



Development Services  
Department  
90 E. Civic Center Drive  
Gilbert, AZ 85296  
(480) 503-6700 Phone  
(480) 497-4923 Fax  
[www.gilbertaz.gov](http://www.gilbertaz.gov)

# **Preliminary Plat Amendment**

# **Application & Process Guide**

Town of Gilbert  
Planning Services Division

<http://www.gilbertaz.gov/departments/development-services/planning-development>

# Application Procedures

## Preliminary Plat Amendment

### ***Applicability***

Amendments to approved Preliminary Plats and Open Space Plans may include, but are not limited, to the following requests:

- a. Phasing of the subdivision or a portion of the subdivision;
- b. Changes to the approved lot dimensions, layout and design, that do not affect right-of-ways or utilities;
- c. Changes to the open space plan (trails, amenities);
- d. Gating of the subdivision; and
- e. Changes to grading and drainage of the subdivision.

### ***Preliminary Plat and Open Space Plan Amendment Application Types***

#### **3 Separate Application Types**

1. Amendment back to the Planning Commission and Design Review Board: A Pre-Application Meeting is required.
2. Administrative Amendment: Pre-Application Meeting may be required by Planning Staff.
3. Minor Administrative Amendment: Pre-Application Meeting not required. May be used only for amendments that do not require review from any other department than Planning.

The following information is provided to assist in the preparation and submittal of an application for a Preliminary Plat Amendment for a property within the Town of Gilbert.

#### **1. *Pre-Application Review Process***

**Prior to filing an application for a Preliminary Plat Amendment, the applicant must complete the Pre-Application review process.** Forms to apply for the Pre-Application review are available through the Development Services Division or on the Town's website (<http://www.gilbertaz.gov/departments/development-services/planning-development>). The Pre-Application process takes approx. two (2) weeks.

#### **2. *Application Completeness***

For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications **will be** rejected.

#### **3. *Forms/Review***

- a. Administrative Completeness Review (see Planning Division Project Review Timelines): Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.
- b. Substantive Review (see Planning Division Project Review Timelines): When complete, the application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff



comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the Town.

- c. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow Gilbert to submit supplemental requests for additional information. If Gilbert issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.

#### 4. **Staff Review**

Upon receiving a complete application, the information will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the applicant. The applicant is responsible for addressing staff comments and submitting revised plans for a second review if needed.

#### 5. **Neighborhood Notice**

The Town will prepare the Notice of Public Hearing for the Preliminary Plat (this is only applicable if the amendment is required to be heard by Planning Commission) and provide a copy to the applicant. For each required public hearing the applicant must mail the Notice of Public Hearing by first class-mail at least fifteen (15) calendar days prior to the date of the hearing to the following:

- a. All property owners of record within three hundred (300) feet of the site;
- b. All Homeowners Associations within one thousand (1,000) feet of the site registered with the Town of Gilbert Neighborhood Services Office, the Arizona Corporation Commission or identified on the Maricopa County Assessor's website ([www.maricopa.gov/assessor](http://www.maricopa.gov/assessor));
- c. All neighborhoods within one thousand (1,000) feet of the site registered with the Town of Gilbert Neighborhood Services Office;
- d. To the owner, if the application is initiated by a person other than the owner; and
- e. Any person or group who has requested notice in writing.

The Planning & Development Services Manager may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary. The applicant must submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item. The applicant may be charged a fee for the postponement.



## 6. **Property Posting (Sign)**

The Town will prepare the Notice of Public Hearing Sign Template for the Preliminary Plat and provide a copy to the applicant. Signs must be posted at least fifteen (15) calendar days prior to the date of each public hearing. The applicant is responsible for posting the signs on the property, subject to the following specifications and requirements:

- a. Posting, maintenance, and removal of sign(s) are the responsibility of the applicant. The applicant must remove all sign(s) within ten (10) days following the public hearing. If the sign(s) is not removed on time, the Town will remove the signs and may charge the applicant a removal fee;
- b. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted sign(s) prior to the public hearing; and
- c. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant may be charged a fee for the postponement.

## 7. **Inactive Cases**

All applications are required by the Land Development Code to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Manager may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period



# Preliminary Plat Amendment Content Requirements

## 1. Project Narrative

- Provide information on how the project complies with zoning requirements and the General Plan; and
- Project Phasing Narrative (to include):
  - Describe the justification for the proposed change to request phasing under this application,
  - Discuss how the phasing has considered: Phasing of off-site improvements (such as roads and utilities) and phasing of on-site improvements (such as landscaping, amenities, open space). Any proposed project must have the majority of “off-site” work complete as part of any “Phase 1” project.
  - Discussion of conceptual plans referencing the provided exhibits/ drawings showing the proposed phase lines and improvements.
  - Discussion of any temporary improvements:
    - Turn-arounds at phase break lines;
    - Retention solutions for the “temporary” condition;
    - Any impacts to utility plans requested by phasing;
    - Looped water system should be provided with Phase 1;
    - If new cul-de-sacs created by phasing, verify if homes in these areas must be sprinklered, etc.
  - Discuss emergency access, which must be provided for every phase.
  - Discuss if a Final Plat has been approved for the subdivision. Note that if yes: amendments to the Preliminary Plat & Open Space Plan will require revisions to the Final Plat. A Final Plat must be processed for each phase
- Description of proposed refuse and recycling collection system if other than standard Town collection from individual lots.

## 2. Landscape and Open Space Plans (as needed)

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Gross and net site area;
- Property lines, easements, alleys, private streets, tracts and adjacent right-of-way;
- Square footage of common area landscaping and worksheet identifying the individual areas used to calculate the total square footage;
- Square footage of public right-of-way landscaping and worksheet identifying the individual areas used to calculate the total square footage;
- Location of proposed landscape areas;
- Site visibility triangles per Town of Gilbert standard details 92 and/or 93;
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- Sizes, varieties and number of landscaping materials to be used;
- Contour lines and sections for retention basins and earthen berms;
- Location, type and height of proposed site lighting fixtures;
- Design and location of enhanced community mailboxes;
- Elevation and materials for fire resistant walls for SRP transformers;



- Elevations of entry monuments, all wall types, lighting, etc. Plans should be dimensioned and include notations specifying the application of proposed materials and colors;
- Lighting cut sheets;
- Location and specifications of playground apparatus, ramadas or other shade structures, benches, barbecues, ball courts, pools, etc.;
- Schematic grading design of open space areas;
- Date of preparation including dates of any subsequent revisions; and
- Registered Landscape Architect signature and seal.

### 3. Gateway Entrances – (Required for Requests: C, Page 2)

- Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
- Placement of existing and proposed monument signs with dimensions indicating separation requirements;
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- Sizes, varieties and number of landscaping materials to be used;
- Contour lines and sections for retention basins and earthen berms; and
- Date of preparation including dates of any subsequent revisions.

### 4. Preliminary Hydrology Report – (Required for Requests: E, Page 2)

- This report shall be on separate, letter size (8.5" x 11") sheets with any necessary maps. Handwritten comments will not be accepted;
- Delineated boundaries of watershed, if the subdivision is subject to off-site drainage;
- Indicate any existing drainage or irrigation structures such as: waste or delivery ditches, natural drainage channels, etc., and how they will be treated;
- The retention volume required and the method to be used. Present a preliminary retention basin plan including size, depth and methods of drainage;
- If the development, or any part of it, is located in a mapped floodplain, indicate the steps that will be taken to comply with Council Ordinance No. 525 (Flood Damage Prevention);
- Date of preparation including dates of any subsequent revisions; and
- Registered Engineer signature and seal.

### 5. Preliminary Grading and Drainage Plan – (as needed)

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Site Plan details;
- Gross and net site area;
- Preliminary storm water retention calculations;
- Existing and proposed slope, depth, flow patterns, and location of retention areas;
- Proposed contour lines and sections for retention basins and earthen berms;
- Indicate the drainage pattern, grade breaks and slopes of all streets;
- Date of preparation including dates of any subsequent revisions; and
- Registered Engineer signature and seal.



## 6. Preliminary Plat

- Vicinity map;
- Key map on each page, if plat consists of more than two pages;
- Scale, north arrow, and dimensions;
- Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch. (Use more than one sheet, if necessary). The scale must be appropriate to the size of the development;
- Number each lot individually with the last lot number circled;
- Table of lot sizes indicating area of all lots, total number of lots, total lot area and corresponding zoning classification;
- Minimum lot dimensions. Do not show “typical” lots;
- Illustrate the minimum lot width at minimum front setback for all irregular lots;
- Table of tracts indicating use, tract area, and total tract area;
- Location of existing and proposed multi-use and pedestrian trails;
- Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;
- Name, address and telephone number of subdivider;
- Name, address and telephone number of engineer, surveyor, landscape architect or land planner preparing plat;
- Proposed name of subdivision;
- Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- Topography by contours and spot elevations related to N.G.V.D. or approved Town datum. Contour interval shall not exceed two (2) feet and shall adequately reflect character and drainage of land;
- Location of existing fences, wells, lakes, ditches, power lines and trees;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Location and extent of areas subject to inundation; indicate frequency;
- Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- Adjacent rights-of-way and easements showing existing and future improvements, access points, etc.;
- Layout of proposed streets and alleys, giving widths, preliminary curve data and proposed names;
- Proposed right-of-way dedications;
- Street cross sections;
- Designation of all land to be dedicated or reserved for public use, with the use indicated;
- Conceptual drainage;
- Show method of sewage disposal; the type of facilities must appear on the preliminary plat. Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths;
- Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- Proposed improvement phasing;



- Identification of on- and off-street guest parking;
- Adjacent zoning districts within 300 feet;
- Adjacent lot lines and structures within 300 feet;
- Table indicating development land use data:
  - Gross and net acres;
  - Current Zoning District(s) and General Plan Classification;
  - Percent of total acreage in each zoning category;
  - Number of dwelling units (Residential only);
  - Minimum setbacks and lot coverage;
  - Open space/landscape areas and percentages; and
  - Other tracts and purposes;
- Date of preparation including dates of any subsequent revisions; and
- Registered Design Professional signature and seal.

#### 7. Materials/Color Board – (as needed)

- Material/color board for: Entry monuments, walls, lighting and amenities;
- Samples of proposed materials and actual color chips for fence/sign material noting the color and material name and manufacturer’s number mounted on a maximum 9” x 14” foam for cardboard; and
- Catalog pages of proposed materials and colors used for lighting and amenities noting the color and material name and manufacturer’s number.

#### 8. Single Family Parking Plan (if applicable\*)

*\*A parking plan is required for single family residential development that includes lots less than 55’ in width or lots with a driveway length less than 20’.*

- Scale, north arrow, and dimensions;
- Gross and net site area;
- Property lines, easements, alleys, private streets, tracts and adjacent right-of-way;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Location of proposed landscape areas, identify landscape materials, trails and common active recreation features;
- Site visibility triangles per Town of Gilbert standard details 92 and/or 93;
- Contour lines and sections for retention basins and earthen berms (as determined);
- Location, type and height of proposed site lighting fixtures;
- Design and location of enhanced community mailboxes;
- Design and location of refuse collection facilities;
- Design and location of service facilities (such as transformers, hydrants, and street grates) to be located in common areas; include any planned facility that would impede vehicle and pedestrian movements related to guest parking;
- Show each proposed lot and indicate each lot’s front lot line;
- Provide a table (example table provided below) with corresponding map references showing each proposed lot, the required guest parking quantity for that lot, the provided guest parking (with unique label such GP-1), the distance between the front lot line and guest space, and indicate whether the space will be striped. [note deficiencies, for example in **red**]
- Show and label the required guest parking spaces;
- Show the required active open space guest parking locations in close proximity to active open space amenities.





Example - Individual Lot Guest Parking Analysis

A	B	C	D	E	F	G	H	I	J
Lot	Driveway Length:	Lot Width:	If the driveway is less than 20' or if the lot width is less than 55', add 0.5 spaces	Will this lot contain a parking enclosure that provides 80sf more area than needed for two cars?	If the additional 80sf won't be provided or may not be provided (depending on model choice), add 0.5 spaces	Guest Parking Space Requirement (spaces) <b>Add column D and F</b>	Parking Space (PS) Assigned (full or partial)	What is the distance of the pedestrian route from front lot line to assigned parking space?	Will the assigned parking space be striped? If no, provide justification
1	3'	65'	0.5	No	0.5	1	PS-1	200'	Yes
2	22'	54'	0.5	Maybe	0.5	1	PS-10	200'	No, the space is being provided on the driveway
3	20'	55'	0	Yes	0	0	n/a	172'	No, this area of the development is over-parked
4	3'	40'	0.5	Yes	0	0.5	PS-2a	300'	Yes
5	3'	65'	0.5	Yes	0	0.5	PS-2b	30'	Yes
*	*	*	*	*	*	*	*	*	*





Preliminary Plat Amendment Application

Pre-Application #: \_\_\_\_\_

Project Name: \_\_\_\_\_  
(Submit Project Name Change form and fee for name change.)

Address or Location: \_\_\_\_\_

Request:  Amendment (PC/DRB)  Admin Amendment  Minor Amendment

Request Summary: \_\_\_\_\_

Tax Parcel Numbers: \_\_\_\_\_

Gross Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

General Plan Character Area:  Santan  Heritage District  
(if applicable)  Gateway  Morrison Ranch  
Overlay Zoning District:  Santan Freeway Corridor  Phx/Mesa Gateway Airport  
 Vertical

Property Owner: (Please print - all information must be provided)

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact: (Please print - all information must be provided)

Company: \_\_\_\_\_

Contact Name: (print) \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

For Staff Use Only		
Submittal Date _____	Case Number _____	
Fee Paid _____	EDEN Permit Number _____	
Receipt Number _____	EDEN Permit Type	<b>PPSUB</b>





**A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.



## Preliminary Plat Amendment Checklist

**Required Materials**

Applicant  
Checklist      Staff  
Verification

PDF copy on disk of ALL required items on checklist with images formatted no larger than **11" x 17"**, saved in a **single layer with no write protection, no blocks, and no layers**. Please name each pdf file per the titles below.



Submit hard copy and PDF of ALL required items below:

Application.....



Fee (see Planning fee schedule).....



Project Narrative.....



Pre-Application meeting comments.....



Response to Pre-Application meeting comments.....



Non-Per Capita Water Conservation forms.....



Preliminary Hydrology Report.....



Maricopa County Assessor Parcel Map (8.5" x 11") (Highlight project area and provide parcel numbers).....



**ALTA Survey** (Required for undeveloped properties):

- 1 copy - (11" x 17") laser print copy to scale. ALTA Survey must be within last 12 months.....



**Landscape and Open Space Plan/ Gateway Entrances:**

- 1 copy - (11" x 17") laser print copy to scale.....



**Preliminary Grading and Drainage Plan:**

- 1 copy - (11" x 17") laser print copy to scale.....



**Preliminary Plats (existing and revised):**

- 1 copy of each - (11" x 17") laser print copy to scale.....



**Materials/Color Board:**

- 1 - (9" x 14" - maximum) material / color board(s) providing catalog cut sheets of materials and colors (noting color/material name and manufacturer).....




**Single Family Parking Plan** (if applicable – see Content Requirements #8)

- 1 copy - (11" x 17") laser print copy to scale.....

**Neighborhood Notice:**

- A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property of the property.....
- Typed names and addresses of all property owners identified on highlighted parcel map.....



**TOWN OF GILBERT  
NPCCP WATER CONSERVATION FORM  
FOR  
NEW SINGLE FAMILY DEVELOPMENTS**

In Accordance with the Town of Gilbert Municipal Code Ch. 66, Article VIII

Project Name: \_\_\_\_\_

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**PART A: PLAN CALCULATIONS**

1. This residential development measures \_\_\_\_\_ acres
2. The landscapable area of this development is \_\_\_\_\_ sq ft Convert to Acres: \_\_\_\_\_
3. The total of all Active Recreational Areas\* measures \_\_\_\_\_ sq ft

\*Active Recreational Area (ARA): Any turfed area which is at least 10,000 square feet in area **and** which is at least 100 ft long and 100 ft wide. (Call out ARA on landscape plan)

4. The total landscapable area **excluding** ARA equals \_\_\_\_\_ sq ft
5. 10% of the landscapable area **excluding** ARA equals \_\_\_\_\_ sq ft
6. 50% of the landscapable area **excluding** ARA equals \_\_\_\_\_ sq ft
7. The proposed water intensive landscape (turf, high water use vegetation, and bodies of water used as an integral part of the landscaped area), **including ARA**, of the common areas measures \_\_\_\_\_ sq ft. Converted to acres, this measures \_\_\_\_\_ acres.
8. The proposed water intensive landscape **excluding ARA** measures \_\_\_\_\_ sq ft.

**Does this facility have a water feature: Yes  No**

If yes, see Town of Gilbert Code Sec 66-355 for limitations

**PART B: WATER SOURCE**

1. List the water sources proposed for landscape watering (potable, reclaimed, RWCD, SRP):
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

**PART B: WATER SOURCE (Cont'd)**

2. Does the acre total in Part A # 7 calculate to 5 acres or more?  Yes  No  
***If yes, this development MUST use reclaimed water for landscape watering.***

If the answer to Part B #2 is yes, you must use reclaimed water.

3.  This development **WILL** be using reclaimed water  
***A Reclaimed Water Use Agreement must be signed by all parties and be on file prior to final approval. Contact Haley Paul at 480-503-6896 to initiate this agreement.***

This development **WILL NOT** be using reclaimed water

4.  This development is classified as a Turf Facility under ADWR guidelines.  
***If the calculation in part A #7 is 10 acres or more, the development is classified as a turf facility under ADWR guidelines and must comply with the Turf Facility Program. Contact Haley Paul at 480-503-6896 for more information.***

**PART C: LANDSCAPE REQUIREMENTS (Per TOG Code Ch. 66 Art. VIII)**

Based on the box checked in Part B #3, will this development be using reclaimed water?

No

If checked, the total water intensive landscaped area in the common areas, excluding ARA (Part A #8), shall not exceed 10% of the total landscapable area.

Yes

If checked, the total water intensive landscaped area in the common areas, excluding ARA (Part A #8), shall not exceed 50% of the total landscapable area.

**PART D: GENERAL REQUIREMENTS:** (Per TOG Code Ch. 66 Art. VIII)

*Initial boxes to indicate the requirements have been read and accepted*

- All irrigation systems used to water the common area landscaping must be efficient.
- Only plants from the ADWR low water use plant list may be planted in the remaining common area.
- Turf is prohibited in all rights-of-way whether or not reclaimed water is used to irrigate such turf.
- Covenants must not require turf nor prohibit Xeriscape on residential property.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

Responsible Party Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*For Office Use Only*

Based on the calculations provided and in accordance with the Non Per Capita Conservation Program, the allowable water intensive landscape for this development is \_\_\_\_\_sq ft or \_\_\_\_\_acres. The proposed water intensive landscaping is calculated to be \_\_\_\_\_sq ft.

***SUBMIT THE COMPLETED FORMS ALONG WITH THE FORMAL APPLICATION  
PACKET***

For questions contact Haley Paul, Water Resources Coordinator **480-503-6896**