



## SUBDIVISION APPLICATION

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1. Submit (25) FOLDED copies for Preliminary Plat; (22) for Final Plat; (8) for Replat or Revision of Plat. See pages 3 and 4 for requirements. Submit 1 copy of Grading Plan and 1 copy of Street Section with a **Final Plat** Submittal.
2. Preliminary Plat, Final Plat and Revision of Plat: 1 8½" x 11" xerographic reduction or photo reduction of plat.
3. If Council approval is needed for a Replat, item 2 will be required.
4. **FEE SCHEDULE.** Pay the appropriate filing fee (see Fee Schedule). Please note that there is a Recording Fee associated with plats and replats recorded with the Yavapai County Recorder's Office and is in addition to the City filing fee. The recording fee is a separate check made payable to Yavapai County.
5. Recording the Map: Recording the map is the \*last\* step in the process. To record the subdivision after it has been approved (either by staff or City Council), bring the original copy (for the County) and 2 reproducible mylar copies (1 for the City and one for the applicant) to the City Clerk along with the filing fee (above).
6. Submit the Final Plat subdivision data in electronic (digital) form in a format acceptable to the City (Sub. Regs. Section 12-4-3D).

## SUBDIVISION APPLICATION

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### PRELIMINARY PLAT SUMMARY CHECKLIST

(Section 12-4-2, Subdivision Ordinance)

Include the following information on the Plat in the FORMAT required by the Yavapai County Recorder's Office. NO plans can be accepted if they are not in the required format.

- 1. Subdivision Name
  - a. Section, Township & Range
  - b. Vicinity Map
  - c. Ties to section corners and quarter section corners
  - d. Subdivision boundaries to be clearly identified
- 2. Name, address & phone no. of:
  - a. Land owner
  - b. Subdivider (if different)
  - c. Engineer, surveyor, architect or land planner preparing the plat, including registration number if registered
- 3. Scale, North Point, Preparation Date, and Revision dates, if any
- 4. Topography by contours
- 5. Location of streams, washes, canals, irrigation laterals, private ditches, culverts, lakes or other water features
  - a. Direction of water flow and water level elevations
  - b. Location and extent of areas subject to inundation and frequency of inundation.
- 6. Location, widths and names of *existing*:
  - a. Streets
  - b. Improvements
  - c. Easements
  - d. Right-of-way
  - e. Public areas
  - f. Municipal corporation lines
- 7. Name, book/page of recorded subdivision within or having common boundary
  - a. "Unsubdivided" notation (if applicable) for adjacent property
- 8. Location, length and widths and names of *proposed improvements*, including:
  - a. Streets and walkways
  - b. Alleys
  - c. Drainage ways
  - d. Crosswalks
  - e. Easements
- 9. Lot Layout including:
  - a. Zoning District: existing and proposed
  - b. Land uses and densities
  - c. Minimum building setback lines
  - d. Typical lot dimensions
  - e. Lot numbers
  - f. Dimensions for all corner lots
  - g. Total number of lots
- 10. Open space area, % of subdivision location, dimensions, and use within the site.
  - a. Off-street parking facility location, dimensions and design for guest or recreational parking areas showing points of ingress and egress from the site.
- 11. Building types (if applicable)
- 12. Table illustrating the total number of acres and their distribution by use, the percentage designated for each dwelling type, the overall density of the residential development, and percentage for non-residential uses including off-street parking, streets, open space, and other public areas.
- 13. Designate all land to be dedicated or reserved for public or semi-public use.
- 14. Note referencing source of proposed gas, electricity, telephone (indicate if underground) sewage disposal and water.
- 15. Type of sewage disposal system. Submit Percolation Report if septic system proposed.
- 16. Certification of Assured Water Supply note.
- 17. Layout of storm water disposal facilities.
- 18. Proposed storm flow direction in R.O.W.'s
- 19. All areas to be designated by number or letter. Excluded areas to be labeled "Not a Part".
- 20. Proposed phasing.
- 21. Location of permanent subdivision signs.
- 22. Preliminary Title Report.

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### FINAL and REPLAT SUMMARY CHECKLIST

(Section 12-4-3 & 5, Subdivision Ordinance)

Include the following information on the Plat in the FORMAT required by the Yavapai County Recorder's Office. NO plans can be accepted if they are not in the required format.

**NOTE:** The below Replat requirements are for those of a more complex nature. For simpler replats not creating new lots but only adjusting lot lines, indicate the following: existing and proposed lot lines, square footages and building setbacks. Indicate the lot numbers with a suffix "-R" after the lot number to indicate a replatted lot.

- 1. Subdivision Name
    - a. Section, Township & Range
    - b. Vicinity Map
    - c. Ties to section corners and quarter section corners
    - d. Subdivision boundaries to be clearly identified
  - 2. Name, address and phone number of:
    - a. Land owner
    - b. Subdivider (if different)
    - c. Engineer, surveyor, architect or land planner preparing the plat, including registration number if registered
  - 3. Scale, North Point, Preparation Date, and Revision dates, if any
  - 4. Location, widths and names of *existing*:
    - a. Streets
    - b. Improvements
    - c. Easements
    - d. Right-of-way
    - e. Public areas
    - f. Municipal corporation lines
  - 5. Name, book/page of recorded subdivision within or having common boundary
    - a. "Unsubdivided" notation (if applicable) for adjacent property
  - 6. Location, length and widths and *proposed improvements*, including:
    - a. Streets and walkways
    - b. Alleys
    - c. Drainage ways
    - d. Crosswalks
    - e. Easements
  - 7. Lot Layout including:
    - a. Zoning District: existing and proposed
    - b. Minimum building setback lines
    - c. Typical lot dimensions
    - d. Lot numbers
    - f. Dimensions for all corner lots
    - g. Total number of lots
  - 8. Table illustrating the total number of acres and their distribution by use, the percentage designated for each dwelling type, the overall density of the residential development, and percentage for non-residential uses including off-street parking, streets, open space, and other public areas.
  - 9. Designate all land to be dedicated or reserved for public or semi-public use..
  - 10. Certification of Assured Water Supply note.
  - 11. All areas to be designated by number or letter. Excluded areas to be labeled "Not a Part".
  - 12. Draft of proposed deed restrictions (attach to this sheet)
  - 13. R.O.W. dedications adjoining the proposed plat.
  - 14. Statement of dedication for all ROW's and easements, etc.
  - 15. Certified Acknowledgement of Dedication
  - 16. Provide approval space by City Council.
  - 17. Certificates stating accuracy of closure, date of survey and sufficiency for retracing of survey.
  - 18. City Engineer Certificate
  - 19. Draft of proposed deed restrictions (attach to this sheet)
- names

**SUBDIVISION APPLICATION**

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**Note: Return copy to Prescott Planning and Zoning Division, Community Development Department, City Hall, when completed.**

**City of Prescott  
New Subdivision Title Search  
Preliminary Review**

Subdivision Name: \_\_\_\_\_

Attach copy of legal description where subdivider acquired title to all property included in new subdivision.

Attach copy of the dedication on the plat map or name of the person or entity who will hold title in the subdivision: \_\_\_\_\_

Assessor's requirements from drafting.

Parcel numbers that will be canceled to set the subdivision up (old parcel number(s):

\_\_\_\_\_

Clear title per Assessor's Office: \_\_\_\_\_  
signature/date

Incorrect chain of title per Assessor's Office: \_\_\_\_\_  
signature/date

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subdivider notified -- Date: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Copy of Schedule A and B of the Title Report.

Treasurer's Office requirements from Assessor's Office.

List of Assessor's parcel numbers constituting the history of the above parcels listed as "old parcel number(s)":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

per Assessor's Office: \_\_\_\_\_  
signature/date



## City of Prescott

### Public Works Department

PO Box 2059 Prescott, Arizona 86302

Phone: (928) 777-1130 TDD: (928) 778-5680 FAX: (928) 771-5929

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### City of Prescott Engineering and Survey Requirements

All survey and engineering work submitted to the City of Prescott must meet the following requirements:

1. Datum will be international feet for horizontal and vertical, NAVD 88 for vertical, and City of Prescott co-ordinates. Please refer to exhibit titled "City of Prescott Survey Datum Requirements".
2. Centerline monuments to be a rebar in handhole at all PC's, PT's and intersections or right-of-way monuments consisting of rebar in concrete at PC's, PT's and angle points. Choice of centerline, right-of-way or both to be determined by Public Works.
3. Complete digital file (will specify format i.e. ASCII, DXF, DWG or DGN or a combination) with all co-ordinates.

Please direct questions concerning these requirements to:

City of Prescott  
Public Works Department  
Chuck Tutone  
(928) 777-1604  
E-mail: [chuck.tutone@cityofprescott.net](mailto:chuck.tutone@cityofprescott.net)



# City of Prescott

Public Works Department

PO Box 2059 Prescott, Arizona 86302

Phone: (928) 777-1130 TDD: (520) 778-5680 FAX: (520) 771-5929

## City of Prescott Survey Datum Requirements

**COORDINATE UNITS:** International Feet  
**DISTANCE UNITS:** International Feet  
**HEIGHT UNITS:** International Feet  
**VERTICAL DATUM:** NAVD 88

### State Plane

**COORDINATE SYSTEM:** US State Plane 1983  
**DATUM:** (WGS 84)  
**ZONE:** Arizona Central 0202  
**GEOID MODEL:** GEOID99 (Conus)

### City of Prescott – Conversion from State Plane

**NORTHING:** (State Plane x 1.000329975) – 701,456.0090  
**EASTING:** (State Plane x 1.000329975) + 69,457.2499

### State Plane – Conversion from City of Prescott

**NORTHING:** (City of Prescott + 701,456.0090) x 0.999670134  
**EASTING:** (City of Prescott – 69,457.2499) x 0.999670134

## EXAMPLE COP MINGO BASE

LATITUDE 34° 34' 29.27969" N  
 LONGITUDE 112° 28' 48.72638" W  
 HEIGHT 5582.412'

	STATE PLANE COORDINATES	COP GRID
NORTHING	1,301,026.703	600,000.0000
EASTING	530,367.742	600,000.0000
ELEVATION	5,673.955'	5,673.955'

Control provided by the City of Prescott will be in both State Plane and the City of Prescott coordinate systems.

## INTERNATIONAL FEET & U.S. FEET CONVERSIONS

### U.S. Feet to International Feet

U.S. Feet x 1.00000200

### International Feet to U.S. Feet

International feet x 0.99999800

When converting elevations, the difference is negligible; 0.011  
For example: 5673.955 International Feet = 5673.944 U.S. Feet

However, when converting State Plane, the difference is unacceptable:

**Northing:** 1,301,026.703 International Feet = 1,301,024.101 U.S. Feet

**Easting:** 530,367.742 International Feet = 530,366.681 U.S. Feet

The difference in coordinates is 2.602 feet in the northings and 1.061 feet in the eastings which is a locational difference of 2.810 feet.

Please direct questions concerning these requirements to:

City of Prescott  
Public Works Department

Chuck Tutone  
(928) 777-1604

E-mail: [chuck.tutone@cityofprescott.net](mailto:chuck.tutone@cityofprescott.net)

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