We hope this information will help to guide you through a smooth and efficient dedication process and we encourage you to contact us should you have any questions or concerns.

Sincerely,

Maricopa County Public Works – Real Estate Division
2801 W. Durango Street – Phoenix, Arizona 85009
Kathy Pettigrew – Right of Way Agent – 602-506-4883
kathypettigrew@mail.maricopa.gov

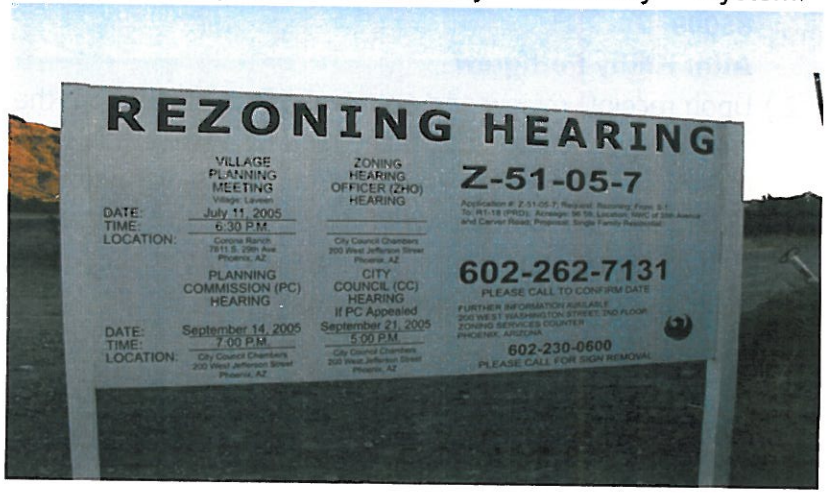
MARICOPA COUNTY
RIGHT OF WAY DEDICATIONS
REFERENCE GUIDE

A dedication of right-of-way is a donation of land by a Maricopa County property owner to Maricopa County. The Maricopa County Department of Transportation (MCDOT) is authorized to approve and process a right-of-way dedication in three instances:

1. When the Maricopa County Board of Supervisors requires the property owner to dedicate the right-of-way as a condition of zoning approval. (Maricopa County Zoning Ordinance Section 1104);

2. When it is a requirement of a MCDOT Development Services permit or plan review in which a MCDOT roadway is affected by a proposed change to the transportation infrastructure facility; and

3. When a property owner voluntarily and unsolicited by the County, makes a request to dedicate right-of-way that supports the Maricopa County Transportation System Plan (TSP) Primary or Secondary Roadway System.



The Public Works Real Estate Division (PWRED) will be the Administrator of the right-of-way dedications on behalf of MCDOT. PWRED will process the applications for dedications by requiring the applicant to provide appropriate Title research and undertaking to close an escrow. However, when a property owner makes a dedication request not related to a zoning approval or Development Services permit, nor is it in support of the TSP, this service will not be provided by MCDOT. In those instances, the owner is encouraged to work with his/her own real estate professional counsel to determine an alternate solution.

Dedication Information:

The following guidelines will facilitate a smooth right-of-way dedication process.

1.) Fill out the Dedication application and Environmental checklist regarding physical characteristics within the proposed dedicated area. Owner must sign in the presence of a Notary.

Submit forms to:

MCDOT RIGHT OF WAY DEDICATION COORDINATOR
2801 W. Durango Street
Phoenix, Arizona
85009
Attn: Kathy Pettigrew

2.) Upon receipt, review and approval of the application, the applicant will be required to supply the County with a title report, unless otherwise determined by the County, to verify ownership and determine the probability of satisfying all closing requirements. The applicant shall pay all title fees, closing costs and escrow fees associated with the dedication.

3.) The Title Report will list requirements necessary to close an escrow and obtain clear title. It will indicate conditions of the title that could hinder a successful and timely dedication. The applicant will be provided a list of requirements for the Title company to adhere to, upon acceptance of the application.

4.) The applicant shall provide, at no cost to the County, a legal description and Exhibit of the right-of-way being dedicated. This legal description and Exhibit must be sealed by a Registered Land Surveyor and acceptable to County Standards. The County reserves the right to create a legal description/exhibit for the right-of-way dedication.

5.) Maricopa County will provide a conveyance package to the applicant via USPS, courier or electronic mail with specific instructions on how to fill out said documents.

6.) When the signed and notarized conveyance documents are returned to the Dedication Coordinator, they will be reviewed and forwarded to the Maricopa County Board of Supervisors for approval during the next formal meeting of the Board.

7.) After acceptance of the Board of Supervisors, the conveyance documents will be returned to the Dedication Coordinator for submittal to the Title Company.

8.) The Title Company will then obtain the necessary closing requirements from the property owner, after which time the Title Company will record the conveyance document and return the original/recorded document to MCDOT for placement in the files.

9.) A copy of the recorded document will then be mailed to the property owner.

MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION

DEDICATION – APPLICATION FOR RIGHT OF WAY DEDICATION

NAME_____ **PHONE NO.**_____

ADDRESS_____ _____

ZONING CASE NO. (S)_____

PARCEL NO._____

CONTACT_____ **PHONE NO.**_____

II. SUBMITTAL REQUIREMENTS

TYPE OF DEDICATION:_____

AMOUNT OF RIGHT OF WAY TO BE DEDICATED_____

DRAWING OF RIGHT OF WAY ----- WITH THE WIDTH SPECIFIED AND HIGHLIGHTED

CORPORATIONS/TRUSTS ETC. – A Trust Certification or Resolution disclosing the individuals who are authorized to sign documents must be provided.

LENDER INFORMATION (Loan Number, contact, address)

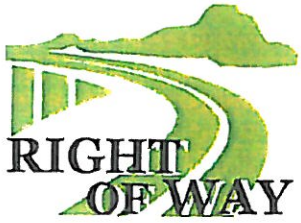
LENDER _____ PHONE NO._____

ADDRESS_____ _____

LOAN NUMBER_____

III. SUBMIT, MAIL OR FAX TO:

Maricopa County Department of Transportation
Right of Way Dedications Phone: 602-506-4883
2801 W. Durango Street Fax: 602-506-4161
Phoenix, AZ 85009-6357
Attn: Kathy Pettigrew



The acceptance of this ROW in no way obligates Maricopa County to construct or maintain a roadway within the Right-of-Way being dedicated.

CHECKLIST OF ENVIRONMENTAL CONSIDERATIONS

Complete All Answers To The Best of Your Ability

Name of Property Owner _____

Area Code & Phone Number _____

Mailing Address _____

E-Mail Address _____

Assessor *I* Tax Parcel # _____

Descriptive Address of Property _____

Township _____ Range _____ Section _____ No. of Acres _____

Legal Description ¼, ¼ subdivisions) within Section: _____

Setting: Rural _____ Urban _____

Zoning: Residential _____ Commercial _____ Industrial _____ Other _____

Current Land Use _____
Previous Land Uses _____
Adjacent Land Uses _____
(Please list-Industrial, Light Industry, Commercial, Agricultural, Housing, Other [specify])

INFRASTRUCTURE PRESENT (check and circle all applicable)

YES	NO	
____	____	Roads/Driveways
____	____	Buildings / Sheds / Structures
____	____	Storage Tanks (Above Ground / Underground)
____	____	Pumps / Water Wells / Dry Wells / Monitoring Wells
____	____	Utilities Water / Gas / Electric / Sewer
____	____	Telephone Poles / Transformers
____	____	Fiber Optic / Cable
____	____	Pipelines
____	____	Septic Tanks / Sewers / Manholes
____	____	Storm Water Retention Basins / Impound Pits / Ponds / Berms / Dikes
____	____	Drainage Ditches / Pipes
____	____	Posted Signs / Billboards / Advertising
____	____	Site Fencing / Access Restricted / Site Guarded
____	____	Railroad Tracks
____	____	Other Improvements (Specify: _____)

If known, please provide the name / address of the former property owner(s):

_____ _____

_____ _____

INERT OR HAZARDOUS MATERIALS PRESENT / STORED ON PROPERTY
(Check and circle all applicable):

YES NO

____ ____ Drums(number / labels / covered / uncovered / on-off ground /
Conditions: _____)
____ ____ Other Storage Containers
____ ____ Possible Hazardous Materials
____ ____ Solid Waste
____ ____ Tires
____ ____ Landfill
____ ____ Yard Trimmings / Piles on Ground (covered / uncovered)
____ ____ Household Garbage / Dumpster / Bulk Waste Container
____ ____ Scrap Materials Stockpile / Storage
____ ____ Vegetation Types / Animals (Describe: _____)
____ ____ Stressed or Dead Vegetation
____ ____ Excavated Materials: Soil / Sand / Gravel Rock
____ ____ Mining Waste
____ ____ Petroleum Contaminated Soils
____ ____ Stained / Discolored Soils
____ ____ Spills (Describe: _____)
____ ____ Pesticides *I* Herbicides (storage or use)
____ ____ Surface Water Ponding (spring / channel / storm water runoff / agricultural field tail water)

NOTE: The purpose of this questionnaire is to give the Department an opportunity to determine current and historic land uses that may have potential environmental impacts and risks, and to consider these impacts and risks in evaluating requests for dedication of right-of-way to Maricopa County. This disclosure document is part of the Department's due diligence process. Statements and descriptions provided herein may be subject to field verification prior to Department approval to complete a dedication of right-of-way action. If you have any comments or questions about completing this form, please contact:

Hugh Davidson – Environmental Program Analyst / Ph: 602-506-8082
(e-mail: Hughdavidson@mail.maricopa.gov)

ACKNOWLEDGEMENT

The statements made herein are true and correct to the best of my knowledge.

_____ _____
Signature Date

The foregoing instrument was acknowledged before me this _____day of _____, 20 ___,

By_____.

_____
Notary Public (signature)