Final Plat Review

Procedural Guide & Application

Final Plat Stage

Subdivision Review Procedural Guide

A. General

Purpose

The purpose of this procedural guide is to provide the applicant with a general outline of the procedures and requirements related to the final plat stage of the subdivision process. The developer must also comply with the requirements set forth in Title 6, "Subdivisions" of the Town of Marana Development Code.

Subdivision Process

Subdivisions are processed as a two-step procedure which consists of the preparation and approval of a preliminary plat and preparation, approval and recording of a final plat. The timing of the subdivision process varies depending upon other processes such as rezoning applications, if necessary, and other departmental and jurisdiction review. For the purposes of this guide, any development that is included within the following definition shall follow these subdivision procedures:

Subdivision: As defined by Arizona State Statutes, A.R.S. Section 9-463.02, a "Subdivision" means improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four or more lots, tracts or parcels of land; or, if a new street is involved, any such property which is divided into two or more lots, tracts or parcels of land; or, any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two parts. "Subdivision" also includes any condominium, cooperative, community apartment, townhouse or similar project containing four or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon, but plats of such projects need not show the buildings or the manner in which the buildings or airspace above the property shown on the plat are to be divided.

B. Final Plat Review Process

This is the last stage of the subdivision process. The Final Plat stage includes the following:

1. In the event that the Final Plat will be submitted to the Town within 120 days of Town Council approval of the Preliminary Plat, a pre-application meeting shall not be required. However, the applicant may request a pre-application meeting to discuss the project and/or review procedures.

2. Planning staff will review the Final Plat for completeness and conformity to the approved Preliminary Plat and distribute the submittal to other departments and agencies as necessary. Reviewing departments and agencies are provided 15 working days from distribution date to provide their comments to the Planning Department.

3. After the completion of the review period, the Planning Department will summarize any comments and inform the developer as to any necessary changes or additions which may require a resubmittal; or that the original of the plat may be submitted.

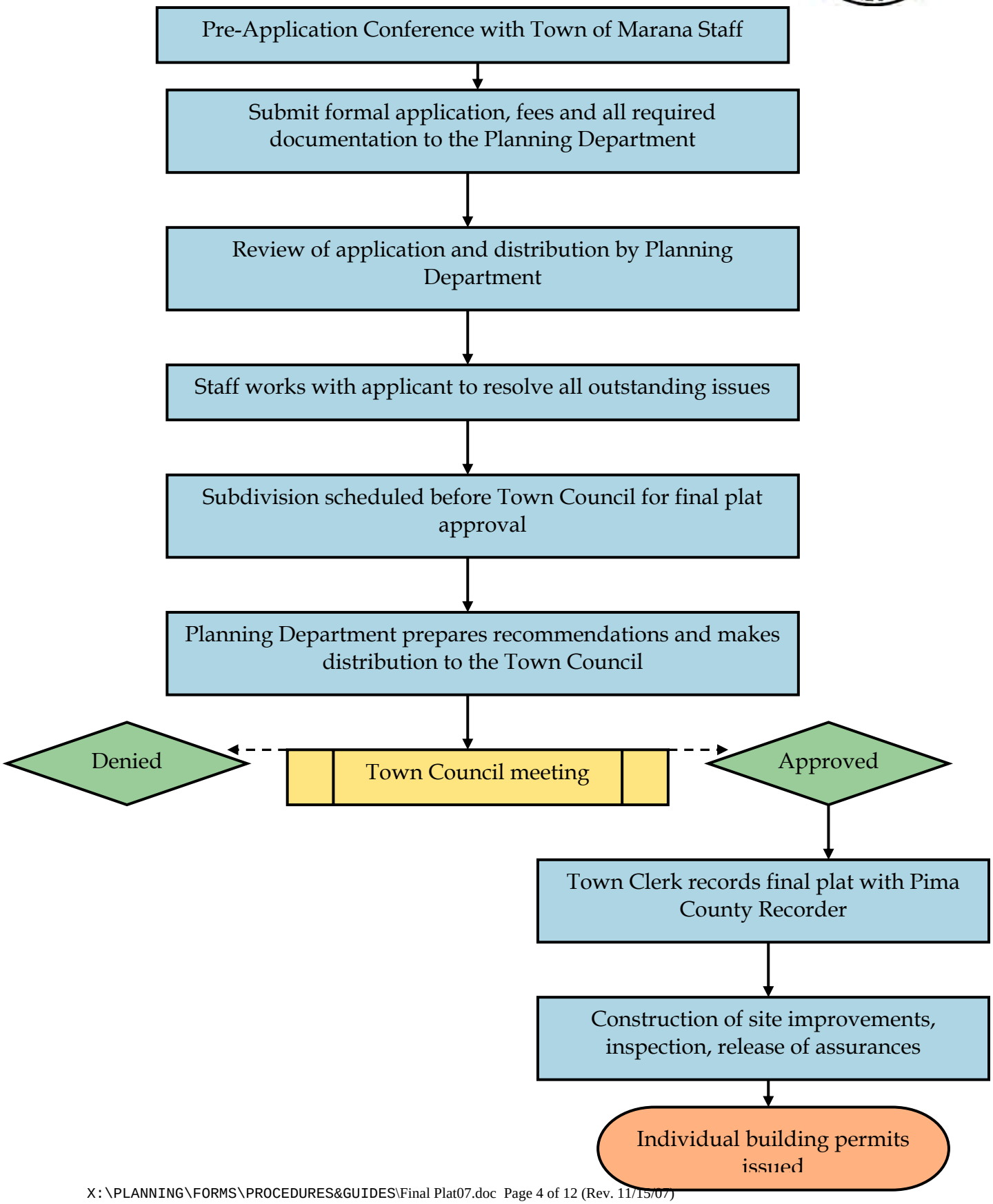
4. Upon compliance with all stipulations of the Preliminary Plat approval and the applicable Town Codes and requirements, the Final Plat will be placed on the agenda of the next scheduled Town Council meeting. The Town Council meets on the first and third Tuesday of each month in the Town Hall. The applicant will be notified of the date and time of the meeting.

5. The following shall be submitted to the Planning Department by the Applicant prior to the project being scheduled on the Town Council agenda. Further project processing may be delayed until obtained.

- One full-size original mylar copy of the Final Plat.
- One copy of the accepted CC&Rs.
- One copy of the accepted assurance agreements.
- Two final disks in digitally compliant format (DXF).

6. Once approved by the Council and any conditions of Final Plat approval have been met, the Town Clerk and Mayor shall certify this action, necessary signatures are obtained on the Final Plat mylar and the Final Plat is recorded in the Office of the Pima County Recorder. (The applicant is responsible for all recording fees.)

Final Plat Review Process



FINAL PLAT SUBMITTAL

INSTRUCTIONS & REQUIREMENTS

THE FOLLOWING INSTRUCTIONS AND REQUIREMENTS WILL BE USED BY TOWN AGENCIES FOR REVIEW OF SUBDIVISION PLATS AND ARE PROVIDED AS A GUIDE FOR THE USE AND INFORMATION OF THOSE PREPARING SUCH PLATS. THE STATEMENTS CONTAINED HEREIN ARE BASED ON EXISTING ORDINANCES, POLICIES AND STANDARDS AND MAY BE SUBJECT TO CHANGE IF THESE BASIC REQUIREMENTS ARE MODIFIED. ALSO, SOME STATEMENTS MAY BE MODIFIED OR REINTERPRETED IN SPECIAL CASES. REQUEST FOR SUCH MODIFICATIONS OR INTERPRETATIONS SHOULD BE ADDRESSED TO THE PLANNING DIRECTOR OR THE TOWN ENGINEER, AS APPROPRIATE.

A. GENERAL INSTRUCTIONS

1. Preliminary plat must have been approved and the mylars signed prior to submittal of the final plat.
2. Proper size sheet (24″ X 36″) with ½″ standard margins, and 1-½″ margin at left.
3. "Book _____ Page _____" at upper and lower right corners on each sheet, in margins. (Nothing appears outside of border lines except "Book _____ Page _____".)
4. Plan must be drawn to a 1″ = 40′ scale on sheets measuring 24″ X 36″. Written approval must be obtained from the Planning Director prior to submittal in order to vary from the 1″ = 40′ scale.
5. Show north arrow. Every effort should be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match line, etc., but in no case will the north arrow point downward. In the case of multiple sheets, the north orientation will be the same on all sheets.
6. Lots and streets to be in general conformance to preliminary plat.
7. All references to recorded instruments shall state what type book (i.e. "Road Maps", "Maps and Plats", "Docket", etc.), with appropriate book and page numbers filled in.
8. If the plat map is shown on more than one sheet, provide a key map on the cover sheet indicating the sub-area of each sheet. The key map shall be of sufficient size to serve for orientation of streets, lots and sheets.
9. In the case of multiple sheets, the overview on the cover sheet shall show the matchlines and sheet numbers.
10. In addition to the current sheet view, the adjacent lots or features (or a small portion thereof) shall be ghosted-in for clarity.
11. Plan must contain name, book and page for all adjacent subdivisions ("ghosted" lettering).

12. Provide a complete legend of symbols (on cover sheet).

13. All required improvement plans shall be approved prior to approval of the final plat.

14. Star symbols are required to indicate the general access location for corner lots, large frontage lots and lots with multiple street frontages.

15. All areas must be properly identified, or be labeled "excluded".

16. Condominium units having more than one story require a symbol that designates unit vertical levels. Do not use circles. For example:

101	Odd numbers = Upper Level
100	Even Numbers = Lower Level
300	
200	= Multiple Levels
100	

17. Where a subdivision boundary crosses a section or quarter-section line, the line shall be continued through the plat, using light dashed lines (sufficiently thick to remain visible when reduced)..

18. Upon approval of the final plat by the Planning Director and Town Engineer, the developer shall obtain all the required approval/dedication signatures for the plat and submit the reduced copies of the plat, the plat original drawings (reverse read mylar), original and copies of the CC&R's, original assurance agreement, two digitally compliant (DXF) disks of the recorded plat and other related documents required for review by the Mayor and Council. The Town Clerk will sign the approval certification blank, and the documents will be recorded. (The applicant is responsible for all recording fees.)

B. LOCATION MAP

1. In the upper right corner of the first sheet, provide a location map, drawn to a scale of three (3) inches equals one mile, with north oriented to the top of the sheet, which includes:
    a. The subject property, identified and centered within a one square mile area.
    b. The adjacent conditions; subdivisions, unsubdivided land, schools, etc.
    c. Major streets, rivers, railroads, national forests, reservations and city, town or other jurisdictional limits.
    d. The section-township-range of the subject property.
    e. Labeled section corners.
    f. Brief legal description, i.e., "Portion of Section ___, T ___ S, R ___ E, G&SRB&M, Town of Marana, Pima County, Arizona."
    g. A north arrow and scale indicated.

C. TITLE BLOCK

1. In the lower right corner of each sheet, provide a title block, which includes the following:
    a. Name of subdivision.

b. "Lots ___, through ___ and common areas 'A' through ___."

c. Brief legal description, i.e., "Portion of Section ___, T ___ S, R ___ E, G&SRB&M, Town of Marana, Pima County, Arizona."

d. Scale.

e. Town of Marana Case Number(s).

f. "Sheet _____ of _____".

D. APPROVALS, ASSURANCES, DEDICATIONS & CERTIFICATIONS

1. All final plats shall include the following blocks on the cover sheet:

a. TOWN OF MARANA APPROVALS

BY _____ P.E. _____
MARANA SUBDIVISION ENGINEER DATE

_____ _____
MARANA PLANNING DIRECTOR DATE

b. I, _____, CLERK OF THE TOWN OF MARANA HEREBY CERTIFY THAT THIS PLAT (OR PLAN) WAS APPROVED BY THE TOWN AND COUNCIL OF THE TOWN OF MARANA ON THE _____ DAY OF _____, 20_____.

c. PIMA COUNTY APPROVALS

_____ _____
PIMA COUNTY DEPT. OF WASTEWATER MANAGEMENT DATE

d. In accordance with ARS No.45-576, one of the following notes shall be on the plat:

A CERTIFICATION OF ASSURED WATER SUPPLY HAS BEEN RECEIVED FROM THE DIRECTOR OF WATER RESOURCES.

BY _____ P.E. _____
MARANA TOWN ENGINEER DATE

-OR-

THIS SUBDIVISION LIES WITHIN AN AREA DESIGNATED AS HAVING AN ASSURED WATER SUPPLY.

BY _____ _____
UTILITY DIRECTOR DATE
TOWN OF MARANA

e. One of the following assurance blocks shall appear on the final plat:

ASSURANCES IN THE FORM OF _____ FROM _____ AS RECORDED IN DOCKET _____ PAGE _____ HAS BEEN PROVIDED TO GUARANTEE DRAINAGE AND STREET IMPROVEMENTS (INCLUDING MONUMENTS) AND UTILITY IMPROVEMENTS (ELECTRIC, TELEPHONE, GAS, SEWER, WATER) IN THIS SUBDIVISION.

BY _____ _____
TOWN OF MARANA DATE

-OR-

ASSURANCE IN THE FORM OF _____ FROM _____ IN THE AMOUNT OF $_____ HAS BEEN PROVIDED TO GUARANTEE DRAINAGE AND STREET IMPROVEMENTS (INCLUDING MONUMENTS) AND UTILITY IMPROVEMENTS (ELECTRIC, TELEPHONE, GAS, SEWER, WATER) IN THIS SUBDIVISION.

BY _____ _____
TOWN OF MARANA DATE

2. The following certification shall appear on the plat map:

   a. Certification of survey, with seal, signature, printed name and registration number of registered land surveyor, in the following form:

      I HEREBY CERTIFY THAT THE BOUNDARY SURVEY SHOWN ON THIS PLAT WAS PERFORMED UNDER MY DIRECTION AND THAT ALL EXISTING AND/OR PROPOSED SURVEY MONUMENTS AND MARKERS SHOWN ARE CORRECTLY DESCRIBED. I FURTHER CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECTION.

   b. A registered professional engineer shall, by seal, signature, printed name and registration number, certify that the 100-year flood prone limits and erosion hazard setbacks were reviewed and shown under his/her supervision.

3. The following recording block shall be included on the cover sheet:

   RECORDING

   STATE OF ARIZONA) FEE _____

)SS

COUNTY OF PIMA NO. _____

THIS INSTRUMENT WAS FILED FOR RECORD AT THE REQUEST OF
_____ ON THIS _____ DAY OF
_____, 20_____, AT _____M. IN BOOK _____ OF MAPS
AND PLATS AT PAGE _____ THEREOF.

F. ANN RODRIQUEZ _____
PIMA COUNTY RECORDER BY DEPUTY

4. Dedication should be in substantially the following standard form, as appropriate (material in parentheses to be used where applicable):

   a. Opening paragraph of all dedications:

      "(I) (WE) THE UNDERSIGNED, HEREBY WARRANT THAT (I AM) (WE ARE) ALL AND THE ONLY (PARTY) (PARTIES) HAVING ANY RECORD TITLE INTEREST IN THE LAND SHOWN ON THIS PLAT, AND (I) (WE) CONSENT TO THE SUBDIVISION OF SAID LAND IN THE MANNER SHOWN HEREON. (I) (WE) HEREBY DEDICATE TO THE PUBLIC ALL RIGHTS-OF-WAY SHOWN HEREON, INCLUDING ALL STREETS, (ALLEYS), (DRAINAGEWAYS), AND EASEMENTS. UTILITY EASEMENTS AS SHOWN HEREON ARE DEDICATED FOR THE PURPOSE OF INSTALLATION AND MAINTENANCE OF UTILITIES AND SEWERS. EXCLUSIVE EASEMENTS FOR TOWN USES AS SHOWN HEREON ARE HEREBY DEDICATED TO THE TOWN OF MARANA."

   b. All dedications must contain the following statement:

      "(I) (WE) THE UNDERSIGNED, (MY) (OUR) SUCCESSORS AND ASSIGNS, DO HEREBY SAVE TOWN OF MARANA, ITS SUCCESSORS AND ASSIGNS, THEIR EMPLOYEES, OFFICERS, AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS FOR DAMAGES RELATED TO THE USE OF SAID LANDS NOW AND IN THE FUTURE BY REASON OF FLOODING, FLOWAGE, EROSION, OR DAMAGE CAUSED BY WATER, WHETHER SURFACE, FLOOD, OR RAINFALL. IT IS FURTHER UNDERSTOOD AND AGREED THAT NATURAL DRAINAGE SHALL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT APPROVAL OF THE MARANA TOWN COUNCIL."

   c. The following clause, modified as appropriate, must be added or may be used in place of other clauses in case of a private subdivision.

      "PRIVATE DRAINAGEWAYS AND COMMON AREA, AS SHOWN HEREON, ARE RESERVED FOR THE PRIVATE USE AND CONVENIENCE OF ALL OWNERS OF PROPERTY WITHIN THIS SUBDIVISION THEIR GUESTS AND INVITEES, AND (EXCEPT FOR DRAINAGEWAYS), FOR THE INSTALLATION AND MAINTENANCE OF UNDERGROUND UTILITIES. TITLE TO THE LAND OF ALL PRIVATE DRAINAGEWAYS AND COMMON AREAS SHALL BE VESTED IN AN ASSOCIATION OF INDIVIDUAL LOT OWNERS AS ESTABLISHED BY COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED IN DOCKET BOOK _____ AT PAGE _____ IN THE OFFICE OF THE PIMA COUNTY RECORDER. EACH AND EVERY LOT OWNER WITHIN THE SUBDIVISION SHALL BE A MEMBER OF THE

ASSOCIATION, WHICH WILL ACCEPT ALL RESPONSIBILITY FOR THE CONTROL, MAINTENANCE, SAFETY, AND LIABILITY OF THE PRIVATE DRAINAGEWAYS AND COMMON AREAS WITHIN THIS SUBDIVISION, AS SHOWN HEREON."

5. Acknowledgment by owner or authorized agent must conform to Arizona Revised Statutes 33-507.

6. All signatures must be originals and appear in black permanent ink.

E. GENERAL NOTES TO INCLUDE

1. Gross area of development in acres and square feet.

2. Total number of lots.

3. Area and type (undisturbed, recreational, parks, etc.) of open space (acres).

4. Total miles of new public streets is _____. (Provide mileage to the nearest tenth.)

5. Minimum allowable lot size (sq. ft.) per the zoning designation.

6. Indicate minimum, average and maximum lot size provided.

7. Maximum allowable building height.

8. Building setbacks
   a. Front
   b. Side
   c. Rear
   d. Corner

9. Parking provisions (spaces per lot and any additional parking). Identify any proposals for streets to have restricted parking (e.g.: parking only on one side of street).

10. Zoning and density.

11. "THE AREA BETWEEN 100-YEAR FLOOD LIMITS REPRESENTS AN AREA THAT MAY BE SUBJECT TO FLOODING FROM A 100-YEAR FREQUENCY FLOOD AND ALL LAND IN THIS AREA WILL BE RESTRICTED TO USES THAT ARE COMPATIBLE WITH FLOODPLAIN MANAGEMENT AS APPROVED BY THE FLOODPLAIN ADMINISTRATOR."

12. "BUILDABLE AREAS FOR LOTS _____ THROUGH _____ WILL BE FILLED TO INDICATED ELEVATIONS AND VERIFIED BY A REGISTERED PROFESSIONAL ENGINEER PRIOR TO THE ISSUANCE OF ANY PERMITS FROM THE TOWN OF MARANA FOR THOSE LOTS."

13. "NO FURTHER LOT SPLITTING SHALL BE DONE WITHOUT THE WRITTEN APPROVAL OF THE MARANA TOWN COUNCIL."

14. Basis of bearings: describe base-line, between two section/¼ corners, with reference to a map of record (if possible) and indicate the bearing.

15. The professional engineer of record shall certify as to the form, line, and function of all public and private roadways and drainage structures before the release of assurances.

16. Certain unique notations still appear where applicable.

F. TIES AND MONUMENTATION

1. Show distances and bearings between all monuments referenced.

2. All monumentation shown must be fully described, with any markings noted, and labeled as "found" or "set".

3. Distance and bearings, from at least one subdivision corner, must be tied to the base-line.

4. Standard Town of Marana survey monuments must be set within or adjacent to subject subdivision at all street intersections, P.C.'s , P.R.C.'s, stub street termini, and at centers of cul-de-sacs and eyebrows. Monuments at intersections of minor streets with 150-foot rights-of-way shall be placed at the center-line of the minor street, where it intersects the major right-of-way line. These monuments to be installed after paving. Standard Town of Marana survey monuments shall be set at all corners, P.C.'s, P.T.'s, and intersections with section and quarter-section lines around the plat boundaries. All survey monuments to be set shall be described as marked with the certifying surveyor's registration number.

G. LOTS AND PARCELS

1. Show lot numbers, dimensions, boundaries, bearings, and area (in square feet) for all lots, parcels, and common areas.

2. Lot numbers to be shown conspicuously, common areas to be designated by letters.

3. Each common area shall be separate and distinct. Common areas with called-out, not-common uses shall be separate parcels. Details shall be shown as per lots.

4. Each lot and block in its entirety shall be shown on one sheet.

5. No "ditto marks" to be used.

6. Label all property lines that are radial lines as "(RAD)". Show radial bearings for P.C.'s and E.C.'s at non-tangent points.

7. Show all building setback lines.

8. Indicate all easements, giving dimensions and purpose.

9. One-foot no-access easements must appear when made a condition of the preliminary plat.

10. Show other conditions adjacent to the site: zoning, use, subdivision names, book and page of adjoining plats, unsubdivided adjacent areas labeled as such with parcel number.

H. STREETS, EASEMENTS & OTHER RIGHTS-OF-WAY

1. Show existing streets in and adjacent to the subdivision, giving name, width, and recorded reference.

2. Show existing and adjacent easements and drainageways, giving width, purpose (where pertinent), and recorded reference.

3. Show all dimensions and bearings.

4. Show all curve data: radius, length of arc, tangent and central angle. Curve data tables are acceptable. Curves to be numbered consecutively throughout the plat. (Do not repeat curve numbers.)

5. Show each approved name and right-of-way width of each new street or other right-of-way.

6. Utility easements, dedicated drainageways, and exclusive easements for Town uses must be separate and distinctly labeled.

7. Limits of one-hundred-year flood-prone areas must be shown as a surveyable line and labeled, and tied to known points.

8. Show sight visibility triangles.

PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE. IT IS NOT NECESSARY TO INCLUDE IT WITH THE SUBMITTAL.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE TOWN OF MARANA PLANNING DEPARTMENT AT (520) 382-2600. ALL PLANNING-RELATED FAXES MAY BE SENT TO (520) 297-3792.

PLANNING & ENGINEERING APPLICATION

1. TYPE OF APPLICATION (Check One)

O Preliminary Plat
O Final Plat
O General Plan Amendment
O Variance
O Development Plan
O SWPPP
O Landscape Plan
O Native Plant Permit
O Specific Plan Amendment
O Conditional Use Permit
O Rezone/Specific Plan
O Annexation
O Significant Land Use Change
O Minor Land Division
O Water Plan
O Improvement Plan (specify type in Description of Project box*)
O Other _____

2. GENERAL DATA REQUIRED

Assessor's Parcel Number(s)				General Plan Designation (To be confirmed by staff)	
Gross Area (Acre/Sq. Ft.)				Current Zoning (To be confirmed by staff)	
Development/Project Name				Proposed Zoning	
Project Location					
Description of Project*					
Property Owner					
Street Address					
City	State	Zip Code	Phone Number	Fax Number	E-Mail Address
Contact Person				Phone Number / E-mail	
Applicant					
Street Address					
City	State	Zip Code	Phone Number	Fax Number	E-Mail Address
Contact Person				Phone Number / E-mail	
Agent/Representative					
Street Address					
City	State	Zip Code	Phone Number	Fax Number	E-Mail Address
Contact Person				Town of Marana Business License No.	

3. AUTHORIZATION OF PROPERTY OWNER

I, the undersigned, certify that all of the facts set forth in this application are true to the best of my knowledge and that I am either the owner of the property or that I have been authorized in writing by the owner to file this application and checklist. **(If not owner of record, attach written authorization from the owner.)**

_____ _____ _____

Print Name of Applicant/Agent | Signature | Date