



CITY OF KINGMAN DEVELOPMENT SERVICES

310 North Fourth Street

Phone: 928.753.8130

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FINAL SUBDIVISION PROCESS & CHECKLIST

FILING REQUIREMENTS:

- ☐ One (1) signed Waiver of Claims for Diminution in Value of Property form (optional)
- ☐ One (1) Written Narrative/Project Description (Executive Summary) for the proposed project which includes the following information:
 - ☐ Proposed use of the property;
 - ☐ Legal description of the property;
 - ☐ Area of site in square footage and acres;
 - ☐ Existing zoning classification;
- ☐ One (1) electronic copy of the final plat map.
- ☐ One (1) electronic set of construction plans for all required off-site improvements including water and sewer utilities and streets.
- ☐ One (1) electronic copy of a final grading plan. The grading plan shall show the following in accordance with the City's adopted building codes and the Subdivision and Grading Ordinance:
 - ☐ Pad elevation for each lot proposed to be platted with the minimum and maximum elevations shown,
 - ☐ Drainage point or points of discharge and elevation for each individual lot,
 - ☐ Drainage parcel/easement design,
 - ☐ Cut and fill quantities in cubic yards,
 - ☐ Submit a geotechnical report for the design, and
 - ☐ The grading recommendations in the geotechnical report shall be reproduced verbatim on the grading plan sheets.
- ☐ One (1) electronic copy of the final drainage report in conformance with the Kingman Area Drainage Design and Administrative Manual. The report shall be prepared by an Arizona registrant and shall expand on and modify the preliminary drainage report.
- ☐ One (1) electronic copy of the engineer's cost estimate for the construction of all required off-site improvements unless the off-sites are to be completed prior to recordation.
- ☐ One (1) electronic copy of the preliminary title report or policy of title insurance issued by a title insurance company within the preceding thirty (30) working days to the owner of the land issued for the benefit of the City of Kingman.
- ☐ One (1) electronic copy of the codes, covenants and restrictions (CC&Rs) to be recorded, if any.
- ☐ One (1) electronic copy of a written assurance agreement for the completion of the required off-site improvements for the subdivision in accordance with Section 5.1 of the Subdivision & Grading Ordinance. A written statement shall be submitted, if all construction will be completed prior to recording the final plat.
- ☐ Declarations and Dedications should be in substantially the following standard form, as appropriate (highlighted material to be filled in as applicable):

KNOW ALL MEN BY THESE PRESENTS:

THAT **(INSERT PROPERTY OWNER/TRUST/CORPORATION NAME)** , AN **(INSERT ENTITY TYPE AND STATE OF ORIGINATION)** AS TRUSTEE UNDER TRUST NO. **(LEAVE FOR A TRUST)** AND NOT PERSONALLY, HAS SUBDIVIDED UNDER THE NAME OF **(INSERT PLAT NAME AND NO.)**, THE ABOVE DESCRIBED PROPERTY WITHIN THE CITY OF KINGMAN, AS SHOWN AND PLATTED HEREON, AND HEREBY PUBLISHES THIS PLAT AS THE PLAT OF **(INSERT PLAT NAME AND NO.)**, AND HEREBY DECLARES THAT THE SURVEY AND STAKING THEREOF INTO LOTS, BLOCKS, PARCELS, STREETS AND EASEMENTS AS APPEARS ON THIS PLAT IS WITH THE FREE CONSENT AND ACCORDING TO THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR; THAT THE FOREGOING IS A CORRECT PLAT OF SAID SUBDIVISION AND STAKED INTO LOTS, BLOCK, PARCELS AND

EASEMENTS, AND THAT THE DIMENSIONS OF SAME ARE CORRECTLY SHOWN BY FIGURES REPRESENTING FEET AND HUNDREDTHS OF A FOOT AND THE COURSES OF THE LOTS, BLOCKS, PARCELS, STREETS AND EASEMENTS ARE CORRECTLY SHOWN HEREON, AND THAT THE OWNER HEREBY GRANTS TO THE CITY OF KINGMAN AND DULY FRANCHISED UTILITY COMPANIES USE OF THE EASEMENTS WITHIN THE BOUNDARIES OF SAID SUBDIVISION AS SHOWN ON THE PLAT, AND DEDICATES THE STREETS TO THE PUBLIC FOR PUBLIC ROADWAY USE AND THE CITY OF KINGMAN FOR PUBLIC UTILITY PURPOSES.

OPENING PARAGRAPH OF ALL DEDICATIONS:

"I (WE), THE UNDERSIGNED, HEREBY WARRANT THAT I AM (WE ARE) ALL AND THE ONLY PARTY (PARTIES) HAVING ANY RECORD TITLE INTEREST IN THE LAND SHOWN ON THIS PLAT AND I (WE) CONSENT TO THE SUBDIVISION OF SAID LAND IN THE MANNER SHOWN HEREON. I (WE) HEREBY DEDICATE TO THE PUBLIC ALL RIGHTS-OF-WAY SHOWN HEREON, INCLUDING ALL STREETS, EASEMENTS (DRAINAGEWAYS, ALLEYS). UTILITY EASEMENTS AS SHOWN HEREON ARE DEDICATED FOR THE PURPOSE OF INSTALLATION AND MAINTENANCE OF UTILITIES AND SEWERS. EXCLUSIVE EASEMENTS FOR PUBLIC PURPOSES AS SHOWN HEREON ARE HEREBY DEDICATED TO THE CITY OF KINGMAN."

ALL DEDICATIONS MUST CONTAIN THE FOLLOWING STATEMENT:

"I (WE), THE UNDERSIGNED, MY (OUR) SUCCESSORS AND ASSIGNS, DO HEREBY SAVE CITY OF KINGMAN, IT'S SUCCESSORS AND ASSIGNS, THEIR EMPLOYEES, OFFICERS AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS FOR DAMAGES RELATED TO THE USE OF SAID LANDS NOW AND IN THE FUTURE BY REASON OF FLOODING, FLOWAGE, EROSION OR DAMAGE CAUSED BY WATER, WHETHER SURFACE, FLOOD OR RAINFALL. IT IS FURTHER UNDERSTOOD AND AGREED THAT NATURAL DRAINAGE SHALL NOT BE ALTERED, DISTURBED OR OBSTRUCTED WITHOUT APPROVAL OF THE CITY OF KINGMAN."

"I (WE), THE UNDERSIGNED, HEREBY WARRANT THAT "PRIVATE RETENTION BASINS AND COMMON AREAS UNLESS OTHERWISE SPECIFIED, AS SHOWN HEREON, ARE RESERVED FOR THE PRIVATE USE AND CONVENIENCE OF ALL OWNERS OF PROPERTY WITHIN THIS SUBDIVISION, THEIR GUESTS AND INVITEES, AND (EXCEPT FOR DRAINAGEWAYS), FOR THE INSTALLATION AND MAINTENANCE OF UNDERGROUND UTILITIES AND SEWERS. TITLE TO THE LAND OF ALL PRIVATE DRAINAGEWAYS AND COMMON AREAS SHALL BE VESTED IN AN ASSOCIATION OF INDIVIDUAL LOT OWNERS AS ESTABLISHED BY COVENANTS, CONDITIONS AND RESTRICTIONS AS PREPARED BY THE OWNER. EACH AND EVERY LOT OWNER WITHIN THE SUBDIVISION SHALL BE A MEMBER OF THE ASSOCIATION, WHICH WILL ACCEPT ALL RESPONSIBILITY FOR THE CONTROL, MAINTENANCE, SAFETY AND LIABILITY OF THE PRIVATE RETENTION BASINS AND COMMON AREAS WITHIN THIS SUBDIVISION, AS SHOWN HEREON."

IN WITNESS WHEREOF: (INSERT PROPERTY OWNER/TRUST/CORPORATION NAME) ., AN (INSERT ENTITY TYPE AND STATE OF ORIGATION) AS TRUSTEE UNDER TRUST NO. (LEAVE FOR A TRUST) AND NOT PERSONALLY HEREUNTO CAUSED ITS CORPORATE NAME TO BE SIGNED BY THE UNDERSIGNED TRUST OFFICER BEING DULY AUTHORIZED TO DO SO ON THIS _____ DAY OF _____, 2025

THAT (INSERT PROPERTY OWNER/TRUST/CORPORATION NAME) ., AN (INSERT ENTITY TYPE AND STATE OF ORIGATION) AS TRUSTEE UNDER TRUST NO. (LEAVE FOR A TRUST)

BY: _____ PROPERTY OWNERS/TRUST OFFICER

☐ Identification Data Required: The following identification data shall be required as a part of the Final Plat submittal.

1. A title which includes the name of the Subdivision and its location by number of section, Cityship, range and county.
2. Name, address and registration number of the seal of the registered civil engineer or registered land surveyor preparing the Plat.
3. Scale, north arrow, and date of Plat preparation.

4. A location/vicinity map which shows the relationship of the proposed Subdivision to arterials and any other facilities which might help to locate the Subdivision. This map may be on the Preliminary Plat but, if this is not practical, then a separate map showing title, north point, scale, and date shall be provided.
5. The existing zoning classifications of the subject tract and adjacent tracts.
6. The existing General Plan designations of the subject tract and adjacent tracts.
7. The gross and net acreage of the subject tract.
8. Proposed and allowed density.
9. Proposed number of numbered and lettered lots.
10. In a table format, provide the lot number, lot area, width and depth of each lot.
11. In a table format provide the designation of all land to be dedicated or reserved for public use and private use (parcel, area and use indicated).

☐ Survey Data Required: The following survey data shall be required as a part of the Final Plat submittal. All survey data must be on the City of Kingman datum.

1. The corners of the Plat shall be located on the monument lines of abutting streets, and the boundaries of the tract to be subdivided shall be fully balanced and closed, showing all bearings and distances (determined by an accurate survey in the field). All dimensions shall be expressed in feet and decimals thereof.
2. Any excepted parcels within or surrounded by the Plat boundaries shall be noted as "not a part of this Subdivision", and all bearings and distances of the excepted parcel (as determined by an accurate survey in the field) shall be shown. All dimensions shall be expressed in feet and decimals thereof.
3. The location and description of cardinal points to which all dimensions, angles, bearings and similar data on the Plat are referenced shall be shown. Each of 2 separate corners of the Subdivision traverse shall be tied by course and distance to separate section corners or quarter section corners.
4. The location of all physical encroachments upon the boundaries of the tract shall be shown.

☐ Descriptive Data Required: The following descriptive data shall be required as part of the Final Plat submittal.

1. Name, Right-of-Way lines, courses, length and width of all public streets, alleys and related crosswalks; radiuses, points of tangency, and central angles of all curvilinear streets and alleys; and radiuses of all rounded street line intersections. All private access ways shall be clearly labeled on the Plat.
2. All drainage ways. The Rights-of-Way of all major drainage ways, as recommended by the City Engineer and designated by the Director, shall be dedicated to the public.
3. All lots, numbered by consecutive numbers. All tracts and parcels shall be designated, lettered or named and clearly dimensioned, and parcels which are not part of the Subdivision shall be so designated.
4. Locations, dimensions, bearings, radiuses, arcs, and central angles of all sites to be dedicated to the public (with the use clearly indicated).
5. Location of all adjoining Subdivisions, with name, book, and page number of recordation noted (or, if unrecorded, so marked).
6. Any proposed private deed restrictions to be imposed upon the Plat or any part thereof pertaining to the intended use of the land (and to be recognized by the City).
7. All existing private easements within, on, or over the Plat (dimensioned and noted as to their use).

☐ Required Certifications, Signatures and Statements: The following certifications, signatures and statements shall be required as part of the Final Plat submittal.

1. A certificate for execution by the land surveyor and/or professional engineer of record as follows:
 - i. If the design and survey were made by the same individual, the following statement shall be required:

This is to certify that the boundary survey and design of the above described subdivision were made under my direction and supervision and are accurately represented on this plat. Signature, Date, Registration No., Seal.

- ii. If the design and survey were made by separate individuals, then the following shall be required:

This is to certify that the design of the above described subdivision was made under my direction and supervision and is accurately represented on this plat. Signature, Date, Registration No., Seal.

This is to certify that the boundary survey on the above described subdivision was made under my direction and supervision and is accurately represented on this plat. Signature, Date, Registration No., Seal.

- b) A certificate for signature by the City Engineer, and the Development Services Department designee, as follows:

This plat has been checked for conformance to the approved preliminary plat and any special conditions attached thereto, with Ordinance No. 1986 and other applicable regulations and appears to comply with all requirements within my jurisdiction to check and evaluate.

By _____ Date _____
City Engineer

By _____ Date _____
Development Services Director, Development Services Department

- c) A certificate to be signed by the Development Services Director of the City of Kingman as follows:

I, _____, Development Services Director on the behalf of the City of Kingman, hereby certify that the City of Kingman approved the within plat on the ____ day of _____, XXXX__, and accepted on behalf of the public all parcels of land offered for dedication for public use in conformity with the terms of the offer of dedication, and satisfactory assurance in the form of _____ from ____ has been provided in the full amount necessary to guarantee completion of all required off-site improvements necessary for the subdivision.

Development Services Director, City of Kingman

Attest:

Kingman City Clerk SEAL

- d) County Recorder Block

Filed and recorded at the request of the City of Kingman on _____.

By _____
Deputy Recorder Recorder

Reception No. _____

FINAL PLATS SHALL FOLLOW ALL DESIGN AND FORMATTING REQUIREMENTS AND CONTAIN THE INFORMATION DESCRIBED THE KINGMAN SUBDIVISION & GRADING ORDINANCE. STAFF MAY REQUEST ADDITIONAL INFORMATION DURING THE REVIEW FOR VERIFICATION PURPOSES.

CITY OF KINGMAN
FINAL SUBDIVISION PLAT APPLICATION PROCEDURES

In accordance with Section 2.3 of the Kingman Subdivision & Grading Ordinance the following procedure and approval process shall be followed:

1. **APPLICATION PROCEDURE:** For the benefit of all parties involved in the application process, the subdivider and/or design engineer is required to schedule a Due Diligence meeting before submittal (for subdivisions over 200 lots). Please call the Development Services Department at (928) 753-8130 to schedule a meeting.
2. **FILING:** Filing requirements are indicated above. The final plat or any phases thereof shall be filed with the City of Kingman Development Services Department prior to the end of the twenty-four (24) month time frame for the approved preliminary plat of the subject subdivision. The City of Kingman Development Services Department maintains a database of the status of all approved preliminary subdivision plats and their expiration dates. Please call (928) 753-8130 for further information.
3. **REVIEW PROCESS:** Upon receipt of all required materials, in accordance with ARS §9-835, an administrative review is conducted to determine the completeness of the application. The maximum time frame to complete this administrative review is five (5) working days. The applicant and/or designated representative shall be notified by telephone/mail/or e-mail of any deficiencies in the application.

Once the administrative review is complete, the Planning and Zoning staff shall forward a copy of the final plat and other supportive documents to the following agencies for evaluation and recommendations: Engineering Department, City Surveyor, Fire Department, Public Works Department, utility companies, and other agencies who may be concerned. Planning and Zoning staff shall also forward a copy of the written assurance agreement to the City Attorney for review and comment. Planning and Zoning staff shall review the final plat and supportive information for completeness and conformance with the approved preliminary plat, any conditions of approval, and the Subdivision Regulations.

All departments and agencies shall have twenty (20) working days from the date the final plat and all supportive information is received to complete their review. Departments and agencies shall submit their comments to the Development Services Department. No reply by a department or agency within the time limit specified shall be deemed as having no objection. Upon receipt of all comments, Planning and Zoning staff shall forward in writing to the subdivider and/or design engineer any comments relating to any deficiencies in the final plat and supportive information, and requesting correction of these deficiencies. Once requested items are received, additional review(s) will be requested of the commenting agencies to be completed within ten (10) working days.

Once all of the requirements of the preliminary plat, conditions of approval, improvement plans and these regulations have been met, the Director shall notify, in writing, the Subdivider that he may now submit the original tracing to be recorded complete with required signatures, the recordation fee, the final copy of the assurance for completion of improvements, and the reproducible copy of the plat and all improvement plans in a CAD format. Upon receipt of this material, the Director in agreement with the City Engineer shall approve the final plat and assurance for completion of improvements.

4. **SUBSEQUENT ACTION:** Within ten (10) business days of the approval by the Director, the Subdivider or his designee shall present said final plat to the Director for signatures and recordation, except in the case when off-site improvements are scheduled to be completed prior to recordation, which will dictate recordation upon completion and acceptance of the improvements. No plat shall be recorded until approved by the Director.