



# Platting Procedure

## Subdivision Process Overview

### **Important Note**

Please note that all applications and fees must be submitted electronically via the City of Mesa's DIMES portal. To set up an account visit: <http://mesaaz.gov/business/development-services/planning>

Click on the dimes logo to get started:



For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Incomplete applications will NOT be accepted.

## **Pre-Submittal Conference**

A Pre-Submittal Conference meeting is required prior to filling an application for a Preliminary Plat.

- City staff will review the proposed subdivision and provide preliminary feedback and comments.
- Applicants will then have the option to attend a pre-submittal conference to discuss the provided comments. At this meeting Planning Division staff will review the development options, planning issues, guidelines, and Code requirements with the applicant.

## **Preliminary Plat**

Application for a Preliminary Plat may be submitted at any point after the pre-submittal conference has been completed. Completed applications shall be submitted and applicable fees paid to the Development Services Department in accordance with the Preliminary Plat application guidelines. The applicant is responsible for the accuracy and completeness of all information submitted to the City.

- City staff will review the plat for compliance with all appropriate City standards, codes, specifications, and requirements.
- The subdivision shall be designed to meet the specific requirements of the zoning district within which it is located. In the event that rezoning is deemed necessary, the rezoning shall be initiated by the property owner or authorized agent, heard and considered by the Planning & Zoning Board and approved by City Council prior to or concurrent with the preliminary plat approval.
- Once, all review comments have been addressed the item will be scheduled for the next Planning & Zoning Board hearing.
- The Planning & Zoning Board shall consider the Preliminary Plat and the staff recommendations. If satisfied that all objectives and requirements have been met, the Board may approve the Preliminary Plat.

## **Final Plat**

Preliminary Plat approval is valid for 12 months from the date of Planning & Zoning Board approval. Application for a Final Plat may be submitted at any point within the 12-month period following Preliminary Plat approval.

- The Final Plat shall substantially conform to the approved Preliminary Plat, and shall be in compliance with all appropriate City standards, codes, specifications, and requirements.
- Final Plats with related improvement plans must be submitted concurrently. Improvement plans are uploaded as a separate building permit application and reviewed by engineering for consistency with the Final Plat.
- Once all reviews comments have been addressed, the item will be scheduled for the next available City Council hearing. Council approval is a formality, no notice is sent to the applicant of this action unless it is a denial. Attendance by the applicant/applicant representative at the City Council meeting is optional.
- Once City Council approval is obtained the applicant will prepare the Final Plat for recordation and submit the plat to the Planning Division. The plat will be routed to the Mayor, City Clerk, and City Engineer for signature and attesting. Planning staff will verify with the Development Services staff that the subdivision improvement plans have been approved prior to the plat being sent to the Real Estate Services Division for recordation. Once recorded, the plat will be returned to the engineer of the record.