

FINAL PLAT/IMPROVEMENT PLAN AND CONSTRUCTION PROCESS



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A. Preliminary Plat and/or Site Plan Approval

All submittals will be electronic. All Development must receive a Preliminary Plat and/or Site Plan approval through the Town's Planning Division.

B. Final Plat and/or Improvement Plans Submittal

All submittals will be electronic. Final Plat and/or Improvement Plans submitted to the Town are reviewed based on the submittal type for completeness. Once the submittal is complete and accepted, the submittal will enter into the substantive review process. Final Plat and/or associated improvement plans will be routed to all appropriate Town Divisions and Departments. The timeline for completing this review, as well as subsequent reviews, is per the Plan Review turnaround times found at this link:

<https://www.queencreekaz.gov/home/showdocument?id=11830>

C. Pre-Construction Requirements

At-Risk Grading. The Developer may begin at-risk grading after the review of the first submittal if they obtain Town approval to do so and provide construction assurance.

Construction Assurance. The Developer is to provide construction assurance in the form of a bond, letter of credit, or cash deposit no later than the recording of the Final Plat and no later than approval of the improvement plans. The construction assurance is to ensure the developer completes the required improvements.

When Final Plats obtain Staff approval, they will be scheduled for consideration and approval on the Town Council Consent Agenda. Improvement plans will receive administrative approval by Town Staff. The administrative approval of the improvement plans expire after one year, and if necessary, there is an option to extend the approval for one year.

D. Grading and Right-of-Way Encroachment Permits

In order to obtain the grading and right-of-way encroachment permits, the following needs to occur:

- Council approval and recordation of the Final Plat.
- Staff approval on all improvement plans.

A pre-construction meeting may be scheduled with the Town's Engineering Inspection Team once the permits have been issued. Permits are valid for 180 days and may be extended upon request.

E. Project Construction and Inspection

Construction may begin with an active right-of-way encroachment permit and subsequent to the pre-construction meeting.

Once the project is substantially complete, the Engineering Inspection Team will walk the project site with the Contractor/Developer in order to create a punch list.

The Developer will then complete the punch list items, as required.

F. Project Acceptance

After completion of the punch list, the Developer will provide the Town with Record Drawings that will be submitted digitally and on mylar to the Engineering Inspection Team.

A 10% construction assurance warranty will be submitted to the Town.

- The construction assurance warranty may be submitted in the in the form of a bond, letter of credit, or cash deposit.

The Town will then issue a letter of conditional acceptance, and the project will enter a one-year warranty period.

- The completed improvements will be covered by the 10% warranty assurance. During the warranty period if any of the improvements fail, the Developer will be responsible for to make the repair.

G. Post-Warranty Period

Approximately 11 months after project acceptance, the Engineering Inspection Team will walk the project site again and create a final punch list for the Developer.

The Developer will complete the final punch list items. The timeline for completion is referenced in the Engineering Inspection Handbook.

Once the final punch list items are complete, the Town will issue a Final Letter of Acceptance, and the 10% warranty construction assurance will be released.