



SETTLED 1870 · INCORPORATED 1986

Case No.: PAC-  
For Official Use Only

Application Fee: \$                      
For Official Use Only

## PRE-APPLICATION CONFERENCE REQUEST

(Rev 4/19)

The following information and submittals are required by ordinance in order to process your request for a Pre-Application Conference. **An incomplete submittal will not be accepted for processing.**

Pre-Application Conference Request Submittal Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Assessor's Parcel No. (S): \_\_\_\_\_ Current Zoning District (S): \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Size Of The Subject Parcel: \_\_\_\_\_

Description Of Request/Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant::** \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **SINGLE POINT OF CONTACT FOR ALL FORMAL COMMUNICATIONS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **Owners Certification:**

I, (print name) \_\_\_\_\_, hereby certify that I am the owner of the property (or owner's representative) involved in this application and that I have read and examined this application and the attachments, and know the same to be true and correct.

\_\_\_\_\_  
Owner's Signature  
(Or Authorized Representative)

\_\_\_\_\_  
Date

**SECTION A.**            **SUBMITTAL REQUIREMENTS** (to be provided by the Applicant):

The following discovery items are identified by the Town of Cave Creek as being required to be submitted for staff review prior to the scheduling of a Pre-Application Conference. **Please contact the Town of Cave Creek if you feel your project's scope of development would not necessitate the following required submittal items at the time of a Pre-Application Request.**

<b><u>Submitted</u></b>		<b><u>Requirement</u></b>
yes	no	
_____	_____	A Legal Description Of The Land To Be Developed.
_____	_____	A Preliminary Topographic Map Showing Contours Or "Spot Elevations" Related To USC & GS Survey Datum Or Other Datum As Approved By The Town Engineer And Shown On The Same Sketch Plans As To The Proposed Project Layout. Contour Intervals Shall Be Adequate To Reflect The Character And Drainage Of The Land.
_____	_____	Sketch Plans Of A General Nature For Review By The Town Staff, Showing The Proposed Project And Its Relationship To The Land. The Sketch Plans Shall Be Required At An Early Stage So As To Enable Discussion Of The Project Between The Developer And Town Staff In Order To Identify Any Items Of Concern Or Additional Submittal Requirements, Before The Site Plan/Preliminary Plat Is Submitted. The Sketch Plans Shall Include The Land Uses, Street Layouts, Building Elevations, Lot Arrangements And Anticipated Lot Sizes.
_____	_____	Preliminary Proposals For Water Supply, Sewage Disposal, Other Utilities, Drainage, And Street Improvements.
_____	_____	The Sketch Plans Shall Delineate Potential Environmentally Sensitive Areas.
_____	_____	A Statement Identifying A Treatment Plan For Environmentally Sensitive Lands, Such As Riparian Habitats, Natural Open Space, Native Vegetation Stands And Archaeological Remains.
_____	_____	A Preliminary Landscape Conservation Plan For The Entire Proposed Project, Identifying For Preservation, Areas Of Significant Plant Material And Natural Open Space As They Relate To Potential Development Envelopes And Street Alignments.

**SECTION B.**            **PRE-APPLICATION CONFERENCE SUBMITTAL FINDING** (to be completed by Town Staff):

\_\_\_\_\_ **SUBMITTAL INCOMPLETE:** Additional Information Required, See Above For Details  
Submittal Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Contacted By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **SUBMITTAL COMPLETE:**  
Submittal Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Contacted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Pre-Application Conference Date: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

**SECTION C.**      **STAFF REVIEW** (to be completed by Town Staff):

The following review items will be discussed with the applicant at the time of the Pre-Application Conference:

√	<u>Item</u>	<u>Comments</u>
_____	Ordinance Required Procedural Steps	<hr/> <hr/> <hr/> <hr/>
_____	Applicable Design & Improvement Standards	<hr/> <hr/> <hr/> <hr/>
_____	Necessity For Subdivision Platting	<hr/> <hr/> <hr/> <hr/>
_____	Necessity For A Zone Change Or Special Use Permit	<hr/> <hr/> <hr/> <hr/>
_____	Adequacy Of Existing Infrastructure	<hr/> <hr/> <hr/> <hr/>
_____	Relationship Of Of Project To Existing Street System	<hr/> <hr/> <hr/> <hr/>
_____	Proposed Utility Systems	<hr/> <hr/> <hr/> <hr/>
_____	Impacts Upon Adjacent Land Uses	<hr/> <hr/> <hr/> <hr/>

Existing Site Topographic Challenges

Identified Potential for Site Flooding

Existence of Recognized Significant Stands of Protected Native or Riparian Vegetation

Existing Location of Wildlife Habitats

Relationship to Existing Trails

**SECTION D. THE FOLLOWING ISSUES APPLY TO THIS PROPOSAL:**

√	<u>Issue</u>	<u>Comments/Recommendations</u>
_____	Topographic Mapping of the Site Showing All Slopes Exceeding 15% Is Required	
_____	A Drainage Report Is Required	

\_\_\_\_\_ Soils Analysis  
Required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Environmental  
Geological  
Analysis is  
Required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Certificate of  
Assured Water  
Supply Required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Identification of  
Existing Hazards  
to Life or Property  
Required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Lot Size Including  
Building Setbacks  
Must be Shown of  
Plan Submittals \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Grubbing and  
Grading Plans  
Required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Conservation  
Easements for the  
Preservation of  
Natural Washes  
Required \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Emergency Vehicle  
Access \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	Utility Extension Deemed Necessary for Public Health, Safety And General Welfare	_____ _____ _____ _____ _____
_____	Recognized Wildlife Habitats Shall be Preserved thru Conservation Easements	_____ _____ _____ _____ _____
_____	A Native Plant Inventory and Salvage Plan Shall be Required	_____ _____ _____ _____
_____	Pedestrian, Equestrian and Non-motorized Vehicular Public Trail Easements are Required	_____ _____ _____ _____ _____
_____	A Cultural Resources Report shall be Required	_____ _____ _____ _____
_____	Scenic View Preservation shall be Required	_____ _____ _____ _____
_____	A Traffic Impact Analysis shall be Required	_____ _____ _____ _____

**OTHER COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION E.**      **TOWN OF CAVE CREEK STAFF REVIEW** (to be completed by Town Staff):

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Review Date: \_\_\_\_\_

**NOTICE:**

1. Further Information Concerning The Subdivision Platting Process Requirements Can Be Found Within The Town Of Cave Creek’s Subdivision Ordinance.
2. Further Information Concerning The Town’s Zoning Requirements Can Be Found Within The Town Of Cave Creek’s Zoning Ordinance.
3. **DISCUSSION BETWEEN TOWN STAFF AND THE APPLICANT DOES NOT BIND THE TOWN. THE APPLICANT SHOULD EXPECT THAT ADDITIONAL ISSUES WILL LIKELY BE RAISED BY THE TOWN AT LATER STAGES IN THE PROCESS.**

**PLANNING DEPARTMENT  
TOWN OF CAVE CREEK  
37622 NORTH –CAVE CREEK ROAD  
CAVE CREEK, AZ 85331  
480-488-6600  
Fax 480-488-2263  
www.cavecreek.org**