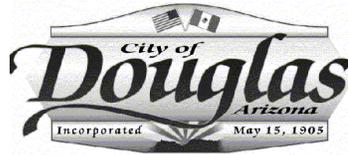


# Community Development Department

## PLANNING AND ZONING DIVISION



### SUBDIVISION PLAT APPLICATION

**BEFORE FILING THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH COMMUNITY DEVELOPMENT DEPARTMENT TO DISCUSS YOUR APPLICATION REQUEST. THIS MEETING MUST OCCUR AT LEAST ONE WEEK PRIOR TO FILING THIS APPLICATION. STAFF WILL DETERMINE IF THIS APPLICATION IS NECESSARY AND PROVIDE YOU INFORMATION ON THE PLANNING DIVISION'S POLICIES AND PROCEDURES, AS NECESSARY.**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AT THE FRONT COUNTER. ALL APPLICATIONS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT COUNTER MUST HAVE ALL FORMS AND DOCUMENTS COMPLETED AS STATED IN THE PACKET AND AS REQUESTED BY THE CITY.**

### SUBDIVISION PLAT PROCESS

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1. SUBDIVIDER MEETS WITH THE DEPARTMENT; DEPARTMENT ANALYZES PROPOSAL AND ADVISES SUBDIVIDER OF PLATTING PROCEDURES AND REQUIREMENTS.
2. SUBDIVIDER PREPARES PRELIMINARY PLAT, FILES APPLICATION FOR APPROVAL WITH DEPARTMENT AND PAYS FILING FEES.
3. DEPARTMENT REVIEWS PLAT, FIELD CHECK, AND TRANSMITS THE PLAT TO OTHER REVIEWERS.
4. NOTIFICATION TO PROPERTY OWNERS AND PUBLIC, POSTED 15 DAYS PRIOR TO MEETING
5. STAFF RECOMMENDATION OF PRELIMINARY PLAT TO PLANNING AND ZONING COMMISSION
6. PLANNING AND ZONING COMMISSION'S DECISION ON THE PRELIMINARY PLAT.
7. SUBDIVIDER PREPARES FINAL PLAT AND SUBMITS IT WITH THE CITY CLERK
8. CITY CLERK TRANSMITS THE FINAL PLAT TO THE DEPARTMENT.
9. DEPARTMENT REVIEWS PLAT AND TRANSMITS THE FINAL PLAT TO OTHER REVIEWERS.
10. STAFF RECOMMENDATION OF FINAL PLAT TO MAYOR AND COUNCIL
11. MAYOR AND COUNCIL'S DECISION ON THE FINAL PLAT.

12. UPON CITY COUNCIL APPROVAL, THE PLAT WILL BE READY FOR RECORDATION WITH THE COUNTY OF COCHISE, SUBJECT TO ANY AND ALL CONDITIONS PLACED ON THE PLAT BY THE PLANNING COMMISSION AND/OR CITY COUNCIL.

**APPLICATION REQUIREMENTS**

- A. Application form (1 copy), 10 copies of preliminary plat and required supporting data and filing fee. In addition, an ownership verification, application contact, and notification list must be submitted with the application. It is highly recommended that the applicant meet with City staff prior to filing the application.

**PRELIMINARY PLAT REQUIREMENTS**

a) Form and Scale:

Preliminary plat information shall be presented on one or more plan sheets with written data entered directly thereon or contained in letters attached thereto. All mapped data for the same plat shall be drawn at the same standard engineering scale, said scale having not more than one hundred (100) feet to the inch.

b) Identification Data:

- 1. Proposed subdivision name; location by section, township and drainage; reference by dimension and bearing to a section corner or  $\frac{1}{4}$  section corner.
- 2. Name, address and phone number of sub-dividers;
- 3. Name, address and phone number of person preparing plat;
- 4. Scale, north point and date of preparation, including any revision dates.

c) Existing Conditions Data:

- 1. Topography by contours, related to USGS survey datum or other datum approved by the Public Works Director, shown on same sheet as the subdivision layout. Contour interval shall usually be: two (2) feet for grades up to five (5) percent; five (5) feet for grades five (5) to ten (10) percent; and ten (10) feet for grades over ten (10) percent;
- 2. Precise location of water wells; washes and drainage ditches, including direction of flow; location and extent of areas subject to inundation and data regarding frequency of inundation;
- 3. Location, widths and names of all platted streets, alleys, utility right-of-way of public record; public areas, and permanent structures to be retained; within or adjacent to tract;

4. Name, book and page numbers of recorded plats abutting the tract or across a boundary street;
5. Dimensions of tract boundaries; acreage of tract.

d) Proposed Conditions Data:

1. Street layout, including location and width of all streets, alleys, crosswalks and easements; proposed names of streets;
2. Lot layout, including sealed dimensions of typical lots; width and depth of all corner lots and lots on street curves; each lot numbered consecutively; total number of lots;
3. Location, width and proposed use of easements;
4. Location, extent and proposed use of all land to be dedicated or reserved for public use;
5. Location and boundary of all existing proposed zoning classifications;
6. Draft of proposed deed restrictions.

e) Proposed Utilities:

All lots shall be provided public water supply and sanitary sewerage. Preliminary drainage calculations and layout of proposed storm drainage system shall be submitted, including location of outlets.

**NOTIFICATION LIST**

The applicant needs to provide staff with mailing labels, obtained from the Cochise County Assessor's Office, identifying the land owners within a 300 foot radius of the subject property, measured from the perimeter of the site proposed for Preliminary Plat approval

The City will mail letters, of the requested Preliminary Plat approval, to all property owners within 300 of subject property.

**FINAL PLAT SUBMISSION:**

Two final plats and (10) true copies thereof, together with the recordation fee, shall be filed with the City Clerk at least 21 days prior to the Council meeting at which the case is to be heard. The City Clerk shall record the date of filing and transmit the submittal to the department for review.

#### **FINAL PLAT REQUIREMENTS**

**a) Medium of Presentation:**

1. The final plat shall be drawn in India ink on linen, plastic, or other non-shrinking material on a sheet or sheets of 26" in width by 24" in height proportions.
2. The plat shall be drawn to an accurate scale having not more than one hundred (100) feet to an inch.
3. Copies of the final plat shall be reproduced in the form of blue line or blackline prints on a white background.

**b) Identification Data:**

1. Name of subdivision and location by section, township, range and county.
2. Name, address and registration number or seal of the registered professional engineer or registered land surveyor preparing the plat.
3. Scale, north point and date of plat preparation.

**c) Survey Data:**

1. Boundaries of the tract fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field; all dimensions expressed in foot and decimal thereof.
2. Any exceptions within the plat boundaries located by bearings and distances expressed in feet and decimals thereof, determined by an accurate survey in the field.
3. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data on the plat are referenced; two (2) comers of the subdivision traverse shall be tied y course and distance to separate section comers or quarter- section corners.

4. Location and description of all physical encroachments upon the boundaries of the tract.

d) Descriptive Data:

1. Name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks, and utility easements; radii, points of tangency, and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections.
2. All drainage ways, designated as such and dedicated to the public.
3. All utility and public service easements, including any limitations of easements shall be limited to utilities, landscaping and wood, wire, or removable- section type fences.
4. Location and all dimensions of all lots.
5. All lots numbered consecutively throughout the
6. plat; exceptions and tracts shall be dimensioned and identified by letter or number.
7. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and the use specified.
8. Location of all adjoining subdivisions with date, book and page number of recordation noted, or if unrecorded, so marked.
9. Any private deed restrictions to be imposed upon the plat or any part(s) thereof, typewritten and attached to the plat and to each copy thereof.

e) Dedication and Acknowledgement:

Statement of dedication of all streets, alleys, crosswalks, drainage ways and easements for public purposes by the owner (s) and wife (wives) of the owner(s); if lands to be dedicated are mortgaged, the mortgaged shall also sign the plat. Dedication shall include a written description by section, township and range of the tract. If the plat contains private streets, public utilities shall be reserved the right to install and maintain utilities in the street rights-of-way.

f) Certifications:

1. Certification by the registered professional engineer or registered land surveyor making the plat that it is correct and accurate, and that the monuments described in it have been located as described.
2. Certificates of approval by the Public Works Director and the Chairman of the Commission.
3. Certificate of approval of the Council by the City Clerk.
4. Certification of recordation by the Cochise County Recorder.

**City of Douglas**  
**Community Development Department**

425 10<sup>th</sup> street  
Douglas, AZ 85607  
(520) 805 - 4047

**SUBDIVISION PLAT APPLICATION FORM**

APPLICATION # \_\_\_\_\_

Applicant's Name, Address and Phone Number

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Property Owner's Name, Address and Phone Number

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Engineer's Name, Address and Phone Number

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Site Address or location description of property to be subdivided

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Parcel Number

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Size of Parcel \_\_\_\_\_

Existing Zone District \_\_\_\_\_

Existing Use(s) on Subject Property \_\_\_\_\_

Total Number of Lots \_\_\_\_\_

Additional Information

**City of Douglas**  
**Community Development Department**

425 10<sup>th</sup> street  
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APPLICATION FOR SUBDIVISION PLAT APPROVAL

**APPLICATION #:** \_\_\_\_\_

Processing Costs:

Less than 50 lots -	\$25
50 to 100 lots -	\$30
100 to 200 lots -	\$50
200 to 400 lots -	\$75
400 and more -	\$100

**Amount Paid** \_\_\_\_\_

ITEMS REQUIRED FOR APPLICATION COMPLETION

Proof of Ownership \_\_\_\_\_  
Application cost paid \_\_\_\_\_  
Signed Subdivision Plat application \_\_\_\_\_  
Site Plan (refer to page 2) \_\_\_\_\_  
Notification list (refer to page 3) \_\_\_\_\_

Planning and Zoning Meeting Date \_\_\_\_\_ time 5:15 p.m.

I, the undersigned, have reviewed the above information and found it to be correct. I also understand that all the above items are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission and City Council.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

