

## PROCEDURE AND APPLICATION FOR PROPOSED SUBDIVISION PLAT

TENTATIVE PLAT - FINAL PLAT - CONDOMINIUM PLAT - RE-PLAT  
BLOCK PLAT - MAP OF ABANDONMENT

1. Submit a Pre-Application meeting request with the Community Development Department for a meeting with Planning Department and other affected County agencies. - (The Pre-application review is a separate application prior to applying for a Tentative Plat).\*
2. Submit a **Tentative Plat Application** with the required supporting documentation using the attached forms.\*\*
3. For **Tentative Plats**: Submit the appropriate fees made payable to Pinal County in accordance with Section [3.150] of thePCDSC and fee schedule:
  - **Planning Division Review Fees:**  
<http://www.pinalcountyz.gov/CommunityDevelopment/Planning/Pages/FeeSchedule.aspx>
  - **Engineering Division/Public Works Fees:**  
<http://www.pinalcountyz.gov/CommunityDevelopment/Engineering/Pages/FeeSchedule.aspx>
4. Attend **Planning & Zoning Commission Public Hearing** for Commission action. - (Time frame is approximately 10 to 16 weeks from application acceptance by the Planning Department).
5. Submit a **Final Plat Application** with the required supporting documentation using the attached forms.\*\*
6. For **Final Plats**: Submit the following fees made payable to Pinal County in accordance with Section [3.150] of thePCDSC:
  - **Planning Division Review Fees:**  
<http://www.pinalcountyz.gov/CommunityDevelopment/Planning/Pages/FeeSchedule.aspx>
  - **Engineering Division/Public Works Fees:**  
<http://www.pinalcountyz.gov/CommunityDevelopment/Engineering/Pages/FeeSchedule.aspx>
7. Attend the **Board of Supervisors** meeting for final approval (Time frame is approximately 16 to 24 weeks from application acceptance by the Engineering Division Department. Financial assurances must be approved by the Public Works Department and the BOS prior to hearing and Evidence of 100 Year Water Supply must be received prior to hearing

\* Your **pre-application meeting request** can be found here:  
<http://www.pinalcountyz.gov/CommunityDevelopment/Planning/Apps/SubdivisionPreApp.pdf>

\*\* **Your application can only be submitted digitally via the online submittal portal using the eplan submittal guide as a reference:**  
<https://citizenaccess.pinalcountyz.gov/CitizenAccess/Default.aspx>

COMMUNITY DEVELOPMENT  
Planning Division



APPLICATION FOR SUBDIVISION IN AN UNINCORPORATED AREA OF PINAL COUNTY, ARIZONA  
(All Applications Must Be Typed or Written in Ink)

**Formal Subdivision & Property Information:**

(feel free to include answers to these questions in a Supplementary Narrative. When doing so write "see narrative" on the space provided)

1. Subdivision Application request:  Tentative Plat  Final Plat  Condominium Plat  Re-plat  
 Block Plat  Map of Abandonment
2. Pinal County Staff Coordinator: \_\_\_\_\_
3. Date of Pre-application Review: \_\_/\_\_/\_\_\_\_ Pre-Application Review No.: S-PA-\_\_\_\_-\_\_\_\_\_
4. Tentative Plat number(if applicable): S-\_\_\_\_\_
5. Current Zoning & Case Number(Please provide Acreage Breakdown): \_\_\_\_\_
6. Name of Subdivision (as it appears on the Plat): \_\_\_\_\_
7. Parcel Number(s): \_\_\_\_\_
8. Parcel Size(s): \_\_\_\_\_
9. Number of Lots: \_\_\_\_\_
10. Is the property located within three (3) miles of an incorporated community?  YES  NO
11. Is an annexation into a municipality currently in progress?  YES  NO
12. Flood Zone: \_\_\_\_\_
13. Septic Disposal method:  Sewer  On Site Septic System
14. Public Street Classification:  Public  Private Street  Combination of Public & Private Street
15. Explain why the proposed development is needed and necessary at this time. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INV#: \_\_\_\_\_ AMT: \_\_\_\_\_ DATE: \_\_\_\_\_ CASE: \_\_\_\_\_ Xref: \_\_\_\_\_

COMMUNITY DEVELOPMENT  
Planning Division

**Application Checklist:**

**16. Tentative Plat Submittal:**

- Subdivision Application
- Tentative Plat
- Title Report/Schedule B (dated within 90 days of submittal & specific to subdivision)
- Certified A.L.T.A./A.C.S.M Survey
- Refuse Disposal Service Agreement Letter
- Preliminary CC&R's (if applicable)
- Development Agreement (if applicable)
- CD - Addressing Auto CAD File (see addressing submittal requirements)
- Alternative Street Name List
- Board of Supervisors Approved Zoning/PAD Stipulations
- Approved Planned Area Development Site Plan & Zoning/PAD analysis table (showing number of platted lots and densities approved under original PAD and all previous plat contained in the PAD)
- Drainage Report
- Traffic Impact Analysis
- Preliminary Environmental Report
- Utility and Service Provider List (please include Company/Contact Names, Address and Phone numbers of all Utility/Service and School Districts)
- Tentative Plat Narrative, please provide a general description of the project including answers to the questions on page one of this application
- Community Development and Public Works Review Fees (fees must be paid at time of submittal)

**17. Final Plat Submittal:**

- Subdivision Application
- Final Plat
- Paving Plan
- Water Plan
- Sewer Plan (if applicable)
- Grading Plan
- Landscape Plan

- Signing/Striping Plan (if applicable)
- Offsite Improvement Plan(s) (if applicable)
- Any other improvement plan(s) or reports (if applicable; write plan or report in the space provided):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

- Drainage Report
- Traffic Impact Analysis
- Title Report/Schedule B (dated within 90 days of submittal & specific to the final plat)
- Approved Zoning Stipulations/PAD Stipulations (if applicable)
- Owner Authorization
- Copy of Approved Tentative Plat & Stipulations
- Zoning/PAD analysis table (showing number of platted lots and densities approved under original PAD)
- Development Agreement (if applicable)
- Addressing Auto CAD File Alternate Street naming list (see addressing submittal requirements)
- Other Documents as Required by your case coordinator
- Community Development and Public Works Review Fees (fees must be paid at time of submittal)

**I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed. All notices will be sent to the applicant unless otherwise directed in writing**

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Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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Name of Agent/Representative \_\_\_\_\_ Address \_\_\_\_\_

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Signature of Agent/Representative \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**The Agent/Representative has the authority to act on behalf of the landowner/applicant, which includes agreeing to stipulations. The agent will be the contact person for Planning/Engineering staff and must be present at all hearings. Please use attached Agency Authorization form, if applicable.**

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Name of Landowner

Address

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Signature of Landowner

E-Mail Address

Phone Number

**If landowner is not the applicant, then applicant must submit a signed Agency Authorization consent form from the landowner with this application.**

**AGENCY AUTHORIZATION**

(To be completed by all landowners who do not represent themselves. Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals and cannot be submitted digitally)

TO: Pinal County Community Development  
P.O. Box 2973  
Florence, AZ 85232

*[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]*

Hereinafter referred to as "Owner," is/are the owner(s) of \_\_\_\_\_ acres located at \_\_\_\_\_, and further identified

*[Insert Address of Property]*

As assessor parcel number \_\_\_\_\_ and legally described as follows:

*[Insert Parcel Number]*

**Insert Legal Description Here OR Attach as Exhibit A**

Said property is hereinafter referred to as the "Property."

Owner hereby appoints \_\_\_\_\_

*[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]*

Hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approval from Pinal County for a minor land division and to file applications and make the necessary submittals for such approvals.

**[Individual PROPERTY OWNER signature block and acknowledgment.  
DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION SIGN NEXT PAGE]**

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[Address]*

\_\_\_\_\_  
*[Address]*

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ )

) ss.

(SEAL)

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me, this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Signature of Notary

**CORPORATE PROPERTY OWNER SIGNATURE BLOCK AND ACKNOWLEDGMENT**

\_\_\_\_\_ *[Insert Company's or Trust's Name]*

By: \_\_\_\_\_  
\_\_\_\_\_ *[Signature of Authorized Officer, or Trustee]*

Its: \_\_\_\_\_  
\_\_\_\_\_ *[Insert Title]*

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_ ) ss.

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_, \_\_\_\_\_  
*[Insert Signor's Name]* \_\_\_\_\_ *[Insert Title]*

\_\_\_\_\_, \_\_\_\_\_ an,  
*[Name of Company or Trust]* \_\_\_\_\_ *[Insert State of Incorporation, if applicable]*

And who being authorized to do so, executed the foregoing instrument on behalf of said entity for the purposes stated therein.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary Signature of Notary

ALTERNATE: Use the following acknowledgment only when a second company is signing

On behalf of the owner:

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_ ) ss. (Seal)

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who acknowledges himself/herself to be

\_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
*[Insert Signor's Name]* \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
*[Title of Office Held]* \_\_\_\_\_ *[Second Company]*

As \_\_\_\_\_ for \_\_\_\_\_, and who being  
*[i.e. member, manager, etc.]* \_\_\_\_\_ *[Owner's Name]*

Authorized to do so, executed the foregoing instrument on behalf of said entities for the purposes stated therein.

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary Signature of Notary

# Subdivision Plat Submittal Manual

## **Plat submittal through eplan**

Beginning on February 28, 2017, ***all new tentative and final plat submittals will be electronic***. Plats that are currently in the review process whose initial submittal was paper will be required to finish the process with paper plans; however, all new submittals will be processed solely via eplan. In order to utilize the eplan system, applicants will need to create an account on the Citizen Access portal at the following link:

<https://citizenaccess.pinalcountyaz.gov/CitizenAccess/>

## **File naming**

In order to keep the system as simple as possible for everyone involved, ***it is imperative that uploaded files be in one multi-page PDF and utilize the following naming convention (Review\_Plan Type):***

### **First Review (Applicant Submittal)**

- SUB1\_Plat *(one multi-page PDF)*
- SUB1\_Landscape Plan *(one multi-page PDF)*
- SUB1\_Paving Plan *(one multi-page PDF)*
- SUB1\_Drainage Report *(one multi-page PDF)*
- Etc.

### **First Review (Staff Redlines and Comments)**

Once Staff has completed their review, redline files and comment sheets will be uploaded to the portal and the applicant will receive an email to the address that was entered when creating the account notifying them that the review has been completed and redline plans have been uploaded. The redline plans will be labeled as:

- RVW1\_Plat
- RVW1\_Landscape Plan
- RVW1\_Paving Plan
- RVW1\_Drainage Report
- Etc.

### **Second Review (Applicant Submittal)**

- SUB2\_Plat *(one multi-page PDF)*
- SUB2\_Landscape Plan *(one multi-page PDF)*
- SUB2\_Paving Plan *(one multi-page PDF)*
- SUB2\_Drainage Report *(one multi-page PDF)*
- Etc.

## **Addressing Requirements**

In order to expedite Address review and assignment as well as Assessor Parcel Number (APN) assignments, a CAD drawing based on the Pinal County **GIS** coordinate system and containing specific layers is required. The CAD drawing's Basis of Bearing will be oriented to Pinal County's **GIS** control network (coordinate system), allowing us to properly import and place the CAD drawing in the correct location within our GIS. Below are the requirements for CAD file submittal. **Please contact Community Development, Addressing if you need the County Control Points.**

- A CAD drawing (**SAVED AS 2007**) in which the Basis of Bearing shall be oriented on two (2) Pinal County **GIS** control points. Contact Addressing for Control Point File and example.



- CAD drawing shall contain **only** these layers:
  - Street Centerlines
  - Lot and Tract Dimensions (*layer turned off, please*)
  - Lot Numbers
  - Parcel Lines
  - Street Names
- Alternative Street Names
  - No alignments for streets. If there is a barrier, please provide a new name for the street. *Note: Roadway curve tick marks are not needed.*
- Subdivision Boundary
- E-mail address of contact for AutoCAD drawing.
- Excel spreadsheet of proposed street names, alternate street names and including suffixes

**Fees**

Once all of the required documents have been uploaded in the proper format, Staff will review the documents and invoice fees accordingly. The applicant will receive an email to the address that was entered when creating the account notifying them that fees have been invoiced. The applicant can either pay the fees with a credit card through the portal or mail a physical check to the office for payment. The review will not start until the required fees have been paid.

**Tentative Plat**

<p><b><i>Planning Division:</i></b>          First Review:</p> <ul style="list-style-type: none"> <li>• \$2,113.00 + \$63.00 per sheet</li> </ul> <p>Subsequent Reviews:</p> <ul style="list-style-type: none"> <li>• \$63.00 per sheet</li> </ul>	<p><b><i>Engineering Division:</i></b>          First Review:</p> <ul style="list-style-type: none"> <li>• \$600.00 per plat</li> <li>• \$750.00 Drainage Report</li> <li>• \$750.00 Traffic Impact Analysis</li> </ul> <p>Second and Subsequent Reviews:</p> <ul style="list-style-type: none"> <li>• \$600.00 per plat</li> <li>• \$750.00 Drainage Report</li> <li>• \$750.00 Traffic Impact Analysis</li> </ul>
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**Final Plat**

<p><b><i>Planning Division:</i></b>          First Review:</p> <ul style="list-style-type: none"> <li>• \$330.00 + \$114.00 per sheet for the final plat</li> <li>• \$114.00 per sheet for landscape plans</li> </ul> <p>Subsequent Reviews:</p> <ul style="list-style-type: none"> <li>• \$84.00 per sheet for the final plat</li> <li>• \$84.00 per sheet for landscape plans</li> </ul>	<p><b><i>Engineering Division:</i></b>          First Review:</p> <ul style="list-style-type: none"> <li>• \$300.00 per plat</li> <li>• \$125.00 per sheet for all improvement plans</li> <li>• \$750.00 Drainage Report</li> <li>• \$750.00 Traffic Impact Analysis</li> </ul> <p>Second and Subsequent Reviews:</p> <ul style="list-style-type: none"> <li>• \$300.00 per plat</li> <li>• \$50.00 per sheet for all improvement plans</li> <li>• \$750.00 Drainage Report</li> <li>• \$750.00 Traffic Impact Analysis</li> </ul>
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\*Please allow staff up to 7 working days to invoice any applicable fees to the development based on the uploaded documents. If the applicant does not receive a notification from staff that the uploaded documents were received or fees invoiced, please contact us at your earliest convenience.

For questions regarding submittals please contact your tentative or Final Plat case coordinator 520-866-6442

**Helpful Documents:**

[Subdivision Infrastructure Design Manual:](#) For content requirements of plans

[Subdivision Regulations:](#) for process & content requirements of plans (Title 3)

[Cover Sheet Formatting:](#) Sample document for formatting requirements

[Addressing Requirements:](#) Ordinance regarding the County's addressing program

[Online Submittal Tips and Info:](#) Information on using the E-plan Portal

[Open Space and Recreation Area Design Guideline Manual:](#) For Help with Design of Open Space Areas.

[Site Plan Review:](#) To apply for a site plan review for clubhouses and recreation related buildings