noted. Show:
 - A. Two-foot contour interval for ground slope between level and ten percent.
 - B. Five-foot contour interval for ground slope exceeding ten percent.
- 18. A preliminary grading plan.

EXISTING UTILITIES AND DRAINAGE IMPROVEMENTS

- 1. On the drawing, show all known on-site and off-site existing utilities, drainage improvements, and easements (dimensioned), and provide the structures, locations, types, and condition, and note them as “existing” on the plat.
- 2. Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

PROPOSED UTILITIES

- 1. Regarding all proposed storm sewer structures and drainage structures:
 - A. Provide structure locations and types.
 - B. Provide pipe types and sizes.
- 2. Regarding all proposed sanitary sewer systems:
 - A. Provide pipe locations, sizes and types.
 - B. Manhole locations.
- 3. Note the occurrence of any previous sanitary sewer overflow problems on-site or in the proximity of the site.
- 4. If a septic system is to be utilized, note it on the plat or plan. Show the location and test data for all percolation tests.
- 5. Regarding all proposed water systems on or near the site:
 - A. Provide pipe locations, types, and sizes.
 - B. Note the static pressure and flow of the nearest hydrant.
 - C. Show location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.
- 6. All proposed underground or surface utility lines, if determined:
(Note: This category includes, but is not limited to, telephone, electrical, natural gas and TV cable.)
 - A. Locations of all related structures (pedestals, poles, etc.)
 - B. Locations of all lines (note whether the line is below or above ground.)
 - C. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
- 7. The width, approximate locations and purposes of all proposed easements or rights-of-way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.

PROPOSED AND EXISTING STREETS, RIGHTS-OF-WAY AND EASEMENTS

- 1. The location, widths, grades and names (avoid using first names of people for new streets) of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the centerline curve data; and all curb return radii. Private streets shall be clearly indicated and named.
- 2. A layout of adjoining property in sufficient detail to show the affect of proposed and existing streets (including those on the master street plan), adjoining lots and off-site easements. This information can be obtained from the Master Street Plan or the City’s mapping.
- 3. The location of all existing and proposed streetlights (at every intersection, cul-de-sac and every 300 feet and associated easements to serve each light.)

EASEMENT PLAT - LSD ONLY

- 1. A final easement plat (in the same form as a Final Plat) must be submitted and recorded before the issuance of the building permit.

SUBDIVISION OF LAND

- 1. The lot layout, the dimensions of each lot, number of each lot, and total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
- 2. The designation of all “outlots” and anticipated uses, if known.
- 3. For phased development, a plat showing all phases is required.

SITE SPECIFIC INFORMATION

- 1. Provide a note of proposed off-site improvements.
- 2. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments and underground structures within the project.
- 3. The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased.)
- 4. The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.)
- 5. The boundaries, acreage, and use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes, it shall be designated.
- 6. For large-scale residential development, indicate the use and list the number of units and bedrooms in a table.

- 7. For non-residential use, indicate the gross floor area and, if for multiple uses, the floor area devoted to each type of use. (Large Scale Developments only.)
- 8. The location and size of existing and proposed signs, if any.
- 9. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.
- 10. Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces. (Large Scale Developments only.)
- 11. Location of buffer strips, fences or screen walls, where required (check with the Planning Administrator and Zoning Ordinances.).
- 12. Location and width of existing and proposed sidewalks.
- 13. Finished floor elevation of existing and proposed structures.
- 14. Indicate location and type of garbage service (Large Scale Developments only). Dimension turnaround area at dumpster location.
- 15. A description of commonly held areas, if applicable.
- 16. Draft of covenants, conditions, and restrictions, if any.
- 17. Draft of POA agreements, if any.
- 18. A written description of requested variances and waivers from any city requirement.
- 19. Show required building setbacks for large-scale developments. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.
- 20. Preliminary drainage plan submitted to the City Engineer.

DATA ON DISKETTE

- 1. **Magnetic media or CD with all information in AutoCad 2000 or a similar format (DWG or DXF) must be submitted with your application. Legal description in MS Word Format shall also be added to the disc. Questions concerning this requirement may be directed to the Planning Department.**
- 2. **Digital scans of the design plans and vicinity map in JPEG format**
- 3. **After P.C. Approval all corrected plans must be resubmitted in digital form (DWG or DXF)**

MAP & PLAN

- 1. Applicant shall provide one each of the following, vicinity map and site plan, on an 8.5"x11" sheet.

Applicant shall positively certify each item. Where "no" or "N/A" is checked, Applicant shall submit a written explanation why the item is not positively certified.

