

Subdivision Technical Review Checklist

Applications must be at <https://aca.accela.com/mesa>. Please see our [How to Submit Subdivision Applications Guide](#) for additional information.

1.	<p>A. The preliminary plat plans and all required documents (in PDF format).</p> <p>B. In cases of multiple residence PAD's (townhome or condominium), patio homes with Use Easements, office, commercial or industrial projects where a site plan has been reviewed and approved by the Planning and Zoning Board and City Council, submit PDF of the architect's site plan, typical floor plans and elevations, etc., as supporting data to aid the staff and other agencies in their review.</p>
2.	Digital (CAD) file of the preliminary plat.
3.	For subdivisions within the DESERT UPLANDS AREA , which is the area of Mesa bounded by the Central Arizona Project (CAP) Canal on the west, Meridian Road and Utery Mountain Regional Park on the east, University Drive on the south and Tonto National Forest boundary on the north, a Native Plant Preservation Plan (NPPP) application must be filed with the subdivision improvement plans to the City of Mesa Building Safety Division after the Subdivision Technical Review Meeting. An NPPP, plant inventory, and preliminary grading plan must be approved prior to any plant removal/salvaging, grubbing, grading, and/or excavation at the site. Please contact the Planning Division at (480) 644-2385 for information regarding the Native Plant Preservation Ordinance #3693.
4.	Preliminary calculations and layout of proposed storm drainage system based on a one hundred (100) year storm of two (2) hours duration. Design shall be such that water from streets, lots, and alleys shall be retained on-site until the peak of the storm passes. Calculations shall be submitted at the time of technical review for analysis by the Engineering Department and review by the Flood Control District.
5.	All mapped data for the same plat shall be drawn at the same standard engineering scale, adjusted to produce a final overall drawing of 24" x 36". Use more than one sheet if necessary or reduce the drawing photographically to one of the standard engineering scales, (100'-80'-60'-50'-40'-30'-20' to the inch).
6.	<p>The proposed subdivision name shall be clearly indicated, with the location by section, township, and range with reference by dimension and bearing to a quarter section corner.</p> <p>A. The proposed subdivision name shall not duplicate any other recorded plat name in Maricopa County.</p> <p>B. The proposed subdivision name may not exceed 40 characters (including spaces).</p> <p>C. The subdivision name should be carefully considered, as it will become a part of the public record once a preliminary plat has been submitted.</p>
7.	Firm name of subdivider/developer, address, phone and fax number and the name of person to contact.
8.	Engineering, surveying, land planning, or architectural firm name; address, phone & email for name of person to contact.
9.	Scale, north arrow (pointing up or to the right) date of preparation including any subsequent revision dates.
10.	Location map with reference to main arterial streets, etc.
11.	Show methods of sewage disposal (a statement as to the type of facilities shall appear on the preliminary plat). Include drainage and sewage reports. Also, show the preliminary sewer layout indicating line sizes with grades, manhole locations, cleanouts, slopes, depths, etc. Consult the "Engineering Procedure Manual", available from the City of Mesa Building Safety Division.
12.	The preliminary layout of the water system shall be shown indicating fire hydrants, valves, meter vaults, water line sizes, etc., consult the "Engineering Procedure Manual".
13.	Location, frequency, and extent of areas subject to flooding or storm runoff must be defined.
14.	<p>Topography by contours and spot elevations as related to US & CGS survey datum or approved City datum. Contour interval shall adequately reflect character and drainage of land.</p> <p>A. Spot elevations properly referenced to the above datum may suffice for small sites less than five (5) acres.</p>

15.	Location, right-of-way, and names of all platted streets, railroads, and utility rights-of-way of public record, which may exist around the perimeter of the site boundaries, through or across it. Show any permanent structures that are to remain, including water wells and municipal or private utility lines within or adjacent to the tract or subdivision.
16.	Show layout of proposed streets and alleys, giving widths, preliminary curve data, curve lengths (as stipulated in the Subdivision Regulations), and proposed street names. Base names on existing or projected alignments wherever possible. Provide cross-sections for existing and proposed (public and/or private) perimeter and interior streets on the preliminary plat.
17.	Show all driveways, streets, and median openings on the opposite side of the perimeter streets within 325' of any proposed driveway or street intersection.
18.	Location of fences, existing structures, wells, wind machines, ditches (open or covered), washes, trees and all other features or characteristics that could have a bearing on the review.
19.	Boundaries of the tract to be subdivided shall be fully dimensioned.
20.	By note, indicate gross acreage of subject tract. Do not include previously dedicated streets or right-of-way in this figure.
21.	Base zone of the subject and adjacent tract, the zoning case number (e.g. Z04-1), the Design Review Board case number and any variances that may have been approved by the Board.
22.	Name, book and page number of any recorded subdivision adjacent to or having common boundaries with this plat.
23.	Show typical lot dimensions, dimensions of all corner lots, lots on curvilinear sections of streets, and all lots where the number of sides exceeds four (4). Number each lot individually and give the total number of lots. Where plats will consist of a number of units/phases, utilizing the same subdivision name, the lot numbering shall be consecutive through the total number of lots in all units.
24.	Show building setback lines for a typical lot. Where there are lots with more than four (4) sides or whose shape may be considered atypical, show all setbacks.
25.	Give designation of all land to be dedicated or reserved for a park, retention basin, school, well site, substation, sewer lift station, reservoir, water pump station or other public or private uses.
26.	Preliminary Title Report along with all recorded documents identified on Schedule B, or provide documentation from a Title Company verifying current ownership.

Note: Failure to provide the above information where applicable can result in a submittal being rejected until such information and materials are provided.