CHAPTER 9

SUBDIVISIONS

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9.1 SUBDIVISION PLATS

9.1.1 General Information

A. This chapter describes the City Engineering Department requirements for the preparation of preliminary and final plats for subdivisions, condominium development plats, amended plats, and for maps dedicating land to the public and easements for public use.

B. Additional requirements for development of these documents are found in Chapter 15 ("Subdivision Regulations") of the City Code of Ordinances, City Zoning Ordinance, City Floodplain Management Code, specific zoning stipulations, and/or established development agreements. The Applicant is responsible for meeting these requirements.

9.1.2 Preliminary Plats

A. Purpose

The Preliminary Plat is a document that provides a general layout design for a subdivision. The purpose for providing this document is to evaluate if the design is suitable for the land and to ensure compliance with the City's development regulations. Generally a Preliminary Plat shall show the location of proposed and existing streets, proposed traffic-related improvements, proposed and existing water, reclaimed water, irrigation and sewer systems, proposed and existing stormwater management systems, the size and configuration of each proposed lot and tract, and all other information needed by the City to evaluate the design of the proposed subdivision. Reports such as Preliminary Drainage, Water, Sewer, Reclaimed Water, and Traffic Impact Analysis shall be provided as applicable with the submission of a Preliminary Plat. See the appropriate sections of this manual for information as to the development of these reports.

In addition to the information provided herein, a Preliminary Plat shall also be in conformance with those City regulations identified in the General Information section of this chapter.

B. General Preparation & Submittals

The following requirements apply to the preparation and submission of a Preliminary Plat for a subdivision:

1. Three (3) copies of the Preliminary Plat drawing (24" x 36" in size, folded to 9" x 12" in size) and all required plans and reports and a CD including the same information in pdf format shall be provided with an application for Preliminary Plat submittal.

2. If the application is not signed by the property owner, all preliminary plat submittals shall be accompanied with an authorization letter from the property owner stating that the

applicant is authorized to represent the property owner in this application.

3. All Preliminary Plat sheets shall be signed and sealed by a Professional Engineer or Surveyor licensed by the State of Arizona.

4. The drawing of the Plat shall be to a scale no greater than 1inch = 100 feet and no less than 1inch = 60 feet. A Plat drawn to a scale of 1inch = 50 feet may be submitted if the subdivision is equal to or less than 10 acres in size.

5. All plans and drawings shall meet the minimum requirements for lines, lettering, and numbers as outlined in Chapter 2 of this manual.

6. Preliminary Plat drawings shall be oriented such that north always points in the same direction. North may be oriented toward the top of the sheet or toward the right side of the sheet, but all drawings shall be oriented the same. The top of the sheet is defined as having the 36-inch dimension. The side of the sheet is defined as having the 24-inch dimension. All notations should be oriented to read with north pointed up. A north arrow shall be provided in a prominent manner on all drawings, with a bar scale indicating the scale of the drawing.

7. If a large parcel of land is intended to be subdivided by means of recording several plats over a period of time, it is not recommended that a Preliminary Plat be approved for the entire parcel. It is recommended that first a Master Plan for the entire property be submitted and approved. Following the Master Plan approval it is recommended that preliminary plats, followed by construction plans and final plats, be submitted for only those phases of the parcel that will be developed. See also the Zoning Code for direction on submittal of Master Site Plans.

8. Any development on property containing protected native plant material shall submit a copy of the Native Plant Salvage Program as required by the State of Arizona.

9. Because of the unique and peculiar problems inherent in the development of hillside areas, special standards and conditions for hillside development areas must be considered. When approved by the City Engineer and Development Services Director, the special considerations associated with hillside development identified within this manual may be used to develop a preliminary plat submittal package.

10. A title report prepared for the property to be subdivided shall be provided to the City with a Final Plat submittal. The title

report shall not be prepared sooner than 30 days of the City's receipt.

11. The property owner and any party, entity, or agency with a recorded deed restriction on the property (as identified in the title report) shall provide a letter to the City authorizing the approval of the preliminary plat for the property or the acknowledging a representative that has the legal rights to provide said approval.

C. Coversheet

1. The name of the proposed subdivision shall be shown prominently on the coversheet.

2. Following the subdivision name, state the Quarter Section(s) within which the proposed subdivision is to be located. For example: "A Subdivision of Part of the SE 1/4 of Section 10, Township 3 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona." An accompanying complete legal description of the subdivision boundaries should be located somewhere on the first sheet.

3. The boundary lines of each subdivision shall be dimensioned completely with bearings and distances, curve lengths, central angles, radii, etc. The boundary lines shall be shown together with ties by course and distance to a minimum of two Section or Quarter Section monuments. The Section or Quarter Section monuments are to be used as the basis of bearing. All Section and Quarter Section monuments must be identified and notes must indicate whether they were found or set.

4. Provide a statement describing the identification, location, and elevation for at least two vertical control benchmarks for the development. Approved benchmarks are identified on the City of Goodyear Approved Benchmark List. The current list can be downloaded from the City Engineering Department website or by contacting the City Engineering Department. The vertical control datum to be used in the City of Goodyear is NAVD88 unless otherwise approved by the City Engineer.

5. Provide in block form in the lower right hand corner of the Plat the following information:

   a. The name, address, and telephone number of the individual or agency that prepared the Preliminary Plat.

   b. "Preliminary Plat for (name) subdivision."

   c. Date prepared and job number.

   d. Scale

e. “Sheet ___ of ____ Sheets.

6. The name, address, and telephone number of the Property Owner, Developer and the Surveyor, Engineer, and/or Architect submitting the drawings shall be provided on the drawing set.

7. A table shall be provided on the coversheet that identifies the following information for tracts:

   a. Tract identification letter

   b. Tract area (to the hundredth square foot),

   c. Tract use,

   d. Tract ownership, and

   e. Party(s) responsible for tract maintenance.

8. Provide a vicinity map showing the relationship of the proposed development to the nearest existing and planned arterial and major collector streets and any other facility which might help to locate the subdivision.

   a. The orientation of the vicinity map must agree with the orientation of the Plat drawing.

   b. The vicinity map need not be drawn to a particular scale.

9. Provide a table on the Coversheet with the following information:

   a. existing zoning

   b. gross subdivision area in acres

   c. number of lots

   d. minimum lot size

   e. average lot size

10. If the Developer intends to have one Recorded Plat for the whole subdivision, but plans to phase the improvements, the Preliminary Plat should have a statement on the coversheet indicating this intent, and the proposed phasing should be shown by suitable markings on the Plat drawing. All temporary facilities necessary for phasing including cul-de-sacs, drainage facilities, infrastructure lines, valves, etc. should also be shown.

11. If the subdivision is to have a property owners association, indicate this on the coversheet with an appropriate statement as it relates to the duties and requirements as outlined in the Covenants, Conditions and Restrictions (CC & Rs) –e.g. maintenance.

12. List the amount of passive and active recreational open space being proposed.
13. List the total percentage of open space being proposed.
14. Provide a key map on the coversheet that shows the limits of the property to be platted, the proposed roadways, lot and tracts along with the identifying lot numbers and tract letters.
    a. The orientation of the key map must agree with the orientation of the Plat drawing.
    b. The key map shall be drawn to an appropriate scale such that the lot numbers and tract letters can be read.
15. Add the following notes to the coversheet of all designated hillside developments: Grading standards for lots, parcels and P.A.D. sites.
    a. Not more than 5% of a lot, parcel or P.A.D. site shall be left with a cross slope steeper than the natural grade of the ground or steeper than 20%, whichever is greater.
    b. All driveway and garage cuts shall be made at the time of street grading and before street improvements are installed.
    c. The total area of all cuts and fills other than the enclosed floor area of the dwelling shall not exceed 10% of the lot, parcel or P.A.D. site area.
    d. Cut or fill slopes shall be entirely contained within the downhill lot.
    e. All excavated material shall be removed from the premises, contained behind retaining walls or otherwise placed so that the slopes of any fill material will not be visible from any public street.

D. General Plat Sheet Requirements

1. Provide a legend with appropriate abbreviation and drawing symbol explanations. Chapter 2 of this manual indicates specific requirement with regard to symbols.
2. Show adequate topography (contours and/or spot elevations) to clearly describe the site. Topography information shall be shown on the same map as the proposed subdivision layout. Contour interval shall be such as to adequately reflect the character and drainage of the land
3. Show the location of all existing easements and rights-of-way, as well as existing features and man-made structures such as wet and dry utilities, fences, trees, wells, streams, washes,

lakes, other water features, stormwater management features, canals, ditches, irrigation structures, flood zones, septic tanks, etc. within the boundary of the proposed subdivision.

4. Show the location and size of all driveways, rights-of-way, and easements on the property, adjacent to the property, and within 150 feet of the boundaries of the proposed subdivision. Identify adjacent properties by their subdivision name or as unsubdivided land and provide the Maricopa County Recorder's Office recording information (APN, Recording Number, Recording Book and Page, and/or Subdivision name). Provide the current zoning designation for all adjacent land.

5. Easement Requirements

   a. No utilities (water, sewer, storm drain) shall be installed in an easement unless the property Owner has granted the necessary easement(s) and/or right(s)-of-way.

   b. If approved, utilities outside of public rights-of-way shall be placed in easements of a width and length dimension as approved by the City Engineering Department ; easements shall not be less than 20 feet wide. The utilities shall be centered in the easement and shall be accessible from a public right-of-way.

   c. Easements wider than 20 feet may be required if other utilities are also located in the easement, or if additional area is needed to grant access to maintenance equipment due to the size and/or depth of the line(s). Easements shall be free of obstructions, shall not be located in a fenced area, and shall at all times be accessible to City service equipment such as trucks, backhoes, etc. Areas in question shall be approved in writing by City staff.

6. Number all lots sequentially and identify all tracts by letter. Provide dimensions to indicate the sizes of all lots and tracts.

7. All preliminary plats shall show required setback lines. Proposed building envelopes or construction disturbance areas may also be required.

8. Each tract or area which is not to be a lot or public right-of-way shall be designated as a tract.

9. Care should be taken in establishing the size and shape of corner lots. A corner lot should not be so small or narrow that the space left for construction of homes and fenced yards is not adequate for the builder or ultimate homeowner.

   The space limitations on corner lots are:

a. Almost all corner lots will have an 8-foot public utility easement adjacent to the property line in the yard facing the side street as well as in the front yard.

b. A minimum 33-foot by 33-foot sight visibility triangle per City Standard Details shall be required and shown adjacent to the intersection on all corner lots.

c. Where a corner lot abuts a key lot, the height and location of walls and fences in the yard facing the side street must conform to the front yard requirements for walls and fences.

10. Lots with drainage easements, along subdivision perimeters, or on adverse terrain (or where substantial cuts or fills occur) will typically be larger than the average lot size.

11. Boundaries of the parcel of land to be subdivided shall be fully dimensioned with both bearings and distances.

12. The plat shall show the location, width, centerline dimensions, curved radii, crosswalks, connections to adjacent properties, and proposed names of all public and private streets. The street layout and design shall conform to the requirements of Chapter 4 of this manual.

13. All sewer designs shall conform to the requirements of Chapter 6 of this manual.

14. All water designs shall conform to the requirements of Chapter 5.1 of this manual.

15. All reclaimed water designs shall conform to the requirements of Chapter 5.2 of this manual.

16. All stormwater drainage designs shall conform to the requirements of chapter 3 of this manual.

17. All landscaping designs shall conform to the requirements of chapter 7 of this manual and the City Zoning Ordinance.

18. All land to be dedicated or reserved for public use shall be clearly identified and the use clearly indicated.

19. If plat includes land for which multi family, commercial or industrial use is proposed, such areas shall be clearly designated, together with existing zoning classifications and status of zoning change, if any.

20. Access shall be identified to provide for the inspection and maintenance of stormwater management facilities

21. If the property being subdivided is within a hillside development area, then the following information must also be provided:

    a. Any proposed special design standards.

    b. Topographic map of existing terrain with contour intervals adequate to show the nature and variations in the terrain; two foot intervals for grades less than 15%; five foot intervals for grades greater than 15%; elevations of critical spots, rock outcrops and special characteristics; cross sections or profiles shall be provided in areas that require structures such as retaining walls or otherwise have unique configurations.

    c. Drawing showing building area envelope and proposed building pad finished grade for each lot in conformance with the grading and drainage regulations required by the city (in accordance with the City's Engineering Standards), showing the natural topography of the total parcel to be platted, the location and size of all structures, the finished grade at all improvement locations and the depth and extent of all cuts and fills.

    d. Road profiles and cross sections at all significant changes in the cross slopes; the cross section to show proposed and natural grade at the centerline of the road, edge of roadway, the right of way line and the proposed building setback lines.

    e. Street and private access way grades shall conform as closely as possible to natural topography, but shall not exceed 15%. Street grades exceeding 12% shall have a maximum length of 600 feet.

    f. Upon approval of the City Engineer, horizontal alignments may provide curves with less than 100 feet centerline radius.

    g. Upon approval of the City Engineer, alternate methods of turning and backing areas may be substituted for turnarounds.

    h. Location of all proposed driveways.

    i. Upon approval of the City Engineer, required paving width of the traffic lanes may be modified when off street parking bays are provided, developed and paved in the public right of way.

j. The centerline of the paving may be offset from the centerline of the right of way to provide parking bays in the right of way.

k. Where equestrian trails are approved along the roadway, the trail may replace the sidewalk on the upgrade side of the right of way.

l. Vertical curbs shall be required on the downhill side of streets having grades of 6% or greater; concrete U or V gutters may be installed in lieu of conventional rolled or vertical curbs elsewhere.

m. On a corner lot, no grading shall be allowed which results in the ground level being raised so as to obstruct the vision more than a height of three feet above the grade of either street within an area formed by the lot lines on the street sides of such lot and a line joining points on such lot lines located a distance of 33 feet from the point of their intersection.

n. Transverse street cross sections (one way graded streets) with the gutter on the uphill side may be used where approved by the City Engineer.

o. All cut and fill slopes shall be within the roadway right of way or roadway easement; slope maintenance easements for roadway cuts and fills may be required by the City Engineer.

p. Panhandle, double frontage and other unorthodox lots, including lots which have a width to depth ratio greater than one to three, shall be permitted if it can be adequately demonstrated that their design will eliminate excessive cuts and will not adversely affect any other lot so arranged.

q. Private access ways may be permitted to provide access to lots in lieu of the required street frontage. Each private access way serving one lot shall be a minimum of 20 feet wide with a minimum paved surface of 12 feet in width, and each private access way serving more than one lot shall have a minimum paved surface of 24 feet in width or as may be otherwise required by city standards and specifications. Where needed, additional easements for drainage or utilities shall be provided.

r. Driveway grades shall be no greater than 12%. Driveway grades up to 20% may be approved by the City Engineer upon demonstration that the inflection point between the

street and the driveway will not render the lot inaccessible.

s. Building sites shall be free of geological hazards.

t. Soils report (prepared in accordance with the City's Engineering Standards); and,

u. Conservation easements exhibit that identifies protective easements on slopes too steep to develop.

22. If the property being subdivided is within 500 feet from an existing or proposed freeway alignment, and the property is intended for future residential development, then a sound attenuation plan will be required. The approval of the sound attenuation plan must occur prior to approval of the preliminary plat (Section 9-1-3 COGZO).

23. A preliminary grading and drainage plan that conforms to the City Design Standards and matches the information shown on the preliminary drainage report shall be provided with a preliminary plat submittal.

24. Preliminary Plats shall be developed in compliance with:

a. Regulations and standards as may be established by a County Flood Control District relating to the construction or prevention of construction of streets and lots in land established as being subject to inundation by stormwater;

b. Regulations and standards as may be established by the Arizona Department of Transportation relating to provisions for safety of entrance upon and departure from abutting state primary highways;

c. Regulations and standards as may be established by the State Department of Health Services or a County Health Department relating to the provision of domestic water supply and sanitary sewerage disposal;

d. Regulations and standards and/or guidance as may be established by County Flood Control District relating to erosion and sediment control at AZPDES-regulated construction sites (construction sites with one acre or more disturbed area or if the activity is part of a larger common plan of development or sale that would disturb one acre or more.

25. All utilities shall be installed underground in the streets or private access ways. Water and public sewer service shall be provided to each lot.

26. The locations, orientations, building materials, roof pitch, and color palette of all proposed cluster mailboxes within a development shall be included as part of the preliminary plat submittal package. At a minimum the locations shall be shown with the Landscaping sheets but may also be shown on other sheets as well. The architecture (including building materials and colors) shall compliment the architecture of the subdivision.

E. Reports & Plans to Submit in Conjunction with a Preliminary Plat

See the relevant chapters in this manual for information on the preparation of these reports and plans:

1. Preliminary Grading and Drainage Plan
2. Preliminary Drainage Report
3. Utility Plan Master Sheet – a plan sheet that shows the proposed water, sewer, and reclaimed water lines on no more than two plan sheets.
4. Preliminary Sewer Report
5. Preliminary Water Report
6. Preliminary Reclaimed Water Report
7. Traffic Impact Analysis (TIA)

9.1.3 Final Plats

A. Purpose

A Final Plat is the instrument by which the subdivision of a property is legally recorded. This document will show the division of property into lots, tracts, rights-of-way, etc. All easements necessary for utilities, drainage, etc. shall also be shown on the Final Plat.

In addition to the information provided herein, a Final Plat shall also be in conformance with those City regulations identified in the General Information section of this chapter.

B. General Preparation & Submittals

The information presented on a Final Plat shall be in substantial conformance with the Preliminary Plat. Significant differences between the approved Preliminary Plat and proposed Final Plat will require a revision to the Preliminary Plat prior to Final Plat approval and recordation. The following requirements apply to the preparation and submission of a Final Plat for a subdivision:

1. Three (3) bond copies of the Final Plat drawing (24” x 36” in size, folded to 9” x 12” in size) and a CD including the same information in pdf format shall be provided with an application for Final Plat submittal.
2. If the application is not signed by the property owner, all final plat submittals shall be accompanied with an authorization letter from the property owner stating that the applicant is authorized to represent the property owner in this application.
3. A full size (24” x 36”) bond copy of the approved preliminary plat and a copy of the preliminary plat approval letter (including conditions) issued by the City shall be submitted with all final plat applications.
4. All Final Plat sheets shall be signed and sealed by a Professional Engineer or Surveyor licensed by the State of Arizona.
5. All Final Plats shall be prepared in accordance with the Development Standards including the City’s Engineering Standards.
6. The drawing of the Plat shall be a scale of 1inch = 100 feet. A Plat drawn to a scale of 1inch = 50 feet may be submitted if the subdivision is equal to or less than 10 acres in size.
7. All lettering, numbers, and drawings must be clear and distinct and of sufficient size to enable the City to have usable records when the drawings are scanned. Chapter 2 of this manual describes the minimum requirements for lines, lettering, and numbers.
8. Prepare the drawing of the proposed Plat so that the direction of north will either be toward the top of the sheet or toward the right side of the sheet, whenever possible; the top of the sheet will have the 36-inch dimension. All notations shall be oriented to read with the north pointed up. A north arrow shall be provided in a prominent manner with a bar scale indicating the scale of the plat drawing.
9. Public utility easements shall provide the same utility easement rights to Cable TV licensees with a license approved by the City as they do any other public utility.
10. A title report prepared for the property to be subdivided shall be provided to the City with a Final Plat submittal. The title report shall not be prepared sooner than 30 days of the City’s receipt of the application submittal.

11. The property owner and any party, entity, or agency with a recorded deed restriction on the property (as identified in the title report) shall provide a letter to the City authorizing the approval of the preliminary plat for the property or the acknowledging a representative that has the legal rights to provide said approval.

12. The Final Plans Submittal Requirements sheet, which is part of the Preliminary Plat stipulation package, must also be adhered to.

13. Easements or other dedications associated with the plat but not included within the plat boundary area shall be dedicated by separate instrument prior to recordation of the plat. The Maricopa County Recorder's Office recording information of the separate instruments shall be included on the plat prior to recording.

14. A final copy of the Covenants, Conditions, and Restrictions for the property shall be included with the Final Plat submittal.

15. The Final Plat Submittal and associated Improvements Plans submittal shall be submitted to the City at the same time.

C. Coversheet

1. All Final Plat notes that apply to the development shall be provided on the Coversheet of the Plat. Final Plat notes can be found in the Administrative Chapter of this manual.

2. The name of the subdivision must be shown prominently. Any parcel, unit, phase, or number which may apply shall be included in the name.

3. Following the subdivision name, state the Quarter Section(s) within which the proposed subdivision is to be located. For example: "A subdivision of part of the SE quarter of Section 10, Township 3 North, Range 5 East, of the Gila and Salt River Base and Meridian, Maricopa County, Arizona." An accompanying complete legal description of the subdivision boundaries should be located somewhere on the first sheet.

4. Provide a vicinity map showing the relationship of the proposed development to the nearest existing and planned arterial and major collector streets and any other facility which might help to locate the subdivision.

   a. The orientation of the vicinity map must agree with the orientation of the Plat drawing.

   b. The vicinity map need not be drawn to a particular scale.

5. Provide a key map on the coversheet that shows the limits of the property to be platted, the proposed roadways, lot and tracts along with the identifying lot numbers and tract letters.
    a. The orientation of the key map must agree with the orientation of the Plat drawing.
    b. The key map shall be drawn to an appropriate scale such that the lot numbers and tract letters can be read.
6. Provide in block form in the lower right hand corner of the Plat the following information:
    a. The name, address, and telephone number of the individual or agency that prepared the Preliminary Plat.
    b. "Preliminary Plat for (name) subdivision."
    c. Date prepared and job number.
    d. Scale
    e. "Sheet ___ of ____ Sheets.
7. The name, address, and telephone number of the Property Owner, Developer and the Surveyor, Engineer, and/or Architect submitting the drawings shall be provided on the drawing set.
8. A table shall be provided on the coversheet that identifies the following information for tracts:
    a. Tract identification letter
    b. Tract area (to the hundredth square foot),
    c. Tract use,
    d. Tract ownership, and
    e. Party(s) responsible for tract maintenance.
9. If the subdivision is to have a property owners association, indicate this on the Plat with an appropriate statement.
10. Identify on the coversheet the total gross and net acreage of the property, the acreage of both the passive and active recreational openspace, and the percentage of openspace to non-openspace.
11. Dedication Statement
    a. As part of the Final Plat submittal a statement of dedication of all rights-of-way, drainage ways, pedestrian ways, and other easements for City, public, or private use by the person holding legal title of record, or by persons holding legal titles as vendees under land contract. If lands dedicated are mortgaged, the mortgagee shall also

sign the plat. Dedication shall include a written location by section, cityship and range of the tract.

b. Stormwater management facilities shall have an enforceable operation and maintenance agreement to ensure the system functions as designed. This agreement will include any and all maintenance easements required to access and inspect the stormwater management facilities, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater management facility. In addition, a binding covenant specifying the parties responsible for the proper maintenance of all stormwater management facilities shall be secured prior to approval of final subdivision plat and issuance of any permits for land disturbance activities.

c. All developments having private streets shall include language in the dedication statement that assures access to emergency vehicles and to the City for refuse collection. Where Private Streets are located within the City of Goodyear utility service areas, the dedication statement shall also include language that grants access to the City of Goodyear for operation, maintenance, and repair of City utilities such as water, sewer, reclaimed water, non-potable water, and storm water lines and facilities. Private streets shall not be dedicated as a Public Utility Easement (PUE).

d. A dedication statement is required for all road rights-of-way and easements that are to be dedicated to the public. All private streets or roadways must be in tracts. The signature of the Owner must be acknowledged by a Notary Public or other authorized officer, as set forth in Arizona Revised Statutes.

e. The execution of dedication shall be acknowledged and certified by a notary public.

12. If streets in the subdivision are to be private streets, then the Plat must have the appropriate “Private Street” note on the Coversheet.

13. If any property is encumbered by a Deed of Trust, Mortgage, and/or Agreement, the Lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder’s Office.

a. If the Lender is a corporation, a certified copy of a resolution showing who is authorized to sign on behalf of the corporation shall accompany the Plat when submitted to the City for recording.

b. If a partnership and/or joint venture is involved, a copy of the partnership or joint venture agreement must be submitted to the City for review. If either agreement does not designate an individual to sign on behalf thereof, it should be accompanied by a resolution covering same.

c. Lender's signature must be acknowledged before a notary.

14. An assured water supply must be available for each subdivision; therefore, an assured water supply note must appear on the Plat. See the Administrative Chapter of this manual for the appropriate water supply notes and signature blocks.

15. A certification must be provided by a Land Surveyor registered to practice in Arizona stating that the Plat was made under his direction and that it meets the minimum standards for Arizona Land Boundary surveys. His seal must be placed on each sheet of the Plat.

16. Provide in block form in the lower right hand corner of the Plat the following information:

    a. Land surveyor's name and address.

    b. "Plat for (name) subdivision."

    c. Date prepared and job number.

    d. Scale

    e. "Sheet __ of __ sheets."

17. Prior to recording the Final Plat, it must have the signature of the City Engineer and the Mayor. The City Clerk must attest to the Mayor's signature. Places for these signatures must be provided on the Plat coversheet. See the Administrative Chapter of this manual for the appropriate signature blocks.

18. All utility providers shall be identified on the coversheet of the plat.

19. Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land and to be recognized by the city shall be noted on the plat.

D. General Plat Sheet Requirements

1. Provide a legend with appropriate abbreviation and drawing symbol explanations. Chapter 2 of this manual indicates specific requirement with regard to symbols.

2. The boundary lines of each subdivision shall be dimensioned completely with bearings and distances, curve lengths, central angles, radii, etc. The boundary lines shall be shown together with ties by course and distance to a minimum of two Section or Quarter Section monuments. The Section or Quarter Section monuments are to be used as the basis of bearing. All Section and Quarter Section monuments must be identified and notes must indicate whether they were found or set.

3. Show and identify all abutting rights-of-way, easements, subdivisions, property lines, etc. on the property within 150 feet adjacent to the proposed subdivision. Identify the property and adjacent properties by their subdivision name or as unsubdivided land and provide the Maricopa County Recorder's Office recording information (APN, Recording Number, Recording Book and Page, and/or Subdivision name where applicable).

4. Identify all lots by sequential numbering and all tracts by letter. Show all lots, tracts, and street rights-of-way to be included with the subdivision. Provide the bearings, dimensions, and curve data necessary for the compete description of each lot, tract, and street right-of-way. All areas within the Plat boundaries not occupied by lots or public streets shall be designated as tracts.

5. All plats shall show required setback lines and sight visibility easements. Building envelopes or construction disturbance areas identified on the preliminary plat shall also be shown.

6. Where applicable, the corners of the plat shall be located on the monument lines of abutting streets.

7. The boundary of the property to be subdivided and all lots and tracts within the plat shall fully close. Bearings, distances, and curve information shall be provided on all roadway centerlines and boundary, right-of-way, lot, and tract lines. All linework shall determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

8. Any excepted parcels within or surrounded by the plat boundaries shall be noted as "not a part of this subdivision" and show all bearings, distances, and curves of the excepted parcel as determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

9. Show the location of all physical encroachments upon the boundaries of the tract.

10. The names of all public and private roadways located along existing county alignments shall match the existing county naming conventions unless otherwise approved by the City Engineer and/or the City Council. All names shall be preceded by the appropriate cardinal direction prefix. Roadway names not along a county alignment shall be approved on a case by case basis by the City Engineer and/or City Council.

11. The courses, lengths, and widths of all public and private streets shall be provided on the Final Plat. Where rights-of-way are curvilinear, radii, points of tangency, cord lengths, and central angles of all curves shall be provided in a table on the plat.

12. All drainage ways shall be shown on the plat and shall be located within tracts and/or easements. Drainage shall be identified as one of the uses of a tract that includes drainage ways. All major drainage ways, as designated by the City Engineer, shall be dedicated to the City of Goodyear as right-of-way.

13. All existing private and public easements within, on or over the plat shall be labeled, dimensioned, and noted as to their use. The dedication language shall identify the purpose and use of all easements.

14. All lots or tracts to be dedicated to the City of Goodyear shall be clearly indicated on the plat and specifically identified in the dedication statement.

15. It shall be the responsibility of the subdivider to provide on the Final Plat, prior to plat recordation, such easements in such location and width as required for utility and drainage purposes

E. Final Submittal for Recording

After a final plat has been approved by City Council and it ready for recording, the following shall be provided:

1. Three (3) sets of Mylar drawings of the Final Plat (24” x 36” in size) and a CD including the same information in pdf format shall be provided with an application for Final Plat submittal. With exception of City Officials, all signatures and notarizations shall be affixed to all three sets of the mylars prior to final submittal.

9.1.4 Amended Plats

One of the three following methods shall be used to amend a Recorded Plat. The Developer shall arrange an initial contact meeting with staff from the City Planning & Zoning Division and Engineering Department to determine the acceptable method of amendment. Any re-platting or amendment to plats may be subject to changes of ordinance, city codes, or state statutes which may have occurred since the original plat was reviewed, as determined by City staff:

A. Return to the Preliminary Plat/Final Plat Procedure (Major Changes):

This method shall be used when there are proposed changes involving any of the following: Zoning, type of lot, number of lots (+/- three or more), tracts or common area facilities. Any change which substantially alters the original Approved Plat, as determined by City staff, shall require a new Preliminary Plat and Final Plat to be produced.

B. Re-Plat Procedure (Moderate Changes):

This method shall be used when there are proposed changes involving any of the following: Number of lots (+/- one or two), lot lines (+/- 3 feet or more) of more than three lots, roadway alignment, abandonment of public right-of-way, vacation of easement, re-dedication of easements or rights-of-way, third party involvement (i.e. lien holders, financial institutions, property owners association). A Preliminary Plat is not required with this procedure. The re-plat shall conform to the requirements of the Final Plat as identified above.

C. Certificate of Correction (Minor Changes):

This method shall be used when there are three or fewer minor changes being proposed which involve any of the following: Lot lines (+/- 2 feet or less) of one or two lots, bearing or distance changes, minor corrections to language of dedication, notes, or legal description. Certificates of Correction shall be prepared by the original Plat Engineer or Surveyor.

9.1.5 Maps of Dedication

Maps of Dedication are to be used to dedicate land to the public or to grant an easement to the public for roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public uses.

Maps of Dedication shall meet the minimum requirements described in the Final Plat section of this chapter, along with the following change: The words “map of dedication” shall replace the word “subdivision.”

Some requirements may be waived by the City Engineer if it is demonstrated that the requirements are not appropriate because of the size or nature of a development.

9.1.6 Condominium Plats

Condominium developments in the City are reviewed by City staff in much the same manner as a site plan for an apartment development would be reviewed. The exception to this process is that a plat (much the same as a Final Plat) showing the property and the exact condominium locations is required to be recorded to facilitate the division of living space for the condominium owners.

Condominium Plats shall meet the minimum requirements described in the Final Plat section of this chapter, along with the following changes:

1. The word “condominium” shall replace the word “subdivision.”
2. The floor elevations for each residential unit must be tied to the City’s vertical control datum and the residential unit boundaries must be tied by appropriate dimensions to the development boundary lines.
3. Each subdivided condominium space shall be identified by number and all tracts of land for common use shall be identified by letter. Provide bearings, distances, dimensions, and curve data necessary for the complete description of each subdivided space or tract. Since there are no dedications to the public on condominium plats covered under this section, all areas within the development that are not occupied by residential units are common areas and must be designated as tracts.
4. If a common area for a condominium development will be used as a “blanket easement” for public utilities, the areas which will be used for swimming pools, saunas, or other permanent structures (other than dwelling units) should be shown as exceptions to the “blanket easement.”

9.1.7 Dedications and Abandonments by Separate Instrument

Dedication or abandonment of public rights-of-way or easements that will be recorded by means of an instrument other than those previously discussed in this chapter shall be processed using the City’s “Application for Dedication or Abandonment”. Copies of this document can be found on the City Engineering Department website or by contacting the Engineering Department.

9.1.8 Minor Land Divisions

A. A Minor Land Division shall be provided when division of property, combination of properties, or other changes to property lines are desired. Minor Land Divisions are processed through the City Planning & Zoning Division. A Minor Land Division plan shall include the following items in addition to those items required by the Zoning Ordinance:

1. All lettering, numbers, and drawings must be clear and distinct and of sufficient size to enable the City to have usable records when the drawings are scanned. Section 2.1 (" Construction Plan Requirements) of this manual describes the minimum requirements for lines, lettering, and numbers which must be met.
2. Any parcel, unit, phase, or number which may apply shall be included in the name of the Minor Land Division. The name must be shown prominently.
3. Following the name, state the Quarter Section(s) within which the proposed subdivision is to be located. For example: "A Minor Land Division of part of the SE quarter of Section 10, Township 3 North, Range 5 East, of the Gila and Salt River Base and Meridian, Maricopa County, Arizona."
4. Prepare the drawing so that the direction of north will either be toward the top of the sheet or toward the right side of the sheet, whenever possible; the top of the sheet will have the 36-inch dimension. All notations shall be oriented to read with north pointed up. A north arrow shall be provided in a prominent manner with a bar scale indicating the scale of the Plat drawing.
5. Provide a small vicinity map showing the relationship of the proposed Minor Land Division to the nearest existing or planned arterial streets. The orientation of the vicinity map shall agree with the orientation of the Plat drawing. The vicinity map need not be drawn to a particular scale.
6. A legal description of the parent property(s) and of the resulting property(s) shall be provided.
7. The boundary lines of property shall be dimensioned completely with bearings and distances, curve lengths, central angles, radii, etc. The boundary lines shall be shown together with ties to a minimum of two Quarter Section monuments. The Quarter Section monuments are to be used as the basis of bearing. All Quarter Section monuments must be identified and notes must indicate whether they were found or set.

8. Show and identify all abutting rights-of-way, easements, subdivisions, property lines, etc. on the property within 150 feet adjacent to the proposed subdivision. The Maricopa County Recorder's Office recording information for adjacent dedications, plats, etc. must be shown.
9. A table that identifies the following information for properties shall be provided on the Coversheet:
    a. Property identification
    b. Property area (to the hundredth square foot),
    c. Property ownership, and
    d. Party(s) responsible for property maintenance.
10. If the property(s) is a part of or will have a property owners association, indicate this on the Plat with an appropriate statement.
11. An Acknowledgement signed by the Property Owner shall be provided on the Minor Land Division Coversheet.
12. A title report(s) for the property(s) to be subdivided shall be provided to the City prior to approval. The title report shall not be prepared sooner than 30 days of the City's receipt.
13. If any property is encumbered by a Deed of Trust, Mortgage, and/or Agreement, the Lender must ratify (consent to and approve) the Minor Land Division. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Maricopa County Recorder's Office.
    a. If the Lender is a corporation, a certified copy of a resolution showing who is authorized to sign on behalf of the corporation shall accompany the Minor Land Division when submitted to the City for recording.
    b. If a partnership and/or joint venture is involved, a copy of the partnership or joint venture agreement must be submitted to the City for review. If either agreement does not designate an individual to sign on behalf thereof, it should be accompanied by a resolution covering same.
    c. Lender's signature must be acknowledged before a notary.
14. A certification must be provided by a Land Surveyor registered to practice in Arizona stating that the Minor Land Division was made under his direction and that it meets the minimum standards for Arizona Land Boundary surveys. His seal must be placed on each sheet of the Plat.

15. At a minimum, provide the following information on the Plat Coversheet block/border:
    a. Land Surveyor's name and address.
    b. Project Name
    c. Date prepared and job number.
    d. Scale
    e. "Sheet __ of __ Sheets."

9.1.9 Recording Documents

A. Prior to Recording

1. All the required improvement plans (water, sewer, paving, grading, etc.) must be approved before the City Engineer will sign a Final Plat, Amended Plat, Condominium Plat, or Map of Dedication.
2. A subdivision bond equal to 100% of the estimated cost to construct all improvements proposed within the boundary of a Final Plat, Map of Dedication boundary, Condominium Plat, Amended Plat, and Minor Land Division shall be provided to the City prior to recording. Bond requirements are further described in Chapter 2 of this manual.