



KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

Professional Engineer: _____ Phone: _____

The purpose of this checklist is to provide the minimum submittal requirements for residential/commercial plats. The primary source of the Final Subdivision Plat requirements is Chapter 32, Section 32-24 of the Phoenix City Code (PCC).

This checklist is intended to minimize redline comments on the check prints and to maintain consistency among plan reviewers. A completed checklist must be attached to the Final Plat when submitted for first review. The following Certification Statement must be signed by the Registered Land Surveyor of record certifying that all applicable requirements on this checklist have been met.

Plan review correction cycles are valid for 12 months. Approvals are valid for 90 days. Additional review fees (see Fee Schedule – PCC, Chapter 9, Appendix A.2) shall be charged for extensions/reinstatements to update expired plan reviews.

CERTIFICATION

I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

REGISTERED LAND SURVEYOR'S NAME: _____

REGISTERED LAND SURVEYOR'S SIGNATURE: _____ DATE: _____

Please complete and return this checklist and the check prints with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

The Registered Land Surveyor (**RLS**) must fill out all boxes in the first column as either (Addressed) or (Not Applicable). Civil plan reviewer (**RVW**) shall check the second column as (Required) when requirements have not been properly addressed.

REQUIRED SUBMITTALS

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.

RLS RVW

- Four (4) bond copies measuring 24" X 36" of the proposed final plat.
- One copy of a Phase I Environmental Assessment Report together with an Environmental Site Assessment Declaration Form (TRT 00236) when new Right-Of-Way or an easement for public utilities (water, sewer, storm drain, etc.) is dedicated to the City of Phoenix. **The Phase I Environmental Assessment Report must be signed and dated within 180 days of final plat recordation.**
- One (1) copy of a Gross computer closure signed and sealed by Registered Land Surveyor (RLS) with the error of closure not to exceed 1/50,000 precision, a signed and completed Plat, Final Subdivision checklist.

COVER SHEET REQUIREMENTS:

- Provide a title, development option, and legal description for the proposed plat. (i.e., Final Plat for "[Add New Name of Subdivision]", a [Planned Residential Development Subdivision, Conventional Subdivision, etc.], located in a portion of [Section 1, Township 4N, Range 3E]). **Refer to preliminary report for correct Plat title.**
- For all residential subdivisions, include whether the property is "Subject to Single-Family Design Review".
- If the proposed plat is incorporating all or a portion of a previously-platted parcel, include the prior plat information in the title (i.e. "...a replat of "Orange Acres", as recorded in Book 12, Page 17 of Maricopa County Records).
- Provide the name, address, and telephone number of the owner of the platted property. The owner listed here and in the Dedication Statement must match.
- Provide the name, address, telephone number, seal, and signature of the RLS.
- Provide a Vicinity Map in the top right corner. This must include the nearest cross streets.
- Provide a statement of dedication for all streets, alleys, drainageways, and other easements for public use by the person holding title of record. The Dedication Statement should include the following:

RLS RVW

- Locations by section, township, range, and county
- A statement which declares the purpose and calls out the items included within the limits of the subdivision boundary, (i.e., lots, tracts, streets, and easements)
- A statement that names or numbers the streets, tracts, and lots

RLS RVW

- State of Arizona}
 County of Maricopa}

Know all men by these presents: _____, an Arizona _____, as owner, has subdivided under the name of " _____", a portion of Section __, Township __, Range __, of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and platted hereon and hereby publishes this plat as and for the plat of " _____", (an planned residential development subdivision, an average lot subdivision, a conventional subdivision, etc.) and hereby declares that said plat sets forth the location and gives the dimensions of the lots, tracts, streets and easements constituting same, and that each lot, tract, and street shall be known by the number, letter or name given each respectively on said plat. _____, as owner, hereby dedicates to the public, for use as such, the streets and easements as shown on said plat and included in the above described premises.

- Declare the use, ownership, and maintenance responsibility of all tracts, and dedicate the necessary easements over them. The following is an example for typical tracts:

Tracts "A", "B", and "C" are hereby declared as common areas to be owned and maintained by the homeowners' association. An easement for drainage is hereby dedicated over tracts "A", "B" and "C".

The following is an example for Private Accessways:

Tract "X" is hereby declared as a private accessway to be owned and maintained by the homeowners' association. An easement for public water and sewer, refuse collection, drainage, and emergency and service type vehicle access is hereby dedicated to the public over tract "X".

- Provide an Owner(s) Approval Statement.

The following is an example of an owner approval line:

In witness whereof, _____, an Arizona _____, as owner, has hereunder caused its name to be signed and the same to be attested by the signature of _____, its _____ thereunto duly authorized this _____ day of _____, 20____

 Owner/Authorized Signer

- Provide a Certification Statement by the RLS preparing the plat that it is correct and accurate, and that the labeled monuments have been located as described.

The following is an example of a Certification Statement:

This is to certify that the survey and subdivision of the premises described and platted hereon was made under my direction during the month of _____, 20____; that the survey is true and complete as shown; that the monuments shown actually exist or will be set as shown; that their positions are correctly shown; and that said monuments are sufficient to enable the survey to be retraced.

 Registered Land Surveyor Signature

Place signed seal here _____
 Date

RLS RVW

Provide the following Signature line(s) on the plat:

Approved By: _____ Date _____
 Planning and Development Department
 Per Ordinance 4233-G

Attest: _____ Date _____
 City Clerk

Provide an Acknowledgment Statement of the owner's signature by a certified notary public (to be placed under dedication).
The following is an example of an Acknowledgement Statement:

State of Arizona}
County of Maricopa}

Before me this ____ day of _____, 20____, _____ personally appeared before me, the undersigned notary public, who acknowledged himself to be _____ of _____, the legal owner of the property platted hereon and acknowledge that _____ as _____, executed this instrument for the purposes herein contained.

In witness whereof, I hereunto set my hand and official seal

Notary Public Expires

Provide the applicable City processing numbers including: KIVA#, PLAT#, Abandonment #, and city Quarter Section Number(s) in lower right corner.

NOTES

Place the following notes that are applicable on the plat in top left corner of Cover Sheet:

RLS RVW

- (This note shall be placed on all plats)** "No structure of any kind shall be constructed on, over, or placed within a public utility easement, drainage easement, sanitary sewer easement, or water easement except as noted below. Paving and removable type fences, with no continuous footing, are allowed in public utility easements, sewer easements, and water easements with approval from the Planning and Development Department. No vegetation shall be planted within any easement without prior approval from the Planning and Development Department Landscape Architect. Public sanitary sewer or water mains shall be placed in the appropriate water and sewer easement. Water mains that are placed within an easement are required to be Ductile Iron Pipe per the Water Services Department "Design Standards for Water Distribution Main". It shall be further understood that the City of Phoenix shall not be required to replace any obstructions, paving, or vegetation that becomes damaged or must be removed during maintenance, construction, reconstruction, or repair. The City of Phoenix may, but is not required to, construct and/or maintain, at its sole discretion, drainage facilities on or under the land in the drainage easements."
- "Development and use of this site will conform to all applicable codes and ordinances."
- "This subdivision is located within the City of Phoenix water service area and has been designated as having an assured water supply."
- "All new or relocated utilities will be placed underground."
- "All signage requires separate approvals and permits."
- "Any lighting will be placed so as to direct light away from the adjacent residential districts and will not exceed one foot candle at the property line. No noise, odor or vibration will be emitted so that it exceeds the general level of noise, odor or vibration emitted by uses outside of the site."
- "Owners of property adjacent to public right-of-way will have the responsibility for maintaining all landscaping within the rights-of-way in accordance with approved plans."
- (This note is to be used only when there is an arterial street intersecting with a local street being platted)**. "Structures and landscaping at intersections of arterial and local streets within a triangle measuring 33' along the property line of the arterial street and 15' along the property line of the local street will be maintained at a maximum height of three (3) feet"
- (This note is to be used at all intersections except when arterial streets intersect with local streets.)**"Structures and landscaping within a triangle measuring 33' x 33' along the property lines will be maintained at a maximum height of three (3) feet."
- (This note is to be used at all driveways that intersect public streets, i.e. parking lots, private drives.)**"Structures and landscaping within a triangle measuring 10' x 20' along the property lines will be maintained at a maximum height of three (3) feet."
- "An association, including all property owners in the development, will be formed and have the responsibility for maintaining all common areas to be noted as "Tracts" or easements (including landscaped areas and drainage facilities) in accordance with approved plans."
- "Each lot in this subdivision is permitted one dwelling unit for a total of _____ dwellings within the entire subdivision."

RLS RVW

- Hillside Note:** "Lots (Add all Hillside Lot numbers here), are Hillside Lots and require individual Hillside Development Review prior to issuance of a building permit. These lots will require individual Grading and Drainage Plan approval."
- The City of Phoenix has not reviewed private easements shown on this plat map.
- City of Phoenix permission is not required to revise or abandoned private easements unless the City of Phoenix has a vested interest in it.

PLAN SHEET REQUIREMENTS:

RLS RVW

- Provide a north arrow and bar scale. Scale shall be 1" = 100' or less.
- Provide a Legend of Symbols.
- Subdivision corner survey markers shall be called out to be set per Maricopa Association of Governments (MAG) Specification Detail 120 Specify Type A, B or C.
- Boundaries of the subdivision shall be fully dimensioned to center line of street. Gross (includes half street R/W) Subdivision boundary lines must be thick, solid lines extended to encompass adjacent existing and/or proposed half street right of way dedication(s). Property boundary lines shall be thin, solid lines.
- All lines within the proposed subdivision shall be solid except for easements and centerlines that are not part of the subdivision boundary. Right-Of-Way lines outside of the proposed subdivision boundary shall be dashed.
- Dimension the property and show relationship of the site to the adjacent streets and property.
- Street names shall be shown within the subdivision boundaries.
- Each of two corners of a subdivision shall be tied to two different section or quarter section corners.
- Excepted parcels shall show all bearings and distances, determined by an accurate survey in the field.
- Location, dimensions, bearings, radii, acres, and central angles of all sites to be dedicated with the use shall be clearly indicated and expressed in feet and decimals.
- Show location, dimensions, and names of all existing or proposed rights-of-way within, on, adjacent to, and extending from the site. Show all **public** easements.
- Do not label or show already accepted or concurrent abandonments.
- Per PCC 32-30 A (4) Easement planning - Along both sides of all streets, adjacent to the right-of-way, a minimum eight-foot public utility easement (PUE) shall be dedicated.
- Show the location of all adjoining recorded subdivisions with a book, page number, recordation, and for un-platted land note "un-subdivided."
- All residential lots shall be numbered consecutively and "exceptions," "tracts," "drainageways," and "easements" shall be clearly designated and dimensioned.
- All street names are named correctly with no directional notation.

RLS RVW

- Provided a correct Gross Boundary Closure with 1:50,000 or better precision.

FINAL PLAT APPROVAL

Once the reviewer is satisfied that all redline corrections have been made, you will be instructed to submit the final copies prior to scheduling the plat for Planning and Development Department (PDD) approval.

When directed, please submit the following information to complete mylar and final plat approval. If criteria are met, the plat will be scheduled for PDD approval.

RLS RVW

- Two (2) labelled compact discs with both CAD (.DWG) and PDF versions of the final plat.
- One (1) copy of the final plat, submitted on mylar or bond material measuring 24" x 36" at the time of approval. It shall have original signatures, notary stamps, and RLS seals on the cover sheet. All seals and stamps shall be in black, non-smear-able ink and shall be legible. All lettering shall be solid black and a minimum of 11 pt. type. This original shall not be folded.
- Four (4) bond copies of the final plat signed and notarized. The bond copies do not require original signatures on them, but they must show the signatures.
- Abandonments completed and sent concurrent with the Final Plat.

FINAL PLAT DEADLINES/EXTENSIONS

- A final plat will expire if bonds are not posted within 90 days of PDD approval (Sec. 32-19.B).
- A one-time extension of final plat approval is allowed by submitting a letter stating extension request justification with an administrative fee of \$450*. Once the extension has been approved by the PDD director, the final plat approval will be extended for an additional 90 days from original PDD approval date (Customer must work with civil reviewer for approval to initiate this process a minimum of 14 days before expiration).
- If no changes have been made to the final plat, the original document will be rescheduled for Council approval with an administrative fee of \$630**. However, if any changes are made to the final plat the submittal process will start over.

*\$150/hour minimum 3 hour

**Half of the original \$1260 final plat fee