INFORMATION FOR SCHEDULING APPLICATIONS FOR PUBLIC HEARING

Development Services Planning staff will do everything we can to insure that your application is processed and scheduled for hearing.

**NOTE** – EVEN THOUGH AN APPLICATION SUBMITTED PRIOR TO THE APPLICATION SUBMITTAL DEADLINE, DOES NOT GUARANTEE THAT AN APPLICATION WILL BE SCHEDULED FOR THE PUBLIC HEARING ON THE DATE THAT THE SUBMITTAL DEADLINE WAS INTENDED.

There are a number of reasons why there MAY be a delay in scheduling an application for public hearing:

1. Although a cursory review of an application is conducted by staff when an application is submitted, applications will be thoroughly reviewed by various reviewing agencies as part if the application review process. If it is determined that an application is not complete, it MAY not be scheduled for hearing until the application is complete and staff has had time to review the completed application.
2. When an application is reviewed, if it is determined that additional information is needed, in order to make an accurate AND COMPLETE assessment of the request, an application will not be scheduled for hearing until the additional information has been submitted and staff has had time to review the information.
3. When an application is reviewed, if it is determined that there are inaccuracies with the submittal that need to be corrected, the application MAY not be scheduled for hearing until the corrections have been made and staff has had time to review the corrections.
4. Even if a complete application is submitted and requires no additional information or corrections, the Planning Commission does, on occasion, cancel meetings if there are only one or two items on their agenda. Fortunately, meeting cancellations are relatively rare; however, please be aware that they do occur.

Generally, complete accurate applications are scheduled for hearing, based upon the application deadline schedule, established by the Board of Supervisors. Staff attempts to work with the applicant to ENSURE THAT this schedule IS MET because delays are frustrating and can be costly. However, a complete and accurate application is what is required and necessary in order for the Planning and Zoning Commissioners and the Board of Supervisors to make the appropriate decision during the public hearing.

Thank you.
FINAL PLAT APPLICATION SUBMITTAL GUIDELINES

This is a guide to be used in submitting a final plat application in the unincorporated areas of Yavapai County, Arizona.

Complete Applications
Submittal of an application does not guarantee the item will be scheduled for the next available public hearing. **Only applications** that are determined to be **entirely complete** according to the Planning Manager will be scheduled for public hearing.

General Information
Prior to submitting an application, please **be sure** of all the following information:

1. The legal description of your property is correct;
2. You are the legal owner of the property, or have a letter of authorization to represent the property owner;
3. You have discussed your application with the Development Services Planning staff (required pre-application meeting with Planning staff and possibly other divisions);
4. You have contacted other applicable reviewing agencies prior to submittal of your application (Land Use Unit, Environmental Unit, Flood Control District, Design Review, etc.);
5. You have completely and accurately described the **existing and proposed** future uses of the property for your application in your Letter of Intent;
6. You have completed and have signed and/or notarized all applicable forms required for your application;
7. You have completed the applicable checklist of required items.

Filing Fees
All public hearing application filing fees are **non-refundable** regardless of approval or denial and must be paid at the time of application submittal. Fees are based on the complexity of the proposed use, acreage involved, and changes in density. Once staff has an understanding of the proposal, fees are calculated using the fee schedule as approved by the Board of Supervisors.

* To assist with **insuring that your application is processed in as timely and efficient manner as possible**, you should **stay in contact with the planner that has been assigned to your application, as your application is being processed**.
## APPLICATION FORM

<table>
<thead>
<tr>
<th>APPLICANT</th>
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<tbody>
<tr>
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<td>Applicant/Agent: (Circle One)</td>
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</tbody>
</table>

### Request:

| Legal Description: □ See attached Legal Description OR: |
| Lot: | Block: |
| Subdivision: | |

I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the owner or authorized agent of the same as stated in the attached documentation.

**Signature:**

**Print Name:**

**Date:**
FINAL PLAT PROCESS FLOW CHART

**APPLICANT**
- Set Up Pre-Application Meeting with Planning Staff
- Application Submitted and Fees Paid
- Filing Deadline

**STAFF**
- Send Out for Agency Review
  - Addressing
  - Building Safety
  - Design Review
  - Environmental Unit
  - Flood Control
  - Land Use
  - Others, I.E.:
    - ADOT
    - ADWR
    - ADRE
    - FIRE DISTRICT
    - FOREST SERVICE

- Review Comments with Applicant
- Public Hearing
  - Consideration by the Board of Supervisors
FINAL PLAT APPLICATION CHECKLIST

APPLICANT:___________________________________  PARCEL#:____________________

*No application is to be submitted or accepted unless it is complete including, but not limited to the following:

____ 1) Hearing Application form filled out completely;

____ 2) Two (2) copies of an updated title report or a policy of title insurance issued by a title insurance company within the preceding thirty (30) working days to the owner of the land, covering the land within the subdivision and showing all record owners, liens, and encumbrances. The title report shall evidence that there is legal/permanent access to the proposed subdivision;

____ 3) A copy of any covenants, conditions and restrictions (CC & R’s) to be recorded;

____ 4) Five (5) copies of a memorandum showing the total area of the subdivision, and, showing the area of each lot to the nearest hundredth of an acre, if greater than one (1) acre; or showing the area in square feet if less than one (1) acre;

____ 5) Ten (10) copies of the Final Plat, 24" X 36", showing all required information on the Final Plat Contents Checklist. Also include one (1) legible copy of all Final Plat sheets on 11" X 17" paper;

____ 6) Six (6) sets of prints of the construction plans of all improvements required and prepared in accordance with the current Roads Resolution adopted by the Board, Flood Control District regulations, ADEQ standards applicable to the County's delegation agreement, and any/all other construction standards or specifications as adopted by the Board and in force and effect. In addition to the construction plans, two (2) prints of the plans for all off-site improvements to be constructed will be required. The plans shall show such details as required by the County's Adopted Standards and Specifications, and, shall show land ownership, existing or proposed rights-of-way limits, and other features affecting the establishment and construction of such required off-site improvements;

____ 7) A cost estimate for constructing the required site improvements signed and sealed by a Registered Professional Engineer. The cost estimate and method/type of assurance shall be approved by the County Engineer and/or County Attorney prior to approval of the Final Plat. The actual assurance must be executed and presented to the County before the subdivision plat is recorded (See Section 6 regarding cost estimates and assurances);

____ 8) If private roadways are proposed in the development, then provisions for perpetual roadway maintenance acceptable to the County shall be provided for in the Property Owners Association (or other legal entities) organizational Articles of Incorporation, and shall be submitted with the Final Plat;

____ 9) A subdivision plat shall be submitted in a digitally compliant format to the County Assessor's Cartography Department. The format that will be accepted is the "Drawing Exchange File" (DXF) format. This file format is a Standard Drawing Exchange format between many major computer aided design software packages, i.e., AUTOCAD, Microstation and VERSACAD. The submittal shall be in compliance with standard data conversion that will be used by the County Management Information Systems Department;

____ 10) The licensed surveyor who certifies the boundary survey on the plat shall also submit the mathematical calculations of each boundary, lot and tract closure. The calculations shall contain enough data in order to follow and recalculate the method used to determine closure. Calculations shall be bound and the cover stamped by the appropriate professional. These calculations will then become a permanent part of the subdivision records;

____ 11) Five (5) copies of a final or Phase III Drainage Report shall be submitted in conjunction with final construction plans in accordance with the requirements of the Yavapai County Drainage Criteria Manual. The purpose of the Phase III Drainage Report is to update the concepts,
provide all information not previously provided and to present the design details for the drainage facilities discussed in the Phase II Drainage Report. The limits of any one hundred (100) year floodplain identified using the standards set forth by the Director of the ADWR Requirement for Floodplain Delineation in Riverine Environments, together with the base flood elevation, shall be illustrated in the Final Plat. The regulatory elevation for the most critical location within each lot shall be shown on each lot that is impacted by the floodplain. All lots impacted by flood hazard areas must have an established restrictive building envelope that is outside the delineated flood hazard area. Lots completely within the one hundred (100) year flood hazard area will not be permitted, as this area should be reserved as open space for the conveyance of floodwaters. A note shall also be placed on the plat indicating that "Floodplain limits, base flood elevations and regulatory elevations may be revised by subsequent studies approved by the Flood Control District." Final Plats shall also show all drainage easements in conformance with the approved Preliminary Plat (if it had been required) with the associated dedication language. The actual dedication language should be related to the type of drainage facility and method of maintenance;

12) Submittal to include a report from ADWR in the form of either a "Certificate of Assured Water Supply" within "an AMA" pursuant to A.R.S. §45-576, or for areas outside of AMA's a statement of water "adequacy" either for that subdivision or for the water company (private or public) which will serve the subdivision pursuant to A.R.S. §45-108;

13) A letter detailing how the application is in compliance with each stipulation of any conditional zoning or Preliminary Plat if applicable;

14) The plat shall also show other data that is required by law;

15) Required Environmental information: *Please see Design Review forms and turn in to the Design Review division.*
   - Two (2) sets of plans and two (2) design reports for each utility being provided
   - A completed Approval to Construct Water application
   - Completed Utility Service Agreement for all applicable utilities provided
   - A completed Notice of Intent to discharge application for sewer;

16) A filing fee in the amount of $__________. (Determined by the Development Services fee schedule as adopted by the Board of Supervisors).

*NOTE:*
The applicant or his representative must be present at scheduled Board of Supervisors meetings in order to answer questions. A building permit will be required for the construction of any structure after approval of the Final Plat. If such construction is planned, the applicant(s) should obtain a Zoning Clearance Package and familiarize themselves with both those requirements, as well as the requirements of the Building Safety Unit.
FINAL PLAT CONTENTS CHECKLIST

APPLICANT: ________________________________  PARCEL#: __________________________

*Every Preliminary Plat filed with the Development Services Department shall be clearly and legibly drawn to a scale of 1" = 200'; 1" = 100'; or 1" = 50'. A scale of 1" = 100' is preferred. The size of the sheet shall be 24" x 36" unless another size is found acceptable by staff.

Presentation of the plat shall be neat, clear, legible, and complete in all respects and shall be sufficiently detailed to include, but shall not be limited to the following:

____ 1) Tract boundary lines, lot and parcel lines, easement lines, street centerlines, and section lines, all showing accurate bearings and dimensions with dimensions expressed (rounded) in feet and decimals thereof to the hundredth;

____ 2) The total area of the subdivision, and, showing the area of each lot to the nearest hundredth of an acre if greater than one (1) acre; or showing the area in square feet if less than one (1) acre;

____ 3) Width of streets, width of easements and indication of their purpose, angle, radius, tangent, and length of all curves;

____ 4) The locations and widths of pedestrian ways;

____ 5) Location and description of existing or found monuments, such as section corners and subdivision boundary corners, elevation of benchmarks for a condominium development, existing rights-of-way and easements, if any. Easements shall be clearly dimensioned, labeled, and identified, and, if already of record, properly referenced to the record. If any easement is not definitely located of record, a statement of such easement shall appear on the title sheet;

____ 6) Where there are contiguous developments, show name of the subdivision with reference of record, street right-of-way lines, street names, street width, easements clearly dimensioned, labeled, and identified, if any; and if unsubdivided, so note;

____ 7) The legend shall specify the type of monuments used;

____ 8) The boundary of the subdivision shall be indicated by a heavy line, recognizable as a border, clearly showing the boundary of the subdivision and all of the property being offered for dedication for public use and/or as easements. Such boundary shall not interfere with the legibility of figures or other data;

____ 9) Any excepted parcel(s) within the plat boundary shall be accurately depicted by bearings and distances on the plat;

____ 10) Each lot shall be numbered as per the approved Preliminary Plat when applicable and each block may be numbered or lettered;

____ 11) Each street shall be named and have approval from the Addressing Division;

____ 12) All lots not intended for sale or resale for private purposes, and all parcels offered for dedication for any purpose, public or private, and any private streets permitted shall be so designated;

____ 13) Label and identify all lots, parcels, tracts, excepted parcels, etc. for ease of description and to ensure no misunderstanding about intended use, ownership, or maintenance.
FINAL PLAT SHEET VERBIAGE

APPLICANT:___________________________________  SUBDIVISION:___________________________

FINAL PLAT RATIFICATION AND DEDICATION CERTIFICATE

The following Certifications, Acknowledgements, Dedications, Acceptances, and all others now or hereafter required shall appear on the Final Plat. Such certificates may be combined when appropriate:

1) A certification or ratification signed and acknowledged by all parties having any record title interest in the land subdivided consenting to the preparation and recordation of said plat. Certain rights-of-way, easements, or other interests may be acknowledged by appropriate endorsements on the plat;

2) A certificate signed and acknowledged as above offering for dedication to the public all parcels intended for public use (Preferred examples of Dedication and/or Owners Statements are provided in this Section. These examples will need to be tailored to the specific conditions and circumstances of individual Final Plats);

3) An acknowledgement on the face of the plat if applicable "All private roads will only be taken over by the County for maintenance if the roads are brought up to the then current County design standards (including but not limited to surfacing and right-of-way width) for public roadways at owners expense."

CERTIFICATE OF LAND SURVEYOR

A certificate for execution by the land surveyor and/or professional Engineer of Record as follows:

“This is to certify that the survey of the premises (property) described and platted hereon was made under my direction and supervision and are accurately represented on this Plat. I also certify that the Plat is in substantial conformance to the approved Preliminary Plat and that this Plat is correct and accurate as shown.”

_______________________________________ _________________________
Registered Land Surveyor    Date

ENGINEERS INFORMATION

The Final Plat shall contain the name and registration number of the registered professional civil engineer(s) who prepared the Preliminary Plat and is responsible for the engineering that is necessary in preparation of the proposed subdivision. A certificate for signature by the County Engineer, Director, Environmental Unit Manager and Flood Control District as follows:

“This Plat has been checked for conformance to the approved Preliminary Plat and any special conditions attached thereto, to the requirements of the Yavapai County Subdivision Regulations, and to any other applicable regulations, and appear to comply with all requirements within my jurisdiction to check and evaluate.”

By (County Engineer) Date
By (Development Services Director) Date
By (Environmental Unit Manager) Date
By (Flood Control District) Date

DEDICATION AND OTHER CERTIFICATE EXAMPLES

A certificate to be signed by the Clerk of the Board of Supervisors.

“I, _____________, Clerk of the Board of Supervisors of Yavapai County, hereby certify that said Board approved the within Plat on the ________ day of __________________, and accepted on behalf of the public all parcels or tracts of land offered for dedication for public use in conformity with the terms of the offer of dedication.”

Clerk of the Board _______________ (year)
A certificate to be signed by the Chairman of the Board of Supervisors:

"ASSURANCE:

Satisfactory Assurance in the form of ___________ from ___________ in the amount of $__________ has been provided in the full amount necessary to guarantee the installation of (streets), (water), (sewer) and all required improvements in this subdivision. (Electric) (Phone) utility services have been assured by letter from the appropriate utility company."

By: __________________________________________  ___________________  
Chairman       Date
Attest: ___________________________  
Clerk of the Board

Certificate for Assured or Adequate Water Supply:

FINAL PLAT FOR A SUBDIVISION LYING WITHIN A DESIGNATED AMA SHALL INCLUDE THE FOLLOWING:

"A Certificate of Assured Water Supply has been received from the Arizona Department of Water Resources and filed pursuant to A.R.S. §45-576 Subsection "B"."

Date: __________  Development Services Director: _________________________

--OR--

"This Subdivision is located within an area designated as having an Assured Water Supply, pursuant to A.R.S. §45-576 Subsection "B"."

Date: __________  Development Services Director: _________________________

IF THE SUBDIVISION IS OUTSIDE A DESIGNATED AMA, THE FINAL PLAT SHALL INCLUDE THE FOLLOWING:

"This Subdivision is not within a designated Active Water Management Area. A statement concerning water adequacy has been received from the Arizona Department of Water Resources (pursuant to A.R.S. §45-108) stating the water resources are (adequate or inadequate) for this Subdivision."

Date: __________  Development Services Director: _________________________
COUNTY DEPARTMENTS INVOLVED IN THE REVIEW OF DEVELOPMENT PROPOSALS

You may want to contact these Departments/Agencies prior to submittal to see if they have any requirements.

<table>
<thead>
<tr>
<th>Prescott Office</th>
<th>Cottonwood Office</th>
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<tr>
<td>Yavapai County Development Services</td>
<td>10 S. 6th St., Cottonwood</td>
</tr>
<tr>
<td>500 S. Marina St., Prescott, (928) 771-3217</td>
<td>(928) 639-8151</td>
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<tr>
<td>Yavapai County Flood Control District</td>
<td>10 S. 6th St., Cottonwood</td>
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<tr>
<td>500 S. Marina St., Prescott (928) 771-3197</td>
<td>(928) 639-8151</td>
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<tr>
<td>Yavapai County Public Works Department</td>
<td>10 S. 6th St., Cottonwood</td>
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<tr>
<td>1100 Commerce Dr, Prescott (928) 771-3183</td>
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<tr>
<td>Yavapai County Assessor's Office</td>
<td>10 S. 6th St., Cottonwood</td>
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<tr>
<td>1015 Fair St., Prescott (928) 771-3220</td>
<td>(928) 639-8121</td>
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<tr>
<td>Yavapai County Recorder's Office</td>
<td>10 S. 6th St., Cottonwood</td>
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<tr>
<td>1015 Fair St., Prescott (928) 771-3244</td>
<td>(928) 639-5807</td>
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<tr>
<td>Yavapai County Sheriff's Office</td>
<td>Cottonwood</td>
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<tr>
<td>255 E. Gurley Street, Prescott (928) 771-3260</td>
<td>(928) 639-8100</td>
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<tr>
<td>Yavapai County Environmental Health Dept</td>
<td>10 S. 6th St., Cottonwood</td>
</tr>
<tr>
<td>930 Division St., Prescott (928) 771-3122</td>
<td>(928) 639-8138</td>
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Fire District responsible for your area.

OTHER AGENCIES THAT MAY ALSO BE INVOLVED WITH THE REVIEW PROCESS:

Arizona Department of Transportation (ADOT) | 1801 S. Milton, Flagstaff |
| 1109 Commerce Dr., Prescott (928) 771-5861 | (928) 774-1491 |

Arizona Department of Environmental Quality (ADEQ) | 1110 W. Washington St., Phoenix |
| 1316 Iron Springs Rd., Prescott (928) 778-7202 |

If the property that you are proposing to develop is adjacent to Arizona State Trust Lands or lands under the jurisdiction of the Bureau of Land Management, U.S. Forest Service, etc., the neighboring agency will also be involved in the review of your proposal. Other factors such as significant archaeological sites or endangered wildlife occurring on the property, proposed structures that could affect aircraft, etc., could involve other agencies in the review as well.
SAMPLE LETTER OF AUTHORIZATION

DATE: ____________

TO WHOM IT MAY CONCERN:

This letter will serve as authorization for _______ (name, title, corporation)_____, to act as an agent on behalf of ____ (corporation, landowner)_____, including, but not limited to, power of attorney for the purpose of obtaining a _____ (type of request)_____, for _____ (type of use)_______ in cooperation with the Yavapai County Development Services Department.

Located on Assessor Parcel Number: _________________________________________________

Landowner Signature: _____________________________________ Date: ___________________

State of Arizona
ss
County of Yavapai

On this ____________ day of _____________________ 20___ before me, the undersigned Notary Public, personally appeared ________________________________________________ who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal

____________________________________________
NOTARY PUBLIC

____________________________________________
Date Commission Expires
**PERMISSION TO ENTER PROPERTY**

<table>
<thead>
<tr>
<th>HEARING APPLICATION:</th>
<th>PARCEL NO.:</th>
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I, the undersigned, hereby give permission to the Yavapai County Development Services staff in the discharge of their duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Yavapai County Planning and Zoning Ordinance, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed, or used in violation of the Yavapai County Planning and Zoning Ordinance; or for any investigation for conditions, compliance, and stipulations under the terms of the Yavapai County Planning and Zoning Ordinance and public hearings concerning this parcel. Such entry shall be limited between the hours of 7:00 A.M. and 6:00 p.m. MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or orally) at any time.

Applicant’s Signature: ___________________________ Date: ___________________________

State of Arizona ss
County of Yavapai

On this _______________ day of ___________________ 20__ before me, the undersigned Notary Public, personally appeared ____________________________________________ who Executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal

_________________________________________ NOTARY PUBLIC

_________________________________________ Date Commission Expires
PROPERTY DIRECTIONS

ASSESSOR’S PARCEL NUMBER: ________________________________

APPLICANT’S NAME: ________________________________

PHYSICAL ADDRESS:
_______________________________________________________________________________
_______________________________________________________________________________
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DIRECTIONS TO PROPERTY:
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