

**Maricopa County Real Estate Department**  
**Map and Legal Description Requirements for**  
**Use of Maricopa County Land**

***This is a GUIDE. Additional information beyond the items listed below may be requested.***

This guide is for proposed uses of Maricopa County (County) land for thirty (30) days or more.

If it is determined that a parcel will be sold, and/or a land right (i.e. an easement, lease, or license) will be issued/reserved/granted on a parcel, in addition to obtaining any permits required by other County Departments,, the applicant must provide written legal description(s) and map exhibit(s) of the County area(s) that will be: (1) sold; and/or (2) subject to the proposed easement(s); and/or (3) leased to the applicant. Depending on the proposed use, the applicant may also be required to separately describe and map any access (ingress/egress) and/or temporary construction area(s) (TCA). Legal description(s) and map exhibit(s) shall follow the requirements set forth below.

**I. LEGAL DESCRIPTION REQUIREMENTS**

Legal descriptions shall be prepared in accordance with the current published version of the Arizona Boundary Survey Minimum Standards, including the items listed below:

- a. Formatted to fit on 8½" x11" (Letter) size paper
- b. Font size shall be 10 point minimum
- c. Margins shall be in accordance with Arizona Revised Statute (A.R.S.) § 11-480
- d. A minimum of two (2) section corner monuments shall be utilized for the basis of bearing for strip, metes, or metes and bounds descriptions
- e. A lot closure report shall be submitted for metes or metes and bounds legal descriptions. Said report shall, at a minimum, include the parcel geometric data as well as coordinates at each vertex, area, and linear error of closure.
- f. Calculated area(s) of the parcel to be sold, and/or the areas within the easement, lease, access, and/or TCA shall be shown on both the written description and map exhibit
- g. Applicant permit number and project name (if any)
- h. Registered Land Surveyor (RLS) seal

**II. MAP EXHIBIT REQUIREMENTS**

Map exhibits shall be prepared in accordance with the items listed below:

1. Formatted to fit on 8 ½" x11" (Letter) size paper and drawn to a standard scale
2. Font size shall be 10 point minimum
3. Margins shall be in accordance with A.R.S. § 11-480

**Maricopa County Real Estate Department**

**Map and Legal Description Requirements for  
Use of Maricopa County Land**

**MAP EXHIBIT REQUIREMENTS (continued)**

4. The point of commencement, point of beginning or true point of beginning, and point of termination (strip descriptions), shall be shown
5. The basis-of-bearings shall be shown
6. Bearings and distances or curve geometry shall be shown for all tie lines/curves between the point of commencement and point of beginning
7. Bearings and distances or curve geometry shall be shown for all lines/curves of the area described in the legal description (radial lines and/or chord bearing and chord distance shown for non-tangent curves, in addition to standard curve geometry information)
8. Monuments or lines controlling the boundary of the legal description shall be shown and labeled
9. Assessor parcel numbers, lot numbers, subdivision names, and street names shall be shown
10. County parcel number(s) and property/right of way lines
11. Thick bold lines shall be shown for the boundary of the area described in the legal description (shaded linework (grayscale) is not acceptable)
12. The entire area described in the legal description shall be depicted on the exhibit. If the entire area cannot be depicted legibly at a reasonable scale, break lines may be used, or larger scale mapping may be utilized together with match lines to depict the area
13. Area in square feet and acres shall be shown for the area described in the written legal description
14. Maricopa County Recorder's Office recording information shall be shown for existing easements, adjacent properties (show APN as well if applicable) and road right of way shown on the exhibit
15. North arrow
16. Graphic scale
17. Legend or callouts to specific line types and/or symbols
18. List of abbreviations
19. Applicant permit number and project name (if any)
20. RLS seal