

To: To Whom It May Concern
From:  Sarah S. More, FAICP, Planning & Building Director
Date: 11/23/2015
Re: Subdivision Amendment Policy

This memo serves to clarify the Town of Sahuarita Planning & Zoning Division's policy on changes to recorded subdivisions. The following guidelines will be used when determining whether a plat may be amended:

1. If a substantial change to a tentative or final plat is being proposed, the application will be considered a re-plat and must start with new tentative and final plats. Fees assessed for re-plats will be according to the fee schedule for new tentative and final plats.
2. A substantial change to a plat shall include any change which will:
 - a. Substantially alter any street layout, lot lines, or utility easements shown on the tentative or final plat;
 - b. Increase the total number of lots or units within the overall original approved tentative or final plat by more than ten percent, or ten lots/units, whichever is less;
 - c. Reduce recreational area or open space within the overall subdivision by more than ten percent (note that a plat cannot be amended to reduce the recreational area or open space provided to an amount less than required by Town standards);
 - d. Increase the subdivision acreage by more than ten percent, or five acres, whichever is less; or
 - e. Reduce a perimeter bufferyard.
3. If, in the opinion of the Director, the proposed alteration does not substantially change the tentative or final plat, the change shall be processed as an amendment and fees shall be assessed according to the fee schedule for amended tentative and final plats.
4. Tentative and final plats must match; if a change is proposed to a final plat, the tentative plat must also be changed accordingly.

Please keep in mind that these are guidelines only, and that plat amendments will be at the discretion of the Director.