



FINAL PLAT VACATION APPLICATION

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

1. 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: _____

Project # to be amended: _____ **Planner Approval for Submittal:** _____



Overview

The City of Casa Grande Subdivision Ordinance (16.12.310) governs the vacation of public lands. The vacation of a final plat is an official action taken by the City Council that destroys the force and effect of the recording of a final subdivision plat. The vacation of public lands procedure is as follows:

16.12.310 vacating public lands.

- A.** Any plat may be vacated by the owners or proprietors thereof at any time before sale of any lots, or before any substantial improvements have been made in the subdivision, by **submitting a copy of the plat** to the city council along with a **written request for a vacation**. In cases where lots have been sold, the written request shall be by all of the owners of lots within the plat. The planning and zoning commission shall make a recommendation on the vacation to the city council, and the city council shall approve or disapprove the vacation. The recording of an instrument vacating the plat shall operate to destroy the force and effect of the recording of the original plat and to divest all public rights in the streets, alleys, common and public grounds laid out or described in such a plat.
- B.** Streets and alleys platted and laid out under the provisions of these regulations or laid out under any prior law of the state of Arizona may be altered or vacated in the manner provided by law for the alteration or discontinuance of streets and highways.
- C.** Any part of a plat may be vacated under the provisions and subject to the conditions of this section and Section 16.12.110, provided such vacating does not abridge or destroy any of the rights and privileges of other proprietors in said plat and provided, further, that nothing contained in this section shall authorize the closing or obstruction of any public highways laid out according to law. The request for vacation shall be made by all of the owners of lots within that portion of the overall plat sought to be vacated.
- D.** When any part of a plat shall be vacated as aforesaid, streets, alleys, and other public grounds shall be assigned to all lots or parcels adjacent to the public area being vacated in equal proportions.
- E.** The county clerk shall write in plain, legible letters across that part of said plat so vacated, the word “vacated” and also make reference on the same to the volume and page in which said instrument of vacation is recorded.
- F.** Land covered by a vacated plat may be re-platted as described in these regulations. Any re-platting of an area already platted and not vacated shall be construed to be a request for the vacation of the original plat or portion thereof. Any such plat, once approved and recorded, shall act to vacate the original plat which it replaces.

Pre-Application Process

Prior to the submittal of a Final Plat Vacation Application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines.

Application Processing

1. 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.
2. Planning and Zoning Commission Hearing – After comments/redlines have been adequately addressed, a Staff Report will be prepared and the application forwarded to the Planning & Zoning Commission for consideration. Planning & Zoning Commission hearings are held on the first Thursday of each month at 6:00 p.m. at the City Hall



Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.

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 6:00 p.m. held at the City Hall, Council Chamber, 510 E. Florence Blvd. All applicants or his/her representative whose cases are included on the agenda shall be present at the meeting.

Submittal Package

Each application for (16.12.130) vacation of a final plat shall be accompanied by the following plan that will be reviewed by City Staff, Planning and Zoning Commission and the City Council:

- 1) Copy of the recorded Final Plat to be vacated with the area of vacation clearly delineated.

Public Notice

- 1) City Staff will provide the applicant the following notification items 21 days prior to the hearing:
 - a) Sign Posting Instructions
- 2) Notice of the Paper- City staff will prepare the Notice of Public Hearing.
- 3) Sign Posting- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions.
(<http://www.casagrandeaz.gov/web/guest/devforms>)
- 4) Notice to Property Owners - City Staff will prepare and mail the Notice of Public Hearing.

Fees

Final Plat Vacation- \$200

Technology Recovery Fee: 5% of Review Fee



FINAL PLAT VACATION - APPLICATION INTAKE CHECKLIST

- | | Applicant | Planner |
|---|--------------------------|---------|
| 1) Owner Authorization Form _____ | <input type="checkbox"/> | _____ |
| 2) Project Narrative _____ | <input type="checkbox"/> | _____ |
| 3) Vacation Final Plat _____
<ul style="list-style-type: none"> ▪ (4 copies – (24” x 36”) folded) | <input type="checkbox"/> | _____ |
| 4) CD containing all submittal Documents _____
<ul style="list-style-type: none"> ▪ (1 CD with all documents in PDF format) | <input type="checkbox"/> | _____ |
| 5) Application Fees: _____ | <input type="checkbox"/> | _____ |

PLAN REVIEW DISTRIBUTION

<u>Agency/ Department</u>	Vacation Final Plat
<u>Planning</u>	X
<u>Fire</u>	X
<u>DC Engineer</u>	X
<u>City Engineer</u>	X
<u>Traffic Eng.</u>	X
<u>Community Services</u>	
<u>Sanitation</u>	X
<u>Wastewater</u>	X
<u>ADOT (1)</u>	
<u>Public Review</u>	X

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



ITEMS TO SUBMIT PRIOR TO RECORDATION:

- 1. **Signed Mylars (3 sets)** _____
- 2. **Recording Fee** *(see web site for consolidated list of fees)* _____

