



**City of Show Low Planning & Zoning**

180 N. 9<sup>th</sup> Street, Show Low, AZ 85901  
(928) 532-4040

**For Office Use Only**

Date received: \_\_\_\_\_

Time received: \_\_\_\_\_ AM/PM

Received by: \_\_\_\_\_

**Final Plat Application**  
**(Filing Fee: see page 3)**

**Title 17.15.050 of the Land Development Ordinance**

Please complete this application after a review of the referenced section of the Land Development Ordinance. Incomplete applications will not be considered accepted and may delay consideration of your project by the Planning and Zoning Commission. If you have questions regarding the process or requirements, please contact the Planning and Zoning Department at (928) 532-4042.

**OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit#*

\_\_\_\_\_ \_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION (If different)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit#*

\_\_\_\_\_ \_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Address of Property: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

**PROPOSAL**

Name of proposed subdivision: \_\_\_\_\_ Number of proposed lots: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_ Is a zone change proposed or required?  Yes  No

Provide a brief description of the proposed land development: \_\_\_\_\_

## PRELIMINARY PLAT CONDITIONS

Have you reviewed the conditions of the preliminary plat approval?  Yes  No

Is a copy of the conditions of the preliminary plat approval attached?  Yes  No

## SUBMITTAL CHECKLIST *(Please ensure that your submittal is complete in order to avoid delays)*

***Please be aware that your final plat will not be placed on the agenda until applicable information has been received and improvement plans have been approved and all other requirements are satisfied.***

- Final Plat application fee **(see page 3 for fee schedule)**.
- A final copy of the protective covenants and restrictions (CC&R's) for the subdivision.
- Assurances: In order to ensure proper installation of subdivision improvements, the sub-divider shall designate the type of assurance in a form and method acceptable to the City Attorney and approved by City Council in conjunction with a review of the Final Plat.
- A waiver of any and all claims for diminution in fair market value as defined by A.R.S. § [12-1134](#) arising out of the application.
- A certificate or letter from each utility company providing service to the area indicating approval of the method of the proposed utility installations and confirming the availability of services.
- An Arizona Department of Transportation access permit, where required.
- If not already completed in Stage III, an Infrastructure Improvement Agreement (IIA) shall be consummated between the developer and the city. During this process, an IIA payment shall be presented to the planning and zoning director prior to scheduling the items for review by the city council.
- A completion date for the construction of the improvements shall be declared and notice given to the director, which date shall be approved by the city council. The completion date for the improvements shall not exceed two (2) years from the date of such approval. Failure to complete the improvements by the completion date may cause the forfeiture of the assurances described hereafter, in subsection [\(B\)\(12\)](#) of this section.
- A final plat, in recordable form, on disk in digital format compatible with the City of Show Low computer database to facilitate the inclusion of the final plat into the city parcel database. Typically, the form of these files will be in DXF, DWG or other similar industry standards digital file developed in AutoCAD R13 or greater.
- (1) One (1) half-scale copy of the final plat sized eleven (11) inches by seventeen (17) inches and six (6) full-scale copies sized twenty-four (24) inches by thirty-six (36) inches **(please call to confirm actual number of copies desired)**, with the scale not to exceed one hundred (100) feet to one (1) inch. If more than two (2) sheets are required for the drafting of the final plat, an index sheet of the same dimensions illustrating the layout of the entire subdivision shall be shown.
- Identification and Descriptive Data.
  - North arrow, scale, and date.
  - A title which includes the name of the subdivision and its location by section, township, range and county.
  - Name, address, registration number, and valid seal of the registered land surveyor preparing the plat.
- Survey Data.
  - Subdivision boundary lines and corners, together with courses and distances and all curve or angle data. Subdivision corners must be shown and must close on the ground within 0.05 foot per one hundred (100) feet; other monuments, lot corners, and other survey points must also be described and located. One (1) tie must be made by true course and distance to a GLO corner, or, if none exists, to a corner of common acceptance. Proposed subdivisions adjacent to existing subdivisions must tie to the corners of the existing subdivisions. Adjoining property must be identified by subdivision name, or if unsubdivided, and Forest Service lands noted. All connecting streets, private and public and Forest Service roads must be shown and named.

- Name, courses, length and width of all public streets and street cross sections; radii, points of tangency, and central angles of all curvilinear streets; radii of all rounded street line intersections; location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public; and a statement noting that the streets dedicated on the plat will not be accepted for city maintenance until they are brought up to minimum city standards.
- A registered professional land surveyor must certify that all lots are staked, or will be staked within six (6) months.
- Existing Conditions Data.
  - Utility easements intended to remain on the property: The notation as described in Section [17.15.050\(A\)\(3\)](#) shall be on the final plat.
  - Drainage easements intended to remain on the property, with the following notation:
    - Natural, unimpeded flow is preferred in all drainage ways, wherever practical. No structure of any kind may be constructed or placed, nor may any vegetation be planted nor be allowed to grow within, on or over any drainage easement which would obstruct or divert the flow of storm water. The city may construct and/or maintain drainage facilities on or under the land in any drainage easement.
- Descriptive Data Required.
  - Name, right-of-way lines, courses, lengths, width of all public streets, crosswalks, and utility easements; radii, points of tangency and central angles of all curvilinear streets and rounded street line intersections.
  - Utility easements needed in conjunction with the new plat to include the notation as cited in Section [17.15.050\(A\)\(3\)](#).
  - All drainage ways shall be shown on the plat. The rights-of-way or easements for all major drainage ways, as designated by the public works director, shall be dedicated to the public.
  - Location and dimension of all residential lots, including identification of each lot by number and size of each lot, total number of lots and average and minimum lot sizes.
  - All residential lots shall be numbered by consecutive numbers throughout the plat. "Exception," "tracts," and parks shall be so designated, lettered or named and clearly dimensioned.
  - Locations, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated.
  - Location of all adjoining subdivisions with date, map and page number of recordation noted, or, if unrecorded or unsplit, so marked.

### APPLICATION TIMELINE *(Final Plat)*

- 1) **The Director of Planning and Zoning shall confirm whether your application is complete within five (5) working days of receipt.**
- 2) **City Council shall consider the final plat at a regularly scheduled meeting no sooner than 21 days after confirmation of complete application submission. The final plat will not be placed on the agenda until the improvement plans have been approved and all other requirements are satisfied.**
- 3) **Recordation - Upon receipt of the required assurances, and proof of adequate water supply, the applicant will provide the City with three (3) copies of the approved final plat drawn in permanent ink on Mylar approximately 4 mil in thickness, the final plat recorded and provide a recorded copy of the plat to the applicant.**

### FINAL PLAT & DEVELOPMENT PLAN FEE SCHEDULE *(Per resolution No. 2012-01)*

# Proposed Lots or Units	Flat Fee
1-25	\$150.00
26-50	\$250.00
51 and over	\$400.00
Amended/Revised	\$250.00

**AUTHORIZED REPRESENTATIVES**

**PLEASE NOTE:** In accordance with City Code, Title 19.15.010 D and E, you or your authorized representative must be present at all Planning and Zoning and/or City Council hearings or public meetings regarding this application. Below please list any person(s) authorized to represent you during this application process. Representations made during those meetings or hearings and designated in the record shall be deemed conditions of approval.

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**CERTIFICATION**

*I certify that the information on this application form and attachments are true and correct to the best of my knowledge.*

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Waiver of Claims Under Arizona Revised Statutes § 12-1134**

I, \_\_\_\_\_, the owner of the property described as A.P.N. \_\_\_\_\_

Show Low, Arizona, hereby waive any and all claims for diminution in value to my property which may arise under A.R.S. § 12-1134 as a result of my request and application for a FINAL PLAT. Further, I agree to defend, indemnify and hold harmless the City of Show Low, its officers, employees, and agents from and against any and all such claims for diminution in value to my property as defined in A.R.S. § 12-1134 arising out of my application or request for the applicable land use action as described above.

DATED this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Property Owner

STATE OF ARIZONA        )  
  ) ss.  
County of \_\_\_\_\_)

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
by \_\_\_\_\_.  
Name of Signer

\_\_\_\_\_  
Notary Public

[Notary Seal]