

	<b>Standard Operating Procedure</b>  <b>Community Development Department</b>	Revision #:
		Last Revision Date:
<b>Approval:</b> Anna Casadei, AICP		<b>Effective Date:</b> May 30, 2024
<b>Subject:</b> Subdivision Plat Changes and Expiration		<b>Page 1 of 3</b>

**1.0 Purpose**

This document clarifies the Town of Sahuarita’s policy on changes to recorded subdivisions and expiration of Tentative Plats and replaces the policy memo from Sarah S. More dated November 30, 2017.

**2.0 Revision History**

This document was created on May 30, 2024.

**3.0 Persons Affected**

Subdividers

**4.0 Plat Changes**

**4.1 Substantial Changes**

If a substantial change to a tentative or final plat is 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. A re-plat may be processed for a portion or the entirety of a previously approved subdivision.

A substantial change to a plat shall be determined by the Community Development Director and shall include any change which will:

- a. Substantially alter any street layout, drainage, easements, or other subdivision design elements shown on the tentative or final plat;
- b. Increase the total number of lots or dwelling units within the original approved tentative or final plat by more than ten percent, or by ten lots/units, whichever is less;

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- 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 recreational area or open space to an amount less than the minimum required);
- d. Increase the subdivision acreage by more than ten percent, or five acres, whichever is less; or
- e. Reduce a perimeter bufferyard.

#### 4.2 Insubstantial Changes

- a. If, in the opinion of the Director, the proposed alteration does not substantially change the tentative or final plat, the change may be processed as an amendment and fees shall be assessed according to the fee schedule for amended tentative and final plats.
- b. Plat changes that are deemed insubstantial by the Director do not require a tentative plat amendment and may be made through the Final Plat process. The Director may request updated studies or other information to support bypassing the tentative plat process.

#### 4.3 Permit Issuance

Permits may not be issued for lots within a Tentative or Final Plat that has an open amendment or re-plat case; however, the applicant may choose to change a portion of a subdivision rather than the entire subdivision to allow issuance of permits on portions of the plat that are not being changed.

#### 5.0 Plat Expiration

Tentative Plats expire according to the provisions of the zoning code unless a Final Plat is approved and recorded. If only a portion of a subdivision with an approved Tentative Plat is the subject of a recorded Final Plat prior to the expiration of the Tentative Plat, the remainder of the subdivision will require a new Tentative Plat; the portion of the Tentative Plat that is not the subject of a recorded Final Plat shall expire.

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## 6.0 Responsibilities

Per STC 18.100.040.C.3, the Zoning Administrator shall have primary responsibility for the interpretation of the zoning code. The Community Development Director functions as the Zoning Administrator and will make the final determination on plat changes and expirations.

## 7.0 References

- Sahuarita Town Code Chapter 18.69 Subdivision Standards