



LA PAZ COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

1112 Joshua Avenue – Suite 202, Parker, AZ 85344

(928) 669-6138 – FAX (928) 669-5503 – (888) 526-8685

APPLICATION FOR SUBDIVISION

Tentative Plat \$2,200; Final Plat \$3,300

Amendment to Plat \$550; Waiver \$550

Fire Plan Review \$110

Docket Number:

To be completed by the Community Development office

REQUEST (check one)	* Tentative Plat	Final Plat	Re-plat
---------------------	------------------	------------	---------

* The preliminary plat must follow all guidelines specified in the La Paz County Subdivision Regulations pursuant to Section 4.4.

* Upon submitting the preliminary plat, 1 copy must be included with the application.

Subdivision Name:	
Number of Lots:	Density (gross):
Current Zone:	Requested Zone:
Description (type) of subdivision:	
Addressing / Parcel Request:	
Existing use of the property:	

PROPERTY INFORMATION:			
General location (include nearest city/town):			
Site Size – Gross Acres:			
Legal Description: Section:	Township:	Range:	Flood Panel/Zone
Assessor's Parcel Number:			
Address (if known):			

Applicant/Subdivider – Name:		Contact:
Address:		
City:	State:	Zip Code:
Phone #:	Fax #:	

Engineer – Name:		
Address:		
City:	State:	Zip Code:
Phone #:	Fax #:	

Property Owner – Name:		
Address:		
City:	State:	Zip Code:
Phone #:	Fax #:	

SIGNATURE OF OWNER(S):	Date:
-------------------------------	-------

All signatures must be the legal owner(s) of the parcel and all signatures must be notarized.

Subscribe and Sworn to before me in my presence this	day of	, 20	County	State
Signature of Notary Public	My Commission expires the			
	day of	, 20		

(Notary Seal)

Agent's Name:
Agent's Mailing Address:
Agent's Telephone Number:

Home

Work

Fax

ARTICLE IV TENTATIVE MAPS

SECTION 4.1 PRELIMINARY STEPS

1. The initial action in the development of a subdivision located in the unincorporated territory of the County of La Paz shall be in the preparation of a tentative map.
 - a. The size of the tentative maps shall be drawn in multiples 8 inches by 12 inches and shall be drawn to 50, 60, 100, and 200 foot to the inch to scale, whichever is most appropriate to clearly present necessary details.
 - b. The subdivider shall comply with the provisions of Arizona Revised Statute 9-474 with respect to any adjacent city.
 - c. The subdivider shall file 14 copies of the tentative map or maps in the office of the Planning Department.
 - d. The tentative map or maps shall show or be accompanied by such data as are specified in Sections 4.2 through 4.5.

SECTION 4.2 TRACT NUMBER

1. Prior to filing a tentative map of a subdivision, a tract number or number shall be obtained from the Department of Public Works for which the Department of Public Works shall collect a fee, per Fee Schedule attached. The fee collected shall be paid into the General Road Fund. Any such number not used within two years shall become null in void.
2. The Department of Public Works shall maintain a permanent record of all tracts numbers.
3. When a number or numbers shall have been assigned by the Department of Public Works for the subdivision of a particular parcel or contiguous parcels of land, the subdivider shall place same upon each tentative map of the subdivision. Neither the number nor numbers issued shall thereafter be changed or altered in any such manner upon the tentative map of the subdivision.

SECTION 4.3 IDENTITY OF SUBDIVIDER

1. When applying for a tract number, the subdivider shall certify IN WRITING to one of the following:
 - a. That he is the record owner of the property.
 - b. That the record owner of the property consents to the filing of the map.

SECTION 4.4 INFORMATION REQUIRED

1. The following information shall be delineated on the tentative map except those items determined by the Staff as not being pertinent to a particular tract.

Tentative & Final Regs

- a. Tract number, title of map, and legal description of the property.
- b. Name and address of owner and subdivder.
- c. Name and address of person preparing map.
- d. Approximate acreage and overall dimension.
- e. North point, scale and date.
- f. Subdivision boundary line and vicinity map.
- g. Tract numbers, names, book and page number of adjoining subdivision.
- h. Names, locations and widths of adjacent streets.
- i. Identifying landmarks and existing structures, both above and below ground.
- j. Names, locations and widths of proposed streets.
- k. Approximate grades of proposed and existing streets.
- l. Streets and rights-of-way providing permanent access to the property.
- m. Excavations within 200 fee of the subdivision.
- n. Approximate radii of curves.
- o. Widths of alleys and easements.
- p. Names of utility companies and locations of existing and proposed public utilities.
- q. Elevations of sewer at proposed main connections.
- r. Existing culvers and drain pipes.
- s. Water courses and channels including proposed facilities for control of storm waters.
- t. Land subject to overflow, inundation's or flood hazards.
- u. Railroads and other rights-of-way.
- v. Lands and parks to be dedicated to public use.
- w. Dimensions of reservations.
- x. Proposed lot lines and approximate dimensions.

- y. Adjoining property and lot lines.
- z. Contours with maximum interval as follows:

<u>Slope</u>	<u>Interval</u>
0 – 2%	2 feet
3 – 9%	5 feet
10% plus	10 feet

Copies of U.S.G.S. Maps are not acceptable

- aa. Existing use of property immediately surrounding tract.
- bb. Source of water supply.
- cc. Method of sewage disposal.

SECTION 4.5 SUPPLEMENTARY INFORMATION

- 1. Reports and written statements on the following matters shall accompany the tentative map.
 - a. Subdivision development plan when the subdivision is larger than 40 acres or is developed in phases.
 - b. A written statement from the La Paz County Health Officer stating that:
 - i. A water company under permit has agreed in writing to serve all lots in the subdivision, or
 - ii. The subdivider has an acceptable application for a water company permit on file with the State Department of Public Health or,
 - iii. The subdivider has agreed in writing to form a domestic water company to serve the subdivision; the method by which the operation and maintenance will be accomplished and financed.
 - c. A written statement from the La Paz County Health Officer stating the type of Solid Waste Disposal and Sewage Disposal that will be permitted. To aid in this determination of the Health Officer will require soil percolation tests or pertinent information.
 - i. If sanitary sewer facilities and a sewage disposal plant are proposed, the method by which the operation and maintenance will be accomplished and financed.
 - d. Type of street improvement.
 - e. Utilities to be installed.
 - f. Proposed method of control of storm waters, including data to grade and dimension.

- g. Protective covenants proposed to be recorded.
- h. If private streets or other ways of necessity are proposed, the method by which their maintenance will be accomplished and financed.
- i. Proposed tree planting if within public rights-of-way.
- j. Where the minimum lot size of all lots are in excess of one net acre in the area the subdivider shall not be required to have a water company under permit or to furnish a statement of quantity and quality any wells existing on the property or the estimated cost and feasibility of drilling wells if none exist.
- k. The name and address of the Professional Engineer who will provide the Certification of Completed Improvements and Inspection pursuant to Section 7.6 and Section 8.11 (b) of these Regulations.
- l. A written statement from the superintendent of Streets stating that the proposed subdivision is not encumbered by County Improvement District assessments, or if the proposed subdivision is not encumbered by County Improvement District assessments, the method by which the assessment break out for the individual lots will be accomplished.

SECTION 4.6 INFORMATION FORM

- 1. The Planning Director may prepare a Subdivision Information Form which shall be completed by the subdivider and shall accompany each tentative map and with shall be the purpose of:
 - a. Providing and clarifying the information required to be shown on or to accompany the map.
 - b. Determining whether the subdivision conforms to all Standards of Subdivisions Design as delineated in Article III
 - c. Expediting the processing of the map.

SECTION 4.7 MAP CHECKING FEE

The tentative map shall be accompanied by a map checking fee. The map checking fee shall be shown on a separate Fee Schedule as determined by the Board of Supervisors.

SECTION 4.8 FEES FOR FLOOD PROTECTION STUDIES

- 1. The tentative maps shall be accompanied by a Flood Protection Study Fee. The Flood Protection Study Fee shall be shown on the Fee Schedule as determined by the Board of Supervisors.
- 2. The Chief Engineer of the County Flood Control District shall determine the peak discharge for which flood channels must be designed. The Chief Engineer shall consult and confer with the subdivider or his representative as to solution of any flood control and drainage problems in

said subdivision. He shall also determine and advise the Planning Commission through the Subdivision Committee, what land within the subdivision is subject to flooding or flood hazard and recommend conditions to be imposed for approval of the tentative map, with reference to flood control and drainage features. He shall furnish a flood hazard report to subdivider and such governmental agencies as may be required.

SECTION 4.9 DATE OF FILING

The date of filing a tentative map shall be fixed as the date on which all of the maps and information required by the Subdivision Ordinance have been filed, as determined by the Staff, and the required fees have been paid.

SECTION 4.10 CORNER STAKES

Upon filing of a tentative map, the subdivider shall immediately place a conspicuous stake and flag at each corner, angle point to curve point of the property proposed to be subdivided. Said stakes shall extend at least three feet above the ground except where the corner is on a roadway.

SECTION 4.11 MAP DISTRIBUTION

Upon filing with the Commission of the required number of copies of the tentative map, one copy thereof shall be immediately forwarded to each member of the Subdivision Committee and to each of the following as may be concerned: The Division of Highways; any municipal, utility, community service, school or other duly authorized district; and to any utility company serving the area with its facilities. The Staff may change the area with its facilities. The Staff may change the number of copies required to be filed as may be necessary.

SECTION 4.12 REPORTS

1. The officials shall review the plat for matters within their jurisdiction and promptly report their recommendations in writing to the Planning Director who shall check the map for conformity to the Article.
 - a. The failure of any officer, department, municipality, district, or agency to report to the Commission in writing within 30 after transmittal of the tentative map shall be deemed as an approval, except that an additional five days shall be granted upon the written request of any duly authorized person or agency.
2. The Planning Director shall submit the recommendations to the Commission at a meeting thereof not later than sixty (60) days after the date of filing of the tentative plat.
 - a. The subdivider or his agent, and his engineer shall be present at the meeting. The subdivider's engineer may act as agent.

SECTION 4.13 COMMISSION ACTION

1. Within sixty (60) days after the Date of Filing, the Commission shall APPROVE, CONDITIONALLY APPROVE, OR DISAPPROVE said map unless it has extended the time by agreement with the Subdivider.
 - a. The action of the Planning Commission shall be noted on two (2) copies of the Tentative Plat. Conditions resulting in conditional approval or disapproval will be noted and referenced. One copy will be returned to the subdivider and the other retained for the Planning Commission's Records.

SECTION 4.14 APPEALS (NO DATA, DELETED)

SECTION 4.15 TIME LIMITS

The time limits for acting and reporting on tentative maps as specified in this Article may be extended by mutual consent of the Subdivider and the Board, Appeal Board or Commission as the case may be. If no action is taken within these time limits, the tentative map as filed shall be deemed to be approved and it shall be the duty of the Planning Director to certify the approval.

SECTION 4.16 TENTATIVE MAP REQUIRED RE-SUBDIVISION

A tentative map showing data and information required by this Article shall be required when the re-subdivision of a lot, lots, tracts or parcels previously recorded as a subdivision or portion of a subdivision resulting in three or more additional lots, tracts or parcels.

SECTION 4.17 RE-FILING FOLLOWING DISAPPROVAL

In the event that a tentative map is disapproved by the Commission, a new tentative map of the same area or portion thereof may be filed within six months of the date of disapproval upon payment of one-half of the original fee.

ARTICLE V BOUNDARY SURVEY

SECTION 5.1 BOUNDARY SURVEY

1. Before the final map of a subdivision will be accepted by the Department of Public Works for checking, the subdivider shall submit and obtain approval by the Department of Public Works of a map showing:
 - a. A boundary survey of the subdivision, including all courses and distances necessary to compute a closure.
 - b. Sufficient data to prove the method by which the boundary was determined, including a description of all corners found and/or set, adjoining maps or property lines and records.
 - c. The map shall be legibly drawn and a reproducible copy furnished to the Department of Public Works.

Tentative & Final Regs

- d. The administration of this section shall be by published policy of the Department of Public Works.
- e. The Department of Public Works may determine that a boundary survey is not required in all subdivision submittals. Variance from compliance with this article must be obtained in writing by the Department of Public Works. (NOTE Board has determined that above survey shall be required.)

ARTICLE VI FINAL MAPS

SECTION 6.1 FINAL MAPS

1. After approval of a tentative map by the commission, the subdivider may, within one year, cause a final map of the subdivision or any part thereof to be prepared in accordance with a completed survey of the subdivision and in compliance with the approved tentative map within the provisions of this ordinance.
2. The survey and final map shall be made by a registered Civil Engineer or licensed Land Surveyor who shall set sufficient durable monuments to conform with the Construction Standards Nos. 25 thru 25-E, so that another Engineer or Surveyor may readily retrace the survey. He shall also set such additional monuments as may be required by the County Engineer.

SECTION 6.2 CONFORMANCE TO STANDARDS OF DESIGN

The final map shall conform in all respects to the Standards of Design set forth in Article III of this Ordinance, unless any nonconformance has been specifically shown on the approved tentative map and approved in the conditions of approval attached.

SECTION 6.3 STREET NAMES (Amended June 21, 1993)

Streets shown on the final map shall be named as approved by the Planning Commission, and shall be assigned according to the requirements of the adopted La Paz County and House Numbering System.

SECTION 6.4 REQUIREMENTS

1. The final map shall be clearly and legibly delineated upon tracing material or acceptable equality. All lines, letter, figures, dedications, certificates, acknowledgments, and signatures shall be made in black, water-proof 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.
2. Each final map shall bear the tract number as assigned by the Department of Public Works which shall be followed by a subtitle consisting of a general description of all the property being subdivided.

3. 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 shall be set forth on each sheet.
4. The tract number, scale, north point and sheet number shall be shown on each sheet of the final map. The scale shall be 50, 60, 100, and 200 feet to the inch.
5. A statement labeled "Map Note" 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 Department of Public Works to be necessary.
6. The boundary line of a subdivision shall be indicated by a border of light blue ink approximately one-eighth (1/8) of an inch wide applied on the reverse side of the tracing and inside such boundary line. Such ink shall be on such density as to transfer to a blue line print of such map and not obliterate any line figures, or other data appearing on such map.
7. Surveys made in preparation of final maps shall be made 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 of perimeter.

SECTION 6.5 DATA REQUIRED

1. The following additional data shall be shown on each final map.
 - a. Dates of survey and preparation of map.
 - b. Locations and names, without abbreviations, of all proposed streets and alleys; proposed public areas and easements; adjoining streets.
 - c. Dimensions of all lots; lots containing one acre or more shall show net acreage to the nearest hundredth of an acre. Ditto marks shall not be used.
 - d. 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 or a curve; the width of each street, the width of the portion being dedicated and the width of existing dedication.
 - e. Sufficient data to determine readily the bearing and length of each line.
 - f. Suitable primary survey control points.
 - g. Ties to and recording references to adjacent subdivisions as appropriate.
 - h. Centerline data, width and side lines of all easements to which the subdivision is subject. Distances bearings on the side lines of lots which are cut by an easement shall be so shown as to indicate the actual lengths of the 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 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.

- i. Clear indication of stakes, monuments or other evidence on the ground to determine the boundaries of the subdivision.

SECTION 6.6 CENTERLINES AND BOUNDARIES

Wherever 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 references 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 and county boundaries adjoining the subdivision.

SECTION 6.7 LOT NUMBERS

1. 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. Lots used for streets, alleys or recreational purposes shall be lettered. (Adopted June 21, 1993). The developer's engineer shall assign and show the correct "house numbers" for each lot, based upon the location of the midpoint of the front lot line at the street right of way line. The "house numbers" shall be assigned to the adopted La Paz County Street and House Numbering System.

SECTION 6.8 SUPPLEMENT DATA

1. The final map shall be filed for checking in the office of the Department of Public Works and shall be accompanied by the following:
 - a. Five positive prints thereof, which shall be distributed as follows:
 - i. Two to the Department of Public Works, on one of which shall be shown all structures above and below ground.
 - ii. One to the Planning Commission.
 - iii. One to the Health Officer.
 - iv. One to the appropriate flood control agency.
 - b. Plans and specifications of the proposed improvements, together with the necessary guarantees such as posting of performance bonds, assurances or such other security as may be appropriate and necessary to assure the installation of required street, flood control, sewer, electric and water utilities, drainage, flood control and improvements meeting adopted County Construction Standards & Specifications (Section 8.13).
 - c. 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 proposed to be established and for their amendment.

- d. Original and three positive prints of a map showing the proposed water distribution system, signed by an executive of the water company or companies which will supply and deliver the water. The distribution system shall comply with all applicable State and County regulations.
- e. Written statements from the utility companies that they have examined the final map as appropriate.

SECTION 6.9 FEES

1. The Department of Public Works shall charge a plan checking fee for the final map. Said fee shall be paid into the General Road Fund of the County, as per Fee Schedule.
2. The fee shall be paid at the time the final map is first submitted to the Department of Public Works for checking.

SECTION 6.10 CHECKING

After issuance of a receipt for the final map and accompanying supplementary data, the Department of Public Works shall examine it as to sufficiency of bonds or other assurances, affidavits and acknowledgments, correctness of surveying data, mathematical data and computations and such other matters as require checking to insure compliance with the provisions of the Subdivision Ordinance.

SECTION 6.11 TAXES AND ASSESSMENTS

Prior to the filing of the final map with the Department of Public Works, the subdivider 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 that taxes or special assessments not yet due and payable.

SECTION 6.12 EXTENSION OF TIME

1. Upon application of the subdivider, an extension for submission of the final map of one year may be granted by the Commission. In the event the Commission denies a subdivider's application for extension, the subdivider may appeal to the Board.
2. Failure to record a final map within one year from the approval, conditional approval, or an extension of approval of the tentative map, granted by the Board or Commission may approve an additional extension of time for recording the final map if circumstances exist beyond the control of the subdivider.

SECTION 6.14 EXTENSION OF MAP APPROVAL

Any application of a Subdivider for such extension of time for the recording of a final tract map shall be made in writing to the Board not less than 30 day prior to the expiration of one year allowed. All persons appearing as owners on the subdivision map shall execute the request for extension.

SECTION 6.15 RE-SUBDIVISION FINAL MAP

A final map showing data required by Section 6.5 shall be required when the re-subdivision of a lot or lots, tracts, or parcels previously recorded as a subdivision plat or portion of a subdivision plat results in three or more additional lots, tracts or parcels.

SECTION 6.16 REVERSION TO ACREAGE MAP

1. Maps filed for the purpose of reverting subdivided lands to acreage shall be conspicuously marked under the number: "The Purpose of This Map is a Reversion to Acreage".
2. Procedures and certificates for the purpose of Reversion to Acreage may be obtained from the Department of Public Works or the Planning Department.

SECTION 6.17 FAILURE TO PROCEED

Failure of the subdivider to initiate and proceed with the construction of off-site improvements within one year of recording of the final map shall terminate all proceedings. The Board shall consider and extension of the time limit for initiation and proceeding with off-site improvements if circumstances exist beyond the control of the subdivider.

SECTION 6.18 APPROVAL

1. When the final map is found to be in the correct form and the certificates, acknowledgments and the improvement assurances shown thereon are sufficient, the Department of Public Works shall endorse their approval thereon and transmit it, together with the plan for maintenance of any private streets, ways and easements, to the Secretary of the Commission, or return the final map to the subdivider together with a statement setting forth the reasons for its return.
2. The Secretary of the Commission shall transmit the final map to the Board of Supervisors within 20 days from the time said final map and all documents required to accompany said map have been submitted to him by the subdivider for approval, unless he disapproved such map.