



# Planning & Development Department

## FINAL PLAT & INFRASTRUCTURE PERMIT

This packet can also be used for Re-Plats



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Note: The Maricopa County Environmental Services Department (MCESD) Approval to Construct (ATC) application is also a requirement for Final Plats/Infrastructure Permits. This document can be obtained at MCESD or on the Planning and Development webpage. At this time, the ATC application can either be submitted at MCESD or through the One Stop Shop (OSS) at Planning and Development.



**Planning & Development  
Department  
FINAL PLAT/INFRASTRUCTURE PERMIT  
PROCESS**



**A SUBDIVISION**, is defined by ARS §32-2101 as improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests. Subdivisions or subdivided lands include a stock cooperative and include lands divided or proposed to be divided as part of a common promotional plan. This paragraph shall not apply to leasehold offerings of one (1) year or less, or to the division or proposed division of land located in the State of Arizona into lots or parcels each of which is, or will be, thirty-six (36) acres or more in area including to the centerline of dedicated roads or easements, if any, contiguous to the lot or parcel and provided further that this definition shall not be deemed to include the leasing of agricultural lands, or of apartments, offices, stores, hotels, motels, or similar space within an apartment building, industrial building or commercial building, except that condominiums as defined in Title 33, Chapter 9, shall be included in this definition, nor shall this definition include the subdivision into or development of parcels, plots or fractional portions within the boundaries of a cemetery which has been formed and approved pursuant to this chapter.

Any subdivision within the unincorporated area of Maricopa County must be approved by the Board of Supervisors prior to being recorded. Approval of subdivisions occurs in two (2) stages: Preliminary plat and Final Plat.

**APPLICATION**

An application for a Final Plat and Infrastructure Permit must be filed with the Planning and Development Department. Please note that applications must be complete. Intake may reject incomplete applications and/or applications that are submitted after 4:00 p.m. A pre-submittal meeting is recommended.

**FINAL PLAT/INFRASTRUCTURE PERMIT PROCEDURES**

After the Preliminary Plat is approved, the owner or authorized agent may submit the Final Plat and related Infrastructure Plans to the Planning and Development Department. The Final Plat must meet the requirements set forth by the Planning and Zoning Commission, the Maricopa County Subdivision Regulations, and be in substantial compliance with the approved Preliminary Plat. The Final Plat and Infrastructure Plans will be reviewed by the Maricopa County Department of Transportation, Environmental Services, Flood Control District, Drainage Review, Addressing, Building Plan Review, Zoning Plan Review, Comprehensive Planning, and Current Planning divisions. The Final Plat may also be routed to applicable fire department, any town or city within three miles of the site of the plat, and other interested parties. These reviewing agencies may require additional information in order to review the Final Plat.

**BOARD OF SUPERVISORS (BOS)**

When the above-mentioned County agencies have approved the Final Plat and Infrastructure Plans, the owner or authorized agent will be directed by the assigned Planner to obtain property owner and MCDOT signatures on a three (3) sets of mylars. These mylars will then be submitted to the Planner who will obtain signatures from both the Assessor's and Treasurer's offices. The Final Plat will be scheduled for the first available BOS meeting once all signatures are obtained. Please note that the Planner must receive signed mylars at least four (4) weeks prior to the desired BOS meeting.

**POST-BOS ACTIVITY**

After the BOS approves and signs the Final Plat, it is transmitted by the Planning and Development Department to the County Recorder's Office. After recordation, the owner or authorized agent will be contacted by Planning and informed that the Final Plat is ready for pick-up. Owner or authorized agent will pay applicable recording fees and receive the recorded Final Plat mylars (minus one set). The owner or authorized agent will then resubmit four (4) full-size folded paper copies of the recorded final plat to One Stop Shop the (OSS) with completed plan revision sheet as an "Addendum" including project name and tracking number. Failure to submit the Addendum as required, shall delay the approval of the Infrastructure Permit. Quality Control will notify the contact person upon approval of the Infrastructure Permit and the payment of fees will authorize the permit to be issued.



Planning & Development
Department
FINAL PLAT APPLICATION

Was a presubmittal meeting conducted for this project?
[ ] Yes [ ] No



APPLICATION MUST BE COMPLETED IN FULL AND ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.

REQUEST

Final or Replat:
Title of Project:
Description of Request:
# of lots/units, tracts and/or parcels:
Gross Density per Dwelling Unit:
Existing Zoning District:
Related Case Number/s:

PROPERTY INFORMATION

Address (if known):
General location (include nearest city/town):
Gross Acres: Net Acres:
Legal Description Section: Township: Range:
Assessor's Parcel Number/s:
Subdivision Name (if applicable):

OWNER'S AUTHORIZED AGENT INFORMATION

Name: Contact:
Address:
City: State: Zip:
Phone #: Fax#:
E-mail Address:

PROPERTY OWNER INFORMATION

Name: Contact:
Address:
City: State: Zip:
Phone #: Fax#:
E-mail Address:

PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION

I (property owner) authorize (owner's agent) to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S.§§ 12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.
Property Owner Signature: Date:

VERIFICATION OF APPLICATION INFORMATION

I certify that the above statements are true. If any of the above statements is willfully false, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded.
Property Owner Signature: Date:

CASE INACTIVITY

Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.



## Planning & Development Department



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### ADDENDUM: PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY

I, \_\_\_\_\_, hereby absolutely, unconditionally and irrevocably  
(print name)

guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application and the property for which the application made, including any fees incurred if this application is withdrawn, without the necessity of Maricopa County first seeking payment from the named applicant.

All outstanding fees and fines against a property owed to the Department must be current and paid in full before any application will be scheduled for hearing or administrative approval as applicable.

Signature of Guarantor: \_\_\_\_\_

Date: \_\_\_\_\_



Planning & Development  
Department



**LIMITED LIABILITY COMPANY RESOLUTION**

Be it resolved that the transaction herein referred to, being herewith approved, \_\_\_\_\_ member of \_\_\_\_\_, L.L.C. be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain \_\_\_\_\_ for parcel number(s) \_\_\_\_\_.

I, \_\_\_\_\_ (attesting witness); member of \_\_\_\_\_ L.L.C., a Limited Liability Company of the State of \_\_\_\_\_, CERTIFY that the foregoing Resolution is duly authorized by the Certificate of Formation and the Operating Agreement of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_



Planning & Development  
Department



**CORPORATE RESOLUTION**

Be it resolved that the transaction herein referred to, being herewith approved, \_\_\_\_\_ President of \_\_\_\_\_, be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain \_\_\_\_\_ for parcel number(s) \_\_\_\_\_.

I, \_\_\_\_\_ (attesting witness); Secretary of \_\_\_\_\_ a corporation of the State of \_\_\_\_\_, CERTIFY that the foregoing Resolution is duly authorized by the Board of Directors of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_



**Planning & Development  
Department  
BUILDING ACTIVITY APPLICATION**



<b>CURRENT ASSESSOR'S PARCEL NUMBER:</b>	- -	<b>CONSTRUCTION SITE ADDRESS:</b>	Number- Fraction-Direction- Street Name		Suffix	
<b>GO TO PERMIT NUMBER:</b>	(Department use only)		City		State	Zip Code
<b>MAJOR CROSS STREETS:</b>						
<b>PROPERTY OWNER INFORMATION</b>			<b>GENERAL INFORMATION</b>			
Last Name:			Subdivision:			
First Name:			Mobile Home Park Name:			
Mailing Address:			Lot #:	<input type="checkbox"/>	Block #:      Space #:	
City:			Tract #:			
State:      Zip Code:			Lot Sq. Ft.:			
Country If Other Than U.S.:			Valuation of Project:			
Day Phone: (      )			<b>WORK DESCRIPTION</b>			
Alternative Phone: (      )						
Fax Number: (      )						
Email:						
<b>DIRECTIONS TO JOB SITE</b>						
			Related case # (if applicable):			
			<b>UTILITIES TO PROPERTY</b>			
			Electric Co.		Water Co.	
			Gas Co.		Sewer Co.	
			Fire District.			
<b>COMMERCIAL</b>			<b>MINOR BUILDING PERMIT</b>			
<b>NEW :</b>	<input type="checkbox"/>	<b>ADDITION:</b>	<input type="checkbox"/>	<b>A/C UNIT:</b>	<input type="checkbox"/>	
<b>TENANT IMPROVEMENT:</b>	<input type="checkbox"/>			<b>ELECTRICAL:</b>	<input type="checkbox"/>	
<b>Business Name:</b>			<b>AMPS:</b>			
<b>Signs:</b>	<input type="checkbox"/>	<b>Type:</b>	<b>Sign Area:</b>	<b>GAS LINE:</b>	<input type="checkbox"/>	
<b>RESIDENTIAL</b>			<b>OTHER:</b>			
<b>NEW:</b>	<input type="checkbox"/>	<b>ADDITION:</b>	<input type="checkbox"/>	<b>Specify:</b>		
<b>Standard Plan No:</b>			<b>GRADING PERMIT:</b>			
<b>Option No:</b>			<b>GRADING PERMIT:</b>	<input type="checkbox"/>		
<b>REMODEL</b> (Interior work only):						
<b>ACCESSORY BUILDING:</b>			<b>MOBILE HOME/MOVE-ON PERMIT</b>			
<b>Type:</b>			<b>MOBILE HOME:</b>		<input type="checkbox"/>	
<b>POOL:</b>			<b>MULTI-SECTIONAL:</b>		<input type="checkbox"/>	
<b>Standard Plan No:</b>		<b>Option No:</b>	<b>MANUFACTURED HOME:</b>		<input type="checkbox"/>	
<b>Lin Ft:</b>						
<b>FENCE:</b>	<input type="checkbox"/>	<b>POOL BARRIER</b>	<input type="checkbox"/>	<b>Year of MH:</b>		
<b>Fence type:</b>		<b>Height:</b>	<b>Lin Ft:</b>	<b>MOVE-ON :</b>		
				<input type="checkbox"/>		
<b>COMPLIANCE INSPECTION</b>						
<b>Type:</b>						
<p>The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel and appropriate emergency service providers for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand that the filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2704 and is a class 2 misdemeanor.</p>						
Owner/Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
I certify that the building(s) included on the attached site plan do not have wastewater plumbing, that no part of the building(s) or vehicle access is within 10' of the septic system, and that no part of the proposed construction will negatively impact the septic system.				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Is your driveway tying into a Maricopa County right-of-way?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Owner/Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>OWNER / AGENT / CONTRACTOR'S SIGNATURE:</b> (Circle One)				<b>DATE:</b>		



Planning & Development  
Department

CONTACT SUPPLEMENTAL



Complete applicable sections below.

**TRACKING NUMBER:**

**LICENSED CONTRACTOR VERIFICATION**

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.

LICENSE NUMBER AND CLASS:	NUMBER	CLASS	TRUST ACCOUNT NUMBER:
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/> Engineer <input type="checkbox"/>
COMPANY NAME:			
STREET ADDRESS:			
CITY/STATE/ZIP:			
MAILING ADDRESS: (If different from above)			
CITY/STATE/ZIP:			
CONTACT PERSON 1:		TITLE:	
PHONE NUMBER:	( )	ALTERNATE PHONE:	( )
CONTACT PERSON 2:		TITLE:	
PHONE NUMBER:	( )	ALTERNATE PHONE:	( )
FAX NUMBER:	( )	E-MAIL:	

**AGENT/CONTACT INFORMATION**

BUSINESS NAME:			
ADDRESS:			
CONTACT PERSON 1:		TITLE:	
PHONE NUMBER:	( )	ALTERNATE PHONE:	( )
CONTACT PERSON 2:		TITLE:	
PHONE NUMBER:	( )	ALTERNATE PHONE:	( )
FAX NUMBER:	( )	E-MAIL:	



**Planning & Development  
Department  
FINAL PLAT/INFRASTRUCTURE PERMIT APPLICATION  
CHECKLIST**



Applications submitted to the Maricopa County Planning & Development Department shall include all of the exhibits and information listed in this checklist. Applications will not be accepted for processing until the following information has been provided. **Application(s) determined to be incomplete shall not be processed by staff. Applications must be submitted prior to 4:00 p.m.** This information is required by the Maricopa County Subdivision Regulations and/or department staff to adequately review the proposal. **A pre- submittal meeting is recommended.**

**1. APPLICATION:**

- A. Completed and signed Final Plat application, Building Activity Application, and Infrastructure Contact Supplemental **(15 copies)**.
- B. Letter addressed to Board of Supervisors with the following information: **(2 copies)**.
  - i. Request for approval
  - ii. Name and address of subdivider
  - iii. Party responsible for preparing plat
  - iv. Verification of Final Plat submittal to cities within three (3) miles of plat
- C. Copy of Certificate of 100 – Year Assured Water Supply from Arizona Department of Water resources **(2 copies – optional with initial application submittal, required prior to scheduling for BOS)**.
- D. Recorded official deeds **(2 copies each)**
- E. Corporate or LLC Resolution as applicable.

**2. FINAL PLAT INFORMATION:** Final Plat shall be to scale (Engineer's Scale) and at minimum submitted with the following requirements. Please see Maricopa County Subdivision Regulations for additional requirements. **Provide 15 collated, folded, and stapled copies** of large-scale plans (not to exceed 24" x 36" in size), and **15 copies** of an 8 ½" x 11" reduction of each page.

- A. Date of plat and subsequent revision dates
- B. Vicinity map with location of plat
- C. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data shall be referenced
- D. Boundary of parcel(s) to be subdivided fully balanced and closed
- E. Excepted parcels accurately described by bearings and distances
- F. North arrow and scale (written and graphic)
- G. Identification of Plat by name, location, legal description, zoning district, and case number
- H. Name, address, phone and fax numbers of the property owner, developer/sub divider, Engineer/Surveyor, etc.
- I. Name, registration number, and seal of registered professional civil engineer or registered land surveyor preparing the plat
- J. Certification by registered professional land surveyor of plat accuracy
- K. Table containing each lot, tract/parcel by number, width, area and use (tracts only). If on separate sheet, must be sealed and signed by preparer of plat; identify all changes made from preliminary plat by footnote
- L. Street names and right-of-way dimensions
- M. Acknowledgment of dedications of all streets for public use
- N. Note stating that all private streets, alleys, and tracts will be maintained and by whom



**Planning & Development  
Department  
FINAL PLAT/INFRASTRUCTURE PLAN  
APPLICATION CHECKLIST**



- O. Sight-distance triangles at street corners
- P. Typical lot layout for interior and street-side lots. If applicable, provide a typical parking space detail for standard, handicapped accessible, and van assessable spaces.
- Q. Statement that the Final Plat is in substantial compliance with the approved Preliminary Plat
- R. Identification of all lots reserved for schools or fire stations
- S. Identification of all drainage way, retention/detention facilities, and drainage easements, channels, and tracts (Note: Drainage Tracts are preferable over easements).
- T. Boundaries of any floodplain including "404 areas".
- U. Statement that "All outdoor lighting will conform to the provisions of Section 1112 of the Maricopa County Zoning Ordinance".
- V. Name, book, and page number of adjacent recorded subdivisions, with location of existing adjacent lots, easements, and rights-of-way. Provide note "unsubdivided" where appropriate.
- W. Identification of the method of fire protection
- X. Assurance statements regarding the following:
  - i. Pavement and improvement of roads
  - ii. Utility services
  - iii. 100-year assured water supply
- Y. Space for certifications (signatures) from the following Maricopa County agencies:
  - i. Maricopa County Transportation Engineer or Director of Planning and Development Department
  - ii. Maricopa County Assessor
  - iii. Maricopa County Treasurer
- Z. Space for approval by the Board of Supervisors under the signature of the Chairman of the Board, and attested to by the Clerk of the Board
- AA. If applicable – Identification of a condominium and its characteristics
- BB. If applicable – Identification of all "hillside areas" per MCZO
- CC. If applicable – Identification of UPD characteristics, including a table comparing the base zoning district standards to the proposed UPD standards (see example in Zone Change packet).

**3. NARRATIVE REPORT:** (Brief explanation of the project. **(15 copies)** – 8½" x 11" paper. Underlined wording indicates a section heading.)

- A. Title Page – include project name, general location, case/tracking # and vicinity map
- B. Narrative Report Notarized Statement– Include a page with the following information to be completed by the owner or the owner's authorized agent with notary information.

I, \_\_\_\_\_, being owner or owner's authorized agent for the Final Plat recognize and acknowledge that this Narrative Report will become a part of the application to which it applies and that the truth of its contents will be relied upon by the Maricopa County Planning and Development Department, the Maricopa County Planning and Zoning Commission and the Maricopa County Board of Supervisors.

I certify that all of the information in this Narrative Report is complete and true. If any of the statements in the Narrative Report is willfully false or incomplete, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded.

Owner/Owner's authorized agent signature: \_\_\_\_\_



**Planning & Development  
Department  
FINAL PLAT/INFRASTRUCTURE PLAN  
APPLICATION CHECKLIST**



SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

- \_\_\_ C. Purpose of Request
- \_\_\_ D. Description of Proposal
- \_\_\_ E. Relationship to Surrounding Properties
- \_\_\_ F. Location and Accessibility
- \_\_\_ G. Circulation System (on & off-site) – include proposed improvements or dedications
- \_\_\_ H. Development Schedule (phasing)
- \_\_\_ I. Community Facilities and Services (school district, parks, amenities, etc.)
- \_\_\_ J. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)

**4. LANDSCAPE PLANS:** Provide a **TWO (2) copies** of the **Planning and Zoning Commission approved Landscape and Amenity Plans**. A written explanation why this item is not required may be accepted in lieu of the plans. Landscape construction permits may only be submitted after Final Plat approval and recordation.

**5. FINANCIAL RESPONSIBILITY – 1 copy**

**6. DRAINAGE REPORT (5 copies)**

**7. INFRASTRUCTURE PLANS (12 completed, collated, and rolled plan sets and 12 transmittal letters):** A complete set of Infrastructure Plans shall consists (in this order) of a coversheet with index, Grading and Drainage (including Perimeter and Retaining Walls), Wet and Dry Utilities, Paving and Storm Drain, Signage and Striping, and Curb and Gutter (some variation may be allowed in assembly of complete sets and can be discussed at the pre submittal meeting). If provided, off-site construction plans to be in same order and attached after last sheet of the on-site plans. Plan sheets shall be numbered consecutively and be accompanied with transmittal letter which includes the name of the Final Plat, tracking #s for both Final Plat and Infrastructure Permit, and each item by description and quantity. Note: it is the responsibility of the owner or authorized agent to submit complete sets of plans and all required documents. Any errors or omissions will result in rejection or a request for complete plans that meet submittal requirements. Intake may accept the submittal based on the transmittal letter.

**8. FEES:**

- \_\_\_ A. Planning Review Fee:

Final Plat \$40 per lot, tract, or parcel (\$1000 min., \$10,000 max.)

**No application shall be scheduled for hearing by any board or commission or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.**

See Maricopa County Subdivision Regulations (MCSR), Chapter 4 – [www.maricopa.gov/planning](http://www.maricopa.gov/planning)



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FINAL PLAT/INFRASTRUCTURE PLAN  
APPLICATION CHECKLIST**



- \_\_\_ B. Addressing Review Fee - \$10 per lot. This fee will be assessed for applications submitted on or after January 14, 2009. For application submitted prior to this date, please contact Addressing at 602-506-3301. (This is a separate fee, but can be combined with the planning fee.)
- \_\_\_ C. Maricopa County Department of Transportation (MCDOT) Review Fee - \$100. (This is a separate fee, but can be combined with the planning fee.)
- \_\_\_ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225. (This is a separate fee, but can be combined with the planning fee.)
- \_\_\_ E. Drainage Review Fee:

\$1,000 + \$25 per acre  
Maximum of \$10,000

- Re-Plat for Note Corrections or Easement Adjustments without Drainage Input - \$60.00
- Other Corrections: \$1,000 + \$25 per acre  
Maximum of \$10,000

NOTE: Recording fees are due after Final Plat recordation and Infrastructure Permit fees are due after approval of and prior to issuance of the permit.

**9. MARICOPA COUNTY AGENCY CONTACTS:**

Planning and Development (Planning and Zoning):	(602) 506-3301
Planning and Development (Plan Review Division):	(602) 506-3301
Addressing:	(602) 506-3301
Transportation (MCDOT):	(602) 506-8600
Environmental Services (MCESD):	(602) 506-3071
Drainage Review:	(602) 372-0790
Flood Control District:	(602) 506-1501
Assessor:	(602) 506-3406
Recorder:	(602) 506-3535
Treasurer:	(602) 506-8511

Note: A Map Recordation Criteria checklist can be obtained from the Recorder's office.



## Planning & Development Department 2012 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off.	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photos to the assigned Planner.	Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) committee.	These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 20, 2011	October 31, 2011	November 4, 2011	December 1, 2011	January 11, 2012
January 17, 2012	November 14, 2011	November 18, 2011	December 15, 2011	January 25, 2012
February 21, 2012	December 5, 2011	December 9, 2011	January 5, 2012	February 8, 2012
March 20, 2012	December 19, 2011	December 23, 2011	January 19, 2012	February 22, 2012
April 17, 2012	January 3, 2012	January 6, 2012	February 2, 2012	March 14, 2012
May 15, 2012	January 17, 2012	<b>N/A</b>	<b>February 16, 2012</b>	March 28, 2012
June 19, 2012	January 30, 2012	February 3, 2012	March 1, 2012	April 11, 2012
July 17, 2012	February 13, 2012	February 17, 2012	March 15, 2012	April 25, 2012
August 21, 2012	March 5, 2012	March 9, 2012	April 5, 2012	May 9, 2012
September 18, 2012	March 19, 2012	<b>N/A</b>	<b>April 19, 2012</b>	May 23, 2012
October 16, 2012	April 2, 2012	April 6, 2012	May 3, 2012	June 6, 2012
November 20, 2012	April 16, 2012	April 20, 2012	May 17, 2012	June 20, 2012
December 18, 2012	May 7, 2012	May 11, 2012	June 7, 2012	July 25, 2012
	May 21, 2012	<b>N/A</b>	<b>June 21, 2012</b>	July 25, 2012
	June 4, 2012	June 8, 2012	July 5, 2012	August 8, 2012
	June 18, 2012	June 22, 2012	July 19, 2012	August 22, 2012
	July 2, 2012	July 6, 2012	August 2, 2012	September 12, 2012
	July 16, 2012	<b>N/A</b>	<b>August 16, 2012</b>	September 26, 2012
	August 6, 2012	August 10, 2012	September 6, 2012	October 17, 2012
	August 20, 2012	August 24, 2012	September 20, 2012	October 31, 2012
	September 4, 2012	September 7, 2012	October 4, 2012	November 14, 2012
	September 17, 2012	<b>N/A</b>	<b>October 18, 2012</b>	November 28, 2012
	October 1, 2012	October 5, 2012	November 1, 2012	December 12, 2012
	October 15, 2012	October 19, 2012	November 15, 2012	December 12, 2012
	November 5, 2012	November 9, 2012	December 6, 2012	tbd
	November 19, 2012	<b>N/A</b>	<b>December 20, 2012</b>	tbd



## Planning & Development Department

### DRAINAGE REVIEW REQUIREMENTS FOR FINAL PLAT



A final drainage report in conjunction with grading, drainage and paving plans will need to be submitted with the final plat. The final drainage report needs to be developed in accordance with the County's Drainage Policies and Standards Manual and signed and sealed by an Arizona Registered Professional Civil Engineer and to include the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins.
4. **Retention Disposal** – Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.
5. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
6. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
7. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
8. **Lot Plans** – Need to show drainage tracts, easements, building envelopes, and typical lot drainage.
9. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
10. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before final drainage clearance of a permit.
11. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit. Delineate all floodplains (non-FEMA) of 50 cfs or greater.
12. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
13. **Access** – Need to show a 100-year all weather access route throughout the subdivision.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

#### **FEE INFORMATION\*:**

FEE: \$ 1,000 + \$ 25/acre maximum \$10,000

\* See the Drainage Regulation for current fee schedule  
(Final Plat fee is separate and additional to a Preliminary Plat fee and infrastructure improvement fees.)



**DEPARTMENT OF TRANSPORTATION**  
**FINAL PLAT REQUIREMENTS**



Subdivision Name:		File No.:
Engineer:		Date Received:
1.	Name, location by section, township, range, and county.	
2.	Name, registration number, and seal of engineer responsible for plat.	
3.	Scale (written and graphic), North point and date prepared.	
4.	Location and description of cardinal points; each of two corners shall be tied to separate section or quarter section corners.	
5.	Excepted parcels within boundary accurately described.	
6.	Corners noted and monuments found of set indicated; excluded tracts indicated.	
7.	Name, centerline, right-of-way lines, course, lengths and widths of all public streets, alleys, crosswalks and utility easements; radii, points of tangency and central angles of all curvilinear streets and alleys and radii of rounded street intersections.	
8.	All drainage-ways indicated.	
9.	Location, width and use of utility easements.	
10.	Location and dimensions of all lots.	
11.	All lots numbered consecutively, excepted tracts named and dimensioned.	
12.	Accurate outline of property dedicated for public or common use.	
13.	Name, book and page number of adjacent subdivisions or noted "Unsubdivided".	
14.	Cost estimate for infrastructure improvements.	
15.	Scale not more than 100 feet to inch. Index sheet with small-scale map.	
16.	Statement of dedication of all streets; signatures must be witnessed; easements provided for purposes indicated.	
17.	Acknowledgement of dedications.	
18.	Certification by registered professional, engineer or land surveyor.	
19.	Space for approval by Board and signature of Chairman attested by Clerk.	
20.	Minimum building setback lines located and dimensioned.	
21.	Statement of method for providing completion of improvements.	