



Planning & Development Department

FINAL PLAT & INFRASTRUCTURE PERMIT

This packet can also be used for Re-Plats



SUBMITTAL FORMS INDEX

Planning & Development
FINAL PLAT/INFRASTRUCTURE PERMIT PROCESS
FINAL PLAT/INFRASTRUCTURE PERMIT CHECKLIST
FINAL PLAT APPLICATION
FINAL PLAT PROCESS & TIMEFRAME
INFRASTRUCTURE PERMIT PROCESS & TIMEFRAME
BUILDING ACTIVITY APPLICATION FOR INFRASTRUCTURE PERMIT
CONTACT SUPPLEMENTAL FOR INFRASTRUCTURE PERMIT
DEADLINE DATES AND BOARD OF SUPERVISORS HEARING DATES
WHAT TO EXPECT AT THE ONE STOP SHOP

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/EnvSvc/QC/StormWater/>

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.

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/ArizonaRevisedStatutes.asp>

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:

<http://www.maricopa.gov/planning/OnlineServices/OnlinePermitManager.aspx>

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.

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.

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 applicant will be contacted by their assigned Planner and informed that the Final Plat is ready for pick-up. The applicant will pay applicable recording fees and receive the recorded Final Plat mylars. The applicant will then resubmit two (2) full-size folded paper copies of the recorded final plat 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.

REQUIRED MEETINGS PRIOR TO FINAL PLAT AND INFRASTRUCTURE PERMIT(S) SUBMITTAL

1. PRE-APPLICATION MEETING

One (1) copy of the pre-application meeting form.

2. PRE-SUBMITTAL MEETING

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.

Date: _____ **Time:** _____

3. INTAKE MEETING – SUBMITAL OF FINAL PLAT AND INFRASTRUCTURE PERMIT(S)

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. **Intake Meeting must be scheduled before 4:00 p.m.**

Date: _____ **Time:** _____

FINAL PLAT CHECKLIST

4. APPLICATION:

- Copy of the Pre-application meeting form – **1 copy**
- Final Plat application forms - **Nine (9) copies**
- Letter addressed to Board of Supervisors with the following information: **(1 copy)**
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.
- Copy of Certificate of 100 – Year Assured Water Supply from Arizona Department of Water resources **(1 copy – optional with initial application submittal, required prior to scheduling for Board of Supervisors).**
- Recorded deed (unofficial copy is acceptable)- **1 copy**
- Electronic copy of application materials – **2 CDs or 2 Flash Drives**
 - Final Plat application (PDF copy with signatures)
 - Narrative Report- PDF copy
 - Final Plat – PDF copy
 - Excel files of the lot, tract and site summary tables - Excel files
 - Building activity application – PDF copy
 - Contact supplement – PDF copy
 - Infrastructure Plans – PDF copy
 - Sealed Surveyor’s Boundary Closure Report – PDF copy



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 delineation of 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.

If roads are to be private add the following note: Roads for this subdivision are "private" as dedicated on Tract ___ and shall be owned and maintained by the _____ Homeowners Association.

 - ___ • 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.



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



- ___ 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).
- ___ 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 floodzone 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.



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



- ___ iv. 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

BOARD OF SUPERVISORS

Approved by the Board of Supervisors of Maricopa County, Arizona on this ___ day of ___ 20__.

_____ Attested by: _____
 Chairman of the Board Clerk of the Board

- ___ 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 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



Planning & Development
Department
FINAL PLAT/INFRASTRUCTURE PLAN
APPLICATION CHECKLIST



- ___ 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
- ___ 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 <http://www.maricopa.gov/planning/Resources/Other/LocalAdditionsAndAddenda.aspx>
2. Landscape water meters \$100 each (\$50 Address assignment, \$50 permit fee)
3. Landscape electrical meters \$100 each (\$50 Address assignment, \$50 permit fee)
4. 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.
5. 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.
6. Signs: building plan review and building permit fees based on valuation as listed in the Local Additions & Addenda, Section 208.
7. 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.
8. 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/technical/home.htm>

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:

<http://www.maricopa.gov/EnvSvc/WaterWaste/Subdivisions/Downloads.aspx>

Submit ATC directly to MCESD at the following address:

1001 N. Central Avenue, Suite 201
 Phoenix, Arizona 85004
 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)

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



Planning & Development
Department
FINAL PLAT/INFRASTRUCTURE PLAN
APPLICATION CHECKLIST



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

- ___ 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.

15. MARICOPA COUNTY AGENCY CONTACTS:

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



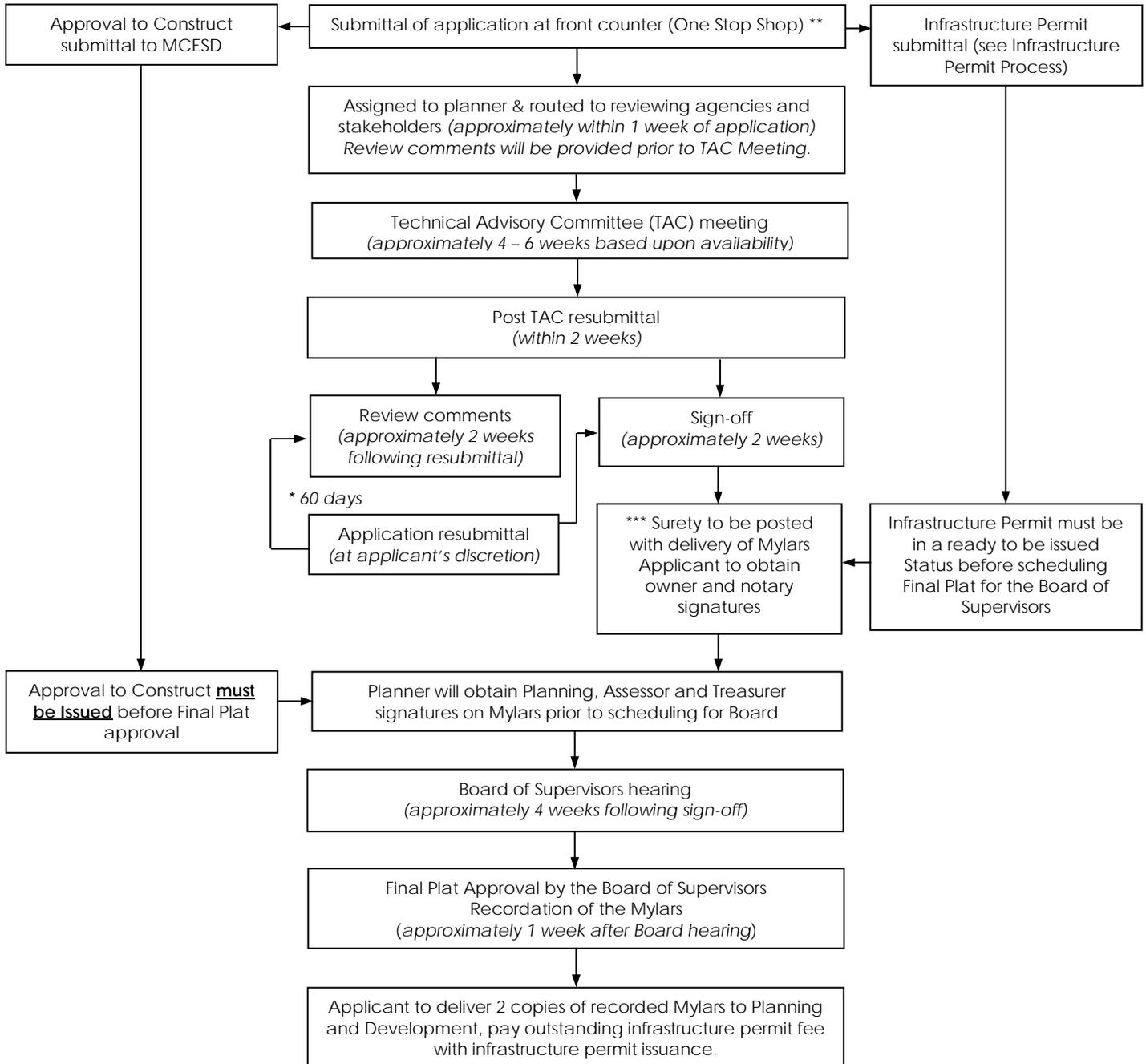
Form with multiple sections: REQUEST, PROPERTY INFORMATION, OWNER'S AUTHORIZED AGENT INFORMATION, PROPERTY OWNER INFORMATION, PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION, INSPECTIONS, PROPOSITION 207 WAIVER, VERIFICATION OF APPLICATION INFORMATION, ARS § 1605 TIMEFRAME EXTENSION.



Planning & Development Department



FINAL PLAT PROCESS AND TIMEFRAME



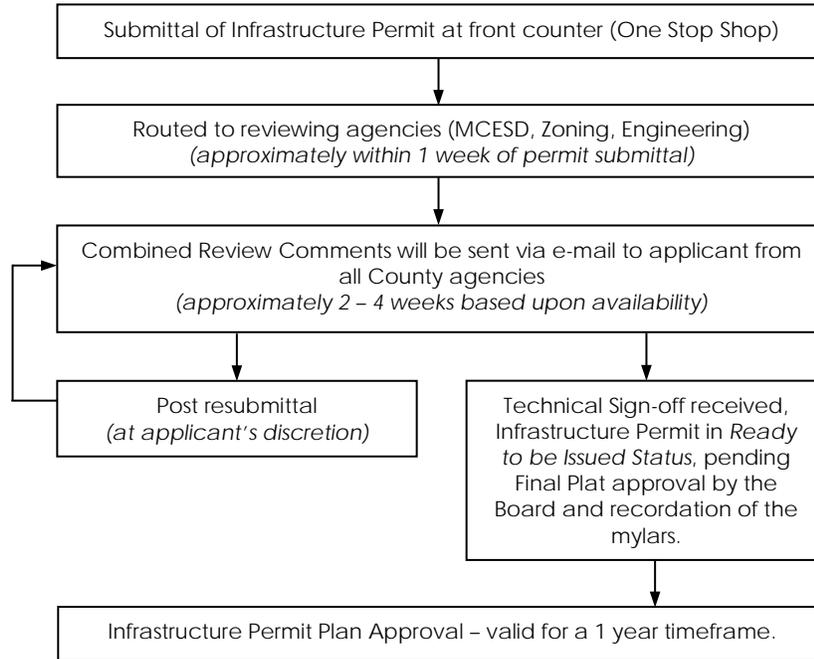
- * Approximate Final Plat timeframe of 5 months.
- ** Concurrent review of related infrastructure permit may delay in Final Plat timeframe.
- *** See Final Plat Checklist for Surety Bond Requirements.



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.

<http://www.maricopa.gov/planning/GeneralInformation/DepartmentDirectives.aspx>

Standard Plans 2015-03

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

<http://www.maricopa.gov/planning/GeneralInformation/DepartmentDirectives.aspx>

Model Home Complexes 2011-09



Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



Licensing Timeframes – A.R.S. 11-1605

As of September 13, 2013, residential and subdivision 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.

Fee Information

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - <http://www.maricopa.gov/planning/Resources/Other/FeeSchedule.aspx>
- 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.

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.
- Residential projects may choose to participate or schedule a Pre-Application meeting.

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
BUILDING ACTIVITY APPLICATION PACKET
 (Continued – Page 2)



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: _____

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 http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform_ordinance/mczo1.pdf

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: _____



Planning & Development Department

See link for fillable application

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 style="width:100%;" type="text"/> <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	DETAILED WORK DESCRIPTION: <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> ESTIMATE VALUATION OF ENTIRE PROJECT: <input style="width:150px;" type="text"/> PROPERTY OWNER INFORMATION: <input style="width:100%;" type="text"/> LAST NAME: <input style="width:150px;" type="text"/> FIRST NAME: <input style="width:150px;" type="text"/> MAILING ADDRESS: <input style="width:250px;" type="text"/> CITY: <input style="width:100px;" type="text"/> STATE & ZIP: <input style="width:100px;" type="text"/> PHONE NUMBER: <input style="width:150px;" type="text"/> EMAIL: <input style="width:100%;" type="text"/>
UTILITES ON SITE: FIRE DISTRICT: <input style="width:150px;" type="text"/> GAS CO: <input style="width:150px;" type="text"/> ELECTRIC CO: <input style="width:100px;" type="text"/> WATER CO: <input style="width:150px;" type="text"/> SEWER CO: <input style="width:150px;" type="text"/>	
ACCESSORY STRUCTURES: <input type="checkbox"/> PERMITTING WITH THIS APPLICATION <input type="checkbox"/> NOT PERMITTING WITH THIS APPLICATION	
ACCESSORY STRUCTURES EXTRA: <input type="checkbox"/> COMPLETE CONSTRUCTION DETAILS PROVIDED <input type="checkbox"/> NOT SHOWN ON PLANS	
OUTSIDE OF PLAT: NUMBER OF PARCELS: <input style="width:50px;" type="text"/> LIST PARCEL NUMBERS: <input style="width:200px;" type="text"/>	
MISCELLANEOUS: HOW MANY LANDSCAPE ELECTRICAL METERS: <input style="width:50px;" type="text"/> HOW MANY LANDSCAPE WATER METERS: <input style="width:50px;" type="text"/>	
PERIMETER WALLS: TOTAL LINEAR FOOTAGE: <input style="width:100px;" type="text"/> MAXIMUM HEIGHT: <input style="width:50px;" type="text"/>	
TYPE OF WALL: <input type="checkbox"/> CMU <input type="checkbox"/> CMU WITH WROUGHT IRON <input type="checkbox"/> WROUGHT IRON <input type="checkbox"/> OTHER	
ARE THERE ANY RETAINING WALLS > 4' FROM BOTTOM OF FOOTING: <input type="checkbox"/> YES <input type="checkbox"/> NO	
TOTAL LINEAR FOOTAGE: <input style="width:100px;" type="text"/> MAXIMUM HEIGHT: <input style="width:50px;" type="text"/>	
WALL SIGNS SHOWN ON PLANS: <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY WALL SIGNS: <input style="width:50px;" type="text"/>	
MONUMENT SIGNS SHOWN ON PLANS: <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY MONUMENT SIGNS: <input style="width:50px;" type="text"/>	
STREETS WITHIN SUBDIVISION: <input style="width:100%;" type="text"/> MCDOT WEBSITE CLICK HERE FLOOD CONTROL WEBSITE CLICK HERE	
<p>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.</p>	
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. <input type="checkbox"/> YES <input type="checkbox"/> NO	

PRINT NAME: <input style="width:95%;" type="text"/>	<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER
SIGN NAME: <input style="width:95%;" type="text"/>	TODAY'S DATE: <input style="width:100%;" 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



2016 DEADLINE DEADLINES AND BOS HEARING DATES

Board of Supervisors (BOS)

Board of Supervisors Auditorium, 205 West Jefferson,
Phoenix, AZ 85003

* Scheduling Deadline Date for BOS	BOS Hearing Date
November 19, 2015	January 6, 2016
December 10, 2016	January 13, 2016
January 7, 2016	February 3, 2016
January 21, 2016	February 17, 2016
February 4, 2016	March 9, 2016
February 18, 2016	March 23, 2016
March 10, 2016	April 6, 2016
March 24, 2016	April 20, 2016
April 7, 2016	May 4, 2016
April 21, 2016	May 18, 2016
May 5, 2016	June 8, 2016
May 19, 2016	June 22, 2016
June 9, 2016	July 20, 2016
June 23, 2016	August 3, 2016
July 21, 2016	August 17, 2016
August 4, 2016	September 7, 2016
August 18, 2016	September 21, 2016
September 8, 2016	October 5, 2016
September 22, 2016	October 19, 2016
October 6, 2016	November 2, 2016
October 20, 2016	November 16, 2016
November 3, 2016	December 7, 2106

* **Deadline dates to schedule Final Plat or Replats for the Board of Supervisors agenda (no exceptions on the Deadline Dates). The following items must be completed:**

1. **Infrastructure Permit** (applicable to Final Plats only) must be in a ready to be issued status.
2. **Surety/Bonding/Assurances** must be submitted to Planning and Development (applicable to Final Plats only).
3. **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. 44th 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).**

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

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

Infrastructure Upfront Fees	
Building Plan Review	\$300
Drainage Review	\$2,000 + \$250 per acre - Maximum of \$42,300
MCDOT Review	\$100 per sheet
Zoning Review	\$250
Addressing Review	\$10
<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>	