



SUBDIVISION APPLICATION PROCEDURES PRELIMINARY PLAT STAGE

The following information is a general outline of those regulations set forth in Title 16 of the city code as related to the preliminary plat stage of the subdivision process. The development of condominium, cluster, and townhouse projects must also follow subdivision procedures.

PRELIMINARY PLAT APPLICATION

This is the second stage of the subdivision process, it includes detailed subdivision planning, submittal, review, and approval of the preliminary plat. *Please include a copy of your completed Checklist with all submittals.*

APPLICATION REQUIREMENTS

- Verify that the proper zoning is in place.
- APPLICATION - print or type the information requested.
- FILING FEE – Please refer to the Planning and Zoning Department Fee Schedule. Fees are non-refundable and must be paid when the application is submitted.

MATERIALS REQUIRED FOR PRELIMINARY PLATS

- PRELIMINARY PLAT – FIFTEEN 24" X 36" FOLDED COPIES - with required supporting data. These copies will be routed to the Development Review Committee members.
Additional copies will be requested once the Plat has been approved by staff.
- HYDROLOGY REPORT – TWO COPIES – a preliminary hydrology report and plans explaining the proposed design and function of the storm water collection system and retention system, including preliminary drainage calculations and storm drainage systems, their compatibility with existing systems, and the timing and/or phasing of installation. Approximate size and location of the above may be required on the plat by the Engineering Department.
- GRADING PLAN – THREE COPIES – a preliminary grading plan provided at a horizontal scale of 1" = 200' with contour intervals not to exceed 4', which depicts the existing character drainage of the land, and also the character of that proposed.
- SOILS REPORT – TWO COPIES – a soils report outlining the recommendations of a

qualified professional engineer regarding development problems of soil stability, erosion control, sedimentation, and/or flooding.

- TRAFFIC IMPACT ANALYSIS – TWO COPIES - Developers of all projects which are the subject of a preliminary plat request and which generate five hundred or more vehicle trips per day based on the multipliers listed in the Bullhead City Procedures Manual shall submit and have approved a traffic impact analysis of the project site and its vicinity to the Development Services director prior to such preliminary plat request being placed before the planning and zoning commission and/or city council for consideration. A professional registrant in accordance with the specifications set forth in the Bullhead City Procedures Manual shall prepare the traffic impact analysis.
- The preliminary plat shall also include the following:
 - Name of subdivision.
 - Location of subdivision by section, township, and range; reference by dimension and bearing to a section corner or quarter section corner.
 - Name, address, and phone number of subdivider.
 - Name, address, and phone number of engineer, surveyor, landscape architect, or land planner preparing plat.
 - Title, scale, north point, and date of preparation including dates of any subsequent revisions.
 - Scale may be no more than 1" = 100'.
 - A location map which shows the relationship of the subdivision to existing community facilities which serve or influence it, including main traffic arteries; public transportation lines; shopping centers; elementary and high schools; parks and playgrounds and churches. The map must also contain a title, scale, north point and date.
 - Location of existing physical and natural conditions.
 - Topography by contours related to USGS survey datum, or other datum approved by the Engineering Division, shown on the same map as the proposed subdivision layout. Contour interval must be such as to adequately reflect the character and drainage of the land. Such map must be on a scale of one-inch equals one hundred feet with two-foot contour interval.
 - Location of water wells, streams canals, irrigation laterals, private ditches, washes, lakes, or other water features. Also direction of flow, location and extent of area subject to inundation whether such inundation is frequent, periodic, or occasional.
 - Location widths, and names of all existing platted streets, railroads, utility right-of-way of public record, public areas, permanent structures to remain including water wells and

municipal corporation lines within or adjacent to the tract.

- By note, the existing zoning classification of the subject tract and adjacent tracts.
- By note, the acreage of the tract.
- Boundaries of the tract to be subdivided must be fully dimensioned.
- Street layout, including location, width and proposed names of public streets, alleys, crosswalks, and easements, and connections to adjoining platted tracts.
- Typical lot dimensions (scaled); dimensions of all corner lots and lots of curvilinear sections of streets; each block and lot numbered individually; total number of lots.
- Location, width, and use of easements.
- Designation of all land to be dedicated or reserved for public use with use indicated.
- Proposed multi-family, commercial or industrial uses clearly designated when applicable together with existing zoning classification and status of zoning change, if any.
- Subdivider must furnish the Arizona Department of Environmental Quality with information regarding the design and operation of proposed sanitary sewer facilities.

- In addition, for preliminary plats that contain lots and/or parcels that total 20 acres or less, are or will be zoned for single-family residential planned area development, multiple family, commercial, and/or industrial uses, and that the information listed below was not provided during the zoning map change process, the applicant must provide 20 copies of the site plan depicting/reflecting the information listed below. The site plan must be drawn to scale, adequately depict and reflect the required information, and be prepared on a twenty-four-inch by thirty-six-inch plan sheet unless otherwise approved by the Development Services Department. The applicant must submit folded copies of the site plan showing the following information.
- Lot dimensions.
- All buildings and structures existing and proposed, including dimensions, elevations and a color palette.
- Yards and/or setbacks, as well as spaces between buildings.
- Landscaping and screening as required by chapter 17.48.
- Off-street parking as required by chapter 17.44.
- Vehicular, pedestrian and service access.

- Lighting and signs shown in compliance with chapter 17.42, including location of both.
- Outdoor storage and activities.
- Location and name of adjacent rights-of-way.
- Refuse collection container location.

PLANNING AND ZONING DIVISION RESPONSIBILITIES

- ✓ Review the preliminary plat submitted and also distribute the submittal to other departments and agencies as necessary.
- ✓ Summarize the recommendations of the reviewing offices and present them to the Development Review Committee.
- ✓ Prepare a report of the findings of the committee and presents it to the subdivider and to the Planning and Zoning Commission for public hearing.
- ✓ At the public hearing of the Commission may approve with conditions, reject, or, in special circumstances, forward its recommendations to the city council for preliminary plat action.
- ✓ Approval of the preliminary plat is valid for the period established within the schedule of development attached to the preliminary plat approval.

PUBLIC HEARING

Once all required items have been successfully addressed, the request will be scheduled for a public hearing before the Planning and Zoning Commission. A staff member will contact you regarding the date and time of the public hearing. A copy of the staff recommendations will be mailed to you about one week prior to the public hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.*** During the public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard.