

STAFF USE ONLY	FEE SCHEDULE:	
Date application submitted _____	4th Submittal	\$500.00
Date accepted as complete _____	5th Submittal	\$1,000.00
Planning Commission date _____	6th/Subsequent Submittals	\$2,000.00/review

**APPLICATION INSTRUCTIONS:** 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 AND ALL STAFF COMMENTS HAVE BEEN ADDRESSED.**

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

**GENERAL INFORMATION:**

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

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

Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

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

**INDICATE WHERE CORRESPONDENCE SHOULD BE SENT:**

- Applicant     Representative     Owner

**PROPERTY DESCRIPTION:**

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

Current Zoning District: \_\_\_\_\_

**\*\*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 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**

- 1. Completed application form.
- 2. Payment of application fee.
- 3. One digital PDF plan set of all required drawings, showing all information required in this checklist, and 3 hard copies of plan set, folded to 9"x12" or 10" x 10 ½".

**PRELIMINARY PLAT Information:**

- 1. Names, addresses, and telephone numbers of the record owners, engineer, and surveyor (sealed and signed) preparing the plat or plan.
- 2. Names, addresses, and property lines/zoning of all property owners adjacent to the exterior boundaries of the project, including those across streets and rights-of-way, shall be shown on the plat at the location of their property.
- 3. North arrow, graphic scale, acreage, zoning, date of preparation and area (in square feet or acres) of the plat, and date of survey.
- 4. Provide a complete and accurate legend.
- 5. Title block located in the lower right-hand corner indicating the name and type of project, firm or individual preparing drawings and date.
- 6. Note regarding wetlands determination, if any. Note if any Army Corps of Engineers determination is in progress
- 7. Written legal description, including area in square feet or acres, that reads 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.

YES NO N/A

- 10. Clear representation of the FEMA Designated 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 Stormwater Permit
  - B. 404 Permit
  - C. Other \_\_\_\_\_
  - D. Developments over 10 acres shall submit plans and NOI to ADEQ
  - E. Developments of 5-10 acres shall submit NOI to ADEQ
  - F. Developments less than 5 acres are approved by City Engineer for stormwater runoff
- 12. Provide a benchmark, clearly defined with an accuracy of 1/100 of a foot. This benchmark must be tied to NAVD 1988 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, tops 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, with dimensions of buildings and setbacks from the building to 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 Lowell Master Street Plan. Future ROW, as well as existing ROW and centerlines, should be shown and dimensioned.
- 17. Existing topographic information with the source of information noted. Show:
  - A. Minimum two-foot contour interval for ground slope between level and 10%
  - B. Minimum five-foot contour interval for ground slope exceeding 10%
- 18. A preliminary grading plan with detailed lot grading and specified minimum FFE for each lot. Minimum FFE shall be 2' above 100 year WSE or 1' above top of curb, whichever is greater.

**EXISTING UTILITIES AND DRAINAGE IMPROVEMENTS:**

- 1. 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 instrument number of the recorded document. If an easement is blanket or indeterminate in nature, it must be released.

YES NO N/A

**PROPOSED UTILITIES:**

- 1. For all proposed storm sewer structures and drainage structures, provide:
  - A. Structure location and types
  - B. Pipe location, sizes, and types
  
- 2. For all proposed sanitary sewer systems, provide:
  - A. 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. For all proposed water systems on or near the site, provide:
  - A. Pipe locations, sizes, and types
  - B. Note the static pressure and flow of the nearest hydrant
  - C. Show location of proposed fire hydrants, meters, valve, backflow preventers, and related appurtenances
  
- 6. All proposed underground or surface utility locations, if determined (including but 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 line is above or below ground)
  - C. A note shall be shown 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.
  
- 8. Approved electrical design prior to scheduling a grading pre-construction meeting.

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

- 1. The location, widths, grades and names 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; the centerline curvedata; and all curb return radii. Private streets shall be clearly indicated. (Note: avoid using first names of people for all new streets)
  
- 2. A layout of adjoining property in sufficient detail to show the effect of proposed and existing streets (including those on the Master Street Plan), adjoining lots, and offsite 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'; and associated easements to serve each light)

**EASEMENT PLAT—LSD ONLY:**

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

YES NO N/A

**PROPOSED LOTS:**

- 1. The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the minimum finished floor elevations for each lot. (The finished floor elevation for lots shall be established a minimum of two (2) feet above the 100-year flood elevations, OR one (1) foot above the top of curb, whichever is greater.) 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 failure, settlement, excessive noise, sinkholes, 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 or recreation purposes or for the purpose of providing public access to any public water, river, or stream, it shall be designated.
- 6. For large scale residential development, indicate the type and 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, setback, height, size and type 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 and include a table showing required, provided, and ADA accessible parking spaces. (Large Scale Developments only).
- 11. Location of buffer strips, fences, or screen walls, where required.
- 12. Location and width of existing and proposed sidewalks.
- 13. Finished Floor Elevation of existing and proposed structures.
- 14. Indicate location and type of solid waste collection. Provide adequate turnaround area at dumpster locations. Identify dumpster screening.

**YES   NO   N/A**

- 15. A description of commonly held areas, if applicable.
- 16. Draft of covenants, conditions, and restrictions, if any.
- 17. Draft of POA agreements with conditions and restriction, 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 current setback requirements for subdivision. A variance from the Board of Adjustments is necessary for proposed setbacks less than those set forth in the zoning district regulations.
- 20. Preliminary drainage plan submitted to the City Engineer.

**DIGITAL DATA:**

- 1. DWG or DXF of final plat and legal description in DOC format must be submitted with final plat application. Questions concerning this requirement should be directed to Planning.
- 2. After PC approval, all corrected plans must be resubmitted in DWG or DXF format.

**MAP & PLAN:**

- 1. Applicant shall provide one each of the 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.**