



**TOWN OF QUEEN CREEK
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION**

FINAL PLAT REVIEW CHECKLIST
March 20, 2007

PROJECT: _____

LOCATION: _____

LEGEND

✓ = Compliance

○ = Non-Compliant

N/A = Non Applicable

REVIEW BY

DATE

<u>ITEM</u>	<u>REQUIREMENT</u>	<u>COMMENTS</u>
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- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | 1. Substitute "community association", "property owners association" or "unit owners association" for "homeowners association" where appropriate throughout this checklist, including those items that must appear on the final plat. Homeowners association and community association usually apply to a residential development. Property owners association usually applies to a commercial or industrial development. Unit owners association usually applies to a condominium development whether residential, commercial or industrial in keeping with <i>Arizona Revised Statutes, Title 33—Property, Chapter 9—Condominiums</i> . | |
| <input type="checkbox"/> | 2. The substitutions noted in item 1 also apply to the Covenants, Conditions and Restrictions (CC&R's) and the document that establishes the association. | |
| <input type="checkbox"/> | 3. The final plat must be submitted on 24' x 36' sheets. | |
| <input type="checkbox"/> | 4. The minimum allowable scale is 1" = 100'. The scale must be noted on each sheet. | |

FINAL PLAT REVIEW CHECKLIST
PAGE 2 OF 9

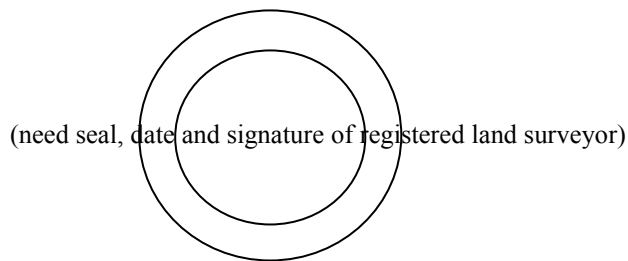
ITEM	REQUIREMENT	COMMENTS
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- 5. The minimum height of all text symbols must be 0.1” (one tenth of one inch) and must be in full density black ink.
- 6. All official seals and stamps affixed to the final plat must be in black ink as required by the Maricopa County Recorder’s Office. All signatures must be in black ink.
- 7. A Key Map is required on the cover sheet and must show all tracts, parcels, and lots by number or letter. When the plat contains more than two (2) sheets, the Key Map must define the area covered by each sheet and indicate the sheet number.
- 8. The subdivision name must be shown on all sheets of the final plat.
- 9. The following note, if applicable, must be shown on the cover sheet:

These private streets will remain private and will never convert to public ownership.

- 10. The following certification and the name, address, and registration number of the registered land surveyor preparing the final plat must be shown on the cover sheet:

THIS IS TO CERTIFY THAT THIS PLAT IS CORRECT AND ACCURATE AND THE MONUMENTS DESCRIBED HEREIN HAVE EITHER BEEN SET OR LOCATED AS DESCRIBED TO THE BEST OF MY KNOWLEDGE AND BELIEF.



(name of registered land surveyor)
REGISTERED LAND SURVEYOR NO. (number)
 (street address)
 (city, state zip code)

ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	11. The subdivision location as defined by its section, township, range, principal meridian, county and state must be shown on the cover sheet.	
<input type="checkbox"/>	12. A North arrow must be shown on each sheet.	
<input type="checkbox"/>	13. Provide a vicinity map on the cover sheet. Town limits must be shown if applicable. Town of Queen Creek and other agencies (Town of Gilbert, Maricopa County, Pinal County, and Gila River Indian Reservation) must be labeled, if applicable, wherever the project site abuts land that has not been incorporated by the Town of Queen Creek.	
<input type="checkbox"/>	14. Show the gross area on the cover sheet.	
<input type="checkbox"/>	15. Provide a legend on the cover sheet.	
<input type="checkbox"/>	16. Tract and parcel areas must be provided on the cover sheet.	
<input type="checkbox"/>	17. All lots must be numbered consecutively beginning with lot number 1. All tracts and parcels must be lettered consecutively beginning with tract/parcel "A". Exception parcels must also be labeled.	
<input type="checkbox"/>	18. Tracts or parcels being dedicated to the Town with this plat must be noted as such. Their uses also must be noted.	
<input type="checkbox"/>	19. Tracts are not allowed within Town Rights-of-Way. Add the following note to the final plat: The H.O.A./P.O.A. shall be responsible for maintenance of all landscaped islands and medians including arterial roadway medians adjacent to the development.	
<input type="checkbox"/>	20. Add the following note to the final plat: Construction within utility easements shall be limited to utilities and driveways.	
<input type="checkbox"/>	21. Add the following note to the final plat: No structures of any kind may be constructed, nor any vegetation planted nor allowed to grow within drainage easements which would impede the flow of water through the easements.	
<input type="checkbox"/>	22. An easement is dedicated for the exclusive use of water, sanitary sewer, or a combination thereof. The following note must be included on the plat cover sheet or in the easement by separate instrument: In easements for the exclusive use of water, sanitary sewer, or a combination thereof, only ground cover and bushes are allowed to be planted within the easement area. No trees are allowed.	

FINAL PLAT REVIEW CHECKLIST
PAGE 4 OF 9

ITEM	REQUIREMENT	COMMENTS
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22. Coordination is required with the Town of Queen Creek Parks Department for property that will reserved as a park site or for property other than street right –of-way that will be conveyed to the Town of Queen Creek either by the final plat or separate instrument.

23. A dedication statement is required on the cover sheet. The dedication must included the following:

- A) The subdivision location is defined by its section, township, range, county and state.
- B) Statement about all easements shown on the plat:

Easements are dedicated as shown on this plat.

- C) Mention of the rights-of-way dedicated.
- D) Maintenance of landscaping statement:

The maintenance of landscaping within the public right-of-way to back of curb shall be the responsibility of the homeowners association or abutting property owner.

- E) If items are platted as common property with an undivided interest owned in common by each lot owner, a statement about items maintained by the homeowners association:

All property, amenities and facilities proposed to be maintained by the homeowners association are herewith platted as common property with an undivided interest owned in common by each lot owner.

24. The homeowners association ratification must be signed by the person authorized to act on behalf of the homeowners association.

25. All individuals, with the exception of Town of Queen Creek representatives, signing the plat must have documentation authorizing them to do so.

Any person signing the plat who is not an individual owner signing for oneself, must have authorization to act on behalf of the owner, whether the owner is a partnership, corporation or other entity. Submit a certified copy of a resolution by the Board of Directors authorizing the individuals signing the plat to act on its behalf, or submit other signatory evidence. Signatory evidence is often contained in the Bylaws of the entity.

ITEM	REQUIREMENT	COMMENTS
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- 26. Add the following note to the cover sheet:
 - A) If the common property is deeded to a homeowners association:

All tracts that will not be conveyed to the Town of Queen Creek and all common property shall be improved in accordance with plans approved by the Town of Queen Creek and shall be conveyed by warranty (or special warranty) deed to the homeowners association. The homeowners association shall be responsible for the maintenance of the common property.

- B) If the common property is owned in common, with an undivided interest by all lot owners:

All tracts that will not be conveyed to the Town of Queen Creek and all common property shall be improved in accordance with plans approved by the Town of Queen Creek and shall be owned in common, with an undivided interest, by all lot owners of this subdivision. The common property shall be included with in the scope of the deeds transferring ownership of lots in this subdivision. The lot owners shall be responsible for the maintenance of the common property.

- 27. The following statement must appear in the dedication:

- A) If the common property is deeded to a homeowners association:

Tracts _____, _____ and _____, (fill in blanks and include all applicable tracts) are not dedicated to the public, but are platted as common property for the use and enjoyment of (add name of homeowners association) as more fully set forth in the Declaration of Covenants, Conditions and Restrictions.

- B) If the common property is owned in common, with an undivided interest by all lot owners:

Tracts _____, _____ and _____, (fill in blanks and include all applicable tracts) are not dedicated to the public, but are platted as common property with an undivided interest owned in common by each lot owner for lot owner use and enjoyment as more fully set forth in the Declaration of Covenants, conditions and Restrictions.

FINAL PLAT REVIEW CHECKLIST
PAGE 6 OF 9

ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	28. The basis of bearings given on the plat must be Maricopa County recorder (MCR) record data and the appropriate MCR recordation information; i.e., book and page numbers or document, docket or instrument number; must be shown.	
<input type="checkbox"/>	29. Separate survey ties to two section corners, or quarter section corners, are required. The type of monumentation at each tie must be defined.	
<input type="checkbox"/>	30. The subdivision boundary must extend to the monument lines of adjacent streets, except where the ultimate street right-of-way has been previously dedicated on another plat and that plat has been recorded.	
<input type="checkbox"/>	31. Perimeter traverse data is required for the entire subdivision boundary. A) For tangents this consists of: (1) Bearing. (2) Distance. B) For curves this consists of: (1) Radius. (2) Central angle. (3) Curve length. (4) Radial bearings on non-tangent curves.	
<input type="checkbox"/>	32. The boundary described in the title report must match the subdivision boundary on the plat.	
<input type="checkbox"/>	33. Boundary closure calculations are required with error of closure.	
<input type="checkbox"/>	34. Lot and tract closure calculations are required. Each closure must show lot number, error of closure and area. The minimum, maximum and average lot area must be provided.	
<input type="checkbox"/>	35. A typical lot with minimum dimensions, setbacks and easements must be shown.	
<input type="checkbox"/>	36. The subdivision is with in an Airport Impact Overlay district. An aviation easement is required on the plat. Specific language is attached.	
<input type="checkbox"/>	37. Street geometrics must match those shown on the approved preliminary plat.	
<input type="checkbox"/>	38. Cul-de-sac/turn around geometrics must meet Town, MAG, or other agency standards as approved by Engineering Manager.	
<input type="checkbox"/>	39. Triangular property line corner cutoffs are required at all street intersections. A 20'x20' triangular cutoff is required along arterial streets and where a major or primary collector street intersects another major or primary collector street.	

FINAL PLAT REVIEW CHECKLIST
PAGE 7 OF 9

ITEM	REQUIREMENT	COMMENT
<input type="checkbox"/>	40. Visibility easements based on AASTO Engineering Standards must be shown on the plat. Visibility easements with or located by bearings, distances, and curve data, as applicable, must be shown on the plat.	
<input type="checkbox"/>	41. A 1' vehicular non-access easement (VNAE) must be shown on the plat at the following locations: A) Lot abutting a retention basin. B) Lot abutting perimeter street right-of-way C) Lot abutting a tract D) Lot abutting sight visibility easement	
<input type="checkbox"/>	42. All street centerline and property (parcel, tract, lot) line survey data must be shown. A) For tangents this consists of: (1) Bearing. (2) Distance. (3) Total block length B) For curves this consists of: (1) Radius. (2) Central angle. (3) Arc length (4) Radial bearings on non-tangent curves for street centerlines (5) Radial bearings on non-tangent curves or curve data for sub-arc measured to the intersecting line for parcel or tract boundary line. Only the sub-arc length is required where a lot line intersects a street right-of-way line.	
<input type="checkbox"/>	43. Curvilinear back lot lines are not allowed.	
<input type="checkbox"/>	44. The names of all adjacent subdivisions and other land divisions, along with the corresponding MCR recordation information, and the property lines that intersect the subdivision boundary must be shown on the plat. Unsubdivided property must be noted as such.	
<input type="checkbox"/>	45. Street names must match those shown on the approved preliminary plat. Unless street name changes have been approved by the Town Engineering Division A) Name B) Spelling C) Check Mylar. Street names <u>must</u> be correct on <u>mylars</u> to be submitted for final approval. Incorrect street names will be cause for rejection of the final submittal.	
<input type="checkbox"/>	46. All easements, i.e., drainage, utility , vehicular non-access, etc., being dedicated with this plat must be shown and labeled on the plat.	

FINAL PLAT REVIEW CHECKLIST
PAGE 8 OF 9

ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	47. Existing rights-of-way and all rights-of-way being dedicated must be clearly shown, labeled (e.g., R/W) and dimensioned. All rights-of-way that expand on existing dedicated rights-of-way, as well as the existing rights-of-way to the monument lines of adjacent streets, must be included within the subdivision boundary.	
<input type="checkbox"/>	48. Additional right-of-way is required.	
<input type="checkbox"/>	49. The street construction centerline and the monument line are not the same. The proposed right-of-way dedication must be in accordance with the approved transportation plan.	
<input type="checkbox"/>	50. All existing easements and rights-of-way within the plat boundary, as well as the existing easements and rights-of-way to the monument lines of adjacent streets, must be shown and labeled on the plat along with the corresponding MCR recordation information.	
<input type="checkbox"/>	51. Easements must be abandoned and the following items apply: A) A letter from the utility companies agreeing to the abandonment is required. B) A legal description and MCR recordation information is required.	
<input type="checkbox"/>	52. Existing right-of-way must be abandoned and the following items apply: A) The Town Engineering Manager must approve the abandonment. B) The Town Attorney must approve the abandonment. C) A vacation plat must be prepared by an RLS for approval by Town Council by Ordinance.	
<input type="checkbox"/>	53. An easement or right-of-way dedication is required by separate instrument. Please provide the following exhibits and information along with the easement document: A) Subdivision name B) Type of easement or right-of-way C) Reason or purpose of the easement or right-of-way and why it is required. D) Vicinity map showing major cross streets E) Legal description with RLS certification F) Detail map showing the easement or right-of-way alignment with dimensions and bearings, true point of beginning, section, township and range. G) Title report	

FINAL PLAT REVIEW CHECKLIST
PAGE 9 OF 9

<u>ITEM</u>	<u>REQUIREMENT</u>	<u>COMMENTS</u>
<input type="checkbox"/>	57. An ALTA survey map must be provided.	
<input type="checkbox"/>	58. At the time the final plat is approved, provide a compact disk containing the drawing (DFX or DWG format) of the final plat.	
<input type="checkbox"/>	54. The improvement plans must be fully approved before final plat approval.	
<input type="checkbox"/>	55. Provide an 8 1/2" x 11" PMT reduction for submittal to Town Council for plat approval. This may normally be done after the first review.	
<input type="checkbox"/>	56. The plat must provide private cross access easements for: A) Potable water B) Sanitary sewer C) Fire Line D) Pedestrian access E) Vehicular access F) Drainage	
<input type="checkbox"/>	57. The plat must provide for emergency vehicular access.	