



FINAL SUBDIVISION PLAT APPLICATION

****The city does NOT recognize recorded divisions of land that have not first obtained city approval. (Ord. No. 1595-116, §2, 1-4-16)**

PROPERTY INFORMATION				
DEVELOPMENT/PROJECT NAME:			PARCEL NUMBER(S):	
ADDRESS OR DESCRIPTIVE LOCATION:			GROSS AREA (ACRE/SQ. FT.):	
			NET AREA (ACRE/SQ. FT.):	
CURRENT ZONING:		PRE-PLAT APPLICATION RECORD NUMBER:		
CURRENT USE:				
PROJECT INFORMATION				
PROJECT DESCRIPTION (TO INCLUDE PROPOSED USE):				
PRE-APPLICATION RECORD NUMBER:				
APPLICANT INFORMATION (Single point of contact)		PROPERTY OWNER INFORMATION		
NAME:		NAME:		
ADDRESS:		ADDRESS:		
CITY, ST, ZIP:		CITY, ST, ZIP:		
PHONE NUMBER:		PHONE NUMBER:		
EMAIL:		EMAIL:		
		Review times in accordance with SB 1598 Policy		
APPLICATION FEES (STAFF ONLY)				
BASE FEE:	Final Plat	\$995		
	Final Plat Amendment (Re-Plat)	50% of current fee		
			BASE FEE SUBTOTAL	\$
LOT FEE	\$9 X	Lots =		LOT FEE SUBTOTAL
	50% Of Current Fee	\$		
				\$
MID FORMATION FEE (Residential ONLY)	\$15 X	Lots =		MID FEE SUBTOTAL
	50% Of Current Fee	\$		
			TOTAL AMOUNT DUE	\$

I, THE UNDERSIGNED **APPLICANT**, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

I, THE UNDERSIGNED **OWNER**, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

Engineering Department

11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010

[Engineering Department | City of Avondale \(avondaleaz.gov\)](http://avondaleaz.gov)

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4200 and
Email Engineering@avondaleaz.gov

All inquiries will receive a response within five business days.

FINAL SUBDIVISION PLAT SUBMITTAL CHECKLIST & ACKNOWLEDGEMENTS

1. Completed application with both the applicant's and owner(s) signatures.
2. Completed Property Owner Authorization form with owner(s) signature.
3. Legal description and map exhibit each on separate, 8½"x11" pieces of paper (SEALED)
4. Boundary Closure Report (COGO) by a Registered Engineer or Surveyor (SEALED)
5. ALTA Survey, to include streets and driveways on adjacent streets, dated within the last 6 months – 24"x36" drawn to scale (SEALED)
6. Title Report or Deed, dated within the last 6 months
7. Project Narrative
8. Final Plat – 24"x36" drawn to scale
9. Phase I Environmental Report (if older than 1 year, needs to be updated)
10. Maintenance Improvement District (MID), including an engineer's estimate
(Residential Development for Single-Family ONLY)
11. Each item on the checklist, scanned and uploaded to the permit portal in PDF format following COA file naming

I acknowledge that the following items are required for the 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 and that the City of Avondale reserves the right to request additional information supplementary to this list.

Applicant Signature: _____

Date: _____

If you have any questions regarding items on this checklist, please contact our office at (623) 333-4200 or use the email below.

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SUBMITTAL REQUIREMENTS

All plans shall be of the same scale. These items must be present on the plans submitted for review.

FINAL PLAT

1. Name of subdivision, section, township, range, and county of the subdivision.
2. Vicinity map showing area within ½ mile.
3. North arrow and scale of not less than 1" = 100'.
4. Owner/Developer - Name, Address, Phone Number, and Contact Person.
5. Name, address, phone number and registration number, and seal of State of Arizona registered land surveyor.
6. 100 Year Assured Water Supply note – see attached.
7. Standard Final Plat Notes – see attached.
8. Right-of-Way Dedication Table if applicable – see attached.
9. Typical Lot Diagram including Setbacks (interior lot and corner lot).
10. Boundaries of the tract fully balanced and closed.
11. 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.
12. Provide a Basis of Bearing between two (2) public land surveying monuments tied by course and distance.
13. Location and description of all physical encroachments upon the boundaries of the tract.
14. Name, right-of-way lines, courses, lengths, width of all public streets, alleys, and utility easements; radii, points of tangency, and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections; sight visibility triangles.
15. All easements (public or private) including any limitations of easements; construction within such easements shall be limited to utilities, landscaping and wood, or removable section type fences.
16. Location and all dimensions of all lots.
17. All lots numbered consecutively throughout the plat.
18. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and the use specified.
19. Location of all adjoining subdivisions with date, book, and page number of recordation noted, or if unrecorded, so marked.
20. Statement of dedication of all streets, alleys, 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.
21. Certification by State of Arizona Registered Land Surveyor, verifying that the plat is correct and accurate.
22. Standard Approval block for City Engineer, City Clerk and Mayor signatures (see attached).
23. Spreadsheet listing all lots complete with dimensions and area.
24. Homeowners' Association acknowledgement of plat, if applicable.
25. Maintenance Improvement District (MID) Petition, Waiver, and Consent with required attachments.
26. An Engineers Estimate of the expenses of improvements to be assessed by the MID; sample may be provided by the City of Avondale.
27. 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.

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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.
8. All storm drain pipes from the catch basins to the retention basins, and all spillways from the scuppers to the retention basins, shall be maintained by the HOA.

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.

RIGHT-OF-WAY DEDICATION TABLE

STREET CLASSIFICATION	R.O.W DEDICATION	
	SF	AC
LOCAL		
COLLECTOR		
ARTERIAL		

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STANDARD FINAL PLAT SIGNATURE BLOCK (no Right-of-Way or Easements to be dedicated)

Approvals

Approved by the Council of the City of Avondale, Arizona this _____ day of _____, 20____

Mayor

Date

Attest: City Clerk

Date

City Engineer

Date

STANDARD FINAL PLAT SIGNATURE BLOCK (Right-of-Way or Easements to be dedicated)

Approvals & Acceptance of Dedication

Plat Approved and Dedicated Right-of-Way and Easements Accepted by the City of Avondale, Arizona.

Approved by the City of Avondale Arizona this _____ day of _____, 20 ____.

City Engineer

Date

Certified, City Clerk

Date

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MAINTENANCE IMPROVEMENT DISTRICT: POLICY & SUBMITTAL REQUIREMENTS

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 parking 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.

DOCUMENTATION

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

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. 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.
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 drawing that are distinct and legible, sufficient to satisfy the requirements of the Maricopa County Recorder.
 - 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 No. XX” (to be assigned by City of Avondale)

“Assessment Diagram of”

[Insert name of subdivision]

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MAINTENANCE IMPROVEMENT DISTRICT: POLICY & SUBMITTAL REQUIREMENTS **(continued)**

- 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.
4. 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.
5. 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 documentation.
6. The Engineer's Estimate of the cost and expenses of the improvements. Sample may be provided by the City of Avondale.
7. The owner/developer shall provide an appropriately scaled copy of the landscape plans, if and in the form requested.
8. 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.
9. The 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.
10. Engineer's cost estimate of annual maintenance fees.

(PLEASE INCLUDE SAMPLE DIAGRAM)

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

MID # (assigned by City of Avondale)

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.

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Further, the improvements described above are of more than local or ordinary public benefit. The Engineer's Estimate of the cost and expenses of the improvements are attached as part of Exhibit A.

IN WITNESS WHEREOF, the parties have executed this Petition and Waiver

Agreement as of _____, 20_____.

"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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**ACCEPTED AND APPROVED BY:
"CITY"**

CITY OF AVONDALE,
an Arizona municipal corporation

Mayor

ATTEST:

City Clerk

(ACKNOWLEDGMENT)

STATE OF ARIZONA)

COUNTY OF MARICOPA

)ss.
)

On _____, 20____, before me personally appeared Mike Pineda, the Mayor of the CITY OF AVONDALE, an Arizona municipal corporation, whose identity was proven to me on the basis of satisfactory evidence to be the person who he claims to be, and acknowledged that he signed the above document, on behalf of the City of Avondale.

Notary Public

(Affix notary seal here)

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