

# TENTATIVE PLAT AMENDMENT APPLICATION

(Revised 12-09)



# TENTATIVE PLAT AMENDMENT CHECKLIST

- I. A TENTATIVE PLAT AMENDMENT Application legally notarized with all applicable signatures as required.
- II. A Copy of the recorded deed of the parcel(s) proposed for the TENTATIVE PLAT AMENDMENT.
- III. If applicant is acting as agent for the owner, written, notarized authorization is required.
- IV. A non-refundable TENTATIVE PLAT AMENDMENT filing fee of \$500 plus \$20 per Lot.
- V. A letter expressing the intent of the development. Also identify in writing the owners designated Single Point of Contact for all formal communications. A 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.
- VI. A copy of the preliminary CC&R's or deed restrictions for review, if applicable.
- VII. A letter from all applicable utilities expressing their ability and/or capacity to give service to the proposed development.
  - 1) Water Company
  - 2) Sewer District
  - 3) Electric Company
  - 4) Telephone Company
  - 5) Natural Gas Company
  - 6) Cable TV Company
  - 7) Garbage Collection Service
- VIII. A letter from the local Fire District/Department expressing their ability and/or capacity to give service to the proposed development. This letter must also indicate that the local Fire District/Department has also reviewed the proposed TENTATIVE PLAT AMENDMENT and finds the proposed fire protection adequate for the development.

## **TENTATIVE PLAT AMENDMENT /SUPPLEMENTAL INFORMATION REQUIREMENTS**

### **A. TENTATIVE PLAT AMENDMENT REQUIREMENTS:**

The following information shall be delineated on the TENTATIVE PLAT AMENDMENT. The TENTATIVE PLAT AMENDMENT 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 AMENDMENT shall be 24 x 36 inches, multiple pages with match lines are acceptable, and shall be drawn to a 50, 100 or 200 foot to the inch scale, or an alternate scale as approved by the Navajo County Engineer, whichever is most appropriate to clearly present necessary details.
2. The subdivider shall file eight (8) copies of the TENTATIVE PLAT AMENDMENT to the office of the Development Services Department.
3. One 8 1/2" x 11" copy of each page of the TENTATIVE PLAT AMENDMENT shall also be submitted.
4. The Title of the plat 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 AMENDMENT. To include boundary survey, surveyor seal and P.E. seal.
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. The approximate centerline radii of all curves.
17. The widths of alleys and easements; also identify the function of the easements.
18. The names of utility companies servicing the proposed development and the locations of existing and proposed public utilities.
19. The elevations of the sewer at the proposed main connections.
20. All existing culverts and drain pipes.
21. All water courses and channels including proposed facilities for control of storm waters. Three (3) copies of the preliminary drainage report are required.
22. All lands subject to overflow, inundations or flood hazard from the 100 year flood event.
23. All railroads and other rights-of-way.
24. All lands and parks to be dedicated for public use.
25. Dimensions of any reservations/exclusions.
26. All proposed lot lines, approximate lot dimensions, number of lots, adjoining properties, and adjoining lot lines.
27. Delineate all required yard setbacks from property lines.
28. 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.

29. The basis of elevation i.e.; benchmarks, etc.
30. The existing use of property immediately surrounding the tract, along with assessors parcel numbers.
31. The source of water supply, size and location of water lines.
32. The method of sewage disposal. \*\*
33. The **approved** method of fire protection.
34. An approval block, with area for signature and date, of the Chairman of the Planning & Zoning Commission and the Navajo County Engineer.
35. All preliminary subdivision proposals shall identify boundaries of Special Flood Hazard Areas and the elevation of the base flood.
36. All requested variances to the Navajo County Subdivision/Zoning Ordinance must be identified on the TENTATIVE PLAT AMENDMENT. 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, and 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 AMENDMENT.

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 plat

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 two (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 require other pertinent information.
  - 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: "**Navajo County Informational Supplement, Subdivision Drainage and Floodplain Requirements - December, 2009**".) **Submit a Preliminary Drainage Report.**
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. 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.**

9. Public Works requires a Designation of Professional Engineer licensed in the State of Arizona. A 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

**NAVAJO COUNTY INFORMATIONAL SUPPLEMENT  
TENTATIVE PLAT AMMENDMENT APPLICATION**

**SUBDIVISION DRAINAGE AND FLOODPLAIN REQUIREMENTS  
NAVAJO COUNTY FLOOD CONTROL DISTRICT**

Updated December, 2009

**A drainage report is required for all subdivision Tentative Plat Amendments.** A drainage report is necessary to ensure that all proposed subdivisions include adequate drainage systems and provide protection against flooding. These objectives have been outlined in the *Navajo County Flood Damage Prevention Ordinance* and *Subdivision Regulations and Requirements*, and are a prerequisite for any tentative plat amendment 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 submittal of a preliminary drainage report with the tentative plat amendment will expedite the subdivision approval process and will improve the quality of the proposed development.

Questions regarding the following information on drainage and Flood Control should be directed to the Navajo County Flood Control District or Navajo County Engineer 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 but not limited to:**

**ARTICLE V**

**3. STANDARDS FOR POTABLE WATER AND SANITARY SEWAGE SYSTEMS.**

- a. All new or 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.*
- b. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during Flooding.*
- c. Waste disposal systems shall not be installed partly or wholly in a Regulatory Floodway. (Requirement from ARS § 48-3609.)*

**4. STANDARDS FOR SUBDIVISIONS.**

- a. All preliminary subdivision proposals (including proposals for Manufactured Home parks and subdivisions), greater than 50 lots or five acres, shall identify any Area(s) of Special Flood Hazard and the elevation of the Base Flood.*
- b. All final subdivision plans will provide the elevation(s) of proposed Structure(s) and pads. If the site is filled above the Base Flood, the final Lowest Floor and pad elevations shall be certified by a registered professional engineer or surveyor and provided to the Floodplain Administrator.*
- c. All subdivision proposals shall be consistent with the need to minimize Flood damage.*

- d. *All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize Flood damage.*
- e. *All subdivisions shall provide adequate drainage to reduce exposure to Flood hazards and at a minimum meet the drainage requirements in the Navajo County Subdivision Regulations and Requirements.*

5. **STANDARDS FOR MANUFACTURED HOMES.** *All Manufactured Homes and Substantial Improvements thereto shall:*

- a. *Be elevated so that the bottom of the structural frame or the lowest point of any attached appliances, whichever is lower, is at or above the Regulatory Flood Elevation.*
- b. *Be securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring may include, without limitation, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.*

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 pre and post-development 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 Flood 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 Tentative Plat Amendment. 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 or with a minimum base discharge of 500 cubic feet/second, 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 6 of this document.

**Proposed subdivision must meet all drainage requirements describe in the Navajo County Subdivision Regulations and Requirements, including but not limited to:**

**Navajo County Drainage Policy**

Section 3.15.1 – General

A. *Intent: The policies and guidelines contained in this policy are intended to provide drainage design information and guidance for prospective developers, engineers and builders who plan to develop or construct projects in Navajo County. All designers should familiarize themselves with Navajo County Subdivision Regulations, Navajo County Flood Damage Prevention Ordinance, and any other applicable code or ordinances before undertaking projects within Navajo County. In case of conflicts between any code and ordinance, the more restrictive shall apply.*

B. *Requirements for Storm Drainage Facilities: All developments within Navajo County shall provide such storm drainage facilities as are necessary to insure that all improvements, structures and properties, both within the subject development and those located up and downstream of the development, shall be protected from the adverse impact of storm water due to the proposed development. The storm drainage facilities shall be designed and constructed so as to insure that the post-development flow from the development site is not greater than the pre-development flow for the 2, 10, 50 and 100 year flood events.*

*A Drainage Plan and a Drainage Report shall be required from any development or construction project which is proposed within Navajo County. See the Navajo County Subdivision regulations for other reports and documentation which is to be provided when a Tentative Plat is submitted.*

*A Storm Water Pollution Prevention Plan (SWPPP) shall be required of any development / construction project, greater than one acre or as required to be in compliance with ADEQ and EPA regulations. A copy of the Notice of Intent (NOI) filed with ADEQ shall be provided to Navajo County, prior to any construction.*

*Any development or project which infringes on the "Waters of the United States", as defined by the Section 404 of the Clean Water Act, or a defined floodplain, as defined by the US Federal Emergency Management Agency, or ADWR shall prepare and submit the necessary permit applications to the respective federal or state agencies, and provide evidence of acquisition of the permits to Navajo County.*

*The use of surface detention basins for reduction of off-site storm water flows is discouraged, unless no other method of runoff attenuation is possible.*

*C. Reports: A Preliminary Drainage Report shall be submitted at the time of Tentative Plat review. The report shall be prepared and sealed by a Registered Professional Engineer licensed to practice in the State of Arizona. The Preliminary Drainage Report shall include, as a minimum, the following information:*

- 1. A description of how the proposed development will comply with Navajo County Drainage Policy.*
- 2. A description of any existing drainage conveyances, such as natural water courses, floodplains, and drainage from adjacent lands.*
- 3. Tentative description of proposed new conveyances, detention facilities, their size, and location.*
- 4. The effects of the proposed development, and any proposed detention facilities, on any adjacent property, either up or downstream. Detailed hydrologic and hydraulic analyses are not required with the Preliminary Report; however, the information provided must be adequate to demonstrate compliance with the applicable regulations.*
- 5. A discussion of potential soils erosion or sedimentation which may occur as a result of this project.*

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.*
- 2. Highway Drainage Design Manual Hydrology, Arizona Department of Transportation.*
- 3. Navajo County Flood Damage Prevention Ordinance, Amended July 28, 2009.*
- 4. Navajo County Subdivision Regulations and Requirements, Amended December 18, 2007.*
- 5. Navajo County Zoning Ordinance, Planning and Building Division, Amended June 23, 2009.*
- 6. State Standards for Floodplains: For copies of these standards contact the Engineering Division, Arizona Department of Water Resources, 500 North 3<sup>rd</sup> Street, Phoenix, AZ 85004, (602) 417-2445.*

