

## CHECKLIST FOR SUBMISSION OF FINAL PLATS

After the Preliminary Plat is approved a Final Plat and required supporting material can be prepared and submitted. The Final Plan should be prepared and certified by a land surveyor who is registered to work in Arizona.

The Final Plat can be completed in stages covering phases of the area of the approved Preliminary Plat. Every sheet should have a vicinity map showing the relevant portion of the Final Plat. All Final Plats should:

- Be drawn to the same scale;
- Have identical titles, legends and other information;
- Have match lines so that mosaics of the subdivision as a whole can be as self-contained as possible.

### Format

The Final Plat should:

- Be clearly drawn in black, waterproof India ink on 0.003 inch thick mylar;
- Have the necessary affidavits, certificates and acknowledgements clearly printed in opaque ink;
- Be of a sheet size of 24" high by 36" wide;
- Have a 1 1/2" margin on the left hand side and a 1/2" margin on the remaining sides;
- Be drawn to a scale of 1" to 11' or larger or at a scale of 1" to 200' where the minimum lot size is 5 or more acres;
- Have each sheet numbered and the total number of sheets should be noted on each sheet (for example 'sheet 2 of 4');
- Indicate by key maps and match lines how on sheet related to another

The original mylar, 2 reproducible copies and 10 prints of the Final Plat and copies of all necessary supporting material should be submitted to Growth Management. The Final Plat should contain the notarized signatures of the owner or owners of any and all equitable or legal interest in the land and the signature of a registered land surveyor.

The Final Plat should contain the information listed below:

- The name of the subdivision;
- General location of the subdivision by section, township, range, county and state, entered under the name of the subdivision;
- North arrow, date and scale;
- The boundary of the subdivision designated by a solid, heavy dark line which should not obscure any other information;
- Location and description of all monuments, found or set;
- Adjoining parcels' subdivision names, parcel number and recorded information;

- ❑ The location and layout of lots, blocks, tracts, streets, alleys and other public grounds within and immediately adjoining the plat, with accurate dimensions in feet and one-hundredths of feet, bearings, curve data, length of radii and/or acres of all curves,
- ❑ The name of all streets;
- ❑ All lots logically and consecutively numbered in the centre of the lot;
- ❑ Parcels completely or partially surrounded by the area being subdivided shall be clearly marked “EXCEPTED” and the common boundary with the subdivision indicated by a heavy solid line with bearings and distances;
- ❑ A notation of the total acreage of the subdivision and the total number of lots;
- ❑ The location and width of all easements, public and private, to which the lots are subject. The easement should be clearly labeled and identified as to nature and purpose. If easements have already been recorded their recorded references should be given;
- ❑ The bearing and length of all lines, the radius, central angle, length of curve and tangent curve for all curved lines;
- ❑ A complete and accurate survey of the land to be subdivided, made by a registered, professional civil engineer and/or registered land surveyor in accordance with the standard principles and practices of land surveying;
- ❑ The traverse of the exterior boundaries of the subdivision and of each block must close within a limit of error of one foot to ten thousand feet;
- ❑ The subdivision shall be tied by bearing and distance to either quarter corner or section corner which was established by public land survey and must be delineated on the map;
- ❑ The basis of bearing of the subdivision map should be taken from a recorded plat or subdivision;
- ❑ Certificate of a 100 year water supply from the local water supplier;
- ❑ All monuments should conform to MAG specifications and standards;
- ❑ Monuments shall be shown as set or to be set at:
  - All angle points in subdivision boundary;
  - All angle points of tangency and points of curvature in subdivision boundary;
  - All street intersections;
  - All angle points of tangency and points of curvature in street centerlines;
  - All intersections of street centerlines with subdivision boundary;
  - All section corners, quarter corners and sixteenth corners.
- ❑ All monuments should be staked in the field prior to Final Plat approval and such will be certified on the Final Plat by a registered land surveyor;

## Supporting Material

The following supporting material should also be submitted:

- ❑ A complete listing of the actual area of each lot and the finished floor elevation of each lot;
- ❑ A drainage plan and report for the site and all pertinent offsite areas, to take account of the following:-
  - 100-year storm flows (Q 100s)
  - 100 year high water mark of any river, creek, arroyo, gully, diversion ditch, spillway, reservoir, etc., that may affect the project area, in any way;
  - depth of flow of 100-year runoff.
- ❑ The watershed in all off-site areas should be considered fully developed;
- ❑ Intensities should be for this area's 2 hour 100 year storm;
- ❑ A certificate should be provided, signed and sealed, by a Registered Professional Engineer that all drainage facilities, utilizing gutters and streets are designed and sized to handle 100% of the Q 100 runoff. The 10 year storm should be carried within the gutter and street;
- ❑ Measures should be taken to use the natural slope of the land for the storm water collection system;
- ❑ Subsurface drainage systems are to be discouraged, but, where necessary, should be a minimum of 18 inches in diameter;;
- ❑ Where possible, run-off should be collected in depressed open areas throughout the site;
- ❑ The plan should include, but not be limited to, the following:-
  - Method of collection (surface and/or subsurface);
  - Depth, side slopes and area of retention;
  - Calculations of volume held and required;
  - High water elevation;
  - Method of disposal of water within 36 hours;
  - Any other data to form a complete plan.
- ❑ The point or points in which natural drainage flow from a property before development should stay the same after development
  
- ❑ A soils report for the site and relevant off-site areas should be prepared by a registered engineer and should take account of the following:-
  - The type and location of soils, using the unified soil classification system;
  - Drill logs and swell consolidation curves;
  - Present and potential hazards associated with soils on the site and measures, which could be taken to mitigate such hazards;
  - Recommendations on subsurface area drain and peripheral drains, foundation design, erosion control measures and surface drainage.

- A grading, drainage and development plan should be prepared by a registered professional engineer at a scale to be determined by Growth Management, this should show:-

- Proposed rights of way,;

- Easements;

- Walkways;

- Parks;

- Common areas;

- Roadways;

- Waterlines and reservoirs;

- Sewer lines;

- Manholes and treatment facilities;

- Curbs and gutters;

- Culverts;

- Drains;

- Storm water detention and retention basins;

- Swales;

- Ditches;

- Other drainage devices;

- Spot top of curb elevations;

- High and low street points;

- Drainage arrows;

- Street plans;

- All drainage areas and acreages;

- All 100-year storm flows (Q 100s) adjacent to and/or flowing onto the development and on-site at each surface flow junction;

- Storm water pick up and take off points designed to handle 100-year flow on the surface;

- Cross sections and high water elevations for all 100-year flows;

- Spot elevations should be given for all inverts, low points and flowing entry and exit points;

- All minimum building setbacks – no 100-year flow line should encroach on any minimum set back line and all lowest habitable floor elevations should be a minimum of one foot above the 100-year flood elevation as designated by the Federal Emergency Management Agency (FEMA).

- Construction plan and details must be prepared by a state registered professional engineer and should provide for all improvements on the grading, drainage and development plan, including right of way and easement cross-sections showing:-

Construction and placement of:

Streets  
Walks  
Curbs  
Gutters  
Medians  
Lighting standards  
Swales  
Ditches  
Utilities  
Planting strips and property lines

Details of:

Hydrants  
Valves  
Manholes  
Pipe junctions  
Pumps  
Thrust blocking  
Catch basins

Street profiles showing:

Natural and finish grades  
Centerline and both curbs (at a scale to be determined by Growth Management  
Sanitary sewer line and manhole profiles with natural and Finish grades, showing area underdrains if applicable, and the location of gravity outfall lines  
Storm drainage system profiles showing natural and finish Grades  
Erosion control and revegetation details and other details  
Necessary to adequately convey the design intent  
Quantity take-offs should also be provided.

- The City may require a warranty deed or other acceptable instrument which conveys to the City or any other appropriate public agency, any public lands other than streets, alleys or easements shown on the Final Plat and title insurance. This should be presented to the City when the Final Plat is approved. The City Attorney will approve the method of assurance.
- The City requires satisfactory evidence that all taxes and assessments due on the property are to be paid in full, showing the title or control of the property as free and clear of any liens. An attorney's title opinion or ownership and encumbrance report from a land title company would be considered satisfactory evidence.

- If the subdivision lies within a 100-year floodplain, the following statement should be on the face of the final plat and all contracts and agreements relating to the subdivision:  
**“THIS SUBMISSION IS (OR THE FOLLOWING LOTS ARE) LOCATED IN THE ONE-HUNDRED YEAR FLOODPLAIN AS DEFINED BY THE UNITED STATES FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).”**
- A contractor’s performance bond or other financial guarantee acceptable to the City to guarantee the complete and timely development of any facilities or improvements which are the sub divider’s responsibility should be submitted as described in Section 7-2, Performance Guarantee, of the subdivision regulations. A copy of this is attached.