



Site Development

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Project#: _____

Submittal Date: _____

For Office Use Only

Final Plat Submittal Checklist

Project Name: _____

____ Submittal Application

____ Review Fee (Refer To Engineering Fee Schedule)

____ 10 Full Size Copies Of Plat Map (Folded To 8 ½" X 11")

____ 1 Half Size (11x17) Of Plat Map

____ Current A.L.T.A. Survey

____ Current Title Report (Within 30 Days)

____ 8 ½" X 11" Legal Description Of The Plat Boundary

____ Closure Report (Individual Lots And Overall Boundary)

____ Copy Of Approved Preliminary Plat Or Site Plan (11" X 17")
(If The Preliminary Plat Is Over One Year Old, The Final Plat Will Not Be Accepted)

____ Certificate Of Assured Water Supply (Private Water Utility Only)

____ 404 Certification Form

NOTE: If the final plat is being submitted with Civil Improvement drawings, some items listed above may be on the Civil Improvement Submittal Checklist. It is not necessary to submit those items twice.



Site Development *Final Plat Process Guide*

I. Introduction

The Engineering Department, Development Division is providing the following information to aid applicants processing a Final Plat map within the City of Peoria. Additional technical information may be obtained by contacting the City at (623) 773-7600.

This information is intended to be a guide for the map preparation.

II. Final Plat Division Process

The final plat approval process is generally intended to ensure that the proposed division of land will result in lots which meet the minimum area and width requirements of the Zoning Ordinance, produce a legally recognized land division, and that the required rights-of-way and easement dedications are made.

A final plat will be required when the number of proposed lots exceeds three; the division of land occurring after October 23, 1996 exceeds three lots; or land divided after annexation into the City of Peoria exceeds three lots (Ordinance 02-91, MCR Doc. No. 02-1191193).

The Final Plat approval process requires the approval of the City Council.

The process for Final Plat approval is summarized as follows:

- Submittal of the Final Plat Application and associated review fees.
- Staff will review the application and comments will be forwarded to the applicant.
- Applicant revises the map, if necessary, and re-submits for review/approval. Staff will review the re-submittal.
- After all comments on the application have been addressed, City staff will schedule the Final Plat for a Council meeting. After the Final Plat has been approved by City Council, and recording fees have been paid, it will be signed by the City and forwarded to the County Recorder's Office for recording.

III. Submittal Requirements

- See submittal checklist.

IV. Final Plat Map Requirements

- A. Identification Data
 - a. Name of subdivision and location by Section, Township, Range and County
 - b. Name, address, registration number and signature or signed seal of the Registered Land Surveyor preparing the plat
 - c. Vicinity Map
 - d. Scale and North arrow
 - e. The Final Plat shall be 24"x36, and not less than 1" equals 100'.

- B. Survey Data
 - a. Boundaries of the map fully balanced and closed, showing all bearings and distances
 - b. Location and description of the cardinal points to which all dimensions, angles, bearings and similar data on the plat are referenced; two corners of the subdivision traverse shall be tied by course and distance to separate section corners or quarter-section corners
 - c. Location and description of all physical encroachment upon the boundary

- C. Descriptive Data
 - a. Proposed and existing Right-of-Way lines of all public streets and alleys (with recording numbers); radii, points of tangency, and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections; etc.
 - b. All drainage ways shall be shown on the plat. The right-of-way of all major drainage ways, flood plains, floodways, probable maximum flood boundaries, etc., as approved by the City of Peoria Engineering Department, shall be shown as dedicated.
 - c. All existing and proposed easements, with recording numbers
 - d. All unobstructed view easements shall be shown at all intersections
 - e. Location and dimensions of all lots
 - f. All lots numbered consecutively; tracts shall be dimensioned and identified
 - g. Provide a table identifying the lot area in square feet for each lot and the area and designation of each tract
 - h. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and the use specified
 - i. Location of all adjoining subdivision with date, book, and page number of recordation noted
 - j. Any private deed restrictions to be imposed upon the plat
 - k. City and County boundary lines
 - l. Font size shall be a minimum of 10 or greater

- D. Dedication and Acknowledgement
 - a. A statement of dedication of all streets, alleys, drainageways, pedestrian ways, and other tracts and/or easements for public use by the person holding title of

record, by persons holding title as vendors under land contract and by spouses of said parties shall be required as part of the final plat submittal. Mortgaged land to be dedicated shall require the signature of the mortgagee. Dedication shall include a verbal legal description including the section, township, and range in which the tract is located.

- i. Example Dedication language:

OWNERS NAME, AS OWNER, DOES HEREBY PUBLISH THIS "**NAME OF PLAT, RE-PLAT ETC.**" OVER 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 SAID "**NAME OF PLAT, RE-PLAT ETC.**" AND HEREBY DECLARES THAT SAID PLAT SETS FORTH THE LOCATION AND GIVES THE DIMENSIONS OF THE LOTS, TRACTS, EASEMENTS AND STREETS CONSTITUTING SAME, AND THAT EACH LOT, TRACT AND STREET SHALL BE KNOWN BY THE NUMBER, LETTER OR NAME GIVEN TO EACH RESPECTIVELY ON SAID PLAT AND HEREBY DEDICATES TO THE CITY OF PEORIA FOR USE, AS SUCH, THE STREETS AS SHOWN ON SAID PLAT AND INCLUDED IN THE ABOVE DESCRIBED PREMISES. EASEMENTS ARE DEDICATED FOR THE PURPOSES SHOWN.

- b. In the case of replats, provide a statement in the dedication:
All notations and dedications stated on or within the recorded plat of "**Insert plat/replat name**" (M.C.R. Book **xxx**, Page **xx**) shall remain in full force and effect with the recordation of this re-plat.
- c. For Right of Way dedication, add verbiage to the dedication statement:
(Owner name), as owner, hereby dedicate to the City the (street name) rights-of-way as shown hereon, for the use as (A) public streets, and (B) any and all public sewer, water, gas, electric and any other utility services. Landscaping within the (street name) rights-of-way shall be maintained by the Home Owners Association. (Owner name), hereby warrants to the City the title to said right of way as shown hereon, against the claims of all persons whomsoever.
- d. Provide a statement:
Public Utility Easements (PUE) are dedicated to the City of Peoria for use as such. The maintenance of landscaping with the right of way shall be the responsibility of the fronting property owner.
- e. Landscaped areas within the boundaries of private streets are to be maintained by a Homeowners Association and tracts in common ownership or owned and

maintained by a Homeowners Association shall be contained within an easement. The easement(s) are required as part of the formation of the Maintenance Improvement District (MID). As such, the dedication statement shall include a provisions that reads:

The City of Peoria is hereby given an easement for maintenance of landscaping, retention and drainage facilities on Tract(s) (insert tract letters). This easement may be exercised by the City of Peoria at such time that the Homeowners Association fails to exist and provide the required maintenance and operation of the landscaping, retention and drainage facilities. As long as the Homeowners Association is in existence, it will be responsible for providing all maintenance of landscaping, retention and drainage facilities, regardless of the dedication of the easement.

- f. Drainage facilities (ie above and below ground retention) are required to be within a drainage easement. These facilities are to be maintained by the property owner and/or association. As such, the dedication statement shall include a provisions that reads:

The owner does hereby grant to the City of Peoria, as easement for maintenance of on-site retention basins(s), pipe storage system(s), or any drainage facility(ies) within this development as reflected on the approved grading and drainage plan. This easement may be exercised by the City of Peoria only at such time that the property/center owner or association responsible for the maintenance of such facilities fails to provide the required maintenance and operation and the City has determined that lack of such maintenance and operation constitutes a nuisance or impacts public health and safety. As long as the property/center owner or association is in existence, it will be responsible for providing all required maintenance of such facilities regardless of the dedication of the easement.

- g. Temporary easements, landscaped easements and/or utility easements to be abandoned shall be shown on the plat and labeled "Abandoned." A roadway right-of-way or easement may be placed on the plat for abandonment in accordance with state law and City approval. Verbiage for abandonment shall be included in the dedication statement.

- h. Water/Sewer (as applicable) Easement:

(Name) do hereby grant to the City of Peoria, an Arizona municipal corporation, in Maricopa County, Arizona, its successors, and assigns, a permanent and perpetual easement for the following purposes, namely: The right to enter upon for construction, maintenance, operation and replacement of a water and/or sewer line over, under, and across Tract(s) situated in the County of Maricopa, State of Arizona.

To have and to hold the said easement unto City of Peoria, a municipal corporation of Maricopa County, Arizona and unto its successors and assigns forever, together with the right of ingress and egress to permit the construction, operation, maintenance, and replacement of public water /sewer line. Subject to notes 1, 2, 3 and 4.

And the Grantor hereby covenants that it is lawfully seized and possessed on this aforementioned tract or parcel of land; that it has a good and lawful right to sell and convey it; and that they will warrant the title and quiet possession thereto against the lawful claim of all persons.

Notes:

1. The said easement to include the right to cut back and trim such portion of the branches and tops of the trees now growing or that may hereafter grow upon the above described premises, as may extend over said easement, so as to prevent the same from interfering with the efficient maintenance and operation of said water lines.
2. The City of Peoria shall not be responsible for replacing any landscaping or any improvement placed in the easement by Grantor or its successors or assigns, except as noted herein.
3. The City of Peoria will make reasonable efforts to promptly restore asphalt concrete pavement surfaces.
4. Grantor, its successors or assigns at its sole cost, shall be responsible for promptly replacing any landscaping or improvement(s) placed in the easement by Grantor or its successors or assigns.

In the event the right, privilege and easement herein granted shall be abandoned and permanently cease to be used for the purposes herein granted all rights herein granted shall cease and revert to the grantors, their heirs or assigns.

- i. Private streets shall be dedicated as tracts. A provision shall be included in the Dedications Statement for private streets/access which reads:
Tract(s) (insert tract letter(s)) are hereby dedicated to and owned by the Homeowners Association (HOA) for the purpose of private streets/access. The homeowners association is responsible for maintenance of the private streets/access. A public utilities easement, public water easement, public sewer easement, ingress and egress for refuse collection, emergency and service type access are hereby dedicated over Tract (insert tract letter).

The Master Developer, as Owner, hereby declares that effective as of the date of the recordation of this Plat, the Property within (subdivision name) shall be held, sold, conveyed, encumbered, hypothecated, leased, used, occupied, and improved subject to the following restriction: The private streets depicted on this Plat shall be private and shall not be dedicated to public use until such time as all Owners (i.e. 100%) of the Lots within this Plat vote to approve such streets being dedicated to public use and such dedication is accepted by the City. If the dedication of such streets to public use is approved by 100% of such Owners and accepted by the City, the City will require (as a condition to its acceptance of such dedication), that such streets shall be upgraded to the then-current City Standards, at no expense to the City (i.e. such upgrading shall be at the expense of such Owners and/or a Homeowners Association that includes such Owners. This restriction may be amended only upon the written consent of the City and all Owners (i.e. 100%) of the Lots within this Plat.

(Name) do hereby grant to the City of Peoria, Arizona, an Arizona municipal corporation, in Maricopa County, Arizona, its successors, and assigns, a permanent, perpetual and exclusive utilities easement for the following purposes, namely: The right to access and enter upon, over, across, and under the surface, for access, construction, maintenance, operation and replacement of utilities over, under, and across Tract(s) (tract letters) and easements as reflected on the Plat situated in the County of Maricopa, State of Arizona.

To have and to hold the said easement unto the City of Peoria, and unto its successors and assigns forever, together with the right (at the City of Peoria's discretion) to allow other utilities to utilize such easement, ingress and egress to permit the construction, operation, maintenance, and replacement of utilities subject to notes 1, 2, 3 and 4.

And the Grantor hereby covenants that it is lawfully seized and possessed on this aforementioned tract or parcel of land; that it has a good and lawful right to sell and convey it; and that they will warrant the title and quiet possession thereto against the lawful claim of all persons.

Notes:

1. The said easement to include the right to cut back and trim such portion of the branches and tops of the trees now growing or that may hereafter grow upon the above described premises, as may extend over said easement, so as to prevent the same from interfering with the efficient maintenance and operation of said utility lines.

2. The City of Peoria shall not be responsible for replacing any landscaping or any improvement placed in the easement by Grantor or its successors or assigns, except as noted herein.
3. The City of Peoria will make reasonable efforts to promptly restore asphalt concrete pavement surfaces.
4. Grantor, its successors or assigns at its sole cost, shall be responsible for promptly replacing any landscaping or improvement(s) placed in the easement by Grantor or its successors or assigns.

In the event the right, privilege and easement herein granted shall be abandoned and permanently cease to be used for the purposes herein granted all rights herein granted shall cease and revert to the grantors, their heirs or assigns.

j. Execution of dedication shall be acknowledged and certified by a notary public.

E. Notes to be included on the Plat:

- a. The subdivision is subject to Maintenance Improvement District (MID) #(insert number), Street Light Improvement District (SLID) #(insert number), and a Fire Improvement District (FID) #(insert number),.
- b. No construction of any kind shall be constructed or placed within the utility easements, except utilities, wood, wire, or removable section type fencing, and/or paving, nor any planting except grass. It shall be further understood that the City of Peoria shall not be required to, replace any obstruction or planting that must be removed during the course of maintenance, construction or reconstruction.
- c. All new and existing utility, electrical facilities less than 69 KVA, cable T.V., telecommunications fiber optics, cellular, gas, etc shall be installed underground as part of the street improvements.
- d. Maintenance of surface and underground drainage facilities within all tracts, easements and rights-of-way shall be the responsibility of the Homeowners Association.
- e. All lot corners shall be monumented with ½" rebar and capped or tagged bearing the registration number of the surveyor responsible for their placement.
- f. Signs, fences, walls, utility boxes, structures, shrubs, hedges or other plants, but excluding trees over 30 inches in height shall not be permitted within view easements or the sight distance triangles. No limbs, leaves, needles or other foliage above 30 inches in height or below 84 inches are permitted. Trees are to be planted so as not to obstruct 20% of the visibility when combined with other obstructions.
- g. This subdivision is located within the City of Peoria Water Service Area and has been designated as having a 100-year assured water supply. In cases of private water companies, the note shall read: This subdivision is located within the (insert private company name) Water Service Area and has been designated as having a

- 100-year assured water supply.
- h. This subdivision is located within the City of Peoria Sewer Service Area.
- i. This subdivision is located within the vicinity of a military airport.
- j. This subdivision is located in the vicinity of a designated truck route. (Insert the name of the street(s)) is/are designated as a Truck Route by the City of Peoria.
- k. This subdivision is located in the vicinity of a Rock Quarry (Gravel Operation).
- l. No structure of any kind be constructed or any vegetation be planted nor be allowed to grow within the drainage easement or tract which would impede the flow of water over, under, or through the easement or tract.
- m. 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.
- n. Maximum building envelope on each lot is _____.
- o. Hillside lots will require individual hillside development review by the City's planning department prior to the issuance of a building permit.

F. Certification

- a. Certification Statement with signature block by the registered land surveyor that the plat is correct and accurate, and the monuments described have been located as described

G. Approval

- a. Provide signature blocks for the City Engineer, Mayor attested by the City Clerk
- b. All type and signatures must be in black ink
- c. All stamps/seals MUST BE CLEARLY LEGIBLE AND NOT SMEARED. If the stamps/seals are smeared or illegible, the final plat/replat will be returned to the Engineer/Developer for correction. (use inks suitable for non-penetrating Mylar)
- d. At final approval, submit:
 - i. (1) signed and notarized 4 mil mylar with original signatures
 - ii. 8 1/2 X 11 exhibit with seal on the plat/replat
 - iii. 8 1/2 X 11 exhibit of an enlarged vicinity map.
 - iv. Autocad drawing of the project that can be opened in Autodesk Map 2004.

V. **Additional Information**

This guide is intended to be a general guide for Final Plat Maps in the City of Peoria.