

TENTATIVE PLAT APPLICATION

(Revised 11-08)



TENTATIVE PLAT/SUPPLEMENTAL INFORMATION REQUIREMENTS

A. TENTATIVE PLAT REQUIREMENTS:

The following information shall be delineated on the *TENTATIVE PLAT*. The *TENTATIVE PLAT* shall show or be accompanied by such data as are specified in Section 4.2 through 4.5 of the Navajo County Subdivision Regulations and Requirements. The subdivider shall comply with the provisions of Arizona Revised Statute #9-474 with respect to any adjacent city.

1. The *size* of the *TENTATIVE PLAT* shall be 24 x 36 inches and shall be drawn to a 50, 100 or 200 foot to the inch scale, whichever is most appropriate to clearly present necessary details.
2. The subdivider shall file *five (5), full size, and copies* of the *TENTATIVE PLAT* in the office of the Development Services Department.
3. One 8 1/2" x 11" *copy* of the *TENTATIVE PLAT* shall also be submitted.
4. The *Title of the map* and a *legal description* of property.
5. The *name* and *address* of the *owner* and *subdivider*.
6. The *name* and *address* of the *person preparing* the *TENTATIVE PLAT*.
7. The *approximate acreage* and *overall dimensions* of the proposed development.
8. A *North Arrow*, the *drawing scale* and the *date* that the drawing was prepared.
9. The *development boundary line* and a *vicinity map*.
10. The *names, book and page number* of *adjoining subdivisions*.
11. The *names, locations* and *widths* of *adjoining streets*.
12. All *identifying landmarks* and *existing structures*, both above and below ground.
13. The *names, locations* and *widths* of *proposed streets*.
14. The *approximate grades* of *proposed streets*.
15. All *streets* and *rights-of-ways* providing *permanent access* to the property.
16. All *excavations* within 200 feet of the subdivision.
17. The *approximate radii* of *all curves*.
18. The *widths* of *alleys* and *easements* also identify the *function of the easements*.
19. The *names of utility companies* servicing the proposed development and the *locations of existing* and *proposed public utilities*.
20. The *elevations of the sewer* at the proposed main connections.

21. All *existing culverts* and *drain pipes*.
22. All *water courses* and *channels* including proposed facilities for control of storm waters. Two (2) copies of the *preliminary drainage report* are required.
23. All lands subject to *overflow, inundations* or *flood hazard*.
24. All *railroads* and other *rights-of-way*.
25. All *lands and parks* to be dedicated for public use.
26. *Dimensions* of any *reservations*.
27. All *proposed lot lines, approximate lot dimensions, number of lots, adjoining properties, and adjoining lot lines*.
28. Delineate all *required yard setbacks* from property lines.
29. Show *topographic contours** with maximum intervals as follows:

<u>Slope</u>	<u>Interval</u>
0-2%	1'
3-9%	2'
10% plus	5'

* U.S.G.S. Topographic Maps are not acceptable.

30. The *basis of elevation* i.e.; benchmarks, etc.
31. The *existing use* of property immediately surrounding the tract, along with assessors *parcel numbers*.
32. The *source of water supply, size and location of water lines*.
33. The *method of sewage disposal***
34. The **approved** *method of fire protection*.
35. An *approval block* with area for signature of the *Chairman of the Planning & Zoning Commission* and the signature of the *Navajo County Engineer*, include areas for *dates*.
36. All preliminary subdivision proposals shall *identify the flood hazard areas* and the *elevation of the base flood*.

37. All *requested variances* to the Navajo County Subdivision/Zoning Ordinance must be *identified on the TENTATIVE PLAT*. This required identification must include the correct ordinance requirements, as well as, the proposed variance. The identification must also list the ordinance article, section, and item number, as well as, reference the subdivision ordinance revision/amended date.

****NOTE:** All new and replacement *water supply* and *sanitary sewage* systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters. ***Waste disposal systems shall not be installed wholly or partially in a floodway.***

B. SUPPLEMENTAL INFORMATION

Reports and written statements on the following matters shall accompany the *TENTATIVE PLAT*.

1. The *identity of the subdivider* and that he is the *owner of record* of the property or that the *owner of record* of the property consents to the filing of the map.
2. A *Master Development Plan* when the development is *larger than 40 acres* or is *developed in phases*.
3. A *written statement* stating that:
 - a. A water company, under permit, has agreed in writing to serve all lots in the development, or
 - b. The developer has an acceptable application for a water company permit on file with the State Department of Health, or
 - c. The developer has agreed, in writing, to form a domestic water company to serve the development. The method by which the operation and maintenance of the water company will be accomplished and financed.
 - d. Where the minimum lot size of all lots is in excess of 2 2 net acres in area, the developer shall not be required to have a water company under permit or to furnish water to each lot, but shall furnish a statement of quantity and quality of any wells existing on the property or the estimated cost and feasibility of drilling wells if none exist.
4. A *written statement* indicating the type of Solid Waste Disposal and Sewage Disposal that is being proposed. To

aid this determination the Engineer may require soil percolation tests or other pertinent information may be required.

- a. If sanitary *sewer facilities* and a *sewage disposal plant* are proposed, the *method by which the operation and maintenance* will be accomplished and financed.
5. The *type of street improvement* shown in cross-section with material and construction specifications indicated.
6. The *proposed method of control of storm water*, including data as to grade and dimension (see attach: **Navajo County Informational Supplement Subdivision Drainage and Floodplain Requirements - 1995"**, **Contact the Public Works Flood Control Division for a copy. (928) 524-4100**).
7. If private streets or other ways of necessity are proposed, the *method by which their maintenance will be accomplished and financed with proposed annual maintenance budget*.
8. A *written statement* from the County Special District Coordinator stating that the proposed development is not encumbered by County Improvement District assessments.
9. Such other *supplemental information* as the Director or County Engineer may require **to insure that the development would protect the public health, safety and general welfare**.
10. Public Works requires a Designation of Professional Engineer. Public Works **Sample Form** is included in this packet and is in electronic format. To request a copy of the electronic format, you may contact the Public Works Department at the following number (928) 524-4100.

DESIGNATION OF PROFESSIONAL ENGINEER

REF: Section 4.4 A 11, Navajo County Subdivision Regulations and Requirements.

Name of Subdivision: _____

Developer/Owner's Name: _____

{Include other identification information if needed}

{Include or delete the items in parentheses as appropriate}

The undersigned Developer hereby notifies the Navajo County Engineer that the Professional Engineer whose signature and seal appear below will provide the Certification of Completed Improvements and Inspection pursuant to Sections 7.6 and 8.11(b) of the Navajo County Subdivision Regulations and Requirements. "As Built" drawings will be certified by the designated Engineer (or designated Land Surveyor whose signature and seal also appear below).

The Developer hereby certifies that the designated Engineer (and Surveyor) have explained the requirements of Title 32, Chapter 1 of the Arizona Revised Statutes and Title 4, Chapter 30 of the Arizona Administrative Code for direct supervision by a registrant. The Developer hereby warrants that all construction of these improvements shall be performed under the direction and supervision of the designated Engineer.

The Developer will immediately notify the Navajo County Engineer if the designated Engineer is changed. Developer acknowledges that Navajo County may order work to cease if no Registrant is designated and working on the project.

By signing and sealing this Designation, each Registrant acknowledges that he/she will be a designated registrant, will be the single point of contact for design or construction changes, and will notify the Navajo County Engineer immediately if this Designation is terminated.

(Signature of Developer)

Professional Engineer
Seal and Signature

Land Surveyor
Seal and Signature

INFORMATIONAL SUPPLEMENT
NAVAJO COUNTY TENTATIVE PLAT APPLICATION

SUBDIVISION DRAINAGE AND FLOODPLAIN REQUIREMENTS
Navajo County Flood Control District
1995

A drainage report is required for all preliminary subdivision plats. A drainage report is necessary to ensure that all proposed subdivisions include adequate drainage systems and are protected against flooding. These objectives have been outlined in Navajo County's *Flood Damage Prevention Ordinance* and *Subdivision Regulations and Standards*, and are a prerequisite for any tentative plat being approved by the Planning and Zoning Commission, and recommended to the Board of Supervisors.

To assist the developer in developing a subdivision that meets the requirements of these ordinances, specific sections of the ordinances have been cited below, along with notes intended to clarify Navajo County's interpretation of the ordinance. The completion and submittal of a drainage report with the preliminary plat will expedite the subdivision approval process, and should improve the quality of the proposed development.

Questions regarding the following information on drainage and flood control should be directed to the Navajo County Engineer or Navajo County Flood Control District at: Navajo County Governmental Center, P.O. Box 668, Holbrook AZ, 86025: telephone (928) 524-4100.

Proposed subdivisions must meet all requirements of the *Navajo County Flood Damage Prevention Ordinance*, including:

5.3-1: All preliminary subdivision proposals shall identify the flood hazard areas and the elevation of the base flood.

5.3-3: All subdivision proposals shall be consistent with the need to minimize flood damages.

To satisfy these requirements the drainage report should include a complete hydrologic and hydraulic analysis of the on-site and off-site flows affecting the proposed development: including analyses for both the existing and fully developed hydrologic and hydraulic conditions. Calculations to justify the size and location of all proposed flood control structures should be included in the report. All proposed development should be adequately protected from flooding and should not increase base flow elevations, peak flows, volumes of flow, or the point of ingress of flow onto adjacent properties. A drainage and floodplain sheet(s) should be provide with the preliminary plat. All FEMA mapped floodplains within the development, and all proposed flood control structures should be shown on the drainage and floodplain sheet(s). For floodplains where a detailed analysis has not been completed, such as in a FEMA "Zone A" or an unmapped watercourse with a drainage area greater than ¼ square mile, it is the developers responsibility to provide a detailed analysis that determines the elevations and lateral extent of the flooding within the limits of the proposed development. The analysis should include the determination of floodplain and floodway limits, and should meet the technical requirements for floodplain delineation as determined by the Arizona Department of Water Resources and the Federal Emergency Management Agency. Additional details on these methods can be found in references 1 and 7 of this document.

5.3-3: *All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.*

5.2-1: *All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters. Waste disposal systems shall not be installed wholly or partly within a floodway.*

5.3-2: *All final subdivision plans will provide the elevation of proposed structures and pads. If the site is filled above the base flood, the final pad elevation shall be certified by a registered professional engineer or surveyor and provided to the floodplain administrator.*

The Flood Damage Prevention Ordinance designates the Navajo County Engineer as the Navajo County Floodplain Administrator.

5.3-4: *All subdivision proposals shall have adequate drainage provide to reduce exposure to flood damage.*

This explained more thoroughly below.

Proposed subdivision must meet all drainage requirements describe in the Navajo County Subdivision Regulations and Requirements, including:

4.4 (A): *Reports and written statements on the following matters shall accompany the Tentative Plat: (6.) proposed method of control of storm water, including data as to grade and dimension.*

3.21 (A.): *Flood control facilities including flood channels, flood easements and storm drains will be designed to provide adequate protection against the 50-year flood, and shall be approved by the County Engineer.*

2.2 (12.): *All hydrologic design shall be in conformance with the current Arizona Highway Department hydrologic design procedures.*

The drainage report should include calculations to justify the size and location of all proposed drainage improvements and drainage easements should be shown on the drainage and floodplain sheet(s).

The current Arizona Highway Department procedures are available in reference 2 of this document. Proposed drainage improvements should be based on the hydrologic and hydraulic analyses for fully developed conditions. Construction drawings are not required for the proposed drainage improvements at the preliminary plat stage of development, but the calculations in the drainage report should show that it is feasible to construct these improvements.

For the purpose of analysis, it is generally assumed that the 50-year flood is produced by the 50-year storm centered over the subdivision's drainage basin. However, certain, situations may require the engineer to consider other factors, such as snowmelt, when designing drainage facilities. The engineer is responsible for using good engineering judgment and the most appropriate methods to ensure that adequate drainage and flood protection is provided of the proposed development.

The County Engineer has the authority to request revisions to any report, or portion of a report, or proposed drainage improvements that he deems to be unacceptable, and to request that additional drainage facilities be provided. Written comments will be provided describing the reasons for requesting revisions or additional drainage facilities.

3.21(B.): Streets and highways should not be used as flood channels.

Streets with inverted crowns are not permitted. A maximum of 1 foot of flow over the top of a roadway is acceptable during the 100-year flood: provided that the roadway is designed with adequate erosion protection so that it is not damaged by the 100-year flood.

Additional clarification of these requirements, and definitions for the terms used can be found in the following references.

REFERENCES:

1. *Flood Insurance Study Guidelines and Specifications for Study Contractors, Bulletin 37 Federal Emergency Management Agency, January, 1995.*
2. *Highway Drainage Design Manual Hydrology, Arizona Department of Transportation, Report Number FHWA-AZ93-281, March, 1993.*
3. *Navajo County Flood Damage Prevention Ordinance, November 23, 1987.*
4. *Navajo County Subdivision Regulations and Requirements, Amended July 5, 1994.*
5. *Navajo County Septic Ordinance, Planning and Building Division, Amended October 17, 1994.*
6. *Navajo County Zoning Ordinance, Planning and Building Division, Amended October 17, 1994.*
7. *State Standards for Floodplains: For copies of these standards contact the Engineering Division, Arizona Department of Water Resources, 500 North 3rd Street, Phoenix, AZ 85004, (602) 417-2445.*

NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

PLANNING & ZONING

Post Office Box 668 - 100 East Carter Drive
Holbrook, Arizona 86025
(928) 524-4100 FAX (928) 524-4399

TENTATIVE PLAT APPLICATION

OWNER INFORMATION:

OWNER'S NAME: _____

AGENT/POINT OF CONTACT: _____

CONTACT PHONE NO.: _____ FAX NO.: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBJECT PARCEL INFORMATION:

LEGAL DESCRIPTION: T _____ N – R _____ E, SECTION _____, ASSESSOR PARCEL NO.: _____

SUBDIVISION NAME: _____ LOT: _____

RURAL ADDRESS: _____ AREA: _____

PARCEL SIZE: _____ DATE OF OWNERSHIP: _____

PRESENT USE OF PROPERTY: _____

GENERAL DIRECTION TO PARCEL: _____

CURRENT ZONING: (Please Check appropriate Zoning Classification)

A-Gen RU-20 RU-10 RU-5 RU-1 R1-43 R1-10
 R-2 R-3 C-R I-1 I-2 Special Development

REQUESTED SPECIAL DEVELOPMENT ZONING: Residential Commercial Industrial Mixed

CALCULATED FEE: _____ (\$500 plus \$20 per lot.)

OWNER'S AFFIDAVIT:

I, (print name) _____, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

Owner's Signature

STATE OF ARIZONA)
) SS
COUNTY OF _____)

Sworn and subscribed before me on this _____ Day of _____, 20_____

Notary Public

My Commission Expires