

CITY OF PRESCOTT

FINAL PLAT SUBMITTAL CHECKLIST

IN ORDER TO SUBMIT THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER. TO SCHEDULE A MEETING PLEASE CALL 928-777-1207.

FP #: _____ Subdivision Name: _____

Assessor's Parcel Number(s): _____

No application will be accepted unless it is complete including, but not limited to, the following:

- Final Plat Application. (Refer to Page 2)
- Six (6) **FOLDED** copies of the Final Plat. (Minimum size 24" X 36).
(Refer to "*Final Plat Submittal Requirements*" pages 3 and 4)
- Two (2) copies (Minimum size 24" X 36") of the approved Preliminary Plat.
- One (1) 8 ½" X 11" xerographic reduction or photo reduction of the final plat.
- An electronic file of the Final Plat in a .pdf format.
- Certificate of Assured Water Supply or approved Water Service Agreement.
- If applicable, Civil Plans are to be submitted separately to Public Works Department for review.
- If applicable, one (1) original and one (1) copy of any deed restrictions to be imposed upon the plat.
- If applicable, an archeological study.

NOTE: SUBMITTAL OF AN APPLICATION DOES NOT GUARANTEE THE ITEM WILL BE SCHEDULED FOR THE NEXT AVAILABLE PUBLIC MEETING. A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER IS REQUIRED BEFORE ANY ITEM WILL BE SCHEDULED FOR PUBLIC HEARING.



**CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356**

FINAL PLAT - HEARING APPLICATION

FP# _____

Subdivision Plat Name: _____

Current Assessor's Parcel Number (s)(APN): _____

Township _____ **Section** _____ **Range** _____ **Zoning:** _____

	<i>For Staff Use Only</i>
Owner Name & Address: _____ _____ _____ Phone: _____ Fax: _____ Email: _____	Date Received: _____ Taken In By: _____ Assigned To: _____ Date Application Complete: _____
Applicant/Agent Name & Address (If different than property owner, Agent letter must accompany submittal): _____ _____ _____ Phone: _____ Fax: _____ Email: _____	Fees & Charges: _____ Receipt #/Date: _____ P&Z WS Date: _____ P&Z Vote Date: _____ Council WS Date: _____ Council Mtg Date: _____

Request For Final Plat Approval: Phase #: _____ **(if applicable)**

Location of Property: _____

Total Acres: _____ Total Lots: _____

Min. Lot Size: _____ Max. Lot Size: _____ Average Lot Size: _____

Existing Zoning: _____ Proposed Zoning: _____

Is mass grading proposed: _____

Is project in a Reimbursement District: _____ If yes, what type: _____

If a Planned Area Development:

Total % Area of Open Space: _____ Total Open Space Area: (acres) _____

Total Number of Dwelling Units: _____

Name	Signature	Date
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FINAL PLAT SUBMITTAL REQUIREMENTS

Land Development Code, Article 9.10.9.B. (LDC)

The Final Plat shall substantially conform to the Preliminary Plat as approved by the City Council, incorporating all changes, modifications, corrections, and conditions imposed by the Planning and Zoning Commission and City Council; and provide further, that it conforms to all applicable requirements of the *LDC*. For large subdivisions, the Final Plat may be submitted for approval progressively in units, within which there may be a number of distinct construction phases, satisfactory to the City Council. The Final Plat shall be drawn in accordance with the Arizona Boundary Survey Minimum Standards (http://www.btr.state.az.us/regulations/arizona_boundary_survey.asp), City of Prescott Layer and Survey Datum Requirements, and shall show or be accompanied by the following:

1. **Adjacent Land.** References to recorded subdivision plats or adjoining platted land by record name shall be placed on the Final Plat.
2. **Boundary Lines and Bearings.** Tract boundary lines sufficient to locate the exact area proposed for subdivision, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves shall be placed on the Final Plat. All dimensions and bearings shall be balanced and fully closed.
3. **Building Lines.** Minimum building setback lines when required or approved by the City Council shall be placed on the Final Plat.
4. **Construction Plans.** Three (3) sets of construction plans for required improvements 24" x 36" in size, along with all data and calculations related to utilities, drainage or other construction in the subdivision, as necessary to demonstrate compliance with the requirements of *LDC* Sec. 7.4.2, Engineering and Construction Standards, shall be submitted with the Final Plat. Such plans shall also show all existing or proposed surface and subsurface improvements and obstructions and shall be reviewed and approved by the City Engineer and City Utility Engineer prior to scheduling a Final Plat for approval by the City Council.
5. **Control Points, Acres.** The primary control points, or descriptions of such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referenced, shall be placed on the Final Plat. The area of the subdivision, in acres, shall be shown.
6. **Declaration of Units and Phasing.** The labeled units and requested construction phasing shall be noted on the Final Plat.
7. **Deed Restrictions.** One original and one copy of any deed restrictions to be imposed upon the plat, or any part or parts thereof, shall be submitted with the Final Plat. Said deed restrictions must be in proper form to be recorded as a separate instrument. Space for cross-referencing the deed restrictions shall be placed on the Final Plat.
8. **Dedications Statement.** The property owners' statement of dedications shall be placed on the Final Plat. The certificate of dedication shall be executed by all persons, firms or corporations owning an interest in the property, subdivided and platted, and shall be acknowledged in the manner prescribed by the laws for the State of Arizona for conveyances of real property. In addition to the above requirements, the statement of dedications shall contain the following:
 - a) An accurate description of the tract of land subdivided.
 - b) A statement and express representation that the parties joining in such dedication are the sole owners of such tract of land, with notarized signatures.
 - c) An express dedication without reservation to the public for public use; the streets, alleys, rights-of-way, school site(s) and any other public areas shown on the attached plat.
 - d) A dedication for use and maintenance of private streets, recreational facilities, common open space, and drainage easements, private sewer and/or water systems (if applicable), etc., to the homeowners' association, where applicable.
 - e) A positive reference and identification of the plat of such subdivision, date of plat and engineer.
 - f) Flood plain/floodways shall be delineated with 100-year flood limits by elevation.

9. **Disturbable Area Envelope Map.** Where sensitive terrain is to be protected on targeted lots, there shall be disturbable area envelopes indicated on the final plat, or alternatively, on a correlated map that is not recorded but referenced on the Final Plat and kept on file at the Community Development Department.

10. **Easements.** Location and dimensions of all easements shall be placed on the Final Plat. Any private easements shall be identified as “Private Easements” and purposes denoted, such as “No Build Easement”, “Utility Easement”, “Access Easement.”

11. **Excepted Parcel(s).** All excepted parcel(s) within the plat boundary, accurately described by bearings and distances, and indicated as “not a part”. Proper streets and alley dedications adjacent to any proposed tracts or exempted parcels shall be provided by the sub-divider by inclusion within the plat or by separate dedications noted on the Final Plat.

12. **Format.** The Final Plat and Mylar shall be drawn to a scale of 200 feet to one inch or to another scale as may be specified by the Community Development Director. Each drawing shall measure 24 inches by 36 inches. When necessary, the Final Plat may be on several sheets accompanied by an index sheet showing the entire subdivision.

13. **Legal description.** A legal description and surveyor’s or engineer’s certificate similar to the one which follows shall be placed on the Final Plat:

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my supervision. The subdivision boundary accurately closes, and is designed in conformance with the City’s regulations, survey datum, and the approved Preliminary Plat.

Signature

14. **Lot and Block Numbers.** Numbering to identify each lot or site and each block, and the dimensions of lots and blocks, shall be placed on the Final Plat.

15. **Monuments.** Location and description of monuments shall be placed on the Final Plat.

16. **Plat Identification.** A positive reference and identification of the plat and date of plat shall be placed on the Final Plat.

17. **Purpose of Sites.** The purpose for which sites (land use), other than residential lots, are dedicated or reserved shall be indicated on the Final Plat.

18. **Streets.** Name and right-of-way width of each street or other right-of-way shall be placed on the Final Plat.

19. **Streets and Intersections.** The location of the point of intersection and points of tangency of street intersections, and the bearing and distance of each street right-of-way centerline shall be placed on the Final Plat.

20. **Tax Certificates.** Tax certificates indicating that all taxes on the land being subdivided have been paid to the current year shall be submitted with the Final Plat.

21. **Title; Scale.** A title, scale, north point, and date of plat preparation shall be placed on the Final Plat.

22. **Water Supply.** A statement shall be included on the Final Plat that a Certificate of Assured Water Supply in accordance with the requirements of *LDC* Sec. 7.4.8E, has been submitted with the Final Plat, or that the City of Prescott has entered into a Water Service Agreement with the sub-divider to provide an Assured Water Supply.

23. **Yards.** If processed as a Planned Area Development (PAD), the Final Plat shall indicate approved setbacks, drawn either on each lot or as typical(s).

FINAL PLAT PROCESSING PROCEDURES

The Final Plat and related construction civil plans shall be submitted to the Community Development Department for concurrent review. The Final Plat shall be considered officially filed only after it is examined and found to be in compliance with the general provisions of these regulations by the Community Development Director. The Final Plat will not be considered unless a Preliminary Plat has first been approved or a waiver has been granted by City Council.

The Community Development Director shall review the Final Plat application for compliance with the provisions of the Land Development Code (*LDC*), the conditions or modifications required by Preliminary Plat approval, and shall then prepare a summary report. Scheduling the report and review by the Planning and Zoning Commission or the City Council shall occur only after the full multi-department Compliance Review is complete.

Review by Planning and Zoning Commission (Optional)

The Director may elect to refer a Final Plat to the Planning and Zoning Commission for recommendation where there are concerns regarding consistency of a Final Plat with the approved Preliminary Plat or other relevant matters.

City Council Action

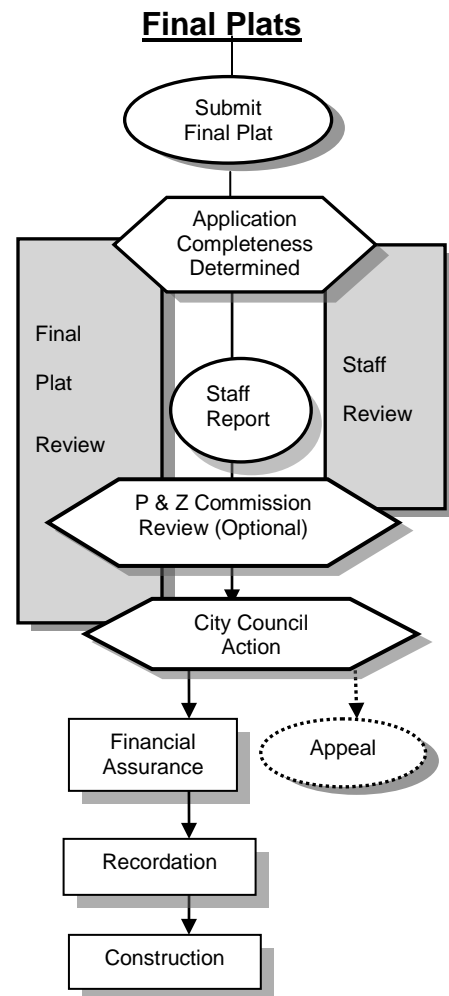
The City Council shall review the application (Refer to *LDC* Sec. 9.19.1B) in a public meeting and vote to approve, approve with conditions, or deny the plat application.

Waivers

The City Council may approve, approve with conditions, or disapprove waivers of the standards in *LDC* Sec. 7.4, Subdivision Design Standards, or to the procedural requirements of *LDC* Sec. 9.10, Subdivision and Land Split Review, when it is demonstrated to be appropriate for a project’s viability, to not to detract from the public good, and to be consistent with *LDC* Sec. 1.5, Purpose and Intent, of these regulations.

Appeals of Subdivision Plat

An appeal from any final decision regarding a final subdivision plat or a plat amendment shall be filed with a court of competent jurisdiction within 30 days of the decision. If no appeal is filed in writing within 30 calendar days from the date of final City action, the decision shall be considered final.



AFTER APPROVAL AND PRIOR TO RECORDATION OF THE FINAL PLAT

Financial Assurances

The sub-divider shall file financial assurances as required by *LDC Sec. 7.6.1*, in which case the guarantee of performance shall be filed with the City Clerk. The Construction Documents must be duly signed by both the City Engineering and City Utility Engineer before proceeding with grading, drainage or the construction of streets and utilities. The City will inspect the construction work as it progresses and will make the final inspection to assure compliance with City requirements. The Design Engineer shall also make sufficient inspections to certify that the subdivision is constructed per approved plans.

Recordation of Final Plat

The following must occur prior to the final plat being recorded:

1. Favorable action has been taken by the City Council.
2. The applicant has submitted all materials outlined in the *“Mylar Submittal Guidelines”*.
3. Recording fees have been paid as follows: \$24.00 first page, \$20.00 each additional page (check made out to the Yavapai County Recorder’s Office)

When the Final Plat has been recorded in the Yavapai County Recorder’s Office and the Construction Documents have been duly signed by both the City Engineering Department/Civil Engineer and the City Public Works Department/Utilities Engineer, the applicant is then authorized to proceed with the construction of the required improvements. Nothing in the procedure authorizes construction other than as specifically detailed on the approved construction plans.

Completion of Construction Improvements

Prior to the subdivision receiving an Approval to Operate (ATO) and the financial assurances being released for the project from the City, the applicant must submit all materials outlined in the *“Approval to Operate Submittal Guidelines”* to the Engineering Services Department.

The City shall begin the two-year warranty period after the *“Approval to Operate”* has been issued by the Engineering Services Director. Financial Assurances shall only be released in Accordance with the *Land Development Code*, Section 7.6.2.

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
- I. The licensing application may be in either print or electronic format.