



City of Apache Junction
Development Services Department
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 474-5083
www.apachejunctionaz.gov



Final Plat, Final Plat Amendment Application

City of Apache Junction
Development Services Department
<http://www.apachejunctionaz.gov/81/Development-Services>

FINAL PLAT, FINAL PLAT AMENDMENT PROCEDURES AND REQUIREMENTS

The following information is intended to provide the applicant with an overview of the application process and requirements for either a final plat, or a final plat amendment. For more detailed information please refer to the Apache Junction City Code, Volume II, Land Development Code, Chapter 2: Subdivision Regulations, and to the Apache Junction City Code, Volume II, Land Development Code, Chapter 1: Zoning Ordinance (see “City Code On-Line” at <http://www.apachejunctionaz.gov/>).

Major Amendments: Preliminary plats/ Final plats/Replats

Minor Amendments: Certificate of correction prepared by a registered land surveyor

Step 1: Submit Final Plat Application Form. The applicant shall complete and submit an application form for final plat approval (through the online portal at <https://www.mygovernmentonline.org/>) and submit the required information for city staff review. If the application and plans are not complete, the public hearing process and final action will be delayed.

Step 2: City Council Public Hearing for Final Plat or Final Plat Amendment. After the completion of city staff and agencies reviews, a City Council public hearing for the council approval of the final plat or the final plat amendment is scheduled. At the public hearing, city planning staff will offer a recommendation to the council. Planning and zoning staff may recommend approval, approval with conditions, or denial. The City Council may approve, approve with conditions, or deny the request.

FINAL PLAT/ FINAL PLAT AMENDMENT APPLICATION

SUBJECT INFORMATION	
PROJECT NAME:	
PROPERTY ADDRESS:	ASSESSOR'S PARCEL NO.
GROSS ACREAGE:	CURRENT ZONING DISTRICT:
TYPE OF APPLICATION: ☐ FINAL PLAT/REPLAT ☐ MAJOR AMENDMENT ☐ MINOR AMENDMENT	
PROPERTY OWNER	
NAME:	
MAILING ADDRESS:	
EMAIL:	TELEPHONE:
APPLICANT	
NAME:	
MAILING ADDRESS:	
EMAIL:	TELEPHONE:
OWNER AUTHORIZATION	
I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.	
_____ Property Owner Signature	_____ Date
_____ Applicant Signature	_____ Date
REVIEW TIMEFRAME	
ADMINISTRATIVE COMPLETENESS REVIEW: 5 DAYS	REVIEW OF SUBMITTAL: 30 DAYS

FINAL PLAT SUBMITTAL CHECKLIST

PLEASE RETURN THIS APPLICATION WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW WILL BE CONSIDERED INCOMPLETE AND WILL BE REJECTED. ALL SUBMITTAL MATERIALS MUST BE DELIVERED IN PDF FORMAT.

- ☐ Title Report
- ☐ ALTA Survey
- ☐ Final Drainage Report
- ☐ Geotechnical Report
- ☐ Water and sewer design reports
- ☐ Traffic Impact Analysis Report, if applicable
- ☐ Engineer's Cost Estimate for public improvements
- ☐ Property boundaries legal description
- ☐ Boundary closure calculations with error of closure
- ☐ Improvement Plans (including: grading and drainage, paving, water and sewer utilities, public and private streets design)
- ☐ Street light plan for public streets (coordinate with Public Works Department on the formation of street light improvement district)
- ☐ Traffic signal plan - if applicable
- ☐ Stormwater Pollution Prevention Plan ("SWPPP")
- ☐ One (1) digital copy of final plat in accordance to Chapter 2: Subdivision Regulations
- ☐ Signed and Notarized Proposition 207 Waiver (original document must be mailed in to the Development Services Office)
- ☐ Application Fees

Additional items to be submitted subsequently, prior to improvement plans and final plat approvals:

- ☐ Copy of approval to construct water and sewer facilities, issued by Arizona Department of Environmental Quality ("ADEQ")
- ☐ Copy of assured water certificate, issued by Arizona Department of Water Resources ("ADWR")
- ☐ Copy of drywell(s) registration, issued by Arizona Department of Environmental Quality ("ADEQ"), if applicable
- ☐ Construction assurance for the improvements of public infrastructure

Fees for Final Plat/ Final Plat Amendments

Final Plat/ Final Plat Amendment/ Replat*	\$1575 + (\$7 a lot; lot fee not to exceed \$2500)
Plat Recordation Fee & Document Handling	\$100
GIS Addressing Fee	\$5 per lot

*Add 4% technology fee to the application fee plus a \$25 GIS fee.

Proposition 207 Waiver

If multiple owners need to sign the waiver,
make additional copies

State law dictates that only the original document of the signed
and notarized Proposition 207 Claim Waiver can be recorded.
Copies or electronic files will not be accepted.

Please mail the original document to the City of Apache Junction
Development Services Department at 300 E. Superstition
Boulevard, Apache Junction, AZ 85119.

When Recorded Return to:
City of Apache Junction
Development Services Department
300 E Superstition Blvd.
Apache Junction, AZ 85119

DIMINUTION IN VALUE AND JUST COMPENSATION CLAIM WAIVER/INDEMNIFICATION/ACKNOWLEDGEMENT

I/We, _____, as owners of property identified as Pinal County Assessor Parcel No. _____, which is the subject of Apache Junction City Council, Planning & Zoning/Board of Adjustment or other Case No. _____, hereby waive any and all potential diminution in value and just compensation claims or lawsuits that could be pursued against the City of Apache Junction ("City"), its elected officials, appointees and employees as a result of the Planning and Zoning Commission/Board of Adjustment/Council's action in the above-referenced matter. This waiver is authorized pursuant to A.R.S. § 12-1134(I). I/We also hereby warrant and represent I/We am/are owner(s) of the above-referenced property and that no other person has any ownership in such property.

Printed Name of Owner

Printed Name of Owner

Signature of Owner

Signature of Owner

Date

Date

State of Arizona)

) ss

County of _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__ by _____

My Commission Expires:

Notary Public