



CITY OF KINGMAN PRELIMINARY SUBDIVISION PLAT CHECKLIST

APPLICATION FEE: \$960.00 plus \$10.00 per lot, tract or parcel.

FILING REQUIREMENTS:

- ✓ One (1) original signed application form (attached).
- ✓ One (1) original signed Proposition 207 waiver form (attached). This is optional.
- ✓ Two (2) 24" x 36" paper copies and one (1) electronic copy of the preliminary plat map.
- ✓ Two (2) paper copies and one (1) electronic copy of the preliminary drainage report prepared by an engineer registered in the State of Arizona in accordance with the Kingman Area Drainage Design Review Manual.
- ✓ Two (2) paper copies and one (1) electronic copy of a petition for exception in accordance with procedures in Section 1.14 of the Subdivision Ordinance, if applicable.

DESIGN REQUIREMENTS FOR PRELIMINARY PLAT:

The elements and design requirements as described in Section 4.000 Kingman Subdivision Ordinance shall be followed. Additionally, the following items shall be identified on the preliminary plat per Section 2.2 Preliminary Plat of the Kingman Subdivision Ordinance:

- ✓ Proposed subdivision name, tract number, north point, scale, date of preparation
- ✓ Names and addresses of subdivider, owner, engineer and/or surveyor preparing map
- ✓ Date, name, seal and registration number of engineer who prepared subdivision
- ✓ Legal description of location including township, range and section
- ✓ New subdivisions shall be based on City of Kingman project datum and coordinate system where available
- ✓ Location, proposed names, and widths of all existing or proposed streets, including perimeter streets, as well as any existing or proposed easements
- ✓ Location of FIRM flood zones from the most recent study with arrows indicating the general flow in all water courses and streets
- ✓ Contour intervals based upon City of Kingman datum in accord with ordinance, two-foot interval preferred
- ✓ Proposed location, dimensions, and boundaries of lots with all blocks and lots numbered
- ✓ Total acreage of proposed subdivision, numbers of lots proposed, area, approximate area of the lots, minimum and maximum lot sizes and density of lots per acre
- ✓ Small scale vicinity map showing the relative location of subdivision within City
- ✓ Streets and rights-of-way providing permanent access to the property and the ownership of lands traversed by the access roads
- ✓ Existing uses of land and existing zoning classification
- ✓ The proposed use of each lot, parcel, and proposed zoning classification
- ✓ An application for rezoning, if applicable
- ✓ A statement regarding the availability, location, and type of water system for domestic use and fire protection
- ✓ A statement as to the type of facilities or method of sewage disposal proposed
- ✓ A statement regarding availability of utilities and the direction and distance to the nearest such useable utility, and any intervening property, or need and commitment for rights-of-way or necessary easements to access the nearest usable utility
- ✓ Preliminary layout of water and sewer locations and proposed sizes shown on map, including proposed location of hydrants, water valves and meter vaults and depths of existing sewer manholes and cleanouts

CITY OF KINGMAN

PRELIMINARY SUBDIVISION PLAT APPLICATION PROCEDURES

In accordance with Section 2.2 of the Kingman Subdivision Ordinance the following procedure and approval process shall be followed:

1. **APPLICATION PROCEDURE:** For the benefit of all parties involved in the application process, the subdivider and/or design engineer is encouraged to schedule a pre-application meeting before submittal. The intent of the meeting would be to discuss the procedure for processing a subdivision plat and the requirements as to general layout of streets and for reservations of land, street improvements, drainage, sewerage, fire protection, zoning and similar matters, as well as the availability of existing services. The planning staff shall also advise the applicant, where appropriate, to discuss the proposed subdivision with those officials who must eventually approve these aspects of the subdivision plat coming within their jurisdiction. The planning staff shall assign a tract number to the proposed subdivision if it is evident that action will be taken to pursue the development. Please call the Kingman Planning and Economic Development Department at (928) 753-8130 to schedule a meeting.
2. **FILING:** Filing requirements are indicated on page 1 of the application.
3. **REVIEW PROCESS:** Upon receipt of all required materials, in accordance with ARS §9-835, an administrative review is conducted to determine the completeness of the application. The maximum time frame to complete this administrative review is ten (10) working days. The applicant and/or designated representative shall be notified by telephone/mail/or e-mail of any deficiencies in the application.

Once the administrative review is complete, planning staff shall forward a copy of the preliminary plat and drainage report to the following agencies for evaluation and recommendations: Engineering Department, City Surveyor, Fire Department, Public Works Department, utility companies, and other agencies who may be concerned. Planning staff shall review the preliminary plat and supportive information for completeness and conformance with the Zoning Ordinance and Subdivision Regulations.

All departments and agencies shall have twenty (20) working days from the date the preliminary plat and all supportive information is received to complete their review. Departments and agencies shall submit comments to the Planning and Economic Development Department. No reply by an agency within the time limit specified shall be deemed as having no objection.

Upon receipt of all comments, planning staff shall prepare a correlated report, including replies or comments from the reviewing agencies, and forward a copy to the reviewing agencies, and forward a copy to the subdivider and/or design engineer. The report shall ask for a resubmittal of items, if any, which need to be revised. Once requested items are received, additional review(s) will be requested of the commenting agencies to be completed within ten (10) working days. Once the preliminary plat is in conformance with these regulations, the planning staff shall schedule the review of the preliminary plat by the Planning and Zoning Commission at their next regularly scheduled public meeting.

4. **PLANNING AND ZONING COMMISSION ACTION:** The subdividers or their

representatives shall be notified by Planning and Economic Development staff by mail at least fifteen (15) days prior to a meeting of the time and place set for review of the preliminary plat. The Planning and Zoning Commission shall consider all evidence relating to said preliminary plat.

If satisfied that all objectives of these regulations have been met, the Planning and Zoning Commission may recommend approval, conditional approval, or denial of the preliminary plat and by the conclusion of their next regularly scheduled meeting shall make their recommendation to the Common Council. If the Commission finds that the preliminary plat requires a major revision, the preliminary plat may be held over until the next regularly scheduled Planning and Zoning Commission meeting. The recommendations of the Planning and Zoning Commission on said preliminary plat shall be written. If the Planning and Zoning Commission does not make a recommendation to the Common Council by the conclusion of the next regularly scheduled meeting held after the public hearing, the preliminary plat shall be submitted to the Common Council without a recommendation.

A subdivider may withdraw the preliminary plat or request postponement at any time, through a written signed statement, submitted to the Planning staff. Any withdrawal shall mean that the property owner(s) must resubmit a new preliminary plat application.

6. **CITY COUNCIL ACTION:** On receipt of the recommendation from the Planning and Zoning Commission, the Common Council shall, at their next regularly scheduled meeting, approve, conditionally approve, or deny the preliminary plat. If a preliminary plat is denied by the Common Council, the new filing of another preliminary plat for the same tract, or any part thereof, shall follow the aforementioned procedures and shall be subject to the required fee. The Common Council shall forward within fifteen (15) days, in writing, a statement to the subdivider stating the reason the preliminary plat was denied.

7. **SUBSEQUENT ACTION:** Preliminary plat approval is based upon the following terms and conditions:

1) The basic conditions under which the preliminary plat is approved shall not be changed prior to expiration date.

2) Approval of the preliminary plat is valid for a period of twenty-four (24) months from the date of Council action.

Preliminary plat approval may, upon written application to the Planning and Economic Development Department by the subdivider, be considered for an extension of time prior to the end of the twenty-four (24) month period. The Common Council may extend the original preliminary plat approval for two years if there is no change in conditions within or adjoining the preliminary plat that would warrant a revision in the design of the original preliminary plat. If there have been major changes in the area affecting the preliminary plat or changes in development standards, the Common Council may extend the preliminary plat validity for an additional 95-days to allow the subdivider to redesign the preliminary plat to include the necessary modifications and resubmit the modified preliminary plat for review by the Planning and Zoning Commission and subsequently by the City Council. The City Council may then determine whether to approve the modified preliminary plat or not extend the approval of the preliminary plat. The City Council may grant a greater than a 95-day modification period at its discretion.

If the subdivider does not process the final plat or phase thereof within the twenty-four (24) month time frame, or ask for and received an extension of time, then all proceedings relating to the preliminary plat shall be terminated.

The Common Council approval of the preliminary plat shall specify that required improvements shall be completed to minimum City standards prior to recording of the final plat; or an agreement in writing shall be arrived at prior to said recordation assuring construction of all required improvements, utilizing one or more of the methods described in Section 3.000 of these regulations and acceptance of said improvements into the City maintenance system upon completion to City standards and the approved improvement plans. If any other improvements are required, at this time by the Common Council, they shall be so specified.



CITY OF KINGMAN
PRELIMINARY SUBDIVISION PLAT APPLICATION FORM
CASE # SB-_____ - _____
APPLICATION FEE \$960.00 PLUS \$10.00 PER LOT, TRACT OR PARCEL

STAFF USE ONLY: FEE PAID? YES _____ NO _____ PAYMENT DATE _____

Application Date:

Proposed Subdivision Name and Tract Number:

Description of Location and/or Legal Description:

Mohave County Tax Parcel Number(s):

Size of Parcel(s):

PROPERTY OWNER'S NAME: OWNER(S) MUST SIGN APPLICATION. ATTACH ADDITIONAL SIGNATURE PAGES FOR EACH OWNER (IF ANY) AND DATES OF SIGNATURE(S).

Mailing Address:

City/State/Zip:

Phone Number:

E-mail:

I (WE) THE UNDERSIGNED PROPERTY OWNER(S) REQUEST THE APPROVAL OF THE ABOVE DESCRIBED PRELIMINARY SUBDIVISION PLAT.

Signature:

Date:

OWNER'S AGENT OR REPRESENTATIVE:

Mailing Address:

City/State/Zip:

Phone Number:

E-mail:

Signature:

Date:

ITEMS FROM THE "PRELIMINARY SUBDIVISION PLAT APPLICATION CHECKLIST" SHALL BE SUBMITTED WITH THIS PRELIMINARY SUBDIVISION PLAT APPLICATION FORM.

**AGREEMENT FOR THE WAIVER OF CLAIMS FOR DIMINUTION IN VALUE OF PROPERTY UNDER
A.R.S. §12-1134**

This agreement is entered into this _____ day of _____, 20____, by and between _____ (Owner) and the CITY OF KINGMAN, an Arizona Municipal Corporation, (City).

RECITALS

- A. The Owner owns certain real property located within the City or is within the City's service area. This real property is depicted and legally described in the attached Exhibit A, incorporated into this agreement by this reference; and
- B. The Owner has requested that the City enact a certain land use change directly applicable to the Owner's property and agrees that this change will increase the value and use of the land; and
- C. The Owner is aware that, as a condition of receiving approvals under the City's land use laws, the City may impose various requirements, conditions, and stipulations upon the property that will govern development of the property; and
- D. The Owner agrees and consents to all the conditions imposed by the City regarding the land use action in:
 - a. _____ Rezoning/Zoning Change
 - b. _____ Conditional Use Permit
 - c. _____ General Plan Amendment
 - d. _____ Variance
 - e. _____ Site Plan
 - f. _____ Subdivision
 - g. _____ Ordinance
 - h. _____ Development Agreement
 - i. _____ Water/Wastewater Service
 - j. _____ other _____ (please specify)
- E. By signing this agreement, the Owner acknowledges that Owner waives any right to claim diminution in value or claim for just compensation for diminution in value under A.R.S. §12-1134 related to the land use action as a result of the City's approval of the action in regards to the above referenced property. This waiver constitutes a complete release of any and all claims and causes of action that may arise or may be asserted under A.R.S. §12-1134 as it exists or may be enacted in the future or that may be amended from time to time with regard to the subject property.
- F. This agreement in no way acquiesces to or obligates the City to perform any legislative or administrative act.
- G. This agreement, any exhibits attached hereto, and any addendum, constitute the entire understanding and agreement of the Owner and the City and shall supersede all prior agreements or understandings between the Owner and the City regarding the above referenced property in accordance with A.R.S. §12-1134. This agreement may not be modified or amended except by written agreement by the Owner and the City.
- H. This agreement is entered into in Arizona and will be construed and interpreted under the laws of the State of Arizona.

- I. If any legal action is brought by either party to enforce any provisions of this agreement, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees and court costs in such amounts as shall be allowed by the court.
- J. Within ten (10) days after the execution of this agreement, the City Clerk shall file the agreement in the Official Records of the Recorder's Office, Mohave County, Arizona.
- K. This agreement runs with the land and is binding upon all present and future owners of the above referenced property.
- L. This agreement is subject to the cancellation provisions of A.R.S. §38-511
- M. The Owner warrants and represents that Owner holds fee title to the above referenced property, and that no other person has ownership interest in the property; and agrees to hold harmless and indemnify the City in any action regarding ownership. Owner is responsible to notify the City if change in ownership of the above listed property takes place prior to approval of the land use action. Any and all Owners must sign this agreement. Additional Owner signatures must be notarized and attached to this agreement.
- N. Any Agent that signs on behalf of the Owner, personally warrants and guarantees to the City that they have the full legal power to bind Owner to this agreement. Furthermore, Agent agrees to indemnify and hold harmless the City in any action regarding ownership of the above listed property. Agent is responsible to notify the City if any change in ownership of the above listed property takes place prior to the full approval of the requested action.

**CITY OF KINGMAN
A MUNICIPAL CORPORATION**

By: _____

Printed Name: _____

I, the undersigned, hereby agree to the terms and acknowledge this document and sign below.

PROPERTY OWNER/AGENT

By: _____

Print Name _____

State of Arizona)

County of Mohave)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____

Notary Public

City of Kingman
Planning and Zoning
Permit Application Processing Time Frames
Per ARS § 9-835

Request	Administrative Time Frame	Substantive Time Frame
Major General Plan Amendment	10-working days	125-working days
Minor General Plan Amendment	10-working days	95-working days
Preliminary Plat	10-working days	95-working days
Preliminary Plat Extension	10-working days	80-working days
Parcel Map (Minor Lot Split)	10-working days	65-working days
Final Plat	10-working days	95-working days
Zoning Text or Zoning Map Amendment	10-working days	80-working days
Conditional Use Permit	10-working days	80-working days
Variance	10-working days	50-working days