

# ***ARTICLE 14-4 PLATTING PROCEDURES AND REQUIREMENTS***

## **Section 14-4-1 Outline of Procedures and Requirements**

- A. The preparation, submittal, review, and approval of all subdivision plats located inside the jurisdictional boundaries of the City of Maricopa shall proceed through the following progressive stages.

- Stage 1: Pre-Application Meeting**
- Stage 2: Preliminary Plat Application**
- Stage 3: Technical Advisor Committee**
- Stage 4: Preliminary Plat Approval**
- Stage 5: Final Plat and Improvement Plan Approval**
- Stage 6: Recordation of Final Plat**

- B. If a submittal is determined to be incomplete or inaccurate at/or during any of the different stages of the process the developer shall be required to correct the inaccuracy and/or produce the omitted information before proceeding any further through the process.

## **Section 14-4-2 Stage 1: Pre-Application Meeting**

This stage affords the developer the opportunity to obtain advice and assistance by informally providing a cursory review of the proposed subdivision with the appropriate city departments prior to the expense of a preliminary plat preparation. It also allows the City the opportunity to give informal guidance at a time when potential points of conflict can be most easily resolved, subsequent relations improved, official action simplified, and undue expense and delay saved by the developer.

### **A. Actions by the Developer**

1. The developer shall schedule a mandatory “Pre-application Meeting” with the ~~Planning & Economic Development~~ **Services** Department and Engineering Department staff. When scheduling the mandatory pre-application meeting, the developer shall submit a “Sketch Plan” for staff to review in preparation for the pre-application meeting (see City of Maricopa Submittal Requirement Checklist for specific number of sets or copies).
2. The “Sketch Plan” shall be printed on 24” x 36”, blue line or black line. The sketch plan shall include at a minimum the following information:
  - a. Location map
  - b. Scale drawing and north arrow
  - c. Location of all public arterial and collector streets
  - d. Acreage and land uses of all parcels
  - e. Conceptual lot configuration

- f. Conceptual roadway layout and street design
  - g. Table of land use data including: gross and net acres; percent of total acreage in each land use category; existing zoning; proposed zoning; and tentative lot sizes
  - h. Preliminary topography with one (1) foot contour intervals along with the F.E.M.A. information overlaid
  - i. Surrounding and adjacent land uses
  - j. Conceptual open space plan
3. Tentative proposals regarding water supply, sewage disposal, and surface drainage shall be indicated.

**B. Actions by the City**

1. Depending on the scope of the proposed development, the City may ask for additional copies to distribute to other city departments and outside agencies.
2. The City shall discuss the proposal with the developer in general terms and provide advice on procedural steps, design and improvement standards, and general platting requirements.
3. Check the existing zoning of the proposed development and advise the developer if a zoning change or a General Plan Amendment is necessary or desirable. Review the proposal and its relationship to adjacent land uses and the General Plan's goals and objectives. Determine the amount and type of parks, open space or other public facility needs for the area as determined by the Maricopa General Plan; to then determine what space needs shall be reserved or set aside with any special requirements for such site. Review for compliance with these Subdivision Ordinance regulations and any other applicable regulations.
4. Determine if the size or the complexity of the proposed development would warrant the preparation of either a Master Planned Development (MPD), or a Planned Area Development (PAD). If either a M.P.D. or a P.A.D. is required such shall be processed prior to subsequent consideration of a preliminary plat.
5. If a General Plan Amendment is required such amendment must be obtained prior to additional processing of the application.
6. Inspect the site and review the relationship of the property to major streets, utility systems and adjacent land uses and determine any unusual problems such as utilities, drainage or flooding. Determine street width and right-of-way requirements, intersection relationships and other traffic control related characteristics. Identify possible off-site public improvements and dedications. Review the wastewater disposal system.
7. Help the developer determine the providers of water, sewer, electricity, gas, telephone, cable and refuse.

8. Provide the developer with the necessary City application forms, review the submittal requirements, and discuss tentative timetables for the project.

### **Section 14-4-3 Stage 2: Preliminary Plat Application**

The preliminary plat stage of land and airspace subdivision includes detailed planning, submittal, review, and approval of the preliminary plat. This stage is intended to resolve all major issues pertinent to the land development according to the City's policies, standards, codes, and requirements. To avoid delay in processing the application, the developer shall provide the City with all information essential, as determined by the City, regarding the character and general acceptability of the proposed development.

#### **A. Submittal Requirements**

The required information shall be bound, shown graphically, by note on plans, or by letter, and may comprise several sheets showing various elements of required data. All mapped data for the same plat shall be drawn at the same standard engineering scale which shall not be less than 1"=100', adjusted to produce an overall drawing measuring 24" x 36" and in conformance with requirements contained in this Ordinance and by the City Engineer and other reviewing departments and agencies. Refer to the City of Maricopa Submittal Requirement Checklist for the specific number of sets or copies required to be submitted. The following information is required as part of the preliminary plat submittal:

1. The proposed preliminary plat, ~~electronic copy of the preliminary plat and 8 1/2" X 11" PMT of the preliminary plat~~ along with all other required supporting data prepared in accordance with requirements set forth in this Article shall be filed with the Zoning Administrator. Submission shall include fees as required in Article 14-2-4 of this Ordinance. ~~Copies of~~ The preliminary plat shall be reproduced in the form of blue line or black line prints on a white background. Scheduling of the case for the Technical Advisory Committee (TAC) meeting shall be dependent upon adequacy of data presented and completion of processing.
2. If the proposed preliminary plat is within an approved M.P.D. or P.A.D., copies of the approved M.P.D. or P.A.D. site plan and the conditions/stipulations shall also be submitted as supporting documentation.
3. All subdivision submittals shall provide "Identification and Descriptive Data", "Existing Conditions Data", "Proposed Conditions Data", "Proposed Utility Methods", and "Environmental Assessment Report" information by graphic representation or note as further outlined in the following sub-sections. The submittal shall be checked by the City for completeness and assigned a case number; if incomplete as to those requirements set forth in this section, the submittal shall be rejected and the developer notified within fifteen (15) days of the date the application was received.
4. If the developer is planning to plat the proposed development in phases it must be so indicated on their preliminary plat when submitted for Technical

- Advisory Review. If the developer later decides to phase the development, it will be necessary to re-submit for a second review.
5. The Preliminary Drainage Report in a separate bound folder. See Article 14-7, Sec 14-7-3 (D)(1) for more specific details.
  6. The Traffic Impact Analysis in a separate bound folder. See Article 14-7, Sec 14-7-3 (D)(4) for more specific details.
  7. The Preliminary Geotechnical/Soils Report in a separate bound folder. See Article 14-7, Sec 14-7-3(D)(3) for more specific details.
  8. Submit a Lot Statistical Table.
  9. The Preliminary Landscape, Recreation, and Open Space Plan for all off-site, open space, trails, retention area, and landscaping. See Article 14-7, Sec. 14-7-3(C)(1) for more specific details.
  10. The subdivision fencing detail, if applicable, depicting the type of fencing being proposed; including elevations, and general locations.
  11. The conceptual “Residential Design Guidelines” shall provide both a narrative and graphical description of the character, site planning, architecture and landscaping that can be expected from the development. If the subdivision is a conventional subdivision that proposes to use standard plans then copies of the proposed elevations and floor plans shall be submitted.
  12. Documentation that a site records check, for potential cultural resources, has been conducted in conjunction with the State Historic Preservation Office.
  13. The A.L.T.A. Survey.
  14. The subdivision closure calculations in both print and electronic format.
  15. A Title Report that is not more than sixty (60) days old.
  16. A draft copy of the Covenants, Conditions and Restrictions (CC&R’s) for the subdivision.
  17. A letter from the owner giving authorization to process the application for the subdivision if the owner is not the applicant.
  18. A “will serve” letter from the respective utility companies proposed to serve the subdivision.

**B. Identification and Descriptive Data**

1. The proposed name of the subdivision shall be clearly indicated (which shall be retained through Final Plat and include phasing designations) and include the location by Section, Township and Range with reference by dimension

and bearing to two (2) Section or 1/4 Section Corners. Basis of bearings must be stated on the plat.

2. Name, address, phone number, and seal of Registered Land Surveyor preparing the preliminary plat and the Registered Civil Engineer preparing the improvements.
3. Name, address, and phone number of developer.
4. Scale, north point (pointing up or to the right), and date of preparation including any subsequent revision dates.
5. Location map which shall show the relationship of the proposed subdivision to arterial and collector streets.
6. A surveyed boundary, including distances, lengths and bearings and the total size of the proposed subdivision.

**C. Existing Conditions Data**

1. Topography by contours and “spot elevations” on City datum and related to USGS survey datum shown on the same map as the proposed subdivision layout. Contour intervals shall be one (1) foot and shall be shown extending a minimum of fifty (50) feet from the external boundaries of the proposed development so to adequately reflect the character and drainage of the land.
2. Location of fences, existing structures, wells, canals, irrigation materials, private ditches (open or covered), washes, stock ponds or other water features and characteristics that could have a bearing on the review.
3. Location, direction of flow, and extent of areas subject to flooding or storm runoff must be defined (FEMA data and any Federal Clean Water Act, Section 404 designation), whether such inundation is frequent, periodic, or occasional.
4. Show all driveways, streets and median openings within 325 feet of any proposed driveway or street intersection on the opposite side of the perimeter streets.
5. Name, book, and page numbers of any recorded subdivision adjacent to or having common boundaries with the proposed development.
6. The existing base zone of the subject and adjacent parcel(s), the zoning case number, if any, and the case number of the approved M.P.D. or approved P.A.D. of which the proposed development is a part of if applicable.
7. The gross acreage of the subject parcel(s). Do not include previously dedicated rights-of-way in this figure.
8. Boundaries and dimensions of the parcel(s) to be subdivided shall be fully dimensioned.

9. Engineers' calculations for each tributary area of the runoff for 10 year and 100 year frequency storms. The values to be indicated along the boundary of the parcel for all points of drainage entering and exiting the property.

**D. Proposed Conditions Data**

1. Street layout, including design cross section, preliminary curve data, curve lengths, proposed street names based on existing projected alignments wherever possible, and pedestrian connections to adjoining developments.
2. Typical lot dimensions (scaled), dimensions of all corner lots, lots on curvilinear sections of streets, and all lots where the number of sides exceed four (4). Each lot shall be numbered individually and the total number of lots or dwelling units provided. Where plats will consist of a number of units/phases, utilizing the same subdivision name, the lot numbering shall be consecutive through the total number of lots or units.
3. Designation of all land to be dedicated or reserved for open space, parks, schools, well sites, or other public or private use with use indicated.
4. If multiple uses are planned (multiple residential, commercial, industrial, or office) such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any.
5. Show minimum setback lines. Where there are lots with more than four (4) sides or whose shape may be considered atypical, show all setbacks.
6. Proposed storm water disposal system, preliminary calculations, and layout of proposed drainage system. The direction of proposed street drainage to be indicated by arrows on the plat; the 100-year flood plain delineation and a proposal to provide for the retention of storm water generated on the property. Retention and detention of storm water to comply with the City of Maricopa Standards.
7. Compliance with rules as may be established by the State Department of Environmental Quality and/or State Department of Water Resources relating to the provision of domestic water supply and sanitary sewage disposal.

**E. Proposed Utility Methods**

1. **Sewage Disposal** - A statement as to the method for sanitary sewage disposal for the development shall appear on the preliminary plat. The plat shall also show the preliminary sewer layout indicating line sizes, manholes, direction of flow, and cleanout locations. If the sewer provider designated for the area of the development is not being used, a letter from the provider approving the use of an alternative system is required.
2. **Water Supply** - A statement as to the assured water supply for the development shall appear on the preliminary plat. The preliminary layout of the water system shall be shown, indicating fire hydrants, valves, meter vaults, water line sizes and locations.

3. **Electric Supply** - A statement as to the electric supply for the development shall appear on the preliminary plat. Any necessary easements shall be shown on the preliminary plat.
4. **Gas Supply** - A statement as to the gas supply for the development shall appear on the preliminary plat. Any necessary easements shall be shown on the preliminary plat.
5. **Telecommunications Service** - A statement as to the telephone and/or cable service for the development shall appear on the preliminary plat. Any necessary easements shall be shown on the preliminary plat.
6. **Refuse Service** - A statement as to the garbage service for the development shall appear on the preliminary plat.

**F. Environmental Assessment Data**

The purpose of the Environmental Site Assessment is to provide a written and graphic analysis of the environmental characteristics of the site so that the City of Maricopa can evaluate the future use of the site. The “Phase 1 Environmental Report” will identify any hazardous waste site within the proposed subdivision. Environmental site assessments are required for all preliminary plat applications. This study shall include written reports and maps that provide the information outlined below:

1. The “Phase 1 Environmental Report” shall:
  - a. Describe the site and identify uses or activities which might indicate the presence of disposed hazardous substances, and;
  - b. Be prepared through the review of readily available information, including but not limited to engineering, regulatory, and historical records of the site, and through the interviewing of the current and any past owners of the site, tenants and neighbors, and;
  - c. Be prepared through the review of the regional geology and hydrology of the site and the site's vicinity, available records of groundwater contamination up/and down gradient from the site, obtainable reports of compliance violations and/or containment discharges in the site's vicinity, and the proximity of the site to known environmental conditions or problems within approximately one mile of the site, and;
  - d. Reference the data, records and source of information.
2. The Developer’s Consultant shall:
  - a. Manually-observe the site surface closely for evidence of potential contamination such as soil stabilizing, discarded chemical containers, vegetative distress, and;

- b. Interview the tenants on or adjacent to the site with respect to their use of hazardous substances on the site, and;
- c. Investigate the registration status of any existing underground storage tanks or drywells on or adjacent to the site, and;
- d. Identify any adverse environmental impacts.

### **Section 14-4-4 Stage 3: Technical Advisory Committee**

In order for a preliminary plat to be scheduled for a particular Technical Advisory Committee (TAC) meeting, a complete preliminary plat application must be received and accepted by the City.

- A. Upon receipt of a preliminary plat application the City shall determine if the application is a complete submittal. If complete, the City shall forward copies of the preliminary plat to the appropriate reviewing agencies and entities for their review and comments. These reviewing agencies shall transmit their written comments and recommendations to the City.
- B. The City shall host a Technical Advisory Committee (T.A.C.) meeting where the developer is provided an opportunity to meet with the representatives from all applicable utilities and other interested governmental agencies to receive comments regarding the preliminary plat application. At this meeting the applicant may also receive written comments from the City, detailing the extent to which the plans are required to be revised in order for the City to schedule the preliminary plat for consideration by the Planning and Zoning Commission. Extensive revisions caused by the comments received at the T.A.C. meeting or by voluntary action of the developer, may require additional T.A.C. meetings. Additionally, circumstances may exist where the project may experience delay due to the developer's time line in addressing agency comments.

### **Section 14-4-5 Stage 4: Preliminary Plat Approval**

The preliminary plat approval stage involves the re-submission of the preliminary plat to address the T.A.C. comments. Included in this stage is the review of the resubmitted plans, reports, and required studies and acceptance of the preliminary plat. The developer shall provide the City with all information essential to determine the character and general acceptability of the proposed development.

- A. **Preliminary Plat Re-submission**
  - 1. The developer shall resubmit full-sized copies/sets of the preliminary plat and a 8½" x 11" photo mechanical transfer (PMT) of each sheet/exhibit and all other required or requested supporting data to the City (see the City of Maricopa Submittal Requirement Checklist for the specific number of sets or copies). Preliminary plats that correctly contain all of the information requested or required by the T.A.C., as determined by the City, shall be scheduled for Planning and Zoning Commission hearing. Incomplete or incorrect re-submittals could cause delays in a preliminary



plat being presented to the Planning and Zoning Commission. Scheduling of the case for Commission hearing shall be determined by the Zoning Administrator and shall be dependent upon adequacy of data presented, completion of processing, and other legalities that may be required if the subdivision involves rezoning, M.P.D, P.A.D and other land use exceptions.

2. Upon scheduling of the Planning and Zoning hearing the applicant shall submit 11”X17” size paper copies of the plat (see the City of Maricopa Submittal Requirement Checklist for the specific number of sets or copies).
3. As a prerequisite to the Commission hearing for any preliminary plat, M.P.D, or P.A.D. a neighborhood meeting may be required to be conducted by the developer; if determined by the Zoning Administrator to be necessary. The purpose of the meeting is to provide information to the adjacent property owners and citizens. The applicant shall notify all landowners, adjoining or adjacent to, the boundaries of the proposed development, the City of Maricopa, and any Neighborhood Associations on record with the City by first class mail no less than 30 days prior to the scheduled Commission meeting. The developer shall submit documentation of the attendees and minutes of the meeting(s) to the Zoning Administrator. All meeting(s) shall be held within the City of Maricopa corporate limits.
4. An applicant has ninety (90) days from the date of the T.A.C. meeting, or ninety (90) days from the date of receipt of later redlines, in which to resubmit said plans. Failure to resubmit plans which address all of the T.A.C. comments, or subsequent redline comments, within ninety (90) days of the T.A.C. meeting or ninety (90) days from the receipt of later redlines shall cause the application to be null and void and fees will not be refunded.
5. An applicant shall be required to submit a new preliminary plat application, including fees and another review of the subdivision by the T.A.C. if the re-submittal is not in substantial conformance to the original application. Substantial non-conformance is considered to be, but not limited to, the following:
  - a. An increase in the number of lots or units.
  - b. A change in the size or configuration of the development parcel.

## **B. Preliminary Plat Review**

1. **Zoning** - The subdivision shall be designed to meet the specific requirements for the zoning district within which it is located. However, in the event that rezoning is necessary for the preliminary plat to conform with the Zoning District regulations, or if a M.P.D. or P.A.D. approval is sought, said action shall be initiated concurrently with the preliminary plat by the property owner or his authorized agent. In any event, any such zoning amendment required in relation to the preliminary plat shall have been adopted prior to a preliminary plat approval.
2. **Planning** - The subdivision shall be designed to comply with the Design Standards of this Ordinance and the goals and objectives of the Maricopa General Plan. In the event that an amendment to the General Plan is

necessary for the preliminary plat to conform with the specific land use, circulation, or open space elements, said amendment(s) required in relation to the preliminary plat shall have been adopted prior to a preliminary plat approval.

3. **Utilities and Services** - As a prerequisite of preliminary plat approval by the City, the developer shall have reviewed tentative concepts with but not limited to, Pinal County Environmental Health Department, the Arizona Department of Environmental Quality (ADEQ), the Arizona Department of Water Resources (ADWR), appropriate city departments, Maricopa Fire ~~District~~ **Department**, and the public utility companies that serve the area proposed for development. The developer shall have “will serve letters” from the water and sanitary sewer providers, and the electric, gas, and telecommunications companies servicing the development and general approval of the preliminary design to be used.

**C. Preliminary Plat Approval**

4. When all requirements of this Ordinance have been satisfied the case will be scheduled for a Commission “preview meeting” in which no action is taken by the Commission rather the public is simply informed about the project and allowed to ask questions and voice concerns.
5. After the Commission preview meeting the preliminary plat will be scheduled for a Commission hearing. The ~~Planning & Economic~~ **Development Services** Department report shall be submitted for Commission review and action.
6. The Commission shall consider the preliminary plat, T.A.C. comments, and the ~~Development Services and Public Works Department~~ **Development Services and Public Works Department** ~~Planning & Economic Development Department~~ report and recommendations. If satisfied that all objectives have been met, the Commission may approve the preliminary plat and make a notation of the Commission’s approval on the copy of the preliminary plat retained in the office of the Zoning Administrator.
7. If the plat is generally acceptable, but requires minor revisions, the Commission may conditionally approve the preliminary plat and the required revisions noted in the minutes of the meeting. At the direction of the Commission, the Zoning Administrator may approve the preliminary plat when it has been satisfactorily revised in accordance with the stated conditions.
8. If the Commission finds that all of the objectives and requirements of this Ordinance have not been met, the Commission may continue the preliminary plat pending revisions, or deny of the preliminary plat. Resubmittals due to revisions, for the same parcel or any part thereof, shall follow the aforementioned procedure.

**D. Significance of Preliminary Approval**

Preliminary plat approval constitutes authorization for the developer to proceed with

preparation of the final plat and the improvement plans and specifications for public improvements. Preliminary plat approval **does not** authorize the developer to cut roads or other easements, begin site preparation and grading, or any similar such work **unless authorized in writing** by the City. Preliminary approval is based on the following terms:

1. **Subject to the Basic Approval** - The basic conditions under which preliminary approval of the preliminary plat is granted will not be substantially changed prior to the expiration date.
3. **One (1) Year Approval** - Approval of the preliminary plat is valid for a period of twelve (12) months from the date of Commission approval. An extension of the preliminary plat approval may be granted for an additional six (6) months upon reapplication and review by the Commission.
4. **Two (2) Year Approval** - Approval of a preliminary plat for a Planned Area Development (P.A.D.), approved by the City of Maricopa, shall be effective for two (2) years in accordance with an approved phasing plan, but may be extended upon reapplication and review by the Commission **and verification that the development is in compliance with all current applicable codes of the city**
3. **No Authority to Record** - Preliminary approval, in itself, does not assure final acceptance of streets for dedication nor continuation of existing zoning requirements for the development or its environs nor constitute authorization to record the plat.

## Section 14-4-6 Stage 5: Final Plat and Improvement Plan Approval

This stage includes the final design of the subdivision, engineering of public improvements, and submittal by the developer of the final plat, final reports, and plans for all of the required subdivision improvements, to the City, the State and County Departments, and the utility companies for approval; including the submittal of the final plat for review and action by the City Council.

### A. Submittal Requirements

1. **Final Plat Preparation**
  - a. Presentation - The final plat shall be presented in accordance with requirements set forth in this section, and shall substantially conform to the approved preliminary plat and applicable zoning stipulations.
  - b. Zoning - The final plat shall meet all requirements of the zoning district in which it is located; and necessary zoning amendments shall have been adopted by the City Council prior to filing the final plat with the Zoning Administrator.
  - c. Pre-Final Review - The developer shall file full size (24"x36") blue or black line copies of the final plat with the City who in turn will

distribute copies to the various reviewing agencies (see the City of Maricopa Submittal Requirement Checklist for the specific number of copies). The reviewing agencies shall make known their recommendations in writing. The City shall review the plat for substantial conformity to the approved preliminary plat.

- d. Final Plat Submission - The developer shall file with the City the full size “mylars”, full size blue or black line copies, ~~41”x 17” P.M.T.~~ and required copies of the Final Plat and final landscape, recreation and open space plans (see the City of Maricopa Submittal Requirement Checklist for the specific number of sets or copies). The final plat shall be drawn in black ink on polyester “mylar”, measuring exactly 24” x 36” with a left hand margin of two (2”) inches and be drawn to an accurate engineering scale from an accurate survey. The developer shall also submit an electronic copy of the final plat in a file format (.DWG) as required by the City of Maricopa.
2. **Improvement Plans & Reports** - Improvement plans and reports shall be submitted in accordance with the procedures and standards established in Article 14-7 of this Ordinance. Complete sets of improvement plans shall be submitted to the City (see the City of Maricopa Submittal Requirement Checklist for the specific number of sets or copies). If the submittal is complete, the City shall distribute sets of the plans to the appropriate reviewing departments, agencies and utility companies who shall make known their recommendations in writing.
  3. **Covenants, Conditions & Restrictions (Deed Restrictions)** - The subdivision deed restrictions shall be submitted to the City for review as part of the final plat and improvement plan submittal package.
  4. **Title Report** - The developer shall, at the time of filing the application(s) for the final plat and improvement plans, submit an American Land Title Association (A.L.T.A.) Title Report, not more than sixty (60) days old, certifying that the developer has title, acceptable to the City Attorney, for all of the land being subdivided.
  5. **Filing Fees** - The developer shall, at the time of filing the application(s) for the final plat and improvement plans, pay the City the final plat application fee, improvement plan review fee, and the recordation fee, in accordance with Article 14-2 of this Ordinance, which are established by the City Council.
- B. Identification Data** - The following identification data shall be required as a part of the final plat submittal.
1. A title, which includes the name of the subdivision and its location by number of Section, Township, Range, and County.
  2. Name, address and seal of the Arizona-Registered Land Surveyor preparing the final plat.

5. Scale, north arrow, and date of plat preparation.
6. The name, address and telephone number of the property owner.

**C. Survey Data** - The following survey data shall be required as a part of the final plat submittal.

1. The corners of the plat shall be located on the monument lines of abutting streets; boundaries of the parcel(s) to be subdivided fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field. The surveyor of record shall also provide a copy of the computer closure, properly stamped and signed showing registration number. All dimensions shall be expressed in feet and decimals thereof.
2. Any excepted parcel(s) within or surrounded by the plat boundaries shall be noted as "Not a Part of This Subdivision" and show all bearings and distances of the excepted parcel as determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
3. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced. Each of two (2) separate corners of the subdivision traverse shall be tied by course and distance to separate section corners or quarter-section corners. The Certifying Land Surveyor shall submit subdivision boundary and lot closure and area calculations to the City.
4. Location of all physical encroachments upon the boundaries of the tract.
5. Total subdivision gross acres.
6. Total number of lots and parcels, and the size, in square feet, of each lot or parcel. The size of lots or parcels greater than ten acres in size may be expressed in acres.

**D. Descriptive Data** - The following descriptive data shall be required as part of the final plat submittal.

1. Names, centerlines, right of way lines, courses, length and width of all public streets, alleys, pedestrian ways, and utility easements; radii, point of tangency, curve lengths, and central angles of all curvilinear streets, and alleys, radii of all rounded street line intersections.
2. All drainage easements shall be shown on the plat. No structure will be allowed in the easements that will obstruct drainage. The rights-of-way of all major drainage ways shall be dedicated drainage easements or right-of-way as determined by the City Engineer.
3. All lots shall be numbered by consecutive numbers throughout the plat. All "tracts" and "parcels" shall be designated, lettered, or named and clearly dimensioned; parcels which are not part of the subdivision shall be so designated. Ownership and maintenance responsibility for open space and

common open space areas shall be indicated on the plat.

4. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated.
5. Location of all adjoining subdivisions with name, date, book, and page number of recordation noted, or if unrecorded, so noted.
6. Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land, and to be recognized by the City, shall be noted on the plat (see Sec.14-4-6 (F) for details).
7. All existing private easements within, on, or over the plat shall be indicated, dimensioned, and noted as to their use. The location and widths of all easements for right-of-way provided for public services, utilities, or drainage, and any limitations of the easements.
  - a. The following notation shall be placed on all final plats which provide drainage easements: “No structure of any kind shall be constructed or any inappropriate vegetation be planted nor be allowed to grow within, on or over the drainage easement, which would obstruct or divert the flow of storm water. The City may, if it so desires, construct and/or maintain drainage facilities on or under the land of the easement”.

**E. Dedication and Acknowledgement**

1. **Dedication** - There shall be required as part of the final plat submittal a statement of dedication of all streets, alleys, drainage detention/retention basins and drainage ways, pedestrian/bicycle ways, equestrian trails and easements, and other easements for public use, including sanitation, utility, fire and other emergency related vehicles, executed by the person or persons holding title of record, by persons holding titles as vendees under land contract, by the spouse(s) of said parties, lien holders and all other parties having an interest in the property. If lands dedicated are encumbered with liens, the lien holder shall also sign the plat. Dedication shall include a written location by Section, Township and Range, of the tract. If the plat contains private streets, a public easement shall be reserved which shall include the right to install and maintain utilities in any approved private street, including refuse collection, fire and other emergency services.
2. **Acknowledgment of Dedication** - Execution of dedication shall be acknowledged and certified by a Notary Public.

- F. Required Certification, Signatures, and Notes** - Multiple notations are required to appear on a final plat. The notations that are standard on every final plat include, but are not limited to, the following:

1. Assurance Statement, as follows:

**Assurance Statement:**  
Assurance in the form of a \_\_\_\_\_, issued from \_\_\_\_\_  
\_\_\_\_\_ in the amount of \$ \_\_\_\_\_ has been deposited with  
the City Engineer to guarantee construction of the required subdivision  
improvements.

2. Notary Acknowledgment Statement as follows:

**Notary Acknowledgment:** State of Arizona )  
County of Pinal )

On this, the \_\_\_\_ day of \_\_\_\_\_, (year), before me the undersigned  
(title) personally appeared (Name) who acknowledges that  
he/she executed the foregoing instrument for the purposes contained  
therein.  
In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public My Commission Expires \_\_\_\_\_

3. Conveyance and Dedication Statements, as follows:

**Conveyance and Dedication:**  
Know all men by these presents that (owner's name), as owner, have  
subdivided (or re-subdivided) under the name of (name of subdivision),  
(add Section, Township and Range) of the Gila and Salt River Base and  
Meridian, Pinal County, Arizona as shown platted hereon, and hereby  
publishes this plat as and for the plat of said (subdivision name), and hereby  
declares that said plat sets forth the location and gives the dimensions of all  
lots, easements, tracts and streets constituting the same, and that each lot,  
tract and street shall be known by the number, letter and name given each  
respectively, and that (owner's name), as owner, hereby dedicates to the  
public for use as such the streets and hereby grants to the public the  
drainage and public utility easements as shown on said plat. In witness  
(owner's name), as owner, has hereunto caused its name to be signed and  
the same to be attested by the signature of (owner or designated signatory  
and title).

By: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name and Title

4. Certificate of Assured Water Supply as follows, **if applicable:**

**Assured Water Supply:**  
The Arizona Department of Water Resources has granted a Certificate of Assured Water Supply, DWR File No. \_\_\_\_\_, for the subdivision in accordance with Section 45-576 of the Arizona Revised Statutes (ARS).

5. Provisions for sanitary sewer service, as follows:

**Sanitary Sewer:**  
The \_\_\_\_\_ has/has not agreed to serve this subdivision, and has/has not agreed to allow the subdivision to use an alternative sewage disposal method.  
By: \_\_\_\_\_  
(Title)

6. City Approval Signature Blocks as follows:

City Council Approval:  
Approval by the City Council of Maricopa, Arizona, this \_\_\_day of \_\_\_, (year)  
By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Mayor City Clerk  
City Department Approvals:  
This plat was approved by the City Engineer and the **Development Services Director** ~~Zoning Administrator~~.  
By: \_\_\_\_\_ date: \_\_\_\_\_  
City Engineer  
By: \_\_\_\_\_ date: \_\_\_\_\_  
~~Zoning Administrator~~ **Development Services Director**



7. Surveyors Certification as Follows:

Surveyors Certification:  
~~This is to certify the survey and subdivision premises described and platted hereon were made under my direction during the month(s) of \_\_\_\_\_, (year), that the plat is correct and accurate, that the monuments shown hereon have been located or established as described and lot corners have been permanently set.~~

I hereby certify that I am registered professional land surveyor in the State of Arizona; that this plat hereon has been prepared from a survey performed by me or under my direct supervision during the month of \_\_\_\_\_, \_\_\_\_\_; that the survey is true and accurately represents the property described hereon. I further certify that all monuments exist or will be set as shown, that all lot corners are set or will be set, in accordance with the latest adapted “Arizona Boundary Survey Minimum Standards”; and that said monuments are sufficient to enable the survey to be retraced.

\_\_\_\_\_  
(Surveyor’s name and registration number) (stamp)  
(Surveyor’s address)

8. Covenants, Conditions & Restrictions (Deed Restriction) information as follows:

Covenants, Codes and Restrictions for (name of subdivision) Maricopa, Arizona are recorded in (document recording number), Pinal County Records

9. Typical Notes as Follows:

**Notes:**  
X benchmark information.  
X basis of bearing information.  
X Animal Odor disclosure (if applicable).

10. Pinal County Recorder Signature Block (must be on every page) as follows:

County Seal	State of Arizona County of Pinal I hereby certify that the within instrument is filed in the official records of this County in Cabinet___ Slide ____ Date: _____ Request of: <u>City of Maricopa</u> Witness my hand and official seal. (County Recorders name) Pinal County Recorder By: _____ Deputy
-------------	--

**G. Final Plat Approval**

1. Upon approval of the improvement plans and final reports; letters from all involved utility companies approving the utility installation plans and confirming the availability of services; all required certifications from State and County agencies; and receipt of a request for City Council action from the City Engineer; the City Clerk shall place the plat on the agenda of a Council meeting, where upon the City Council shall approve or deny the plat.
2. If the City Council approves the plat, the Mayor shall sign the plat and the City Clerk shall attest the Mayor's signature.
3. When the certificate of approval by the City Council has been transcribed on the plat, the Zoning Administrator shall retain the recording copies until the City Engineer certifies that the subdivision has been staked; the improvement plans and final reports have been approved; a computer closure of the plat has been received; recording fees submitted; that the subdivision improvement construction assurances are in the form and amount to the satisfaction of the City Engineer and the City Attorney, along with the Engineer's estimated cost of said improvements has been received; and that any drainage or other restrictive covenants have been signed, notarized and received from the developer.
4. Approval of the final plat is valid for a period of twelve (12) months from the date of City Council approval. If the developer fails to provide the required material or perform the necessary work, as indicated in Sec 14-4-6 (G)(3), within this twelve (12) month period, the final plat approval by council shall become null and void. Any further action on said plat, after the expiration of the approval, shall require a complete re-submittal of the plat.

**Section 14-4-7 Stage 6: Recordation of Plat**

- A. Upon receipt of the required material, documents, and fees, and performance of the necessary work as listed in Sec 14-4-6 (A) & (G), the City shall then cause the final plat to be recorded in the Office of the County Recorder of Pinal County.

**Section 14-4-8 Replats**

- A. Any division of a lot in a recorded subdivision, or any change in lot lines in a recorded subdivision, shall be processed in accordance with Section 14-4-6 of this Ordinance, after a pre-application conference with City staff as provided in Section 14-4-2 of this Ordinance.
- B. Any replat involving the dedication of land for a public street or any off-site public improvements shall comply with all procedures set forth in Article 14-4 of this Ordinance.
- C. If the abandonment of a street, alley or public utility easement or other recorded easement in a previously recorded subdivision is necessary, either a replat or a certificate of correction, as determined by the Zoning Administrator, shall be processed concurrently with the abandonment and recorded immediately subsequent to the recordation of the abandonment.

### **Section 14-4-9 Abandonment of Recorded Subdivision**

- A. Pursuant to the provisions of A.R.S. 28-7201 et. seq., the abandonment of all or part of a recorded subdivision may be initiated by written petition to the City Council. The petition shall be signed by all owners of real property in said subdivision requesting abandonment of all streets, alleys and easements within said subdivision and giving the legal description and recording information thereof.
- B. Applications for the abandonment of a recorded subdivision are filed with the Zoning Administrator and referred for recommendation to the appropriate City staff and utility companies. After City Council approval of the abandonment of any streets, alleys and easements within the subdivision, and after City Council approval of the abandonment resolution for the recorded subdivision, and after the abandonment resolutions are recorded with the County Recorder's Office, the subdivision is removed from the official maps.

### **Section 14-4-10 Condominium Developments**

- A. The application requirements, processing and approval regulations contained within this Ordinance shall apply to all condominium developments.
- B. All condominium subdivisions shall comply with the provisions of this Ordinance and *The Zoning Ordinance for the City of Maricopa*, and the location of building shown on the plat and the manner in which the airspace is to be divided in conveying the condominium shall be clearly defined and shall not violate any provision of this Ordinance.
- C. In order for the condominium subdivision application to be considered complete, the applicant shall provide to the City any plans, specifications, and/or analysis needed to show that the proposed condominium subdivision is in compliance with this Ordinance and *The Zoning Ordinance for the City of Maricopa*, including but not limited to grading plans, site plans, floor plans, elevations, and landscape plans.

### **Section 14-4-11 Minor Land Divisions and Lot Splits**

- A.** The provisions in this section shall apply to any “minor land division” and/or “lot split” of improved or unimproved property, including a lot, parcel, tract, or combination thereof, for the purpose of financing, sale or lease, whether immediate or future, if one of the following conditions exists:
1. The division of land whose area is two and one-half (2½) acres or less and is being divided into two (2) or three (3) tracts or parcels of land for the purpose of sale, lease or conveyance.
  2. The area of the property to be divided is greater than two and one-half (2½) acres and requires the creation of a public or private street or easement to provide legal access to one (1) or more additional lots.
  3. Any lot or parcel of land, not a part of a recorded subdivision plat, that has a tax parcel established by the county and is being divided into two (2) or three (3) lots.
  4. The division of land into more than two (2) parts, and when the boundaries of such property have been fixed by a recorded plat.
- B.** A minor land division and/or lot split does not include the adjustment of a property line, where land taken from one (1) lot is added to an adjacent lot, provided the proposed adjustment does not create a substandard lot. A certificate of correction shall be required if the property line adjustment is for lots within a recorded subdivision plat.
- C.** An application for a minor land division and/or lot split shall be submitted to the Zoning Administrator prior to any deeds related to a minor land division and/or lot split with the Pinal County Recorder’s office. The City may approve minor land divisions and lot splits administratively.
- D.** Except where expressly modified or permitted by staff all minor land divisions and/or lot splits shall be in general conformity with the design standards and principles outlined for subdivisions in Article 14-6 of this Ordinance. All lots created by a minor land division and/or lot split shall be designed to conform to existing zoning and the General Plan.
- E.** If dedicated and/or public improvements are required for minor land divisions and/or lot splits, the applicant shall be responsible for the preparation of a complete set of improvement plans, prepared by an Arizona registered civil engineer, satisfactory to the City Engineer for the construction of the required improvements. The plans shall be prepared in conjunction with the minor land division and/or lot split map and the requirements outlined in Article 14-7 of this Ordinance.
- F.** The minor land division and/or lot split map shall not be recorded, nor shall any improvement work commence until the City Engineer has approved the improvement plans.
- G.** No minor land division and/or lot split, which creates a substandard or

nonconforming lot or structure, shall be approved except by council action.

- H.** If any improvements are required for the minor land division and/or lot split pursuant to regulations contained herein, no building permit for any lot created will be issued until such improvements are completed and the work accepted by the City Engineer unless the developer provides construction assurance in a form acceptable to the City Attorney as outlined in Article 14-7 of this Ordinance.