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PLATTING PROCEDURES

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2-03.0.0 PLATTING PROCEDURES.

2-03.1.0 GENERAL.

- 1.1 Purpose. Subdivision review, like any other development review, is a partnership between the applicant and staff. Staff's responsibility in this partnership involves providing the applicant with concise information on what is required to provide a timely and efficient review. The applicant's responsibility in the partnership is to provide the information requested by staff in order to accomplish the goals of the review. This Standard has been prepared for the purposes of fulfilling staff's responsibility by informing prospective applicants and their agents of the review requirements so that proper and adequate information can be presented on all applications in a consistent manner, thereby providing the basis for an efficient and timely review.

This Standard does not waive any applicable City regulations.

- 1.2 Definitions. Definitions used in this Standard are found in the Development Standards Glossary or in Sec. 6.2.0 of the Tucson *Land Use Code (LUC)*.

**2-03.2.0 TENTATIVE PLAT FORMAT AND CONTENT.** A tentative plat serves as a document on which the proposed development is overlaid on a map showing the existing conditions of the property and the surrounding area. These conditions include topography and infrastructure improvements, as well as existing structures. The tentative plat shows such information so that the designer and the members of the Community Design Review Committee (CDRC) can determine whether the project will function as designed and will comply with applicable regulations.

If a development plan is required as part of the tentative plat submittal, refer to the appropriate Development Standard for content and specifications required on those plans.

- 2.1 Tentative Plat Format. The information required as part of the tentative plat submittal will be shown graphically or provided by notes on the plat. The plat may comprise several sheets showing various elements of required data.
- A. All mapped data on a plat will be drawn at the same standard engineering scale, having no more than fifty (50) feet to the inch. The scale provides staff the ability to verify dimensions more easily. It also affords greater clarity after photographic reduction (microfilming) for record-keeping purposes. On plats where the proposed lots are seven thousand (7,000) square feet or larger, a smaller scale may be used with prior approval by the City Engineer or designee and the Development Services Department (DSD).
  - B. Each sheet should measure 24" x 36" and include a one-half (½) inch margin on each side. This allows for standardization of material for more efficient record keeping and assures legibility when microfilmed. A larger sheet format may be used with the approval of DSD when it is determined legibility will not be affected for staff review or in photographic reduction for record keeping.
  - C. All lettering and dimensions will be the equivalent of twelve (0.12) point or greater in size. The purpose of this requirement is to assure that the lettering is legible when reproduced or when photographically reduced (microfilmed) for record-keeping purposes.
  - D. A small, project-location map will be provided, drawn at a scale of 3" = 1 mile. If possible, the map should be located in the upper right corner of the sheet. On multiple sheet drawings, the map will be located on the first sheet of the plat. The location map will provide the following information.
    - 1. Show the subject property approximately centered within a one (1) square mile area.
    - 2. Identify conditions within the square mile area, such as subdivisions, major streets, major watercourses, and railroads. Reference recorded subdivision plats by book and page numbers.
    - 3. Section, township, and range; section corners; north arrow; and the scale will be labeled.
    - 4. The City's jurisdictional limits will be shown, if within the mapped area.
  - E. If the plat contains more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet is to be placed on the first sheet. Exception: The project-location map required in Sec. 2-03.2.1.D may be used, in lieu of the index map, on plats having only two (2) or three (3) sheets.
  - F. If the project is located within the boundaries of a Planned Area Development (PAD) zone, such as Williams Addition, Gateway Center, Tucson Community Center, Rio Nuevo, La Entrada, or Civano, include a reduced-scale map of the entire PAD District on the first sheet and indicate the location of the portion being developed.

- G. A title block with the following information is to be provided approximately in the lower right corner of the first page of the plat.
1. Provide the proposed name of the subdivision. The proposed name shall not duplicate or approximate the name of any other recorded subdivision in Pima County, Arizona, unless the plat is a continuation of an existing plat. If it is a continuation, the lots or blocks must be identified differently from that on the existing plat. For example, if the recorded plat includes lots numbered 1 through 12, the proposed plat should begin with lot number 13.
  2. The number of proposed lots is to be noted. If the subdivision is a Residential Cluster Project (RCP), a condominium, or a similar type of residential subdivision utilizing special provisions of the *LUC*, a statement to that effect should be included.
  3. A brief legal description and a statement as to whether the project is a resubdivision are to be provided. On resubdivisions, provide the recording information of the existing subdivision plat.
- H. The north arrow, contour interval, and scale should be placed together on each sheet, preferably in the upper right corner of the plat.
- I. When possible, the subdivision drawing should be oriented with north toward the top of the page.
- J. A legend which shows and describes all symbols used on the drawing will be placed on either the first sheet of the plat or the first sheet which contains all or part of the subdivision drawing.

2.2 General Notes. The following general notes will appear on the tentative plat. Additional notes specific to each project are required where pertinent.

A. *Ownership and Preparation Notes.*

1. List the names, addresses, and telephone numbers of the primary owner of the site and the developer of the project.
2. List the name, address, and telephone number of the person, firm, or organization that prepared the plat and the applicable registration number, along with the seal and signature, of the land surveyor or professional engineer.

B. *Zoning and Land Use Notes.*

1. Place the S(YR)-\_\_ subdivision case number and, if applicable, the C9-\_\_-\_\_ rezoning case number and/or the C15-\_\_-\_\_ annexation case number in the lower right corner of the plat next to the title block. The S file number will be provided after application and should be added to the plat on subsequent submittals. Since platting generally occurs after the start of

the rezoning process, the C9 file number should be available before plat application.

2. List as a general note: "Existing zoning is \_\_\_\_."
3. If platting is in conjunction with a rezoning application, add the following note next to the existing zoning note: "Proposed zoning is \_\_\_\_." List the applicable rezoning file number and conditions of approval, if available.
4. Add the following note: "The number of lots is \_\_\_\_."
5. List the proposed use of the property.
6. Add a note identifying by case number any zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance, a Lot Development Option (LDO) modification, Project Design Option (PDO) modification, or Development Standard Modification Request (DSMR) together with the date and conditions of approval or, if the review has not been completed, a statement that it is in process.
7. Reference any of the following special overlay zones that are applicable, and add a note stating that the plat is designed to meet the overlay zone(s) criteria: *LUC*, Sec. 2.8.1, Hillside Development Zone (HDZ); Sec. 2.8.2, Scenic Corridor Zone (SCZ); Sec. 2.8.3, Major Streets and Routes (MS&R) Setback Zone; Sec. 2.8.4, Gateway Corridor Zone; Sec. 2.8.5, Airport Environs Zone (AEZ); Sec. 2.8.6, Environmental Resource Zone (ERZ); Sec. 2.8.8, Historic Preservation Zone (HPZ); Sec. 3.6.1, Residential Cluster Project (RCP); or Sec. 29-12 through 29-19 Watercourse Amenities, Safety, and Habitat (WASH) Ordinance of the Tucson Code. Where the overlay zone requires a separate review process, note the case file number, date of approval, and any conditions placed on that approval or, if the review has not been completed, that it is in process. Applications where the property includes Preserved Riparian Habitat within the 100-year floodplain shall conform to Development Standard 2-13.0.
8. Add a note listing the gross area of the subdivision.
9. If applicable, add the following note: "This subdivision is subject to Ordinance No. \_\_\_\_\_ which established zoning in the \_\_\_\_\_ Annexation Area."

C. *Drainage Notes.*

1. Add the following note on all plats: "The developer, any successors and assigns, will hold the City of Tucson, its officers, employees, and agents harmless from any and all claims for damages related to the use of this development as shown hereon, now and in the future, by reason of flooding, flowage, erosion, or damage caused by water, whether surface flood or rainfall."

2. If applicable, add the following notes and complete the blanks.
  - a. "The following lots are affected by the City of Tucson Floodplain Regulations: \_\_\_\_\_." (List the lots affected by lot number.)

In the case of a one (1) block or one (1) lot plat, substitute the words, "This subdivision is affected by the City of Tucson Floodplain Regulations."
  - b. "A floodplain use permit and/or finished floor elevation certificates are required for the following lots: \_\_\_\_\_." (List the lots affected by lot number.)

In the case of a one (1) block or one (1) lot plat, substitute the following: "A floodplain use permit and/or finished floor elevation certificates are required."
3. If the applications includes property with Preserved Riparian Habitat within the 100-year floodplain shall conform to Development Standard 2-13.0. and shall include a note referencing all lots impacted, and state that the plat is designed to comply with the regulation.

D. *Streets and Roads Notes.*

1. Provide the following notes:
  - a. "All public roads and drainage improvements within and adjacent to this subdivision shall be constructed in accordance with approved plans. Construction plans shall be submitted to the City Engineer's Office for review and approval."
  - b. "Total miles of new public streets are \_\_\_\_\_."  
"Total miles of new private streets are \_\_\_\_\_."
2. On single family projects bounded or intersected by a Major Street or Route, list the following note: "Lots with frontage on a street designated a Major Street or Route shall have ingress-egress designed in a manner so that motor vehicles do not back out onto the Major Street or Route, through the use of circular drives, turnarounds, or other similar solutions."

E. *Utilities Note.* All plats are to include the following note: "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public."

F. *Wastewater Management Notes.*

1. If public sewers are provided, the following notes will appear on the plat, as applicable.
  - a. The following notes will be placed on all plats.

"On-site sanitary sewers will be public and will be designed and constructed to Pima County Wastewater Management Department Standards and must be accepted and released for service by Pima County Wastewater Management prior to the issuance of sewer connection permits."

"A project Construction Permit must be secured from Pima County Wastewater Management before beginning any work on this project."

- b. The following note will be placed on all plats in instances where off-site sewer construction is required: "The required off-site public sanitary sewer line will be designed and constructed to Pima County Wastewater Management Department Standards."
  - c. The following note will be placed on all plats in instances where off-site sewer augmentation is required: "The required off-site public sanitary sewer augmentation will be designed and constructed to Pima County Wastewater Management Department Standards."
  - d. The following note will be placed on all plats if the tentative plat is for the development of a commercial or industrial subdivision: "Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of Pima County Ordinance No. 1991-140, or as amended."
2. The following notes will be placed on the plat if private sewers are to be constructed on the property.
- a. "On-site sanitary sewers will be private and will be constructed, operated, and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans."
  - b. "A project Construction Permit must be secured from the Pima County Wastewater Management Department before beginning any work on this project."
  - c. "A property owners' association will be formed to accept responsibility and liability for construction, maintenance, operation, and control of all private sewers."

If no homeowners' association is being formed, use the following note.

"Maintenance and operation of the private sanitary sewer to its point of connection to the public sanitary sewer is the responsibility of each and every property owner within this subdivision."

3. The following note shall be placed on a commercial or industrial subdivision plat: "Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of Pima County Ordinance No. 1991-140, as currently amended."
  4. The following note will be placed on the plat if public and private sewers will be constructed or if public sewers are existing: "On-site sanitary sewers, except public sewers within public sewer easements or rights-of-way, will be private and will be constructed, operated, and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans."
  5. The following note will appear on the plat if private disposal systems will be provided: "Sewerage disposal for lots \_\_\_\_ through \_\_\_\_ will be by private individual disposal systems. Conceptual approval by the Pima County Department of Environmental Quality for private individual disposal systems will be obtained prior to the submittal of the final plat."
- G. *Assured Water Supply Note.* In compliance with state law, a tentative plat cannot be approved unless there is an assured water supply to the proposed subdivision as certified by the Arizona Department of Water Resources. One (1) of the following notes will be provided on the plat, as applicable.
1. "This subdivision is within the planned water service area of the Tucson Water Department which is designated by the Arizona Department of Water Resources as having an assured water supply."
  2. "This subdivision is not within the planned water service area of the Tucson Water Department but is within the service area of (list name of water utility) which is designated by the Arizona Department of Water Resources as having an assured water supply." (If this note applies, a certification letter from the Arizona Department of Water Resources is required at the time of tentative plat submittal.)
- 2.3 Existing Conditions. The following information shall be provided on the plat to indicate the existing conditions on site and within one hundred (100) feet of the site, except where the site is bounded by a street with a width of one hundred (100) feet or greater. In those situations, existing conditions across the street will be provided.
- A. Benchmark locations, the proposed location of and method of tie to permanent survey monuments or to the nearest section or quarter section corner, and the proposed location and type of subdivision control monuments will be shown. All monuments found or set will be described.

- B. The following plat boundary line information will be provided: the bearing in degrees, minutes, and seconds, with basis for bearings noted or shown; distances in feet and hundredths or other functional reference system. These will be delineated with solid lines.
- C. All existing easements will be drawn on the plat, and recordation information, locations, widths, and purposes shall be included. If the easement is not in use and proposed for abandonment, so indicate. Blanket easements should be listed in the notes, together with recordation data and their proposed status.
- D. The following information regarding the existing public right-of-way will be provided: the name, right-of-way width, recordation data, type and dimensioned width of paving, curbs, curb cuts, and sidewalks.
- E. The following information regarding existing utilities will be provided: the location and size of water wells, water pumping plants, water reservoirs, water lines, fire hydrants, and storm and sanitary sewers, including the pipe diameter and the invert and rim elevations of all manholes and cleanouts; the Pima County Wastewater Management Department (PCWMD) reference number; locations of gas lines, electric and telephone lines, poles, and on-ground junction boxes, and street lights. If water mains and sewers are not located on or adjacent to the tract, indicate the direction, distance to, and sizes of those nearest the property. Show sewer line invert elevations.
- F. Indicate the ground elevation on the site based on City of Tucson Datum (indicate City of Tucson field book number and page).
  - 1. For land that slopes less than approximately one (1) percent, contour lines will be drawn at intervals of not more than one (1) foot. Spot elevations shall be provided at all breaks in grade and along all drainage channels or swales and at selected points not more than one hundred (100) feet apart in all directions.
  - 2. For land that slopes between approximately one (1) percent and five (5) percent, contour lines will be drawn at intervals of not more than two (2) feet.
  - 3. For land that slopes more than five (5) percent, contour line intervals will be drawn which will satisfy the specific requirements of Sec. 2.8.1 of the *LUC*, Hillside Development Zone; Development Standard 2-12.0, Hillside Development Zone (HDZ) Standard; and Development Standard 9-04.0, Hillside Development Site Improvement.
  - 4. Protected peaks and ridges will be delineated on the plat, if applicable.
- G. Existing storm drainage facilities on and adjacent to the site shall be shown.
- H. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc., are to be shown. These elements should be indicated in a

different line weight than the proposed improvements and labeled to be removed or retained.

- I. Conditions on adjacent land significantly affecting the design of the subdivision will be shown. This includes items such as the approximate direction and gradients of ground slope; character and location of adjacent development; and drainageways, arroyos, ditches, and channels, including their existing conditions.
- J. Floodplain information, including the location of the 100-year flood limits for all flows of one hundred (100) cfs or more with 100-year flood water surface elevations, will be indicated.
  - 1. Where natural floodprone areas, such as washes, channels, drainageways, etc., exist within the plat boundaries of the drawing, water surface contours for the 100-year flood with water surface elevations indicated must be shown and clearly labeled.
  - 2. The linear distance between water surface contour intervals should not exceed two hundred (200) feet unless prior agreement has been made with the City Floodplain Engineer or designee.
  - 3. Applications where the property includes Preserved Riparian Habitat within the 100-year floodplain shall conform to Development Standard 2-13.0.

2.4 Proposed Subdivision Information. The following items will be shown on the proposed tentative plat.

- A. Draw in all proposed lot lines with approximate distances and measurements.
- B. Identify each block or lot by number within the subdivision boundary and include the approximate square footage of each, or a note may be provided stating that all lots comply with the minimum lot size requirements.
- C. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each common area, private street, etc., that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.
- D. If a project is split by one (1) or more zoning boundaries, all zoning classifications, on and adjacent to the project, shall be indicated on the drawing with zoning boundaries clearly delineated. If the property is being rezoned, use those boundaries and classifications.
- E. If the project is phased, each phase must comply with Code requirements as a separate entity. Provide calculations and setback dimensions indicating how this is achieved. Show phase lines on the drawing.

The reason this is required is that the Code is applied on the project as proposed for construction at that time. It cannot be guaranteed that future phases will be constructed as designed or if they will be constructed at all.

- F. Proposed traffic circulation will be designed in accordance with Street Development Standard 3-01.0, to include streets, intersections, street names, right-of-way widths, curve radii of centerlines and curb returns, and proposed improvements, such as pavement, curbs, access points (driveways), handicap ramps, and sidewalks. Street improvements, such as sidewalks, curbs, pavement, and handicap ramps, do not need to be drawn on the plat if such information is provided on typical street cross sections.

Indicate if streets are to remain private or are to be dedicated to the public. Indicate the proposed street names, if available.

If the project is phased, later phases are to be assured legal access. If such access is provided through the phase under consideration, public streets are required, or access easements must be delineated and dedicated for such use. If private easements are utilized, protective covenants establishing the right of access and incorporation of the future phases into this project are required.

- G. If streets are proposed, indicate if they are designed for on-street parking to accommodate visitor parking or if parking is provided in common parking areas. Visitor parking is to be evenly distributed and usable by all residents of the project. Extra parking on individual lots, such as tandem parking in driveways, does not count toward visitor parking, as it is not available to other property owners within the project.

Streets designed at the minimum width, without on-street parking, need clearance for access to all homes by life safety vehicles and, where no alleys are provided, by refuse collection vehicles. If motor vehicles are parked along streets that are not designed to allow for parking, life safety services will be inhibited and, in many situations, blocked.

Single family projects should be designed with the understanding that families buying into the project will have the standard family gatherings, such as birthday parties, wedding anniversaries, and similar celebrations. Therefore, all single family projects should be designed with some minimum visitor parking so that gatherings can occur, while providing minimal consideration that life safety services can still be provided.

- H. Street dedications in accordance with the *Major Streets and Routes (MS&R) Plan* will be shown. If the project is within an adopted neighborhood plan area, check for street design or width requirements. Proposed street or alley vacation will be noted. If vacation has occurred, provide the recording information.

Projects bounded by streets having only a portion of the right-of-way width dedicated will be required to dedicate right-of-way, up to one-half ( $\frac{1}{2}$ ), to complete the street width.

- I. Identify and provide dimensions, approximate areas in square footage, and purposes of any lots proposed for dedication (such as open spaces, recreation

areas, or natural areas) or for reservation for a public use (such as public parks, water facilities, or school sites).

- J. All proposed easements (utility, sewer, drainage, access, etc.) are to be dimensioned and labeled as to their purposes and whether they will be public or private.
- K. A conceptual grading plan is required on projects with significant topographic conditions. The need for such a plan will be determined by the City Engineer or designee.
- L. In conjunction with the required drainage report, prepared in accordance with the City Engineer or designee's instructions and procedures, the following information will be indicated on the tentative plat. For additional information regarding drainage standards, see the City of Tucson Standards Manual for Drainage Design and Floodplain Management.
  - 1. Show areas of detention/retention including 100-year ponding limits with water surface elevations.
  - 2. Indicate proposed drainage solutions, such as origin, direction, and destination of flow and method of collecting and containing flow.
  - 3. Indicate locations and types of drainage structures, drainage crossings, pipe culverts, etc.
  - 4. Provide proposed ground elevations at different points on each lot for reference to future grading and site drainage.
  - 5. Verification is required when any drainage solution occurring outside the boundaries of the plat is constructed with adjacent owners' permission. (Additional notarized documentation of that approval will be submitted with the drainage report.)
  - 6. The 100-year flood limits with water surface elevations for all flows of one hundred (100) cfs or more will be drawn on the plat.
  - 7. Draw locations and indicate types of off-site runoff acceptance points and/or on-site runoff discharge points.
- M. All applicable building setback lines, such as erosion hazard, floodplain detention/retention basins, and sight visibility triangles, will be shown for all affected lots. Zoning setbacks should not be delineated unless the setback is a condition of approval for a rezoning or an overlay zone.
- N. The following Pima County Wastewater Management information will be indicated on the tentative plat.
  - 1. Preliminary sewer layout, including points of connection to existing sewers, proposed rim and invert elevations at all manhole locations, length and

percent of grade between manholes, size of pipe, and proposed flow-through locations, should be shown if applicable.

- a. The preliminary sewer layout shall be designed so that manholes will not interfere with street survey monuments. However, survey monuments may be offset from manhole locations if so indicated on the plat.
  - b. Where sewers must be located in easements other than drainageways, the sewer and easement must be located entirely on one (1) lot, or a note must be added to the plat which states the following: "No permits will be issued for any structure proposed to be built within a sewer easement."
  - c. The minimum width of sanitary sewer easements shall be twenty (20) feet. If applicable, indicate that off-site easements will be recorded by separate instrument.
  - d. All sanitary sewers will be designed to provide gravity flow, if possible.
- O. Applications where the property includes Preserved Riparian Habitat within the 100-year floodplain shall conform to Development Standard 2-13.0.

**2-03.3.0 TENTATIVE PLAT SUBMITTAL REQUIREMENTS.** All tentative plat applications and required documents are submitted to DSD which is the review coordinating agency for the City.

3.1 Application Packet. All tentative plat applications are to include the following documents. Blueline prints are to be submitted, folded to an 8½" x 11" format as shown in **Exhibit I**.

- A. Submit the CDRC application form that is provided by DSD, completed and signed by the owner or developer.
- B. Submit thirty (30) blueline prints of the tentative plat. The plat must contain the signature and seal of the land surveyor or professional engineer, registered in the State of Arizona, who prepared the plat.
- C. Submit eight (8) blueline prints of the landscape plan, if landscaping is required.
- D. Submit eight (8) copies of the native plat preservation plan/report.
- E. Submit five (5) copies of a title report (current within ninety [90] days).
- F. Submit two (2) copies of a drainage report or statement prepared and stamped by an engineer registered in the State of Arizona as required by Floodplain Regulations.

- G. Submit the letter of certification on assured water supply, if the project is not served by the City of Tucson Water Department.
- H. If the proposed development is a condominium conversion, submit five (5) copies of the approved building permit site plan sheet (with approval signatures affixed).
- I. Submit the appropriate review fees calculated in accordance with Development Standard 1-05.0.
- J. Any additional documentation required as the result of a condition of approval on a rezoning case, area plan, neighborhood plan, or Planned Area Development (PAD) zone will be provided.

These may include verification of neighborhood notification, traffic studies, grading plans, etc.

- K. Submit a development plan, if applicable. A development plan is required with a proposed tentative plat if the property is part of a rezoning. A development plan is also required if it is a condition of a Mayor and Council action on the property, such as an annexation or a Planned Area Development (PAD) zone; if it is required by the zoning district; or if the project is being developed as a Residential Cluster Project (RCP). The Zoning Review Section at DSD should be contacted if there are any questions as to whether or not a development plan is required.

If a development plan is required, refer to the applicable Development Standard for the special development criteria submittal requirements, which may include review of other documents, such as landscape plans.

- L. If the proposed project is within the applicability of the Hillside Development Zone (HDZ) or the Environmental Resource Zone (ERZ), Development Standards 2-12.0 and 2-13.0, respectively, refer to the applicable Development Standard for any additional required documentation.

If the project is subject to the WASH ordinance, submit documentation required by that ordinance to the City Engineer's Office, and provide general notes on the plat as to how the project is designed to comply.

- 3.2 Related Reviews. In addition to the tentative plat process, a project may require review for other types of approvals. Where applicable, the applications for those processes are submitted to the appropriate department for review and approval.

- A. Should the proposed project be subject to review for overlay zone requirements, such as a Scenic Corridor Zone (SCZ), a Historic Preservation Zone (HPZ), or the Environmental Resource Zone (ERZ), a separate application is required for that special review. The application package for HPZ review is submitted to the Planning Department, and the application package for SCZ and ERZ review is submitted to the Zoning Review Section at DSD. These application packages may be submitted at the same time as the tentative plat application is submitted to DSD.

- B. Construction plans for all public sanitary sewers will be submitted to Wastewater Management for review and approval and have construction completed prior to issuance of any permits for building construction.
- C. A basin study will be submitted to Wastewater Management in cases where future upstream or downstream development will occur, if requested or when required as a condition of rezoning.
- D. Applications for street or alley right-of-way vacations or easement abandonments are to be made to the Real Estate Division of the Department of Transportation.
- E. Applications for variances (Board of Adjustment) or modifications (Lot Development Options or Project Design Options) of zoning regulations, as provided in the *LUC*, are submitted to the Planning Department. Requests for modification of Development Standard requirements are submitted to DSD. These applications can be submitted concurrently with the tentative plat with the understanding that the plat may require redesign if the request is not approved.
- F. Applications where the property includes Preserved Riparian Habitat within the 100-year floodplain shall conform to Development Standard 2-13.0.

#### **2-03.4.0 TENTATIVE PLAT REVIEW PROCESS.**

- 4.1 Preapplication Conference. Preapplication conferences are held once a week and prospective subdivision applicants are invited to attend. The conference is not mandatory, and fees are not required. The preapplication conference is designed to assist the subdivider by providing as much information as possible regarding City regulations and how they may affect the proposed design. Review is on a conceptual basis; therefore, comments made at this meeting are advisory and do not constitute any type of approval of the project.
- 4.2 Application. Tentative plat applications, in compliance with Sec. 2-03.3.1 of this Standard, are submitted to DSD. Concurrent tentative and final plat submittal and review will be permitted upon approval by the DSD Director.

Incomplete submittals are generally not accepted for review. Should an incomplete submittal be accepted for review, the applicant should be aware that, because of a lack of information, the review will take longer since comments cannot be finalized until after the resubmittal when the required information is provided.

- 4.3 CDRC Review of Tentative Plat. After acceptance of the tentative plat submittal, the documents are distributed to the CDRC members for review and comment. The plat is scheduled on a CDRC meeting agenda to give the applicant and consultant, together with the CDRC members, an opportunity to discuss all review comments. CDRC comments are made available to the applicant at least one (1) day prior to the CDRC meeting. Each CDRC agency's response shall indicate whether or not a resubmittal is required. The meeting is scheduled for the convenience of the applicant; at this meeting, the CDRC members are available at one location should clarification of any CDRC comments be required. However, since the meeting is specifically arranged to provide assistance to the applicant, the applicant may waive the need for such a meeting if DSD is notified. The

CDRC reviews the tentative plat in accordance with Development Standard 1-03.0, Community Design Review Committee (CDRC).

- 4.4 CDRC Response Letter. Following the CDRC meeting, an official response letter is sent to the applicant detailing the number of copies of the plat to be resubmitted, should a resubmittal be required, in addition to further information, documentation, or other items needed to complete the plat review.
- 4.5 Applicant Resubmittal. Should a resubmittal be required to address CDRC comments, the applicant will submit a detailed letter of explanation with the resubmittal packet. The letter will address each comment as presented in the CDRC response letter and report revisions made to the plat or documents arising from those comments. Sufficient copies of the letter will be included in the resubmittal to attach to each blueline print submitted.

Any revisions made in addition to those requested in the CDRC response letter must be specifically addressed. Staff can accomplish its review in a timely manner if advised where and how revisions were made.

- 4.6 CDRC Review of Resubmittal. DSD, upon receipt of the resubmittal, distributes the documents for CDRC review. A CDRC meeting to discuss the resubmittal will not be scheduled unless specifically requested by the applicant. Unless there are major revisions affecting the design of the project or there is new documentation, previously not submitted, included in the revision packet, the resubmittal review time will be seven (7) working days in length.

#### 2-03.5.0 TENTATIVE PLAT APPROVAL.

- 5.1 Tentative Plat Approval. Tentative plats are approved by the DSD Director or designee. When all CDRC reviewing agencies have recommended approval of the tentative plat and DSD has verified that all related reviews in accordance with Sec. 2-03.3.2 of this Standard have been completed and the requests considered under those reviews have been approved, the following documents are to be submitted to DSD. The documentation should be fully revised to reflect all comments which were the basis for the CDRC recommended approval.

- A. Submit twelve (12) blueline prints of the tentative plat, folded to an 8½" x 11" format as shown in *Exhibit I*.
- B. Submit one (1) positive-reading sepia, rolled.
- C. If a development plan was required during the review, submit twelve (12) blueline copies each of the development plan and the associated landscape plan.

Upon receiving CDRC approval and receipt of the required documents, the DSD Director or designee shall approve the tentative plat. The submitted documents will be signed by the DSD Director or designee and distributed to the appropriate agencies. On plats that are dependent upon obtaining a rezoning on the subject property, the tentative plat cannot be approved or signed until thirty (30) days after the adoption of the rezoning ordinance.

- 5.2 Grading Plan. Generally, the grading plans may be submitted for review upon approval of the tentative plat. Should the applicant wish, the grading plan can be submitted after the second resubmittal of the tentative plat; however, the grading plan cannot be approved unless it is in conformance with an approved tentative plat. In the case of a tentative plat submitted in conjunction with a rezoning request, the grading plan and the tentative plat cannot be approved until thirty (30) days after adoption of the rezoning ordinance.

**2-03.6.0 FINAL PLAT FORMAT AND CONTENT.** A final plat serves as a survey document suitable for recordation of all or part of an approved tentative plat. The final plat must conform to the approved tentative plat in lot configuration, design, and required conditions of development. The final plat, once approved, is recorded in the Pima County Recorder's Office. The final plat is kept on file and becomes part of the permanent record for the subject site.

- 6.1 Final Plat Format. The information required as part of the final plat submittal will be shown graphically or provided by notes on the plat. The plat may comprise several sheets showing various elements of required data.
- A. All mapped data on a plat will be drawn at the same standard engineering scale, having no more than forty (40) feet to the inch. The scale provides staff the ability to verify dimensions more easily. It also affords greater clarity after photographic reduction (microfilming) for record-keeping purposes.
  - B. Each sheet will measure 24" x 36" and include a two (2) inch margin on the left side and one-half (½) inch margins on the remaining sides to comply with standardization requirements of state law for recorded plats. Please keep in mind, when selecting the material on which the plat will be drawn, that a specific material is required for recordation by the Pima County Recorder's Office. Please refer to Sec. 2.03.8.1.A of this Standard.
  - C. All lettering and dimensions will be the equivalent of twelve (0.12) point or greater in size. The purpose of this requirement is to assure that all lettering is legible when reproduced or when photographically reduced (microfilmed) for record-keeping purposes.
  - D. A small, project-location map will be drawn in the upper right corner of the first sheet of the plat at a scale of 3" = 1 mile. The location map shall provide the following information.
    - 1. Show the subject property approximately centered within a one (1) square mile area.
    - 2. Identify conditions within the square mile area, such as subdivisions, major streets, major watercourses, and railroads. Reference recorded subdivision plats by book and page numbers.
    - 3. Section, township, and range; section corners; north arrow; and the scale will be labeled.
    - 4. The City's jurisdictional limits will be shown, if within the mapped area.

- E. If the plat contains more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet is to be placed on the first sheet. Exception: The project-location map required in Sec. 2-03.6.1.D may be used as the index map on plats having only two (2) or three (3) sheets.
- F. If the project is located within the boundaries of a Planned Area Development (PAD) zone, such as Williams Addition, Gateway Center, Tucson Community Center, Rio Nuevo, La Entrada, or Civano, include a reduced-scale map of the entire PAD District on the first sheet, indicating the location of the portion being developed.
- G. Place the words "Book \_\_\_\_ Page \_\_\_\_" in both the upper and lower right corners outside the margin line. The blanks will be completed by the Pima County Recorder's Office at the time of recordation.
- H. A title block with the following information is to be provided in the lower right corner of each sheet.
1. Subdivision name; number of blocks, lots, and/or units; and common area.
  2. Legal description by section, township, and range.
  3. If the final plat is a resubdivision of a previously recorded plat, indicate the title and the book and page reference of the existing subdivision.
- I. Orient the subdivision drawing with north toward the top of the page, when possible. Place a north arrow on each sheet in the upper right corner with the scale of the drawing beneath the arrow. All lettering, dimensions, etc., will be oriented to the north.
- J. Line weights will reflect the nature of the line, e.g., right-of-way lines will be more prominent than lot lines or easements, and drainageways will be in heavy solid lines except at street crossings.
- K. The S(YR)-\_\_ subdivision case number assigned to the approved tentative plat will be placed in the lower right corner of the plat next to the title block. If the property is subject to a rezoning case, the C9-\_\_-\_\_ rezoning case number is to be noted also.
- L. A legend which shows and describes all symbols used on the drawing will be placed on either the first sheet of the plat or the first sheet which contains all or part of the subdivision drawing.
- 6.2 General Notes. The following general notes will appear on the final plat. Additional notes specific to each project are required where pertinent. Complete the blanks where the information is available.
- A. "The gross area of this subdivision is \_\_\_\_ acres."

- B. "The total number of lots is \_\_\_\_."
- C. Provide the following notes:  
  
"Total miles of new public streets are \_\_\_\_."  
"Total miles of new private streets are \_\_\_\_."
- D. If the property is subject to conditions of rezoning, add the following note: "This plat is subject to the conditions of rezoning case number C9-\_\_-\_\_, unless superseded by a subsequent rezoning ordinance."
- E. If subject to floodplain requirements, add the following note: "Prior to issuance of any building permit, a Flood Plain Use Permit is required for Lots \_\_\_\_."
- F. If the property is subject to the requirements of the Hillside Development Zone, add the note: "Prior to the issuance of any building permits, Hillside Development Zone approval is required for Lots \_\_\_\_."
- G. If a Board of Adjustment variance is granted, provide the following note: "This plat is subject to Board of Adjustment variance C10-\_\_-\_\_, unless expired or superseded by a subsequent application."
- H. Add the following note on all plats. The purpose of this note is solely for review for compliance with local and state laws governing subdivision and lot splits. "There will be no further division of lots without the expressed approval of the City of Tucson."
- I. If the subdivision was the result of a rezoning case and did not require submittal and review of a tentative plat, add the following note: "Any relocation, modification, etc., of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public."
- J. If applicable, add the following note: "This subdivision is subject to Ordinance No. \_\_\_\_\_ which established zoning in the \_\_\_\_\_ Annexation Area."

6.3 Final Plat Standard Paragraphs. The following statements will be provided on the final plat, as applicable. All signatures must be in permanent, black, india ink and be accompanied by a notary signature and seal.

- A. Certification of Survey. A statement signed by a registered professional land surveyor must be placed on the first page to the effect that the plat represents a survey certified by that surveyor; that all the monuments shown thereon actually exist; and that the location, size, and materials are correctly shown. The statement is as follows.

**CERTIFICATION OF SURVEY**

"I hereby certify that the boundary survey as shown on this plat was performed under my direction and that all existing or proposed survey monuments and markers shown are correctly described. I further certify that this plat was prepared under my direction."

Printed Name

Seal and Signature

- B. Dedications. A DEDICATIONS paragraph is required and must be placed on the first page of the plat to the effect that all streets, alleys, easements, and other rights-of-way and any lands for public uses are dedicated by this plat to the public or for private use. The paragraph entitled DEDICATIONS consists of four (4) elements: a statement of certification of title; a dedication statement; a hold harmless clause; and a signature line(s) for the property owner(s).

1. Certification of Title. The following statement represents a typical certification of title and is to be included in the paragraph. The paragraphs may be amended to fit the applicable situation.

"(I/We), the undersigned, hereby warrant that (I am/we are) the owner(s) and the only (party/parties) having any interest in the land shown on this plat, and (I/we) consent to the subdivision of said land in the manner shown hereon."

Printed Name

Signature

2. Dedication Language. Use one (1) of the following four (4) statements as may be appropriate for the plat. Sec. 2-03.6.3.B.2.c may be used in subdivisions with private elements. Sec. 2-03.6.3.B.2.d may be used where electrical facilities are not specifically located in common areas.
- a. "(I/We) hereby dedicate and convey to the Public forever all rights-of-way as shown hereon, including all streets, roads, parks, easements, and drainageways."
- b. "(I/We) hereby grant to the Public and all utility companies all easements as shown hereon for the purposes of access for installation and maintenance of public sewers and utilities and other uses as designated by this plat."
- c. "Private streets, drainageways, and common areas, as shown hereon, are reserved for the private use and convenience of all owners of property within this subdivision and are granted as easements to the Public and all utility companies for the purposes of access, installation, and maintenance of utilities, drainage, and public sewers. Title to the land of all private streets, drainageways, and common areas shall be vested in an association of individual lot owners as established by Covenants, Conditions, and Restrictions

recorded in Docket \_\_\_\_ at Pages \_\_\_\_ through \_\_\_\_ in the office of the Pima County Recorder. The association will accept responsibility for control, maintenance, and liability for the private streets, drainageways, private sewers, and common areas within this subdivision."

- d. "Private streets, drainageways, and common areas shown on this plat are reserved for the private use and convenience of all owners of property within this subdivision, and easements are granted to the Public and all utility companies together with access for the installation, maintenance, and improvements of aboveground and underground utilities, public sewers, and drainage. Title to the land of all private streets, drainageways, and common areas will be vested in an association of individual lot owners as established by Covenants, Conditions, and Restrictions recorded in Docket \_\_\_\_ at Pages \_\_\_\_ through \_\_\_\_ in the office of the Pima County Recorder. The association will accept responsibility for control, maintenance, and liability for the private streets, drainageways, private sewers, and common areas within this subdivision."
  3. Add the following hold-harmless statement: "(I/We), the undersigned, do hereby hold harmless the City of Tucson, its successors and assigns, their employees, officers, and agents from any and all claims for damages related to the use of the property depicted on this plat now and in the future by reason of flooding, flowage, erosion, or damage caused by water, whether surface flood or rainfall."
  4. Add the signature lines for the property owners. The number of signatures depends on the number of persons who have fee title interest according to a title report current within thirty (30) days of recordation of the proposed plat.
- C. If applicable, the following BENEFICIARY block must be included on the title page.

**BENEFICIARY**

"The beneficiary of (Title Company Name and Trust Number) is (Name and Address)."

- D. Approval and Recording Data Blocks.

The APPROVAL paragraph, where the City Clerk certifies that the plat has been approved by Mayor and Council, and the RECORDING DATA paragraph, which provides space for the recording information, must be placed on the first sheet of the plat adjacent to each other. The paragraphs are as follows.

**APPROVAL**

"I, (fill in name of current City Clerk), Clerk of the City of Tucson, Arizona, hereby certify that this plat was approved by the Mayor and Council of the City of Tucson, Arizona, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_."

\_\_\_\_\_  
Clerk, City of Tucson

\_\_\_\_\_  
Date

RECORDING DATA:

State of Arizona

No. \_\_\_\_\_

]S.S.

County of Pima

Fee \_\_\_\_\_

Filed for record at the request of (fill in name) \_\_\_\_\_  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at  
\_\_\_\_\_.m. in Book \_\_\_\_ of Maps and Plats at Page \_\_\_\_ thereof. Witness my  
hand and official seal, the day and year above as written.

(Name of current Recorder)

Pima County Recorder

Deputy County Recorder

E. Assurances.

The following ASSURANCE block must be placed on the plat's first sheet.

**ASSURANCES**

"This is to certify that all improvements, such as streets, sidewalks, sewers, water and utility installation, drainage and flood control facilities, and monuments, required by the City of Tucson have been completed or the future completion of such improvements has been assured by the posting of performance bonds, assurances, or other security as the City of Tucson deems necessary and proper."

\_\_\_\_\_  
City of Tucson Development Services Department Director

\_\_\_\_\_  
City of Tucson Engineer

6.4 Proposed Subdivision Information. The following will be shown on the final plat.

- A. Indicate the name and width of each street, alley, easement (type), and drainageway within the subdivision boundary being created by this plat. Label each as public or private, along with the appropriate dedication notation.
- B. Identify each block or lot within the subdivision boundary by number, and include the square footage of each.

- C. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each common area, private street, etc., that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.
- D. Provide location, dimensions, areas in square footage, and purposes of lots proposed for dedication (such as open spaces, recreation areas, and natural areas) or for reservation for a public use (such as public parks, water facilities, and school sites).
- E. Show required setbacks, such as erosion hazard, drainage, etc.
- F. Show the limits of the 100-year floodprone area in a surveyable and readily retraceable manner with frequent ties to intersecting lot lines for all flows of one hundred (100) cfs or more.
- G. Corner lots may be designated with a star symbol indicating which street will be used for access. Use of this designation may limit design options for access. In instances where the City, for safety reasons, limits accessibility, a one (1) foot no-access easement will be required.
- H. Show no-vehicular access easements where applicable.
- I. Show detention/retention areas in a surveyable and readily retraceable manner.
- J. Show the boundaries of all protected peaks and ridges, if applicable.
- K. If the final plat represents one (1) phase of a multiphased project and access is provided through this phase to the future phases, indicate the access easements or public streets on this plat that will guarantee the access.
- L. Areas that include Preserved Riparian Habitat shall be shown on the plat in a surveyable manner and designated as areas where no further development is permitted.

6.5 Survey Information.

- A. Indicate primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat will be referred. Where a coordinate system has been established by the City Engineer or County Engineer, primary control points may be referenced thereto. At least one (1) corner of the subdivision will be tied by course and distance to a section corner, a quarter section corner, or an established City or County survey monument. The plat must include a description of that corner marker and an indication of how the bearings were determined. Corner tie recordation information is to be provided on the plat.
- B. Indicate tract boundary lines; right-of-way and centerlines of streets, easements, and other rights-of-way; and property lines of residential lots and other sites, with

accurate dimensions, bearings, or deflection angles and radii, arcs, and central angles of all curves.

C. Additional details to be shown are as follows.

1. Basis of bearings - The purpose of the basis of bearings on a survey is to enable another surveyor to retrace the original survey. As such, the statement must be referenced to found, readily locatable monuments. There are three general methods of establishing bearings.

- a. Reference to a record of survey or a recorded plat.
- b. Astronomic (normally solar or polaris).
- c. Assumed.

The basis of bearings should be established from two (2) found, physically monumented points described and shown on the final plat. If the monuments at each end of the reference line are fully described on the plat, they need not be described in the "Basis of Bearings" statement.

2. Label all boundary lines as to exact nature.

3. The boundary survey and section breakdown must be shown, if performed.

4. All boundary monumentation must be labeled as "found" or "set."

- a. Fully describe and show all markings on found monuments.
- b. A one-half ( $\frac{1}{2}$ ) inch iron rod tagged by a registered land surveyor will be set at all corners upon completion of construction.

5. Show the distance and bearing between all monuments used. Indicate whether measured or calculated. Measured is the physical, direct occupation of a point/line by line of sight and not through calculations of other measured distances.

6. In castings for points on section and quarter section lines, the standard survey monuments must be set on the street monument line at all intersections, points of curves (P.C.s), points of reverse curves (P.R.C.s), stub street termini, and at radius points of cul-de-sacs, eyebrows, or knuckles. All street monuments must be in place, stamped, and punched before public streets will be accepted for maintenance. Crossed out manhole covers are not acceptable survey monuments.

6.6 Protective Covenants. Protective covenants or Covenants, Conditions, and Restrictions (CC&Rs) establishing responsibility for construction, maintenance, and ownership of any proposed common area, open space, private street, or similar joint use, when needed, will:

- A. Provide for maintenance of and liability for any proposed commonly-owned areas; and
- B. Include the various conditions of rezoning or other special situations requiring permanent administration by an owners' association.

**2-03.7.0 FINAL PLAT SUBMITTAL REQUIREMENTS AND REVIEW PROCESS.** The final plat is submitted to DSD which is the coordinating agency for subdivision review. Review of final plats is normally initiated after the tentative plat has been approved, unless concurrent tentative and final plat submittal is permitted by DSD. Final plats may also be submitted for review prior to the approval of a tentative if a minimum of two (2) reviews of the tentative plat have occurred. In any case, submittal of the final plat prior to approval of the tentative plat is done at the applicant's risk since changes could be required of the tentative that may affect the final plat.

Incomplete submittals are generally not accepted for review. Should an incomplete submittal be accepted for review, the applicant should be aware that, because of a lack of information, the review will take longer since comments cannot be finalized until after the resubmittal when the required information is provided.

7.1 Submittal Packet. All final plat submittals are to include the following documents. Blueline prints are to be folded to an 8½" x 11" format as shown in *Exhibit I*.

- A. Submit the CDRC application form that is provided by DSD, completed and signed by the owner or developer.
- B. Submit twenty (20) blueline prints of the final plat. The plat will contain the signature and seal of the land surveyor, registered in the State of Arizona, who prepared the plat. If engineering information is provided on the final plat, the seal and signature of the responsible engineer is also required.
- C. Submit the appropriate review fees calculated in accordance with Development Standard 1-05.0.
- D. Any additional documentation or information required as the result of a condition of rezoning will be provided, when applicable.
- E. Four (4) copies of the protective covenants or Covenants, Conditions, and Restrictions (CC&Rs) in recordable form will be submitted with the final plat, when applicable.
- F. If the development is a conversion to a residential condominium development, the affidavits and information, as indicated in the *LUC*, Sec. 4.1.9.1 and Sec. 4.1.9.2, will be submitted with the initial submittal of the final plat.
- G. Financial assurances are generally required to be submitted as part of the final plat submittal. Exceptions to this requirement will be allowed if, in these instances, the City Engineer's Office is advised that the final plat submittal does not include the assurances. However, assurances must be submitted to the City Engineer's Office some time during this review phase. The final plat cannot be scheduled for Mayor

and Council consideration until the assurances are approved by the City Engineer's Office.

- 7.2 CDRC Review of Final Plat. After acceptance of the final plat submittal, the documents are distributed to the CDRC members for review and comment. The plat is scheduled on a CDRC meeting agenda to give the applicant and consultant, together with the CDRC members, an opportunity to discuss all review comments. CDRC comments are made available to the applicant at least one (1) day prior to the meeting. Each CDRC agency's response shall indicate whether or not a resubmittal is required. The meeting is scheduled for the convenience of the applicant; at this meeting, the CDRC members are available at one time and location should clarification of any CDRC comments be required. However, since the meeting is specifically arranged to provide assistance to the applicant, the applicant may waive the need for such a meeting if DSD is notified.
- 7.3 CDRC Response Letter. Following the CDRC meeting, an official response letter is sent to the applicant detailing the number of copies of the plat to be resubmitted, should a resubmittal be required, in addition to further information, documentation, or other items needed to complete the plat review.
- 7.4 Applicant Resubmittal. Should a resubmittal be required to address CDRC comments, the applicant will submit a detailed letter of explanation with the resubmittal packet. The letter will address each comment as presented in the CDRC response letter and report revisions made to the plat or documents arising from those comments. Sufficient copies of the letter will be included in the resubmittal to attach to each blueline print submitted.
- Any revisions made in addition to those requested in the CDRC response letter must be specifically addressed.
- 7.5 CDRC Review of Resubmittal. DSD, upon receipt of the resubmittal, distributes the documents for CDRC review. A CDRC meeting to discuss the resubmittal will not be scheduled unless specifically requested by the applicant. Unless new documentation, previously not submitted, is included in the revision packet, the resubmittal review time will be seven (7) working days in length.

#### **2-03.8.0 FINAL PLAT APPROVAL.**

- 8.1 Final Plat Approval. Final plats are approved by the Mayor and Council. Once the CDRC recommends approval of the final plat, the following documents are submitted to DSD. All documents to be submitted will reflect all comments that are the basis for the CDRC recommended approval.
- A. Submit the original, direct-reading, double matte photomylar of the final plat as approved, with all appropriate original signatures and seals affixed.
  - B. Submit original documents that require recordation in conjunction with the plat, such as CC&Rs, consents to dedicate, and financial assurances, with appropriate signatures affixed.
  - C. Submit one (1) rolled blueline of the final plat as approved with all appropriate signatures and seals affixed.

- D. Submit two (2) copies of an updated title report (current within thirty [30] days). A statement from the title company certifying the title report previously submitted is still valid is acceptable in place of an additional title report.
- E. Forty-four (44) copies of a half-size reduction of the final plat as approved will be printed by DSD. The cost of providing the prints will be the responsibility of the applicant. The amount will be determined by DSD.
- F. Fees for recordation and reproduction as required in Sec. 4.1.6.2.A.2 of the *LUC* must be submitted. Recordation fees are as currently required by the Pima County Recorder's Office. Reproduction fees include the cost of providing a direct-reading, double matte photomylar of the plat after recordation to the following five (5) City and County departments: City Engineer's Office; Tucson Water; County Recorder's Office; County Assessor's Office; and County Addressing.

The applicant will be advised of the fee amounts by DSD.

When DSD has received the required documents and fees from the subdivider, DSD will request that the City Manager's Office schedule the final plat for Mayor and Council consideration on the next available agenda.

- 8.2 Recordation. The mylar of the final plat and accompanying documents are transmitted to the City Clerk prior to the Mayor and Council meeting for recordation after Mayor and Council approval.

**2-03.9.0 MINOR SUBDIVISION PLAT.** A minor subdivision plat is a proposed subdivision project which complies with the criteria in Sec. 4.2.2 of the *LUC*. It is small in size and is simple in design to the extent that a tentative plat is not required. Although a tentative is not required, engineering information is needed to review the project for compliance with regulations and good engineering practices. Some information, generally on a preliminary basis, will be required with the plat application to assure compliance with regulations and engineering practices.

- 9.1 Preapplication Conference. One of three (3) sets of criteria, Group A, Group B, or Group C, per Sec. 4.2.2 of the *LUC*, must be complied with for the plat to be a minor subdivision. Review at a preapplication conference is required, at which time the applicant will provide appropriate information to show that there are not sufficient design or technical issues to warrant review of a tentative plat. Determination as to whether or not review of a tentative plat is warranted will be made by the CDRC upon evaluation of the information.

DSD is to be contacted for scheduling the preapplication conference. It is necessary that the following information be submitted for CDRC review at least one (1) week prior to the scheduling of a preapplication conference for the CDRC to make a determination as to whether or not a tentative plat is warranted.

- A. Submit a topographic map of the site.

- B. Provide a preliminary sketch of the site showing the street improvements and location of the utilities that would serve the site. This includes gas, electric, water, wastewater, and communication lines.
  - C. A recent aerial photo showing existing conditions, with a minimum scale of 1:200, should be submitted.
  - D. Include a concept grading plan with the submittal.
  - E. Provide preliminary sketches of the proposed street cross section, if applicable.
- 9.2 Format. Minor subdivision plats are prepared as final plats complying with Sec. 4.1.6 of the *LUC* and the final plat requirements of this Standard.
- 9.3 Application. Submittal requirements for a final plat include the following items. The site information may be submitted as one drawing or as separate drawings. The application is submitted to DSD.
- A. Submit the application form, completed.
  - B. Submit twenty-six (26) blue-line prints of the final plat. The plat will contain the signature and seal of the land surveyor, registered in the State of Arizona, who prepared the plat. If engineering information is provided on the final plat, the seal and signature of the responsible engineer is also required.
  - C. Submit appropriate fees calculated in accordance with Development Standard 1-05.0.
  - D. Four (4) copies of the protective covenants or Covenants, Conditions, and Restrictions (CC&Rs) in recordable form will be submitted with the final plat, when applicable.
  - E. Financial assurances are generally required to be submitted as part of the final plat submittal. Exceptions to this requirement will be allowed if, in these instances, the City Engineer's Office is advised that the final plat submittal does not include the assurances. However, assurances must be submitted to the City Engineer's Office at some time during this review phase. The final plat cannot be scheduled for Mayor and Council consideration until the assurances are approved by the City Engineer's Office.
  - F. Provide eight (8) copies of a concept grading plan.
  - G. Include two (2) copies of a drainage report or statement, as applicable.
  - H. Submit eight (8) copies of a topographic map of the site.
  - I. Submit twenty-six (26) copies of a map indicating the location of utility services.
  - J. Submit the letter of certification on assured water supply if the project is not served by the City of Tucson Water Department.

K. Submit five copies of a title report (current within ninety [90] days).

9.4 Review, Approval, and Recordation. Minor subdivision plats will be reviewed through the same process as a final plat as provided in Sec. 2-03.7.0 of this Standard. However, because a tentative plat has not been reviewed, minor subdivision review will incorporate compliance with the Tucson Code as normally accomplished during the tentative plat process.

#### **2-03.10.0 LAND SPLITS.**

10.1 Preapplication Conference. A preapplication conference is not required but is available to potential applicants through DSD. The preapplication conference is for the purposes of providing as much preliminary information to the applicant as possible to assure an efficient and timely process once the application is submitted.

10.2 Submittal Requirements. The following documents and information are to be submitted at the time of application to the Zoning Review Section at DSD.

A. Submit two (2) copies of a drawing or sketch of the proposed land splits which includes the original parcel as configured twenty (20) years before the current date or on the date of annexation, if later. The drawing should be fully dimensioned and prepared at a scale to maintain legibility. The size of the sheet shall be 8½" x 11" or greater. Lettering should be of a size to remain legible when photographically reduced for record keeping. The drawing shall show any existing buildings and provide the measured distance from the buildings to the existing and proposed lot lines. The drawing should also show locations of street rights-of-way and existing utility easements.

B. Submit one (1) copy of the history of the original parcel as configured twenty (20) years before the current date or on the date of annexation, if later, and subsequent land splits that may have occurred. The property information available at the Pima County Assessor's Office establishing existing land split dates is acceptable. Such information is reviewed in determining whether or not the proposed land split constitutes a subdivision.

C. Submit the completed application form.

D. If shared use of facilities with adjacent properties is contemplated, such as driveways, two (2) copies of the legal instruments that will be recorded establishing the shared aspects of the project are to be submitted.

E. If access to the proposed lots is to be by easement or private street, two (2) copies of the legal instruments that will be recorded establishing the right of use are to be submitted.

10.3 Review and Approval. Application is to the Zoning Review Section at DSD. Zoning Review staff will review for compliance with requirements as provided in Sec. 4.3.3 of the LUC. Review will be conducted by the Zoning Review Section.

The land split drawing will be the document signed by staff for approval purposes. A copy will be kept on file for the purpose of issuing permits.

**2-03.11.0 RESERVED (LAND SURVEY EXCEPTION)**

**2-03.11.0 LAND SURVEY EXCEPTION.** A Land Survey Exception is a proposed land split that would ordinarily require a plat. Due to the small size and simplicity of the design, an exception to the regular land survey platting process may be granted in the specific circumstances outlined in the following standards.

11.1 Applicability. If the property meets the following criteria, a land survey exception may be applied for:

- A. New streets are not proposed.
- B. Parking area access lanes (PAALs) are not proposed.
- C. All street frontage has existing sidewalks and curbs.
- D. The property is not within a Land Use Code overlay zone.
- E. The property is not effected by the Floodplain Ordinance, Chapter 26 of the Tucson Code.
- F. Threshold retention and/or detention are not required.
- G. Common areas are not proposed.
- H. A Homeowners Association and CC&Rs are not required.
- I. Assurances are not required.
- J. The property is not affected by Chapter 29 of the Tucson Code, W.A.S.H. Ordinance.
- K. The property prior to the split is less than 1 acre in size.
- L. New lots do not cross existing land survey lot lines.

11.2 Pre-application Conference. The criteria set forth in 2-03.11.1 must be complied with for the proposal to be considered as a Land Survey Exception. Review at a pre-application conference is required, at which time the applicant will provide appropriate information to show that the criteria in 2-03.11.1 have been met. Determination as to whether or not a Land Survey Exception will be accepted for submittal will be made at the CDRC pre-application meeting. Engineering and Zoning pre-application comments must be included with the formal submittal.

DSD is to be contacted for scheduling the pre-application conference.

11.3 Application. Submittal requirements for a Land Survey Exception include the following items.

- A. Submit the application form, completed.
- B. Submit appropriate fees.
- C. Submit twenty-six (26) blue-line prints of the Land Survey Exception Record of Survey.
- D. Engineering and Zoning pre-application comments.

11.4 Review. Land Survey Exceptions will be reviewed through the same process as a plat. After acceptance of the submittal, the documents are distributed to the CDRC members for review and comment. Each CDRC agency's response shall indicate whether or not a resubmittal is required.

11.5 Resubmittal. Should a resubmittal be required to address CDRC comments, the applicant will submit a detailed letter of explanation with the resubmittal packet. The letter will address each comment as presented in the CDRC response letter and discuss revisions made to the plans arising from these comments. Sufficient copies of the letter will be included in the resubmittal to attach to each blue-line print submitted. Any revisions made in addition to those requested in the CDRC response letter must be specifically addressed.

11.6 Determination of Land Survey Exception Applicability. If, in the course of review, it is determined that a plat is required, the applicant will be so notified. The applicant has (1) one year from the date of application to obtain approval and recordation of the plat. If, at the end of that time, the plat has not been approved, it must be revised to be in compliance with all regulations in effect at that time, and must be resubmitted for a full CDRC review.

11.7 Land Survey Exception Record of Survey Format. The information required as part of the Land Survey Exception submittal will be shown graphically or provided by notes on the record of survey.

- A. All mapped data on the Record of Survey will be drawn at the same standard engineering scale, having no more than forty (40) feet to the inch. The scale provides staff the ability to verify dimensions more easily. It also affords greater clarity after photographic reduction (microfilming) for record-keeping purposes.
- B. Each sheet will measure 24" x 36" and include a two (2) inch margin on the left side and one-half (1/2) inch margins on the remaining sides.
- C. All lettering and dimensions will be the equivalent of twelve (0.12) point or greater in size. The purpose of this requirement is to assure that the lettering is legible when reproduced or when photographically reduced (microfilmed) for record keeping purposes.
- D. A small, project-location map will be provided, drawn at a scale of 3" = 1 mile. If possible, the map should be located in the upper right corner of the sheet. On

multiple sheet drawings, the map will be located on the first sheet. The location map will provide the following information.

1. Show the subject property approximately centered within a one (1) square mile area.
2. Identify conditions within the square mile area, such as land surveys, major streets, major watercourses, and railroads. Reference recorded land survey plats by book and page numbers.
3. Section, township, and range; section corners; north arrow; and the scale will be labeled.
4. The City's jurisdictional limits will be shown, if within the mapped area.

E. Place the words "Book \_\_\_\_\_ Page \_\_\_\_\_" in both the upper and lower right corners outside the margin line. The blanks will be completed by the Pima County Recorder's Office at the time of recordation.

F. A title block with the following information is to be provided approximately in the lower right corner of the first page of the Record of Survey.

1. \_\_\_\_\_ The first line of the title block must read, "RECORD OF SURVEY".
2. \_\_\_\_\_ Provide the proposed name of the Land Survey Exception.
3. \_\_\_\_\_ The number of proposed lots is to be noted.
4. \_\_\_\_\_ A brief legal description.

G. The north arrow and scale should be placed together on each sheet, preferably in the upper right corner of the drawing.

H. When possible, the drawing should be oriented with north toward the top of the page.

I. A legend which shows and describes all symbols used on the drawing will be placed on either the first sheet or the first sheet which contains all or part of the drawing.

J. Line weights will reflect the nature of the line, e.g., right-of-way lines will be more prominent than lot lines or easements, and drainageways will be in heavy solid lines except at street crossings.

11.8 Land Survey Exception Record of Survey General Notes. The following general notes will appear on the record of survey. Additional notes specific to each project are required where pertinent.

A. *Ownership and Preparation Notes.*

1. List the names, addresses, and telephone numbers of the primary owners of the site.
2. List the name, address, and telephone number of the person, firm, or organization that prepared the record of survey and the applicable registration number, along with the seal and signature, of the land surveyor or professional engineer.

B. Zoning and Land Use Notes.

1. Place the S(YR.)- Land Survey Exception case number in the lower right hand corner of the plan next to the title block. The S file number will be provided after application and should be added to the drawing on subsequent submittals.
2. List as a general note: "Existing zoning is \_\_\_\_\_."
3. Add the following note: "The number of lots is \_\_\_\_\_."
4. Add a note listing the gross area of the existing parcel.
5. Add the following note, "There will be no further division of lots without the expressed approval of the City of Tucson."
6. On single family projects bounded or intersected by a Major Street or Route, list the following note: "Lots with frontage on a street designated a Major Street or Route shall have ingress-egress designed in a manner so that motor vehicles do not back out onto the Major Street or Route, through the use of circular drives, turnarounds, or other similar solutions."

C. Utilities Note.

1. All plans are to include the following note: "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public."

11.9 Record of Survey Standard Paragraphs

- A. Certificate of Survey. Include the following paragraph signed and sealed by a Registered Professional Land Surveyor:

CERTIFICATE OF SURVEY

"I hereby certify that the boundary survey as shown on this Record of Survey was performed under my direction and that all existing or proposed survey monuments and markers shown are correctly described. I further certify that this Record of Survey was prepared under my direction."

- B. Dedication. Include the following paragraph:

DEDICATION

"We the undersigned, hereby warrant that we are the owners and the only parties having any interest in the land shown on this plan, and we consent to the split of said land in the manner shown hereon." "We hereby grant to the Public and all utility companies all easements as shown hereon for the purposes of access, installation, and maintenance of public sewers and utilities and other uses as designated by this plan." "We, the undersigned, do hereby hold harmless the City of Tucson, its successors and assigns, their employees, officers, and agents from any and all claims for damages related to the use of the property depicted on this plan now and in the future by reason of flooding, flowage, erosion, or damage caused by water, whether surface flood or rainfall."

Add the signature lines for the property owners.

C. Recording Data. Include a 5"X5" box for the County Recorders stamp. The title over the box must read, "RECORDING DATA".

11.10 Survey Information *Arizona Boundary Minimum Standards - Arizona State Board of Technical Registration*

A. Indicate primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the Record of Survey will be referred. At least one (1) corner of the property will be tied by course and distance to a section corner, a quarter section corner, or an established City or County survey monument. The plan must include a description of that corner marker and an indication of how the bearings were determined. Corner tie recordation information is to be provided on the plan.

B. Indicate property boundary lines, lot lines, centerlines of streets, and easements, with accurate dimensions, bearings, or deflection angles and radii, arcs, and central angles of all curves.

C. Additional details to be shown are as follows.

1. Basis of bearings - The purpose of the basis of bearings on a survey is to enable another surveyor to retrace the original survey. As such, the statement must be referenced to found, readily locatable monuments. There are three general methods of establishing bearings.

a. Reference to a record of survey or a recorded plat.

b. Astronomic (normally solar or Polaris).

c. Assumed.

The basis of bearings should be established from two (2) found, physically monumented points described and shown on the plan. If the monuments at

each end of the reference line are fully described on the plan, they need not be described in the "Basis of Bearings" statement.

2. Label all boundary lines as to exact nature.
3. All boundary monumentation must be labeled as "found" or "set."
  - a. Fully describe and show all markings on found monuments.
  - b. A one-half (½) inch iron rod tagged by a registered land surveyor will be set at all corners upon completion of construction.
4. Show the distance and bearing between all monuments used. Indicate whether measured or calculated. Measured is the physical, direct occupation of a point/line by line of sight and not through calculations of other measured distances.

#### 11.11 Existing Conditions

- A. All easements of record will be drawn on the plan, and recordation information, locations, widths, and purposes shall be included.
- B. The following information regarding the existing public right-of-way will be provided: the name, right-of-way width, recordation data, type and dimensioned width of paving, curbs, curb cuts, and sidewalks.
- C. The following information regarding existing utilities will be provided: the location and size of water wells, water pumping plants, water reservoirs, water lines, fire hydrants, and storm and sanitary sewers, including the pipe diameter and the invert and rim elevations of all manholes and cleanouts; the Pima County Wastewater Management Department (PCWMD) reference number; locations of gas lines, electric and telephone lines, poles, and on-ground junction boxes, and street lights. If water mains and sewers are not located on or adjacent to the tract, indicate the direction, distance to, and sizes of those nearest the property. Show sewer line invert elevations.
- D. If a project is split by one (1) or more zoning boundaries, all zoning classifications, on and adjacent to the project, shall be indicated on the drawing with zoning boundaries clearly delineated.
- E. Projects bounded by streets having only a portion of the *Major Streets and Routes (MS&R)* right-of-way width will be required to dedicate right-of-way to the MS&R width. Right-of-way dedication is required prior to Land Survey Exception approval. Include right-of-way dedication recordation information on the plan.

#### 11.12 Proposed Conditions

- A. All proposed easements (utility, sewer, drainage, access, etc.) are to be dimensioned and labeled as to their purposes and whether they will be public or

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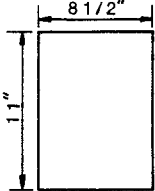
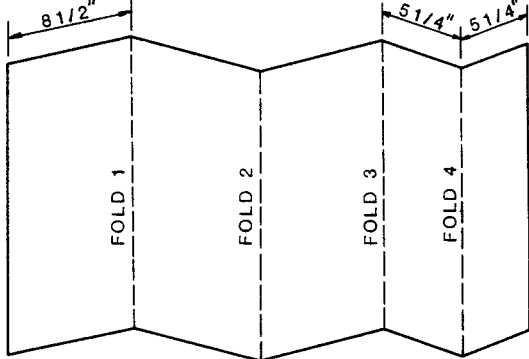
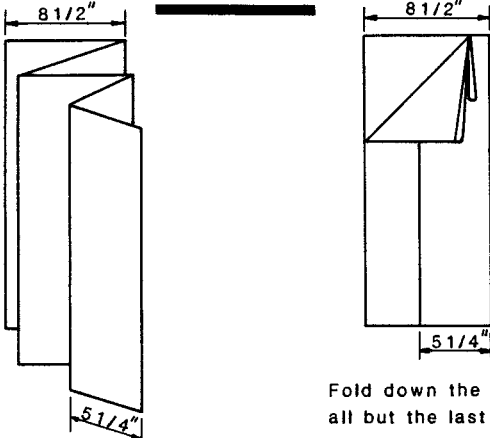
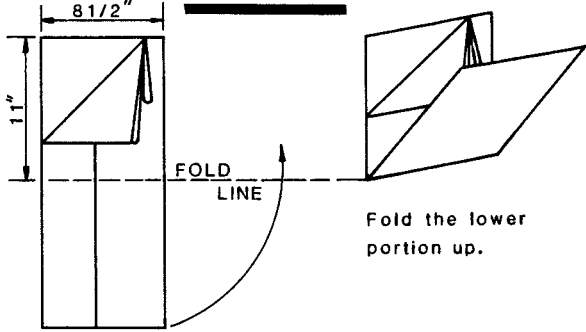
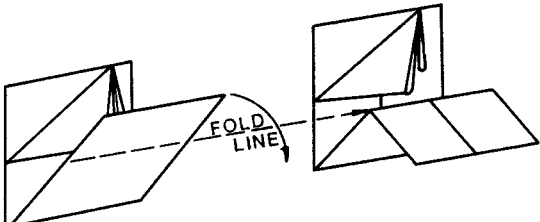
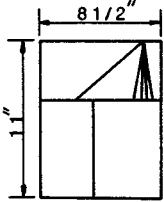
private. Recordation information (docket and page) must be included on the plan prior to final approval.

B. Show no-vehicular access easements where applicable.

C. Show all proposed lot lines.

D. Identify each proposed lot by number, and include the square footage of each.

E. Show locations of all proposed driveways. A driveway can only access two units. Accessing three or more units off a single access point requires the development of a street or PAAL. The development of a street or PAAL requires a plat.

<p><b>STEP 1</b></p> <p>Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.</p>  <p>This instruction sheet is 8 1/2" X 11" size.</p>		<p><b>STEP 2</b></p> <p>Fold the remaining 10 1/2" in half; this completes fold number 4.</p>
<p><b>STEP 3</b></p>  <p>Fold down the corner, all but the last panel.</p> <p>With the 5 1/4" fold to the right</p>	<p><b>STEP 4</b></p>  <p>Fold the lower portion up.</p>	
<p><b>STEP 5</b></p>  <p>Fold the front part in half.</p>	<p><b>STEP 6</b></p>  <p>The folded print should be 8 1/2" X 11".</p>	