



MAP OF DEDICATION REVIEW

Pre-Application Process

Prior to the submittal of a Map of Dedication Application the applicant is required to hold a Pre-Application meeting with the Development Center Review Engineer 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) 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.

Map of Dedication Submittal Package

Each application for a Map of Dedication shall be accompanied by the following plans that will be reviewed by City Staff, and the City Council:

1) **Map of Dedication**

The following shall be provided on the front cover sheet:

- a) Vicinity Map
- b) Owner/developer contact info
- c) 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.*
- d) Owner Acknowledgment
- e) Dedication Statement
 - *Description of all publicly dedicated lands, roadways, easements, etc.*
 - *Notarized certificate of land owner consenting to the dedication*
- f) 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;*
- g) Basis of Bearings
- h) Flood Zone Designation Note
- i) Legal description of dedication;
- j) City Approvals Block:



- i) Area table indicating the size in acres and square feet of all land to be dedicated
- j) Adjoining parcels' subdivision names, parcel number and recording information.
 - *Also include any map of dedication having common boundary;*
- k) General location of the dedication area 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;*
- l) All easements, clearly labeled by type;
- m) Registered Land Surveyor signature and seal on all sheets.
- n) Line and symbols legend

Fees

Map of Dedication- \$0



MAP OF DEDICATION - APPLICATION INTAKE CHECKLIST

	Applicant	Planner
1) Owner's Authorization Form _____	<input type="checkbox"/>	_____
2) Title Report _____	<input type="checkbox"/>	_____
3) Project Narrative _____	<input type="checkbox"/>	_____
4) Legal Description (8 1/2 x 11) _____	<input type="checkbox"/>	_____
5) Map of Dedication _____	<input type="checkbox"/>	_____
▪ (5 copies – (24" x 36") folded)		
6) CD containing all Map of Dedication submittal Documents _____	<input type="checkbox"/>	_____
▪ (1 CD with all documents in PDF format)		

****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

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

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



ADDITIONAL ITEMS TO SUBMIT PRIOR TO RECORDATION:

- I) **Signed Mylars (3 sets, 24 x 36)** _____ □
 - *Legibly drawn in black, waterproof ink upon mylar of .003 inch in thickness (minimum)*



MAP OF DEDICATION REVIEW PROCESS

