

Preliminary Plat Amendment Administrative

Submit Application
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

Administrative Completeness
Follow the checklist provided

Accepted

Returned

1st Review

Missing Information Provided

Approved

Returned for
Corrections

Accepted

Withdraw
Submittal

Subsequent Submittals

Approved

Returned for
Corrections

Inactive cases
are closed after 180
days

Notice of Decision**

The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.

Preliminary Plat Amendment Administrative

- Prior to submitting an application for a Preliminary Plat Amendment, a Pre-Application meeting may be required by the Planning Staff.
- Amendments to an approved Preliminary Plat and Open Space plans may include, but are not limited to, the following requests:
 - Phasing of the subdivision or a portion of the subdivision;
 - Changes to the approved lot dimensions, layout and design, that do not affect right of ways, utilities or existing zoning;
 - Changes to the open space plan (landscape, trails, amenities);
 - Gating of the subdivision, and
 - Changes to grading and drainage of the subdivision.
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Submittal Formatting, Required Materials and Checklist:

- Submit electronic copy of ALL required items on checklist. (No larger than 11” x 17”)
- Purge images of unnecessary blocks and layers (single layer) and ensure there are no security/read-only restrictions on documents.
- Save each exhibit as a separate PDF per document naming below.

Document Naming:

- Property Owner Authorization
- Project Narrative
- Parcel/Aerial Map
- Preliminary Plat (Approved)
- Preliminary Plat (Revised)
- Alta Survey (required for undeveloped properties)
- Landscape and Open Space Plan (if applicable)
- Materials/Color Board (if applicable)
- Gateway Entrances (if applicable)
- Grading and Drainage Plan (as needed)
- Single Family Parking Plan (if applicable)
- Pre-Application Meeting Comment (if applicable)
- Response to Pre-Application meeting comments (if applicable)
- Non-Per Capita Water Conservation Form (if applicable)
- Preliminary Hydrology Report (if applicable)

Checklist

Property Owner Authorization

- [Signed Letter of Authorization from property owner.](#)

Project Narrative

- Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
- Provide how the project complies with existing zoning, approved Planned Area Development (if applicable) and General Plan Goals & Policies;
- Discuss the overall subdivision design concept and requirements, such as but not limited to:
 - Overall lot layout and design, lot size and quantity
 - Vehicular access and circulation
 - Pedestrian circulation and connectivity (trails, walkways, amenity connections)
 - Open space areas, landscape design
 - Subdivision amenity features, colors/ materials and design theme
 - Grading/ Drainage and Retention Design (On-site and Off-site)
- Discuss how the phasing has considered the phasing of off-site improvements (such as roads and utilities) and on-site improvements (such as landscaping amenities, open space). Any proposed project must have the majority of “off-site” work complete as part of any Phase 1 project.
- Discuss any temporary improvements such as turn-arounds at phase break lines; retention solutions for the “temporary” condition; any impacts to utility plans

requested by phasing. (Looped water systems should be provided with Phase 1 and if new cul-de-sacs created by phasing, verify if homes in these areas must be sprinklered, etc.)

- Discuss emergency access, which must be provided for every phase.
- Describe the proposed refuse and recycling collection system if other than standard Town collection from individual lots.

Parcel /Aerial Map

- Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
- Aerial with Parcel Boundary.

Preliminary Plat (Approved)

Preliminary Plat (Revised)

- Vicinity Map with the site and major streets noted;
- Graphic scale, north arrow, exhibit date;
- Key map on each page if plat consists of more than two pages;
- Project data table: gross and net acres; current zoning district(s) and General Plan Classification; percent of total acreage in each zoning category; number of dwelling units (residential only); minimum setbacks and lot coverage; open space/landscape areas and percentage; and other tracts and purposes.
- Number each lot individually with the last lot number circled;
- Table of lot sizes indicating area of all lots, total number of lots, total lot area and corresponding zoning classification;
- Minimum lot dimensions. Do not show "typical" lots;
- Illustrate the minimum lot width at minimum front setback for all irregular lots;
- Table of tracts indicating use, tract area, and total tract area;
- Location of existing and proposed multi-use and pedestrian trails;
- Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;
- Name, address and telephone number of subdivider;
- Name, address and telephone number of engineer, surveyor, landscape architect or land planner preparing plat;
- Proposed name of subdivision;
- Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- Topography by contours and spot elevations related to N.G.V.D. or approved Town datum. Contour interval shall not exceed two (2) feet and shall adequately reflect character and drainage of land;
- Location of existing fences, wells, lakes, ditches, power lines and trees;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Location and extent of areas subject to inundation; indicate frequency;
- Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- Adjacent rights-of-way and easements showing existing and future improvements, access points, etc.;

- Layout of proposed streets and alleys, giving widths, preliminary curve data and proposed names;
 - Proposed right-of-way dedications;
 - Street cross sections;
 - Designation of all land to be dedicated or reserved for public use, with the use indicated;
 - Conceptual drainage;
 - Show method of sewage disposal; the type of facilities must appear on the preliminary plat. Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths;
 - Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
 - Proposed improvement phasing;
 - Identification of on- and off-street guest parking;
 - Adjacent zoning districts within 300 feet;
 - Adjacent lot lines and structures within 300 feet.
- Alta Survey (required for undeveloped properties)**
- Alta Survey must be within the last 12 months.
- Landscape Plan and Open Space Plan (if applicable)**
- Vicinity Map; with the site and major street noted;
 - Graphic scale, north arrow, and exhibit date;
 - Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
 - Dimension location of proposed required landscape areas;
 - Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
 - Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
 - Project data table: gross acres and net acres, square footage of public right-of-way (off-site) landscaping, total square footage of on-site and off-site landscaping, common area open space square footage and percent coverage based on net land area (Multi-family projects).
 - [Town of Gateway Area Right-of-Way Improvement Standards and Streetscape Design Guidelines](#);
 - [Street Theme District Theme Tree](#) provided along arterial streets;
 - Sight visibility triangles per [Town of Gilbert Standard details](#) (GIL-211 and/or 212);
 - Contour lines for retention basins and earthen berms;
 - Location of parking;
 - Parking lot light poles;
 - Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
 - Location and detail elevations of entry monuments;
 - Detail for all wall types, parking canopies, site furniture, recreation equipment, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.

Materials and Color Board (as needed)

- Materials and Color Board for entry monuments and walls with samples of exterior materials and colors noting manufacturer name, product ID/Name.
- Catalog pages of proposed materials and colors used for lighting and amenities noting color and manufacturing name, product ID/Name.

Gateway Entrances (if applicable)

- Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
- Placement of existing and proposed monument signs with dimensions;
- Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- Contour lines for retention basins and earthen berms.

Grading and Drainage Plan (if applicable)

- Vicinity Map with site and major streets noted;
- Graphic scale, north arrow and exhibit date;
- Site Plan details;
- Project data table including: gross acres and net acres;
- Preliminary storm water retention calculations;
- Existing and proposed slope, depth, flow patterns, and location of retention areas;
- Proposed contour lines depicting elevations and location of retention basins and earthen berms;
- Indicate the drainage pattern, grade breaks and slopes of all streets.

Single Family Parking Plan (If applicable*)

**A parking plan is required for single family residential development that includes lots less than 55' in width or lots with a driveway length less than 20'.*

- Graphic scale, north arrow and exhibit date;
- Project data table including: gross acres and net acres;
- Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- Dimension location of proposed required landscape areas; identify landscape materials, trails and common active recreation features;
- Sight visibility triangles per [Town of Gilbert Standard details](#) (GIL-211 and/or 212);
- Contour lines for retention basins and earthen berms.
- Design and location of enhanced community mailboxes and refuse collection facilities;
- Design and location of service facilities (such as electrical transformers, hydrants, street grates) to be located in common areas, include any planned facility that would impede vehicle and pedestrian movements related to guest parking;
- Location, type and height of proposed site lighting fixtures;
- Show each proposed lot and indicate each lot's front lot line;
- Show and label the required guest parking spaces;

- Show the required active open space guest parking locations in close proximity to active open space amenities;
- Provide a table (example below) with corresponding map references showing each proposed lot, the required guest parking quantity for that lot, the provided guest parking (with unique label such GP-1), the distance between the front lot line and guest space, and indicate whether the space will be striped (note deficiencies in red)

Example - Individual Lot Guest Parking Analysis

A	B	C	D	E	F	G	H	I	J
Lot	Driveway Length:	Lot Width:	If the driveway is less than 20' or if the lot width is less than 55', add 0.5 spaces	Will this lot contain a parking enclosure that provides 80sf more area than needed for two cars?	If the additional 80sf won't be provided or may not be provided (depending on model choice), add 0.5 spaces	Guest Parking Space Requirement (spaces) Add column D and F	Parking Space (PS) Assigned (full or partial)	What is the distance of the pedestrian route from front lot line to assigned parking space?	Will the assigned parking space be striped? If no, provide justification
1	3'	65'	0.5	No	0.5	1	PS-1	200'	Yes
2	22'	54'	0.5	Maybe	0.5	1	PS-10	200'	No, the space is being provided on the driveway
3	20'	55'	0	Yes	0	0	n/a	172'	No, this area of the development is over-parked
4	3'	40'	0.5	Yes	0	0.5	PS-2a	300'	Yes
5	3'	65'	0.5	Yes	0	0.5	PS-2b	30'	Yes
*	*	*	*	*	*	*	*	*	*

Pre-Application Meeting Comments (if applicable)

- If a pre-application meeting was required for the amendment, please include the comments received from the meeting.

Response to Pre-Application Meeting Comments (if applicable)

- If a pre-application meeting was held for the project, include the responses as to how the meeting comments have been addressed.

Non-Per Capita Water Conservation Form (if applicable)

- Make sure to complete the appropriate Non Per Capita Water Conservation form for your project.
 - [New Single Family Developments](#)
 - [Multi-Family and Congregate Care Developments](#)

Preliminary Hydrology Report (if applicable)

- Report required if there are changes to grading and drainage of the subdivision.
- Report shall be on a separate, letter size (8.5 x 11) sheet(s) with any necessary maps. Handwritten comments will be not accepted.
- Delineated boundaries of watershed, if the subdivision is subject to off-site drainage;
- Indicate any existing drainage or irrigation structures such as waste or delivery ditches, natural drainage channels, etc. and how they will be treated;
- The retention volume required and the method to be used. Present a preliminary retention basin plan including size, depth and methods of drainage;
- If development or any part of it is located in a mapped floodplain, indicate the steps that will be taken to comply with Council Ordinance No. 525 (Flood Damage Prevention).

Frequently Asked Questions for OneStopShop Online Portal

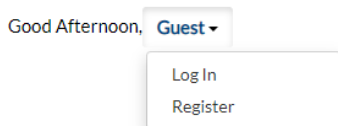
Where can I find instructions on how to use the OneStopShop portal?

There are training guides and videos on the One Stop Shop page on the Town of Gilbert website (<https://www.gilbertaz.gov/departments/development-services/one-stop-shop>). Topics covered are How to Register, How to Apply for a Plan, How to View Plan Markups and Resubmit Revised Exhibits, How to Retrieve Pre-Application Comments as well as many more.

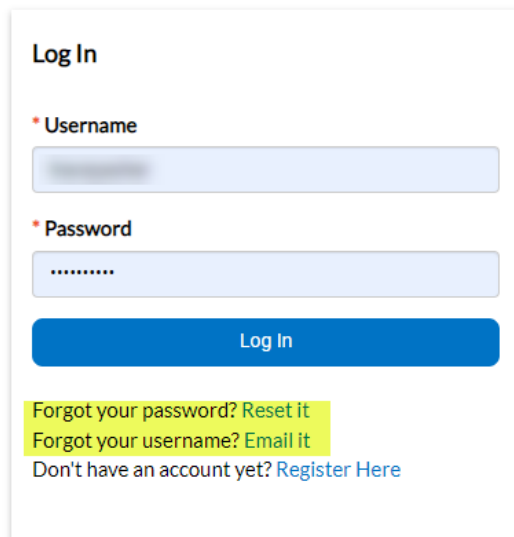
What do I do if I forgot my username and/or password?

If you forgot your username or password, do not create a new account as you will not be able to retrieve records or make payments on items under the original account. Instead, you can retrieve both your login and password at the login page.

In the top right corner, Click on **Guest** and then **Log In**.



From this screen you can either reset your password or have your username emailed to you.

A screenshot of the OneStopShop portal's login page. The page is titled "Log In". It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Log In" button. At the bottom of the form, there are three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

Why isn't the plan or invoice that I initially applied for showing on my dashboard?

If you cannot access your plans or invoices after logging in, either you have more than one account or the applications for the plans were created by another user. To see if you may have another account, follow the steps above to retrieve your username and password. If someone else applied for the plan, they can add you as a contact on that record which will allow you access.