



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.

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) **Project Narrative**
- 2) **Title Report**
- 3) **Legal Description with exhibits (for easement dedication)**
- 4) **Map of Dedication (for right-of-way dedication)**

The following shall be provided on the front cover sheet:

- a) Vicinity Map
- b) Owner/developer contact info
- c) Lienholder’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:

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 acceptance and approval by the City Council of the City of Casa Grande as follows:

Approved by the City Council of the City of Casa Grande, Arizona, this _____ day of _____, 20_____.

Mayor

Attest:



City Clerk

The following table shall be included on all sheets at the top right corner:

STATE OF ARIZONA} COUNTY OF PINAL } SS I hereby certify that the within instrument is filed in the official records of this County in Fee No: _____. Date: _____ Request of: _____ Witness my hand and official seal. Virginia Ross, Pinal County Recorder By: _____ Deputy
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- a) Proposed name of project centered at the top of all sheets;
- b) Key Map on each page, if map consists of more than two pages;
- c) Boundary closure, gross and net acreage;
- d) North arrow, date and scale;
 - *prepared at a scale of one inch equals one hundred feet or larger, or at a scale of one inch equals two hundred feet for subdivisions in which the minimum lot size is five acres or more.*
- e) Boundary lines of the dedication in a heavy solid line;
- f) Bearings, distances, and curve data of all perimeter boundary lines indicated outside of the boundary lines;
- g) The location and description of the point of beginning and its proper reference to the monumented boundary survey;
- h) Location and description of all monuments, found or set;
- 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



Over-All Review Time-Frames for Projects ^{1,7,8}

Project Classification	Administrative Completeness Review (CR) of Initial Submittal ²	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter ^{4,8}	CR Review of Re-Submittal	Review of Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Map of Dedication -ROW & Easement Dedication ⁹	5	30	5	30	70

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

⁴ Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵ Review of resubmittal shall be limited to:

- a) Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.

⁶Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

⁷ If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

⁸The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

⁹Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

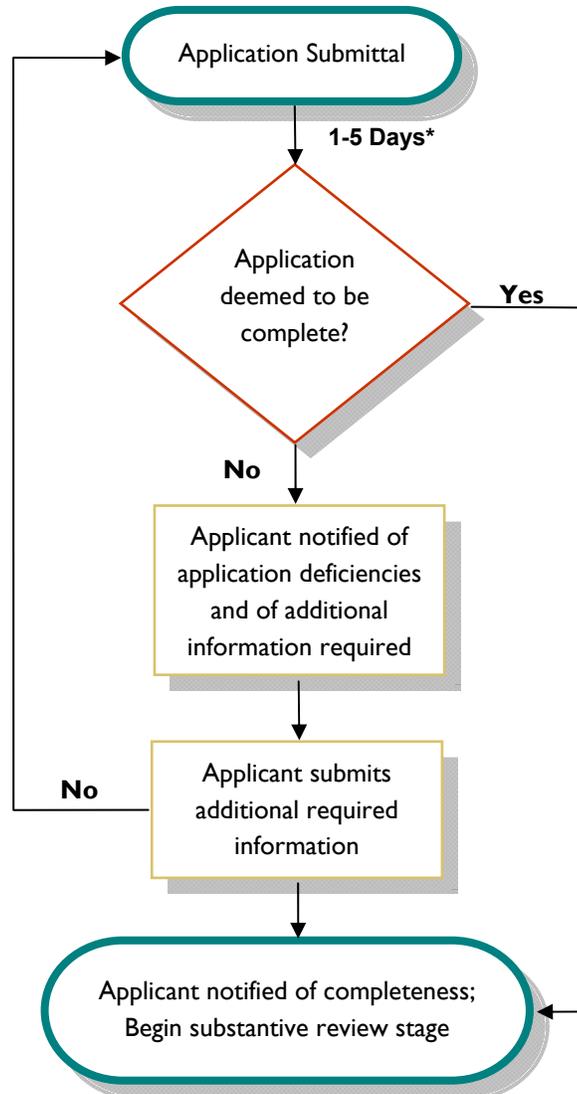
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



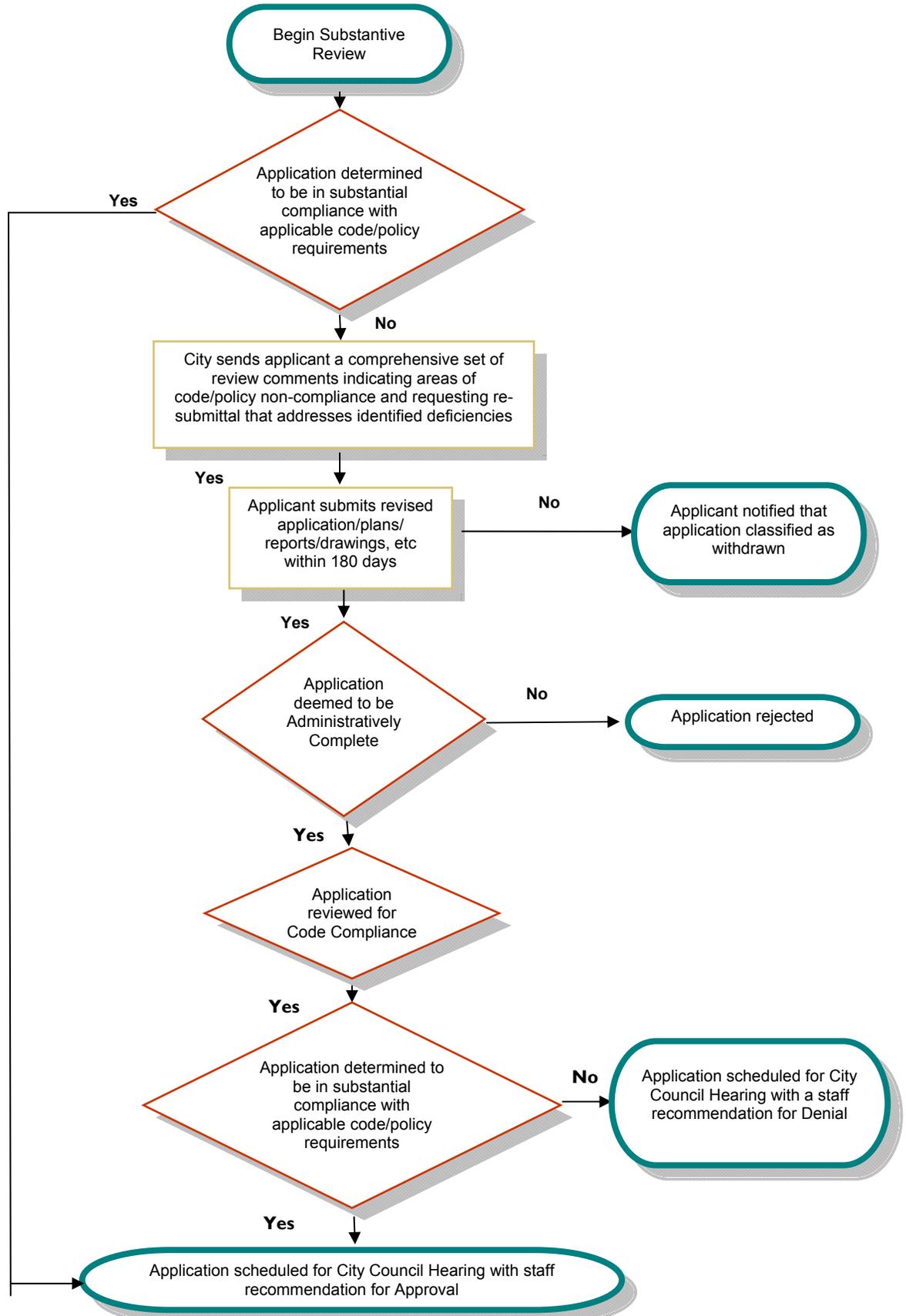
Administrative Completeness Review Process



* All time frames are listed as business days.

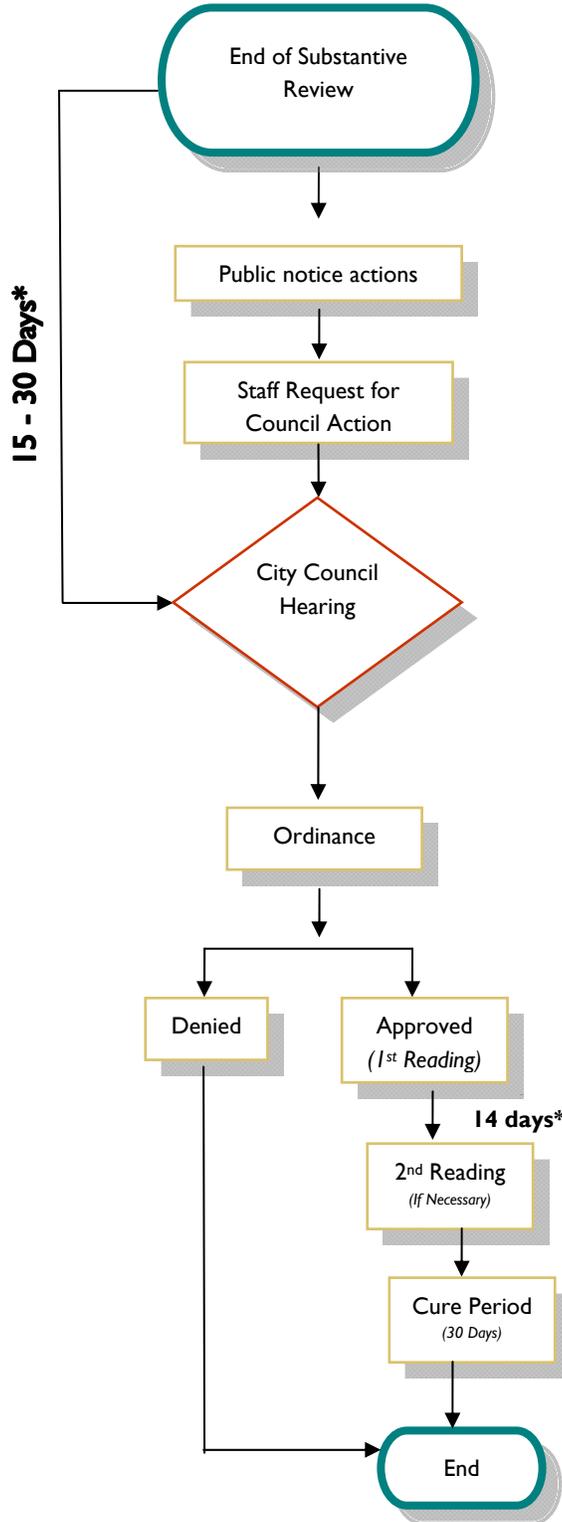


Substantive Review Process





City Council Public Hearing Process



* All times frames are listed as business days.



APPLICATION COMPLETENESS REVIEW CHECKLIST

DC Engineer

- 1) Notarized Owner Signature _____
- 2) Title Report _____
- 3) Project Narrative _____
- 4) Legal Description (8 1/2 x 11) _____
- 5) Map of Dedication _____
 - (2 copies – (24" x 36") folded)
- 6) CD containing all Map of Dedication submittal Documents _____
 - (1 CD with all documents in PDF format)

ADDITIONAL ITEMS TO SUBMIT PRIOR TO RECORDATION:

- 1) Signed Mylars (2 sets, 24 x 36) _____
 - Legibly drawn in black, waterproof ink upon mylar of .003 inch in thickness (minimum)