



OBJECTIVE:

This document provides general guidance and addresses frequently asked questions (FAQs) to the applicant regarding the City of Phoenix's (City's) approval process for a final plat. For more specific plat submittal requirements, refer to final Subdivision Plat Checklist (TRT 00083).

FINAL PLAT OVERVIEW PROCESS:

1. A final plat should not be submitted until approval has been granted by Preliminary Site Plan, Team Leader, or Planning and Development Department (PDD) management.
2. The final plat will be reviewed by multiple disciplines including Civil, Site Planning, Property Records, Addressing (for subdivisions), and other applicable City departments if adjacent to City-owned property.
3. Once a final plat is approved by all reviewers, all civil engineering plans have been approved, and the original is submitted, only then can the final plat be scheduled for PDD approval.
4. Submit the final plat (allow a maximum of 60 calendar days for staff review per A.R.S. §9-835 – actual review time for approval/denial is project based)
5. All required bonds associated with the offsite improvement plans must be posted within 90 days of PDD approval of the final plat. Bonds must be posted prior to recordation of the final plat. No additional notification is given to the customer to prompt this requirement. Posting of bonds is the sole responsibility of the applicant once the final plat has been approved by PDD.
6. Final plats are recorded with the Maricopa County Recorder. Please allow a minimum of two (2) business days for this action.

NOTE: If an abandonment is applicable, the final plat and abandonment must be recorded concurrently. Abandonment must be approved by City Council prior to scheduling plat for recording.

FAQ:

Question: When should signed copies of the final plat be submitted?

Answer: After plan approval, the assigned civil reviewer will contact the project professional engineer (via phone, email, redline plan set, or checklist) to let them know that the signature submittal package, including Mylar or bond originals and copies, can be submitted.

Question: Who is responsible for posting bonds?

Answer: Posting of bonds is the applicant/owner's responsibility. Bonds must be posted prior to final plat recording. Customer shall notify the civil reviewer once all bonds have been

posted.

Question: Why do civil engineering plans have to be approved before final plat approval?

Answer: The City of Phoenix Subdivision Ordinance requires that all civil engineering plans be approved and a certificate of approval for engineering plans (Final Plat Memo TRT 00237) be received by the City Clerk prior to recording of the final plat (Phoenix City Code Chapter 32, Section 32-21.B). This is to ensure that all right-of-way dedicated to the City is improved as required by the Subdivision Ordinance.

Question: Can the ownership be changed on the final plat after PDD approval but before recordation?

Answer: Yes, however, new originals and copies will be required. The document will be rescheduled for PDD approval with an administrative fee of \$630** (Customer must work with civil reviewer for approval to initiate this process).

Question: When does a final plat expire?

Answer: A final plat will expire if bonds are not posted within 90 days of PDD approval (Sec. 32-19.B). Per PCC 32-21 C.1, they can request an extension not to exceed 90 days.

Question: How current must a Phase I report be at the time of final plat recordation?

Answer: A Phase I Environmental Assessment Report must be sealed within 180 days of final plat recordation.

Question: What can I do if I haven't posted bonds within the 90 days of PDD approval and my plat is expiring?

Answer: 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 no more than 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).

Question: What can I do if the one-time extension has expired and no bonds have been posted?

Answer: If no changes have been made to the final plat, the original document will be rescheduled for PDD 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