

Preliminary Plat Process & Submittal Guide

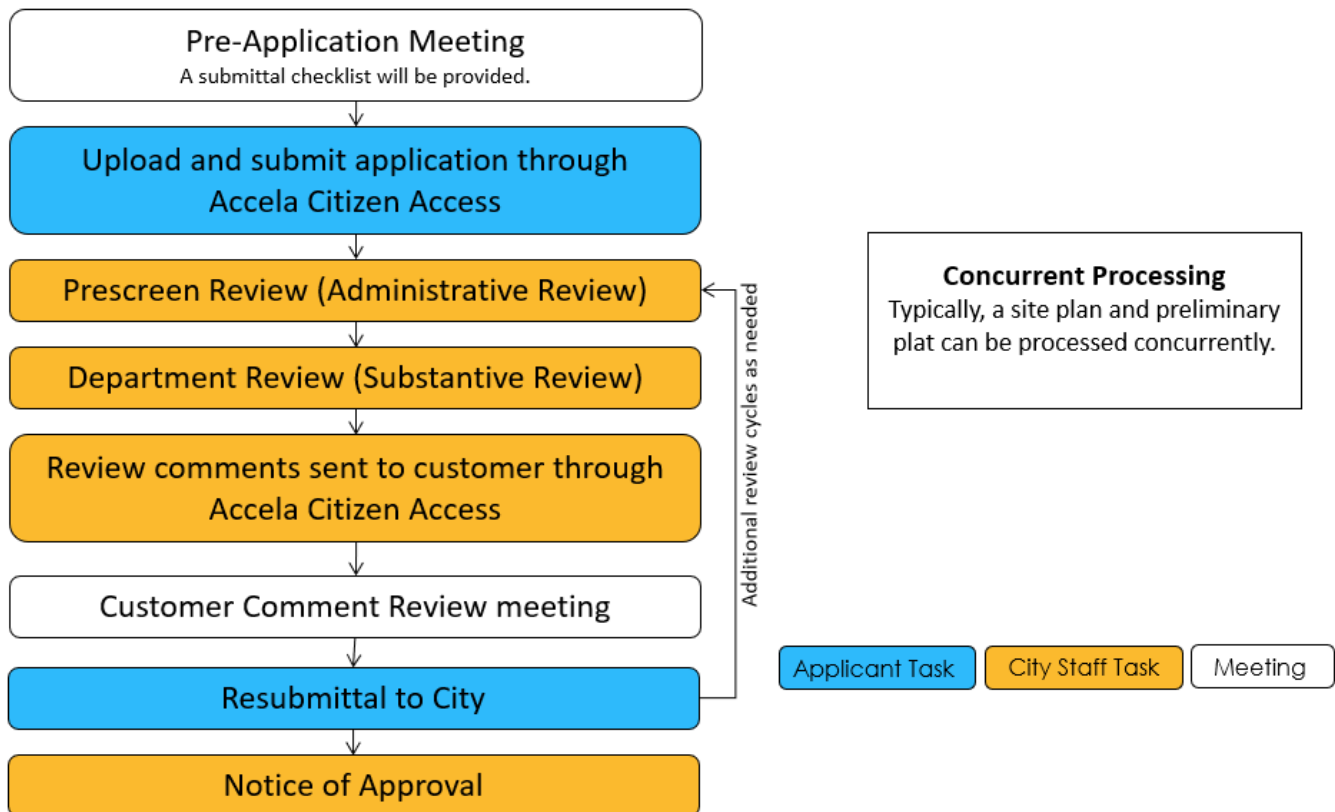
This document serves as a reference to submitting preliminary plat applications to the Planning and Zoning Division of the Development Services Department. All submittals must be made through the electronic plan review system. Guides and training videos are available at www.goodyearaz.gov/development.

PRE-APPLICATION MEETING

All preliminary plats require a pre-application meeting. All cases require a pre-application meeting. A pre-ap can be scheduled through our Electronic Plan Review system, visit <https://www.goodyearaz.gov/development> for more information.

PROCESSING

A preliminary plat requires approval by the Planning and Zoning Commission and City Council. We can consider processing the preliminary plat concurrently with a rezone request. Please discuss this at your pre-application meeting.



SUBMITTALS TO ACCELA

All submittals to the city of Goodyear are done through [Accela Citizen Access](#).

Once you create an account, you can submit an application with the submittal documents outlined below. After Starting an Application, select Planning & Zoning Applications > Planning & Zoning > Type: Preliminary Plat



Planning & Zoning Applications

Use this service to make a Planning & Zoning application including Zoning Verification, Site Plans, Preliminary Plats and Rezone as well as COMBO applications (i.e. New Ground Up, Combo Bldg & Civil).

FEES

The City's user fee schedule can be found on the city's website.

SUBMITTAL DOCUMENTS

The information below provides general guidance in the creation of a preliminary plat submittal.

Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:

- Acreage and number of lots and tracts being proposed
- Amount of park space and open space and conformance with zoning requirements
 - Any landscape areas that are proposed for public maintenance should be specifically called out
 - If applicable, details on conformance with the design elements for smaller lots
- Water and sewer providers and a brief description of infrastructure needs
- Statement if streets are publicly or privately maintained
- Statement if the property is within 500-feet of an existing or planned freeway
- Statement if the property is in an area with grades greater than 15% or an area otherwise known as a hillside area

ALTA Survey of the property.

Title report dated 30 days from the date of application submission.

Preliminary Plat drawing (can be multiple sheets if needed) (24" x 36" in size) prepared in accordance with the City's Zoning Ordinance, Design Guidelines and Engineering Standards (Chapter 9.1.2).

Landscape Plan (24" x 36" in size) for the property including the following information:

1. The location and identification of all proposed landscape areas on the site;
2. The ground floor areas of all proposed buildings (does not include single family homes);
3. The amount of all proposed landscaped areas, required and provided;
4. The location of all proposed trees, shrubs, and other landscape materials and improvements;
5. Notes or graphical representations adequately showing the intent of the proposed plans and materials;
6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable);
7. The location of all proposed storm water retention areas; and,
8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.

Freeway Sound Attenuation Plan demonstrating compliance with the subdivision regulations. This is required if within 500-feet of an existing or proposed freeway.

Engineering-related plans and reports

- All plans, reports, and drawings specified above shall be prepared in accordance with the requirements set in the Engineering Standards. The Engineering Standards are available online:

<https://www.goodyearaz.gov/government/departments/engineering-development-services/engineering/plan-review/design-standards>

- All engineering related plans and reports (water, sewer, grading & drainage, utility, traffic studies, etc.) shall be sealed by a professional engineer registered with the State of Arizona.
- Engineering plan and reports checklists are available online:
<https://www.goodyearaz.gov/government/departments/engineering-development-services/engineering/plan-review/civil-plan-review-checklists-documents>

Preliminary Off-site Improvement Plan for any proposed off-site improvements necessary to serve the property that are beyond the limits of the area covered by the site plan (prepared in compliance with the Engineering Standards).

Preliminary Grading and Drainage Plan (24" x 36" in size) for the property based on the proposed use of the property, including the following information:

1. Retention and detentions areas, other drainage facilities, and changes to surface grading affecting drainage structures, curbs, building finish floor elevations basin outfall location, site ultimate outfall location, dry wells, catch basins, storm drain lines and manholes, valley gutters, curbs, retention basin side slopes and bottom slopes, etc.;
2. Elevations shall be provided at all drainage control points (i.e. retention basin outfall locations, site ultimate outfall locations, high water elevations, tops and bottoms of retention basins, dry wells, valley gutters, curbs, etc.);
3. Finish floor or pad elevations shall be provided;
4. Location of all existing structures and buildings;
5. Location of all existing and proposed washes, channels, or other drainage conveyances;
6. Location of all FEMA regulated floodways and floodplains; and,
7. Location of any 404 limits.

Preliminary Utility Plan (24" x 36" in size) for all utilities planned to serve the property that are not otherwise shown on the site plan drawing (prepared in compliance with the Engineering Standards).

Traffic Impact Study prepared in compliance with the Engineering Standards for the property based on the proposed use of the property.

Preliminary Drainage Report, including a preliminary drainage plan exhibit (prepared in compliance with the Engineering Standards).

Preliminary Water Report prepared in compliance with the Engineering Standards for the property based on the proposed use of the property.

Preliminary Sewer Report prepared in compliance with the Engineering Standards for the property based on the proposed use of the property, including any potential for use of reclaimed water.

AutoCAD drawing in conformance with [city standards](#).

Contact Us

www.goodyearaz.gov/development

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