

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520 822-8855 Fax: 520 822-8876



SUBMITTAL CHECKLIST for FINAL PLAT

Case No. _____

I certify that the Final Plat packet submitted is complete and accurate, and that all required supporting information as specified in the submittal checklist is provided. Further, I understand that this application is being accepted provisionally and that if the submittal is inaccurate or determined incomplete; the application will be rejected by the Town. Further processing of the packet will not continue until the submittal is determined complete by the Town.

Applicant or Agent Signature

Date

DELIVERABLES							
<input type="checkbox"/>	Completed Development Review application						
<input type="checkbox"/>	Written project summary describing the proposed project, its primary features, and how compatibility with the surrounding context has been achieved.						
<input type="checkbox"/>	Spreadsheet summary of Fees submitted and how they were calculated. (Include check numbers.)						
Review Fees:	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"><input type="checkbox"/> Final Plat:</td> <td>Base fee: \$1,000.00 Additional charge for each lot over 10: \$25.00</td> </tr> <tr> <td><input type="checkbox"/> Landscape Plan:</td> <td>See separate Landscape Plan checklist \$200.00 Base Fee Additional fee per sheet \$50.00 (excluding coversheet)</td> </tr> <tr> <td><input type="checkbox"/> Recording Fees: <i>(with Final Plat mylar submittal)</i></td> <td>1-5 standard pages (8 ½" x 11") : \$7.00 6 or more Standard Pages: \$7.00 + \$0.50 each additional page over 5 Mailing and postage per document: \$6.00 Map or Plat (24"x36"): \$14.00 + \$10.00/ each additional sheet over 1</td> </tr> </table>	<input type="checkbox"/> Final Plat:	Base fee: \$1,000.00 Additional charge for each lot over 10: \$25.00	<input type="checkbox"/> Landscape Plan:	See separate Landscape Plan checklist \$200.00 Base Fee Additional fee per sheet \$50.00 (excluding coversheet)	<input type="checkbox"/> Recording Fees: <i>(with Final Plat mylar submittal)</i>	1-5 standard pages (8 ½" x 11") : \$7.00 6 or more Standard Pages: \$7.00 + \$0.50 each additional page over 5 Mailing and postage per document: \$6.00 Map or Plat (24"x36"): \$14.00 + \$10.00/ each additional sheet over 1
	<input type="checkbox"/> Final Plat:	Base fee: \$1,000.00 Additional charge for each lot over 10: \$25.00					
	<input type="checkbox"/> Landscape Plan:	See separate Landscape Plan checklist \$200.00 Base Fee Additional fee per sheet \$50.00 (excluding coversheet)					
<input type="checkbox"/> Recording Fees: <i>(with Final Plat mylar submittal)</i>	1-5 standard pages (8 ½" x 11") : \$7.00 6 or more Standard Pages: \$7.00 + \$0.50 each additional page over 5 Mailing and postage per document: \$6.00 Map or Plat (24"x36"): \$14.00 + \$10.00/ each additional sheet over 1						

	<input type="checkbox"/> Pima County Wastewater (if applicable):	Contact Pima County Wastewater Reclamation at 520-740-6500.
	<input type="checkbox"/> Pima County Addressing:	Fees are assessed during applicant's direct submittal to Pima County Addressing at: 201 N. Stone Avenue, 2 nd Floor, Tucson, Arizona 85701
	<input type="checkbox"/> Archive scan fee:	\$2.50/ sheet
<input type="checkbox"/>	Letter of authorization from the property owner for an agent	
<input type="checkbox"/>	Zoning Conditions and minutes of action (2 copies) (e.g. rezoning conditions, Conditional Use Permit, etc.)	
<input type="checkbox"/>	Spreadsheet of all fees provided for Final Plat Development Review	
<input type="checkbox"/>	Final Plat 24" x 36" (check with staff for number of copies)	
<input type="checkbox"/>	Landscape Plans 24" x 36" (3 copies, 2 rolled, 1 folded)	
<input type="checkbox"/>	Title Report, current within 60 days (1 copy)	
<input type="checkbox"/>	Covenants, Conditions, and Restrictions (CC&Rs), if applicable (1 copy)	
<input type="checkbox"/>	All plans on CD in pdf format, labeled and dated	
<input type="checkbox"/>	Reductions of all plans (4 copies) 11" x 17" or 8.5" x 11"	
<input type="checkbox"/>	Assurance Agreement	
FINAL PLAT		
A. Cover Sheet		
<input type="checkbox"/>	Title Block, located at the lower right corner of each sheet consisting of: <ol style="list-style-type: none"> a. Final Plat for <u>subdivision name</u>. b. The Town Case number (SA12__) and any related case numbers for the site such as rezoning, plats, development plans, etc. c. Lot number (i.e., Lot numbers ____ through ____ and Common Areas _____. Include units or blocks if applicable.) d. A brief legal description, including the Section Township and range reference (G and S R B & M, Pima County, Arizona). If the proposed subdivision is a resubdivision of an existing plat, full information on the original plat should be included, including which lots are being resubdivided. Whenever possible, avoid using "a portion of" 	

	e. Approving Resolution No. _____ (leave blank)
<input type="checkbox"/>	Legend with all symbols and line work used on the plat
<input type="checkbox"/>	Name, address, and phone number of developer and owner
<input type="checkbox"/>	Abbreviation list (Example: C.A. = Common area, ACE = Access control easement)
<input type="checkbox"/>	Name, address, phone number, and professional seal of architect/engineer or firm preparing the plans.
<input type="checkbox"/>	Approvals signature lines for the Town Clerk, Town Engineer and Planning & Building Director.
<input type="checkbox"/>	Assured Water Supply approval signature line for Planning Director
<input type="checkbox"/>	Certification of Survey and Certification of Engineering with signed seals
<input type="checkbox"/>	Acknowledgement signature line
<input type="checkbox"/>	Assurances signature line
<input type="checkbox"/>	Recording data signature line
<input type="checkbox"/>	Show the preparation date and the date of each revision for all portions of the final plat.
<input type="checkbox"/>	Sheet Index
<input type="checkbox"/>	Standard General and Restrictive Notes (<i>See "Required Notes"</i>)
<input type="checkbox"/>	Site data, including gross area of the subdivision, number of residential lots, approximate area in parks and other proposed nonresidential uses;
<input type="checkbox"/>	<p>Scaled vicinity/location map showing a 1 square mile area, with the subject property centered and identified within a one square mile area.</p> <ul style="list-style-type: none"> • The adjacent conditions, subdivisions, unsubdivided land and schools. • The major streets, rivers, reservations, national forest, railroads and school sites. • The section, township and range of the subject plat. • A north arrow, oriented with the north toward the top of the sheet, and a scale of 3" = 1 mile. • The city, town, or other jurisdictional limits, where applicable. • Show the access to the subject property.

<input type="checkbox"/>	<p>Label common areas separately and in alphabetical order: Common Area A _____ Acres (Square Feet). Common Area B _____ Acres (Square Feet). Common Area C _____ Acres (Square Feet). Common Area D _____ Acres (Square Feet).</p>
<p>B. Final Plat Sheet(s)</p>	
	<p>Title Block, located at the lower right corner of each sheet consisting of:</p> <ol style="list-style-type: none"> Final Plat for <u>subdivision name</u>. The Town Case number (SA12__) and any related case numbers for the site such as rezoning, plats, development plans, etc. Lot number (i.e., Lot numbers _____ through _____ and Common Areas _____). Include units or blocks if applicable.) <p>A brief legal description, including the Section Township and range reference (G and S R B & M, Pima County, Arizona). If the proposed subdivision is a resubdivision of an existing plat, full information on the original plat should be included, including which lots are being resubdivided. Whenever possible, avoid using “a portion of”</p>
<input type="checkbox"/>	<p>Scale: The plat must be drawn to a scale that will show all required details. A scale of 1” = 40’ is recommended in most cases. The scale should not be smaller than 1” = 100’.</p>
<input type="checkbox"/>	<p>Bar scale</p>
<input type="checkbox"/>	<p>North arrow</p>
<input type="checkbox"/>	<p>Lot numbers with square footage</p>
<input type="checkbox"/>	<p>Reference and provide adjacent sheet information</p>
<input type="checkbox"/>	<p>Indicate street accessibility on all corner lots</p>
<input type="checkbox"/>	<p>The number of sheets must be noted on the bottom right corner (i.e., Sheet _____ of _____).</p>
<input type="checkbox"/>	<p>Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses;</p>
<input type="checkbox"/>	<p>Certification of Survey and Certification of Engineering with signed seals</p>
<input type="checkbox"/>	<p>Show all existing and proposed easements on the plat (dimensions, purpose, private/public/specific and recording information) and include any pertinent recording information. Clear easements no longer used and obsolete from the Title prior to Final Plat recordation. Undefined blanket easements shall be referred to in the general notes.</p>

<input type="checkbox"/>	All streets, intersections, driveways, utilities and sewers on and adjacent to the project must be shown. (Labeled as public, private or specific).
<input type="checkbox"/>	Note any proposed abandonment of public rights-of-way.
<input type="checkbox"/>	Show and label all other conditions of the project (watercourses, structures, fences, walls, tanks and other significant features) and include topography within 100 feet of the site.
<input type="checkbox"/>	Provide at intersections the cross corner sight visibility triangles with appropriate dimensions.
<input type="checkbox"/>	Show centerline curve radii, roadway dimensions and property line curve return radii.
<input type="checkbox"/>	Show approximate dimensions of all lot lines.
<input type="checkbox"/>	The subdivision boundary line, lot lines, common areas, and rights of way will be drawn with a solid line. All easement lines of any sort, existing lot line (if a resubdivision) 100-year flood lines, and erosion hazard setback lines shall be shown with a dashed line. The subdivision boundary line should be bolder (wider) than any other line on the plat.
Provide the location, identification, and dimension of the following existing and proposed subdivision elements:	
<input type="checkbox"/>	Property boundary with dimensions, bearings, and distance
<input type="checkbox"/>	Right-of-way dedications and improvements, including any pertinent recording information
<input type="checkbox"/>	Utilities on-site and within adjacent rights-of-way or easements. Label as public, private, or specific and include any pertinent recording information.
<input type="checkbox"/>	Proposed streets, alleys, other rights-of-way and easements
<input type="checkbox"/>	Proposed street width and street names
<input type="checkbox"/>	100-year floodplain and erosion hazard limits
<input type="checkbox"/>	Water bodies and features, including riparian habitat limits
<input type="checkbox"/>	Existing and proposed street widths and right-of-way widths. Include any pertinent recording information.
<input type="checkbox"/>	Label all NAE (No Access Easement) locations.
<input type="checkbox"/>	Label all bufferyard information (location, width and type)