



TOWN OF CLARKDALE

890 Main Street
Clarkdale, AZ 86324
(928) 639-2500

**COMMUNITY DEVELOPMENT
DEPARTMENT**

SUBDIVISION APPLICATION

PLEASE PRINT

STAFF USE ONLY

Date Received: _____
By: _____
Existing Zoning: _____
Fees: _____

Please mail or email completed form to:
PO Box 308, Clarkdale, AZ 86324 or
CommunityDevelopment@Clarkdale.AZ.gov

APPLICANT INFORMATION

APPLICANT NAME _____ BUSINESS NAME _____
ADDRESS _____
PHONE _____ EMAIL _____
CONTACT PERSON _____ CONTACT PHONE _____

SUBDIVISION INFORMATION

LOCATION _____
SUBDIVISION / PROJECT NAME _____
PARCEL NUMBERS _____
GROSS AREA OF ORIGINAL PARCEL (ACRES AND SQ. FT.) _____
AVERAGE GROSS AREA OF EACH RESULTING LOT (ACRES AND SQ. FT.) _____

ENGINEER INFORMATION

ENGINEERING FIRM _____
ADDRESS _____
PHONE _____ EMAIL _____
CONTACT PERSON _____ CONTACT PHONE _____

OWNER INFORMATION AND CERTIFICATION

PROPERTY OWNER NAME _____
ADDRESS _____
PHONE _____ EMAIL _____
CONTACT PERSON _____ CONTACT PHONE _____

I certify I am an owner authorized to conduct business related to this property and the information and exhibits herewith are true and correct to the best of my knowledge. I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the Town of Clarkdale to enter the premises described in this application as necessary to determine the suitability of the request and to ascertain compliance with all applicable Town Codes.

SIGNATURE _____ DATE _____

SUBDIVISION REGULATIONS - ZONING CODE - CHAPTER 12

Section 12-4-1 Outline of Subdivision Procedures

The preparation, submittal, review and approval of all subdivision plats located in the Town limits shall proceed through the following progressive stages:

- A. Stage I Pre-Application Conference
- B. Stage II Preliminary Plat
- C. Stage III Technical Review
- D. Stage IV Final Plat, Recording and Post Approval

The process for completing these stages varies depending on the type of subdivision, determined by the number of new parcels being created and based on the Town of Clarkdale Zoning Code (referred below).

Type	Subdivision 10 lots or more	Minor Subdivision 4 – 10 lots	Minor Land Division 2-3 lots
Stage I Preapplication Conference	Required <u>Section 12-4-2</u>	Required <u>Section 12-5-2</u>	Required <u>Section 12-6-5</u>
Stage II Preliminary Plat	Required- Public Hearing by Planning Commission and Town Council <u>Section 12-4-3</u>	Required-Reviewed by Subdivision Committee, Approved by Town Council <u>Section 12-5-3</u>	Survey from a State of Arizona registered land surveyor. <u>Section 12-6-4</u>
Stage III Technical Review	Required <u>Section 12-4-4</u>	Required <u>Section 12-5-4</u>	Not required
Stage IV Final Plat, Recording and Post Approval	Required <u>Section 12-4-5</u>	Required <u>Section 12-4-5</u>	Required within 60 days of approval. <u>Section 12-6-5-E</u>

TOWN CODE SECTION 12 - FORM OF PRESENTATION OF SUBDIVISION PLAT

The information hereafter required as part of the Subdivision Plat submittal shall be shown graphically or by note on plans, or by letter, and may comprise several sheets showing various elements of required data. All mapped data for the same plat shall be drawn at the same standard engineering scale. The scale shall not be smaller than one inch equals 100 feet.

ALL SUBDIVISION APPLICATIONS SHALL INCLUDE THE FOLLOWING:

- Letter of intent from the developer describing the subdivision and proposed name of subdivision and its location by Section, Township and Range, reference by dimension and bearing to an acceptable government section or quarter-section corner. The proposed subdivision name shall not duplicate any other recorded plat in Clarkdale or adjacent communities. The subdivision name should be carefully considered as it will become part of the public record once a Preliminary Plat has been submitted.

PLAT

- Name, title, address and telephone number of engineering, land planning, surveying, architectural firm or individual preparing the plat.
- A copy of the property title.
- Scale (written and bar graph), north point and date of preparation including dates of any subsequent revision.
- Total subdivision acreage and dimensions. Do not include previously dedicated rights-of-way in this figure.
- Fully dimensioned boundary lines.
- A vicinity map which shows the relationship of the proposed subdivision to main traffic arteries and any other facilities and developments which locate the subdivision. This map may be on the Preliminary Plat, but, if it is not practical, then a separate map showing title, scale, north point and date shall be provided.
- Names, locations and widths of adjacent streets, highways, railroads and utility easements including streets and rights-of-way providing legal access to the property.
- The width and approximate locations of all existing or proposed public or private easements or rights-of-way for streets, trails, drainage, sewers, public utilities, flood control purposes, access to adjacent public land, or other community facilities.
- Lot dimensions (scaled); dimensions of all corner lots, all lots of more than four sides and lots of curvilinear sections of streets; each lot numbered individually and consecutively; total number of lots or dwelling units; subtotal of lots by lot type; setbacks by lot type.
- Locations, elevations, and sizes of culverts, storm drains and detention facilities. This information shall be reviewed by Yavapai County Flood Control District using criteria contained in the Reference Storm Water Detention Material and Drainage Criteria memorandum.
- The locations of floodway and floodplain boundaries and base flood elevations as determined on Federal Emergency Management Agency (FEMA) Flood Maps and the location of other water courses and land subject to inundation or flood hazard.
- Proposed cut and fill areas showing original and proposed grade levels with elevations and contours. Contour interval shall be such as to adequately reflect the character and drainage of the land.
- Location and dimensions of all existing or proposed structures, walls, fences, irrigation ditches, water wells, pipelines, utilities, and other physical features. Plat shall indicate which improvements are to remain, be altered or removed.
- Designations of all land to be dedicated or reserved for public use with use indicated.
- The zoning of all adjacent land.
- Certificate of assured or adequate water supply.

ADDITIONAL INFORMATION REQUIRED

- Any deed restrictions or covenants and property owners association agreements to be or currently imposed upon the plat or any part thereof.
- A Site Evaluation Report, conducted and sealed by a Registered Civil Engineer, which evaluates the existing drainage on the site and proposed cut and fill, which assesses the need for the conduct of Phase I and/or Phase II drainage report.
- A report by a sanitary engineer describing proposed wastewater disposal.
- Letters of serviceability from utilities.
- Grading and Drainage plan shall be sealed by an engineer holding a current state of Arizona seal. Grading and Drainage plan shall address criteria included in the current Yavapai County Drainage Manual.