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I. PROCEDURES FOR A SUBDIVISION APPLICATION

1. Attendance at a tentative plat pre-application meeting with the Planning & Development Department and Public Works Department as set forth in Title 3, Chapter 3.15, Section .040 of the Pinal County Development Services Code. Call the Planning & Development Department at: (520) 866-6294 to schedule a tentative plat pre-application meeting.
2. Subdivision Regulations and Subdivision and Infrastructure Design Manual are available from the Pinal County Public Works Department website.
3. The sub-divider shall ascertain in advance of a formal application that sewage and utility services to the subdivision site are available.
4. Prior to acceptance of this application, the applicant should notify and coordinate with the following applicable utilities and agencies of this proposal:
 - a. Electricity, gas, water, sewer, telephone, cable, solid waste, fire district, and school district.
5. Complete application and all required supporting documentation for a subdivision.
6. Planning and Development and Public Works filing fees.
7. Attendance at a Subdivision Coordinating Committee meeting as set forth in Title 3, Chapter 3.15, Section .050C of the Pinal County Development Services Code.
8. Public meeting before the Pinal County Planning & Zoning Commission with Commission decision for tentative plat approval, denial or continuance.
9. Public meeting before the Board of Supervisors, with BOS action on the final plat.
10. All plats will use the same name as the approved zoning case and upon plat acceptance all plat names are final for both tentative and final plats.
11. All tentative and final plat submittals will be completed in accordance to this application, Title 3 of the Pinal County Development Services Code, Subdivision and Infrastructure Design Manual and approved stipulations.
12. When requesting information on the subdivision plat (after tentative plat submittal), please provide the "S" number (S-000-00) for all written or verbal correspondence.
13. Application must be typed or printed in ink.
14. Submit original application with pre-application case number and Planning & Development signature.



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1. Pre-application meeting case number: S-PA-_____
2. The name of the proposed subdivision: _____
3. Number of lots this subdivision contains: _____
4. Number of access roads proposed by this subdivision: _____
5. Are the streets within proposed subdivision intended to be: public: ___ private: ___
6. Septic system or public/private sewer? _____
7. Parcel number(s): _____
8. Township ___ Range ___ Section(s) _____
9. Parcel size: _____
10. Zoning Classification: _____ Planning Case(s) #: _____
11. Flood Zone Designation: _____
12. Topography: _____
13. Does it front a public road? _____ Name of road(s) _____
14. Does it front a private road? _____ Name of road(s) _____

III. SERVICE PROVIDERS CONTACT INFORMATION

1. Sewer service provider:
Company Name: _____
Contact Person: _____
Address: _____
Phone Number: _____



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2. Water service provider:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____

3. Electrical service provider:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____

4. Gas service provider:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____

5. Telephone service provider:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____

6. Cable service provider:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____



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7. Solid waste provider:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____

8. Fire District:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____

9. School District:

Company Name: _____

Contact Person: _____

Address: _____

Phone number: _____



IV. TENTATIVE PLAT SUBMITTAL

Contact Information:	
Engineer	Owner/Developer
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Subdivision Name: _____ **Case #:** _____

Reviews: 1st 2nd

Planning & Development Submittal Requirements:

- Two (2) Hard Copies of the Tentative Plat (24"x36")
- Eighteen (18) CD's - Containing PDF Copy of:
 - Tentative Plat
 - Subdivision Application
- CD - Containing PDF Copy of:
 - Tentative Plat
 - Subdivision Application
 - Title Report/Schedule B (dated within 90 days of submittal & specific to subdivision)
 - Refuse Disposal Service Agreement Letter
 - Preliminary CC&R's (if applicable)
 - Development Agreement (if applicable)
- CD - Addressing Auto CAD File (see addressing submittal requirements)
 - Alternative Street Name List
- Review Fee (fee must be paid at time of submittal)

Public Works Submittal Requirements:

- CD - Containing PDF Copy of:
 - Tentative Plat
 - Subdivision Application
 - Board of Supervisors Approved Zoning Stipulations
 - Approved Planned Area Development Site Plan
 - Preliminary Drainage Report
 - Preliminary Traffic Impact Analysis
 - Preliminary Environmental Report
 - Certified A.L.T.A./A.C.S.M Survey
 - Notarized Letter of Intent
 - Current Title Report/Schedule B (dated within 90 days of submittal & specific to subdivision)
 - Public Works Plan Submittal Form (available on Public Works website)
- Review Fee (fee schedule available on Public Works website) (fee must be paid at time of submittal)

Note: In order for all plat submittals to be accepted, this form must be attached. Prior to submittal please call (520) 866-6294 to schedule an appointment.



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ADDRESSING

It is the intent of the Addressing section to work with the developer to provide lot addresses as soon as possible after the recording of the subdivision. Prior to that, street names are critically reviewed.

At **Tentative Plat**, the applicant/agent must submit:

- One copy of an AutoCAD drawing of the subdivision with street names and suffixes marked on all roadways.
- A list of street names with suffixes as well as a list of alternate street names with suffixes; do not use duplicates within these lists.

In subdivisions of a significant size (e.g. with more than 10-20 street names), we highly recommend a theme for the subdivision. A theme provides a sense of place to its occupants as well as making it easier to locate for 911, deliveries and family and friends. A theme also makes street naming easier in that many of the names within a theme have a context that would not have meaning otherwise, avoiding duplicate names within the county.

Proposed street names are reviewed and comments are returned to the engineer/developer. Reviews will continue until the developer and the addressing section are in agreement. At that time, the approved street names are entered into the Pinal County street inventory and reserved for that subdivision.

At **Final Mylar Plat**, we require:

- One copy of the final AutoCAD drawing of the subdivision with approved street names.
- A paper drawing of the subdivision indicating where vehicular access is to the property **for all lots where there may be a problem determining an accurate address**. This would apply to corner lots with two or more choices and/or lots of such large dimension that addressing from the center of the lot would throw off the numbering sequence. Please indicate the lot access point with a red asterisk as in *. The asterisk would not be required in subdivisions composed mainly of a rectangular grid system except to clarify corner lots.

Highlights of street naming and suffix selection guidelines:

- Street names within the subdivision should be pleasant sounding, appropriate, easy to read, and add to the pride of home ownership. 911 emergency services should be able to identify easily what a caller is saying.
- Names should be chosen that relate to the scale and location of the project.
- Unacceptable street names are those that are numerical (13th st.), an alphabet letter (m, r), have a directional in the base name (n south peak dr.), are frivolous, complicated, duplicates, or have unconventional spelling.
- Compound names should be used sparingly and are never given to a short street.
- A complete name should consist of no more than a total of twenty letters and spaces (to fit on the street sign). The name may be adjusted once a suffix is determined.
- No house lots are fronted along boulevards or parkways.
- A suffix is used to describe the type of roadway. Having a suffix is not mandatory; for example, Paseo Del Sol does not require a suffix.
- In general, ST, AVE and RD are smaller in scope than BLVD and PKWY. DR, LN, PL and WAY are minor thoroughfares suitable for local roads in subdivisions. CIR and LOOP are not encouraged unless they are arterials or help define the subdivision. Alignment with an established road often necessitates its use for a name for a new road in a subdivision; that is certainly true for the roadways exiting the subdivision at mid- and quarter-sections.



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STREET NAMES SUFFIXES

Having a suffix is not mandatory but, if used, it should describe the character of the roadway.

- Avenue:** A roadway that is continuous and not limited to a single subdivision; also a minor roadway in a subdivision.
- Boulevard:** A broad, formally laid-out public thoroughfare, ornamentally illuminated or decorated; no house lots front a boulevard in a subdivision.
- Circle:** A circular roadway that returns to its starting point; a length or width of more than 1320' is not encouraged.
- Court:** A permanently closed street such as a cul-de-sac not longer than 600' in Length.
- Drive:** A winding thoroughfare or a local roadway in a subdivision.
- Highway:** Designated state/federal highways; a publicly owned and maintained way with interurban directness and arterial importance through several communities.
- Lane:** A narrow informal street or passageway; a local roadway in a subdivision.
- Loop:** A roadway that begins and ends on the same street but not in the same place; a design length or width of more than 1320' is not encouraged.
- Parkway:** A wide public thoroughfare designated as a collector, connecting at least two sections and having a landscaped median, walkways and planting strips along its total length; no house lots front a parkway in a subdivision.
- Place:** A cul-de-sac or permanent dead-end roadway; a short street or court.
- Road:** Frequently used public thoroughfare, often on section lines, at least 660' long and with extension possibility; a roadway in a subdivision.
- Street:** Frequently used public thoroughfare, often a section line, at least 660' long and with extension possibility; a roadway in a subdivision.
- Trail:** A winding way with scenic attractiveness; a winding way in a subdivision.
- Way:** A curvilinear street or minor thoroughfare which may dead-end but not as a cul-de-sac; a minor roadway in a subdivision.



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Plat AutoCAD file Submittal Requirements

In order to expedite Address review and assignment as well as Assessor Parcel Number (APN) assignments, a CAD drawing based on the Pinal County **GIS** coordinate system and containing specific layers is required. The CAD drawing's Basis of Bearing will be oriented to Pinal County's **GIS** control network (coordinate system), allowing us to properly import and place the CAD drawing in the correct location within our GIS. Below are the requirements for CAD file submittal in addition to some resources to help you meet them

Resources:

- Pinal County **GIS** Control Network (coordinate system) (PDF)
<http://pinalcountyyaz.gov/Departments/PublicWorks/Documents/Form/PinalCountyControlNetwork.pdf> *
- CAD file containing all control points (DWG) (To be provided electronically by Addressing Department)
- Sample CAD file (DWG) (To be provided electronically by Addressing Department)

CAD File Submission Requirements:

Compact Disc or electronic file containing;

- A CAD drawing in which the Basis of Bearing shall be oriented on two (2) Pinal County **GIS** control points. (Rotated and scaled using northings and eastings of two section corners, standard and /or quarter, found on the Pinal County **GIS** control Network linked* above).
- CAD drawing shall contain **only** these layers:
 - Street Centerlines
 - Lot and Tract Dimensions (*layer turned off, please*)
 - Lot Numbers
 - Parcel Lines
 - Street Names
 - Alternative Street Names
 - No alignments for streets. If there is a barrier, please provide a new name for the street.
 - Subdivision Boundary
- Email address of contact for AutoCAD drawing

Addressing Section Contact Information:

Arline Studley: arline.studley@pinalcountyyaz.gov

Bridget Fisk: bridget.fisk@pinalcountyyaz.gov