



Planning & Development Department
**ELECTRONIC DOCUMENT REVIEW (EDR)
FINAL PLAT APPLICATION PACKET**

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DEADLINE DATES AND BOARD OF SUPERVISORS HEARING DATES

The EDR Final Plat & Infrastructure Permit application packet is to be utilized for Electronic Document Review only. The required application forms and plat must be converted into Adobe PDF documents for application submittal. See the Final Plat EDR User Guide for additional information on the on-line application process available on the On-line Permit Manager.

Notes:

As of December 31, 2012, all Plan of Development applications are subject to ARS §1605.

- As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2.

The Maricopa County Environmental Services Department (MCESD) - Approval to Construct (ATC) application is also a requirement for Final Plats/Infrastructure Permits. This document can be obtained at MCESD and the ATC is to be submitted directly at MCESD. 1001 N. Central Avenue., Suite 201, Phoenix, AZ 85004 - Telephone: (602) 506-1058.

The Maricopa County Environmental Services Stormwater Quality Program – Submittal of Stormwater Pre-Construction Application may be required. Please check the Stormwater Quality website for details on requirements. Applications can be obtained at MCESD and submitted directly at 1001 N. Central Avenue, Suite 300, Phoenix, AZ 85004 – Telephone: (602) 506-5557. <http://www.maricopa.gov/EnvSvc/QC/StormWater/>



Planning & Development Department FINAL PLAT PROCESS



A SUBDIVISION, is defined by ARS §32-2101. Any subdivision within the unincorporated area of Maricopa County must be approved by the Board of Supervisors prior to being recorded. An application for a Final Plat and Infrastructure Permit can be filed with the Planning and Development Department with paper submittal or via the On-line Permit Manager with the new Electronic Document Review (EDR) process. Please note that applications must be complete. Intake may reject incomplete applications. A pre-application meeting discussing the submittal requirements is required and a pre-submittal meeting documenting the required submittal documents is recommended.

ARS § 1605 PROCESS

After the Preliminary Plat is approved, the owner or authorized agent may submit the Final Plat and related Infrastructure Plans to the Planning and Development Department. The Final Plat must meet the requirements set forth by the Planning and Zoning Commission, the Maricopa County Subdivision Regulations, and be in substantial compliance with the approved Preliminary Plat. The Final Plat and Infrastructure Permit will be reviewed by Maricopa County Departments of Transportation, Environmental Services, Stormwater Quality, Library, Parks and Recreation, Flood Control District, Drainage Review, Addressing, Building Plan Review, Comprehensive Planning, and Current Planning. The Final Plat may also be routed electronically to applicable fire department, any town or city within three miles of the site of the plat, and other interested parties. These reviewing agencies may require additional information in order to review the Final Plat.

As of September 13, 2013, both the Final Plat and Infrastructure Permit process shall be subject ARS § 1605, a State statute that mandates establishment of timeframes to either approve or deny a "license" as defined by the statute. The full statute may be viewed at:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>

The statute sets up two types of review timeframes: Administrative and Substantive. The Board of Supervisors (BOS) through the P-30 Licensing Timeframes Ordinance has adopted a 90 (working) day administrative

timeframe and a 180 (working) day substantive timeframe for Final Plats and Infrastructure Permits (Subdivision). These are separate applications with separate timeframes. An application related to a residential use is not subject to the statute.

An application that is part of a design build project may establish a negotiated timeframe process during the pre-application meeting.

Administrative Review Period

The statutes allow for multiple reviews during the administrative review period.

Substantive Review Period

Only one review is allowed for the substantive review period. The County can amend the substantive review comments to address legal requirements not identified on the original substantive review comments.

After receipt of the concurrent submittal of both the Final Plat and the Infrastructure Permit, the statutory review process differs. Whereas the Infrastructure Permit is deemed administratively complete at acceptance of submittal, after receipt of a Final Plat application, the administrative review period begins and Planning will review for administrative completeness. The applicant will receive a formal response from their assigned planner and may be required to submit additional information. Once Final Plat administrative comments have been given to the applicant, the timeframe clock will stop and will resume upon resubmittal of the Final Plat application materials. Once the application is deemed administratively complete, the planner will formally notify the applicant and One Stop Shop (OSS) agencies that the Final Plat has entered the substantive review period. At this time the Final Plat substantive review will commence and the Final Plat substantive timeframe clock stops from receipt of comments until the applicant makes a formal resubmittal.

****Note:** The Infrastructure Permit is on a separate review and substantive timeframe clock. A Infrastructure Permit combined review will be provided to the applicant separately from the Final Plat review comments at which point the Infrastructure Permit Substantive timeframe clock will stop.

At any time during the process, an applicant can check the status of their applications by viewing the Online Permit Manager on the Planning and Developments website:

<http://www.maricopa.gov/1992/Online-Permit-Manager>

The applicant's assigned planner can also be utilized as a resource for checking the status of the applications. If at any time comments are given to the applicant, a notation will be made as to the administrative or substantive timeframe remaining which will not resume until a resubmittal is made. **Note:** It is very important to return the planner's comment memo upon resubmittal so that the appropriate statutory timeframe can resume.

Depending on the comments received, the application materials may need revisions. The applicant must submit revised materials for both the Final Plat and Infrastructure Permit, reflecting the comments. Revised materials to the appropriate agencies will be electronically submitted to reviewing agencies for review/comment. The applicant's resubmittal must meet the County's technical requirement or it will be denied.

BOARD OF SUPERVISORS (BOS)

When the reviewing County agencies have deemed that substantive review is complete for both the Final Plat and related Infrastructure Permit and surety has been posted, the Final Plat will be scheduled for a Board of Supervisors hearing date and the statutory clock will stop. The applicant will be directed by the assigned Planner to obtain property owner signatures on one (1) set of mylars. These mylars will then be submitted to the Planner who will obtain signatures from Planning and Development, Assessor's and Treasurer's offices. Please note, a later BOS date may be necessary if signatures are delayed or not obtained.

POST-BOS ACTIVITY

After the BOS approves and signs the Final Plat, it is transmitted by the Planning and Development Department to the County Recorder's Office. After recordation, the applicant will be contacted by their assigned Planner and informed that the Final Plat is ready for pick-up. The applicant will pay applicable recording fees and receive the recorded Final Plat mylars. The applicant will then resubmit two (2) full-size folded paper copies of the recorded final plat to the planner with completed plan revision sheet as an "Addendum" including project name and tracking number. Failure to submit the Addendum as required, shall delay the approval of the Infrastructure Permit. OSS Quality Control will notify the contact person upon approval of the related Infrastructure Permit and the payment of fees will authorize the permit to be issued.



**Planning & Development
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ELECTRONIC DOCUMENT REVIEW (EDR)
FINAL PLAT APPLICATION CHECKLIST**



EDR Applications submitted to the Maricopa County Planning & Development Department shall include all of the exhibits and information listed in this checklist. Applications will not be accepted for processing until the following information has been provided. **Application(s) determined to be incomplete shall not be processed by staff.**

REQUIRED MEETINGS PRIOR TO FINAL PLAT AND SUBDIVISION GRADING & INFRASTRUCTURE PERMIT(S) SUBMITTAL

1. PRE-APPLICATION MEETING

___ **One (1)** copy of the pre-application meeting form.

EDR FINAL PLAT CHECKLIST

2. APPLICATION MATERIALS:

- ___ Copy of the Pre-application meeting form – **1 copy**
- ___ Final Plat application form - **1 copy**
- ___ Letter addressed to Board of Supervisors with the following information: **1 copy**
Request for approval, name and address of subdivider, party responsible for preparing the plat and verification of Final Plat submittal to cities or towns within three (3) miles of plat.
- ___ Copy of Certificate of 100 – Year Assured Water Supply from Arizona Department of Water resources (**1 copy** – optional with initial application submittal, required prior to scheduling for Board of Supervisors).
- ___ Recorded deed (unofficial copy is acceptable)- **1 copy**

3. FINAL PLAT INFORMATION: Please see Maricopa County Subdivision Regulations for additional requirements. **Provide One (1) copy** of large-scale plans (not to exceed 24" x 36" in size).

- ___ Date of plat and subsequent revision dates
- ___ Vicinity map with location of plat
- ___ Include Index sheet with small scale map.
- ___ Name, address, phone and fax numbers of the property owner, developer/sub divider, Engineer/Surveyor, etc.
- ___ Identification of Plat by name, location by section, township, range and county, legal description, zoning district, and case number
- ___ Provide plat specific plan legend. The legend shall include all linework, hatching, abbreviation and symbols used. Do not include items not shown on plat.
- ___ Excepted parcels accurately described by bearings and distances
- ___ Add the following under a **NOTES** section on the coversheet of the Final Plat
 - ___ • This site consists of a total of ___ lots, ___ tracts, and ___ parcels in the _____ zoning district.
 - ___ • Final Plat is in substantial conformance with the Preliminary Plat case number _____. *If the Plat is not in substantial conformance with the Preliminary Plat, state the reasons for modification/changes with the Final Plat.*
 - ___ • There shall be no further division of land or delineation of parcels within the area of this Subdivision Plat without approval by the Board of Supervisors.
 - ___ • This subdivision was issued a Certificate of Assured Water Supply by the Arizona Department of Water Resources on _____, ADWR Certificate Number _____. This subdivision will be served by the _____ Water Company.



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- ___ • Fire protection for this subdivision will be served by _____. A 'will serve' letter dated _____ has been received from _____.
- ___ • Development and use of this site will conform to all applicable Maricopa County Codes and Ordinances.
- ___ • All new and relocated utilities shall be placed underground.
- ___ • All roads, private or public shall be designed and constructed to minimum County standards. The appropriate roadway dedication(s) shall be contained on the plat.
- **Where all streets are public include the following dedication on the plat:**
All streets identified on this plat are hereby dedicated to Maricopa County so that upon recordation of this plat, the fee of the streets reserved to the use of the public vests in trust to Maricopa County for the uses and to the extent depicted on the plat. Approval of a plat shall not be deemed to constitute or effect an acceptance by the County for designation of any street into the County maintenance system. However, at the time the streets are fully completed in accordance with the approved plat and written specifications made by the Maricopa County Board of Supervisors, the County shall accept the streets into the County maintenance system within one year of completion.
- **Where internal streets are private but perimeter streets are public include the following dedication on the plat:**
The streets identified on this plat as _____ [insert names of appropriate (perimeter) streets] are hereby dedicated to Maricopa County so that upon recordation of this plat, the fee of said streets reserved to the use of the public vests in trust to Maricopa County for the uses and to the extent depicted on the plat. Approval of a plat shall not be deemed to constitute or effect an acceptance by the County for designation of any street into the County maintenance system. However, at the time said streets are fully completed in accordance with the approved plat and written specifications made by the Maricopa County Board of Supervisors, the County shall accept the streets into the County maintenance system within one year of completion.

The streets identified on this plat as _____ [insert names of appropriate (private/internal) streets] within Tract(s) ____ are and shall remain private streets and all obligations related to said streets, including but not limited to maintenance, shall rest with the fee title holder of said streets.
- **Where all streets are private streets include the following dedication on the plat:**
The streets identified on this plat as _____ [insert names of appropriate private streets] within Tract(s) ____ are and shall remain private streets and all obligations related to said streets, including but not limited to maintenance, shall rest with the fee title holder of said streets.
- **Where some or all of the perimeter streets are within other jurisdictions include the following dedication on the plat:**
The street(s) identified on this plat as _____ [insert name(s) of appropriate street(s)] is (are) hereby dedicated to <INSERT NAME OF CITY OR TOWN> so that upon recordation of this plat, the fee of the streets vests in trust to <INSERT NAME OF CITY OR TOWN> for the uses and to the extent depicted on the plat.



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- ___ • No structure of any kind shall be constructed or any vegetation to be planted or be allowed to grow within any drainage easements which would impede the flow of water over, under or through the easement.
 - ___ • All new landscape improvements installed by this subdivision within County Right-of-Way shall comply with MCDOT Roadway Design Manual and be maintained by the _____ Homeowners Association.
 - ___ • The _____ Homeowners Association shall be responsible for the maintenance and upkeep of all landscaping and drainage facilities within tracts and easement as dedicated on said plat.
 - ___ • All outdoor lighting will conform to the provisions of Section 1112 of the Maricopa County Zoning Ordinance.
 - ___ • Ingress/egress access and maintenance rights shall be granted to Maricopa County for all tracts dedicated on said plat for the purpose of inspection and maintenance of public drainage facilities adjacent to or within said tracts.
- ___ Boundary of parcel(s) to be subdivided fully balanced and closed. Provide signed and sealed surveyor's Boundary Closure Report.
- ___ Corners noted and monuments found or set indicated; excluded tracts indicated
- ___ Location and description of cardinal points to which all dimensions, angles, bearings, and similar data shall be referenced. Each of two corners shall be tied to separate section or quarter section corners
- ___ North arrow and scale (written and graphic). Scale no more than 100 feet to inch
- ___ If applicable - Identification of UPD characteristics, including a table comparing the base zoning district standards to the proposed UPD standards (see example in Zone Change packet).
- ___ Tables containing each lot, tract/parcel by number, width, area and use (tracts only). If on separate sheet, must be sealed and signed by preparer of plat; identify all changes made from preliminary plat by footnote. See sample tables below, provide Excel files of tables as part of the electronic copies.

Lot Tract Table				
Lot #	Sq. Ft.	Acres	Width	Zoning District
1				
2 *				
TOTAL			-	-

* Lots that changed in width, size, number from the approved Preliminary Plat Case Number: _____.

Tracts/Parcel Table			
Tract	Sq. Ft.	Acres	Use
Tract A			
Tract B			
Parcel 1			
TOTAL			-

Site Summary Table		
	Square Feet	Acreage
Gross Acreage		
Total Lots Acreage		
Total Tracts Acreage		
Total Parcels Acreage		
Total Right-of-way Acreage		
Net (Gross Minus Right-of-way)		



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 Deputy County Assessor Date

___ iii. **CERTIFICATION OF COUNTY TREASURER**

I, the undersigned, as a Deputy County Treasurer, Maricopa County, Arizona, do hereby certify that as of this date the records of this office reflect that there are no tax liens on any of the parcels comprising the plat, as listed in the Assessor's Certification with the following exceptions: _____.

 Deputy County Treasurer Date

___ iv. Space for approval by the Board of Supervisors under the signature of the Chairman of the Board, and attested to by the Clerk of the Board

BOARD OF SUPERVISORS

Approved by the Board of Supervisors of Maricopa County, Arizona on this ____ day of ____ 20__.

 Chairman of the Board Attested by: _____
 Clerk of the Board

___ v. Blank space (up to 2" x 4") on each plat sheet for Maricopa County Recorder's Office to place Recordation information sticker.

4. NARRATIVE REPORT: (Brief explanation of the project. **1 copy** – 8½" x 11" paper. Underlined wording indicates a section heading.)

- ___ A. Title Page – include project name, general location, case/tracking # and vicinity map
- ___ B. Purpose of Request
- ___ C. Description of Proposal
- ___ D. Relationship to Surrounding Properties
- ___ E. Location and Accessibility
- ___ F. Circulation System (on & off-site) – include proposed improvements or dedications
- ___ G. Development Schedule (phasing)
- ___ H. Community Facilities and Services (school district, parks, amenities, etc.)
- ___ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- ___ J. Attach copy of the Notice of Intent of (NOI) for Stormwater Discharges



5. FINAL PLAT FEES

Final Plat Application Fees (due at initial EDR application submittal):

___ A. Planning Review Fee:

Final Plat \$40 per lot, tract, or parcel (\$1000 min., \$10,000 max.)

Change to an application for a license in progress - **\$50**

For an application to be added to an application for a license in progress - **\$50**

To re-initiate application for a license administratively denied due to time (within 180 days) - **\$50**

Appeal of administrative denial of a license due to time (within 30 days) - **\$150**

No application shall be scheduled for hearing by the Board of Supervisors unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors.

See Maricopa County Subdivision Regulations (MCSR), Chapter 4 –
(www.maricopa.gov/planning)

___ B. Addressing Review Fee - \$10 per lot.

___ C. Maricopa County Department of Transportation (MCDOT) Review Fee - \$100.

___ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225.

___ E. Drainage Review Fee:

\$1,000 + \$25 per acre

Maximum of \$10,000

___ F. Recording fees are due after Final Plat recordation.



Subdivision Surety Bond Requirements:

A subdivision surety will be required to be posted prior to approval of Final Plat and subdivision infrastructure permits.

1. Surety amount will be based on approved engineer's cost estimate for the subdivision infrastructure improvements. Cost Estimate will be requested by County Engineering reviewers as part of the infrastructure plan review process, typically after plans are in substantial conformance and ready for approval.
2. Engineer's cost estimate shall be signed and sealed by an Arizona registered Civil Engineer.
3. Surety may be provided in the form of cash/check or performance bond.
4. If a performance bond will be used, a fully executed copy of the bond must be submitted for review and approval first, prior to posting of the bond. All performance bond forms will be reviewed and approved by Maricopa County Attorney's Office (MCAO). A copy of the County standard performance bond form is available for download on MCDOT website.

<http://www.mcdot.maricopa.gov/DocumentCenter/View/357>

Any modification to the standard County form or submittal of alternate forms will require additional review time.

6. APPROVAL TO CONSTRUCT (ATC) – MARICOPA COUNTY ENVIRONMENTAL SERVICES (MCESD)

The following documents are to be submitted directly to Maricopa County Environmental Services – Subdivision Infrastructure and Planning Program:

- Cover/Transmittal Page for MCESD Projects
- ATC Fees
- Approval to Construction application (1 copy)
- Full size set of plans with each page sealed and signed by Engineer (1 set)
- Water Design Report – Water project only (must be sealed and signed by registered Engineer)
- Sewer Design Report – Sewer projects only (must be sealed and signed by registered Engineer)
- Sewer Capacity Letter – must be issued by the sewer utility provider, NOT the Engineer

ATC packet can be downloaded at the following web address:

<http://www.maricopa.gov/2596/Approval-to-Construct>

Submit ATC directly to MCESD at Planning and Development

501 N. 44th Street, Suite 200
 Phoenix, Arizona 85008
 Telephone: 602-506-6160

7. MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development:	(602) 506-3301
Planning Engineering (Drainage, Flood Control and Transportation - MCDOT)	(602) 506-3301
Addressing:	(602) 506-3301
Environmental Services (MCESD):	(602) 506-1058
Stormwater Quality Program:	(602) 506-5557
Assessor:	(602) 506-3406
Recorder:	(602) 506-3535
Treasurer:	(602) 506-8511



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Map Recordation Criteria checklist can be obtained from the **Maricopa County Recorder's Office**.
<https://recorder.maricopa.gov/site/maprecordation.aspx>

Map Recordation Criteria for Subdivisions:

- 24" x 36" on Polyester or Linen (Mylar) per ARS §11-481B – original map
- Title Section with type of plat, name of subdivision, description by section, township & range, name of owner of record.
- Seal and Signature – All seals and signatures must be originals and in black ink to ensure reproduction.
- Legibility – all maps must be legible to reproduce legibility.
- Drawn to accurate scale with at least 11 point type with left margin of 2 inches.
- Approvals by governing body of County with original signatures per ARS §9-475; ARS §9-478



Planning & Development Department



FINAL PLAT APPLICATION

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

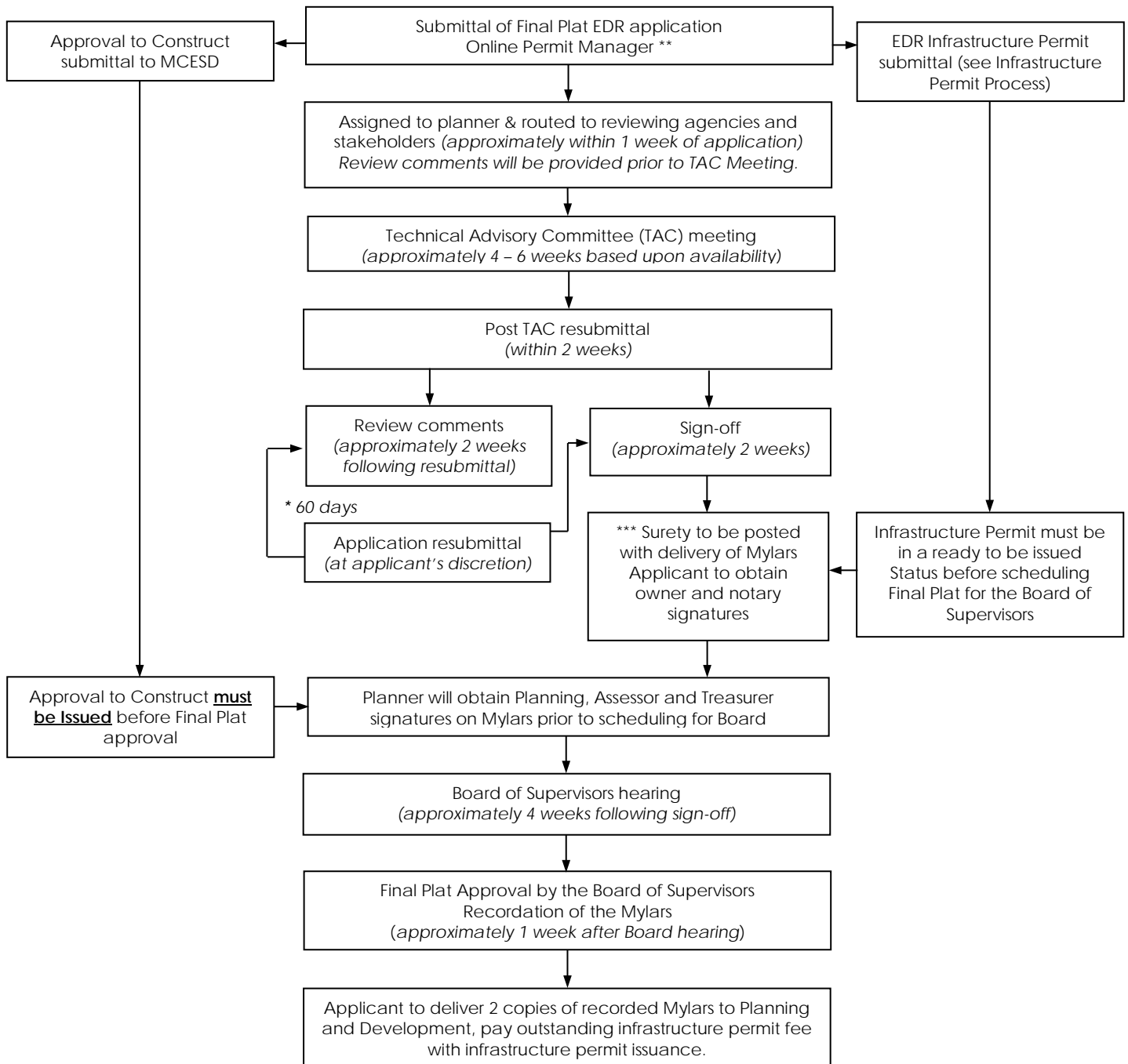
Form with sections: REQUEST, PROPERTY INFORMATION, OWNER'S AUTHORIZED AGENT INFORMATION, PROPERTY OWNER INFORMATION, PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION, INSPECTIONS, PROPOSITION 207 WAIVER, VERIFICATION OF APPLICATION INFORMATION, ARS § 1605 TIMEFRAME EXTENSION.



Planning & Development Department



FINAL PLAT PROCESS AND TIMEFRAME



- * Approximate Final Plat timeframe of 5 months.
- ** Concurrent review of related subdivision grading & infrastructure permit may delay Final Plat timeframe.
- *** See Final Plat Checklist for Surety Bond Requirements.



PLANNING & DEVELOPMENT
DEPARTMENT



2019 BOARD OF SUPERVISOR DATES AND DEADLINES

Scheduling Deadline Date for BOS	BOS Hearing Date
December 13, 2018	January 16, 2019
January 3, 2019	January 30, 2019
January 17, 2019	February 13, 2019
January 31, 2019	February 27, 2019
February 14, 2019	March 13, 2019
February 28, 2019	March 27, 2019
March 14, 2019	April 10, 2019
March 28, 2019	April 24, 2019
April 11, 2019	May 8, 2019
April 25, 2019	May 22, 2019
May 16, 2019	June 12, 2019
May 30, 2019	June 26, 2019
June 13, 2019	July 31, 2019
July 25, 2019	August 21, 2019
August 8, 2019	September 4, 2019
August 22, 2019	September 18, 2019
September 12, 2019	October 9, 2019
September 26, 2019	October 23, 2019
October 10, 2019	November 6, 2019
October 24, 2019	November 20, 2019
November 7, 2019	December 11, 2019

Deadline dates to schedule Final Plat for the Board of Supervisors agenda (no exceptions on the Deadline Dates). The following items must be completed:

1. **Infrastructure Permit** must be in a ready to be issued status.
2. **Surety/Bonding/Assurances** must be submitted to Planning and Development
3. **Signatures on the mylars** by Planning and Development, Assessor’s Office and Treasurer’s Office.