

SUBDIVISION PLAT APPLICATION

CHECK ONE: PRELIMINARY OR FINAL OR FINAL PLAT AMENDMENT

SECTION I: PROPERTY OWNER(S)

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

***If more than one owner, attach additional sheet with names, addresses and signatures as requested below.**

SECTION II: PROJECT ENGINEER/ PLANNER INFORMATION & PRIMARY CONTACT INFORMATION

Applicant Name and Firm: _____

Affiliation with Project: _____

Mailing Address: _____

Phone: _____ Fax: _____

Primary Contact Name and Firm: _____

Affiliation with project: _____

Phone: _____ Fax: _____

Email: _____

SECTION III: PROPERTY

Name of Subdivision (recording name & sales name if different): _____

General Location: _____

Assessor's Parcel Number: _____

Legal Description (Section, Township & Range): _____

OFFICE USE ONLY

PAD/Zoning Case #:	SUB Case #:
Date of Submittal:	Received by:
Fees:	Receipt #:
Preliminary Plat hearing date:	Action taken:

Preliminary Plat Process and Submittal Checklist

Detailed description of Platting Procedures & Requirements
 Stages 1 through 6 can be found in the City Code, Chapter 14,
 Subdivision Regulations in Article 14-4

Process:

Preliminary Plat (Pre-Plat)	Stage 1: Pre-Application Meeting - Concept submitted, staff schedules meeting to give preliminary comments and advise on the rest of the process Up to 2 weeks of review before meeting
	Stage 2: Preliminary Plat Application – <i>Submittal Checklist offered below</i> Review time lines outline in separate document
	Stage 3: Technical Advisory Committee (TAC) – City forwards all submittal information to appropriate agencies followed by a meeting with the applicant to receive comments from the City and TAC members. Once revised to address TAC comments (multiple revised submittals will delay the process), the Pre-Plat is to be considered by the Planning & Zoning Commission.
	Stage 4: Preliminary Plat Approval – With re-submittal and TAC review completed, the Commission will hold a “preview meeting” (discussion, no action) followed by a Commission hearing whereby the Commission may approve, approve with conditions, table pending revisions, or deny the application. If approved, approval is subject to expiration dates and extensions outlined in §14-4-5 of the Subdivision Ordinance (Chapter 14 of City Codes).
Final Plat Process and Submittal Checklist as separate document	
Final Plat	Stage 5: Final Plat and Improvement Plan Approval – Final design of the subdivision with engineered public improvements, final reports. Final Plat approval requires City Council action. <i>Submittal Checklist found in “Final Plat Process and Submittal Checklist”</i>
	Stage 6: Recordation of Plat – Upon approval and receipt of all required documents and fees, the City shall cause the final plat to be recorded with the County.

Submittal Checklist (PDF version required of all items, unless noted):

- Application (no PDF required)
 - Fee as noted on application by submittal type
- Pre-Application Determination (typically a copy of staff-provided comments)
- If within M.P.D. or P.A.D., provide copies of:
 - 4 - Site plan with conditions/stipulations from approval
 - 4 - Zoning table (and other descriptive documentation, as needed)
 - 2 - Residential Design Guidelines, as approved

Preliminary Plat Process and Submittal Checklist

- 6 – Preliminary Plat (24 x 36) with:
 - Proposed name clearly indicated (to be retained through Final Plat)
 - Name, address, phone number, and seal of Reg. Land Surveyor
 - Name, address, and phone number of developer
 - Scale, North point, date of preparation & any subsequent revision dates
 - Location map showing relation to arterial and collector streets
 - Surveyed boundaries
 - Not Phased OR Phased and indicated phasing on Preliminary Plat
 - 3 – Title Report (within 60 days)
 - 4 – ALTA Survey (within 90 days)
 - 3 – Phase 1 Environmental Report
 - 3 – Closure Calculations
 - 1 – Street Name List
 - 2 – Draft of CC&Rs
 - 2 – Utility “will serve” letter
 - 1 – Owner Authorization
 - 1 – Notarized letter of Intent for Improvement(s)
- See Article 14-7 of Subdivision Ordinance for details regarding:
- 2 – Landscape/Open Space Concepts
 - 3 – Pre-Drainage Report *w/ Reg. Engineer Seal*
 - 3 – Soils Report *w/ Reg. Engineer Seal*
 - 3 – Traffic Study *w/ Reg. Engineer Seal*

Final Plat Process and Submittal Checklist

Detailed description of Platting Procedures & Requirements
 Stages 1 through 6 can be found in the City Code, Chapter 14,
 Subdivision Regulations in Article 14-4

Process:

Preliminary Plat (Pre-Plat)	Stage 1: Pre-Application Meeting - Concept submitted, staff schedules meeting to give preliminary comments and advise on the rest of the process Up to 2 weeks of review before meeting
	Stage 2: Preliminary Plat Application – <i>Submittal Checklist offered below</i> Review time lines outline in separate document
	Stage 3: Technical Advisory Committee (TAC) – City forwards all submittal information to appropriate agencies followed by a meeting with the applicant to receive comments from the City and TAC members. Once revised to address TAC comments (multiple revised submittals will delay the process), the Pre-Plat is to be considered by the Planning & Zoning Commission.
	Stage 4: Preliminary Plat Approval – With re-submittal and TAC review completed, the Commission will hold a “preview meeting” (discussion, no action) followed by a Commission hearing whereby the Commission may approve, approve with conditions, table pending revisions, or deny the application. If approved, approval is subject to expiration dates and extensions outlined in §14-4-5 of the Subdivision Ordinance (Chapter 14 of City Codes).
Final Plat Process and Submittal Checklist	
Final Plat	Stage 5: Final Plat and Improvement Plan Approval – Final design of the subdivision with engineered public improvements, final reports. Final Plat approval requires City Council action. <i>Submittal Checklist found in “Final Plat Process and Submittal Checklist”</i>
	Stage 6: Recordation of Plat – Upon approval and receipt of all required documents and fees, the City shall cause the final plat to be recorded with the County.

Submittal Checklist (PDF version required of all items, unless noted):

- Application (no PDF required)
 - Fee as noted on application by submittal type
- If within M.P.D. or P.A.D., provide copies of Council approved:
 - 4 - Site plan with conditions/stipulations from approval
 - 4 - Zoning table (and other descriptive documentation, as needed)
 - 2 - Residential Design Guidelines, as approved
- 5 – Preliminary Plat (24 x 36) as approved by Council

Final Plat Process and Submittal Checklist

- 6 – Final Plat (24 x 36) with:
 - Names clearly indicated, as approved in Preliminary Plat
 - Name, address, phone number, and seal of Reg. Land Surveyor
 - Name, address, and phone number of developer/owner
 - Scale, North point, date of preparation & any subsequent revision dates
 - Location map showing relation to arterial and collector streets
 - Surveyed boundaries
 - Mylars (P.M.T.)
 - 1 - 24" x 36" Final Plat as to be recorded
 - 1 - 11" x 17" Final landscape, recreation and open space plans
 - 3 – Title Report (within 60 days)
 - 4 – ALTA Survey (within 90 days)
 - 3 – Closure Calculations (both paper copy and .dwg file versions)
 - 2 – CC&Rs/Deed Restrictions
 - 3 – Utility “will serve” letter (utility approval/clearance letter)
 - 1 – Owner Authorization
 - 3 – Construction Schedule & Cost Estimate
 - 3 – Assured Water Supply
- See Article 14-7 of Subdivision Ordinance for details regarding:
- 3 – Final Drainage Report *w/ Reg. Engineer Seal*
 - 3 – Water Analysis Report
 - 3 – Sewer Analysis Report
 - 3 – Final Soils Report *w/ Reg. Engineer Seal* (if revised from original)
 - 3 – Final Traffic Report *w/ Reg. Engineer Seal* (if revised from original)
 - 1 – Assurance of Construction (see §14-7-5)
- Improvement Plans:
- 3 – Grading & Drainage Plans
 - 3 – Water & Sewer Plans
 - 5 – Street Lights & Landscaping Plans (include fencing/walls with themes)

PLANNING & ZONING DIVISION

Note: Development Services general email, devservices@maricopa-az.gov

Pursuant to ARS 9-835, the City establishes overall permitting time frames during which the City will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extension's shall not exceed 25% of the overall time frame.

Please note: These are projected time frames only and may change due to workload and staffing considerations

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Design Review Application	10 days	30 days	40 days
Temporary Use Permit Application	10 days	20 days	30 days
Minor Land Division Application	10 days	10 days	20 days
Sign Permit Application	10 days	10 days	20 days
Lot Split / Lot line Adjustment Application	10 days	20 days	30 days
Temporary Sign Permit Application	5 days	5 days	10 days

PLANNING & ZONING DIVISION

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Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Variance Application	10 days	20 days	30 days
Conditional Use Permit Application	10 days	35 days	45 days
Zone Change Application	30 days	60 days	90 days
Zoning Text Amendment Application	10 days	10 days	20 days
Zoning Permit (Clearance) Application	10 days	10 days	20 days
Annexation Application	10 days	10 days	20 days
Development Review Permit Application (MAJOR)	10 days	35 days	45 days
Development Review Permit Application (MINOR)	10 days	20 days	30 days
Major/Minor General Plan Amendment Application	30 days	60 days	90 days
Comprehensive Sign Plan Application	10 days	25 days	35 days
Planned Area Development Application	30 days	60 days	90 days

PLANNING & ZONING DIVISION

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Preliminary Plat Application	30 days	60 days	90 days
Preliminary Plat Extension Application	10 days	20 days	30 days
Final Plat Application	30 days	60 days	90 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

*The City may request additional information or corrections to the application in lieu of denying the request. In this event, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the municipality receives the additional information from the applicant.

PERMIT & LICENSE APPLICATION PROCESS

1 Customer receives application, Bill of Rights, Time Frames & Checklists online or at City Hall

2 Customer submits complete Application and Fees to Front Counter Representative

3 Front Counter Rep. reviews for initial completeness prior to receiving, then emails reviewing staff of Administrative Review expiration.

4a City accepts application & provides Substantive Review within overall time frame

or

4b City rejects incomplete application w/in Administrative Review time frame - notice of deficiencies issued to applicant

5a City approves application and issues electronic or written approval to applicant

or

5b City denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur w/in 25% of the overall time frame

6 City issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justifications for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

A.R.S. § 11-1602: REGULATORY BILL OF RIGHTS

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 11-1603 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 11-1604.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 11-1605 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
 - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 11-1605.
 - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 11-1605.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 11-1606.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 11-1607.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 11-1604.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 11-1602.