



**PLANNING**  
Development Services Department

Date Stamp

**APPLICATION SUBMITTAL CHECKLIST for  
Final Subdivision Plat**

**Case Number: FP**

*I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.*

- | <b>Required</b> |                          |   |
|-----------------|--------------------------|---|
| Yes             | No                       |   |
| 1.              | <input type="checkbox"/> | <input type="checkbox"/> Completed Master Application   |
| 2.              | <input type="checkbox"/> | <input type="checkbox"/> Service Request (SR) Number: <b>SR</b> _____   |
| 3.              | <input type="checkbox"/> | <input type="checkbox"/> Applicant's Signature on Master Application  |
| 4.              | <input type="checkbox"/> | <input type="checkbox"/> Project Narrative is required if Preliminary Plat is more than one year old (7 copies)   |
| 5.              | <input type="checkbox"/> | <input type="checkbox"/> Final Plat (7 copies)*   |
| 6.              | <input type="checkbox"/> | <input type="checkbox"/> Final Project CC&R's (2 copies)  |
| 7.              | <input type="checkbox"/> | <input type="checkbox"/> Lot Matrix (1 copy)  |
| 8.              | <input type="checkbox"/> | <input type="checkbox"/> Copy of Deed/Title (including Legal Description)   |
| 9.              | <input type="checkbox"/> | <input type="checkbox"/> Final Plat reduced to 8½" x 11" (1 copy)   |
| 10.             | <input type="checkbox"/> | <input type="checkbox"/> <b>ALL FP Checklist Items are incorporated into your submittal (see attached sheets)</b> |
| 11.             | <input type="checkbox"/> | <input type="checkbox"/> Filing Fee: \$ _____ + \$ _____ per lot - \$ _____ (team preapp) = \$ _____              |
| 12.             | <input type="checkbox"/> | <input type="checkbox"/> <b>FOLD ALL PLANS MARKED WITH AN * TO 9" X 12"</b>                                       |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

If you have questions regarding the items on this checklist, contact your project planner.

\_\_\_\_\_  
Project Planner

\_\_\_\_\_  
Phone

[\*\*@glendaleaz.com\*\*](mailto:@glendaleaz.com)

Email Address

Revised: 04/08/15

**Please note: After City Council approval, one set (mylar or paper for signature) and an AutoCAD digital copy of the final plat will be required. Digital cad files must be submitted at the time of recording.**

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

Preliminary Plat Application Number: \_\_\_\_\_ PP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Final Subdivision Plat Required Information

1. Has a preliminary plat been approved for this subdivision?  Yes  No

Date of Commission Approval: \_\_\_\_\_

*(NOTE: Preliminary Plat approval expires two years after approval if no final plat is submitted or no extension of approval is granted).*

2. Are there any deviations between final plat and approved preliminary plat?

Yes  No

If yes, describe deviations in a new project narrative.

3. Plat Sheet:

\_\_\_\_\_ 24" x 36" standard size

\_\_\_\_\_ Scale not greater than 1" = 60 feet

4. Final Plat Contents:

\_\_\_\_\_ Subdivision name and location by section, township and range.

\_\_\_\_\_ Acknowledged dedication of all streets, alleys and easements.

\_\_\_\_\_ Name, address, registration number and seal of land surveyor preparing the plat.

\_\_\_\_\_ Name, address and registration number of civil engineer responsible for preparation of required engineering plans for improvements.

\_\_\_\_\_ Scale (written and graphic), north arrow, and date of plat preparation.

\_\_\_\_\_ Boundaries of plat fully dimensioned, balanced and closed.

\_\_\_\_\_ Any excepted parcels described by bearings and distances.

\_\_\_\_\_ Parcels dedicated or reserved for retention areas, school sites, parks, or other public use identified.

\_\_\_\_\_ Location and description of cardinal points of reference; two corners of the subdivision must be tied by course and distance to approved survey monuments.

\_\_\_\_\_ Names, centerlines, courses, lengths and right-of-way widths of all streets with appropriate data for points of tangents, radii, central angles, etc.

\_\_\_\_\_ Location and dimension of all lots and tracts.

\_\_\_\_\_ Lots numbered consecutively throughout the plat.

\_\_\_\_\_ Name, book and page number of adjacent subdivision, or notation  
"unsubdivided" where appropriate.

\_\_\_\_\_ Five required notes placed on cover of plat.

1. This subdivision is located within the City of Glendale water service area which has been designated as having an assured water supply under A.R.S. section 45-576.
2. All new utilities and all existing utilities, except electrical transmission lines carrying 69 KV or more, within or contiguous to this site, shall be placed underground.
3. Except for construction and improvements by governmental entities and certified public utilities, construction and improvements within easements shall be limited to only the following:
  - a. Wood, wire, or removable section type fencing.
  - b. Construction, structures or buildings expressly approved in writing by all public utilities and the City of Glendale which use or shall use the utility easement.
4. All landscape tracts and landscape within arterial and collector streets dedicated by this plat shall be maintained by the development homeowner's association.
5. Fire Department access and water supply requirements shall be in place prior to the start of vertical construction.

5. Approval Blocks:

- \_\_\_\_\_ By registered land surveyor  
\_\_\_\_\_ By Planning Director  
\_\_\_\_\_ By City Engineer (or designated representative)  
\_\_\_\_\_ By Mayor  
\_\_\_\_\_ By City Clerk

6. Approval of Property Owner:

If the subdivider is not the owner of all of the subject property, a notarized statement from other owner(s) requesting approval is required.

Is subdivider sole owner     Yes         No

If answer is "No", is statement filed?     Yes         No

### SAMPLE LOT MATRIX

Lot No.	Lot Area (Sq. Ft.)	Min. Width (Ft.)	Min. Depth (Ft.)	Lot No.	Lot Area (Sq. Ft.)	Min. Width (Ft.)	Min. Depth (Ft.)
1	7588	70	108.40	11	7700	70	110
2	7910	70	113.00	12	8250	75	110
3	7910	70	113.00	13	8050	70	115
4	7700	70	110.00	14	8050	70	115
5	7425	67.50	110.00	15	8510	74	115
6	10846	93.5	116.00	16	7935	69	115
7	8893.5	73.5	121.00	17	7920	72	110
8	8960	80	112.00	18	8250	75	110
9	8250	75	110.00	19	8800	80	110
10	8395	73	115	20	7840	70	112
<b>Average Lot Size</b>						<b>8259.13 Sq. Ft.</b>	

### SAMPLE TRACT DATA

Tract No.	Tract Area (Sq. Ft.)
A	35127
B	5853
C	6781
D	7695