



PLANNING DEPARTMENT
Community Development Group

Date Stamp

APPLICATION SUBMITTAL CHECKLIST for
Preliminary Subdivision Plat Case Number: _____

I acknowledge that the following items required for processing of my application are included as part of the submittal package for this application submitted to the City of Glendale Planning Department. I understand that the application will not be accepted unless all of the following items are included.

Required
Yes No

- 1. Completed Application
- 2. Service Request (SR) Number: **SR** _____
- 3. Applicant's Signature on Application
- 4. Preliminary Plat Narrative (20 copies)
- 5. Preliminary Plat, size 24" x 36", to scale (20 copies)*
- 6. 8½" x 11" reduction of preliminary plat
- 7. Conceptual Landscape Plans, size 24" x 36", to scale (8 copies)*
- 8. Conceptual Grading and Drainage Plans, size 24" x 36", to scale (4 copies)*
- 9. Conceptual Drainage Report (2 copies)
- 10. Lot Matrix (1 copy)
- 11. Draft Project CC&R's (2 copies)
- 12. Property Owners' and Interested Parties List (including Additional Notification Information) from Citizen Participation packet (2 copies on mailing labels)
- 13. Copy of Deed/Title (including Legal Description)
- 14. **ALL PP Checklist Items are incorporated into your submittal (see attached sheets)**
- 15. Development Master Plan Preliminary Plat
Filing Fee: \$_____ + _____ per lot - \$_____ (team preapp) = \$_____
- 16. **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: 10-05-06

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.

LOT MATRIX EXAMPLE:

Lot No.	Lot Width at Front Setback Line	Depth	Area (square feet)	Lot No.	Lot Width at Front Setback Line	Depth	Area (square feet)
1	55.36	110.00	6073.00	25	55.00	110.00	6050.00
2	55.00	110.00	6050.00	26	55.35	110.00	6095.00
3	55.00	110.00	6050.00	27	55.00	112.37	6355.00
4	55.00	110.00	6050.00	28	55.00	113.16	6221.00
5	55.00	110.00	6050.00	29	55.00	114.49	6647.00
6	55.00	110.00	6050.00	30	55.00	113.75	7039.00
7	55.00	110.00	6050.00	31	55.06	111.86	6232.00
8	55.00	110.00	6030.00	32	56.31	116.86	7496.00
9	57.97	105.74	8732.00	33	55.08	130.91	11170.00
10	56.42	146.00	13185.00	34	55.08	116.62	10075.00
11	57.19	110.00	7296.00	35	55.08	133.77	11767.00
12	58.00	110.00	6380.00	36	59.08	108.11	6895.00
13	58.00	110.00	6380.00	37	60.00	110.00	6488.00
14	58.00	110.00	6409.00	38	58.12	110.00	6394.00
15	58.00	120.79	6939.00	39	69.52	110.00	7394.00
16	58.00	139.5	8091.00				Sq. Ft.
17	58.00	160.5	9309.00	Tract A	N/A	N/A	22849.00
18	61.44	168.99	11234.00	Tract B	N/A	N/A	23.00
19	60.67	108.53	6423.00	Tract C	N/A	N/A	22.00
20	55.00	110.76	6090.00	Tract E	N/A	N/A	22.00
21	55.00	115.17	6333.00	Tract F	N/A	N/A	22.00
22	55.00	118.99	6569.00	Sum of Tracts			22938.00
23	55.00	115.32	6410.00	Min Lot Area			
24	55.25	110.00	6077.00	Max Lot Area			
				Average Lot Area			7246.00