

SECTION 9-6-2

PLATTING PROCEDURES AND REQUIREMENTS

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FIGURES NO. 1 AND 2

PLATTING PROCEDURES AND REQUIREMENTS

9-6-2:

(A) OUTLINE OF PROCEDURES AND REQUIREMENTS:

The preparation, submittal, review, and approval of all subdivision plats located inside the limits of the City of Mesa shall proceed through the following progressive stages:

- Stage I - Preapplication Conference
- Stage II - Preliminary Plat Approval
- Stage III - Technical Review
- Stage IV - Final Plat

This procedure may be modified by the Planning Director based on unique circumstances.

(B) STAGE I -- PREAPPLICATION CONFERENCE:

1. Actions by the Subdivider:

- (a) The subdivider shall meet with Development Services Department staff and submit five (5) copies of the proposed "sketch plan" with general information regarding land use, street and lot arrangement, tentative lot sizes, and such additional information as may be required by staff in order to complete the submittal.
- (b) Tentative proposals shall be based on information from the Engineering Division or other appropriate agencies regarding water supply, sewage disposal, drainage, retention, and street improvements. Where methods may be considered unconventional, or private, these may be indicated by notes.

2. Actions by the Department:

- (a) The Department shall discuss the proposal with the subdivider in general terms, advising the subdivider of the procedural steps, design and improvement standards, and general plat requirements. Depending on the scope of the proposed development, the Department shall distribute the five (5) "sketch plans" to the following agencies, requesting that the following investigations be made:
 - 1) Mesa Development Services Department: To check the existing zoning of the tract and to make recommendations if a zoning change is necessary or desirable; to review the proposal and its relationship to adjacent land uses; to determine the need for the preparation and review of a Development Master Plan ('DMP') prior to the subsequent consideration of a preliminary plat; and to advise the subdivider if a Development Master Plan is required as per Mesa's Zoning Ordinance.

- 2) Mesa Community Services Department: To determine the degree of parks and other public open space requirements for the area; to then determine what space needs shall be reserved or set aside with any special requirements for such site; to determine how such space needs are to be acquired; and to request a meeting with the applicant to resolve potential acquisition.
 - 3) Public School District: To determine the degree of need for school sites for the area; to determine site size and location; and to request a meeting with the applicant to resolve potential acquisition.
 - 4) Mesa Engineering Division: To review relationship of property to major streets, utility systems and any unusual characteristics such as topography, flooding, landscaping etc. To determine street width and right-of-way requirements, driveway relationships, minimum curve requirements and other traffic control related characteristics.
3. Development Master Plan: The Department shall use the following guidelines in establishing the need for a "Development Master Plan" (DMP): Whether the tract is sufficiently large to comprise an entire neighborhood; whether the tract initially proposed for platting is only a portion of a larger landholding of the subdivider; or whether the tract is a part of a larger land area, the development of which is complicated by unusual topographic, utility, land use, land ownership, or other conditions. The entire land area considered in determining the need for a 'Development Master Plan' need not be under the subdivider's control or ownership (see Figure 2).
- (a) Preparation: The 'DMP' shall be prepared to a degree of scale and accuracy commensurate with its purpose, and shall include:
 - 1) General street pattern with particular attention to collector streets and future circulation throughout the neighborhood and adjacent areas.
 - 2) General location and size of school sites, parks, or other public areas.
 - 3) Location and sizes of various proposed land uses.
 - 4) Methods proposed for sewage disposal, water supply and storm drainage.
 - (b) Approval: Upon acceptance of the general design approach by the Department, the 'DMP' is submitted to the Board and City Council for their consideration. If general approval is given, notice to that effect shall be recorded in the minutes of both bodies and a copy of said decision transmitted to the subdivider for his records. If development is to take place in several phases the 'DMP' shall be submitted as supporting data for each part. The 'DMP' shall be kept up-to-date and amended by the subdivider to reflect the Board's approvals or modifications as they occur.

(C) STAGE II -- PRELIMINARY PLAT APPROVAL:

The preliminary plat stage of land subdivision involves detailed subdivision planning, including the submittal, review, and approval of the preliminary plat. The subdivider shall provide the Department with all information essential to determine the character and general acceptability of the proposed development.

1. Zoning: The subdivision shall be designed to meet the specific requirements of the zoning district within which it is located. However, in the event that rezoning is deemed necessary, such as in the case of a 'PAD' or a "Specific Site Plan" approval for office, commercial or industrial developments, the rezoning or "specific site plan" approval shall be initiated by the property owner or his authorized agent, and heard and considered by the Board, the Design Review Board (DRB) if applicable, and City Council. In any event, any change in zoning or site plan approval required in relation to the preliminary plat shall have been approved by the Board prior to approval of the preliminary plat by the Board. However, the zoning request and the request for preliminary plat approval may be heard simultaneously. The Department shall not proceed with processing of the preliminary plat for technical review prior to Board action on the preliminary plat unless approved by the Planning Director.
2. Sanitary Sewerage and Water Supply: As a prerequisite of preliminary plat approval, the Subdivider shall review tentative concepts with the County Health Department and the City Engineering Division for general approval of preliminary design to be used.
3. Preliminary Plat Submission:
 - (a) Two (2) full-sized, 24" x 36", blue or black line paper prints of the preliminary plat, one (1) 8½" x 11" transparency, and one (1) 8½" x 11" 'PMT' shall be filed with the Department not less than twenty-four (24) days prior to the Board meeting at which the plat will be considered. (Note: The submittal requirements given herein pertain only to those plats of a conventional nature for which rezoning is not a condition of approval. Consult with the Department staff for complete submittal, time requirements and procedures for those subdivisions involving rezoning, 'PADs', specific site plans and DMP's.)
 - (b) The submittal shall be checked by the Department for content. If incomplete the subdivider will be notified and given the opportunity to comply within five (5) days. If compliance has not been met, the submittal is rejected.
 - (c) Filing Fee: The filing fee for plats not involving rezoning, site plan approval, site plan modification and DMP approval. Refer to Chapter 18 of the Zoning Ordinance (Title 11 of the Mesa City Code) for fees involving these processes.
4. Preliminary Plat Approval:
 - (a) The Board shall consider the preliminary plat and the Department recommendations. If satisfied that all objectives and requirements of this Section have been met, the Board may approve the preliminary plat and the Secretary of

the Board shall stamp a notation of approval on the copy retained in the permanent Board file.

- (b) If the plat is generally acceptable, but requires minor revision before proceeding with the technical review step, the Board may grant conditional approval and the required revisions will be noted in the minutes of the meeting. At the direction of the Board, the plat may be given approval subject to the revisions in accordance with the stated conditions and reviewed by the Department.
 - (c) If the Board finds that the plat requires major revision or if a plat is rejected, the application for preliminary plat approval may be continued pending revision or resubmittal for the same tract or any part thereof, and shall follow the aforementioned procedure.
5. Significance of Preliminary Approval: Preliminary approval constitutes authorization for the subdivider to proceed with submittal to the Technical Review Committee, prior to preparation of the final plat and the engineering plans and specifications for public improvements. Preliminary approval is based on the following terms:
- (a) Subject to the basic approval: The basic conditions under which preliminary approval of the preliminary plat is granted will not be substantially changed prior to the expiration date.
 - (b) Twelve (12) month approval with extensions: Approval is valid for a period of twelve (12) months from the date of Board approval. Requests can be made for one (1) year extensions up to a total of not more than three (3) years from the original date of approval. Extensions of the preliminary plat approval may be granted by the Board upon receipt of a letter from the subdivider prior to the expiration date.
 - (c) Not authority to record: Preliminary approval, in itself, does not assure final approval of the plat nor continuation of the existing zoning requirements for the tract or its environs, nor does it constitute authorization to record the plat.

(D) STAGE III -- SUBDIVISION TECHNICAL REVIEW:

1. Submittal Requirements: The following information is required as part of the technical review submittal and shall be shown graphically, by note, or by letter and may comprise several sheets showing various elements of the required data. All mapped data for the same plat shall be drawn at the same standard engineering scale, adjusted to produce an overall drawing of 24" x 36" and in conformance with requirements contained in the Engineering Procedure Manual.
- (a) The applicant may use more than one (1) sheet if necessary, using one (1) of the standard engineering scales. In cases of multiple residence PAD's, the scale shall be not less than 1" = 40' to the inch, providing sufficient detail to illustrate the subdivider's intent.
 - (b) Required copies of the approved site plan and elevations accompanying the submittal shall also comply with the maximum sheet size of 24" x 36".

2. Twenty (20) copies/sets of the approved preliminary plat are required. In cases of PAD's (residential, office, commercial or industrial), or whenever a 'DMP' or "site plan" has been reviewed and approved by the Board, the Design Review Board (DRB) and City Council, twenty (20) copies of the approved site plan, typical floor plans and elevations, shall be submitted.
3. Identification and Descriptive Data:
 - (a) The proposed subdivision name shall be clearly indicated, including the location by section, township and range with reference by dimension and bearing to a quarter section corner. The proposed subdivision name shall not duplicate any other recorded plat name within Maricopa County. The subdivision name should be carefully considered as it will become a part of the public record once a preliminary plat has been submitted.
 - (b) Subdivider/Developer's firm name, address, phone number and name of person to contact.
 - (c) Engineering, surveying, land planning or architectural firm name, address, phone number and the name and title of person to contact.
 - (d) Scale, north arrow (pointing up or to the right), and date of preparation including any subsequent revision dates.
 - (e) Location map with reference to main arterial streets.
4. Existing Conditions and Data: All subdivision submittals shall provide the following existing information by graphic representation or note.
 - (a) Topography by contours and spot elevations as related to U.S.C. & G.S. datum or approved equal. All datum shall be referenced to City datum. Contour intervals shall be shown on the same map as the subdivision layout and shall adequately reflect character and drainage patterns of the land. Spot elevations properly referenced to the above datum may suffice for sites of less than five (5) acres.
 - (b) Location of fences, existing structures, wells, wind machines, ditches (open or covered), washes, trees and all other features or characteristics that could have a bearing on the review.
 - (c) Location, frequency and extent of areas subject to flooding or storm runoff must be defined.
 - (d) Location, right-of-way and names of all platted streets, rail- roads, and utility rights-of-way of public record which may exist around the perimeter of the site boundaries, through or across it. Show any permanent structures that are to remain, including water wells and municipal or private utility lines within or adjacent to the tract or subdivision. Show all driveways, streets and median openings within 325' of any proposed driveway or street intersection on the opposite side of the perimeter streets.

- (e) Name, book and page number of any recorded subdivision adjacent to or having common boundaries with this plat.
 - (f) Base zone of the subject and adjacent tract, the zoning case number (e.g. Z90-1), the Design Review Board case number and any variances that may have been approved by the Board.
 - (g) Gross acreage of subject tract. Do not include previously dedicated rights-of-way in this figure.
 - (h) Boundaries and dimensions of the tract to be subdivided shall be fully dimensioned.
5. Proposed Conditions and Data: All subdivision submittals shall provide the following proposed information by graphic representation or note.
- (a) Layout of proposed streets and alleys, giving widths, preliminary curve data, curve lengths, and proposed street names based on existing projected alignments wherever possible.
 - (b) Typical lot dimensions, dimensions of all corner lots, lots on curvilinear sections of streets, and all lots where the number of sides exceed four (4). Number each lot individually and give the total number of lots. Where plats will consist of a number of units/phases, utilizing the same subdivision name, the lot numbering shall be consecutive through the total number of lots in all units.
 - (c) Designation of all land to be dedicated or reserved for a park, retention basin, school, well site, substation, sewer lift station, reservoir, water pump station or other public or private uses.
 - (d) If multiple uses are planned (multiple residential, commercial, industrial, office), such areas shall be clearly designated, together with existing zones and proposed zoning changes if any.
 - (e) Building setback lines for a typical lot. Where there are lots with more than four (4) sides or whose shape may be considered atypical, show all setbacks.
6. Proposed Utility Systems:
- (a) Show method of sewage disposal (a statement as to the type of facilities shall appear on the preliminary plat). Also show the preliminary sewer layout indicating line sizes with invert elevations, manhole locations, cleanouts, slopes and depths.
 - (b) The preliminary layout of the water system shall be shown, indicating fire hydrants, valves, meter vaults, water line sizes and locations.
7. Proposed drainage and grading concepts:
- (a) Preliminary calculations and layout of the proposed storm drainage system based on a one hundred (100) year storm of two (2) hours duration. Design shall be such that water from streets, lots and alleys shall be retained on-site until the peak of the storm passes. Two (2) sets of calculations shall be submitted at the time of

technical review for analysis by the Building Safety Division and review by the Flood Control District. Calculations shall be typed on separate letter sized sheets with any necessary maps attached.

- (b) The site cannot be cut or filled in excess of two feet (2') adjacent to any street, canal, or adjoining site, etc. unless otherwise approved.
8. Filing Fee: The subdivider shall, at the time of filing, pay to the Department a filing fee as prescribed in the most recent Mesa Schedule of Fees and Charges. The filing fee shall also cover filing of an amended or revised preliminary plat handled as the same case. If preliminary plat approval expires prior to application for final approval, the plat shall be resubmitted for preliminary plat approval as a new case and the subdivider shall be required to pay a new fee.

(E) STAGE IV -- FINAL PLAT:

This stage includes the final design of the subdivision, engineering of public improvements, and submittal by the subdivider of improvement plans to the City Engineer or the Building Safety Division for approval, including the submittal of the final plat for review and action by the City Council.

- 1. Final Plat Preparation: The final plat shall be prepared in accordance with requirements set forth in this section and shall conform to the approved preliminary plat.
- 2. Zoning: Zoning of the tract shall permit the proposed use. Any rezoning necessary shall have been adopted by the Council prior to filing of the final plat.
- 3. Prefinal Review: The subdivider shall file with the Community Development Department two (2) full-size (24" x 36") blue or black line copies of the final plat for conventional subdivisions and three (3) copies for PAD's, commercial, office and industrial centers together with a letter of transmittal, indicating "prefinal review requested". This review can take place anytime following the technical review stage. The Department, upon receipt of the prefinal plat submittal, shall review the plat for conformity to the approved preliminary plat, transferring the second copy to the Building Safety Division for their review and approval for conformance to requirements of the Subdivision Regulations, Technical Review Committee requirements and the engineering plans.
 - (a) Discrepancies, errors and omissions, are noted on the prefinal copies and returned to the subdivider or his representative for correction. When corrections are minor, the Department shall give notification of the next City Council meeting date and its associated cut-off date. When corrections or discrepancies are of major importance or of a significant nature, the Department staff may require a second review prior to scheduling the plat for Council action.
 - (b) The subdivider shall make all required corrections prior to submitting for Council action. The submittal shall include one (1) 8½" x 11" PMT of all sheets in the set and one (1) full-sized, 24" x 36" set of blue or black line paper prints to the Department, along with a letter of transmittal requesting to be scheduled for Council approval.

(F) INFORMATION REQUIRED FOR FINAL PLAT SUBMITTAL:

- 1. Method and medium of presentation: The final plat shall be drawn in ink on linen, polyester ("mylar") or other approved material, measuring 24" x 36" with a left hand margin of 2" and be drawn to an accurate engineering scale from an accurate survey.

In no case shall the scale exceed 200' to the inch.

2. Identification Data Required:

- (a) A title which includes the name of the subdivision and its location by number of section, township, range and county.
- (b) Name, address and registration number of the seal of the registered land surveyor preparing the plat.
- (c) Scale, north arrow, and date of plat preparation.

3. Survey Data Required:

- (a) Boundaries of the tract to be subdivided shall be fully balanced and closed, showing all bearings, distances and mathematical calculations, determined by an accurate survey in the field. The surveyor/engineer of record shall also provide a copy of the computer closure, properly stamped and signed showing registration number. All dimensions shall be expressed in feet and decimals thereof.
- (b) Any excepted parcel(s) within the plat boundaries shall show all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
- (c) Location and description of cardinal points to which all dimensions, angles, bearings, and similar data on the plat shall be referenced. Each of two (2) corners of the subdivision traverse shall be tied by course and distance to separate section or quarter section corners.
- (d) Location of all physical encroachments upon the boundaries or the tract.

4. Descriptive Data Required:

- (a) Name, right-of-way lines, courses, lengths, and width of all public streets, alleys, pedestrian ways, and utility easements; radii, points of tangency, curve lengths, and central angles of all curvilinear streets, alleys and intersection corners.
- (b) All drainageways, earth fissures or other natural features shall be shown on the plat. The rights-of-way of all major drainageways shall be dedicated drainage easements or right-of-way as determined by the Engineering Division.
- (c) All easements for right-of-way provided for public services or utilities and any limitations of the easements. The following notations shall be placed on all final plats: "Construction within easements, except by public agencies and utility companies, shall be limited to utilities, and wood, wire, or removable section type fencing."
- (d) Location, dimensions and square footage of all lots.
 - 1) All residential lots shall be numbered by consecutive numbers throughout the plat. "Exceptions", "tracts", and "common open space" shall be so designated, lettered, or named and clearly dimensioned. Ownership and maintenance responsibility for common open space areas shall be indicated on the plat.

- 2) Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the City with the use clearly indicated.
- 3) Location of all adjoining subdivisions with date, book, and page number of recordation noted, or if unrecorded or unsubdivided, so noted.
- 4) Any deed restrictions or restrictive covenants required or to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be submitted as a part of the total recording submittal.

5. Dedication and Acknowledgement:

- (a) Where rights-of-way are required to be dedicated under the provisions of 9-8-3(D), they shall be made prior to the issuance of a building permit, rights-of-way permit or pursuant to the recording of a subdivision plat.
- (b) Dedication: Statement of dedication of all streets, alleys, drainage retention basins and drainage ways, pedestrian/bicycle ways, and easements for public use, including sanitation, fire and other emergency related vehicles, executed by the person holding title of record, by persons holding titles as vendees under land contract, by spouse of said parties, lienholders and all other parties having an interest in the property. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written location by section, township, and range of the tract. If the plat contains private streets, the public easement which shall be reserved shall include the right to install and maintain utilities in the private street, including refuse collections, fire and other emergency services.
- (c) Acknowledgment of dedication: Execution of dedication acknowledged and certified by a notary public.

6. Required Certification:

- (a) Certification by the registered land surveyor preparing the plat that the plat is correct and accurate and that the monuments described in it have either been set or located as described. All maps shall contain the seal of a registered land surveyor, as per Arizona Revised Statutes (ARS).
- (b) Certification by the City Engineer of plat approval and that the plat lies within the domestic water service area of the City of Mesa, designated as having an assured water supply in accordance with Arizona Revised Statutes, and that all engineering conditions and requirements have been complied with. In cases of private water companies, the owner of the private water company shall sign the assured water supply statement.
- (c) Certification by the City Clerk of the date the map was approved by the Council. When the certificate of approval by the Council has been transcribed on the plat, the Engineering Department shall retain the recording copy until the City Engineer certifies that the subdivision has an assured water supply; has been staked; that the engineering plans have been approved; computer closure of the plat has been received; for residential subdivisions that the off-site letter of assurance, along with the Engineer's estimated cost of said improvements has been received; and that any drainage or other restrictive covenants have been signed, notarized and received from the subdivider.
- (d) The City shall then cause the final plat to be recorded in the office of the County

Recorder.

- (e) Certificate of recordation by the County Recorder is caused to be placed on the recording copies and filed in the office of the County Recorder. (Copies with book and page number can be requested by the subdivider for the County's standard fee).
7. Applications for preliminary plats and final plats shall be made in the office of the Community Development Department on a form provided therefore and shall be accompanied by a fee as prescribed in the most recent Mesa Schedule of Fees and Charges.

The filing fee shall also cover filing of an amended or revised preliminary plat handled as the same case. If preliminary plat approval expires prior to application for final approval, the plat shall be resubmitted for preliminary plat approval as a new case and the subdivider shall be required to pay a new fee.

SUBDIVISION APPROVAL FLOW CHART

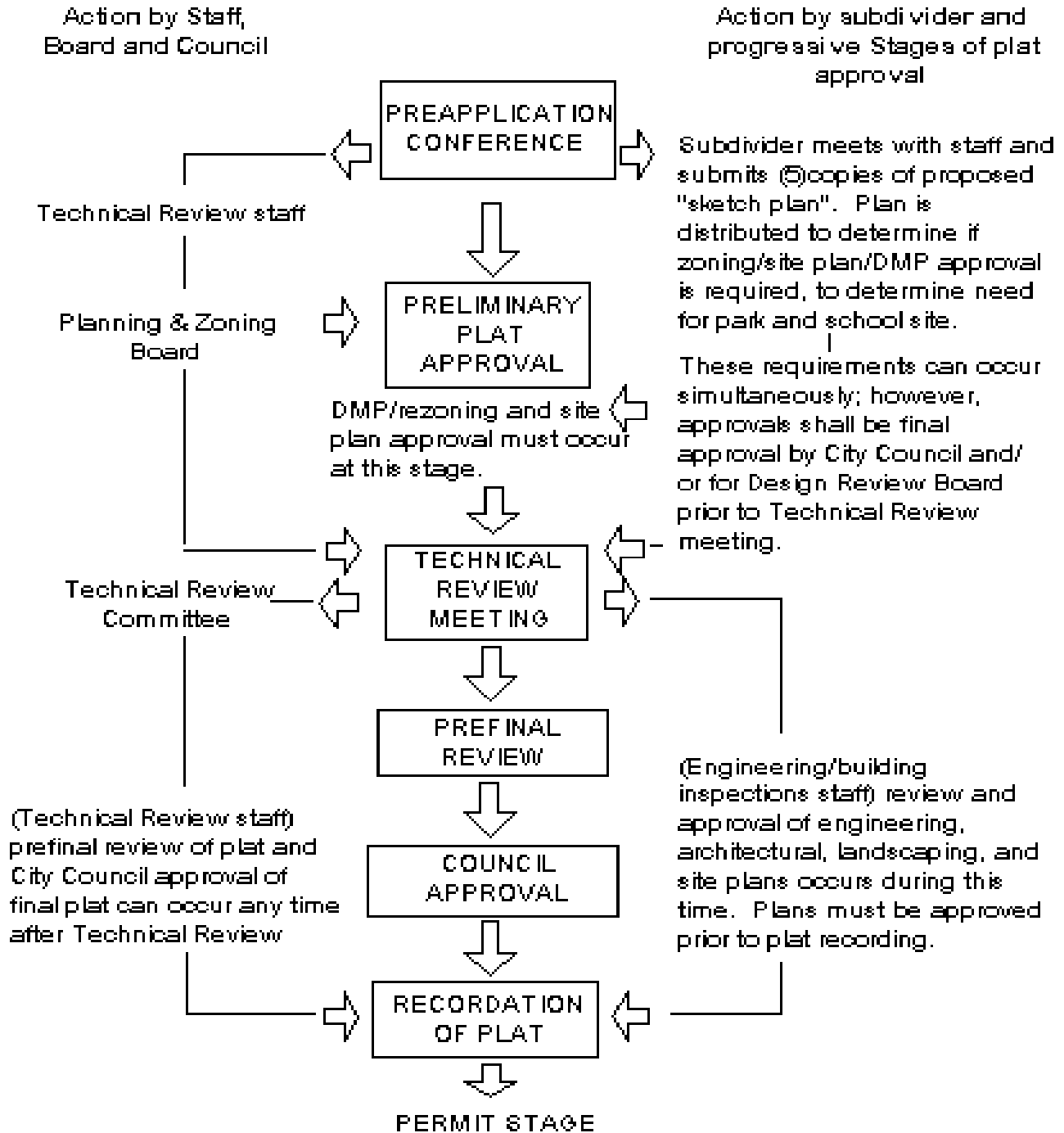


FIGURE 1

