



# TOWN OF FLORENCE

## **FINAL PLAT PROCESS Application & Checklist**

**Community Development Department**

**P.O. Box 2670**

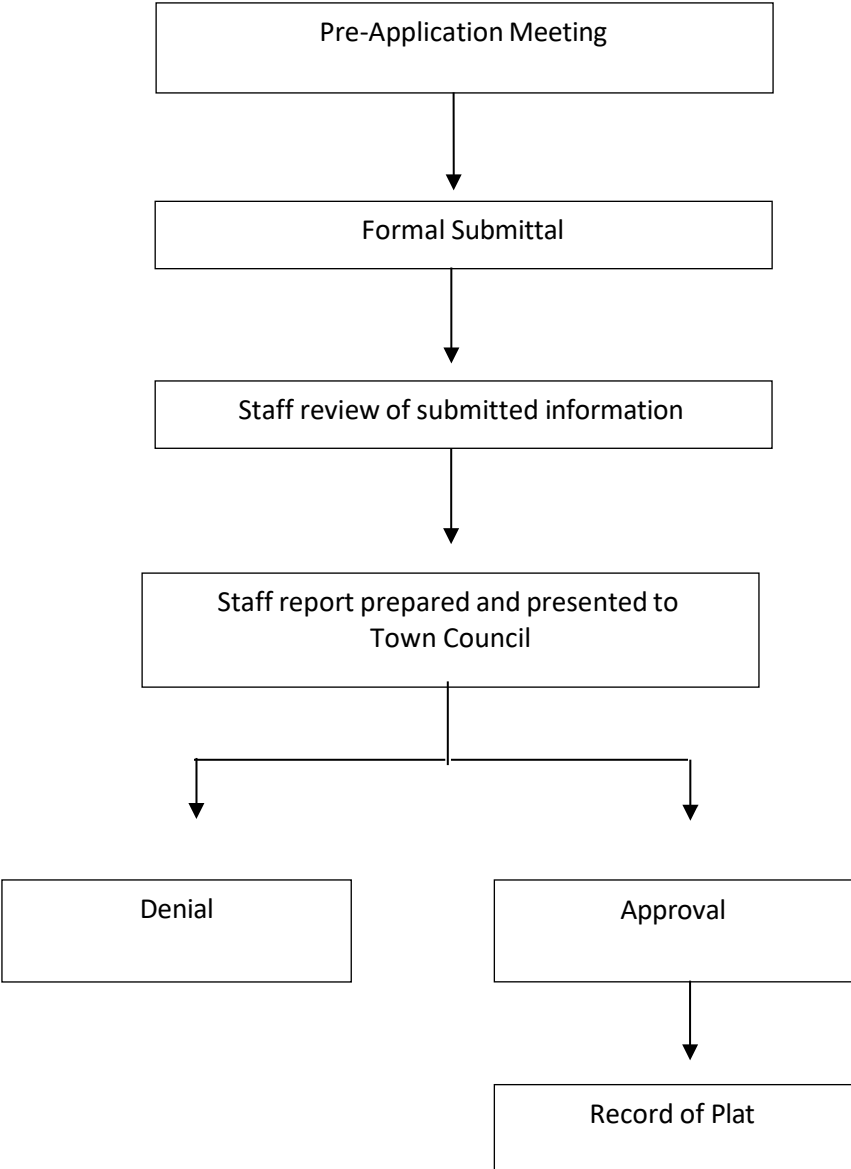
**224 W. 20th Street**

**Florence, Arizona 85132**

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# FINAL PLAT APPLICATION PROCESS



# FINAL PLAT APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a Final Plat for a subdivision within the Town of Florence.

1. **Pre-Application Review Process** – Prior to filing an application for a Final Plat, the applicant, where requested, must complete the Pre-Application review meeting with the Community Development Department.
2. **Application Filing** – After a preliminary plat has been approved by the Planning and Zoning Commission, a final plat and improvement plans should be submitted to the Town. In order for an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Applications received after 3:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the submitted information will be routed to Town staff for review and comment. After this review is completed, the comments are consolidated and returned to the applicant within thirty (30) working days of submission. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the Town Council meeting, the Community Development Department will prepare an agenda report describing and evaluating the proposed plat and making recommendations to the Town Council. Final plat approval is essentially a technical matter, with the Council finding only that the final plat is substantially consistent with the approved preliminary plat, that improvements are installed, or their installation is provided for, and that all technical requirements have been met.
5. **Town Council Meeting** – Regular Town Council meetings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative must be present at the meeting. The Town Council will approve, approve with modifications and/or conditions, or deny the application.
6. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Community Development Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

# FINAL PLAT TYPICAL CONTENT REQUIREMENTS

## FINAL PLAT

- Vicinity Map;
- Key map on each page, if plat consists of more than two pages;
- Scale, north arrow, and dimensions;
- Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch; (Use more than one sheet, if necessary)
- Boundary closure report, gross and net acreage;
- General notes;
- Number each lot individually with the last lot number circled; (residential only)
- Illustrate the minimum lot width drawn parallel to the front property line at the minimum front setback for all irregular lots; (Residential only)
- Table of lot sizes indicating size of all lot areas, total number of lots, total lot acre and corresponding zoning classification; (Residential only)
- Table of tracts indicating use, tract area, and total area;
- Landscape areas owned and maintained by an association shown as landscape tract(s). If owned and maintained by an individual property owner, landscape areas do not need to be shown on the final plat;
- Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;
- Name, address and telephone number of applicant;
- Name, address and telephone number of surveyor preparing plat;
- Proposed name of final plat;
- Location by Section, Township and Range; referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- Location and extent of areas subject to inundation; indicate frequency;
- Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- Layout of proposed streets and alleys, giving widths;
- Proposed street names;
- Easements, labeled by type. Notes should clearly identify the purpose of each easement type;
- Cross access easement language;
- Designation of all land to be dedicated or reserved for public use, with the use indicated;
- Preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- Denote refuse collection system if other than individual lots;
- Date of preparation including dates of any subsequent revisions; and
- Registered Land Surveyor signature and seal.

## **DIGITAL FINAL PLAT SUBMITTALS**

In order to maximize Town resources and to facilitate Pinal County requirements, the Town of Florence requires a digitized, electronic copy of all final plats.

Digitized copies must adhere to Computer Aided Drafting (CAD) standards acceptable to Civil Engineering Practices.

All files must be submitted in a PDF, .DWG and/or .DXF file format on a compact disk (CD) or a digital video disk (DVD) and must include the Real World Base-map File. Files may be submitted in a compressed format if they can be self-extracted.

These requirements will assist the development process for both the Town and the applicant and will better serve the residents of the Town of Florence. Should you have any questions regarding Final Plat digital format requirements and information regarding benchmarks and the coordinate system, please contact the Town of Florence

**FINAL PLAT REVIEW CHECKLIST**

LOG NUMBER:

\_\_\_\_\_

PROJECT:

\_\_\_\_\_

REVIEWER: 1<sup>ST</sup> \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_ Date: \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_ Date: \_\_\_\_\_

**KEY:**      / = Acceptable                      **X** = Not Applicable  
              **O** = Not Acceptable or Missing      **?** = Unable to Determine Acceptability  
Status

**PLEASE RETURN THIS ORIGINAL CHECKLIST WITH THE NEXT SUBMITTAL.**

**PLAT PREPARATION AND SUBMITTAL**

- \_\_\_\_\_ 1. The first submittal of the Final Plat shall include, at a minimum, the following items  
(unless previously submitted):
- a. Current Title Report (not older than 30 days),
  - b. A copy of all Schedule B items pertaining to recorded Easements, Right-of-Way, and covenants, Conditions, and Restrictions,
  - c. An ALTA Survey Map (not older than 60 days),
  - d. Copy of the approved Preliminary Plat and Stipulations,
  - e. Copy of the Tentative Covenants, Conditions, and Restrictions,
  - f. Subdivision boundary closure calculations,
  - g. Closure calculations for all Tracts, Parcels, and Lots.
  - h. Traffic Impact Analysis Report (see below for specifics),
  - i. Drainage Report,
  - j. Basis of Design for all water improvements associated with the Final Plat,
  - k. Basis of Design for all waste-water improvements associated with the Final Plat including recharge facility

\_\_\_\_\_ 2. The Final Plat and required items shall be submitted electronically. Please refer to the most current electronic plan submittal standards.

\_\_\_\_\_ 3. Refer to industry standards, technical board and state law requirements for items a, b, c, e, f, and g.

\_\_\_\_\_ 4. Refer to individual guidelines for requirements for items h, i, j, and k.

\_\_\_\_\_ 5. Traffic Impact Analysis report shall be updated from the Preliminary Plat if the Transportation Study has been updated since the previous approval.

\_\_\_\_\_ 6. All reports and plan sets will need to meet current standards at the time of the Final Plat Submittal. Approvals at the Preliminary Plat stage do not create a 'lifetime' entitlement.

# APPLICATION FOR FINAL PLAT

**PROJECT NAME:** \_\_\_\_\_

**REQUEST TYPE:**       Final Plat     Final Plat Amendment  
                                   Map of Dedication (MOD)

1. Property Owner:  
 Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

2. Applicant/Developer  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

3. Address or Location of Property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Tax Parcel Number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Gross Acres: \_\_\_\_\_      Number of Lots: \_\_\_\_\_      Number of Tracts: \_\_\_\_\_  
 Zoning: \_\_\_\_\_

5. Approval date of the Final Plat application: \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE    DATE

**Application/Engineering Review Fees:**

Items Submitted	UOM	Unit Cost	No. Units	Fees	Fees Paid

PERMIT NO: _____	APPLICATION RECEIVED: _____
TC HEARING DATE: _____	REVIEWED BY: _____



# OWNER'S PERMISSION FORM

This sheet must be completed if the applicant is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: \_\_\_\_\_

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review, Preliminary/Final Plat and/or other below-noted request on the following described property:

\_\_\_\_\_

Owner(s) \_\_\_\_\_

Signature

\_\_\_\_\_

Print or Type Name

Address

\_\_\_\_\_

\_\_\_\_\_

Telephone

\_\_\_\_\_

STATE OF ARIZONA )

County of \_\_\_\_\_ )

SS

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal. My

commission expires:

\_\_\_\_\_

Notary Public