



FINAL PLAT

PROCESS GUIDE AND APPLICATION

Town of Gilbert
Engineering Department
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Gilbert, Arizona 85296

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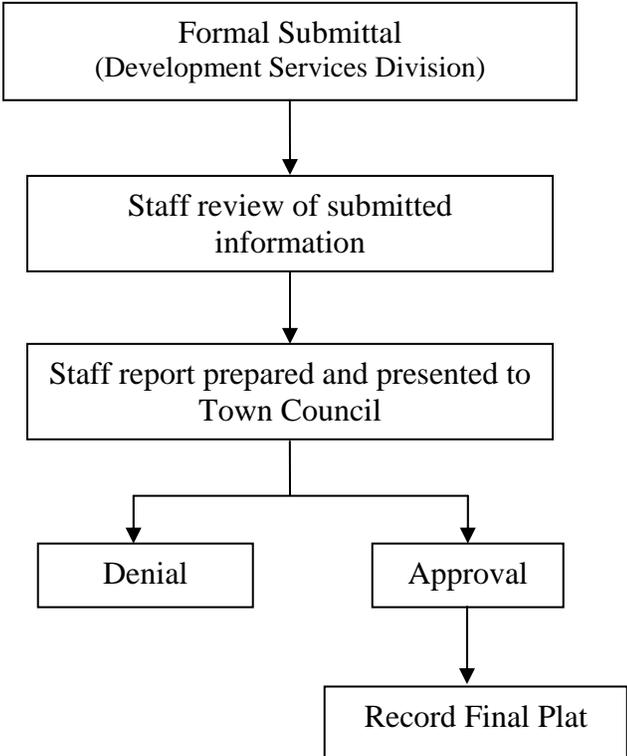
APPLICATION PROCEDURES

FINAL PLAT

The following information is provided to assist in the preparation and submittal of an application for a Final Plat for a subdivision within the Town of Gilbert.

1. *Application Filing* – After a preliminary plat has been approved by the Planning Commission, a final plat and improvement plans may be submitted to the Town. In order for an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
2. *Staff Review* – Upon receipt of a complete application, the submitted information will be routed to Town staff for review and comment. After this review is completed, comments will be consolidated and returned to the applicant within twenty (20) working days of submission. The applicant is responsible for addressing staff comments and submitting revised plans. Staff will then respond to the resubmittal within ten (10) working days.
3. *Staff Reports* – After the staff comments have been addressed and the project has been scheduled for the Town Council meeting, the Engineering Division will prepare an agenda report describing and evaluating the proposed plat. Final plat approval is essentially a technical matter, with the Council finding only that the final plat is substantially consistent with the approved preliminary plat, that improvements are installed or their installation is provided for, and that all technical requirements have been met.
4. *Town Council Meeting* – Regular Town Council meetings occur on the first and third Tuesday of each month at 7:00 p.m. and are held in the Municipal Center Council Chambers, 50 E. Civic Center Drive. Final plats are typically placed on a consent agenda. Occasionally there will be questions regarding the plat, so it is recommended that the applicant or project representative be present.

Final Plat Process



FINAL PLAT CONTENT REQUIREMENTS

Final Plat

- Vicinity Map;
- Key Map on each page, if plat consists of more than two pages;
- Scale, north arrow, and dimensions.
- Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch. (Use more than one sheet, if necessary);
- Boundary closure, gross and net acreage;
- General Notes;
- Number each lot individually with the last lot number circled (Residential only);
- Illustrate the minimum lot width drawn parallel to the front property line at the minimum front setback for all irregular lots (Residential only);
- Table of lot sizes indicating size of all lot areas, total number of lots, total lot area and corresponding zoning classification (Residential only);
- Table of tracts indicating use, tract area, and total tract area;
- Landscape areas owned and maintained by an association shown as landscape tract(s). If owned and maintained by an individual property owner, landscape areas do not need to be shown on the final plat;
- Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;
- Name, address and telephone number of applicant;
- Name, address and telephone number of surveyor preparing plat;
- Proposed name of final plat;
- Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- Location and extent of areas subject to inundation; indicate frequency;
- Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- Layout of proposed streets and alleys, giving widths;
- Proposed street names;
- Easements, labeled by type. Notes should clearly identify the purpose of each easement type;
- Cross access easement language;
- Designation of all land to be dedicated or reserved for public use, with the use indicated;
- Preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- Denote refuse collection system if other than individual lots;
- Date of preparation including dates of any subsequent revisions; and
- Registered Land Surveyor signature and seal.

DIGITAL FINAL PLAT SUBMITTALS

In order to maximize Town resources and to facilitate Maricopa County requirements¹, the Town of Gilbert requires a digitized, electronic copy of all Final Plats.

Digitized copies must adhere to Computer Aided Drafting (CAD) standards acceptable to Civil Engineering Practices and comply with the following documents: Maricopa County Subdivision Plat CAD Layering Guidelines – May 1997, and Maricopa County Plats CAD Standards and Naming Conventions – May 1997.

All files must be submitted in a .DWG or .DXF file format on a 3.5 inch high-density floppy disk or a compact disk (CD) and must include the Real World Basemap File. Files may be submitted in a compressed format if they can be self-extracted.

These requirements will assist the development process for both the Town and the applicant, and will better serve the residents of the Town of Gilbert. Should you have any questions regarding Final Plat digital format requirements please contact the Town of Gilbert GIS Coordinator at (480) 503-6000. For information regarding benchmarks and the coordinate system please contact the Town of Gilbert Engineering Department at (480) 503-6000.

¹ Maricopa County Requirements refer to the “Accelerated Parcel Number Program” for subdivisions dated April 25, 2000.



FINAL PLAT APPLICATION

Received By: _____

Project Name: _____
(A fee will be imposed for any project name change.)

Address or Location: _____

Request: Final Plat Final Plat Amendment/ Re-Plat Map of Dedication

**Approval date of the Preliminary Plat
or Design Review application:** _____

Tax Parcel Number(s): _____

Gross Acres: _____ **Number of lots:** _____ **Zoning:** _____

Property Owner:

Company: _____
Contact Name: _____ E-mail: _____
(print)
Address: _____
City, Zip: _____
Phone: _____ Fax: _____
Signature: _____ Date: _____

* Property Owner's signature certifies that the property that is the subject of the proposed project is in compliance with Town codes. A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact:

Company: _____
Contact Name: _____ E-mail: _____
(print)
Address: _____
City, Zip: _____
Phone: _____ Fax: _____
Signature: _____ Date: _____

FOR STAFF USE ONLY	
Submittal Date _____	Case Number _____
Fee Paid _____	EDEN Permit Number _____
Receipt Number _____	EDEN Permit Type _____

Sheet must be turned in with application

Fee Calculation Sheet
(For Town Use)

Final Plat (Base + \$/Lot)	\$ _____
Final Plat Amendment/ Re-Plat (Base + \$/Lot)	\$ _____
Map of Dedication (Base Final Plat fee)	\$ _____

Final Plat Checklist

(Waiver of any of the following submittal requirements must be documented by Town Staff in the Town's Customer Agreement Binder)

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application.....	<input type="checkbox"/>	<input type="checkbox"/>
Fee (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
5 copies – Blueline or blackline prints of the Final Plat (24” x 36”).....	<input type="checkbox"/>	<input type="checkbox"/>
Conditions, Covenants and Restrictions for proposed subdivision.....	<input type="checkbox"/>	<input type="checkbox"/>

1 – Digital Final Plat on CD or a 3.5 inch high density floppy disk must be submitted following an initial staff review, but prior to scheduling the item for a Town Council agenda.