



City of Phoenix

Development Services Department

DEDICATION BY APPLICATION GUIDELINES

The following guidelines outline the procedure for dedicating a right-of-way or easement for public use as a condition of development. The procedures are designed to simplify and expedite the process. For further information, contact the Development Services Department (DSD), 200 W. Washington, 2nd Floor, or call (602) 495-0156, Fax (602) 495-7160. **It is necessary to consult with City staff prior to submitting your application package for processing.**

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the DSD at (602) 262-7811 (voice) or (602) 534-5500 (TTY).

I. DEDICATION OVERVIEW

Dedications of rights-of-way or easements to the City of Phoenix may be processed in three ways: Dedication By Application (single proposed dedication up to two dedications per project); Map of Dedication (more than two proposed dedications per project); or subdivision plat (complex dedication with creation or modification of lot lines). Outlined below are guidelines that must be followed when utilizing the Dedication by Application process.

II. SUBMITTAL REQUIREMENTS

- A. Dedication by Application – A Dedication By Application is administered when a **single** dedication is requested (up to two dedication applications per project. The following information shall be provided with a dedication submittal. **See Part III for descriptions of these requirements:**
- Dedication Application – Attachment 1
 - Dedication Questionnaire – Attachment 2
 - Drawing and/or sketch – Example
 - Legal Descriptions
- B. Map of Dedication or Plat – To process a Map of Dedication or plat, you will need to pick up a subdivision plat checklist and talk to your team leader prior to initiating these processes.

III. REQUIREMENT DESCRIPTIONS

A consultation with City staff at the Development Center is required prior to submitting the application to Central Log-In.

- A. Application – The application form requests basic information about the project, property owner, and the purpose of the dedication (see Attachment 1). Fees are prepaid at this time in accordance with the current Fee Schedule/Appendix A.2. of the Phoenix City Code.
- B. Questionnaire – The questionnaire is used by the City to determine if the property to be dedicated may have been or is presently contaminated. Additional information may be requested on potentially contaminated property (see Attachment 2).
- C. Drawing – Prepared by a registered land surveyor or engineer, the drawing (8 ½" x 11") must show the easement/right-of-way dedication, described with bearings and distances. The easement/right-of-way width must be specified to identify the area to be dedicated. Where easement/right-of-way width may change, care should be taken to clearly show or

describe the location(s) on the drawings. Public fire hydrants and metered water services must be contained within easements.

For metes and bounds, the easement/right-of-way location should be tied to an existing City survey monument at a street intersection and referenced from the nearest section corner. These ties should be by bearing and distance and shown on the drawing. The project name, property owner, surveyor, or engineer preparing the drawing should be indicated on the drawing.

In some cases an engineered drawing may not be required if the right-of-way alignment has been established and the configuration is simple. A sketch prepared by the applicant, in lieu of a registered engineer, may be acceptable. City staff will inform the applicant when this exception is applicable during the initial consultation (see attached Example).

D. Legal Descriptions

1. A description of all “**properties affected**” by the area to be conveyed must be described by Maricopa County Recorder’s book and page numbers or by metes and bounds.
2. A description of the “**area to be conveyed**” must be described by Maricopa County Recorder’s book and page numbers or by metes and bounds.

IV. PROCESSING

DSD staff will process the application and fees, and forward the submittal package to the City’s Real Estate Division, who will prepare the right-of-way/easement documents. The contact person identified on the application will obtain signatures from the property owner(s) and return the signed documents to the City Real Estate Division. The application may be canceled if properly signed documents are not received within 30 business days of the City’s notification of readiness for signature. If more than 30 business days are necessary to obtain signatures, special handling arrangements must be made before the deadline with the Dedication Coordinator at the Development Center.

- A. Amendment or Corrections – If the application is found to be incomplete or incorrect, the contact person will be notified, and allowed 30 business days to complete or correct the application. If the problem is unresolved after 30 business days, the application processing may be canceled and the application, with attachments, will be returned to the applicant. A new application and fee is required to reinstate the dedication request.
- B. Single Family Residential Applications – For Single Family Residential, the applicant will be responsible for completing the application/questionnaire, legal description and exhibit of the property. City staff, at no charge to the applicant, will complete processing of the title work and dedication documents unless the dedication was stipulated by a lot split application all appropriate fees will apply

DSD will not release construction permits until the owner has signed the dedication documents, had them notarized, and returned them to the City’s Real Estate Division. Water and Sewer permits relating to these right-of-way and easement requests cannot be issued until the acquisition process is complete.

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