



SETTLED 1870 · INCORPORATED 1986

Case No.: **F**- \_\_\_\_\_  
For Official Use Only

Application Fee: \$ \_\_\_\_\_  
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Engineering Review Fee: \$ \_\_\_\_\_  
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# FINAL PLAT APPLICATION

(Rev 6/22)

The Final Plat is the last stage in the subdivision approval process. At this stage the subdivider is responsible for delineation and dedication of all public rights-of-way and easements, dedication of other public lands, and final lot and block configuration.

Final Plat Submittal Date: \_\_\_\_\_ PAC Case No.: **PAC** - \_\_\_\_\_ Preliminary Plat Case No.: **P** - \_\_\_\_\_

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

**Project Type:**     Single Family Residential Development     Condominium Development

Assessor's Parcel No. (s): \_\_\_\_\_ Size Of The Subject Parcel: \_\_\_\_\_

No. of Lots or Dwelling Units: \_\_\_\_\_ Current Zoning District (s): \_\_\_\_\_

Is The Parcel The Subject Of: 1.) A Rezoning Request?  Yes  No 2.) A Special Use Permit?  Yes  No

3.) A Subdivision Exception Request(s)?  Yes  No 4.) A Site Plan Review?  Yes  No

Associated Case Number(s)- \_\_\_\_\_ (If Applicable)

**APPLICANT:** \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**OWNER:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SINGLE POINT OF CONTACT FOR ALL FORMAL COMMUNICATIONS:**

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

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Certification:**

I, (print name) \_\_\_\_\_, hereby certify that I am the owner, or owner's designated representative, of the property involved in this application and that I have read and examined this application and the attachments, and know the same to be true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **FINAL PLAT SUBMITTAL CHECKLIST**

(The following items shall be provided on the Final Plat or as an attachment thereto)

**NOTE:** A written response is required outlining the action taken to resolve each item identified by staff on the Final Plat Submittal Checklist as **not in compliance**. Said response shall reference the appropriate Final Plat Submittal Checklist section and number for the specific item in question. Failure to follow the above-prescribed format will result in the determination that the subject re-submittal is incomplete and as such will be returned to the applicant for further action.

**SECTION A.**      **CONFORMANCE WITH PRELIMINARY PLAT** (to be completed by Town Staff):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	yes	no	
1.	___	___	A Preliminary Plat For The Proposed Subdivision Has Been Approved
2.	___	___	The Final Plat Conforms In All Respects To The Approved Preliminary Plat And The Conditions Of Approval

**SECTION B.**      **PROCEDURAL PREREQUISITES** (to be provided by the applicant):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	yes	no	
1.	___	___	The Final Plat Has Been Prepared, Certified, And Stamped In Accordance With The Town Of Cave Creek Subdivision Ordinance And The Statutes Of The State Of Arizona
2.	___	___	The Final Plat Conforms With All Town Land Use Regulations And Improvement Requirements And Shall Include Proper Acknowledgment Of All Real Property Rights Necessary For Protecting Public Interests And Private Title
3.	___	___	The Location And Widths Of Easements As Required For Utilities And Drainage Are Indicated On The Final Plat
4.	___	___	A Utility Easement Notation Has Been Placed Upon The Final Plat, Which Provides For Utility Easements
5.	___	___	A Drainage Easement Notation Has Been Placed Upon The Final Plat, Which Provides For Drainage Easements
6.	___	___	Any Approved Exceptions To The Subdivision Ordinance Shall Be Notated Upon The Final Plat
7.	___	___	A Statement Dedicating All Streets, Crosswalks, Drainage Ways, Trails, Pedestrian Ways, And Other Easements For Public Use Has Been Placed Upon The Final Plat
8.	___	___	Dedications Shall Include A Written Location By Section, Township And Range Of The Parcel
9.	___	___	Execution Of The Dedications Shall Be Certified By A Notary Public

**SECTION C.**      **REQUIRED MATERIALS** (to be provided by the applicant):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	yes	no	
1.	___	___	Two (2) Folded Copies Of The Final Plat
2.	___	___	Two (2) Folded Copies Of The Approved Preliminary Plat For The Proposed Subdivision
3.	___	___	One 8½" X 11" Copy (Pmt) Of The Final Plat
4.	___	___	One 8½" X 11" Copy (Pmt) Of The Vicinity/Location Map Showing The Relationship Of The Proposed Subdivision To Main Traffic Arteries And Any Other Landmarks, Which Help Locate The Property.
5.	___	___	A Letter Of Transmittal
6.	___	___	The Fee For Final Plat And Construction Plan Review
7.	___	___	Two (2) Copies Of The Project Narrative Or Development Booklet
8.	___	___	A list of the Maricopa County Assessor's Parcel Numbers (APN's) with mailing labels to include names and mailing addresses of all owners of properties within five hundred (500') feet of the subject property. The applicant is responsible for the accuracy and completeness of this list.
9.	___	___	A pdf (or similarly formatted) copy of the Final Plat, Preliminary Plat, Narrative/Development Booklet and the documents listed in Section I.

**SECTION D.**      **FORM OF PRESENTATION** (to be provided by the applicant):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	yes	no	
1.	___	___	Black Line Prints On A White Background
2.	___	___	The Final Plat Shall Be Drawn In India Ink On A Sheet Or Sheets Of Mylar Measuring 24" X 36" With A Left Margin Of Two (2') Inches
3.	___	___	The Final Plat Shall Be Drawn To An Accurate Scale Not To Exceed Forty (40') Feet To The Inch
4.	___	___	All Other Maps Or Graphics Shall Be Drawn In India Ink On A Sheet Or Sheets Of Mylar Measuring 18" X 24" With A Left Margin Of Two Inches
5.	___	___	The Maps Or Graphics Shall Be Drawn To A Scale Not To Exceed One Hundred (100') Feet To The Inch

**SECTION E.**      **IDENTIFICATION DATA** (to be provided by the applicant):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	yes	no	
1.	___	___	A Title Which Includes The Name Of The Subdivision And Its Location By Number Of Section, Township, Range And County
2.	___	___	The Name, Address And Registration Number Of The Seal Of The Registered Civil Engineer Or Registered Land Surveyor Preparing The Plat

3.   The Scale, Legend, North Arrow, And Date Of Final Plat Preparation  
**SECTION F.** **SURVEY DATA** (to be provided by the applicant):

No.	Complies		Requirement
	yes	no	
1.	<input type="checkbox"/>	<input type="checkbox"/>	The Corners Of The Subdivision Shall Be Located On The Monument Lines Of Abutting Streets
2.	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries Of The Parcel To Be Subdivided Shall Be Fully Balanced And Closed, Showing All Bearing And Distances, Determined By An Accurate Survey In The Field. All Dimensions Shall Be Expressed In Feet And Decimals Thereof
3.	<input type="checkbox"/>	<input type="checkbox"/>	Any Excepted Parcel(S) Within Or Surrounded By The Plat Boundaries Shall Be Noted As "Not A Part Of This Subdivision" And Show All Bearing And Distances Of The Excepted Parcel As Determined By An Accurate Survey In The Field. All Dimensions Shall Be Expressed In Feet And Decimals Thereof
4.	<input type="checkbox"/>	<input type="checkbox"/>	Location And Description Of Cardinal Points To Which All Dimensions, Angles, Bearing And Similar Data On The Plat Shall Be Referenced
5.	<input type="checkbox"/>	<input type="checkbox"/>	Each Of Two Separate Corners Of The Subdivision Traverse Shall Be Tied By Course And Distance To Separate Section Corners Or Quarter-Section Corners
6.	<input type="checkbox"/>	<input type="checkbox"/>	Location Of All Physical Encroachments Upon The Boundaries Of The Parcel
7.	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Boundary And Lot Closure And Area Calculations Shall Be Submitted To The Town By The Certifying Land Surveyor

**SECTION G.** **DESCRIPTIVE DATA** (to be provided by the applicant):

No.	Complies		Requirement
	yes	no	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Name, Right-Of-Way Lines, Courses, Length And Width Of All Public Streets, And Crosswalks, Radii, Point Of Tangency, And Central Angles Of All Curvilinear Streets And Alleys; Radii Of All Rounded Street Line Intersections
2.	<input type="checkbox"/>	<input type="checkbox"/>	All Drainage Easements Shall Be Shown On The Final Plat
3.	<input type="checkbox"/>	<input type="checkbox"/>	All Lots Shall Be Numbered By Consecutive Numbers Throughout The Plat
4.	<input type="checkbox"/>	<input type="checkbox"/>	All Lots Shall Be Clearly Dimensioned By Bearing And Distances
5.	<input type="checkbox"/>	<input type="checkbox"/>	All Tracts And Parcels Shall Be Designated, Lettered, Or Named And Clearly Dimensioned
6.	<input type="checkbox"/>	<input type="checkbox"/>	Location, Dimensions, Bearing, Radii, Arcs, And Central Angles Of All Sites To Be Dedicated To The Public With The Use Clearly Indicated
7.	<input type="checkbox"/>	<input type="checkbox"/>	Location Of All Adjoining Subdivisions With Name, Book, And Page Number Of Recording Noted, Or If Unrecorded, So Marked
8.	<input type="checkbox"/>	<input type="checkbox"/>	Any Proposed Private Deed Restrictions To Be Imposed Upon The Subdivision Or Any Part Or Parts Thereof Pertaining To The Intended Use Of The Land, And To Be Recognized By The Town, Shall Be Noted On The Plat
9.	<input type="checkbox"/>	<input type="checkbox"/>	All Existing Private Easements Within, On, Or Over The Subdivision Shall Be Indicated, Dimensioned, And Noted As To Their Use
10.	<input type="checkbox"/>	<input type="checkbox"/>	Locations Of Conservation Easements, And Habitat Preservation Areas

11.    \_\_\_    \_\_\_    Location Of Any Existing Historical And/Or Archaeological Sites

**SECTION H.**           **CERTIFICATIONS** (to be provided by the applicant):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	Yes	no	
1.	___	___	Certificate Of Approval Notation By The Town Council (With A Signature Block For The Mayor's Signature)
2.	___	___	Certificate Of Approval Notation By Town Engineer (With Signature Block) That The Subdivision Has Been Staked And That The Engineering Plans Have Been Approved
3.	___	___	Certification By Registered Civil Engineer Or Registered Land Surveyor That The Plat Is Correct And Accurate And That The Lot Corners Will Be Set In Accordance With The Recorded Plat Within One Year Of The Date Of Council Approval And Prior To Any Lot Sales

**SECTION I.**           **ADDITIONAL REQUIRED SUBMITTAL DOCUMENTS** (to be provided by the applicant):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	yes	no	
1.	___	___	Conditions, Covenants And Restrictions (CC&R's) Shall Be Submitted For Staff Review And Comment For All Subdivisions Having Common Areas, Homeowners' Groups Or Other Assessment Entities In Accordance With State Law
2.	___	___	Submission Of Subdivision Deed Restrictions, If Any, Shall Be Required Prior To Final Plat Approval
3.	___	___	A Native Plant Survey And Native Plant Assessment, Together With Revegetation Plans
4.	___	___	A Certificate Of Assured One Hundred (100) Year Water Supply Issued By The Arizona Department Of Water Resources
5.	___	___	Subdivision Boundary, Lot Closure And Area Calculations Shall Be Submitted To The Town By The Certifying Land Surveyor
6.	___	___	The Final Drainage Design For The Proposed Subdivision

**SECTION J.**           **ADDITIONAL REQUIRED SUBMITTAL DOCUMENTATION FOR CONDOMINIUM DEVELOPMENT** (to be completed by the Applicant):

<b><u>No.</u></b>	<b><u>Complies</u></b>		<b><u>Requirement</u></b>
	yes	no	
1.	___	___	Location, Height, Gross Floor Area And Proposed Uses Of Each Existing And Proposed Structure.
2.	___	___	Location, Use And Type Of Surfacing Of All Open Storage Areas.
3.	___	___	Location And Type Of Surfacing Of All Private Access Ways, Driveways, Pedestrian Ways, Vehicle Parking Area And Curb Cuts.
4.	___	___	Location, Height And Type Of Materials For Walls Or Fences.
5.	___	___	Location Of All Landscaped Areas, Type Of Landscaping, Irrigation Plans And A Statement Specifying The Method By Which The Landscaping Areas Shall Be Maintained.

- 6.     \_\_\_    \_\_\_    Location Of All Recreational Facilities And A Statement Specifying The Method Of Their Maintenance.
- 7.     \_\_\_    \_\_\_    Location Of Parking Facilities To Be Used In Conjunction With Each Dwelling.
- 8.     \_\_\_    \_\_\_    Location, Elevation, Type And Color Of Materials To Be Used And Methods Of Illumination For Signs.
- 9.     \_\_\_    \_\_\_    Structural Elevations Shall Be Required. Elevations Shall Indicate Type Of Materials Used In Construction, As Well As The Method Used To Provide Sound Insulation/Attenuation In All Common Walls.
- 10.    \_\_\_    \_\_\_    Designation Of All Commonly Owned Property, Including That With Buildings.

**SECTION K.**        **FINDINGS** (to be completed by Town Staff):

**Finding**

\_\_\_    **SUBMITTAL INCOMPLETE:** Additional information is required; see items identified above for specific details.

Applicant Contacted By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_    **AN AMENDMENT TO THE PRELIMINARY PLAT IS REQUIRED.**

Applicant Contacted By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_    **SUBMITTAL COMPLETE:**

Applicant Contacted By: \_\_\_\_\_ Date: \_\_\_\_\_

Date scheduled for Public Hearing before the Planning & Zoning Commission: \_\_\_\_\_

**SECTION L.**        **REVIEW** (to be completed by Town Staff):

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

Review Date: \_\_\_\_\_

**SECTION L.**        **COMMENTS** (to be completed by applicant):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION M.**        **GENERAL NOTES:**

- 1. The Requirements Referred To On This Checklist Can Be Found Within The Town of Cave Creek's Subdivision Ordinance
- 2. The Preparation, Submittal, Review And Approval Of All Subdivision Plats Located In The Town Of Cave Creek Shall Proceed Through A Three-Step Process: Pre-Application, Preliminary Plat And Final Plat.
- 3. Staff Review And Comments Upon CC&R's Shall Not Under Any Circumstances Be Deemed Approval Of The CC&R's By The Town
- 4. Duration: Final Plat Approval Is Valid For A Period Of Three Years From The Date Of The Signing Of The Plat. If The Project Has Not Commenced Within That Period, The Applicant Must Start The Subdivision Review Process Anew, Proceeding Through The Pre-Application, Preliminary Plan And Final Plat Stages

5. **Discussion Between Town Staff And The Applicant Does Not Bind The Town. The Applicant Should Expect That Additional Issues Would Likely Be Raised By The Town At Later Stages In The Process.**

**SECTION N. CONDOMINIUM NOTES:**

1. All Plats For Condominium Subdivisions Shall Show All Of The Information Required For Pre-Application, Preliminary Plat And Final Plat As Set Forth In The Subdivision Ordinance Or As Specified By The Planning Department.
2. Condominium Development And Condominium Conversions Shall Follow All Procedures And Requirements Set Forth In The Subdivision Ordinance For Pre-Application, Preliminary Plat And Final Plat.
3. The Items Referred To On This Checklist Are Intended To Be The Minimum Requirements Necessary To Process A Condominium Development Application. However, Additional Information May Be Required Of The Applicant In Order To Resolve Major Issues Pertinent To The Land's Developability. Further Information Concerning The Subdivision Platting Process And Any Additional Requirements Can Be Found Within The Town Of Cave Creek's Subdivision Ordinance.

**PLANNING DEPARTMENT  
TOWN OF CAVE CREEK  
37622 NORTH CAVE CREEK ROAD  
CAVE CREEK, AZ 85331  
480.488.6600  
[www.cavecreekaz.gov](http://www.cavecreekaz.gov)**