

CITY OF BENSON



SUBDIVISION DEVELOPMENT GUIDELINES



February 25, 2010

Dear Prospective Developer:

We are pleased that you have a vested interest in the City of Benson and you want to help support our local economy.

These guidelines are a general overview of the procedures and steps involved in the development in the City of Benson. This is not written as a detailed, step by step process, but rather as an overview of the approval process.

City of Benson requires a pre-application meeting for all development. Please contact my office to set up an appointment (520) 720-6323.

Glenn Nichols, City Manager

Sincerely,

Bradley J. Hamilton, P. E.
City of Benson
Public Works Director/City Engineer

Subdivision Name: (No Duplicate Names) (Also List Former Name if Changed)		
Project Location:		
Project Type:		
Project Summary		
Use of Property	Proposed:	Existing:
Acreage		Number of Phases:
Parcel Number		Number of Lots/Units
Zoning	Present	Proposed:
Previous Approved Plans		
Owner/Developer	Owner	Contact
Organization:		
Contact Name:		
Address:		
City, State, Zip:		
Phone/ Fax:		
Email:		
Engineer of Record		
Organization:		
Name:	Email:	
Address:		
City, State, Zip:		
Phone:	Fax:	
STAFF USE ONLY		
Project Assigned to		
Organization:		
Contact Name:	Email:	
Address:		
Phone:	Fax:	

CITY OF BENSON CHECKLIST
FOR _____

Planning and Zoning Submittal Requirements

	Date Received	Received By
Project Application		
Proof of Ownership – Status Title Report. May not be more than 30 days old		
Proof of Agency-notarized letter from owner or corporate resolution		
Site Plan Fee-See Chapter 16 of City Code		

Three 24"x 36" copies of the plat must be submitted

A site plan must be prepared by a licensed Arizona registrant and contain the following items.

Vicinity Map showing surrounding streets and general development		
Property boundaries		
Area of property		
Proposed subdivision name, location by section, township and range, referenced by dimension and bearing to a section corner of ¼ of a section corner		
Zoning classification		
Location, size and type of all easements, burial grounds, rail road right-of-way		
100 year flood boundary, if applicable		
Topography (5 foot contours)		
Drainage features (bridges, culverts, wells, etc) and washes (larger than 2' wide or 2'deep) within 300 feet of property and the direction of flow		
Existing and proposed retention/detention basins		
Direction of rain runoff existing and proposed buildings and structures (fences, pools, sheds, etc.) - note use dimensions, SF, height and construction material if known.		
Existing or proposed streets, public ways and crosswalks within and adjacent to tract-note width and surface		
Proposed lot layout-note dimensions and total square feet of each lot, each lot consecutively numbered		
Proposed common/public areas		
Existing and proposed utilities (water, sewer, gas, electric)		
Proposed off-site improvements (water, sewers, gas, electric, paving, etc.)		
Existing and proposed fire hydrant locations		
Existing and proposed fire hydrant locations		
Existing and proposed structures		
Distance between existing and proposed buildings and structures		

	Surveyed coordinates of at least four (4) coordinates which bind the platted area. Name, address and registration number or seal of the registered land surveyor preparing the plat.		
	Name, right-of-way lines, courses, lengths, widths of all public streets, alleys, crosswalks and utility easements; radii points of tangency and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections		
	Indicate all drainage ways designated as such to be dedicated to the public		
	School District officials contacted and development agreement completed		
	Street names must be approved by Cochise County Rural Addressing. Additional addressing fees may apply		
	Approved site plan in AutoCAD readable format		
	Fort Huachuca Notification as required by SB 1387		

ENGINEERING SUBMITTAL REQUIREMENTS

	Preliminary Plat (3 review copies) (2 approved copies)		
	Final Plat (3 review copies) (2 approved)		
	Trust Assurance Agreement		
	Drainage plans/report (3 review copies) (2 approved copies)		
	Soil Engineering Report (2)		
	Transportation Impact Analysis (1), if applicable		
	Water Model, (1 copy),		
	Wastewater Model, (1 copy)		
	Environmental Assessment, (3 copies)		
	Waste water flows volume (1 copy)		
	Water Consumption in annual acre feet (1)		
	Grading Plan (3 review copies) (2 approved copies)		
	Paving, Signing and striping plans (3 review copies) (2 approved copies)		
	Sewer improvement plans, onsite and offsite (3) (2 approved copies)		
	Water Improvement plans, onsite and offsite (3) (2 approved copies)		
	Landscape Plan (Public Right of Way)		
	Right of Way Dedication (if applicable)		
	Review Plan Fees paid in full (City Code Chapter 16)		

UTILITIES SUBMITTAL REQUIREMENTS

	ADEQ Notice of Intent Certificate (NOI) SWPP		
	ADEQ Permit (if applicable)		
	ADEQ Approval of Construction of Water Facilities.		
	Backflow Prevention Assembly Test and Maintenance Record. Annual Reports Required.		
	ADEQ Approval of Water Facilities. Formal acceptance of sewer line and manhole installation from sanitary sewer utility.		
	Sewer Extension Agreement. (if applicable)		
	Inspection of installation of backwater valve report.		
	Installation of approved grease trap. Annual Reports required.		
	Engineering Plans: gas detail drawings.		
	Payment for materials needed for installation of gas system		

FIRE DEPARTMENT SUBMITTAL REQUIREMENTS

	Approved site and building plans to include location of hydrants and riser room (8 1/2 X 11 sheets).		
	Hydrant Flow Test Report.		

BUILDING SUBMITTAL REQUIREMENTS

	Site Hydrology Report (2 approved), (if not submitted earlier)		
	Soil Engineering Report (2 approved), (if not submitted earlier)		
	Grading Plan (2 approved) (if not submitted earlier)		
	Paving, Signing and striping plans (2 approved) (if not submitted earlier)		
	Sewer improvement plans, onsite and offsite (2 approved) (if not submitted earlier)		
	Gas Improvement plans, onsite and offsite (2 approved)		
	Drainage plans/report (2 approved) (if not submitted earlier)		
	Electrical and street lighting (2)		
	Special Inspection Requirement Form (if applicable)		

Notes

- 1. Easements
- 2. Area
- 3. Etc
- 4.
- 5.

Example Plat

scale

Assurances and Dedications

Legend

Vicinity Map

Signature Block

Project Title

Owner/Developer/Engineer