



RESIDENTIAL/COMMERCIAL - Final Subdivision Plat Checklist

KIVA No: _____ **Project Name:** _____

Reviewed by: _____ **Phone Number:** _____ **Date:** _____

Engineer: _____ **Phone Number:** _____

The purpose of this checklist is to offer comments on the commercial or residential subdivision final plat and to set the minimum submittal requirements for residential/commercial plats. The source of the Final Subdivision Plat policy is Chapter 32 of the Phoenix City Code.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers. The registered land surveyor shall satisfy themselves of the completeness and accuracy of the design.

A completed checklist must be attached to the Final Plat when submitted for first review. The following Certification Statement must be signed by the Engineer of record certifying that all applicable requirements on this checklist have been met.

CERTIFICATION

I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

ENGINEER'S NAME: _____

ENGINEER'S SIGNATURE: _____ DATE: _____

Please complete and return this checklist and the check prints with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Use the following symbols as applicable:

[X] REQUIRED [√] ADDRESSED [N/A] NOT APPLICABLE

Engineer of record must fill out all boxes in the first column as either "[√] ADDRESSED" or "[N/A] NOT APPLICABLE".

Civil plan reviewer shall check the second column as "[X] REQUIRED" when requirements have not been properly addressed.

GENERAL REQUIREMENTS:

- [] [] Title, development option, and legal description. Example: Final Plat for ".....", A Planned Residential Development located in a portion of Section 1, Township 4N, Range 3E.
- [] [] Name, address, and telephone number of the developer and designer preparing subdivision plat.
- [] [] Name, address, telephone number, seal, and signature of registered land surveyor.
- [] [] Boundaries of the subdivision fully dimensioned (to center line of street). Boundary line must be a thick solid line extended to encompass adjacent existing and/or proposed half street right of way dedication.
- [] [] Each of two corners of a subdivision tied to two different sections of quarter section corners.
- [] [] North arrow and bar scale. Scale to be 1" = 100' or less.
- [] [] Vicinity Map
- [] [] Legend of symbols
- [] [] The subdivision plat shall be on a mylar measuring 24" x 36" at the time of approval.
- [] [] All ink shall be black and all lettering shall be solid black.

Phase 1 Environmental Assessment Report and Environmental Assessment Declaration Form (required when new ROW or an easement for public utilities (water, sewer, storm drain, etc.) is dedicated)

Recorded Proposition 207 form

COVER SHEET REQUIREMENTS:

Dedication Statement should include the following:

Statement of dedication of all streets, alleys, drainage ways, and other easements for public use by the person holding title of record.

Locations by section, township, range, and county.

Statement, which declares the purpose and calls out the items included within the limits of the subdivision boundary, i.e., lots, tracts, streets, and easements.

A statement that names or numbers the streets, tracts, and lots.

The following is an example of a dedication statement:

State of Arizona}
County of Maricopa}

Know all men by these presents:an Arizona, as owner, has subdivided under the name ofa 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 ".....", (an planned residential development, an average lot subdivision, a commercial subdivision, etc.) and hereby declares that said plat sets forth the location and gives the dimensions of the lots, tracts, streets and easements constituting same, and that each lot, tract, and street shall be known by the number, letter or name given each respectively on said plat.as owner hereby dedicates to the public, for use as such, the streets and easements as shown on said plat and included in the above described premises.

Declare the use, ownership, and maintenance responsibility of all tracts, and dedicate the necessary easements over them.

The following is an example for typical tracts:

Tracts "A", "B", and "C" are hereby declared as common areas to be owned and maintained by the homeowners' association. An easement for drainage is hereby dedicated over tracts "A", "B" and "C".

The following is an example for Private Accessways:

Tract "P" is hereby declared as a private accesway to be owned and maintained by the homeowners' association. An easement for public water and sewer, refuse collection, drainage, and emergency and service type vehicle access is hereby dedicated to the public over tract "P".

Owner(s) of property

The following is an example of an owner approval line:

In witness whereof,, an Arizona, as owner, has hereunder caused its name to be signed and the same to be attested by the signature of, its..... thereunto duly authorized this.....day of, 200 .

Owner/Authorized Signer

Certification (statement) by the registered land surveyor preparing the plat that it is correct and accurate, and that the monuments described have been located as described.

- [] [] Location of all adjoining recorded subdivisions with date, book, page number, recordation, and for unplatted land note "unsubdivided."
- [] [] All residential lots shall be numbered consecutively and "exceptions," "tracts," "drainageways," and "easements" shall be clearly designated and dimensioned.
- [] [] All lines must be solid except for easement lines, centerlines and right-of-way lines.

NOTES:

Place the following notes on the plat if applicable:

- [] [] "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. The City of Phoenix may, if it so desires, construct and/or maintain drainage facilities on or under the land in the easements or tracts."
- [] [] "No structure of any kind be constructed on, over, or placed within the sanitary sewer easement except public sanitary sewer mains, paving, wooden, wire or removable section type fencing. The trunks of large landscaping plants such as Palo Verde and Mesquite trees shall be located a minimum distance of 10 feet from the outside edge of the sanitary sewer pipe. No vegetation shall be planted within the easement except grass and/or ground cover approved by the Development Services Department Landscape Architect. It shall be further understood that the City of Phoenix shall not be required to replace any obstructions, paving or vegetation that becomes damaged or must be removed during the course of maintenance, construction, reconstruction or repair."
- [] [] "No structure of any kind be constructed on, over, or placed within the water easement except public water mains, paving, wooden wire or removable section type fencing. The Water Services Department "Design Standards for Water Distribution Main" (W-3 Revised 6/12/92) requires that the pipe material on private property in easements shall be ductile iron. No vegetation shall be planted within the easement except grass and/or ground cover approved by the Development Services Department Landscape Architect. It shall be further understood that the City of Phoenix shall not be required to replace any obstructions, paving or vegetation that becomes damaged or must be removed during the course of maintenance, construction, reconstruction or repair."
- [] [] "No structure of any kind be constructed on, over, or placed within the public utility easement except paving, wooden, wire or removable section type fencing. No vegetation shall be planted within the easement except grass and/or ground cover approved by the Development Services Department Landscape Architect. It shall be further understood that the City of Phoenix shall not be required to replace any obstructions, paving or vegetation that becomes damaged or must be removed during the course of maintenance, construction, reconstruction or repair."
- [] [] "This site lies within the Paradise Valley subsidence area."
- [] [] This subdivision is located within the City of Phoenix water service area and has been designated as having an assured water supply.
- [] [] "All new or relocated utilities will be placed underground."
- [] [] "Structures and landscaping at intersection of _____ with _____ within a triangle measuring 33' along _____ and 15' along _____ will be maintained at a maximum height of 3'."
- [] [] "Structures and landscaping within a triangle measuring 33' x 33' along the property lines will be maintained at a maximum height of 3'."
- [] [] "A minimum 20' setback (18' if vertically opening garage doors are provided) will be provided from back of sidewalk to face of garage door."
- [] [] "Each lot in this subdivision is permitted one dwelling unit for a total of _____ dwellings within the entire subdivision."
- [] [] "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."
- [] [] Hillside Note: Hillside lots which require individual Hillside Development Review by the City's Development Services Department prior to the issuance of a building permit.

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

FINAL SUBDIVISION PLAT CHECKLIST

TRT/Dev/private/ updated 2003 docs
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