



JAY CHRISTELMAN, DIRECTOR

# COMMUNITY DEVELOPMENT

## Subdivision Final Plat Requirements

per the Coconino County Subdivision Ordinance Section 5.4

Section	Details	Met Y/N & Notes
5.4.A.1	<ul style="list-style-type: none"> <li>- The final plat shall be drawn, in black ink on mylar or other approved material that shall be reproduced in the form of blue-line or black-line prints.</li> <li>- Certificates, affidavits and acknowledgments shall be legibly stamped or printed upon the plat with black opaque ink.</li> <li>- All signatures shall be signed in black waterproof ink.</li> </ul>	
5.4.A.2	<ul style="list-style-type: none"> <li>- The size of each sheet shall not exceed 24" x 36" in size</li> <li>- Each sheet shall include all affidavits, certificates and acknowledgments.</li> <li>- If more than two (2) sheets are required, a key map shall be shown on the first sheet or on a separate sheet.</li> </ul> <p><i>*Map size may be reduced to 18" x 24" upon approval of the Director.</i></p>	
5.4.A.3	A margin line shall be drawn completely around each sheet, leaving an entirely blank margin of two (2) inches on the left and one-half (½) inch for all other margins.	
5.4.A.4	The plat shall be drawn to an accurate scale of not less than one (1) inch equals two hundred (200) feet.	
5.4.A.5	The exterior boundary of the subdivision shall be indicated by a black border which has a heavier line weight than interior lot lines	
5.4.A.6	<ul style="list-style-type: none"> <li>- Each sheet shall be numbered</li> <li>- The relation of one sheet to another clearly shown</li> <li>- The total number of sheets used shall be set forth on each sheet.</li> </ul>	
5.4.A.7	The subdivision name, scale and north arrow shall be shown on each sheet.	
5.4.B.1	<ul style="list-style-type: none"> <li>- A title (<i>which includes the name of the subdivision</i>)</li> <li>- Its location by Section, Township, Range, and County.</li> </ul>	
5.4.B.2	Below the title shall be a subtitle consisting of a general description of all the property being subdivided, by reference to subdivisions or to recorded document numbers.	
5.4.B.3	<ul style="list-style-type: none"> <li>- Affidavits</li> <li>- Certificates</li> <li>- Acknowledgments</li> <li>- Endorsements</li> <li>- Acceptances of dedication</li> <li>- Notarial seals</li> </ul> <p><i>*required by law and by these regulations shall appear on the title sheet (see Section 5.4.D).</i></p>	

<b>5.4.B.4</b>	The basis of bearings needs to be shown on the title sheet of the final plat.	
<b>5.4.B.5</b>	A vicinity map showing... <i>shall appear on the title sheet.</i> - The proposed subdivision and surrounding subdivisions - References to those adjacent subdivisions worded identically with original records including book and page or document recording numbers, whichever is applicable - Streets located within one-half (1/2) mile radius of the boundaries of the proposed subdivision	
<b>5.4.B.6</b>	- Name - Address - Registration number - Seal of the Arizona-Registered Land Surveyor responsible for preparing the plat - The date of plat preparation.	
<b>5.4.B.7</b>	Dedications: - There shall be a statement of dedication of all right-of-way, alleys, drainage detention/retention basins and drainage ways, pedestrian/bicycle ways, equestrian trails and easements, and other easements for public use, including sanitation, utility, fire and other emergency related vehicles, executed by the person or persons holding title by deed to the lands, by persons holding any other title of record, by persons holding title as vendees under land contract, by spouses of said parties, lien holders and all other parties having an interest in the property. - If land dedicated is mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written description of what is being dedicated or granted, to whom, and for what purpose. - Signatures must be witnessed. -The use of privately maintained streets is encouraged. - If the plat contains private or privately maintained streets, provisions should be made for installation and maintenance of all street improvements, utilities and drainage ways. - Easements shall be provided for purposes indicated, including refuse collection, fire and other emergency services.	
<b>5.4.B.8</b>	Acknowledgment of Dedications: Execution of dedication shall be acknowledged and certified by a notary public.	
<b>5.4.C.1</b>	- The locations and names of streets - The center lines thereof, the courses, lengths, tangent points, radii and central angles - The total widths of each street right-of-way or easement line - The width on each side of the center line - The width of the right-of-way being dedicated - The width of existing dedications, if any. <i>Note: Final plats will not be approved before legal access has been obtained and the ability to provide physical access has been substantiated.</i>	
<b>5.4.C.2</b>	- Scale (written and graphic) - North point	
<b>5.4.C.3</b>	- The location, width, and use of all pedestrian ways (including sidewalks as part of the street right-of-way, pedestrian pathways, and hiking trails) - How they are designated (private or public use).	

<b>5.4.C.4</b>	<ul style="list-style-type: none"> <li>- The locations and dimensions of public or private open space areas and the net acreage, to the nearest one-hundredth (1/100) of an acre, contained therein.</li> <li>- A description of common areas that may be reserved by deed restrictions and CC&amp;R's for the common use of the property owners in the subdivision.</li> </ul>	
<b>5.4.C.5</b>	<ul style="list-style-type: none"> <li>- The location, widths, and use of all existing easements to which the lots are subject</li> <li>- The date on which the easement was created</li> <li>- The document recording number and/or Book and Page Number of the County Recorder's Records in which the easement appears.</li>   <li>- Easements for storm drains, sewers, water, utilities, and other similar purposes shall be denoted by broken lines.</li> <li>- New or proposed easements being dedicated or granted shall be shown with adequate dimensioning on the plat and the use so indicated in the certificate of dedication.</li> </ul>	
<b>5.4.C.6</b>	<ul style="list-style-type: none"> <li>- Locations and widths of drainage easements.</li> <li>- All drainage easements shall be shown on the plat and the limit of the floodplain if any portion of the land being subdivided is within the floodplain.</li> <li>- No structure will be allowed in the easements that would obstruct drainage.</li> <li>- The easement or right-of-way for major drainageways shall be granted drainage easements to the appropriate maintenance authority or dedicated right-of-way as determined by the County Engineer.</li> </ul>	
<b>5.4.C.7</b>	Location and widths of railroad rights-of-way.	
<b>5.4.C.8</b>	Limitations on rights of access to and from streets and lots and other parcels of land.	
<b>5.4.C.9</b>	<ul style="list-style-type: none"> <li>- Any remainder parcel(s) within or surrounded by the plat boundaries shall be noted as "Not a Part of This Subdivision" and shall be accurately described by bearings and distances.</li> <li>- Proper street dedications adjacent to any proposed tracts or remainder parcels shall be provided by the subdivider by inclusion within the plat or by separate document noted on the plat.</li> </ul>	
<b>5.4.C.10</b>	<ul style="list-style-type: none"> <li>- Locations, widths and names of streets, and pedestrian ways adjacent to the proposed subdivision.</li> <li>- Portions of any contiguous property between major road intersections shall not be excluded from the boundaries of the subdivision when needed or required for dedication or improvement of any access, drainage, or flood control facility.</li> </ul> <p><i>*Such areas may be indicated as excluded tracts after necessary dedications are shown.</i></p>	
<b>5.4.C.11</b>	<ul style="list-style-type: none"> <li>- Locations of boundary lines.</li> <li>- The corners of the plat shall be located and tied to the monument lines of abutting streets</li> <li>- Boundaries of the parcel(s) to be subdivided fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field.</li> </ul>	

<b>5.4.C.12</b>	<ul style="list-style-type: none"> <li>- The dimensions and net area of each lot shown in a list format on the appropriate sheet.</li> <li>- No ditto marks shall be used.</li> <li>- Sufficient data shall be shown to determine readily the bearing and length of each lot line.</li> <li>- On lots containing one (1) acre or more, the final plat shall show net acreage to the nearest one-hundredth (1/100) of an acre and the total subdivision gross acreage</li> </ul>	
<b>5.4.C.13</b>	<ul style="list-style-type: none"> <li>- Total number of lots, tracts and parcels, and the size (in square feet) of each lot, tract and parcel.</li> <li>- All lots shall be numbered consecutively, commencing with the number "1", with no omissions or duplications.</li> <li><i>* Exceptions: "tracts", "parcels", and private parks shall be so designated, lettered, or named, and clearly dimensioned.</i></li> <li>- The use of tracts for recreation, utilities, cluster mail boxes, or similar uses shall be identified.</li> </ul>	
<b>5.4.C.14</b>	<ul style="list-style-type: none"> <li>- All dimensions in feet and decimals of a foot, to the nearest 100th.</li> <li>- All distances shall be based on "ground" measurements and not "grid" or state plane distances.</li> </ul>	
<b>5.4.C.15.a</b>	<ul style="list-style-type: none"> <li>- The radius</li> <li>- Arc length</li> <li>- Central angle of curves.</li> <li><i>*If non-tangent show radial bearing or chord length and chord bearing.</i></li> </ul>	
<b>5.4.C.15.b</b>	<ul style="list-style-type: none"> <li>Suitable primary survey control points including...</li> <li>- Section corners</li> <li>- Survey monuments existing outside of the proposed subdivision.</li> </ul>	
<b>5.4.C.15.c</b>	The location and physical description of all permanent survey monuments within the proposed subdivision.	
<b>5.4.C.15.d</b>	Ties to and names of adjacent subdivisions.	
<b>5.4.C.15.e</b>	Ties to any city and county boundary lines involved.	
<b>5.4.C.15.f</b>	<ul style="list-style-type: none"> <li>- Corners of the plat shall be noted and monuments found or set shall be indicated</li> <li>- Two (2) separate corners of the subdivision shall be tied by bearing and distance to separate section corners.</li> </ul>	

<b>Section</b>	<b>Details</b>	<b>Met Y/N &amp; Notes</b>
<b>4.3.C.1</b>	<ul style="list-style-type: none"> <li>- An electronic copy of the preliminary plat</li> <li>- Required supporting data.</li> </ul>	
<b>4.3.C.2</b>	<ul style="list-style-type: none"> <li>- A Title Report showing the current owner</li> <li>- A letter from the property owner giving authorization to process the application for the subdivision if the owner is not the subdivider/applicant</li> </ul>	
<b>4.3.C.3</b>	<ul style="list-style-type: none"> <li>- Total subdivision acreage</li> <li>- Overall dimensions (including lengths and bearings) of the subdivision boundary</li> <li>- Closure calculations (in both print and electronic format)</li> <li>- Individual lot lines and frontages shall be length-dimensioned-</li> </ul>	

<p><b>4.3.C.4.a</b></p> <ul style="list-style-type: none"> <li>- The proposed name of the subdivision and its location by section, township and range</li> <li>- Reference by dimension and bearing to two (2) section corners and/or quarter section corners</li> <li>- All subdivision boundaries.</li> </ul>	
<p><b>4.3.C.4.b</b></p> <ul style="list-style-type: none"> <li>- North point</li> <li>- Small scale vicinity map showing relative location of the plat to adjacent roads or highways</li> <li>- Scale</li> <li>- Date of preparation (including dates of any subsequent revisions)</li> </ul>	
<p><b>4.3.C.4.c</b></p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Contact information</li> <li>- Seal</li> </ul> <p><i>*of Registered Land Surveyor and/or Civil Engineer preparing the preliminary plat and the Registered Civil Engineer designing project improvements therein.</i></p>	
<p><b>4.3.C.5.a</b></p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Document number and/or book and page numbers (of any recorded subdivision adjoining or having common boundaries with the proposed development)</li> </ul>	
<p><b>4.3.C.5.b</b></p> <p>Existing and proposed contours established by field survey or aerial mapping methods relating to NAVD88 vertical survey datum, or other datum approved in writing by the County Engineer or County Surveyor, to be shown on the same map as the proposed subdivision layout. Location and elevation of the bench mark used should also be shown on the project plans. Acceptable contour intervals are as follows:</p> <ul style="list-style-type: none"> <li>i. for grades up to ten percent (10%), two (2) feet;</li> <li>ii. for grades between ten percent (10%) to twenty percent (20%), five (5) feet;</li> <li>iii. for grades over twenty percent (20%), ten (10) feet.</li> <li>iv. identify all slopes between fifteen percent (15%) and twenty-five (25%) by a different shade and the disturbance intended for these slopes.</li> </ul>	
<p><b>4.3.C.5.c</b></p> <p>Contours shall be shown extending a minimum of one hundred (100) feet from beyond the external boundaries of the proposed development (so to adequately reflect the character and drainage of the land)</p>	
<p><b>4.3.C.5.d</b></p> <ul style="list-style-type: none"> <li>- Location by survey or aerial mapping methods of streams, lakes or other water features</li> <li>- Direction of flow and water level elevations</li> <li>- Location and extent of areas subject to inundation</li> <li>- Whether such inundation is frequent, periodic or occasional</li> </ul> <p><i>* If any portion of the subdivided land is below the elevation of a locally determined or FEMA designated floodplain the floodplain, floodway, and area of inundation shall be shown. More specific Floodplain Regulations may be found in the Zoning Ordinance.</i></p>	
<p><b>4.3.C.5.e</b></p> <ul style="list-style-type: none"> <li>- Location</li> <li>- Widths</li> <li>- Names</li> </ul> <p><i>* of all existing public and/or private streets, roads, and highways adjacent to the plat as well as those providing legal access to the property.</i></p>	

<b>4.3.C.5.f</b>	Location of any... - (on-site) existing roads - Structures - Fences - Existing improvements - Railroad rights-of-way - Other important features (such as section lines, political subdivisions, or corporation lines)	
<b>4.3.C.6.a</b>	A Lot Statistical Table indicating... - The area - Proposed use of all lots, parcels, and tracts within the subdivision - Referenced by number and/or letter.	
<b>4.3.C.6.b</b>	Information explaining... - Source of water - Fire protection - Sewage disposal - Electric and telecommunication services - Refuse service <i>* Statements as to the water supply and the type of wastewater facilities proposed for the development shall appear on the preliminary plat.</i>	
<b>4.3.C.6.c</b>	- Street layout - Design cross section - Preliminary curve data - Curve lengths - Grade - Proposed names of all roads, streets and highways in the proposed subdivision. <i>* Designation as privately maintained (preferred) versus offer for County maintenance in accordance with the Engineering Design &amp; Construction Manual (EDCM). Typical cross sections to indicate thickness and type of surfacing and the thickness and type of base course as determined by the geotechnical/soils report subject to minimum thicknesses for County maintained roads. Refer to Chapter 7 &amp; 8 herein and the EDCM for specific details.</i>	
<b>4.3.C.6.d</b>	The location for all... ( <i>indicated by number or letter and indicating their proposed uses and dimensions</i> ) - Lots - Tracts - Easements	
<b>4.3.C.6.e</b>	Designation of all land to be... ( <i>with use indicated</i> ) - Dedicated - Provided - Reserved for public or semi-public uses	
<b>4.3.C.7</b>	- If the subdivider/applicant is planning to plat the proposed development in phases it must be so indicated on their preliminary plat when submitted for technical review - If the subdivider/applicant later decides to phase the development, it may be necessary to re-submit for a second Technical Review Committee review.	
<b>4.3.C.8</b>	List of specific waivers being requested.	
<b>4.3.C.9</b>	- A roster with the names and addresses of owners of property within 1,000 feet of the subdivision <i>* or to a distance determined by the Community Development Director if a wider noticing area is appropriate</i>	

	<i>to reasonably notify surrounding property owners of the proposed subdivision.</i>	
<b>4.3.C.10</b>	- A Preliminary Drainage Report in a separate bound folder. * Refer to Chapter 8 herein and the Engineering Design & Construction Manual for more specific details.	
<b>4.3.C.11</b>	- A Preliminary Geotechnical/Soils Report in a separate bound folder. * Refer to Chapter 8 herein and the Engineering Design & Construction Manual for more specific details.	
<b>4.3.C.12</b>	- A preliminary Traffic Impact Statement or Analysis, in a separate bound folder. * Refer to Chapter 8 herein and the Engineering Design & Construction Manual for more specific details.	
<b>4.3.C.13</b>	- A letter of "intent to serve" from appropriate water provider or proof of the ability to utilize individual or community water supply features. Include... - Preliminary storage - Distribution piping - Fire protection methodology.	
<b>4.3.C.14</b>	A report prepared by a Sanitary or Civil Engineer registered in the State of Arizona detailing... - The proposed method for handling wastewater - Its effect on surface and groundwater * This report shall include the geological report and design report required for the ADEQ Approval for Sanitary Facilities for Subdivisions that will be submitted to ADEQ as part of the Final Plat process.	
<b>4.3.C.15</b>	- A Preliminary Open Space and Landscape Plan for all required open space and amenities - Required landscaping, revegetation and mitigation areas * See Chapter 4 of the Zoning Ordinance for more specific Landscape Plan details.	
<b>4.3.C.16</b>	- A Preliminary FireWise Plan and Weed Mitigation Plan; may be in a separate bound folder * Refer to Chapter 8 herein for more specific details.	
<b>4.3.C.17</b>	A Preliminary Grading and Drainage Plan detailing... - Cuts and fills for street - Driveways - Building pads for the subdivision.	
<b>4.3.C.18</b>	A draft copy of the "Operation & Maintenance Plan" or Covenant, Condition and Restrictions, that indicates... - Ownership - The mechanism used to adequately fund the maintenance of the open space area(s), roadways, storm water management system, community water and wastewater systems * if applicable.	
<b>4.3.C.19</b>	The subdivision fencing detail... (if applicable) - Depicting the type of fencing being proposed - Elevations - General locations.	