



## FINAL PLAT APPLICATION

(Electronic Version Available at: [www.casagrandeaz.gov/web/guest/devforms](http://www.casagrandeaz.gov/web/guest/devforms))

**Request Type** (Please indicate the type of Plat):

**New Final Plat**

**Re-Subdivision Final Plat**

**Corrected Plat**

**I. PROJECT NAME** \_\_\_\_\_

Site Address \_\_\_\_\_

Assessor Parcel # (s) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Acreage \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

**Status** (Owner, Lessee, Agent, etc.) \_\_\_\_\_

**3. PROPERTY OWNER(S):**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

**OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:**

*The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.*

\_\_\_\_\_  
 Signature of Property Owner                      Date                      Signature of Applicant                      Date

*\*\* Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.*

**CITY INTAKE:**

Date Accepted & Logged In: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Fee Receipt # \_\_\_\_\_ Assigned Planner: \_\_\_\_\_

**Planner Approval for Submittal:** \_\_\_\_\_



## FINAL PLAT REVIEW

### Overview

The City of Casa Grande Subdivision Ordinance (Title 16) governs the subdivision of land. Generally, a subdivision plat is required when any land is proposed to be divided into four or more lots or parcels, if a new street is involved, or any property divided into two or more lots or parcels. Subdivision plats are also required for condominium projects and Planned Area Development zoned projects.

### Pre-Application Process

Prior to the submittal of a Final Plat Application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines. During the pre-application stage the applicant's proposal may be scheduled for a Development Team Meeting which will allow other appropriate review staff to provide the applicant comments and guidance on the proposed development. A Concept Plan and Project Narrative shall be submitted to Planning staff at least ten (10) days prior to the scheduling of the Pre-Application/Development Team Meeting. The Concept Plan shall indicate the following:

- 1) Proposed land uses
- 2) Proposed lot configurations
- 3) Proposed access
- 4) Property boundaries
- 5) Special site conditions or problems
- 6) Location of existing and proposed utilities necessary to serve the site
- 7) Width and improvements of adjacent right of ways and roadways

### Application Processing

- 1) Application Filing – Prior to filing an application for a Final Plat, the applicant must ensure that the Preliminary Plat has been approved by the Planning and Zoning Commission and has NOT expired. After a preliminary plat has been approved by the Planning and Zoning Commission, a final plat with the required submittal items may be submitted to the City of Casa Grande. In order for an application to be accepted, all requirements listed on the submittal checklist must be met.
- 2) Staff Review of Submitted Plans- The complete application will be routed to City Staff and agencies that are involved in the review process for their comments. Review comments will be sent back to the applicant no more than 28 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days.
- 3) City Council Meeting - After comments/redlines have been addressed, a Request for Council Action (RCA) will be prepared and the project will be scheduled for consideration by the City Council. The City Council meets the first and third Monday (except holidays) of every month at 7:00 p.m. held at the City Hall, Council Chamber, 510 E. Florence Blvd.



**Submittal Package**

Each application for Final Plat approval shall be accompanied by the following plans that will be reviewed by City Staff, and the City Council (16.12.130):

**I) Final Plat including the following:**

The following shall be provided on the front cover sheet of the plat:

- a) Vicinity Map
- b) Leinholder’s ratification:
  - *Notarized certificate by all parties having any titled interest in or lien upon the land, consenting to the recording of the plat and dedicating public ways, grounds and easements.*
- c) Owner Acknowledgment
- d) Dedication Statement
  - *Description of all publicly dedicated lands, roadways, easements, etc.*
  - *Notarized certificate of land owner consenting to the dedication*
- d) Registered land surveyor certification
  - *Must be notarized and the land surveyor must be registered under the laws of Arizona, with his/her address and registration number, stating that the plat is true, accurate and complete and that the described monuments have been found or set as described;*
- e) Basis of Bearings
- f) Flood Zone Designation
- g) Legal description of individuals lots and or the subdivision boundary based on an accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of closure of one part in ten thousand;
- h) Information indicating the total acreage of the subdivision and the total number of lots;
- i) Certificate of Assured Water Supply statement, including approved certificate # *(only for subdivisions with more than five parcels).*
- j) City Approvals Block:

Certificate of approval of the City Engineer as follows:

Data on this plat reviewed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the City Engineer of Casa Grande, Arizona.

\_\_\_\_\_  
City Engineer

Certificate of compliance with the Preliminary Plat as approved by the City of Casa Grande Planning and Zoning Commission as follows:

This plat is in compliance with the original Preliminary Plat approved by the City of Casa Grande Planning and Zoning Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The Final Plat reviewed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Planning and Zoning Commission Chairperson

\_\_\_\_\_  
Planning and Development Director





- m) General location of the subdivision by section, township, range, county, and state, entered under the name of the subdivision:
  - *Reference by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;*
- n) Location, extent and type of all FEMA mapped floodplains.
- o) The location and layout of lots, blocks, tracts, streets, alleys, railroad and utility right-of ways, and easements of public record, and other public grounds within and immediately adjoining the plat
  - *Provide accurate dimensions in feet and one-hundredths of feet, bearings, curve data, length of radii and/or arcs of all curves; On curved boundaries and on all curves within the Plat, sufficient data to allow the reestablishment of the curves on the ground;*
- p) All lot dimensions;
- q) All lots logically and consecutively numbered in the center of the lot, with the last lot number circled;
- r) Parcels completely or partially surrounded by the area being subdivided shall be clearly marked 'EXCEPTED', and the common boundary with the subdivision shown in a heavy solid line with bearings and distances;
- s) Location and width of proposed streets and alleys,
- t) All existing and proposed street names;
- u) All easements, clearly labeled by type;
- v) Designation of all land to be dedicated or reserved for public use, with the use indicated;
- w) Registered Land Surveyor signature and seal on all sheets.

## 2) Final Grading & Drainage Plan (16.12.160)

- a) Vicinity Map
- b) Scale (one inch equals one hundred feet or larger), north arrow, and dimensions
- c) Date of preparation including dates of any subsequent revisions
- d) Registered Engineer signature and seal
- e) Gross and net site area
- f) Proposed & existing right-of-ways
- g) Proposed & recorded easements
- h) Pedestrian walkways, parks, common areas
- i) Size and location of existing and proposed utilities (including sewer man holes)
- j) Curbs, gutters, culverts, drains
- k) Spot top of curb elevations, high and low street points, drainage arrows
- l) Location of all existing and proposed detention and retention basins, swales, ditches, existing irrigation canals and other drainage devices
- m) All drainage area acreages
- n) All one-hundred-year storm flows (Q 100's) adjacent to and/or flowing onto the development and on-site at each surface flow junction, storm water "pickup" and "takeoff" points designed to handle one-hundred-year flow on the surface
- o) Cross sections and high water elevations for all one-hundred-year flows
- p) Spot elevations shall be given for all inverts, low points and flowing entry and exit points
- q) Preliminary storm water retention calculations
- r) Existing and proposed slope, depth, flow patterns
- s) Indicate the drainage pattern, grade breaks and slopes of all streets
- t) All minimum building setbacks shall be shown. No one-hundred-year flow line shall encroach upon any minimum setback line and all lowest habitable floor elevations shall be at minimum, one foot above the one-hundred-year flood elevation.



### 3) Final Drainage Report

- a) Introduction
  - *General background*
  - *Scope of report*
  - *Proposed conditions*
  - *Design event*
- b) Drainage Background
  - *Soil type*
  - *Flood Insurance Rate Map*
  - *Finished floor elevations*
- c) Hydrology
  - *Existing off-site drainage*
  - *Existing on-site drainage*
  - *Proposed off-site drainage*
  - *Proposed on-site drainage*
  - *Hydrologic calculations*
  - *Proposed basin areas*
  - *Precipitation event*
  - *Runoff coefficients*
  - *Peak Flows*
- d) Hydraulics
- e) Retention
- f) Conclusions
- g) References

Appendix: (*Precipitation Data, Hydraulic Data, Street Capacities, Catch Basin/Scupper Inlets, Retention Calculations, Hydraulic Models, Hydraulic Calculations, Dry Well Calculations*)

Exhibits: (*Vicinity Map, Soils Map, FEMA FIRM, USGS Topographic Map, Drainage Area Plan, Phasing Plan*)

### 4) Final Soils Report

- e) Indicate the type and location of soils, using the unified soil classification system;
- f) Drill logs and swell consolidation curves;
- g) Results of percolation tests and soil bearing capacity tests;
- h) Present or potential hazards, associated with soils on the site along with measures which could be taken to mitigate such hazards;
- i) Recommendations on subsurface area drains and peripheral drains;
- j) Foundation design;
- k) Erosion control measures;
- l) Surface drainage;

### 5) Final Waste Water Report

- a) Introduction
  - *Report Objective*
  - *Location of Project*
  - *Vicinity Map*



- b) Wastewater System
  - Proposed wastewater flow
  - Basis of calculations
  - Water demand
- c) Collection and Conveyance System
  - Off-site sanitary sewers
  - On-site sanitary sewers
- 6) **Certificate of 100 year Assured Water Supply** (only required when subdividing land into six or more lots)
- 7) **Civil Improvement/Construction Plan (16.12.170)**
  - a) Stamp from a registered professional engineer in the state of Arizona
  - b) All improvements indicated on the grading, drainage, and development plan;
  - c) Right-of-way and easement cross sections showing the following:
    - Construction and placement of streets, walks, curbs, gutters, medians, lighting standards, swales, ditches, utilities, planting strips and property lines;
  - d) Water system details indicating the following:
    - Hydrants, valves, manholes, pipe junctions, pumps, thrust-blocking, catch basins, etc.;
  - e) Street profiles showing natural and finish grades, centerline and both curbs, with a minimum vertical scale of one inch equals two feet and a horizontal scale of one inch equals twenty feet;
  - f) Sanitary sewer line and manhole profiles with natural and finish grades, showing area under drains, if applicable, and the location of gravity outfall lines;
  - g) Storm drainage system profiles showing natural and finish grade;
  - h) Proposed sedimentation, erosion control and re-vegetation details;
  - i) Quantity takeoffs

## **Public Notice**

None Required

## **Fees**

Final Plats: \$1,085 plus \$10 per lot

Technology Recovery Fee: 5% of Review Fees

### Additional Engineering review fees charged upon submittal:

- Drainage Report- \$440
- Utility Reports- Waste Water Report, Soils Report:
  - (DC Engineer Review): \$220 per report
  - (Public Works Review): \$60 per report
- Traffic Impact Analysis:
  - (Development Center Engineer Review): \$220
  - (Public Works Engineer Review): \$60

\*\* Civil Improvement/Construction Plan fees will be collected @ final public improvement and/or building permit stage



## FINAL PLAT - APPLICATION INTAKE CHECKLIST

	Applicant	Planner
1) Owner's Authorization Form _____	<input type="checkbox"/>	_____
2) Project Narrative _____	<input type="checkbox"/>	_____
3) Legal Description (8 1/2 x 11) _____	<input type="checkbox"/>	_____
4) Title report _____	<input type="checkbox"/>	_____
5) Covenants, Conditions and Restrictions (CCR's) (if applicable) _____	<input type="checkbox"/>	_____
6) Final Plat _____	<input type="checkbox"/>	_____
▪ (8 copies – (24" x 36") folded)		
7) Final Grading & Drainage Plan _____	<input type="checkbox"/>	_____
▪ (4 copies – (24" x 36") folded)		
8) Final Drainage Report _____	<input type="checkbox"/>	_____
▪ (4 copies)		
9) Soils Report (if applicable) _____	<input type="checkbox"/>	_____
▪ (4 copies)		
10) Final Waste Water Report _____	<input type="checkbox"/>	_____
▪ (5 copies)		
11) Certificate of 100 Year Assured Water Supply _____	<input type="checkbox"/>	_____
12) Civil Improvement Plans _____	<input type="checkbox"/>	_____
▪ (5 copies)		
13) CD containing all Submittal Documents _____	<input type="checkbox"/>	_____
▪ (1 CD with all documents in PDF format)		
14) Application Fees _____	<input type="checkbox"/>	_____

**\*\*Prior to submittal the applicant is required to meet with the Project Planner to confirm the complete submittal of all required items.\*\***

### PLAN REVIEW DISTRIBUTION

<u>Agency/ Department</u>	Final Plat	Final Grading & Drainage Plan	Final Drainage Report	Soils Report	Final Waste Water Report	Civil Plans
<u>Planning</u>	X	X	X	X	X	X
<u>Fire</u>	X					
<u>DC Engineer</u>	X	X	X	X	X	X
<u>City Engineer</u>	X	X	X	X	X	X
<u>Traffic Eng.</u>	X					X
<u>Community Services</u>						
<u>Sanitation</u>						
<u>Wastewater</u>	X				X	
<u>ADOT (1)</u>	X					X
<u>Public Review</u>	X	X	X	X	X	X

(1) Required for projects adjacent to State or Interstate Highways



**ADDITIONAL ITEMS TO SUBMIT PRIOR TO RECORDATION:**

- 1. **Financial Guarantee** \_\_\_\_\_
- 2. **Engineering Cost Estimate** \_\_\_\_\_
- 3. **Landscape Cost Estimate** \_\_\_\_\_
- 4. **Recording Fee** (Check made out to Pinal County Recorder, the typical fee is \$28.00 for the first sheet, and \$20 for each additional sheet) \_\_\_\_\_
- 5. **Signed Mylars** (3 sets, 24 x 36) \_\_\_\_\_ 
  - *Legibly drawn in black, waterproof ink upon mylar of .003 inch in thickness (minimum)*

