

# **FINAL PLAT CHECKLIST**

## **CONFORMANCE TO STANDARDS OF DESIGN**

- ❖ The final map shall conform in all respects to the Standards of Design set forth in Article III of the Navajo County Subdivision Ordinance unless any non-conformance has been specifically shown on the approved tentative map and approved in the conditions of approval attached.

## **STREET NAMES**

- ❖ Streets shown on the final map shall be named as approved by the Planning Commission.

## **REQUIREMENTS**

- ❖ Two (2) copies of the final map shall be clearly and legibly delineated upon tracing material of acceptable quality. All lines, letters, figures, dedications, certificates, acknowledgements, and signatures shall be made in black, waterproof India ink or equal. The net size of each sheet shall be 24 by 36 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one-half inch, except the left margin, which shall be two inches. The scale of the map shall be large enough to show all details of the subdivision or part thereof to be recorded and enough sheets shall be used to accomplish this end.
- ❖ If more than one sheet is required, each sheet shall be numbered, the relation of one sheet to another clearly shown and the number of sheets be set forth on each sheet.
- ❖ The scale, north point and sheet number shall be shown on each sheet of the final map. The scale shall be 40 or 60 feet to the inch.
- ❖ A statement labeled "Map Notes" shall be shown on one sheet of the final map. Such statements shall include the basis of bearing, what monuments were found, what monuments and points were set, a key to symbols and abbreviations and such other information deemed by the County Engineering Department to be necessary.
- ❖ The boundary line of a subdivision shall be indicated by a border of dark ink approximately one-eighth (1/8) of an inch wide. Such line shall not obliterate any line figures, or other data appearing on such map.
- ❖ Surveys made in preparation of final maps shall be stamped and sealed in accordance with stamped and sealed in accordance with §ARS 32-101 and in accordance with standard practices and principles of surveying. A traverse of the boundaries of the subdivision and all lots and blocks shall close within a limit of error of one foot in 25,000 feet. Provide a boundary closure program for each Lot and Tract within the subdivision.

## **DATA REQUIRED**

- A. The following additional data shall be shown on each final map.
  - ❖ Dates of survey and preparation of map.

- ❖ Locations and names, without abbreviation, of all proposed streets and alleys; proposed public area and easements; adjoining streets.
- ❖ Dimensions of all lots; lots containing one half acre or more shall show net acreage to the nearest hundredth of an acre. Ditto marks **shall not** be used.
- ❖ Center lines of all streets and lengths, tangent, radius and central angle or radial bearings of all curves; and the bearings of radial lines to each lot corner of a curve; the width of each street, the width of the portion being dedicated and the width of existing dedication.
- ❖ Sufficient data to determine readily the bearing and length of each line.
- ❖ Suitable primary survey control points. Provide at least two points on the boundary, or within the subdivision, with 3-D GPS L1/L2 coordinates at less than  $10^{-2}$  meter accuracy, including all government corners recovered or used in locating the subdivision (¼ section, government lot, etc.).
- ❖ Ties to and recording references to adjacent subdivisions as appropriate.
- ❖ Centerline data, width and sidelines of all easements to which the subdivision is subject. Distances and bearings on the sidelines of lots which are cut by an easement shall be shown as indicate clearly the actual lengths of lot lines. The width of the easements and the lengths and bearings of the lines thereof and sufficient ties to locate the easements definitely with respect to the subdivisions shall be shown. The easement shall be clearly labeled and identified and, if already of record, proper reference to the records given. Easements being dedicated shall be so indicated in the certification of dedication. Easements shall be shown on the map by broken lines.
- ❖ Clear indication of stakes, monuments or other evidence on the ground to determine the boundaries of the subdivision.
- ❖ All requested variances to this Navajo County subdivision must be identified on THE FINAL PLAT. This required identification must include the current ordinance requirements, as well as, the proposed variance. The identification must also list the ordinance article, section, and item number, as well as reference the subdivision ordinance revision/amended date.

### **CENTERLINES AND BOUNDARIES**

- ❖ Whenever the surveyor has established the centerline of a street or alley, that data shall be considered in making the surveys and in preparing the final map, and all monuments found shall be indicated and proper reference made to field books or maps of public record relating to the monuments. If the points were reset by ties, that fact shall be stated. The final map shall show city/town and county boundaries adjoining the subdivision.

### **LOTS**

- ❖ Lots shall be numbered consecutively on each final plat with no omissions or duplications. Each lot shall be shown in its entirety on one sheet, if practical according to the scale. Tracts used for streets, alleys or recreational purposes shall be lettered.
- ❖ All lot corners shall be marked with pipe or iron rods and marked with the Surveyor's number **before presentation of final plat.**
- ❖ All lots shall be consistent with zoning requirements.

## SUPPLEMENTARY DATA

- A. The final map shall be filed for checking with Public Works Department, and shall be accompanied by the following:
- ❖ Five positive prints thereof, and one reproducible and one electronic file on CD-ROM that may be opened with AutoCad 2000 or earlier, (Reproducible and E-file to be submitted when plat is ready for the Board of Supervisors hearing.) which shall be distributed as follows:
    - a. Three for the County Engineering Department, on one of which shall be shown all structures above and below the ground.
    - b. Two for the Director of Public Works Department.
    - c. One for the Health Officer.
  - ❖ Plans and specifications of the proposed improvements, including street, sewer, electric and water utilities, drainage, flood control and improvements meeting adopted County Construction Standards & Specifications.
  - ❖ A copy of the protective covenants to be recorded. Said covenants shall provide for the raising and expenditure of funds necessary for the maintenance of any private streets shown on the map. Said covenants shall also provide for the enforcement of yard and private land use regulations as set forth in the Navajo County Zoning Regulations.
  - ❖ Original map showing the proposed water distribution system, signed by an executive of the water company or companies which will supply and deliver the water, or a letter stating they accept the design of the water system. The distribution system shall comply with all applicable State and County regulations.
  - ❖ Identify in writing the owners designated *Single Point of Contact* for all formal communications.
  - ❖ Public Works requires a Designation of Professional Engineer. Public Works **Sample Form** is included in this packet and is in electronic format. To request a copy of the electronic format, you may contact the Public Works Department at the following number (928) 524-4100.

## TAXES AND ASSESSMENTS

- ❖ Prior to the filing of the final map with the County Engineer, the sub-divider shall file with the Clerk of the Board of the County in which any part of the subdivision is located, a letter from the County Treasurer computing redemptions in the County or any municipal corporation in which any part of the subdivision is located, showing that, according to the records of his office, there are, or are no liens against the subdivision or any part thereof for unpaid State, County, Municipal or Local taxes or special assessments collected as taxes, except taxes or special assessments not yet due and payable. The sub-divider shall also transmit a copy of said letter to the Director of Public Works Department.

## CERTIFICATES AND ACKNOWLEDGEMENTS OF FINAL MAPS

- ❖ The final map shall show all certificates and acknowledgments. They shall appear on the final map or they may be combined on a separate mylar of the same size on the final map.

### **EVIDENCE OF TITLE**

- ❖ Prior to presentation to the Board of Supervisors, the sub-divider shall submit a Preliminary Title Report or a Policy or Title Insurance issued by a title company showing the names of person(s) having any interest and any record title interest in the land to be subdivided, together with the nature of their respective interest therein. It shall show the complete name of all owners required to execute any dedication.

### **FINAL PLAT FEE**

- ❖ \$1,000 plus \$50.00 per lot, unit or tract.

### **APPLICATION**

- ❖ Final Plat application legally notarized with all application signatures required.



**NAVAJO COUNTY  
PLANNING & DEVELOPMENT SERVICES**

Post Office Box 668 - 100 W. Public Works Dr.  
Holbrook, Arizona 86025  
(928) 524-4100 FAX (928) 524-4122

**FINAL PLAT  
APPLICATION**

**OWNER INFORMATION:**

OWNER'S NAME: \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**AGENT/POINT OF CONTACT INFORMATION:**

CONTACT'S NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**SUBJECT PARCEL INFORMATION:**

LEGAL DESCRIPTION: T \_\_\_\_\_ N – R \_\_\_\_\_ E, SECTION \_\_\_\_\_, ASSESSOR PARCEL NO.: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ LOT: \_\_\_\_\_

RURAL ADDRESS: \_\_\_\_\_ AREA: \_\_\_\_\_

PARCEL SIZE: \_\_\_\_\_ DATE OF OWNERSHIP: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

**CURRENT ZONING:** (Please check appropriate Zoning Classification)

- |                                |                                |                                |                               |                               |  |                                |
|--------------------------------|--------------------------------|--------------------------------|-------------------------------|-------------------------------|--|--------------------------------|
| <input type="checkbox"/> A-Gen | <input type="checkbox"/> RU-20 | <input type="checkbox"/> RU-10 | <input type="checkbox"/> RU-5 | <input type="checkbox"/> RU-1 | <input type="checkbox"/> R1-43               | <input type="checkbox"/> R1-10 |
| <input type="checkbox"/> R-2   | <input type="checkbox"/> R-3   | <input type="checkbox"/> C-R   | <input type="checkbox"/> I-1  | <input type="checkbox"/> I-2  | <input type="checkbox"/> Special Development |                                |

**REQUESTED DEVELOPMENT ZONING:**

- Residential  Commercial  Industrial  Mixed

**CALCULATED FEE:** \_\_\_\_\_ (\$1000.00 plus \$50 per lot, unit or tract.)

**OWNER'S AFFIDAVIT:**

I, (print name) \_\_\_\_\_, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

STATE OF ARIZONA    )  
                                  ) SS  
COUNTY OF \_\_\_\_\_)

Sworn and subscribed before me on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

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

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**FOR STAFF USE ONLY:**

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBMITTAL APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

CASE NO.: FP \_\_\_\_\_ ACTION:    GRANT            DENY            WITHDRAWN

NOTES / STIPULATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_