



CASE NO. _____
Accepted by: _____
Date: _____
Acct # 101-5400-00-4458
Fees: _____

FINAL SUBDIVISION PLAT APPLICATION (PRE-APPLICATION REQUIRED)

(incomplete applications, including checklist, will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name:			
Address/Location:			
Parcel Number(s):	Pre-Application Meeting Date:	Pre-Application File No:	
Section:	Planner:		
Township:			
Range:			
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:	
APPLICANT INFORMATION (Single point of contact)			
Name:		Company:	
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Signature of Applicant:	Date:		
PROPERTY OWNER			
Name:		Company:	
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Signature of Property Owner:	Date:		
Review times in accordance with SB 1598 Policy			

I acknowledge that the following items are required for processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items.

TO BE COMPLETED BY PLANNER		DELIVERABLES
YES	NO	
		Completed Planning Application
		Applicant's and owner's original signatures on Planning Application
		Fees: Final Plat: \$995 + \$9 per lot MID Formation: # of lots _____ x \$15 per lot = \$_____ Final Plat Amendment: 50% of current fee
		Filing Fee: \$_____ + (____ of lots x \$____ per lot) - Team Pre-application \$_____ = \$_____ TOTAL DUE
		Legal description of property on separate 8½"x11" sheet (4 copies)
		Title report/deed (2 copies)
		Utility Will-Serve letters (gas & electric)
		Project narrative (5 copies)
		Final plat – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		Reduced copies of final plat 11"x17" folded (2 copies)
		Draft CC&R's (2 copies)
		Maintenance Improvement District (MID)
		Lot matrix (2 copies)
		COGO (error of closure) (3 copies)
		Each item on the checklist scanned to disc or flash drive in PDF format; with label and date (1)
		ALTA Survey – 24"x36" folded to 9"x12" and drawn to scale (3 copies)
		Certificate of Adequate School Facilities (2 copies)
Review times in accordance with SB 1598 Policy .		

Signature: _____ Printed Name: _____

Company: _____ Date: _____

If you have any questions regarding items on this checklist, please contact your project planner.

1. Name of subdivision, section, township, range, and county of the subdivision.
2. Vicinity map showing area within ½ mile.
3. Date of plan preparation and subsequent revision dates (see below)
4. North arrow and scale of not less than 1" = 100'.
5. Owner/Developer - Name, Address, Phone Number, and Contact Person.
6. Name, address, phone number and registration number, and seal of State of Arizona registered land surveyor.
7. 100 Year Assured Water Supply note – see attached.
8. Standard Final Plat Notes – see attached.
9. Plan Preparation Block (place in the lower right hand corner of each page – see attached).
10. Typical Lot Diagram including Setbacks (interior lot and corner lot).
11. Boundaries of the tract fully balanced and closed.
12. 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.
13. Provide a Basis of Bearing between two (2) public land surveying monuments to which one corner of the minor land division map shall be tied by course and distance.
14. Location and description of all physical encroachments upon the boundaries of the tract.
15. 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.
16. All drainage ways designated as such and dedicated to the public.
17. All utility and public service easements, including any limitations of easements; construction within such easements shall be limited to utilities, landscaping and wood, or removable section type fences.
18. Location and all dimensions of all lots.
19. All lots numbered consecutively throughout the plat.
20. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and the use specified.
21. Location of all adjoining subdivisions with date, book, and page number of recordation noted, or if unrecorded, so marked.
23. Statement of dedication of all streets, alleys, crosswalks, drainage ways, and easements for public purpose by the owners and wives/husbands of the owners; if lands to be dedicated are mortgaged, the mortgagee shall also sign the plat.
24. Certification by State of Arizona Registered Land Surveyor, verifying that the plat is correct and accurate.
25. Standard Approval block for City Engineer, City Clerk and Mayor signatures (see attached)
26. Spreadsheet listing all lots complete with dimensions and area.
27. Homeowners' Association acknowledgement of plat, if applicable.
28. Maintenance Improvement District Petition, Waiver, and Consent with required attachments.
29. The dedication statement of the Final Plat shall include the following paragraph:
The City is hereby granted an easement for maintenance of landscaping, irrigation, drainage facilities, hardscape and retention areas on tract(s) (*insert number or letter of each tract*). This easement may be exercised by the City of Avondale at any such time when the Grantor, its successors or assignees, including a homeowners' association formed over this subdivision fails to exist and provide the required maintenance and operation of the landscaping, irrigation, drainage facilities, retention areas, and/or hardscape.

Development & Engineering Services Department

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STANDARD FINAL PLAT NOTES

Notes:

1. All landscaping within adjacent public right-of-way is to be maintained by the _____ Homeowners' Association, excluding medians on arterial streets.
2. All utility and public service easements, including any limitations of easements; and construction within such easements shall be limited to utilities, landscaping, and wood, wire or removable section type fences.
3. All existing overhead utilities shall be installed underground in accordance with City of Avondale Municipal Code and as required by the Arizona Corporation Commission.
4. No alterations shall be made to the storm water retention areas and approved or existing conveyance patterns that are a part of these premises without written approval by the City of Avondale.
5. No structures shall be constructed in or across nor shall other improvements or alterations be made to the drainage facilities that are a part of this subdivision without written authorization by the City of Avondale.
6. No walls/fences shall be built without prior City of Avondale approval.
7. Each Final Plat shall include a note that states that the subdivision is subject to a Maintenance Improvement District.

100-YEAR ASSURED WATER SUPPLY

The area platted hereon lies within the domestic water service areas of the City of Avondale which is designated as having an assured water supply pursuant to Section 45-576 Arizona Revised Statutes.

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STANDARD FINAL PLAT SIGNATURE BLOCK

Approvals	
Approved by the Council of the City of Avondale, Arizona this _____ day of _____, 20__.	

Mayor _____	Date _____

Attest: City Clerk _____	Date _____

City Engineer _____	Date _____

PLAN PREPARATION BLOCK

Case # _____	
Submittal # _____	Preparation Date: _____
Submittal # _____	Preparation Date: _____
Submittal # _____	Preparation Date: _____



CERTIFICATE OF ADEQUATE SCHOOL FACILITIES

An application for _____ has been submitted to the City of Avondale, Department & Engineering Services Department, for review.

Project: _____ Assigned Planner: _____
Request: _____ Acreage/Parcel Size: _____
Zoning: Existing _____ Proposed (if applicable): _____
Density Allowed: _____ Density Proposed (if applicable): _____

Please review the attached application and check the appropriate box below. It is the applicant's responsibility to ensure that this form is completed and returned to the Development & Engineering Services Department prior to the scheduling of any public hearings or approval of site plan. Upon a complete review of the application, the request may be presented to the Planning Commission and/or City Council at a public hearing.

The District has adequate capacity to accommodate the estimated enrollment from the proposed development Yes No

If inadequate capacity, the District is currently working with the applicant/developer to provide or help provide adequate school facilities Yes No

Date Reviewed: _____
School District: _____
Authorized District Representative Name/Title: _____

Phone #: _____
E-mail: _____
Signature: _____

MAINTENANCE IMPROVEMENT DISTRICT POLICY
City of Avondale

1. PURPOSE

The purpose of this document is to inform and assist developers in formation of a Maintenance Improvement District pursuant to ARIZ. REV. STAT. § 48-574 (a “MID”). It is the City’s intent that the MID act as a dormant tax assessment mechanism to generate funds necessary to maintain parkway landscaping and improvements, which will only be triggered in the event of failure of the applicable homeowners’ association (“HOA”) to maintain those facilities.

Under provisions of the City Code, all developers are responsible to completely landscape their development projects according to the approved plans prior to issuance of a Certificate of Occupancy. In particular, subdivisions are required to provide landscaping along certain arterial and collector streets and in other locations as provided in the zoning requirements, approval stipulations, engineering requests or subdivision requirements. In addition, developers may provide paths, trails, and other amenities in the common open space areas adjacent to arterial and collector streets (collectively, the improvements are referred to herein as the “Streetscape Improvements”).

Pursuant to the provisions of ARIZ. REV. STAT. § 48-574, the Mayor and City Council (the “Council”) are empowered to form a MID for maintenance, repair and improvements of pedestrian malls, off-street parking facilities and parkings and parkways (the “Allowed Uses”). The Council has determined that the Streetscape Improvements along arterial and collector streets are Allowed Uses; accordingly, all residential subdivisions approved after November 1, 2013 are subject to the formation of a MID.

Each HOA will continue to be responsible for maintaining the Streetscape Improvements within its development, including landscape, irrigation, hardscape, and drainage improvements within the public rights-of-way, easements, and tracts. The additional MID tax assessment charge to property owners will be \$0.00 while the HOA maintains the Streetscape Improvements. Charges will be assessed only at such time as the HOA fails to maintain the Streetscape Improvements and the City assumes maintenance responsibility under the MID.

2. DOCUMENTATION

Prior to recordation of the subdivision Final Plat, the developer is responsible to have the following documentation submitted to the City:

- 2.1 A fully-executed MID petition/waiver. Each owner/developer shall fully execute a MID petition/waiver. The petition/waiver must be executed in black ink only, and shall include the acreage of the subdivision, subdivision name, name of the owner/developer, the company name, company address, and date of execution.
- 2.2 One copy of the legal description of the MID boundary in compliance with the Arizona Boundary Survey Minimum Standards and Maricopa County Recorder requirements suitable for recording. The legal description shall be prepared and sealed by a professional Land surveyor registered in the State of Arizona. The legal description shall be accompanied with calculations showing it complies with the requirements of State Law.
- 2.3 The owner/developer shall provide a MID diagram prepared and sealed by a professional Land surveyor registered in the State of Arizona. The diagram shall be prepared in 8-1/2 inch x 11 inch size and comply with the Arizona Boundary Survey Minimum Standards. The MID diagrams shall contain the following information:
 - A. Lettering, numbers, and drawings that are distinct and legible, sufficient to satisfy the requirements of the Maricopa County Recorder.

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- B. A north arrow on the MID diagram in a readily visible location with a bar scale indicating the approximate scale of the MID boundary.
- C. The Title statement provided below at the top of each page:

“Maintenance Improvement District”
“Assessment Diagram”
of [Insert Subdivision Name]

- D. A note that states the following:

NOTE

This improvement district is formed for the express purpose of providing the maintenance and operation of the sidewalks, landscaping, landscaped drainage facilities, and related improvements adjacent to and along the public roadways and parkways within the district.

- E. Each MID boundary taken to the centerline of all adjacent roadways.
 - F. All lots identified by number and all tracts by letter. Show all lots, tracts and street rights-of-way intended to be within and perimeter of the district.
- 2.4 The owner/developer is responsible to provide a table on the diagram listing the rights-of-way, easements, lots, parcels and tracts of the areas (square footage and acreage) to be included in the MID.
- 2.5 The owner/developer shall provide an appropriately scaled copy of the landscape plans, if and in the form requested.
- 2.6 The dedication statement of the Final Plat shall include the following paragraph:
- The City is hereby granted an easement for maintenance of landscaping, irrigation, drainage facilities, hardscape and retention areas on tract(s) (*insert number or letter of each tract*). This easement may be exercised by the City of Avondale at any such time when the Grantor, its successors or assignees, including a homeowners’ association formed over this subdivision fails to exist and provide the required maintenance and operation of the landscaping, irrigation, drainage facilities, retention areas, and/or hardscape.
- 2.7 Each Final Plat shall include a note that states that the subdivision is subject to a MID.

**PETITION, WAIVER AND CONSENT TO FORMATION
OF A MUNICIPAL IMPROVEMENT DISTRICT
BY THE CITY OF AVONDALE**

MID#

Subdivision Name

To: Honorable Mayor and Council
City of Avondale, Arizona

Pursuant to Arizona Revised Statutes, Section 48-574, the undersigned property owners respectfully petition the Council of the City of Avondale, Arizona (the "City Council") to order the formation of a Municipal Improvement District (the "District") under Arizona Revised Statutes, Title 48, Chapter 4, Article 2. In support of this petition, the undersigned agree to waive certain rights under Arizona Law and to consent to the formation and completion of the District.

1. Area of District. The proposed District is described by a diagram and by a legal description on Exhibit "A" that is attached hereto and incorporated herein by reference. The proposed District consists of acres and is entirely within the corporate boundaries of the City of Avondale.
2. Ownership. The undersigned (is) (are) the sole owner(s) of the real property within the proposed District.
3. Purpose. The District is proposed to be formed for the purpose of the operation, maintenance, repair and improvements of landscape, irrigation, drainage and retention facilities and hardscape adjacent to designated public roadways, and parkways within the proposed District.
4. Public Convenience and Necessity. The necessity for the proposed District is for the operation, maintenance, repair and improvements of landscape, irrigation, drainage and retention facilities and hardscape adjacent to designated public roadways and parkways within the proposed District by the levying of special assessments in the proposed District.
5. Waiver and Consent. The petitioners, with full knowledge of their rights being waived hereunder, hereby expressly waive all of the following:
 - (a) Any and all irregularities, illegalities or deficiencies which may exist in the acts or proceedings resulting in the adoption of the Resolution of Intention and the Resolution Ordering the Work relating to the District.
 - (b) All protest rights whatsoever under ARIZ. REV. STAT. §48-579(A) and (B), as amended.
 - (c) All objections to the filing of and adoption by the City of the plans and specifications, the Engineer's estimate and the Assessment Diagram, all of which provide for the completion of the District.

Further, the improvements described above are of more than local or ordinary public benefit.
IN WITNESS WHEREOF, the parties have executed this Petition and Waiver Agreement as of
_____. 20_____.

[SIGNATURES ON FOLLOWING PAGES]

“Property Owner”

Entity Name: _____

Property Tax Parcel Numbers: _____

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

(ACKNOWLEDGMENT)

STATE OF _____)

) ss.

COUNTY OF _____)

On _____, 20____, before me personally appeared _____, the _____ of _____, a(n) _____, _____ on behalf of the _____, whose identity was proven to me on the basis of satisfactory evidence to be the person who he/she claims to be, and acknowledged that he/she signed the above document on behalf of the _____.

Notary Public

(Affix notary seal here)

[SIGNATURES CONTINUE ON FOLLOWING PAGES]

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“Property Owner”

Entity Name: _____

Property Tax Parcel Numbers: _____

By: _____

Name: _____

Title: _____

Address: _____

Date: _____

(ACKNOWLEDGMENT)

STATE OF _____)

) ss.

COUNTY OF _____)

On _____, 20____, before me personally appeared _____, the _____ of _____, a(n) _____, _____ on behalf of the _____, whose identity was proven to me on the basis of satisfactory evidence to be the person who he/she claims to be, and acknowledged that he/she signed the above document on behalf of the _____.

Notary Public

(Affix notary seal here)

[SIGNATURES CONTINUE ON FOLLOWING PAGES]

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DEVELOPER'S MAINTENANCE IMPROVEMENT DISTRICT CHECKLIST

The Maintenance Improvement District (MID) first submittal shall be made with the Final Plat submittal.

First Submittal to include:

- MID application fee
- 8-1/2 inch x 11 inch MID diagram (area table to be included on the diagram), with original seal and signature of the Arizona Registered Land Surveyor preparing the document.
- Legal description of the MID boundary, with original Arizona Registered Land Surveyor seal and signature (the legal description shall be accompanied with back-up material showing it meets all requirements).

Final Submittal to include:

- 8-1/2 inch x 11 inch MID diagram with original seal and signature of the Arizona Registered Land Surveyor preparing the document, in recordable format.
- Fully executed petition, with original signatures and dates.
- Legal description of the MID boundary, with original seal and signature of the Arizona Registered Land Surveyor.
- Scaled copy of landscape plans (if requested).
- AutoCAD drawing of the MID that can be opened with and compatible with the City's most current software program. The MID shall be drawn to scale with ties to record PLSS monumentation.

Informational Notes:

- Final Plat shall include in the dedication statement the following:

The City is hereby granted an easement for maintenance of landscaping, irrigation, drainage facilities, hardscape and retention areas on tract(s) (insert number or letter of each tract). This easement may be exercised by the City of Avondale at any such time when the Grantor, its successors or assignees, including a homeowners' association formed over this subdivision fails to exist and provide the required maintenance and operation of the landscaping, irrigation, drainage facilities, retention areas, and/or hardscape.

- Final Plat shall include a note that states the subdivision is subject to a MID. The MID boundary shall be identified on the plat by name.

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