



# Planning & Development Department

## FINAL PLAT & INFRASTRUCTURE PERMIT

This packet can also be used for Re-Plats



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#### Notes:

**As of December 31, 2012, all Plan of Development applications are subject to ARS §1605.**

**- As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2.**

**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 and the ATC is to be submitted directly at MCESD. 1001 N. Central Avenue., Suite 201, Phoenix, AZ 85004 - Telephone: (602) 506-1058.

**The Maricopa County Environmental Services Stormwater Quality Program** – Submittal of Stormwater Pre-Construction Application may be required. Please check the Stormwater Quality website for details on requirements. Applications can be obtained at MCESD and submitted directly at 1001 N. Central Avenue, Suite 300, Phoenix, AZ 85004 – Telephone: (602) 506-5557. <http://www.maricopa.gov/2392/Stormwater-Program>

**Final Plat & Infrastructure Permit Application Packet** – Any Final Plat application packets printed prior to the listed Effective date identified below are invalid. Please check the Planning and Development website for the most recent version with a listing of application materials and checklists.



# Planning & Development Department FINAL PLAT/INFRASTRUCTURE PERMIT PROCESS



**A SUBDIVISION**, is defined by ARS §32-2101. Any subdivision within the unincorporated area of Maricopa County must be approved by the Board of Supervisors prior to being recorded. 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. Both a pre-application meeting discussing the submittal requirements and a pre-submittal meeting documenting the required submittal documents are required.

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## ARS § 1605 PROCESS

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 Permit will be reviewed by Maricopa County Departments of Transportation, Environmental Services, Stormwater Quality, Library, Parks and Recreation, Flood Control District, Drainage Review, Addressing, Building Plan Review, Comprehensive Planning, and Current Planning. The Final Plat may also be routed electronically 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.

As of September 13, 2013, both the Final Plat and Infrastructure Permit process shall be subject ARS § 1605, a State statute that mandates establishment of timeframes to either approve or deny a "license" as defined by the statute. The full statute may be viewed at:

<http://www.azleg.gov/arstitle/>

The statute sets up two types of review timeframes: Administrative and Substantive. The Board of Supervisors (BOS) through the P-30 Licensing Timeframes Ordinance has adopted a 90 (working) day administrative timeframe and a 180 (working) day substantive timeframe for Final Plats and Infrastructure Permits (Subdivision). These are separate applications with separate timeframes. An application related to a residential use is not subject to the statute.

An application that is part of a design build project may establish a negotiated timeframe process during the pre-application meeting.

### Administrative Review Period

The statutes allow for multiple reviews during the administrative review period.

### Substantive Review Period

Only one review is allowed for the substantive review period. The County can amend the substantive review comments to address legal requirements not identified on the original substantive review comments.

After receipt of the concurrent submittal of both the Final Plat and the Infrastructure Permit, the statutory review process differs. Whereas the Infrastructure Permit is deemed administratively complete at acceptance of submittal, after receipt of a Final Plat application, the administrative review period begins and Planning will review for administrative completeness. The applicant will receive a formal response from their assigned planner and may be required to submit additional information. Once Final Plat administrative comments have been given to the applicant, the timeframe clock will stop and will resume upon resubmittal of the Final Plat application materials. Once the application is deemed administratively complete, the planner will formally notify the applicant and One Stop Shop (OSS) agencies that the Final Plat has entered the substantive review period. At this time the Final Plat substantive review will commence and the Final Plat substantive timeframe clock stops from receipt of comments until the applicant makes a formal resubmittal.

**\*\*Note:** The Infrastructure Permit is on a separate review and substantive timeframe clock. A Infrastructure Permit combined review will be provided to the applicant separately from the Final Plat review comments at which point the Infrastructure Permit Substantive timeframe clock will stop.

At any time during the process, an applicant can check the status of their applications by viewing the Online Permit Manager on the Planning and Developments website:

<https://accela.maricopa.gov/citizenaccessmcoss/>

The applicant's assigned planner can also be utilized as a resource for checking the status of the applications. If at any time comments are given to the applicant, a notation will be made as to the administrative or substantive timeframe remaining which will not resume until a resubmittal is made.

**\*\*Note:** It is very important to return the planner's comment memo upon resubmittal so that the appropriate statutory timeframe can resume.

Depending on the comments received, the application materials may need revisions. The applicant must submit revised materials for both the Final Plat and Infrastructure Permit, reflecting the comments, to the OSS, which will forward the revised materials to the appropriate agencies. The applicant's resubmittal must meet the County's technical requirement or it will be denied.

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### **BOARD OF SUPERVISORS (BOS)**

When the reviewing County agencies have deemed that substantive review is complete for both the Final Plat and related Infrastructure Permit and surety has been posted, the Final Plat will be scheduled for a Board of Supervisors hearing date and the statutory clock will stop. The applicant will be directed by the assigned Planner to obtain property owner signatures

on one (1) set of mylars. These mylars will then be submitted to the Planner who will obtain signatures from Planning and Development, Assessor's and Treasurer's offices. Please note, a later BOS date may be necessary if signatures are delayed or not obtained.

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### **POST-BOS ACTIVITY**

After the BOS approves and signs the Final Plat, the assigned planner will pick up the mylars from the Clerk of the Board (typically takes 1 week after Board hearing). The applicant will be contacted to pick up the mylars for recordation. The applicant will then resubmit two (2) full-size folded paper copies of the recorded final plat and an Adobe PDF version to the planner 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. OSS Quality Control will notify the contact person upon approval of the related Infrastructure Permit and the payment of fees will authorize the permit to be issued.



**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.** An intake meeting must be scheduled with the assigned Planner that processed the Preliminary Plat for submittal of the Final Plat and Infrastructure permit, intake of application materials must be submitted prior to 4:00 p.m.

<b>REQUIRED MEETINGS PRIOR TO FINAL PLAT AND INFRASTRUCTURE PERMIT(S) SUBMITTAL</b>
<p><b>1. PRE-APPLICATION MEETING</b>            ___ <b>One (1)</b> copy of the pre-application meeting form.</p>
<p><b>2. PRE-SUBMITTAL MEETING</b>            ___ Contact the assigned Planner to schedule a Pre-Submittal meeting with Planning and Development Services representatives. The meeting is to review the Final Plat and Infrastructure checklists and to address any questions or comments.</p> <p><b>Date:</b> _____ <b>Time:</b> _____</p>
<p><b>3. INTAKE MEETING – SUBMITTAL OF FINAL PLAT AND INFRASTRUCTURE PERMIT(S)</b>            ___ Contact the assigned Planner to schedule an Intake Meeting for Final Plat and Infrastructure Permit submittal. The meeting will allow County staff to review application materials and to coordinate the intake of application/permits with assignment of a Final Plat case number and Infrastructure Permit numbers. <b>Intake Meeting must be scheduled before 4:00 p.m.</b></p> <p><b>Date:</b> _____ <b>Time:</b> _____</p>
<b>FINAL PLAT CHECKLIST</b>
<p><b>4. APPLICATION:</b></p> <ul style="list-style-type: none"> <li>___ Copy of the Pre-application meeting form – <b>1 copy</b></li> <li>___ Final Plat application forms - <b>Nine (9) copies</b></li> <li>___ Letter addressed to Board of Supervisors with the following information: <b>(1 copy)</b> Request for approval, name and address of subdivider, party responsible for preparing the plat and verification of Final Plat submittal to cities or towns within three (3) miles of plat.</li> <li>___ Copy of Certificate of 100 – Year Assured Water Supply from Arizona Department of Water resources (<b>1 copy</b> – optional with initial application submittal, required prior to scheduling for Board of Supervisors).</li> <li>___ Recorded deed (unofficial copy is acceptable)- <b>1 copy</b></li> <li>___ Electronic copy of application materials – <b>2 CDs or 2 Flash Drives</b> <ul style="list-style-type: none"> <li>• Final Plat application (PDF copy with signatures) save as APPL-FORM-1</li> <li>• Narrative Report- PDF copy save as NARR-RPTS-1</li> <li>• Final Plat – PDF copy save as PLAT-PLAN-1</li> <li>• Excel files of the lot, tract and site summary tables - Excel files</li> <li>• Building activity application – PDF copy save as BLDG-APPL</li> <li>• Contact supplement – PDF copy save as CONT-DETL</li> <li>• Infrastructure Plans – PDF copy</li> <li>• Sealed Surveyor’s Boundary Closure Report – PDF copy save as SURV-RPTS</li> </ul> </li> </ul>



**5. FINAL PLAT INFORMATION:** Please see Maricopa County Subdivision Regulations for additional requirements. **Provide Nine (9) collated, folded, and stapled copies** of large-scale plans (not to exceed 24" x 36" in size), and **1 copy** of an 8 ½" x 11" reduction of each page.

- \_\_\_ Date of plat and subsequent revision dates
- \_\_\_ Vicinity map with location of plat
- \_\_\_ Include Index sheet with small scale map.
- \_\_\_ Name, address, phone and fax numbers of the property owner, developer/sub divider, Engineer/Surveyor, etc.
- \_\_\_ Identification of Plat by name, location by section, township, range and county, legal description, zoning district, and case number
- \_\_\_ Provide plat specific plan legend. The legend shall include all linework, hatching, abbreviation and symbols used. Do not include items not shown on plat.
- \_\_\_ Excepted parcels accurately described by bearings and distances
- \_\_\_ Add the following under a **NOTES** section on the coversheet of the Final Plat
  - \_\_\_ • This site consists of a total of \_\_\_ lots, \_\_\_ tracts, and \_\_\_ parcels in the \_\_\_\_\_ zoning district.
  - \_\_\_ • Final Plat is in substantial conformance with the Preliminary Plat case number\_\_\_\_\_  
*If the Plat is not in substantial conformance with the Preliminary Plat, state the reasons for modification/changes with the Final Plat.*
  - \_\_\_ • There shall be no further division of land or parcels within the area of this Subdivision Plat without approval by the Board of Supervisors.
  - \_\_\_ • This subdivision was issued a Certificate of Assured Water Supply by the Arizona Department of Water Resources on \_\_\_\_\_, ADWR Certificate Number \_\_\_\_\_ . This subdivision will be served by the \_\_\_\_\_ Water Company.
  - \_\_\_ • Fire protection for this subdivision will be served by \_\_\_\_\_. A 'will serve' letter dated \_\_\_\_\_ has been received from \_\_\_\_\_.
  - \_\_\_ • Development and use of this site will conform to all applicable Maricopa County Codes and Ordinances.
  - \_\_\_ • All new and relocated utilities shall be placed underground.
  - \_\_\_ • All roads, private or public shall be designed and constructed to minimum County standards. The appropriate roadway dedication(s) shall be contained on the plat.
  - \_\_\_ • **Where all streets are public include the following dedication on the plat:**  
*All streets identified on this plat are hereby dedicated to Maricopa County so that upon recordation of this plat, the fee of the streets reserved to the use of the public vests in trust to Maricopa County for the uses and to the extent depicted on the plat. Approval of a plat shall not be deemed to constitute or effect an acceptance by the County for designation of any street into the County maintenance system. However, at the time the streets are fully completed in accordance with the approved plat and written specifications made by the Maricopa County Board of Supervisors, the County shall accept the streets into the County maintenance system within one year of completion.*
  - \_\_\_ • **Where internal streets are private but perimeter streets are public include the following dedication on the plat):**  
*The streets identified on this plat as \_\_\_\_\_ [insert names of appropriate (perimeter) streets] are hereby dedicated to Maricopa County so that upon recordation of this plat, the fee of said streets reserved to the use of the public vests in trust to Maricopa County for the uses and to the extent depicted on the plat.*



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



Approval of a plat shall not be deemed to constitute or effect an acceptance by the County for designation of any street into the County maintenance system. However, at the time said streets are fully completed in accordance with the approved plat and written specifications made by the Maricopa County Board of Supervisors, the County shall accept the streets into the County maintenance system within one year of completion.

The streets identified on this plat as \_\_\_\_\_ [insert names of appropriate (private/internal) streets] within Tract(s) \_\_\_ are and shall remain private streets and all obligations related to said streets, including but not limited to maintenance, shall rest with the fee title holder of said streets.

- **Where all streets are private streets include the following dedication on the plat:**  
The streets identified on this plat as \_\_\_\_\_ [insert names of appropriate private streets] within Tract(s) \_\_\_ are and shall remain private streets and all obligations related to said streets, including but not limited to maintenance, shall rest with the fee title holder of said streets.
- **Where some or all of the perimeter streets are within other jurisdictions include the following dedication on the plat:**  
The street(s) identified on this plat as \_\_\_\_\_ [insert name(s) of appropriate street(s)] is (are) hereby dedicated to <INSERT NAME OF CITY OR TOWN> so that upon recordation of this plat, the fee of the streets vests in trust to <INSERT NAME OF CITY OR TOWN> for the uses and to the extent depicted on the plat.

- \_\_\_\_\_ • No structure of any kind shall be constructed or any vegetation to be planted or be allowed to grow within any drainage easements which would impede the flow of water over, under or through the easement.
- \_\_\_\_\_ • All new landscape improvements installed by this subdivision within County Right-of-Way shall comply with MCDOT Roadway Design Manual and be maintained by the \_\_\_\_\_ Homeowners Association.
- \_\_\_\_\_ • The \_\_\_\_\_ Homeowners Association shall be responsible for the maintenance and upkeep of all landscaping and drainage facilities within tracts and easement as dedicated on said plat.
- \_\_\_\_\_ • All outdoor lighting will conform to the provisions of Section 1112 of the Maricopa County Zoning Ordinance.
- \_\_\_\_\_ • Ingress/egress access and maintenance rights shall be granted to Maricopa County for all tracts dedicated on said plat for the purpose of inspection and maintenance of public drainage facilities adjacent to or within said tracts.

\_\_\_\_\_ Boundary of parcel(s) to be subdivided fully balanced and closed. Provide signed and sealed surveyor's Boundary Closure Report.

\_\_\_\_\_ Corners noted and monuments found or set indicated; excluded tracts indicated

\_\_\_\_\_ Location and description of cardinal points to which all dimensions, angles, bearings, and similar data shall be referenced. Each of two corners shall be tied to separate section or quarter section corners

\_\_\_\_\_ North arrow and scale (written and graphic). Scale no more than 100 feet to inch

\_\_\_\_\_ 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).



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\_\_\_\_ Tables 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. See sample tables below, provide Excel files of tables as part of the electronic copies.

Lot Tract Table				
Lot #	Sq. Ft.	Acres	Width	Zoning District
1				
2 *				
TOTAL			-	-

\* Lots that changed in width, size, number from the approved Preliminary Plat Case Number: \_\_\_\_\_.

Tracts/Parcel Table			
Tract	Sq. Ft.	Acres	Use
Tract A			
Tract B			
Parcel 1			
TOTAL			-

Site Summary Table		
	Square Feet	Acreage
Gross Acreage		
Total Lots Acreage		
Total Tracts Acreage		
Total Parcels Acreage		
Total Right-of-way Acreage		
Net (Gross Minus Right-of-way)		

- \_\_\_\_ Street names and right-of-way dimensions. Name, centerline, right-of-way lines, course, lengths and widths of all public and private 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.
- \_\_\_\_ 25' x 25' sight-visibility triangles (SVTs) at all street corners
- \_\_\_\_ Typical lot layout for interior and street-side lots with the zoning district standards for lot width, front, rear, side and street side setbacks.
- \_\_\_\_ Identification of all lots reserved for schools or fire stations
- \_\_\_\_ Identification of all drainage easements and tracts (Note: Drainage Tracts are preferable over easements).
- \_\_\_\_ Indicate FEMA FIRM information and floodplain designation. Show boundaries for all floodplain and/or floodway limits.
- \_\_\_\_ 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.
- \_\_\_\_ If applicable – Identification of a condominium and its characteristics
- \_\_\_\_ If applicable – Identification of all "hillside areas" per MCZO
- \_\_\_\_ The following Surveyor's Certification Statement shall be included on the Final Plat cover sheet:

\_\_\_\_ i. I, \_\_\_\_\_, hereby certify that I am registered professional land surveyor in the State of Arizona; that this plat hereon has been prepared from a survey performed by me or under my direct supervision; that the survey is true and accurately represents the property described heron. I further certify that all monuments exist or will be set as shown, that all lot corners are set or will be set, in accordance with the latest adapted "Arizona Boundary Survey Minimum





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\_\_\_ v. Blank space (up to 2" x 4") on each plat sheet for Maricopa County Recorder's Office to place Recordation information sticker.

**6. NARRATIVE REPORT:** (Brief explanation of the project. **Nine (9) 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. Purpose of Request
- \_\_\_ C. Description of Proposal
- \_\_\_ D. Relationship to Surrounding Properties
- \_\_\_ E. Location and Accessibility
- \_\_\_ F. Circulation System (on & off-site) – include proposed improvements or dedications
- \_\_\_ G. Development Schedule (phasing)
- \_\_\_ H. Community Facilities and Services (school district, parks, amenities, etc.)
- \_\_\_ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- \_\_\_ J. Attach copy of the Notice of Intent of (NOI) for Stormwater Discharges

**7. Soils Report – Two (2) copies (if required).** Check with Engineering - to determine if a Soils Report is required.

**8. Traffic Impact Study/Analysis – Two (2) copies (if required).** Check with Engineering – MCDOT to determine if required.

**9. DRAINAGE REPORT (2 copies with CDs)** – Drainage Report to include CD with PDF file of the report with all exhibits, and digital executable file of all hydrology and hydraulic models used (i.e. HEC-1, FlowMaster, Excel files, etc.).

**10. INFRASTRUCTURE PERMIT (7 completed, collated, and rolled plan sets and 7 transmittal letters):**

Plan sheets must be numbered consecutively and be accompanied with a transmittal letter which includes the name of the Final Plat with Subdivision case number and Infrastructure Permit number(s) with each item by description and quantity. Subsequent submittals, the number of revised infrastructure plans may be reduced, the Combined Review Comments will specify the number of copies for resubmittal.

Infrastructure permit plans shall be **completed, collated and rolled** in the following order:

- \_\_\_ Coversheet with Index
- \_\_\_ Grading and Drainage (including Subdivision Perimeter Walls and Retaining Walls)
- \_\_\_ Wet and Dry Utilities
- \_\_\_ Paving and Storm Drain
- \_\_\_ Signage and Striping
- \_\_\_ Streetlight Plans (if applicable)
- \_\_\_ Landscape Plans (plantings and ground covers, all right-of-way and common areas, irrigation water meters and landscape electrical meters).

*Infrastructure Permits plan review approvals are valid for one (1) year upon issuance, building permit expires 180 days from date issued or the last approved/passed inspection.*

- *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.*

\_\_\_ Building Activity Application and Contact Supplemental - **Seven (7) copies.**



**11. FINAL PLAT AND INFRASTRUCTURE PERMIT FEES**

**Final Plat Application Fees (due at initial application submittal):**

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

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

Change to an application for a license in progress - **\$50**

For an application to be added to an application for a license in progress - **\$50**

To re-initiate application for a license administratively denied due to time (within 180 days) - **\$50**

Appeal of administrative denial of a license due to time (within 30 days) - **\$150**

**No application shall be scheduled for hearing by the Board of Supervisors 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.**

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

\_\_\_ B. Addressing Review Fee - \$10 per lot.

\_\_\_ C. Maricopa County Department of Transportation (MCDOT) Review Fee - \$100.

\_\_\_ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225.

\_\_\_ E. Drainage Review Fee:

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

\_\_\_ F. Recording fees are due after Final Plat recordation.

**Infrastructure Permit Upfront Review Fees (fees due at initial permit submittal):**

Building Plan Review Fee - **\$300**

Drainage Review Fee - **\$2,000 + \$250 per acre** (Maximum of \$42,300)

MCDOT Review Fee - **\$100 per sheet**

Zoning Review Fee - **\$250**

Address Verification - **\$10**

A portion of remaining fees will be due with resubmittal of infrastructure permits; the remaining fees will be due at time of infrastructure permit issuance, whichever occurs first.

**How to Calculate Projected Total Infrastructure Permit Costs**

1. Building Plan Review fees – based upon cut & fill – See Local Additional & Addenda – Section 208 Fees – Grading and Plan Review Fees: [Maricopa County Local Additions & Addenda](#)  
 Landscape water meters \$100 each (\$50 Address assignment, \$50 permit fee)
2. Landscape electrical meters \$100 each (\$50 Address assignment, \$50 permit fee)
3. Retaining walls exceeding four feet in height, as measured from the bottom of footing to top of wall: building plan review and building permit fees based on height and linear footage as listed in the Local Additions & Addenda, Section 208.



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4. Ramadas and shade structures exceeding 200 sq. ft. or with plumbing, mechanical or electrical: building plan review and building permit fees based upon square footage and type of construction as listed in the Local Additions & Addenda, Section 208.
5. Signs: building plan review and building permit fees based on valuation as listed in the Local Additions & Addenda, Section 208.
6. Walls to be used as pool barriers: building plan review and building permit fees based on wall material type and linear footage as listed in the Local Additions & Addenda, Section 208.
7. Pool barrier requirements are outlined in the Local Additions & Addenda, Section 210 and summarized in Maricopa County Department Directive DD-2012-15.

**Other Related Fees:**

MCDOT Right-of-Way & Floodplain Use Permit or Floodplain Delineation Review – will be assessed directly from MCDOT and Flood Control District upon application submittal. MCDOT Right-of-way Permit fee is based upon 3% of the approved Engineer's Cost Estimate and will be collected at time of right-of-way permit issuance.

**Subdivision Surety Bond Requirements:**

A subdivision surety will be required to be posted prior to approval of Final Plat and subdivision infrastructure permits.

1. Surety amount will be based on approved engineer's cost estimate for the subdivision infrastructure improvements. Cost Estimate will be requested by County Engineering reviewers as part of the infrastructure plan review process, typically after plans are in substantial conformance and ready for approval.
2. Engineer's cost estimate shall be signed and sealed by an Arizona registered Civil Engineer.
3. Surety may be provided in the form of cash/check or performance bond.
4. If a performance bond will be used, a fully executed copy of the bond must be submitted for review and approval first, prior to posting of the bond. All performance bond forms will be reviewed and approved by Maricopa County Attorney's Office (MCAO). A copy of the County standard performance bond form is available for download on MCDOT website:

<http://www.mcdot.maricopa.gov/DocumentCenter/View/357>

Any modification to the standard County form or submittal of alternate forms will require additional review time.

**12. APPROVAL TO CONSTRUCT (ATC) – MARICOPA COUNTY ENVIRONMENTAL SERVICES (MCESD)**

The following documents are to be submitted directly to Maricopa County Environmental Services – Subdivision Infrastructure and Planning Program:

- Cover/Transmittal Page for MCESD Projects
- ATC Fees
- Approval to Construction application (1 copy)
- Full size set of plans with each page sealed and signed by Engineer (1 set)
- Water Design Report – Water project only (must be sealed and signed by registered Engineer)
- Sewer Design Report – Sewer projects only (must be sealed and signed by registered Engineer)
- Sewer Capacity Letter – must be issued by the sewer utility provider, NOT the Engineer

ATC packet can be downloaded at the following web address:

[www.maricopa.gov/environmental\\_services/subdivisions/forms/applications](http://www.maricopa.gov/environmental_services/subdivisions/forms/applications)

**Submit ATC directly to MCESD at Planning and Development Department :**

501 N. 44<sup>th</sup> Street, Suite 200  
Phoenix, Arizona 85008  
Telephone: 602-506-6160



**13. AMENITY CONSTRUCTION PERMITS:**

Amenity construction plans are to be submitted **after construction of the subdivision infrastructure**. Follow the Commercial Building Permit application packet for submittal documents. Amenity Construction Permits include ramadas, subdivision signage, common area lighting, and structures in common areas. These do not include plantings and related landscaping within right-of-way.

**14. REPLAT SUBMITTAL DOCUMENTS:**

See checklist above for specific detail information:

- **Nine (9)** Final Plat application form
- **One (1)** Letter to the Board of Supervisors
- **One (1)** copy of Certificate of 100- Year Assured Water Supply form the ADWR
- **One (1)** Unofficial or official recorded deed
- **One (1)** CD of electronic copy of application materials
- **Nine (9)** copies of the replat on 24" x 36"
- **One (1)** replat reduction on 8 ½" x 11"
- **Two (2)** Drainage Reports & 1 CD/DVD/Flash Drive of report - if required (check with Planning Engineering)

**15. REPLAT FEE SCHEDULE**

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

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

Change to an application for a license in progress - **\$50**

For an application to be added to an application for a license in progress - **\$50**

To re-initiate application for a license administratively denied due to time (within 180 days) - **\$50**

Appeal of administrative denial of a license due to time (within 30 days) - **\$150**

**No application shall be scheduled for hearing by the Board of Supervisors 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.**

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

\_\_\_ B. Addressing Review Fee - \$10 per lot.

\_\_\_ C. Maricopa County Department of Transportation (MCDOT) Review Fee - \$100.

\_\_\_ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225.

\_\_\_ 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

\_\_\_ F. NOTE: Recording fees are due after Replat recordation.



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



<b>16. MARICOPA COUNTY AGENCY CONTACTS:</b>	
Planning and Development:	(602) 506-3301
Planning Engineering (Drainage, Flood Control and Transportation - MCDOT)	(602) 506-3301
Addressing:	(602) 506-3301
Environmental Services (MCESD):	(602) 506-1058
Stormwater Quality Program:	(602) 506-5557
Assessor:	(602) 506-3406
Recorder:	(602) 506-3535
Treasurer:	(602) 506-8511

**Map Recordation Criteria** checklist can be obtained from the **Maricopa County Recorder's Office:**  
<http://recorder.maricopa.gov/site/maprecordation.aspx>

Map Recordation Criteria for Subdivisions:

- 24" x 36" on Polyester or Linen (Mylar) per ARS §11-481B – original map
- Title Section with type of plat, name of subdivision, description by section, township & range, name of owner of record.
- Seal and Signature – All seals and signatures must be originals and in black ink to ensure reproduction.
- Legibility – all maps must be legible to reproduce legibility.
- Drawn to accurate scale with at least 11 point type with left margin of 2 inches.
- Approvals by governing body of County with original signatures per ARS § 9-475; ARS §9-478



Planning & Development Department



FINAL PLAT APPLICATION

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

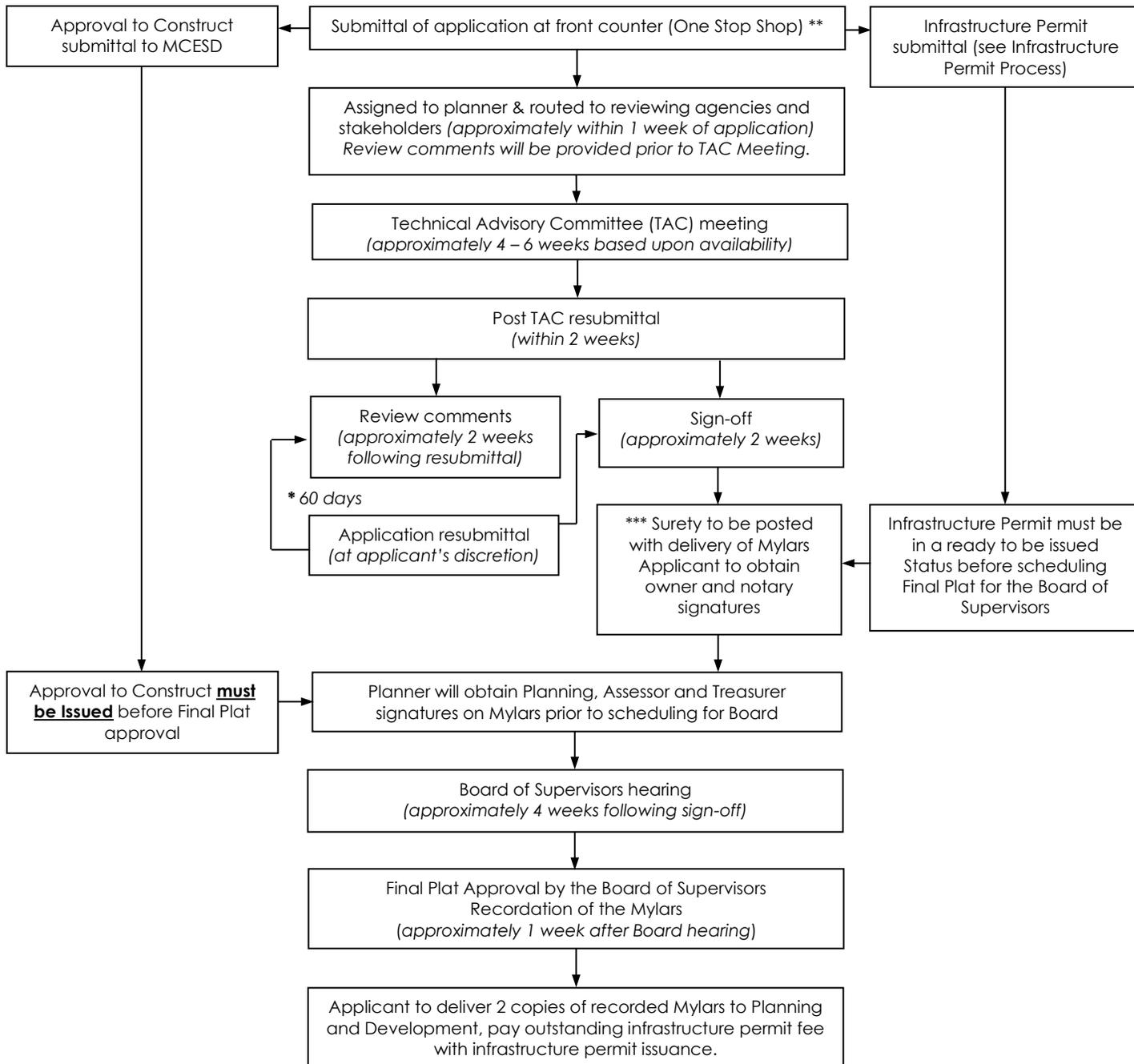
Is this Design Build?	Yes	No	Is this Residential?	Yes	No
Please select the type of application from the checkboxes:			Final Plat with Infrastructure		Re-Plat
<b>REQUEST</b>					
Final or Re-Plat: _____					
Title of Project: _____					
Description of Request: _____					
Number of Lots, Tracts, and/ or Parcels: _____					
Gross Density per Dwelling Unit: _____					
Existing Zoning District: _____					
Related Case Number/s: _____					
<b>PROPERTY INFORMATION</b>					
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): _____					
<b>OWNER'S AUTHORIZED AGENT INFORMATION</b>					
Name: _____			Contact: _____		
Address: _____					
City: _____		State: _____		Zip: _____	
Phone #: _____			Fax#: _____		
E-mail Address: _____					
<b>PROPERTY OWNER INFORMATION</b>					
Name: _____			Contact: _____		
Address: _____					
City: _____		State: _____		Zip: _____	
Phone #: _____			Fax#: _____		
E-mail Address: _____					
<b>PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION</b>					
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 conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.					
<b>INSPECTIONS</b>					
By submitting this application, I am inviting County staff to conduct all site inspections they deem necessary.					
<b>PROPOSITION 207 WAIVER</b>					
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: _____		
<b>VERIFICATION OF APPLICATION INFORMATION</b>					
I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.					
Owner or Authorized Agent Signature: _____			Date: _____		
<b>ARS § 1605 TIMEFRAME EXTENSION</b>					
I authorize a <b>50% timeframe extension</b> for the review of my application as adopted by the Board of Supervisors per ARS § 1605 and as amended.					
Property Owner Signature: _____			Date: _____		



# Planning & Development Department



## FINAL PLAT PROCESS AND TIMEFRAME



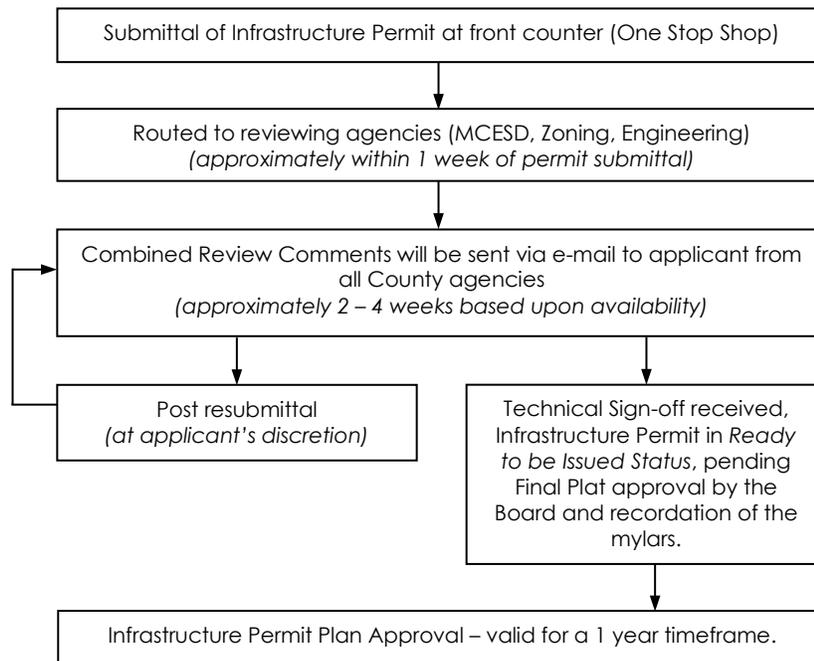
- \* Approximate Final Plat timeframe of 5 months.
- \*\* Concurrent review of related infrastructure permit may delay in Final Plat timeframe.
- \*\*\* See Final Plat Checklist for Surety Bond Requirements.



# Planning & Development Department



## INFRASTRUCTURE PERMIT PROCESS & TIMEFRAME



**Standard Plans** – Allowance of unlimited permits on a construction plan with a limited number of options can be used. Standard Plans once approved and issued are valid for three years.

Standard Plans can be utilized with Single Family Residential, pools, spas, and accessory buildings.

See Substantive Policy Statements for submittal requirements and additional information.

<https://www.maricopa.gov/1911/Department-Directives>

**Model Home Complex** – see Substantive Policy Statements for submittal requirements to construct a Model Home Complex in a recorded Subdivision

<http://www.maricopa.gov/1911/Department-Directives>

Model Home Complexes 2018-06



# Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



## DEVELOPMENT DISCLAIMER NOTICE

By initialing / signing this application and disclaimer, I state that I am either the owner of record of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit for this property (APN \_\_\_\_\_) by Maricopa County **DOES NOT GUARANTEE THE AVAILABILITY OF POTABLE WATER AT THIS SITE.**

I also am aware and understand that issuance of the Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

Initials: _____
--------------------

## FEE INFORMATION

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - [Fee Schedule and Estimators](#)
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

## LICENSING TIMEFRAMES - A.R.S. 11-1605

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

## PRE-APPLICATION MEETINGS

- Commercial projects will require a Pre-Application meeting at a cost of \$350.00
  - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of \$150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of \$50.



# Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET

(Continued – Page 2)



## **PERSONAL ASSURANCE OF SUBMITTAL ACCURACY**

I, \_\_\_\_\_, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at [Zoning Ordinance \(P-18\)](#)

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department's Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials: _____
--------------------

## **PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY**

I, \_\_\_\_\_, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Initials: _____
--------------------



# Planning & Development Department

See link for fillable application

[maricopa.gov/planning/PlanningServices/Planning/FinalPlat.aspx](http://maricopa.gov/planning/PlanningServices/Planning/FinalPlat.aspx)

## SUBDIVISION INFRASTRUCTURE APPLICATION



This application will expand as needed. If your plan includes any of the items listed below, check the box and additional questions will appear.

APN# <input type="text"/>		<b>DETAILED WORK DESCRIPTION:</b>	
<input type="checkbox"/> ACCESSORY STRUCTURES <input type="checkbox"/> GRADING OUTSIDE PLAT <input type="checkbox"/> MISCELLANEOUS <input type="checkbox"/> PERIMETER WALLS <input type="checkbox"/> RETAINING WALLS <input type="checkbox"/> SIGNAGE <input type="checkbox"/> ON-SITE ROADS <input type="checkbox"/> OFF-SITE ROADS <input type="checkbox"/> FLOODPLAIN		<input type="text"/>	
ESTIMATE VALUATION OF ENTIRE PROJECT: <input type="text"/>		PROPERTY OWNER INFORMATION: <input type="text"/>	
LAST NAME: <input type="text"/>		FIRST NAME: <input type="text"/>	
MAILING ADDRESS: <input type="text"/>		CITY: <input type="text"/>	
STATE & ZIP: <input type="text"/>		PHONE NUMBER: <input type="text"/>	
EMAIL: <input type="text"/>			
UTILITES ON SITE: FIRE DISTRICT: <input type="text"/>		GAS CO: <input type="text"/>	
ELECTRIC CO: <input type="text"/>		WATER CO: <input type="text"/>	
		SEWER CO: <input type="text"/>	
<b>ACCESSORY STRUCTURES:</b>		<input type="checkbox"/> PERMITTING WITH THIS APPLICATION <input type="checkbox"/> NOT PERMITTING WITH THIS APPLICATION	
<b>ACCESSORY STRUCTURES EXTRA:</b>		<input type="checkbox"/> COMPLETE CONSTRUCTION DETAILS PROVIDED <input type="checkbox"/> NOT SHOWN ON PLANS	
<b>OUTSIDE OF PLAT:</b>		NUMBER OF PARCELS: <input type="text"/> LIST PARCEL NUMBERS: <input type="text"/>	
<b>MISCELLANEOUS:</b>		HOW MANY LANDSCAPE ELECTRICAL METERS: <input type="text"/> HOW MANY LANDSCAPE WATER METERS: <input type="text"/>	
<b>PERIMETER WALLS:</b>		TOTAL LINEAR FOOTAGE: <input type="text"/> MAXIMUM HEIGHT: <input type="text"/>	
<b>TYPE OF WALL:</b>		<input type="checkbox"/> CMU <input type="checkbox"/> CMU WITH WROUGHT IRON <input type="checkbox"/> WROUGHT IRON <input type="checkbox"/> OTHER	
<b>ARE THERE ANY RETAINING WALLS &gt; 4' FROM BOTTOM OF FOOTING:</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		TOTAL LINEAR FOOTAGE: <input type="text"/> MAXIMUM HEIGHT: <input type="text"/>	
<b>WALL SIGNS SHOWN ON PLANS:</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY WALL SIGNS: <input type="text"/>	
<b>MONUMENT SIGNS SHOWN ON PLANS:</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY MONUMENT SIGNS: <input type="text"/>	
STREETS WITHIN SUBDIVISION: <input type="text"/>		<a href="#">MCDOT WEBSITE CLICK HERE</a> <a href="#">FLOOD CONTROL WEBSITE CLICK HERE</a>	

ARE WALLS POOL BARRIER COMPLAINT:

[POOL BARRIER LINK CLICK HERE](#)

I acknowledge that I am the property owner or I have the authority to represent the property owner on this application as an authorized agent for the property. Further, I guarantee access to Maricopa County personnel 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 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 13-2701 and is a class 2 misdemeanor.

Owner/Applicant is claiming another exemption under ARS, Section 32-1121.1. A signed statement from the Registrar of Contractors verifying exemption must be attached.  YES  NO

PRINT NAME: <input type="text"/>	<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER
SIGN NAME: <input type="text"/>	TODAY'S DATE: <input type="text"/>



**Planning & Development  
Department**  
**CONTACT SUPPLEMENTAL**



**EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS**

**CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION**

**Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.**

LICENSE NUMBER _____ NUMBER _____ CLASS _____		TRUST ACCOUNT NUMBER:	
AND CLASS:			
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 1:		CONTACT 2:	
TITLE:		TITLE:	
PHONE NUMBER: (    )		PHONE NUMBER: (    )	
ALTERNATE NUMBER: (    )		ALTERNATE NUMBER: (    )	
BUSINESS FAX: (    )		BUSINESS FAX: (    )	
E-MAIL:		E-MAIL:	

**OWNER / AGENT / CONTACT INFORMATION**

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



PLANNING & DEVELOPMENT DEPARTMENT



2020 BOARD OF SUPERVISOR DATES AND DEADLINES

Table with 2 columns: Scheduling Deadline Date for BOS, BOS Hearing Date. Rows list dates from Dec 2019 to Nov 2020.

The following items must be completed and provided to the Maricopa County Planning and Development Department prior to scheduling final plats for BOS hearing – no exceptions.

- 1. Infrastructure Permit must be in a ready to be issued status.
2. Certificate of 100 year Assured Water Supply must be submitted to Planning and Development.
3. Surety/Bonding/Assurances must be submitted to Planning and Development.
4. Signatures on the mylars by Planning and Development, Assessor's Office and Treasurer's Office.



# One Stop Shop - Planning Application Submittal – What to Expect at the One Stop Shop



- Purpose:** Provide customers with information about what to expect when submitting a final plat application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.
- Location:** Maricopa County Planning & Development Department  
501 N. 44<sup>th</sup> Street, Suite 200 Phoenix, AZ 85008
- Business Hours:** 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:00 p.m.)

**STEP 1 - Reception:**

Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

**STEP 2 – Intake Counter:**

One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

<b>Final Plat Submittal Documents</b>	
	<b>1 copy</b> – Pre-application meeting form
	<b>9 copies</b> – Completed and signed Final Plat Application
	<b>1 copy</b> – Letter addressed to the Board of Supervisors
	<b>1 copy</b> – Copy of Certificate of 100 Year Assured Water Supply <i>(optional)</i>
	<b>1 copy</b> – Recorded deed or unofficial copy
	<b>2 CDs or 2 Flash Drives</b> – Electronic version of all application materials
	<b>9 copies</b> – Final Plat 24" x 36" collated, folded and stapled
	<b>1 copy</b> – Final Plat reduction 8 ½" x 11"
	<b>9 copies</b> – Narrative Report
	<b>2 copies</b> – Soils Report (if required)
	<b>2 copies</b> – Traffic Impact Statement or Traffic Impact Report (if required)
	<b>2 copies</b> – Drainage Report & <b>1 CD/DVD/Flash Drive</b> – Electronic copy of Drainage Report
<b>Infrastructure Permit Submittal Documents</b>	
	<b>7 copies</b> - Infrastructure Plans (completed, collated, and rolled plans with 7 transmittal letters)
	<b>7 copies</b> – Building Activity Application form and Contact Supplemental
<b>Replat Submittal Documents</b>	
	<b>9 copies</b> – Completed and signed Final Plat Application
	<b>1 copy</b> – Letter addressed to the Board of Supervisors
	<b>1 copy</b> – Copy of Certificate of 100 Year Assured Water Supply <i>(optional)</i>
	<b>1 copy</b> – Recorded deed or unofficial copy
	<b>1 CD</b> – Electronic version of application materials
	<b>9 copies</b> – Final Plat 24" x 36" collated, folded and stapled
	<b>1 copy</b> – Final Plat reduction 8 ½" x 11"
	<b>2 copies</b> – Drainage Report & <b>1 CD/DVD/Flash Drive</b> – Electronic copy of Drainage Report (if required)

**SEE NEXT PAGE FOR APPLICATION/INFRASTRUCTURE PERMIT FEES**



# One Stop Shop - Planning Application Submittal – What to Expect at the One Stop Shop



**STEP 3 – Cashier - Processing Payment:**

The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa and MasterCard for credit card payment. In August 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

<b>Final Plat / Replat Application Fee Schedule</b>	
<b>Reviewing Agency</b>	<b>Final Plat/Replat</b>
Planning	<b>\$40</b> per lot, tract, or parcel (\$1,000 min., \$10,000 max.)
Addressing	<b>\$10</b> per lot
MCDOT	<b>\$100</b>
MCESD	<b>\$225</b>
Drainage Review	<b>\$1,000 + \$25</b> per acre (\$10,000 max.) Replat for Note Corrections or Easement Adjustments without Drainage Input <b>\$60.00</b> Other Corrections: <b>\$1,000 + \$25 per acre</b> (\$10,000 max.)

<b>Infrastructure Upfront Fees</b>	
Building Plan Review	<b>\$300</b>
Drainage Review	<b>\$2,000 + \$250 per acre</b> - Maximum of \$42,300
MCDOT Review	<b>\$100 per sheet</b>
Zoning Review	<b>\$250</b>
Addressing Review	<b>\$10</b>
<p>➤ A portion of remaining fees will be due with resubmittal of infrastructure permits; the remaining fees will be due at time of infrastructure permit issuance. See Final Plat/Infrastructure Permit checklist for additional information on how to calculate infrastructure costs.</p>	