

Town of Sahuarita
Planning & Building Department
375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
Phone: 520-822-8855
www.sahuaritaaz.gov



FINAL PLAT PROCESS AND SUBMITTAL CHECKLIST

PROCESS

1. Staff strongly recommends attending a pre-application Development Review Committee (DRC) meeting to discuss your proposal. More information on scheduling a pre-application DRC meeting can be found online at <https://sahuaritaaz.gov/844/Pre-Application-Meeting>.
2. Submit a complete application package through the e-permitting website. **All Final Plat submittals are to be made online through the Town's e-permitting website.** See <https://sahuaritaaz.gov/803/Online-Submittal-and-Access> for additional information. All documents must be uploaded as **unlocked** pdf files.
3. Submit directly to Pima County Addressing and, if within the Pima County wastewater service area, to Pima County Wastewater Reclamation. Contact those agencies for submittal requirements and fees.
4. Staff will conduct a 5-day administrative review to ensure a complete submittal. All items listed as Deliverables in the checklist below are required for a complete submittal
 - a. If your submittal is deemed to be incomplete, staff will contact you with a list of missing items that will be required for the application to move forward.
 - b. If your submittal is deemed to be complete, staff will contact you with the fee amount and payment instructions. Once payment is received, the application will be accepted and will move forward in the review process.
5. Upon acceptance of your submittal, the substantive review will begin.
6. The substantive review is generally completed in approximately one month, although complex cases may take longer. If corrections are necessary, staff will provide you with a comprehensive set of comments and a list of materials required to be submitted for a subsequent review.
7. Provide revised documents as requested by staff.
8. Staff will review revised documents and either approve or deny the application. This review typically takes one month.
9. Once staff comments are satisfied, the Final Plat will be scheduled for a Town Council meeting; Town Council approval is required for a Final Plat. Approximately three weeks' notice is required to be scheduled for a Town Council meeting.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact the Planning & Zoning Division at (520) 822-8857 or sahuaritaplanning@sahuaritaaz.gov.

REVIEW TIMEFRAME

Most Final Plats are approved or denied within approximately 3 months of staff review time, assuming a complete submittal and two reviews. This does not take into account the amount of time an applicant may have the submittal for corrections between reviews. The Town of Sahuarita has established a regulatory maximum overall timeframe of 6.5 months for Final Plats to account for the more complex and time-consuming applications. This longer regulatory maximum provides additional flexibility for the applicant and staff to continue working cooperatively in more complex cases.

SUBMITTAL CHECKLIST

DELIVERABLES	
<input type="checkbox"/>	Project summary describing the proposed project, its primary features, and how compatibility with the surrounding context has been achieved.
<input type="checkbox"/>	Proof of submittal to Pima County Addressing and (if applicable) Pima County Wastewater Reclamation
<input type="checkbox"/>	Final Plat
<input type="checkbox"/>	Letter of authorization from the property owner
<input type="checkbox"/>	Zoning Conditions and minutes of action, if applicable (<i>e.g. rezoning conditions, Conditional Use Permit, etc.</i>)
<input type="checkbox"/>	Title Report, current within 60 days
<input type="checkbox"/>	Covenants, Conditions, and Restrictions (CC&Rs), if applicable
<input type="checkbox"/>	Assurance Agreement
<input type="checkbox"/>	Certificate of assured water supply or proof of water provider's designation of assured water supply
<input type="checkbox"/>	Mylars (deferred submittal – staff will request prior to Town Council meeting)

FEES	
<input type="checkbox"/>	Fees, to be calculated by staff and paid after administrative review:
<input type="checkbox"/>	Final Plat: \$1,000 plus \$25/lot for each lot over 10
<input type="checkbox"/>	Recording: Assurance Agreement: \$30.00 Plat: \$14.00 + \$10.00/each sheet over 1
	Mailing and postage per document: \$6.00

FINAL PLAT REQUIREMENTS	
A. Cover Sheet	
<input type="checkbox"/>	Title Block, located at the lower right corner of each sheet consisting of: <ul style="list-style-type: none"> The name of the subdivision. Lot number (i.e., Lot numbers _____ through _____ and Common Areas _____). Include units or blocks if applicable.) A brief legal description, including the Section Township and range reference (G and S R B & M, Pima County, Arizona). If the proposed subdivision is a resubdivision of an existing plat, full information on the original plat should be included, including which lots are being resubdivided. Whenever possible, avoid using "a portion of" Town of Sahuarita case number (SA12 – __) and any related case numbers for the site such as rezoning, plats, development plans, etc.
<input type="checkbox"/>	Scaled location map showing a 1 square mile area, with the subject property centered and identified within a one square mile area. <ul style="list-style-type: none"> North arrow and a scale of 3" = 1 mile. The section, township and range of the subject plat. Section corners The adjacent conditions, subdivisions, unsubdivided land and schools. The major streets, rivers, reservations, national forest, railroads and school sites. Jurisdictional limits
<input type="checkbox"/>	Preparation and/or revision dates
<input type="checkbox"/>	Legend with all symbols and line work used on the plat
<input type="checkbox"/>	Name, address, and phone number of owner
<input type="checkbox"/>	Name, address, and phone number of architect/engineer or firm preparing the plans
<input type="checkbox"/>	Key map indicating the sub-area of each sheet if the plan spans multiple sheets
<input type="checkbox"/>	Sheet Index

<input type="checkbox"/>	Standard General and Restrictive Notes (See "Required Notes")
<input type="checkbox"/>	Abbreviation list (Example: CA = Common area, ACE = Access control easement)
<input type="checkbox"/>	'Attestation' block with the following verbiage and a signature line for the Town Clerk: "I, _____, Clerk of the Town of Sahuarita, hereby certify that this plat was approved by the Mayor and Town Council of the Town of Sahuarita, Arizona, on this the _____ day of _____, 20__."
<input type="checkbox"/>	'Approvals' block with signature lines for the Town Clerk, Town Engineer and Planning & Building Director.
<input type="checkbox"/>	<p>Certifications:</p> <ul style="list-style-type: none"> • Certification of a registered land surveyor with seal, signature, printed name, and registration number stating, "I hereby certify that the property boundary as shown on this plat was performed under my direction and that all existing and proposed survey monuments and markers shown are correctly described. I further certify that this plat was prepared under my direction." • Certification of a registered land surveyor with seal, signature, printed name, and registration number stating, "I hereby certify that the interior subdivision geometry for this plat has been reviewed and is shown under my direction." • Certification of a registered professional engineer with seal, signature, printed name, and registration number stating, "I hereby certify that the floodplain limits and erosion hazard setbacks as shown on this plat were prepared under my direction."
<input type="checkbox"/>	Recording data block
<input type="checkbox"/>	Basis of Bearings
<input type="checkbox"/>	<p>One of the following assurance blocks followed by a signature line for the Mayor:</p> <ul style="list-style-type: none"> • Third Party Trust Assurances: "Assurances in the form of a Third Party Trust Agreement, Trust No. _____ from _____ as recorded in Sequence No. _____ have been provided to guarantee installation of required street, sewer, electric, gas, and water utilities, drainage, flood control, and other subdivision improvements meeting established minimum standards of design and construction." • Cash or Bond Assurances: "Assurances in the form of _____ from _____ in the amount of \$_____ have been provided to guarantee installation of required street, sewer, electric, gas, and water utilities, drainage, flood control and other subdivision improvements meeting established minimum standards of design and construction." • Assurances are not required: "The Town of Sahuarita does not require the subdivider to provide subdivision assurances for this subdivision. Any subdivision improvements required by Arizona Revised Statutes Section 9-463.01(C)(8) and Sahuarita Town Code Section 18.69.070 have been provided."

<input type="checkbox"/>	Sheet numbers at the bottom right corner (i.e., sheet ____ of ____).
<input type="checkbox"/>	Provide space in the top and bottom margins (far right side) on each sheet for the recording data, as follows: "Sequence number _____."
<input type="checkbox"/>	Seal and signature of the Registered Engineer and Registered Surveyor who prepared the plans on each sheet, with the firm name, address, and telephone number on the cover sheet.
<input type="checkbox"/>	The subdivision boundary line, lot lines, common areas, and rights of way will be drawn with a solid line. All easement lines, existing lot lines (if a resubdivision), 100-year flood lines, and erosion hazard setback lines shall be shown with a dashed line.
<input type="checkbox"/>	If the plat contains a section or quarter-section line, provide dashed lines to indicate their locations.
<input type="checkbox"/>	If match lines are used, show a portion of drawing content beyond the sheet match line as lightened or ghosted.
<input type="checkbox"/>	A single lot shall not span multiple sheets. Do not place a match line through a lot.
<input type="checkbox"/>	Provide street access stars for all lots with multiple street frontages.
<input type="checkbox"/>	Label all excluded areas
Provide the location, identification, and dimension of the following existing and proposed subdivision elements:	
<input type="checkbox"/>	Subdivision boundary with dimensions, bearings, and distance. This line should be bolder/wider than any other line on the plat.
<input type="checkbox"/>	Town boundary limits
<input type="checkbox"/>	Adjacent parcel information – label zoning, land use and subdivision names with recording information or un-subdivided area with parcel numbers
<input type="checkbox"/>	Proposed lot layout with dimensions, bearings, square footage, and lot numbers (or common area letters)
<input type="checkbox"/>	Existing and proposed streets on and adjacent to the site. Include street names, right-of-way width, recording information, and label as Public or Private. Proposed public streets should be noted as "Dedicated per this plat."
<input type="checkbox"/>	Sight visibility triangles that cross lots
<input type="checkbox"/>	100-year floodplain and erosion hazard limits
<input type="checkbox"/>	Water bodies and features, including riparian habitat limits
<input type="checkbox"/>	Curve data for street centerlines and curved property lines.

<input type="checkbox"/>	Show all existing and proposed easements on the plat (dimensions, purpose, private/public/specific and recording information) and include any pertinent recording information. Undefined blanket easements shall be referred to in the general notes.
<input type="checkbox"/>	Show and label all no-access easements
<input type="checkbox"/>	Note any proposed abandonments of public rights-of-way or easements. Easements that are no longer used and obsolete should be cleared from the title prior to final plat recordation.
<input type="checkbox"/>	Show and label landscape bufferyards (location, width, and type)

REQUIRED NOTES

The following General Notes and Restrictive notes are required. Staff appreciates the notes being provided in the order as shown below and without any unauthorized verbiage changes. Out-of-order or changed notes may slow the review of your Final Plat.

Words shown in parentheses and italics are prompts and are not meant to be replicated on the plat.

GENERAL NOTES

1. Existing zoning is ____ per Ordinance ____ and will remain. Conditionally approved zoning is _____. (*For Specific Plan areas add, "The Specific Plan land use designation is _____. Equivalent zoning is _____."*)
2. The use of the project is ____ and is permitted in accordance with Section 18.____ of the Town of Sahuarita Zoning Code. (*If a project is located in a Specific Plan area, reference the section of the applicable Specific Plan.*)
3. Density Data:
 - a. Gross area of this subdivision is ____ acres. The total number of lots is _____. Gross density is ____ dwelling units per acre.
 - b. Minimum lot size for the zone is ____ square feet. The smallest lot provided is ____ square feet. The largest lot provided is ____ square feet. The average lot size is ____ square feet.
 - c. (*If using a transfer of density, cluster development option or other flexibility option, provide details here, including the code section that allows for the flexibility, any special requirements such as cluster open space, and any other pertinent details.*)
4. The water company that will service this subdivision is _____.
5. The water provide has obtained a designation of assured water supply from the Arizona Department of Water Resources.

Alternate note for water providers that do not have an Assured Water Supply designation:

A certificate of assured water supply has been received from the Arizona Department of Water Resources. Certificate # ____.

6. The wastewater provider that will service this development/subdivision is _____.
7. New public streets total _____ miles.
8. New private streets total _____ miles.
9. Covenants, Conditions, and Restrictions for this development are recorded at Sequence No. _____. *(Provide docket and page if recorded prior to the change to sequence numbers.)*

RESTRICTIVE NOTES

10. Approval of this plat does not affirm, certify, or approve any land division that may be contrary to state law, nor does it certify the existence or compliance with any deed restrictions or easements.
11. The developer, any successors and assigns, shall hold the Town of Sahuarita and Pima County, its officers, employees, and agents harmless from any and all claims for damages related to the use of this development as shown hereon, now and in the future, by reason of flooding, flowage, erosion or damage caused by water, whether surface flood or rainfall.
12. The professional engineer of record shall certify in writing that all improvements, whether public or private, have been constructed, placed, installed, etc., in accordance with the accepted plans for this development. Certifications must be submitted to the Town of Sahuarita prior to the request for final inspection and release of assurances.
13. Improvements between 30 and 72 inches in height relative to the adjacent roadways that might interfere with sight visibility shall be placed and/or maintained within the sight visibility triangle only in accordance with town of Sahuarita technical standards found in 18.73.030.
14. Installation of items such as landscaping, irrigation, signage, monuments, walls, and drainage improvements in the public right-of-way shall require a license agreement for installation, maintenance, and indemnification. This document shall be executed prior to final approval of landscape plans or improvement plans allowing installation within the public rights-of-way. *(This note may be omitted if installations are not proposed within the right-of-way).*
15. For properties located within the 100-year floodplain area after development, add the following notes:

- a. A Floodplain Use Permit will be required for Pad/Lot(s) _____ prior to the issuance of any building permits.
- b. The area within the 100-year floodplain limits represents an area which is subject to flooding from the regulatory flood event. All land within this delineated floodplain shall be restricted to uses that are compatible with Sahuarita Town Code, Title 14 Floodplain and Erosion Hazard Management.
- c. The area within the erosion hazard setback limits represents an area which may be subject to erosion by the regulatory flood event. Land within this area shall not be utilized for the placement of structures or other uses prohibited by Sahuarita Town Code, Title 14 Floodplain and Erosion Hazard Management.