

Tolleson Development Services
Pre-Submittal / Pre-App Checklist

(Developer's Due Diligence)

Developer/Owner: _____

Project Name: _____

Pre-App Meeting Date: _____ Time: _____

The developer and their consultant(s) are urged to carefully review the appropriate sections of the City of Tolleson's City Code (TCC) and other checklists, guidelines, and other development/building information as may be found on the City's website and elsewhere. The information provided below is provided as a courtesy and reference. It is not intended to relieve the development team from doing their appropriate due diligence investigation.

Parcel Information

- Parcel Location (Nearest intersection) _____
- Parcel APN: _____
- Address for Parcel: _____
- Current Zoning: _____
- Rezoning
 - Requested? Y/N
 - Required? Y/N
- Proposed Use: _____
 - Permitted? Y/N
 - Conditional Use? Y/N
 - Prohibited? Y/N
- Easements or other restriction on the use of all/parts of site? Y/N If so identify: _____
(Source: Plat/ALTA)

Existing Site Conditions

- Water Service
 - Available at Parcel? Y/N
 - Size: _____
 - Material: _____
 - Age: _____
 - Maintenance Issues: Y/N
 - Flow Limitations? Y/N
 - Pressure Zone Service Limits: _____
 - High Pressure Area? Y/N Typical Pressure: _____
 - Tolleson Backflow Prevention Detail (CIP from public main to at least 4' past last bend.)
 - Estimated water demand: _____gpm _____meter
 - All building services from the public main to the building are to be considered private and the maintenance of these are the responsibility of the property owner.

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- Wastewater Service
 - Available at Parcel? Y/N
 - Size: _____
 - Material: _____
 - Age: _____
 - Maintenance Issues: Y/N
 - Flow Limitations? Y/N
 - Service Area Limits: _____
 - Estimated Demand: _____ gpd/gpm/MGD/DFU
 - All building services from the public main to the building are to be considered private and the maintenance of these are the responsibility of the property owner.
 - Pretreatment Required? Y/N (Wastewater Discharge Survey)

- Access to Road System(s)
 - AHJ (Agency Having Jurisdiction): _____
 - Adjacent to Limited Access Hwy? Y/N
 - Drive/Road Access to Public Roads
 - Tolleson uses P1243 w/ 10" Class A Conc & Fiber Mesh. Minimum radius = 25'
 - Nearest Traffic Signal: _____
 - Turning Conflicts? Y/N
 - Turn Lane Required? Y/N

- Existing Private Utilities (E/T/CATV/G/Irrigation/Etal)
 - Undergrounding: Tolleson requires **ALL** existing overhead utility lines to be relocated underground.

- Drainage/Floodplain
 - Is the site located w/in a designated flood hazard zone? Y/N
 - If so what zone: _____ (FIRM Panel #)
 - Are there offsite drainage ways that have historically flowed onto project site? Y/N
 - If so ID: _____ (map/drawing preferred)
 - Are there offsite drainage ways that the project site has historically flowed into? Y/N
 - If so ID: _____ (map/drawing preferred)

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REGULATORY REFERENCES

*The following list of **regulatory references** is provided as a courtesy and is NOT intended to be a substitute for a thorough due diligence investigation by the development team. This is a listing of those sections of the Tolleson City Code that typically play a part at some point during the development process in the City of Tollseon. The development team is to review the rest of the City Code & determine to their satisfaction whether or not those sections apply to the particular circumstances of the project in question. Regardless of the developer's investigation and the preliminary evaluation by the City in preparation for the Pre-App meeting, subsequent detailed reviews by the City may result in changes to the design parameters discussed in the Pre-App.*

Site Planning Items (TCC 12-4-169 & -170)

- Setbacks (per appropriate section(s) of Zoning Ord):
 - Front: _____
 - Street Side: _____
 - Rear: _____
 - Side: _____
- Parking Requirements (TCC 12-4-115 et seq):
 - # Regular Spaces required: _____
 - # ADA Spaces Required: _____
 - Minimum Space Size: 8.5' x 18'; depth can be reduced up to 2', w/ prior approval, if adjoining walks or landscape areas are widened correspondingly.
- Loading areas are not allowed in front yards.
- Landscaping (TCC 12-4-101)
- Screening (TCC 12-4-102)
- Signs (TCC 12-4-98)
- Site Lighting (TCC 12-4-99)
- Building Elevations - Rendered for P&Z & Council action
- Fire Department Criteria (Fire Department Site Planning Guide, see website)
 - Hydrant spacing/locations (IFC)
 - FDC Location
 - Fire Access route
 - Minimum H&V dimensions
 - Minimum turning radius

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Drainage/Retention (TCC 12-1-130 et seq)

- Drainage Plan (TCC 12-1-131)
- Minimum Volume 100yr-6hr storm (~2.6" of precipitation (per TCC 12-1-132(A) & TCC 12-1-133(A)).
- Up to 50% of runoff may be retained on hard surfaces (TCC 12-1-133(B), maximum depth 8" (TCC 12-1-132(D))
- Other criteria as appropriate.
- SWPP Required
- Reference to FCDMC DDM's I, II, III

Offsite Improvements As Appropriate

- Street Widening: Required? Y/N
- Sewer Main Extension: Required? Y/N
- Water Main Extension: Required? Y/N

Buildings

- City uses the various international codes, including but not necessarily limited to:
 - IBC (w/ Appendices as noted)
 - IRC (w/ Appendices as noted)
 - IPC (w/ Appendices as noted)
 - IFC (w/ Appendices as noted)
 - IEC (w/ Appendices as noted)