



### FINAL PLAT REVIEW CHECKLIST

LOG NUMBER: \_\_\_\_\_  
PROJECT: \_\_\_\_\_

REVIEWER:  
1st \_\_\_\_\_ Date \_\_\_\_\_  
2nd \_\_\_\_\_ Date \_\_\_\_\_  
3rd \_\_\_\_\_ Date \_\_\_\_\_

KEY: / = Acceptable X = Not Applicable  
O = Not Acceptable or Missing ? = Unable to Determine Acceptability Status

**PLEASE RETURN THIS ORIGINAL CHECKLIST WITH THE NEXT SUBMITTAL, WITH THE REDLINES.**

Complies	Requirement
----------	-------------

#### PLAT PREPARATION AND SUBMITTAL

- \_\_\_\_\_ 1. The First Submittal of the Final Plat shall include, at a minimum, the following items (unless previously submitted):
  - a. Current Title Report (not older than 30 days)
  - b. A copy of all Schedule B items pertaining to recorded Easements, Rights of Way, and Covenants, Conditions, and Restrictions,
  - c. An ALTA Survey Map (not older than 60 days),
  - d. Copy of the Approved Preliminary Plat and Stipulations,
  - e. Copy of the Tentative Covenants, Conditions, and Restrictions,
  - f. Subdivision boundary closure calculations,
  - g. Closure calculations for all Tracts, Parcels, and Lots.
  
- \_\_\_\_\_ 2. The Final Plat shall be submitted on 24" x 36" sheets bound or stapled in sets.
  
- \_\_\_\_\_ 3. The minimum allowable scale is 1" = 200 '. The scale must be noted on each sheet.
  
- \_\_\_\_\_ 4. The minimum height of all text, numbering, and lettering shall be 0.1" (one tenth of one inch) as required (ARS 11-481.B).
  
- \_\_\_\_\_ 5. All official seals and stamps affixed to the Final Plat must be in black ink as required by the Pinal County Recorder's Office. All signatures must be in black ink.



## FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
----------	-------------

### COVER SHEET REQUIREMENTS

- \_\_\_\_\_ 6. The Name of the proposed Subdivision or Development must be shown on the Title Block of the cover sheet.
- \_\_\_\_\_ 7. The Legal Description (Section, Township, Range, Principle Meridian, County, and State) must be shown in the Title Block on the cover sheet of the Plat as required by State Law.
- \_\_\_\_\_ 8. If the subdivision is located in part or in total over a previously recorded plat, the appropriate record reference, i.e., plat name and Pinal County Recorder recordation information, must be included in the Title Block on cover the sheet and on the map sheet of the Plat.
- \_\_\_\_\_ 9. The Developer's name, address and phone number must be shown on the cover sheet.
- \_\_\_\_\_ 10. The following certification and the name, address, and registration number of the Registered Land Surveyor preparing the Final Plat must be shown on the cover sheet:

<b>CERTIFICATION:</b> <b>THIS IS TO CERTIFY THAT THIS PLAT IS CORRECT AND ACCURATE AND THE MONUMENTS DESCRIBED HEREIN HAVE EITHER BEEN SET OR LOCATED AS DESCRIBED TO THE BEST OF MY KNOWLEDGE AND BELIEF.</b>	
<b>REGISTERED LAND SURVEYOR</b>	<b>DATE</b>
Name	
Street Address	
City, State, Zip Code	
	(SEAL)



### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
----------	-------------

\_\_\_\_\_ 11. One of the following certifications must be shown on the cover sheet, as applicable:

**(OWNER'S NAME) HAS RECEIVED A CERTIFICATE OF ASSURED WATER SUPPLY FOR THIS SUBDIVISION PURSUANT TO A.R.S. 45-576, AND SUBMITS SAID CERTIFICATE WITH THIS PLAT.**

OR

**THIS SUBDIVISION IS WITHIN THE SERVICE AREA OF (NAME OF WATER SUPPLIER) WHICH HAS BEEN DESIGNATED AS HAVING AN ASSURED WATER SUPPLY PURSUANT TO A.R.S. 45-576. A COMMITMENT TO SUPPLY WATER SERVICE TO THIS PLATTED SUBDIVISION HAS BEEN RECEIVED FROM SAID COMPANY AS EVIDENCED BY \_\_\_\_\_, A COPY OF WHICH IS SUBMITTED WITH THIS PLAT.**

\_\_\_\_\_ 12. A Vicinity Map shall be provided on the cover sheet. The applicable Town limits, Pinal County, and the Gila River Indian Reservation must be labeled, if applicable, wherever the project site abuts land that has not been incorporated by the Town of Florence. The Vicinity Map shall include all adjacent Roads, Streets, or Highways and a North Arrow.

\_\_\_\_\_ 13. The Gross Area of the property shown on the Plat must be shown on the cover sheet.

\_\_\_\_\_ 14. Areas of each Tract and Parcel shall be shown on the cover sheet of the Plat.

\_\_\_\_\_ 15. A Legend shall be provided on the cover sheet of the Plat. Ensure all acronyms used on the Plat are listed in the Legend.

\_\_\_\_\_ 16. The Basis of Bearing must be described on the cover sheet of the Plat.

\_\_\_\_\_ 17. Existing and proposed Zoning must be shown on the cover sheet.



### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
----------	-------------

#### DEDICATION, EXECUTION, AND RATIFICATION

\_\_\_\_\_ 18. A Dedication Statement is required on the cover sheet. The Dedication must include the following:

- a. The subdivision location as defined by its section, township, range, county and state.
- b. The following statement about all easements shown on the Plat:  
**EASEMENTS ARE DEDICATED AS SHOWN ON THIS PLAT.**
- c. A statement about the rights-of-way dedicated.
- d. The following statement about the maintenance of landscaping:  
**THE MAINTENANCE OF LANDSCAPING WITHIN THE PUBLIC RIGHT-OF-WAY TO BACK OF CURB SHALL BE THE RESPONSIBILITY OF THE HOMEOWNERS' ASSOCIATION OR THE ABUTTING PROPERTY OWNER.**
- e. If items are platted as common property with an undivided interest owned in common by each lot owner, a statement about items maintained by the Homeowners' Association:  
**ALL PROPERTY, AMENITIES AND FACILITIES PROPOSED TO BE MAINTAINED BY THE HOMEOWNERS' ASSOCIATION ARE HEREWITH PLATTED AS COMMON PROPERTY WITH AN UNDIVIDED INTEREST OWNED IN COMMON BY EACH LOT OWNER.**

\_\_\_\_\_ 19. If the common property is to be deeded to a Home Owners' Association, the following statement must be included in the Dedication:

**TRACTS \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_ (FILL IN BLANKS AND INCLUDE ALL APPLICABLE TRACTS) ARE NOT DEDICATED TO THE PUBLIC, BUT ARE PLATTED AS COMMON PROPERTY FOR THE USE AND ENJOYMENT OF \_\_\_\_\_ (HOME OWNERS' ASSOCIATION) AS MORE FULLY SET FORTH IN THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS.**

\_\_\_\_\_ 20. If the common property is owned in common, with an undivided interest by all Lot Owners, the following statement must be included in the Dedication:

**TRACTS \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_ (FILL IN BLANKS AND INCLUDE ALL APPLICABLE TRACTS) ARE NOT DEDICATED TO THE PUBLIC, BUT ARE PLATTED AS COMMON PROPERTY WITH AN UNDIVIDED INTEREST OWNED IN COMMON BY EACH LOT OWNER FOR LOT OWNER USE AND ENJOYMENT AS MORE FULLY SET FORTH IN THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS.**





### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
----------	-------------

22. If lands to be Dedicated are encumbered, a Lienholder Ratification is required on the cover sheet and all the Holders of each Deed of Trust must sign the Ratification. An Acknowledgement Statement by a Notary Public is also required. The following form must be used:

**LIENHOLDER RATIFICATION:**

**KNOW ALL MEN BY THESE PRESENTS:**

**THAT THE UNDERSIGNED AS BENEFICIARY OF THAT CERTAIN DEED OF TRUST RECORDED IN DKT, NO. \_\_\_\_\_, RECORDS OF PINAL COUNTY RECORDER, PINAL COUNTY, ARIZONA, HEREBY RATIFIES, AFFIRMS, AND APPROVES THIS PLAT, THE DECLARATION OF RESTRICTIONS RECORDED CONCURRENTLY HEREWITH, AND EACH AND EVERY DEDICATION CONTAINED HEREIN.**

**IN WITNESS WHEREOF, THE UNDERSIGNED HAVE SIGNED THEIR NAMES THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

**BY: (Signature of Beneficiary as shown in the Title Report)**

**ITS \_\_\_\_\_  
(Title)**



### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
----------	-------------

\_\_\_\_\_ 23. An Acknowledgement Statement by a Notary Public is also required for the Lienholder Ratifications. The following form must be used:

<b>ACKNOWLEDGEMENT:</b>	
STATE OF ARIZONA )	
) S.S.	
COUNTY OF PINAL )	
ON THIS _____ DAY OF _____ 20____, BEFORE ME, THE UNDERSIGNED, PERSONALLY APPEARED	
_____, WHO ACKNOWLEDGED SELF TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE INSTRUMENT WITHIN, AND WHO EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.	
IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL.	
_____ NOTARY PUBLIC	_____ DATE
MY COMMISSION EXPIRES:	
_____, 20 _____	

\_\_\_\_\_ 24. All individuals signing the Plat, with the exception of representatives of the Town of Florence, must have and submit documentation authorizing them to do so. Any person signing the Plat who is not an individual owner signing for oneself, must have authorization to act on behalf of the owner, whether the owner is a partnership, corporation or other entity. A certified copy of a Resolution by the Board of Directors that authorizes the individuals signing the plat to act on its behalf, or other signatory evidence must be submitted. Signatory evidence is often contained in the Bylaws of the entity.



### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
----------	-------------

#### CERTIFICATIONS AND APPROVAL

\_\_\_\_\_ 25. Add the following Planning Director's Approval to the lower right corner of the cover sheet:

APPROVED:	
PLANNING DIRECTOR TOWN OF FLORENCE, ARIZONA	DATE

\_\_\_\_\_ 26. Add the following Town Engineer's Approval to the lower right corner of the cover sheet, below the Planning Director Approval:

APPROVED:	
TOWN ENGINEER TOWN OF FLORENCE, ARIZONA	DATE

\_\_\_\_\_ 27. Add the following Approval Block to the lower right corner, below the Town Engineer Certification:

APPROVED BY THE COUNCIL OF THE TOWN OF FLORENCE, ARIZONA, THIS _____ DAY OF _____, 20____.	
BY: _____ MAYOR	DATE
ATTEST: _____ TOWN CLERK	DATE





### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
<b>NOTES REQUIRED ON THE PLAT COVER SHEET</b>	
_____	28. The following note, if applicable, must be shown on the cover sheet: <b>ANY STREET DESIGNATED ON THIS PLAT AS PRIVATE STREETS WILL REMAIN PRIVATE.</b>
_____	29. Add the following note to the final plat: <b>CONSTRUCTION WITHIN UTILITY EASEMENTS SHALL BE LIMITED TO UTILITIES, WOOD, WIRE REMOVABLE SECTION TYPE FENCING AND DRIVEWAYS.</b>
_____	30. Add the following note to the final plat: <b>NO STRUCTURES OR VEGETATION OF ANY KIND THAT WOULD IMPEDE THE FLOW OF WATER THROUGH THE EASEMENTS MAY BE CONSTRUCTED, PLANTED OR ALLOWED TO GROW WITHIN DRAINAGE EASEMENTS.</b>
_____	31. If an easement is dedicated for the exclusive use of water, sanitary sewer, reclaimed water or any combination thereof, the following note must be included on the Plat cover sheet or in the easement to be recorded by Separate Instrument: <b>ONLY GROUND COVER AND BUSHES ARE ALLOWED TO BE PLANTED WITHIN EASEMENTS DEDICATED FOR THE EXCLUSIVE USE OF WATER, SANITARY SEWER, RECLAIMED WATER OR ANY COMBINATION THEREOF. NO TREES ARE ALLOWED.</b>
_____	32. Add the following note regarding Visibility Restrictions: <b>VISIBILITY EASEMENT RESTRICTIONS: ANY OBJECT, WALL, STRUCTURE, MOUND, OR LANDSCAPING (MATURE) OVER 24" IN HEIGHT IS NOT ALLOWED WITHIN THE VISIBILITY EASEMENT.</b>
_____	33. If the Common Property is to be Deeded to a Home Owners' Association, add the following note: <b>ALL TRACTS THAT WILL NOT BE DEDICATED TO THE TOWN OF FLORENCE AND ALL COMMON PROPERTY SHALL BE IMPROVED IN ACCORDANCE WITH PLANS APPROVED BY THE <u>TOWN OF FLORENCE</u> AND SHALL BE CONVEYED BY WARRANTY (OR SPECIAL WARRANTY) DEED TO THE HOME OWNERS' ASSOCIATION. THE HOME OWNERS' ASSOCIATION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE COMMON PROPERTY.</b>



### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
_____	34. If the common property is owned in common, with an undivided interest by all Lot Owners, add the following note: <b>ALL TRACTS THAT WILL NOT BE DEDICATED TO THE TOWN OF FLORENCE AND ALL COMMON PROPERTY SHALL BE IMPROVED IN ACCORDANCE WITH PLANS APPROVED BY THE TOWN OF FLORENCE AND SHALL BE OWNED IN COMMON, WITH AN UNDIVIDED INTEREST BY ALL LOT OWNERS IN THIS SUBDIVISION. THE COMMON PROPERTY SHALL BE INCLUDED WITHIN THE SCOPE OF DEEDS TRANSFERRING OWNERSHIP OF LOTS IN THIS SUBDIVISION. THE LOT OWNERS SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE COMMON PROPERTY.</b>
_____	35. An Index Map with the following information is required on the cover sheet:  a. Street Names b. Lot, Tract and Parcel Numbers c. Sheet Numbers and Limits d. Phase Limits and Numbers if applicable
<b>GENERAL INFORMATION REQUIRED ON THE PLAT SHEETS</b>	
_____	36. All sheets of the Final Plat must be signed and sealed by the Registered Land Surveyor preparing the Plat.
_____	37. Separate survey ties to two section corners or quarter corners are required to be shown on the Plat.
_____	38. A North Arrow shall be shown on each sheet of the Plat.
_____	39. All lots must be numbered consecutively beginning with lot number 1. All Tracts and Parcels must be lettered consecutively beginning with Tract/Parcel "A". Exception parcels must also be labeled.
_____	40. The median of all non-arterial streets, except those in private streets, shall be shown as Tracts to be maintained by the Property or Homeowners' Association.
_____	41. Tracts or Parcels being dedicated to the Town with this Plat must be noted as such. Their uses also must be noted.
_____	42. Coordination is required with the Town of Florence Parks Department for property that will be reserved as a park site or for property other than street right-of-way that will be conveyed to the Town, either by the Final Plat or by Separate Instrument.



### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
_____	43. The Plat must include a description of Tract, Lot, and Parcel monumentation and include the following statement: <b>TRACT, LOT, AND PARCEL MONUMENTATION TO BE SET AT COMPLETION OF STREET PAVING.</b>
_____	44. The Subdivision Boundary must extend to the monument lines of adjacent streets, except where the ultimate street right of way has been previously dedicated on another Plat and that Plat has been recorded.
_____	45. The perimeter traverse data shall be shown on the subdivision boundary consisting of bearings and distances for tangents; and radius, central angle, curve length, and radial bearing on non-tangent curves for curves.
_____	46. The Subdivision Boundary shown on the Final Plat must match the Property Boundary described in the Title Report.
_____	47. Street geometrics must match those shown on the Approved Preliminary Plat or PAD Plat.
_____	48. Cul-de-Sac and turn around geometrics must meet Town/County Standards.
_____	49. Visibility Easements on corner lots must be shown on the Plat on a Corner Lot Detail and must comply with the requirements of the Pinal County Subdivision Ordinance as adopted by the Town of Florence. The triangular Visibility Easements shall be 33 feet by 33 feet on all corner lots and properties at intersection of a collector street and an arterial street and at the intersection of two collector streets. A Visibility Easement of 21 feet by 21 feet is required on all corner lots or properties at the intersection of two local (residential) streets.  In those cases where the dimensions cited above prove to be inadequate to meet the sight distance requirements based on AASHTO requirements, the Town Engineer will require a modification to the standard dimensions.
_____	50. A 1-foot Vehicular Non-Access Easement (VNAE) must be shown on the plat at the following locations:  a. All Lots abutting a retention basin. b. All Lots abutting a perimeter street right-of-way. c. All Lots abutting a Tract.

**FINAL PLAT REVIEW CHECKLIST**

Complies	Requirement
_____	51. All street centerline and property (Tract, Parcel, or Lot) line survey data must be shown.  a. For tangents this consists of Bearing and Distance and total block length. b. For curves this consists of Radius, Central angle, Arc length, Radial bearings on non-tangent curves for street centerlines, and Radial bearings on non-tangent curves or curve data for sub-arc measured to the intersecting line for parcel or tract boundary line. Only the sub- arc length is required where a lot line intersects a street right-of-way line.
_____	52. Curvilinear back lot lines are not allowed.
_____	53. The names of all adjacent subdivisions and other land divisions, along with the corresponding PCR recordation information, and the property lines that intersect the subdivision boundary must be shown on the plat. Unsubdivided property must be noted as such.
_____	54. Street names and the spelling of the name must match those shown on the Approved Preliminary Plat or PAD Plat.
_____	55. All easements, i.e., drainage, utility, vehicular non-access PUE'S, PUFES etc., being dedicated with the Plat must be shown and labeled on the Plat.
_____	56. Existing rights-of-way and all rights-of-way being dedicated must be clearly shown, labeled and dimensioned. All rights-of-way that expand on existing dedicated rights-of-way, as well as the existing rights-of-way to the monument lines of adjacent streets, must be included within the subdivision boundary.
_____	57. All existing easements and rights-of-way within the plat boundary, as well as the existing easements and rights-of- way to the monument lines of adjacent streets, must be shown and labeled on the plat along with the corresponding PCR recordation information.
_____	58. If Easements must be abandoned, the following items apply:  a. A letter from the utility companies agreeing to the abandonment is required, b. A legal description and PCR recordation information is required, c. The following statement, if applicable, is required above the Mayor's Approval Block on the Plat: <b>BY ACCEPTANCE OF THIS PLAT, THE TOWN OF FLORENCE AGREES TO THE VACATION OR ABANDONMENT OF THE EASEMENTS DESCRIBED OR SHOWN HEREON AS BEING VACATED OR ABANDONED.</b>



### FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
<p>_____</p>	<p>59. If Existing right-of-way must be abandoned, the following items apply:</p> <ul style="list-style-type: none"><li>a. The Town Engineer must approve the abandonment.</li><li>b. The Town Attorney must approve the abandonment.</li><li>c. A Vacation Plat must be prepared by an RLS for approval by Town Council by Ordinance.</li><li>d. A filing and appraisal fee must be paid.</li><li>e. The following Certification is required on the cover sheet of all Vacation Plats:</li></ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p style="text-align: center;"><b>THIS VACATION AND ABANDONMENT HAS BEEN APPROVED BY THE TOWN COUNCIL OF THE TOWN OF FLORENCE, ARIZONA PER ORDINANCE NO, _____ ON _____, 20 _____.</b></p><p><b>BY: _____</b> <b>MAYOR</b> <span style="float: right;"><b>DATE</b></span></p><p><b>ATTEST: _____</b> <b>TOWN CLERK</b> <span style="float: right;"><b>DATE</b></span></p></div>
<p>_____</p>	<p>60. If an Easement or Right-of-Way Dedication is required by Separate Instrument. The following exhibits and information must be submitted along with the Easement Document:</p> <ul style="list-style-type: none"><li>a. Subdivision name.</li><li>b. Type of Easement or Right-of-Way.</li><li>c. Reason or purpose of the Easement or Right-of-Way and why it is required.</li><li>d. Vicinity Map showing major cross streets.</li><li>e. Legal Description with RLS certification.</li><li>f. Detail Map showing the Easement or Right-of-Way alignment with dimensions and bearings, true point of beginning, Section, Township and Range.</li><li>g. Current Title Report if not previously submitted.</li></ul>



## FINAL PLAT REVIEW CHECKLIST

Complies	Requirement
_____	<p>61. A current Title Report, not older than thirty (30) days, and a copy of all items listed in Schedule B pertaining to Easements; Rights-of-Way; and Covenants, Conditions, and Restrictions are required. In addition, copies of any other Schedule B items requested by the Town shall be submitted.</p> <ul style="list-style-type: none"><li>a. The Title Report shall include a legal description, Schedule A, that includes all land being platted and must include all adjacent street rights of way to the monument lines.</li><li>a. The Title Report must disclose all holders of rights, title or interest in all existing wells within the platted boundary of this Subdivision.</li><li>b. The Report must be on the current condition of Title <u>not as it will exist after the Final Plat is recorded.</u></li></ul>
_____	<p>62. The plat must provide private cross access easements for the following, if applicable:</p> <ul style="list-style-type: none"><li>a. Potable water.</li><li>b. Sanitary sewer.</li><li>c. Fire line.</li><li>d. Pedestrian access.</li><li>e. Vehicular access.</li><li>f. Drainage.</li></ul>
_____	<p>63. The plat must provide for emergency vehicle access.</p>
_____	<p>64. The Improvement Plans must be fully approved before the Final Plat Recordation.</p>