

SUBDIVISION PLATTING

-APPLICATION PACKET-



Planning & Development Services
City of Flagstaff
211 W. Aspen Street
Flagstaff, Arizona 86001
928.213.2618

Subdivision Process Information

As of December 2024, the City of Flagstaff adopted a two-step process to subdividing property consisting of the following progressive stages of plat approvals: Preliminary Plat and Final Plat. The Flagstaff City Code, Title 11, "General Plans and Subdivisions", contains the Subdivision and Land Split Regulations in Chapter 11-20 which regulates the subdivision process. The code may be found here:

<https://www.codepublishing.com/AZ/Flagstaff/html/Flagstaff11/Flagstaff1120000.html#11.20>

1. Overview of Subdivision Procedures and Requirements

The preparation, submittal, review, and approval of all subdivisions located within the City limits shall proceed through the following progressive stages, except as otherwise provided in the Subdivision and Land Split Regulations.

- A. Pre-application meeting
- B. Preliminary plats submittal, review, and approval
- C. Submittal and approval of engineering plans for the required subdivision improvements
- D. Final plat submittal, review, and approval
- E. Recordation of approved final plat with the Coconino County Recorder

2. Pre-Application Meeting

The applicant shall present their proposal and meet with the Director and City Engineer, or their designee, on an informal basis at a pre-application meeting unless waived by the Director. The applicant shall present a general outline of the subdivision proposal including sketch plans; proposed land uses; street and lot arrangement; lot sizes; and conceptual designs for water supply, sewage disposal, grading and drainage, traffic impacts, and street improvements. The Director and the City Engineer, or their designee, shall advise the applicant of specific standards and regulations related to the subject property, details regarding subdivision design and improvements standards, and general platting procedures and requirements.

2. Application Schedule

Subdivision applications (preliminary or final plat), must be submitted by 11:00 a.m. on the designated submittal deadline (see schedule for deadlines) to the Planning & Development Services offices.

2. Staff Review Time-frame

Once the application is submitted, a Planner is assigned to the project and ensures that reviews are timely; the review process is predictable; and your project gets to a decision point. The Planner also serves as your single-point-of-contact regarding all matters concerning the project.

Administrative Completeness Review:	26 days
Substantive Review:	22 days (No impact analysis required)
	52 days (Impact analysis required)

For Further Information

For further information regarding the application and submission requirements, please contact:

City of Flagstaff Planning & Development Services
211 West Aspen Avenue
Flagstaff, Arizona 86001
928-213-2618
cdfrontcounter@flagstaffaz.gov

Date Received		Application for Subdivision Review			File Number	
Property Owner(s)				Phone		
Mailing Address		City, State, Zip		Email		
Applicant(s)				Phone		
Mailing Address		City, State, Zip		Email		
Project Representative				Phone		
Mailing Address		City, State, Zip		Email		
Requested Review		☐ Preliminary Plat		☐ Final Plat		
Project Name:		Site Address		Parcel Number		
Proposed Use		Existing Use		Subdivision, Tract & Lot Number		
Zoning District		Regional Plan Category		Flood Zone		Size of Site (Sq. ft. or Acres)
Property Information:		☐ Yes ☐ No Located in an existing Local/National Historic District? (Name: _____) ☐ Yes ☐ No Existing structures are over 50 years old at the time of application? ☐ Yes ☐ No Subject property is undeveloped land?				
Surrounding Uses		North		South		East
(Res, Com, Ind)						West
Proposed Use:		Number of Lots		Number of Tracts		Number of Units
						Number of acres
<u>Incomplete submittals will not be scheduled.</u>						
Property Owner Signature: (required)		Date:		Applicant Signature:		Date:
For City Use						
Date Filed:		Case Number (s)				
Council Meeting Date:						
Fee Receipt Number:		Amount:			Date:	
Action By City Council:						
☐ Approved						
☐ Denied						
☐ Continued						

Preliminary Plat

Application Information and Checklist

A. Preliminary Plat Submission: The applicant shall electronically submit the following materials in support of a preliminary plat application for a new subdivision to the Director in accordance with the submittal deadlines and review schedule on file with the Planning & Development Services Section:

1. Completed preliminary plat application forms. If the subdivider is not the current landowner of all the subject real property, a signed and notarized statement shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter;
2. A non-refundable preliminary plat filing fee;
3. An ALTA survey that delineates all easements and encumbrances in graphic form completed within 6 months of the preliminary plat submittal;
4. Owner Certification of Notice of Right to Appeal Exactions;
5. A Traffic Impact Analysis (TIA) as determined by the City Engineer or designee shall be submitted for review and approval by the City Engineer;
6. A Stormwater Analysis as determined by the Stormwater Manager shall be submitted for review and approval by the Stormwater Manager;
7. The results and/or findings of the water and/or sewer impact analysis. A request to the City Water Services Division to complete a water and/or sewer impact analysis shall be submitted prior to the application for a preliminary plat;
8. A project narrative that provides project information, an analysis of conformance with the Zoning Code, Subdivision Standards, and Engineering Design Standards and Specifications for New Infrastructure, a description of how utilities will be provided, a description of how stormwater will be managed, information on preliminary traffic impacts and improvements (including bicycles, pedestrian, and transit), phasing plans, requested modifications or variances, a description of how any conflicting land encumbrances will be resolved, and known heritage resources;
9. Prior to the submittal of an application for preliminary plat, the applicant shall submit copies of letters written to the following agencies informing them of the intent to subdivide and to obtain the general requirements for public utilities and public dedications applicable to the subdivision:
 - a. Appropriate public utilities;
 - b. Cable television and communication companies;

- c. School districts;
- d. U.S.D.A. Natural Resource Conservation Service (NRCS);
- e. Coconino County Health Department (only if septic systems and/or wells are proposed);
- f. Arizona Department of Transportation (where land abuts a state right-of-way);
- g. Coconino County Flood Control District;
- h. Coconino County Community Development (if adjacent to an unincorporated area); and
- i. Mountain Line or other public transit operator.

Written recommendations from the review agencies shall be submitted in conjunction with the preliminary plat application. If any of the above review agencies fail to respond within 14 days of applicant's notice of intent to subdivide, the applicant may submit preliminary plat application and supplemental accordingly; and

10. Any request by the Director or City Engineer for additional information that is relevant to assist in the review of a preliminary plat. The Director and City Engineer may waive the requirements for any of the information required in this section if it is determined that such information is not necessary to complete a review of the requested preliminary plat.

B. Preliminary Plat Requirements. All preliminary plats shall contain the following information shown graphically or by note on plans which may comprise several sheets. The preliminary plat shall be drawn to a scale of not more than 1 inch = 100 feet. Preliminary plat sheets shall not exceed 24 inches by 36 inches in overall dimensions and shall have a left margin of two inches. All plats requiring more than one sheet shall have a cover sheet indicating the entire subdivision and the proposed sections to be found on the corresponding individual pages:

- 1. A title that includes notation as a preliminary plat, the proposed subdivision name and location by section, township, range, and county;
- 2. Legal description of property involved and County instrument number, Assessor's Parcel Number(s), and site address;
- 3. Name, address, and phone number of subdivider(s), firm preparing the plat, and current landowner(s), including docket/page number by which title was conveyed;
- 4. Bar scale, north arrow oriented to top, right or left of sheet, and dates of preparation and any revisions;

5. Location map with north arrow, scale, site location, and existing points of reference;
6. Complete and accurate legend;
7. Certification blocks (Arizona Registered Land Surveyor seal and Arizona Registered Professional Engineer stamp, if applicable);
8. Basis of bearing and record source;
9. Detailed description of monuments set and found;
10. Subdivision corners tied to two City control points;
11. Site acreage (gross and net);
12. Gross and net densities/intensities by lot or platted area in accordance with the provisions of City Code Title 10, Zoning Code, Chapter 10-40 (Specific to Zones);
13. Existing zoning classification(s) within the subdivision boundaries. Commercial and industrial subdivisions must also identify existing zoning classifications on abutting properties within 200 feet;
14. A topographic map for the subject property and the land within 200 feet of the subject property with a minimum two-foot contour, or such other interval as approved by the Director. Direction of drainage flow shall be indicated;
15. Location of water wells, streams, ditches, washes, lakes, or other water features; direction of flow; 100-year flood plain; location and extent of areas subject to inundation, whether such inundation be frequent, periodic, or occasional, within the subdivision boundaries and 200 feet beyond such boundaries. Also, the proposed location(s) of stormwater detention facilities shall be indicated;
16. Location, widths, and City approved names of all platted streets, bicycle and pedestrian facilities, railroads, utility rights-of-way of public record, and public areas within 200 feet of the proposed development;
17. All existing features, including but not limited to, bridges, buildings, culverts, structures, and driveway entrances within the subdivision boundaries and within 200 feet from such boundaries. Identify those which are to be removed and those to remain, and the date when any removals shall be completed. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted tracts or parcels within the plat;

18. Location and description of proposed and existing utilities within the subdivision and within 200 feet of the proposed development. Location of water and sewer mains with respect to property lines, easements and/or street center lines, with line sizes shown. Reference by note the location and description of such utilities if not located within 200 feet of the proposed development;
19. The location of all existing and proposed fire hydrants within the subdivision;
20. Full dimensioned boundaries of the platted property (to 0.01') and bearings to 1 second, recorded and measured. Boundary survey shall be based upon field work;
21. Lot and tract dimension, bearings, and area (in square feet or acreage), with each lot and tract numbered individually and sequentially;
22. Designation of all land to be dedicated or reserved for public use with the use indicated and those areas that will be deeded to a homeowner's association;
23. Proposed street layouts shall include street names, widths, alleys, crosswalks, and connections to adjoining tracts or parcels including street grades, clear view zones and traffic control devices. Typical cross sections of all proposed streets shall be shown;
24. The location of vehicular non-access easements and non-typical building setbacks;
25. A typical maximum building envelope containing minimum building setbacks and maximum lot coverage permitted shall be noted on the plat. For lots with non-typical building envelopes, show and dimension building envelope boundaries and setbacks on each lot;
26. The preliminary plat shall include a Natural Resources Protection Plan (if applicable) and data sheet meeting the requirements of City Code Title 10, Zoning Code, Division 10-50.90 (Resource Protection Standards). The Natural Resources Protection Plan shall include all areas within the boundaries of the subdivision and access and utility corridors to the site if proposed;
27. The preliminary plat shall include a Landscape Plan in accordance with City Code Title 10, Division 10-50.60 (Landscape Standards). The Landscape Plan shall include all areas within the boundaries of the subdivision and access and utility corridors to the site if proposed; and
28. A development phasing map and proposed timing schedule delineating the configuration, size in acres, and general sequence of development and dedication.

C. Proposed Utility Methods

1. It is the responsibility of the subdivider to furnish the Arizona Department of Environmental Quality (ADEQ) such information as ADEQ may require regarding the design and operation of the proposed sanitary sewage facilities.

a. A statement as to the types of facilities proposed shall appear on the preliminary plat application; and the subdivider shall show evidence of adequate volume and quality of proposed water supply and facilities to the satisfaction of the Water Services Director.

D. A preliminary plat submittal for a condominium subdivision shall include the following additional information as required by A.R.S. § 33-1219:

1. The location and dimension of the vertical boundaries of each unit and each unit's identifying number;
2. Any horizontal unit boundaries with reference to an established datum and each unit's identifying number;
3. Any units with respect to which the declarant has reserved the right to create additional units or common elements identified appropriately;
4. The location and dimensions of all real estate subject to the development right of withdrawal and identified as such;
5. The location and dimensions of all real estate in which the unit owner will only own an estate for years labeled as a "leasehold condominium";
6. The distance between contiguous parcels of real estate comprising the condominium;
7. The location and dimension of limited common elements (such as porches, balconies, patios, parking spaces, garage spaces, entryways, etc.);
8. The extent of any encroachments of any portion of the condominium;
9. To the extent feasible, the location and dimensions of all easements serving or burdening any portion of the condominium; and
10. Any units with respect to which the declarant has reserved the right to create additional units or common elements, identified appropriately.

Final Plat

Application Information and Checklist

A. Final Plat Submission. A final plat will only be accepted upon approval of a preliminary plat and approval from the City Engineer that the engineering plans have been reviewed and major substantive comments have been resolved. The applicant shall electronically submit the following materials in support of a final plat application for a new subdivision to the Director in accordance with the submittal deadlines and review schedule on file with the Planning & Development Services Section:

1. Completed final plat application form. If the subdivider is not the current landowner of all the subject real property, a signed and notarized statement shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in the final plat submission and approval process;
2. A non-refundable final plat filing fee;
3. A closure report signed and sealed by a registered surveyor that indicates the boundary of the platted property to have a mathematical closure of not less than 0.01 feet;
4. Legal descriptions and landowner approvals for all dedications required to serve the proposed development outside of the subdivision boundaries in accordance with the approved preliminary plat, civil plans, or as otherwise required through other approvals or agreements;
5. A registered surveyor shall provide a signed and sealed certification that there are no conflicting encumbrances; and
6. The Director may request any other information that is relevant to assist in the review of a final plat. The Director may waive the requirements for any of the information required in this section if it is determined that such information is not necessary to complete a review of the requested final plat.

B. Upon approval of the final plat application, the subdivider shall submit to the Director the following, which shall be dated upon receipt:

1. One opaque Mylar copy of the final plat for recordation including utility companies' signatures and dates, and property owners' signatures and dates;
2. An electronic copy of the final plat, provided in a format determined by the City Engineer; and
3. Executed Assurance of Performance Agreement.

C. Final Plat Requirements. The final plat shall substantially conform, at the discretion of the Director and City Engineer, to the approved preliminary plat, and shall be in compliance with all City standards, codes,

specifications, and requirements. All final plats shall contain the following information shown graphically or by note on plans which may comprise several sheets. The final plat shall be drawn to a scale of not more than 1 inch = 100 feet with a font size no less than 10 points. Final plat sheets shall not exceed 24 inches by 36 inches in overall dimensions and shall have a left margin of two inches. All plats requiring more than one sheet shall have a cover sheet indicating the entire subdivision and the proposed sections to be found on the corresponding individual pages:

1. A title that includes notation as a final plat, the name of the subdivision, and location by section, township, range, and county;
2. Legal description of property involved and County instrument number, Assessor's Parcel Number(s), and site address;
3. Name and address of subdivider (record owner), and name, address, registration number, and seal of the registered land surveyor and civil engineer responsible for preparing the plat;
4. Bar scale, north arrow oriented to top, right or left of sheet, and date of plat preparation;
5. Location map with north arrow, scale, site location, and existing points of reference;
6. Complete and accurate legend;
7. Certification blocks (Arizona Registered Land Surveyor seal and Arizona Register Professional Engineer stamp, if applicable);
8. Approval block for all utilities;
9. Basis of bearing and record sources;
10. Detailed description of monuments set and found;
11. Subdivision corners tied to two City control points;
12. Any excepted parcel or parcels within the plat boundaries shall be accurately described by bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed to 0.01' and bearings to 1 second;
13. Names, centerlines, right-of-way lines, courses, lengths, and widths of all public streets, alleys, public trails, and easements to be dedicated. Points of tangency of all curvilinear streets and alleys shall be shown. Curve data shall include radius, length, central angle, and radial bearings (or chord bearing and chord length) on non-tangent curves;

14. Location, dimensions, and area (square feet or acres) of all lots and tracts shall be shown. Lot dimensions and appropriate bearings shall be indicated for all lot lines. In areas subject to flooding, minimum finished first floor elevations shall be shown as may be recommended by the appropriate authority;

15. All lots shall be numbered consecutively throughout the plat. Parcels or tracts for affordable housing, school sites, parks, open space areas, or other public uses shall be so designated, lettered, or named, and clearly dimensioned;

16. The accurate outline of all property which is offered for dedication for public use and of all property that may be reserved for the common use of the property owners in the subdivision shall be shown;

17. Subdivision name, case number, and map number of adjacent recorded subdivisions, with location of existing adjacent lots, easements, and rights-of-way shown, or docket and page or instrument number, where appropriate. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted parcels within the plat;

18. The following notation shall be placed upon all final plats for public utility easements: "Except for construction and improvements by governmental entities and certified public utilities, construction and improvements within utility easements shall be limited to the following:

a. Removable wood, wire, or sectional fencing generally positioned perpendicular to the easement and approved by the City Engineer; and,

b. Construction, structures, or buildings expressly approved in writing by all public utilities and the City Engineer which use or shall use the utility easement";

19. Statement and acknowledgment of the dedication of all streets, alleys, drainageways, utility easements, crosswalks, bike paths, pedestrian ways, including but not limited to sidewalks, crosswalks and trails, and other easements for public use by the persons holding title of record, by persons holding title as vendees under land contract, and by spouses of said parties, if jointly owned. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedications shall include a written location by section, township, and range of the tract. If the plat contains private streets, provisions should be made so that the public utilities reserve the right to install and maintain utilities above, on, and below such private streets or ways;

20. The following certifications must be included on the final plat in the form as determined by the Director:

- a. Certification by a registered land surveyor that the plat is correct and accurate, and that the monuments described in it have been located as described;
- b. Certification of plat approval by the City Engineer;
- c. Certification of plat approval by the Director.

21. The location of appropriate vehicular non-access restrictions as well as intersection clear view zones if located on a lot(s) shall be included on the plat;

22. Avigation easement if appropriate;

23. A typical maximum construction envelope containing minimum building setbacks and maximum permitted lot coverage shall be shown on the plat. Dimensioned non-typical construction envelopes shall be shown on the individual lots which are affected;

24. Floodplain limits and the following text when applicable: "Lots _____ have been identified as being partially or wholly within a flood hazard area per F.I.R.M. Map _____, revision date _____. Because flood hazard boundaries may be revised periodically, the most recent flood hazard map for this area should be reviewed to determine the exact limits and severity of potential flooding on these lots. Flood hazard maps and requirements for construction within flood hazard areas can be obtained from the City of Flagstaff";

25. Subdivisions that are associated with a rezoning ordinance shall identify the ordinance number and the instrument number of the recorded ordinance on the plat; and

26. A final plat submittal for a condominium subdivision shall also include the additional information as required by Section 11-20.60.020, Preliminary Plat Requirements.

D. Dedications. A statement of dedication of all streets, alleys, drainageways, pedestrian ways, and other easements for public use by the subdivider shall be provided with the final plat submittal. Standard dedication language is kept on file with the Planning & Development Services Section. This language shall be utilized on all final plats unless alternative language is approved by the Director and City Engineer. If lands to be dedicated are mortgaged, the mortgagee shall sign the plat and required dedications.

1. City Council Acceptance of Dedications. All public land dedications and all lands dedicated for maintenance by the City must be accepted by the City Council prior to recordation of the final plat. All lands to be dedicated to the City that are not included in the plat boundaries require a separate instrument (warranty deed) to be recorded with the final plat. If the plat contains private streets, public access and utility easements shall be provided.

2. Abandonment of Dedications. Where there are temporary easements, landscaped easements and/or utility easements that are to be vacated (removing any City interest in the easement) they can be shown on the plat and described as such. A roadway right-of-way or easement can be shown for abandonment on the plat or replat only if the requirements of State law are met concurrently with City Council approval.

3. Acknowledgement of Dedication. Execution of dedication shall be acknowledged and certified by a notary public.

Master Block Plat

Application Information and Checklist

A. The master block plat shall be prepared in accordance with the provisions of this chapter for preliminary and final plat. The master block plat may also include the following as determined by the Director and City Engineer:

1. A development phasing map and proposed timing schedule delineating the configuration, size in acres, and general sequence of development and dedication;
2. General street pattern with particular attention to collector streets and future circulation throughout the larger land area, and proposed traffic impacts and access plan;
3. General location and size of school sites, parks, or other public areas;
4. Location of proposed land uses;
5. Methods proposed for sewage disposal, water supply, and storm drainage, and their general layout;
6. Identification of the proposed phases of development, and the anticipated time frame for such development;
7. General location of all natural resources and environmental constraints including but not limited to forests, floodplains, and steep slopes which will be affected by the proposed subdivision;
8. General location of natural resources to be protected; and,
9. Pedestrian/bicycle circulation infrastructure.

Submittal Deadlines and Meeting Dates 2025

<u>Deadline for Submittals</u> 11:00 am Tuesday New Submittal 11:00 am Thursday Re-Submittal	<u>IDS Review Meeting Schedule</u> 9:00 am Thursday (Staff Only)
January 7, 2025 January 9, 2025	January 16, 2025
January 28, 2025 January 30, 2025	February 6, 2025
February 18, 2025 February 20, 2025	February 27, 2025
March 11, 2025 March 13, 2025	March 20, 2025
April 1, 2025 April 3, 2025	April 10, 2025
April 22, 2025 April 24, 2025	May 1, 2025
May 13, 2025 May 15, 2025	May 22, 2025
June 3, 2025 June 5, 2025	June 12, 2025
June 24, 2025 June 26, 2025	July 3, 2025
July 15, 2025 July 17, 2025	July 24, 2025
August 5, 2025 August 7, 2025	August 14, 2025
August 26, 2025 August 28, 2025	September 4, 2025
September 16, 2025 September 18, 2025	September 25, 2025
October 7, 2025 October 9, 2025	October 16, 2025

<u>Deadline for Submittals</u> 11:00 am Tuesday New Submittal 11:00 am Thursday Re-Submittal	<u>IDS Review Schedule</u> 9:00 am Thursday (Staff Only)
October 28, 2025 October 30, 2025	November 6, 2025
November 18, 2025 November 20, 2025	November 26, 2025(Wednesday)
December 9, 2025 December 11, 2025	December 18, 2025
December 30, 2025 December 31, 2025 (Wednesday)	January 8, 2026
January 20, 2026 January 22, 2026	January 29, 2026
February 10, 2026 February 12, 2026	February 19, 2026

MINOR APPROVAL PROCESS (NO IMPACT ANALYSIS REQUIRED)		
APPLICATION TYPES:		
Site Plan Preliminary Plat	Conditional Use Permit	Zoning Map Amendment Plat Revision
TIMELINE		
ADMINISTRATIVE COMPLETENESS REVIEW	26 days	
SUBSTANTIVE REVIEW	22 days	
OVERALL TIME FRAME	48 days	
Note: These time periods include additional reviews after return of comments on the initial review. Total time is less if only one review is needed for a particular approval.		

MAJOR APPROVAL PROCESS (IMPACT ANALYSIS REQUIRED)		
APPLICATION TYPES:		
Site Plan Preliminary Plat Regional Plan Amendment	Conditional Use Permit Final Plat Development Agreement	Zoning Map Amendment Plat Revision Annexation
TIMELINE		
ADMINISTRATIVE COMPLETENESS REVIEW	26 days	
SUBSTANTIVE REVIEW	52 days	
OVERALL TIME FRAME	78 days	
Note: These time periods include additional reviews after return of comments on the initial review. Total time is less if only one review is needed for a particular approval.		