MARICOPA COUNTY SUBDIVISION REGULATIONS

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June 2016

Maricopa County

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PREFACE

The subdivision of land is the first step in the process of community building. The designer of a subdivision is in actuality planning an integral portion of the urban community, not an isolated residential entity. Therefore, land subdivision in harmony with public objectives is essential for sound community growth.

Poor subdivisions in the past, with their lack of coordination with each other, have created problems for communities that have sometimes been insurmountable. They have increased the cost of public and private improvements, caused traffic congestion, and created early blight and obsolescence.

Good subdivisions lead to the development of permanently stable neighborhoods offering to their residents safe, healthful and pleasant living conditions. To the developer these factors are essential to buyer appeal, increased sales, sustained profits, and good reputation. From the public viewpoint, these are basic living needs and the elements of sound residential growth.

Subdivision of land is the method of transforming a community plan into a reality. The subdivider's layout of streets and blocks becomes a permanent part of the community of tomorrow, and a community plan is either realized or lost with the subdivision of land. Therefore, the control a community retains over land subdivision is one method by which the elements of a comprehensive plan are achieved.

Some individuals may regard subdivision review as unwarranted interference with their right to do as they please with their private property. However, if the health, safety, comfort, convenience and general welfare of the community are to be obtained and preserved, then community guidance and review of subdivisions is a necessity. Thus, land subdivision involves a grave responsibility that must be shared by the private developer and the governmental agencies concerned.

The regulations, procedures, principles and standards contained herein and the administrative guidelines are intended to provide a common ground of understanding and a sound and equitable working relationship between public and private interests to the end that both independent and mutual objectives can be achieved.

MARICOPA COUNTY SUBDIVISION REGULATIONS

Chapter 1 – Title, Authority, Jurisdiction, Purpose & Definitions

A regulation of Maricopa County, Arizona, providing for the regulation of subdivision development within the unincorporated area of the County, defining its terms, setting forth subdivision platting procedures and requirements, establishing subdivision design principles and standards, establishing street and utility improvement requirements, providing for modification of the regulations and for other purposes. The provisions of these regulations shall be in accordance with Arizona Revised Statutes, Title 11, Chapter 6, Article 1, Section 11-806.01.

SECTION 101. TITLE

This Regulation may be cited as "Subdivision Regulations for the Unincorporated Area of Maricopa County".

SECTION 102. AUTHORITY

By authority of the Maricopa County Board of Supervisors adopted pursuant to the powers and jurisdictions vested through Arizona Revised Statutes, Title 11, Chapter 6, Article1, Section 11-806.01 and other applicable laws, statutes, orders, and regulations of the State of Arizona and County of Maricopa, the Maricopa County Board of Supervisors does hereby exercise the power and authority to review and approve or disapprove, based upon recommendation of the Maricopa County Planning and Zoning Commission, plats for subdivision of land within the unincorporated areas of the County.

SECTION 103. JURISDICTION

These subdivision regulations shall apply to all subdivisions of land, as defined herein, located within unincorporated areas of the County. No land shall be subdivided within the unincorporated areas of the County until the subdivider or his agent complies with these regulations, and shall obtain approval of the preliminary plat by the Planning and Zoning Commission and approval of the final plat by the Board of Supervisors. In addition, no land shall be subdivided until the approved plat is filed with and recorded by the Maricopa County Recorder's Office.

SECTION 104. PURPOSE

The purpose of these Regulations is to provide for the orderly growth and harmonious development of the County; to insure adequate traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions and public facilities; to achieve individual property lots of reasonable utility and livability; to secure adequate provisions for water supply, power, drainage, protection against flood, storm water retention/detention, sanitary sewerage; paved streets and other accesses; and other health and safety requirements; to consider adequate sites for schools, recreation areas, and other public facilities; to promote the conveyance of

land by accurate legal description; and to provide practical procedures for the achievement of this purpose.

SECTION 105. DEFINITIONS

For purposes of these Regulations, certain words, terms and phrases are hereby defined. Words in the present tense shall include the future; the singular number shall include the plural and the plural the singular; the word "structure" includes the word "building"; the word "shall" is mandatory and not directory, and the word "may" is permissive.

1. **Alley:** A passage or way open to public travel, affording generally a secondary means of vehicular access to abutting lots or upon which service entrances of buildings abut, and not intended for general traffic circulation.

2. **Approval, Preliminary:** Conditional approval of the Preliminary Plat by the Commission as evidenced in its meeting minutes and noted upon prints of the Plat; constitutes authorization to proceed with final Engineering Plans and Final Plat preparation.

3. **Approval, Final:** Unconditional approval of the Final Plat by the Board as evidenced by certification on the Plat by the Chairman and the Clerk of the Board; constitutes authorization to record a plat.

4. **Assurance:** A guarantee that the specified improvements and services will be accomplished. This must be in the form of a financial guarantee, including, but not limited to, a Subdivision Bond, an irrevocable Letter of Credit, a Certificate of Deposit or a Certified Check for construction of improvements. Utility service assurances may be provided by letter from water, sewer and other appropriate utility companies to guarantee improvements.

5. **Board:** The Board of Supervisors of Maricopa County.

6. **Building Line:** A line between which line and street right-of-way no building or structure or portion thereof, shall be erected, constructed and/or established other than steps, uncovered/unenclosed porches and roof overhangs.

7. **Commission:** The Maricopa County Planning and Zoning Commission.

8. **Common Elements:** All portions of a condominium other than the units.

9. **Common Elements, Limited:** A portion of the common elements specifically designated as a limited common element in the declaration and allocated by the

declaration or by operation of Arizona Revised Statutes, Section 33-1212, Paragraph 2 or 4, (or its successor) for the exclusive use of one or more but fewer than all of the units.

10. **Common Promotional Plan:** A plan undertaken by a person or a group of persons acting in concert, to offer lots for sale or lease. If the land is offered for sale by a person or group of persons acting in concert, and the land is contiguous or is known, designated or advertised as a common unit or by a common name, the land is presumed, without regard to the number of lots covered by each individual offering, as being offered for sale or lease as part of a common promotional plan. Separate subdividers selling lots or parcels in separately platted subdivisions within a master planned community shall not be deemed to be offering their combined lots for sale or lease as part of a common promotional plan.

11. **Condominium:** A lot or parcel, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of the separate portions. A lot or parcel is not a condominium unless the undivided interests in the common elements are vested in the unit owners. For further information on condominiums as regulated in Arizona Revised Statutes, Section 3, Title 33, Chapter 9, please see Appendix C of the Subdivision Regulations administrative guidelines.

12. **County:** Maricopa County or designated department.

13. **County Engineer:** The Director or authorized representative of the Maricopa County Department of Transportation.

14. **Department:** The Maricopa County Planning and Development Department.

15. **Director:** Director of the Maricopa County Planning and Development Department or duly authorized representative.

16. **Drainage:**

    a. **Drainage Design Manual:** All technical information concerning drainage shall be prepared using the Drainage Design Manual for Maricopa County, Volume I: Hydrology, Volume II: Hydraulics, or Volume III: Erosion. Other methodologies or procedures may be used only with written consent of the Flood Control District.

    b. **Drainage, Local:** Water which accumulates as a result of local storms and flows over land not included in a delineated floodplain. This shall

include sheetflow and such flow as may be concentrated in local drainage systems with or without defined channels, excluding delineated floodplains.

c. **Drainage, 100-Year Storm (Peak Discharge):** Local drainage resulting from a storm which has a one percent chance of occurring annually, based upon a Design Storm within a defined area.

d. **Drainage, 100-Year, Two Hour Volume:** As defined in the Drainage Design Manual, Volume I.

e. **Drainage, Off-Site:** The storm surface waters emanating from lands outside the limits of the proposed subdivision and draining through the site of the proposed subdivision.

f. **Drainage, Direct On-Site Runoff:** That portion of the rainfall which falls within the entire limits of the proposed subdivision and which flows across the land or enters streams promptly after the rainfall.

17. **Easement:** A grant by a property owner of the use of a strip of land for a specific purpose or purposes, by the general public, corporation, or a certain person or persons.

a. **Easement, Aerial:** A grant by a property owner for the use of a strip for the purpose of extending overhead utilities or other similar purposes.

b. **Easement, Drainage:** An area reserved exclusively for conveyance or stormwater runoff. No underground utilities nor above grade obstructions may be placed within a drainage easement. The final plat shall contain language approved by the Flood Control District prescribing building restrictions, access, and maintenance responsibilities with the drainage easement.

c. **Easement, Non-Vehicular Access:** An easement prohibiting vehicular access from a street, or between inappropriate uses (i.e., zoning district boundaries).

18. **Flood:** A general and temporary overflow of water onto normally dry land areas.

a. **Flood, Regulatory:** The 100-year flood as determined by criteria established by the Federal Emergency Management Agency.

b. **100-Year Flood:** A flood that has a one percent chance of occurring

annually, based upon the criteria established by the Arizona Department of Water Resources.

19. **Floodplain:**

    a. **Floodplain, Delineated**: That area delineated and mapped as a special flood hazard area (floodplain) as indicated on flood insurance rate maps (firms) approved by the Emergency Management Agency.

    b. **Floodplain, Regulatory:** Any area which has been determined by the Flood Control District to be subject to inundation during the regulatory flood and which is subject to the floodplain regulations of Maricopa County.

    c. **Floodway:** The channel of a river or other watercourse and the adjacent land areas necessary in order to discharge the one hundred-year flood without cumulatively increasing the water surface elevation more than one foot.

20. **Lake:** A body of water other than a swimming pool which has a surface area greater than 12,320 square feet. Two or more lakes that are connected are considered to be one lake.

21. **Lot:** Any lot, parcel, tract of land, or combination thereof, shown on a plat of record or recorded by metes and bounds, having frontage on a public or private street or on a permanent roadway easement which adjoins a street, and intended for transfer of ownership or intended or used for building development.

22. **Lot, Double Frontage:** A lot which extends from one street to another street, existing or proposed, except where a non-vehicular access easement has been established on such a lot. See also, through lot.

23. **Lot, Hillside:** Any lot or portion of a lot where the terrain has a natural slope of 15 percent or greater.

24. **Minor Land Division:** Improved or unimproved lands which are divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into five or fewer lots or parcels all of which have or will have a gross area less than thirty-six acres, measured to the center line of contiguous roads and easements, including residential condominiums as defined in Arizona Revised Statues, Title 33, Chapter 9. This definition shall not include the financing or leasing of apartments, offices, stores or similar space within apartment buildings, industrial buildings, commercial buildings; mobile home parks or trailer parks; land dedicated for cemetery purposes; or parcels leased or sold for agricultural

purposes pursuant to Section 11-830, Arizona Revised Statutes.

25. **Non-Potable Water:** Water which cannot feasibly be economically or technologically treated to meet Federal Environmental Protection Agency drinking water standards.

26. **Owner:** The person or persons holding title by deed to land, or holding title as vendees under land contract, or holding any other title of record.

27. **Parcel Map:** A map of a minor land division, duly recorded in the Maricopa County Recorder's Office.

28. **Person:** Any firm, partnership, association, corporation, individual or any agency of any of the foregoing, or the state or any agency or political subdivision thereof.

29. **Plan, County:** A comprehensive plan, or parts thereof, providing for the future growth and improvement of Maricopa County and for the general location and coordination of streets and highways, schools and recreation areas, public building sites, flood control channels, and other physical development, which shall have been duly adopted by the Board.

30. **Plan, Development Master:** A preliminary master plan for the development of a community or other large land area, the platting of which is expected to be undertaken in progressive stages. A Development Master Plan shall be subject to Commission and Board Approval.

31. **Plans, Engineering:** Plans, profiles, cross-sections and other required details for the construction of public improvements, prepared by a registered professional engineer in accordance with the approved Preliminary Plat and in compliance with standards of design and construction or policies approved by the Board.

32. **Plat:** A map of a Subdivision.

    a. **Preliminary Plat:** A preliminary map, including supporting data, indicating a proposed subdivision development, prepared in accordance with these Regulations.
    b. **Final (Record) Plat:** A map of all or part of a subdivision providing substantial conformance to an approved Preliminary Plat, prepared in accordance with these Regulations and approved by the Board before recordation.

c. **Recorded Plat:** A Final Plat bearing all of the certificates of approval required in Section 203 of these Regulations and duly recorded in the Maricopa County Recorder's Office.

d. **Corrective Plat:** A plat recorded to indicate minor changes made to a previously recorded plat.

e. **Replat (Amended Final Plat):** A process whereby four or more lots are created, deleted or combined from existing lots on a recorded plat, where additional dedication or land for a public street is involved or where abandonment of a street, alley or easement in a previously recorded subdivision is necessary.

33. **Potable Water:** Water which meets Environmental Protection Agency Drinking Water Standards for human consumption, or which can feasibly be economically or technologically treated to meet such standards.

34. **Reclaimed Water:** Wastewater that has completed its passage through a wastewater treatment plant (ADEQ 7 MCHD Code). Reclaimed wastewater equals effluent which meets the standards for the specific use contained in R 18-9-703 (ADEQ).

35. **Standards, Public Improvement:** A set of regulations setting forth the details, specifications and instructions to be followed in the planning, design and construction of certain public improvements in Maricopa County, formulated by the Maricopa County Department of Transportation, Flood Control District of Maricopa County, the Maricopa County Environmental Services Department, and other County Departments.

36 **Streets:** That area, whether public or private, between right-of-way lines, dedicated, reserved or provided for roadway purposes and other uses not inconsistent therewith.

a. **Arterial Route:** A general term including freeways, expressways and arterial streets; an interstate, state, or county highway having regional continuity; any urban street having considerable continuity and carrying a large volume of both passenger and commercial vehicles. These arterial routes are normally on the section lines.

b. **Collector Street:** A neighborhood street with limited continuity and having the primary function of carrying residential traffic from minor streets to arterial routes; a secondary function being to provide access to abutting residential properties.

c. **Frontage Road:** A minor street parallel and adjacent to an arterial route which provides access to abutting property, intercepts minor residential streets and controls access to an arterial route.

d. **Minor Street:** A street used primarily for providing access to abutting property.

e. **Cul-de-sac Street:** A minor residential street having one end permanently terminated in a vehicular turnaround.

f. **Loop Street:** A minor residential street that forms a loop and returns to the same street from which it originated.

37. **Subdivider:** A subdivider shall be deemed to be the individual, firm, corporation, partnership, association, syndicate, trust or other legal entity that files the application and initiates proceedings for the subdivision of land in accordance with the provisions of this Ordinance; and said subdivider need not be the person or persons holding title by deed to land, or holding title as vendees under land contract or holding any other title of record, but they must be authorized agents.

38. **Subdivision (or subdivided lands):** Improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests. Subdivision or subdivided lands include a stock cooperative and include divided or proposed to be divided as part of a common promotional plan. This paragraph shall not apply to leasehold offerings of one year or less, or to the division or proposed division of land located in the State of Arizona into lots or parcels each of which is or will be thirty-six acres or more in area including to the center line of dedicated roads or easements, if any, contiguous to the lot or parcel and provided further that this definition shall not be deemed to include the leasing f agricultural lands, or of apartments, offices, stores, hotels, motels, pads or similar space within an apartment building, rental recreational vehicle community, rental manufactured home community, rental mobile home park or commercial building, except that residential condominiums as defined in Arizona Revised Statutes, Title 33, Chapter 9 shall be included in this definition nor shall this definition include the subdivision into or development of parcels, plots, or fractional portions within the boundaries of a cemetery that has been formed and approved pursuant to State Statutes.

39. **Technical Advisory Committee (T.A.C.):** A Technical Review Committee made up of employees from the Maricopa County Department of Transportation, the Maricopa County Flood Control District, the Maricopa County Environmental

Services Department and the Maricopa County Planning and Development Department.

40. **Through Lot:** A lot having a pair of opposite lot lines abutting two streets, and is not a corner lot. On such lot, both lot lines are front lot lines, except where a non vehicular access easement has been established on such a lot, the front lot line shall be considered as that lot line not containing the non-access easement.

41. **Unit:** A portion of a condominium designated for separate ownership or occupancy.

42. **Utilities:** Installations or facilities, underground or overhead, furnished for the use of the public electricity, gas, steam, communications, water, drainage, sewage collection, treatment and disposal, cable TV, telephone or flood control, owned and operated by any person, firm, corporation, municipal department or board, duly authorized by State or municipal regulations.

43. **Utility Committee:** An individual or group of individuals designated by the several utility companies as their representative(s) in subdivision matters related to location of any or all private utilities.

44. **Way, Pedestrian:** A public walk provided entirely through a block from street to street and/or providing access to a school, park, recreation area or a shopping center.

SECTION 201. PURPOSE

The purpose of this Chapter is to establish application, review, approval, and recordation processes for subdivisions (i.e., preliminary plats, final plats, replats, waivers, corrective plats, lot line relocations), and Development Master Plans.

SECTION 202. PRELIMINARY PLAT

The preliminary plat stage of land subdivision includes detailed subdivision planning by subdivider, application submittal, review of the plat by the Department, the Technical Advisory Committee, and review and action by the Commission.

1. **APPLICATION SUBMITTAL:** A preliminary plat application shall be made to the Department. Such application shall be made on forms, together with documents and drawings, the precise contents of which shall be as provided by administrative guidelines as adopted by the Maricopa County Board of Supervisors. The preliminary plat application will not be considered accepted for processing until all required information as described in the aforementioned administrative guidelines is provided to the Department and appropriate fees as provided herein are paid.

2. **INFORMATION REQUIRED FOR PRELIMINARY PLAT SUBMITTAL:**
A preliminary plat shall contain the following information areas (detail information required shall be as specified in the Administrative Guidelines):

   a. Identification of the subdivision by name, location, legal description and zoning district.

   b. Identification of persons involved in the preliminary plat application (e.g., owner, subdivider, engineer, surveyor).

   c. Location of all lots in the subdivision and verification of Zoning Ordinance compliance. All lots which are considered potentially reserved for school sites and fire stations in accordance with Section 308 of these regulations shall also be shown on the preliminary plat.

   d. Location of all public streets and private rights of way, both existing and proposed.

   e. Quantification, and accurate location of all drainage features (e.g. regulatory and delineated floodplains, lakes, streams, washes, canals, irrigation laterals or tailwater ditches, drainage easements, drainage tracts, and retention or detention facilities), both existing and proposed.

f. Identification of method of providing domestic water supply and sewage collection, treatment and disposal facilities, both existing and proposed.

g. Identification and location of all utilities in and for the subdivision, both existing and proposed.

h. Identification of method of fire protection.

i. Identification of a condominium and its characteristics, if applicable, and its conformance with zoning ordinance standards.

j. Identification of a Unit Plan of Development and its characteristics, if applicable, and its conformance with zoning ordinance standards.

k. A list by lot, parcel and/or tract number that identifies lot width and area for each lot, parcel and/or tract.

l. Any other information as may be required by the administrative guidelines, in order to carry out the purpose and intent of these Regulations.

m. Preliminary plat boundaries shall include all portions of any existing parcel included in the subdivision.

3. **DEPARTMENT/TECHNICAL ADVISORY COMMITTEE REVIEW PROCESS:**

a. The subdivision shall be designed to comply with the requirements of the specific zoning district within which it is located. In the event that a change of zoning is necessary, a rezoning application may be processed concurrently.

b. Upon acceptance of the preliminary plat application, the Department will distribute all application information to the following reviewing offices:

1. Maricopa County Department of Transportation

2. Flood control District of Maricopa County

3. Maricopa County Environmental Services Department

4. Maricopa County Department of emergency Management (where warranted)

5. Maricopa County Parks Department

6. Maricopa County Library District

7. Arizona Department of Transportation (where warranted)

8. Arizona Department of Water Resources

9. Arizona State Historic Preservation Office

10. Luke Air Force Base (where warranted)

11. Salt River Project or Arizona Public Service as applicable

12. Rural Metro or other appropriate fire department or district

13. Superintendent of the appropriate school district

14. Any city or town within three miles of the limits of the proposed subdivision

15. Other organizations or individuals with special expertise or interest

c. Upon acceptance of the preliminary plat application, the Department will schedule the matter for review at the next available Technical Advisory Committee meeting. The purpose of this Committee meeting is to resolve with all affected parties, technical problems with the proposed subdivision before hearing by the Commission. The subdivider and/or his representative(s) is/are required to attend the Technical Advisory committee to meet together with representatives of the Committee. More than one Technical Advisory Committee meeting may be required.

d. The preliminary plat will not be scheduled for hearing by the Commission unless:

1. It contains all of the required information; and

2. Written responses have been received from all county departments which have representatives on the Technical Advisory Committee that the preliminary plat is in satisfactory form.

Scheduling of a preliminary plat for a commission hearing will be dependent upon adequacy of data presented and completion of review by all agencies concerned.

4. **PRELIMINARY PLAT APPROVAL:**

a. If satisfied that all requirements of these regulations have been met, the Commission may approve the preliminary plat subject to stipulations. If approved a notation of approval shall be stamped on two copies of the plat, one being returned to the subdivider and one retained in the permanent file of the Department. Once approved, stipulations of approval can only be modified by the Commission subject to the required fee.

b. If the Commission finds that the plat requires revision, the plat shall be held over pending revisions, resubmittal, processing and rescheduling for hearing.

c. If a plat is rejected, the new filing of a plat for the same tract, or any part thereof, shall follow the aforementioned procedure and be subject to the required fee. If the plat is rejected, it shall be forwarded to the Board of Supervisor's (BOS) for final disposition. If the BOS rejects the plat, any new filing of the plat shall not be filed within a period of one (1) year unless in the opinion of the Commission there is a change of circumstances warranting such filing.

d. Preliminary plat approval constitutes authorization for the subdivider to proceed with the preparation of the final plat and the engineering plans and specifications for public improvements. Preliminary approval is based on the following:

1) The basic conditions under which preliminary approval of the plat is granted will not be changed prior to the expiration date.

2) Preliminary plat approval is valid for a period of twenty four (24) months from the date of Commission action.

3) For a preliminary plat that includes phases, the preliminary plat shall remain valid for a period not to exceed twenty-four (24) months from the date of recording of any final plat that conforms to the approved preliminary plat. This validity period may be administratively extended an additional twelve (12) months from

the date of expiration, if in the opinion of the Director, satisfactory progress has been made towards completion of the final plat for the next phase of subdivision development. *3

e. No application shall be scheduled for hearing by any board or commission acting pursuant to the "Maricopa County Subdivision Regulations (MCSR)", or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case me be. This requirement shall not be waived by the board/commission. *1 *2

5. **PRELIMINARY PLAT EXTENSIONS:**

a. Upon written request by the property owner, a preliminary plat may be administratively extended for an additional period not to exceed twelve (12) months from the date of the expiration of the original approval by the Panning Commission, if in the opinion of the Director, satisfactory progress has been made towards completion of the final plat.

b. If in the opinion of the Director, satisfactory progress has not been made then the request for extension will be scheduled for formal review by the Planning Commission.

c. If any changes other than a time extension to the original approval of the preliminary plat by the Commission are proposed such as phasing, stipulations of approval, etc. an application for a new preliminary plat will be required and will follow the procedures outlined in Section 202.

d. No application shall be scheduled for hearing by any board or commission acting pursuant to the "Maricopa County Subdivision Regulations (MCSR)", or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case me be. This requirement shall not be waived by the board/commission. *1*2

SECTION 203. FINAL PLAT

The final plat stage of land subdivision includes submittal, review and approval of the final plat and improvements required by the Board and recording of the plat with the

County Recorder. The final plat shall conform to the approved preliminary plat and any stipulations thereto made by the Commission.

1. **APPLICATION SUBMITTAL:** A final plat application shall be made to the Department. In accordance with Arizona Revised Statutes, Section 32-101, a land surveyor registered in the State of Arizona is the only person that can sign a final plat. A registered engineer cannot sign a final plat unless he is registered as a land surveyor and uses the surveyor seal. Such application shall be made on forms, together with documents and drawings, the precise contents of which shall be as provided by administrative guidelines as adopted by the Maricopa County Board of Supervisors. The application must be submitted a minimum of 75 working days prior to the regular meeting at which the subdivider desires to be heard by the Board (this period of time for review may be shorter or longer based on the applicant's compliance with technical aspects of these Regulations). The final plat application will not be considered for processing until all required information as described in the aforementioned administrative guidelines is provided to the Department and appropriate fees as provided herein are paid.

2. **INFORMATION REQUIRED FOR FINAL PLAT SUBMITTAL:** A final plat shall contain the following information areas (detailed information required shall be as specified in the administrative guidelines):

   a. Identification of the subdivision by name, location, legal description and zoning district.

   b. Identification of persons involved in the plat preparation (e.g., owner, subdivider, engineer, surveyor, etc.).

   c. Identification of all lots in the subdivision utilizing engineered data. This shall include certification by a registered professional land surveyor preparing the plat that it is correct and accurate. All lots which have been recommended by the Commission to be reserved for school sites and fire stations in accordance with Section 308 of these regulations shall also be shown on the final plat.

   d. Identification of all public streets and private rights of way. This shall include the identification of dedication of all streets and alleys for public use, and an acknowledgment of that dedication.

   e. Identification and accurate location of all drainage or water features such as washes, floodplains, drainage tracts or easements, lakes, etc. Maintenance responsibilities, building restrictions, and access

requirements shall be specified for tracts or easements used for drainage, using language approved by the Flood Control District.

f. Identification of method of fire protection.

g. Identification of a condominium and its characteristics, if applicable, and its conformance with zoning ordinance standards.

h. Identification of a Unit Plan of Development and its characteristics, if applicable, and its conformance with zoning ordinance standards.

i. Assurance Statements:[*4]

1) Format of Assurance Statements shall be as specified in the administrative guidelines.

2) Assurance requirements:

A. In order to ensure the proper installation of all required improvements by the subdivider, assurances are required for street, sewer, drainage, flood control and other improvements meeting established minimum standards of design and construction. Assurances may be required for sewer, electric and water utilities, or related support facilities, at the county's discretion. In order to mitigate adverse impacts from construction, at the county's discretion, assurance shall be required for restoration/remediation of disturbance, and/or any other item of concern. There shall be a demonstration of adequate water supply. A 100 Year Assured Water Supply must be provided for all subdivision lots within an Active Management Area.

B. An assurance shall be provided prior to Board approval of any plat.

C. Should the assurance be in the form of an agreement, such agreement shall be recorded.

D. Maricopa County shall be named as beneficiary of the assurance.

E. Types of assurances: Maricopa County, at its discretion, may accept any, or a combination, of the following assurances in a form and substance approved by the County attorney and acceptable to the Board:

a. Cash or certified check.

b. Surety (performance) bonds executed by a company authorized and licensed to do business in the State of Arizona, ensuring the performance of the principal (developer or owner) as required by this section.

c. Certificate of deposit, United States Treasury bills, or any security guaranteed by the United States government.

d. A deposit of money or negotiable bonds, of the kind approved for securing deposits of public monies, with a responsible escrow agent or trust company authorized and licensed to do business in the State of Arizona;

e. An irrevocable letter of credit in favor of Maricopa County from a third-party financial institution authorized and licensed to do business in the State of Arizona;

f. Third party trust agreement as long as it meets all the requirements listed below:

i. The placement of the title to the subdivision in trust with a third-party escrow agency or trust company authorized and licensed to do business in the State of Arizona along with an agreement between the trustee and Maricopa County that title to any lot or parcel within the subdivision shall not be transferred until all improvements required by these regulations have been installed, accepted by Maricopa County, and written approval for release has been granted by Maricopa County to the escrow agency or trust company holding the property in trust.

ii. The agreement shall contain a condition authorizing Maricopa County to abandon the subdivision and re-subdivide the property should the required improvements fail to be installed in compliance with Maricopa County's standard specifications.

iii. Partial lot releases may be allowed for each recorded final plat. The Board, or its designee, shall not authorize any release until the required improvements, as determined by Maricopa County, have been completed.

iv. After final plat approval, building permits for model homes may be issued prior to completion of all required improvements for each release. These homes shall not be sold to individual property owners or occupied for residential use until they are in compliance with all County codes and released for sale by the County. Additional model home building permits for subsequent releases shall not be issued for subsequent releases until improvements are completed in the previous release unless specifically approved by the Director of the Planning and Development Department.

v. The subdivider shall record the approved third party trust agreement before plat approval and note the recording information on the face of the final plat.

vi. A third party trust agreement may be substituted for an existing assurance where no lots have been sold in the subdivision.

g. Or other form of assurance as deemed appropriate by the Director of the Planning and Development Department in consultation with the County Engineer.

F. Board of Supervisors' approval: The approval of the Board of Supervisors shall be endorsed in writing on the plat and

shall include specific identification of an approval of the assurances required by these regulations.

G. Substitute assurances and time extensions.

a. Requests for substitute assurances or assurance agreement time extensions shall be submitted in writing to the subdivision coordinator for review by the Director of the Planning and Development Department and the County Engineer, or as delegated by the Board of Supervisors.

b. These departments shall provide written recommendations to the subdivision coordinator who shall forward the recommendations to the Board of Supervisors for final decision.

H. Release of assurances.

a. Requests to release subdivision assurances shall be submitted in writing to the subdivision coordinator for review by the Planning and Development Department and the Department of Transportation, or as delegated by the Board of Supervisors.

b. These departments shall provide written recommendations to the subdivision coordinator, who shall forward them to the Director of the Planning and Development Department and the County Engineer, or as delegated by the Board of Supervisors.

j. Certifications from the following Maricopa County Agencies (specific format of Certifications shall be as specified in the administrative guidelines):

1) Maricopa County Department of Transportation.

2) Maricopa County Assessor.

3) Maricopa County Treasurer.

k. A statement regarding adherence with the provisions of Article 1112 of the Maricopa County Zoning Ordinance (Outdoor Light Control Provisions).

l. Notes on final plat delineating ownership and maintenance of all private streets and tracts.

m. Space for approval of the Board under the signature of the Chairman of the Board and attested to by the Clerk of the Board.

n. A list by lot, parcel and/or tract number that identifies lot width and area for each lot, parcel and/or tract. (Identify by footnote all changes made from preliminary plat list.)

o. Any other information as may be required by the administrative guidelines, in order to carry out the purpose and intent of these Regulations.

3. **DEPARTMENT/COUNTY AGENCIES REVIEW PROCESS:**

a. 1. Maricopa County Department of Transportation

2. Flood Control District of Maricopa County

3. Maricopa County Environmental Services Department

4. Maricopa County Department of Emergency Management (where warranted)

5. Maricopa County Parks Department

6. Maricopa County Library District

7. Arizona Department of Transportation Department (where warranted)

8. Arizona Department of Water Resources

9. Arizona State Historic Preservation Office

10. Luke Air Force Base (where warranted)

11. Salt River Project or Arizona Public Service as applicable

12. Rural Metro or other appropriate fire department or district

13. Superintendent of the appropriate school district

14. Any city or town within three miles of the limits of the proposed subdivision

15. Other organizations or individuals with special expertise or interest

The reviewing offices shall make known their recommendations in writing addressed to the department. The department shall assemble the recommendations of the various reviewing offices, and will make them available to the subdivider for any necessary revisions or corrections.

b. The reviewing agencies shall review said final plat. Once each of the primary reviewing agencies have indicated the proposed final plat was prepared in accordance with their respective requirements, the Planning and Development Department shall inform the subdivider of such. Upon such notification, the subdivider shall prepare no less than two (2) mylar copies of the final plat. The subdivider shall sign and have notarized the appropriate acknowledgements and dedications, and shall present said mylars to the Maricopa County Department of Transportation (MCDOT) for review and acceptance by the County Engineer (or Planning Director in the event of alternative assurances). Upon said acceptance, the subdivider shall retrieve the mylars from MCDOT and shall present said mylars to the Planning and Development Department, who shall then forward said mylars to the County Assessor's Office and County Treasurer's Office for their respective signatures. Upon receipt of said signatures, the Planning and Development Department shall retrieve said mylars and schedule the final plat for review by the Board of Supervisors.

c. No application shall be scheduled for hearing by any board or commission acting pursuant to the "Maricopa County Subdivision Regulations (MCSR)", or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case me be. This requirement shall not be waived by the board/commission. *1 *2

4. **FINAL PLAT APPROVAL:** Upon completion of the above signature procedure, the final plat shall be forwarded by the Planning and Development Department to the Board of Supervisors for approval provided the reviewing agencies have certified that their requirements have been met. The Department shall then assemble the above information, prepare a concise summary of the requirements

and submit said summary together with the reviewers' recommendations at the next regular meeting of the Board.

5. **FINAL PLAT RECORDATION:** When the final plat has been approved by the Board, the mylar copies of the final plat shall be transmitted to the Clerk of the Board for signature. Upon such signature, the Clerk of the Board shall notify the Planning and Development Department, who shall in turn retrieve said mylars and present to the County Recorder's Office for recordation. If the recorder finds the mylars clear and legible, the recorder shall record all copies of the mylars and shall retain one (1) set for the public record, returning all remaining sets to the Planning and Development Department, who shall inform the subdivider that the plat has been recorded. If the recorder finds the mylars unsatisfactory, the recorder shall not record the mylars and shall return the mylars to the Planning and Development Department, who shall coordinate with the subdivider to remedy the deficiencies. Upon successful recordation, the subdivider shall retrieve the remaining mylars from the Planning and Development Department after reimbursing the Planning and Development Department for any redording fees. The subdivider shall provide the Planning and Development Department with five (5) full size bond copies of the recorded final plat. The subdivider shall also provide a copy of the approved final plat, in digitized form, to the Planning and Development Department and no final plat shall be recorded until the digitized plat is submitted. The digitized version of the approved final plat shall conform to the requirements and guidelines for digitized plats prepared by the Maricopa County Department of Transportation and the Maricopa County Recorders Office.

SECTION 204. REPLATS

1. Any division of a lot or lots in a recorded subdivision into six (6) or more adjoining lots in a recorded subdivision, or in altering a tract specified for a specific use within the subdivision, but creating no new street, shall be processed in accordance with Section 203 (Final Plats) of these Regulations.

2. Any replat involving dedication of land for a public street or the creation of more than six (6) or more lots shall comply with all procedures set forth in Sections 202 (Preliminary Plat) and 203 (Final Plat) of these Regulations unless, at the discretion of the Director, the preliminary plat stage is waved.

3. If abandonment of a street, alley or easement (e.g., utilities, drainage, access, equestrian, non-vehicular, etc.) in a previously recorded subdivision is necessary during the process of replatting, the replat shall be processed in accordance with Sections 202 (Preliminary Plat) and 203 (Final Plat) of these Regulations, unless,

at the discretion of the Planning and Development Director, the preliminary plat stage is waived.

SECTION 205. CORRECTIVE PLATS

1. At the determination of the Director, corrections of minor survey, drafting or typographical errors on a recorded plat may be made with a corrective plat. These corrections must be illustrated on the recorded plat for clarity.

2. The corrective plat should indicate the items to be corrected and the reason for the correction. This shall be accomplished by adding a plat note to the recorded plat. The note(s) shall be signed and sealed by the party responsible for the plat. In addition, the word corrective shall be added to the title block.

3. The corrective plat will be reviewed by the department for completeness and accuracy. If no revisions are necessary, the plat will be re-recorded with the Maricopa County Recorder's Office after receiving an approval signature from the Director.

4. At the discretion of the director an affidavit of correction may be substituted for a corrective plat, but will be subject to the same requirements of a corrective plat as otherwise outlined in this section.

SECTION 206. ABANDONMENTS

Pursuant to provisions of Title 18, Chapter 2, Article 1, Section 18-201, and Title 28, Chapter 14, Article I, Subsections 28-1901 through 28-1908, ARS, the abandonment of all or part of a recorded subdivision may be initiated by written petition to the Board, said petition to be signed by ten or more owners of real property in Maricopa County, requesting abandonment of all streets, alleys and easements within said subdivision and giving the legal description and recording information thereof. Applications for abandonment are filed with the Clerk of the Board and referred for recommendation to the Maricopa County Department of Transportation and the utility companies concerned. After approval of the abandonment of the streets, alleys and easements by the Board and upon recordation of the Abandonment Resolution and a subsequent County Road Map in the office of the Maricopa County Recorder, the subdivision is removed from official maps and the land reverts to acreage as far as the Assessor's records are concerned.

SECTION 207. DEVELOPMENT MASTER PLAN

The Development Master Plan stage of land planning provides a site specific arrangement of various land uses, and includes conceptual planning by the owner; review of the Development Master Plan by the Department/Technical Advisory

Committee; review and approval by the Commission; and approval by the Board of Supervisors.

1. **APPLICATION SUBMITTAL:** Application for approval of the Development Master Plan shall be made to the Department whenever it is the decision of the Department that:

   a. The tract is sufficiently large enough to comprise an entire community;

   b. The tract initially proposed for platting is a portion of a larger land holding of 640 acres or more of the owner or subdivider;

   c. Or the tract is a part of a larger land area, the development of which is complicated by unusual topographic, land use, land ownership or other conditions. Such application shall be made on forms, together with documents and drawings, the precise contents of which shall be as provided by Development Master Plan Guidelines as adopted by the Maricopa County Board of Supervisors. The Development Master Plan application will not be considered accepted for review until all required information as described in the Development Master Plan Guidelines is provided to the Department and appropriate fees as provided therein are paid.

Date of Revisions			
*1	Effective 6-01-2009 TA2009004	*3	Effective 3-16-2011 - TA2010021
*2	Effective 6-1-2010 TA2010004	*4	Approved 5-4-2016 - TA2015005

SECTION 301. PURPOSE

The purpose of this Chapter is to identify principles of good subdivision design (as provided in the administrative guidelines as adopted by the Maricopa County Board of Supervisors upon recommendation of the Planning and Zoning Commission and adopted herein by reference), identify minimum required subdivision standards of the Department and other County agencies, and further to identify the minimum improvement standards required for approved subdivisions.

SECTION 302. SUBDIVISION DESING PRINCIPLES

Acceptable subdivision design principles are as provided in the administrative guidelines. The areas of acceptable subdivision design which are specified in the administrative guidelines are as follows:

1. Neighborhood planning considerations.
2. Streets and highways.
3. Block and lot design.
4. Alley and easement design.
5. Drainage and detention/retention of storm water.
6. Utilities.
7. Fire protection.
8. Hillside subdivisions.

The Planning and Zoning Commission in its review of preliminary plats and the Board of Supervisors in its approval of final plats may either deny subdivision plat applications or condition them such that they conform to the above minimum acceptable design principles.

SECTION 303. DESIGN STANDARDS

The following subdivision standards, presented on an agency-by-agency basis, are the minimum required standards for subdivision development. No final or record plat of any subdivision shall be approved unless the following standards of development are complied with:

1. MARICOPA COUNTY PLANNING AND DEVELOPMENT DEPARTMENT:

a. No final plat of land subject to the existing Zoning Ordinance or existing Building Code shall be approved unless it conforms to such ordinance or code. Whenever there is a discrepancy between minimum standards or dimensions noted herein and those contained in Zoning Ordinance

regulations, building code or other official regulations, the highest standards shall apply.

b. Lot width and area shall be closely related to the terrain, drainage, percolation factors or construction of sanitary sewers, with emphasis placed on selection of homesites and access to the homesites.

c. "Panhandle", double frontage and other unorthodox lotting arrangements, when permitted under zoning ordinance standards, may be permitted so long as it can be adequately demonstrated that no lot will be adversely affected by any other lot so arranged.

d. Corner lots for residential use shall be wider than the minimum lot width required in the zoning district in which the lots are located in order to provide adequate yard setbacks from both streets.

e. Property line corners at street intersections shall be rounded by arcs having a minimum tangent length of 12 feet. Property line corners at streets and alleys for all subdivisions and at street accesses (i.e., driveways) for multi-family, commercial or industrial subdivisions shall provide a "sight-distance triangle" as required in Article 1111.4 of the zoning ordinance (with 25 foot triangle "legs" at street intersections and ten foot triangle "legs" at alleys and street accesses).

f. Side lot lines shall be substantially at right angles or radial to street lines, and shall be straight unless dictated by topography or other physical reasons.

g. Rear lot lines shall avoid acute angles with side lot lines and shall be straight unless dictated by topography or other physical reasons.

h. Names of streets shall be consistent with the existing alignments and extensions of existing streets. If new street names must be used, they shall comply with County Addressing Regulation Ordinance.

2. **MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION:**

a. The arrangement of streets in new subdivisions shall make provision for the continuation of the principal existing streets in the adjoining areas of their proper projection where adjoining land is not subdivided insofar as they may be deemed necessary for public requirements.

b. Whenever a subdivision adjoins a major thoroughfare, access to all residential lots shall be provided from other than the major thoroughfare. In case of lots fronting on a section line road, it is required that a frontage road be provided in addition to the major thoroughfare. (See MCDOT Roadway Design Manual).

c. The width of all major thoroughfares shall conform to the width designated on the adopted County Plan and in the absence of an adopted County Plan, minimum right-of-way widths shall be provided as determined by the County Engineer.

d. Design standards for street construction have been established by The Maricopa County Department of Transportation and approved by the Board. For further details, refer to the MCDOT Roadway Design Manual.

e. Residential streets (See MCDOT Roadway Design Manual) service residential areas of subdivisions and areas of low traffic generation. Curbs may be either MAG Standard 220 Type A or C at the option of the developer. In subdivisions with lot sizes of 18,000 square feet and above, 28 foot width of paving with a thickened edge will be required as a minimum (See MCDOT Roadway Design Manual). Sidewalks shall be provided under the following conditions in subdivisions: 1) In residential subdivisions with lots containing less than 18,000 square feet, and 2) along any curbed public street. Sidewalk locations shall be a minimum of five feet behind back of curb for streets with speeds of 45 m.p.h. or greater (generally streets with a half width right-of-way of 40 feet or greater) and at back of curb for all other streets. Master Planned Communities that are developing in accordance with Development Master Plans approved prior to the effective date of these regulations and Development Master Plans subsequently amended will be allowed to continue their existing approved approach to sidewalks.

f. Residential collector streets (See MCDOT Roadway Design Manual) act as traffic collectors in subdivisions, or streets with medium traffic generation and generally terminate at a section line or mid-section line road. Curbs may be either MAG Standard 200 Type A or C, at the option of the developer.

g. Major collector/high volume streets (See MCDOT Roadway Design Manual) are usually found at the mid-section location and are designed to handle four moving lanes of traffic, if necessary. A major collector is usually two to three lanes in width. Curbs must be MAG Standard 220 Type A.

h. Arterial streets or section line roads (See MCDOT Roadway Design Manual) are used to handle through traffic of high volume and designed to accommodate four to six moving lanes with a raised median or continuous left turn lane. In cases where the road is designed with a median island, that island is to be normally 14 feet face to face of curb with left turn lanes as required. A bike lane is included in the cross section.

i. Streets in industrial park or commercial subdivisions will be wider, have more strength structurally than residential streets, and be required to have sidewalks. Typical Sections are contained in MCDOT Roadway Design Manual.

j. Private streets may be platted with the concurrence of the Maricopa County Department of Transportation and the Commission under the following conditions:

1) That easements satisfactory to the County Engineer be platted for roadway and utility purposes.

2) That satisfactory assurance, adequate to guarantee construction of these streets to at least a standard commensurate with that required under County pavement standards for subdivisions with lots of comparable size will be deposited with the County Engineer prior to recording of the final plat, or such street constructed and approved prior to recording of the final plat. The final plat must contain the certification called for in Article II, Section 203 of these Regulations.

3) That provision, satisfactory to the County Engineer, is made for maintenance of the streets.

4) That adequate provision is made for access of emergency vehicles, utility vehicles, and vehicles providing services such as garbage and trash pickup.

5) That clear statements be contained on the final plat that those streets are declared private and remain the responsibility of the homeowners association and not be maintained by Maricopa County. This would not preclude dedication to and acceptance by the County if the private streets have been developed and maintained to minimum County standards.

6) That the health, safety and welfare of the occupants of the subdivision will be adequately served thereby, and that the health, safety and welfare of the public will not be impaired thereby.

k. Those streets proposed to be over 1,500 feet in length shall be specifically identified in each plat submitted, and a recommendation shall be made regarding a "Variance/Modification" by the Maricopa County Department of Transportation for consideration by the Commission during the preliminary plat hearing.

l. The use of alleys is discouraged. Dead-end alleys are prohibited. Alleys will be acceptable if the subdivider meets the guideline/construction standards of the County Engineer. Private access roads/drives that provide primary access to multifamily uses will be considered as tracts and will not be considered alleys or streets.

Where alleys are designated for public use, they shall conform to the following standards for the type of development intended:

1) Residential Alleys:

a) Alley width shall be a minimum of sixteen feet.

b) At the intersection of two alleys, a minimum twenty-five foot by twenty-five foot triangle shall be provided at all corners.

c) Shall be paved and the pavement structure shall be a minimum of two inches of asphalt concrete over a minimum six inches of aggregate base as determined from an engineering analysis.

2) Commercial/Industrial Alleys:

a) Alley width shall be a minimum of twenty feet.

b) At the intersection of two alleys, a minimum twenty-five foot triangle shall be provided at all corners.

c) Shall be paved and the pavement structure shall be a minimum of two inches of asphalt concrete over a minimum nine inches of aggregate base as determined

from an engineering analysis.

m. Utility easements along rear lot lines shall be as straight and long as possible in order to avoid an excessive number of manholes, poles and guy wires at angle points. Easement widths of sixteen feet are normally required for residential subdivisions.

n. An easement prohibiting vehicular access (non-access easement) from the arterial street side of double frontage lots is required. The minimum width for said easement is one foot.

o. For lots facing on curvilinear streets, utility easements or alleys may consist of a series of straight lines with points of deflection not less than one hundred twenty feet apart. Points of deflection shall always occur at the junction of side and rear lot lines on the side of the exterior angle. Curvilinear easements or alleys may be used, provided the minimum radius for the alley or easement is not less than one hundred thirty-five feet.

p. Streets in hillside subdivision:

1) Street grades shall not exceed fifteen percent.

2) Portions of streets with grades exceeding twelve percent shall not exceed 600 feet in length.

3) Street right-of-way width may vary depending upon conditions.

4) "T" or "V" type turning and backing cul-de-sacs may be substituted for circular turnarounds.

3. **FLOOD CONTROL DISTRICT OF MARICOPA COUNTY**:

a. Residential lots shall contain a building finished floor elevation which is above the Regulatory Flood Elevation

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b. In areas subject to flooding by the Regulatory Flood, approval of the type and amount of development will be determined by the Floodplain Board in accordance with the Floodplain Regulations for the Unincorporated Areas of Maricopa County, Arizona.

c. In areas subject to flooding by the Regulatory Flood where no fill is

proposed, the building line shall be located no closer to the stream, watercourse, drainage way, or channel than the edge of the area subject to flooding. In areas where fill is used to raise the elevation of the building site, no fill shall be placed within any Floodway and placement of fill within the Floodplain must comply with development standards of the County's Floodplain Regulations.

d. Development must be in accordance with the Floodplain and Drainage Regulations of Maricopa County.

e. All technical information concerning drainage shall be prepared using the Drainage Design Manual for Maricopa County, Volume I: Hydrology, Volume II: Hydraulics, or Volume III: Erosion. Other methodologies or procedures may be used only with the written consent of the Flood Control District.

4. **MARICOPA COUNTY ENVIRONMENTAL SERVICES DEPARTMENT:**

a. Percolation tests and boring logs in accordance with requirements of the MARICOPA County Environmental Services Department shall be taken at the proposed subdivision, unless the subdivision will be served by a public sewer system, prior to the approval of the preliminary plat.

b. Utility easements must be shown on all lots and tracts of the subdivision. These easements are not mandatory where other means of providing utility access have been used.

c. Provision for the supply of adequate and safe drinking water to all lots must be assured.

d. Provision for adequate sewage disposal for all lost must be assured. A community sewer system connected to adequate treatment facilities must be used whenever possible. The use of individual sewage disposal systems is discouraged.

e. Provision for safe and sanitary collection and disposal of garbage and trash generated by the development must be provided.

SECTION 304. IMPROVEMENTS

This Section shall specify the minimum acceptable improvements that are required in a subdivision. No final or record plat of any subdivision shall be approved unless the

improvements as required and listed herein have been satisfactorily completed prior to such approval, or the owner or subdivider shall have deposited with the office of the County Engineer assurances satisfactory to the County Engineer and County Attorney sufficient to guarantee said improvements at such time as required by the County Engineer as required by Chapter 2, Section 203, Paragraphs "i" and "j", of these regulations. The owner or subdivider shall provide the engineer's cost estimate, including engineering and supervision, for the proposed improvements detailed as to quantity and installed unit price per item.

1. **STREET IMPROVEMENTS**:

a. All subdivisions with public streets shall have adequate dedicated public access satisfactory to the County Engineer. All subdivisions with private streets shall have adequate legal access satisfactory to the County Engineer.

b. All streets within a subdivision or development, whether public or private, shall have been improved, or adequate assurance shall have been deposited with the County Engineer to guarantee construction, in accordance with the latest edition of the "Uniform Standard Specifications for Public Works Construction" - Maricopa Association of Governments, together with Maricopa County Supplements, "Special Provisions for Construction of Street Improvements" and "Special Provisions for Installation of Underground Utilities.

c. If a subdivision borders on a street, the owner or subdivider shall also be required to improve the near half of all perimeter streets in accordance with the requirements of the Maricopa County Department of Transportation and the Guide for Improvement of Subdivision Perimeter Streets as adopted by the Board.

d. The owner or subdivider is responsible for installation of surfacing between the nearest paved road and the subdivision in accordance with MCDOT standards.

e. Approval of improvement plans will be valid for a period of one year from the date of approval. Any work not done under permit within the above period must have plans resubmitted for approval. The approval process shall be in accordance with the provisions and requirements of the procedure of the Maricopa County Department of Transportation.

f. The assurance deposited to guarantee required street improvements will

be released upon completion thereof conditioned however that there be deposited with the County Engineer a bond or other satisfactory assurance in an amount of ten percent of the cost of said improvements. The latter bond or assurance shall be conditioned to guarantee against damage by on-site construction for a period of one year after approval or until completion of all construction by the developer, whichever occurs first.

2. **WATER LINES**:

a. Every subdivision shall be provided with a complete water distribution system, which will adequately and safely serve the area platted.

b. Fire hydrants will be connected to an adequate water supply and shall be provided in accordance with the recommendations or requirements of water departments or water companies and fire departments or districts having jurisdictions for all subdivisions having lots 190,000 square feet or less in size.

c. The developer shall provide guarantees acceptable to the Board that the subdivision can and will receive an adequate supply of potable water from a water system operated by a certificated water company or a municipality. The existence of such a water company or municipality at or adjacent to the development in itself shall not be considered an adequate basis for approval.

d. The developer shall be required to post satisfactory assurance with the County Engineer as part of the aforesaid guarantee that connection to such a water system will be made available to a lot owner at the street or alley abutting his lot when building construction commences (or when the building is ready for occupancy), and that fire hydrants have been installed at approved locations.

e. All service lines under proposed pavement must be installed prior to placement of the final course of pavement or installed without open cutting of the pavement.

f. The plat shall contain a statement that a 100 Year Assured Water Supply Certificate has been issued by the Arizona Department of Water Resources where required.

3. **SANITARY SEWERS:**

a. Where public sanitary sewers are within reasonable access of the subdivision, in the opinion of the Maricopa County Environmental Services Department, each lot shall be provided with a connection to such sanitary sewer.

b. Where a public sanitary sewer is not accessible, in the opinion of the Maricopa County Environmental Services Department, proper provision shall be made for the disposal of sanitary wastes in accordance with standards and requirements of said department.

c. In unsewered areas where it is determined feasible by the Maricopa County Environmental Services Department and with the concurrence by the entity having responsibility for sewers in the area, dry sewers will be constructed. Individual sewage disposal systems will be installed for each lot at the time of building construction. A mandatory abandonment of these systems will be accomplished at the time the responsible agency has brought trunk sewers to the area. The connection of the dry sewer system to the trunk sewer will be mandatory and bonding for this connection may be required at the discretion of the County Health Officer or the County Engineer.

d. Where sewering is to be provided in accordance with this section, paragraphs a. and c., the developer shall be required to post satisfactory assurance with the County Engineer and guarantee installation of sewer facilities.

4. **DRAINAGE AND RETENTION/DETENTION OF STORMWATER:**

a. All necessary facilities, as determined by the Flood Control District of Maricopa County and the County Engineer specified in Section 303 herein, including underground pipe, inlets, catch basin, open drainage ditches, lining or detention facilities, shall be installed to provide for adequate retention/detention and disposal of stormwater and other surface water and to maintain any natural drainage course.

b. Where a subdivision is traversed by or abuts a stream, watercourse or drainage way, a drainage easement shall be provided. This easement shall be capable of conveying drainage for at least a One Hundred Year Storm and shall not be obstructed.

c. Grading and drainage plans must be submitted and approved based upon an approved drainage study to include additional hydrology or hydraulics if

necessary.

d. Specification of detention/retention shall be as required by the drainage regulation of Maricopa County.

e. All technical information concerning drainage shall be prepared using the Drainage Design Manual for Maricopa County, Volume I: Hydrology, Volume II: Hydraulics, or Volume III: Erosion. Other methodologies or procedures may be used only with written consent of the Flood Control District.

5. **REFERENCE MONUMENTS:**

a. Permanent reference monuments shall be installed in accordance with County standards at all corners, angle points and points of curves and at all street intersections.

b. After all improvements have been installed; a registered surveyor or engineer employed by the subdivider shall punch the exact points on the monuments and certify their accuracy.

c. Lot corners: Iron pipe shall be set at all corners, angle points, and points of curve for each lot within the subdivision prior to the recording of the plat. Steel pins 1/2" x 18" may be used as an alternate to iron pipe at property corners. Survey monuments are designated in accordance with Section 304.5.a. and are not required at property corners.

6. **STREET NAME SIGNS:** The developer is required to furnish and install one street name sign for each intersection within the limits and along the perimeter of the subdivision in accordance with the latest applicable standards of the Maricopa County Department of Transportation (MCDOT Standard #2054). The developer may be required to install additional street signs on opposite corners of streets which exceed sixty feet in width.

7. **UTILITIES:** Utilities required to service the area must be provided within each subdivision. The Commission shall require the developer to arrange for location of utility lines underground. The developer shall be required to post satisfactory assurance with the County Engineer to insure installation of electric service, and natural gas where applicable to all lots.

SECTION 305. PLANS, SPECIFICATIONS, & SUPERVISION

All of the improvements required in this article shall be installed in accordance with the specifications and under the general review of the appropriate public officials.

SECTION 306. PROVISIONS FOR MAINTENANCE AND OPERATION

Where the developer proposes drainage improvements, sewers, sewage treatment plants, domestic and/or fire water systems, park areas, landscaping such as lawns, trees, and shrubs in tracts or common areas proposed to be owned or operated in common, then provisions shall be made by trust agreement, which is a part of the deed restrictions and which are acceptable to the proper agencies having jurisdiction over the location and improvements of such facilities, for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision.

SECTION 307. SUITABILITY OF THE LAND

The Board may reject a plat that is determined to be physically unsuitable because of flooding, bad drainage, lack of adequate sewage and waste disposal, steep slopes, rock formations and other features which may endanger health, life or property, aggravate erosion, increase the flood hazard, necessitate unreasonable expenditure of public funds or which is found to be not in the best interest of the public.

SECTION 308. RESERVATIONS FOR PUBLIC FACILITIES & SERVICES

The Board of Supervisors, upon recommendation of the Commission, may require that land areas within a subdivision be reserved for school sites and fire stations subject to the following conditions:

a. Requirement may only be made on preliminary plats filed at least 30 days after the adoption of a Comprehensive Plan or amendment of the Plan affecting the land area to be reserved.

b. The required school reservations must be consistent with a specific request from the school district servicing the subdivision and/or the required fire station reservations may be consistent with a specific request from the fire district servicing the subdivision and must be in conformance with the following standards:

1) Reservations may not be located within a floodplain.

2) Reservations must be located such that they are oriented to their

service areas.

3) Elementary school site reservations must be located, as far as possible, to allow walking to the school by students such that they would not have to cross any arterial streets.

4) High school site reservations must be located, as far as possible, to allow good access to arterial streets.

5) Fire station site reservations must be located, as far as possible, to allow access to arterial streets.

6) The land area reserved is such a size and shape as to permit the remainder of the land area of the subdivision within which the reservation is located to develop in an orderly and efficient manner.

7) The land area reserved is in such multiples of streets and parcels as to permit an efficient division of the reserved area if it is not acquired within the prescribed period.

c. The public agency for whose benefit an area has been reserved has one year after recording the final plat to enter into an agreement to acquire the reserved land area. The purchase price is the fair market value of the land at the time of the filing of the preliminary plat plus the taxes against the reserved area from the date of the reservation and any other costs incurred by the subdivider in the maintenance of the reserved area, including interest costs incurred on any loan covering the reserved area.

d. If the public agency for whose benefit the area has been reserved does not exercise the reservation agreement within the one year period or an extended period mutually agreed on by the public agency and the subdivider, the reservation of the area terminates.

e. School districts and fire districts desiring to have a portion of a subdivision designated as reserved for a school site or fire station site must submit their request within 30 days of the date of receipt of a proposed preliminary plat.

SECTION 309. WATER USE

If a common area over ten acres in size, a lake or a golf course requiring irrigation is

proposed within a subdivision or a Development Master Plan, 100 percent of the water used to fill or refill the lake, and irrigate the golf course and common area shall be a renewable supply of water, such as reclaimed water, surface water or Central Arizona Project (CAP) water. A plan shall be submitted that includes a schedule which ultimately provides for 100 percent use of a renewable supply of water to fill, refill or irrigate the facilities noted above. A renewable water supply must be used during each phase of the project and at the completion of the project. The facilities subject to this regulation shall be designed and constructed to facilitate the use of reclaimed water. The Plan approved by the Board of Supervisors may provide for the interim use of groundwater in conjunction with the use of a renewable supply of water during the development phases of the project. The Plan approved by the Board of Supervisors may also allow for:

1. The use of groundwater in the event of a threat to public health and safety, only if the additional use of groundwater will reduce the risk of a public health and safety hazard and all other actions would not reduce the risk.

2. The use of groundwater to leach soil to maintain turf provided there is no other available source of water that would achieve the same result.

3. The use of non-potable groundwater.

4. The plan may also provide for the use of groundwater in subdivisions or Master Planned Communities where the seasonal occupancy of the residents will cause a seasonal fluctuation in the availability of reclaimed water.

This regulation may exceed but is not intended to conflict with State law or State mandated regulations regarding the use of water in filling and refilling lakes. Conflicts that may arise shall be decided by the Department Director in favor of State law or State mandated regulations.

SECTION 401. ADOPTION & AMENDMENTS

It shall be the responsibility of the Board of Supervisors to adopt rules and regulations or any amendments related to subdivisions. Before adoption of any rule, regulation or amendment thereof, a public hearing shall be held by the Commission. A copy of the rule, regulation or amendment shall be certified by the Commission to the Board which shall hold a public hearing after notice of the time and place has been given by one publication fifteen days prior to the public hearing in a newspaper of general circulation in the County.

SECTION 402. ADMINISTRATION

It shall be the responsibility of the Department to directly administer or coordinate the administration of the provisions contained herein, where those provisions are administered by other County agencies. The Director:

1. Shall receive all applications for Subdivisions or Development Master Plans.

2. May examine premises for which applications of Subdivision and Development Master Plans have been received.

3. May make necessary investigations to secure compliance with the provisions of these regulations.

4. Shall issue such notices or orders as may be necessary for the purpose of enforcing compliance with the provisions of these regulations.

5. May adopt rules, forms and procedures consistent with these regulations for the implementation thereof.

6. Shall serve as Chairman of the Technical Advisory Committee in matters of review of Subdivision and Development Master Plan applications.

7. Shall prepare all reports and make all presentations to the Planning Commission and the Board of Supervisors regarding Subdivision and Development Master Plan applications.

8. Shall keep careful and comprehensive records of a) applications for Subdivisions and Development Master Plans, b) inspections made, c) reports rendered, and d) notices or orders issued, and shall further retain on file copies of all papers in connection with such applications for such time as may be required by law.

SECTION 403. ENFORCEMENT

It shall be the duty of the Director to directly enforce, or coordinate the enforcement of the provisions of these regulations, where the provisions are enforced by other County agencies.

SECTION 404. FEES

1. **PRELIMINARY PLATS:**

    a. $100 per lot, tract, and/or parcel provided that no preliminary/replat subdivision fee shall be less than $1,000 or more than $30,000.

    a. Additional fees as prescribed by the Maricopa County Environmental Services Department, Maricopa County Department of Transportation, the Drainage Review Division of the Maricopa County Planning and Development Department, and the Flood Control District of Maricopa County for all applications.

    b. $500 for a time extension.

    c. $250 per stipulation ($500 minimum fee, $1,500 maximum fee) for modification of stipulation/s to approved preliminary plats.

2. **FINAL PLATS:** $40 per lot, tract, and/or parcel provided that no subdivision fee shall be less than $1,000 nor more than $10,000.

3. **WAIVER OF STANDARD:** $500 per standard provided that no fee for a waiver request shall be less than $500 or more than $5,000.

4. **ADDRESSING:** Refer to the Maricopa County Addressing Regulations.

5. **PRE-APPLICATION MEETING:** $100 per meeting.

6. **DEVELOPMENT MASTER PLANS:** Refer to the Maricopa County Zoning Ordinance.

7. No application shall be scheduled for hearing by any board or commission acting pursuant to the "Maricopa County Subdivision Regulations (MCSR)", or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case me be. This requirement shall not be waived by the board/commission. *1*2

Date of Revisions			
*1	Effective 6-01-2009 TA2009004	*2	Effective 6-1-2010 TA2010004

MARICOPA COUNTY SUBDIVISION REGULATIONS

Chapter 5 – Variances & Modifications

SECTION 501. VARIANCES

Where the Commission finds that, in Development Master Plans, Unit Plans of Development, or in specific cases where unusual topographic or other exceptional conditions exist, extraordinary hardships may result from strict compliance with these regulations, it may vary the regulations so that substantial justice may be done and the public interest secured; provided that such variation will not have the effect of nullifying the intent and purpose of the Master Plan or these regulations. Approval of a Variance or modification by the Commission shall not suspend review and approval by appropriate agencies.

SECTION 502. LARGE SCALE DEVELOPMENT

The standards and requirements of these regulations may be modified by the Board in the case of a plan and program for a community plan (Development Master Plan) or neighborhood plan which, in the judgment and recommendation of the Commission, provides adequate public spaces and improvements for the circulation, recreation, light, air and service needs of the tract when fully developed and populated, and which also provides such covenants or other legal provisions as will assure conformity to and achievement of the plan.

SECTION 503. CONDITIONS

In granting Variances and modifications, the Board, upon recommendation of the Commission, may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so varied or modified.

MARICOPA COUNTY SUBDIVISION REGULATIONS

Chapter 6 – Violation & Penalty

SECTION 601. VIOLATION

If any land is subdivided in violation of these regulations, the Board of Supervisors, the County Attorney, duly authorized representatives of the or any adjacent or neighboring property owner who is especially damaged by the violation, in addition to the other remedies provided by law, may institute injunction, mandamus, abatement or any other appropriate action or proceeding to prevent such violation or attempted violation and to restrain, correct or abate such violation or attempted violation, or to prevent any act which constitutes a violation.

SECTION 602. PENALTY

It is unlawful to record the subdivision of property without the prior approval of the Board of Supervisors. Pursuant to Title 11, Section 11-806.01C, Arizona Revised Statues, any person causing a Final Plat to be recorded without first submitting the plat and obtaining approval of the Board shall be guilty of a Class 2 Misdemeanor. Any apparent violations of these regulations will be brought to the attention of the County Attorney for appropriate legal action pursuant to Title 11, Section 11-808.H, Arizona Revised Statutes. In addition, the matter will be brought to the attention of the Arizona State Department of Real Estate for possible action by the Arizona Attorney General's Office.

MARICOPA COUNTY SUBDIVISION REGULATIONS

Chapter 7 – Separability Clause, Repeal of Conflicting Ordinances, Effective Date

SECTION 701. SEPARABILITY CLAUSE

Should any article, section or provision of these regulations be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any portion thereof, other than the article, section, or provision declared to be unconstitutional or invalid.

SECTION 702. REPEAL OF CONFLICTING ORDINANCES

All ordinances or portions of ordinances in conflict with these regulations, or inconsistent with the provisions of these regulations, are hereby repealed to the extent necessary to give these regulations full force and effect.

SECTION 703. EFFECTIVE DATE

These regulations shall become effective on August 6, 1990.

MARICOPA COUNTY SUBDIVISION REGULATIONS

Administrative Guidelines

Maricopa County Planning and Development Department
501 North 44th Street, Suite 200 Phoenix, AZ 85008

June 2016

Maricopa County

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MARICOPA COUNTY SUBDIVISION REGULATIONS

Administrative Guidelines

1. PURPOSE

The purpose of these administrative guidelines is to establish and describe the precise content of applications required for subdivisions (preliminary plat, final plat, replats, abandonments). They are meant to be utilized as a tool by subdividers to assist them in filing such applications, and by staff in verifying that the applications are complete. These guidelines have been adopted by the Maricopa County Board of Supervisors and are effective as of August 6, 1990.

2. PRELIMINARY PLAT

As indicated in Section 202.1 of the Subdivision Regulations, the preliminary plat application will not be considered accepted for processing until all required information as contained in these guidelines is submitted.

1. The Preliminary Plat application form is to be completed in full by the applicant. The requested information on the form is self-explanatory. A copy of the form is attached to these guidelines as Exhibit "A".

2. **The Preliminary Plat shall be in the following format**:

   a. Overall drawing shall not exceed 24" x 36" in size (more than one sheet may be utilized).

   b. All mapped data shall be drawn at the same standard engineering scale, said scale not being greater than 200 feet to the inch. No architect or uncommon scale will be accepted.

   c. Plats must be drawn with the north direction toward the top or left side ("right read") of the sheet.

   d. The subdivider (or his representative) shall submit 20 copies. The required number of copies of the Preliminary Plat as a part of the application (see application to determine the number of copies required). It is recommended that a "working" plat drawing be submitted for preliminary Department review (for completeness only) prior to the preparation of the required number of copies. The subdivider or his representative shall also submit one 8-1/2" x 11" reduced copy with no more than a 7-1/2" x 9-1/2" image (which may be submitted after Department/TAC review has been completed, and appropriate revisions to the Preliminary Plat have been made).

3. **A Preliminary Plat shall contain the following information**:

a. **Department**:

1) Name, address, zip code and phone number of the landowner and the subdivider.

2) Name, address and phone number of the engineer, surveyor, landscape architect, or land planner preparing the plat, including the registration number, if registered.

3) Proposed name of the subdivision and its location by section, township and range.

4) North point and scale (written and graphic).

5) Date of preparation, including dates of any subsequent revisions.

6) Small scale vicinity map showing relative location of plat.

7) Appropriate zoning district designation (if rezoning has been filed provide designation of proposed zoning district and Rezone Application Case Number).

8) Subdivision Case Number(s) (e.g., Case No. S2002025). (NOTE: Case number required on copies of plat submitted after TAC meeting.)

9) Reference by dimension and bearing to section corners and quarter-section corners.

10) Subdivision boundaries clearly defined.

11) Name, book and page numbers of adjacent subdivisions or the names of record owners of adjoining parcels of unsubdivided land.

12) Lot layout, including minimum building lines related to all streets; lot numbers, and approximate dimensions and areas of proposed lots. A "typical" lot layout shall be provided which indicates entire standard building envelope (and which must conform with requirements of the Zoning Ordinance).

13) Existing and proposed contours established by field survey relating to USGS survey datum, or other datum approved in writing by the

County Engineer, to be shown on the same map as the subdivision layout, and 25 feet beyond the subdivision boundaries. Location and elevation of the benchmark used shall also be shown on the plat. The following contour intervals shall be the minimum considered acceptable; grades up to five percent, two feet; grades of five percent or greater, five feet. The average slopes within building envelopes of lots which are located in the Hillside Development Overlay Zoning District shall be shown on the Preliminary Plat.

14) Identification of method of providing domestic water supply and sewage collection, treatment and disposal facilities, both existing and proposed.

15) Identification and location of all utilities in and for the subdivision, both existing and proposed.

16) A preliminary plat filed within a Unit Plan of Development Zoning District shall provide the following additional information on the plat:

a) Boundaries of the plan, gross land area, area of streets and areas of each proposed type of land use, including schools, parks, playgrounds and common areas.

b) Areas proposed for residential use must indicate the type of dwellings (i.e., single-family detached, two-family, multi-family, etc.) with the minimum lot size, average lot size and maximum lot size proposed for each dwelling type.

c) A table which compares the requirements of the base zoning district, and the variations approved (or proposed if not yet approved) under the Unit Plan of Development. The table shall include: average lot area per dwelling unit, minimum setbacks, maximum lot coverage, the minimum distance between buildings, minimum lot size, minimum lot width, maximum building height (and number of stories) and a calculation of required parking spaces.

d) If buildings are to be clustered, the general location must be indicated.

e) Major and collector street layout with proposed right-of-way widths. Indication of whether the streets are to be public

or private must be included.

f) Proposed number of families and total projected population.

g) The building envelope of proposed commercial or industrial facilities.

h) A table which lists methods of fire protection (including number of fire hydrants), police protection, sewage and solid waste disposal, utility services (electric, gas, telephone, and cable TV) and water supply (including fire hydrants).

i) Proposed handling of site drainage and protection against storm waters and flooding. A drainage study must be included as specified in Chapter 3, Section 304.4 of the Subdivision Regulations.

j) Any other information as may be further required by these guidelines to carry out the purpose and intent of the Unit Plan of Development.

17) If a plat includes land for which multi-family, commercial or industrial use is proposed, such areas shall be clearly designated together with the existing zoning classification, present district boundary lines and status of any pending zoning change.

18) Designate existing use of property and note whether use is to be abandoned or not.

b. **Engineering:**

1) Location, widths and names of all existing or proposed streets, alleys, drainage ways, crosswalks and easements, or other public ways within or adjacent to the tract including all connections to adjoining platted or unplatted tracts, existing permanent buildings, railroad rights-of-way and other important features such as section lines, political subdivision or corporation lines and school district boundaries.

2) A statement as to the type and extent of proposed improvements shall be placed on the face of the plat.

3) Designation of all land to be dedicated, provided, or reserved for public or semipublic uses (including all easements), with the use/s indicated.

4) Reference by note whether utility services will be underground.

5) If lots are proposed to be irrigated, all easements, the preliminary location of valves, and the tentative line of the underground pipe must be shown.

c. **Flood Control District**:

1) Location by survey of streams, washes, canals, irrigation laterals, private ditches, culverts, lakes or other water features, including direction of flow and water surface elevations, and location and extent of areas subject to inundation and whether such inundation is frequent, periodic or occasional. Any portion of the subdivision within a Regulatory Floodplain as defined in the Subdivision Regulations shall be shown (See Plate 14 of these Guidelines).

2) Where water flows across proposed streets, adequate access during flow times must be shown.

3) A statement that the finished floor elevations of any structure will be free from inundation from a one-hundred-year flood event, and a statement of who is to maintain drainage easements/tracts and/or retention areas, if applicable.

4) Storm Water Disposal. All existing drainage patterns affecting the land included in the Preliminary Plat must be shown. Requirements of this section are not applicable if a drainage plan for the area included in the subdivision has been previously approved provided the previously approved drainage plan was prepared in accordance with current Flood Control District standards. In addition, the following must be provided:

a. Washes must indicate the following:

1. Size of contributing drainage area, in acres.

2. Approximate length and width of contributing drainage area.

b. Peak discharges and volume discharged at the lower boundary of

the proposed subdivision, indicating the effect on neighboring property.

c. If any part of the storm water flow is to be handled by an underground pipe system, the location of the inlets, tentative size and line of pipe and the outlet grade must be shown.

d. Development must be in accordance with the Maricopa County Drainage Regulations.

d. **Maricopa County Environmental Services Department**:

1) Existing usable sewers, water mains, culverts, or other underground structures within the subdivision and immediately adjacent thereto with pipe sizes, grades and locations indicated. Where sewers or water mains are not immediately adjacent thereto, give direction and distance to nearest such usable utility.

2) A statement as to the type of sewage disposal facilities proposed shall appear on the Preliminary Plat. If sewage facilities are to be provided in a community septic area within the subdivision, it shall be indicated on the plat. In subdivisions which are proposed to be served by individual sewage disposal systems, the location of which may cause structure setback deviations from those normally required in Zoning Ordinance provisions, each lot shall designate the specific setback deviation.

3) A statement as to the type of domestic water supply facilities shall be placed on the plat. If a portion of the subdivision is to be used for a community water supply facility, it shall be so indicated on the plat.

e. **Rural Metro Fire Department or Appropriate Fire District.** If fire protection is being provided, the number and location of fire hydrants shall be shown on the preliminary plat. Information regarding volume of water, line sizes and water pressure will be required at the final plat stage.

4. Other Agencies/interest groups receiving referrals of preliminary plat applications. In addition to the agencies receiving referrals of a Preliminary Plat for review purposes (as listed in Section 202.3b of the Subdivision Regulations), the below listed agencies/interest groups will, when appropriate, be sent a copy of the submitted Preliminary Plat by the Department for review and/or comment. It is suggested that the subdivider or his engineer, consult with the below listed agencies in the preparation of their Preliminary Plat application:

a. Appropriate homeowners association or area improvement association.

b. Appropriate utility companies (i.e., utility companies not listed in Section 202.3B, but which are to provide service to the subdivision).

c. Military air bases if subdivision is within AICUZ Study Area.

d. National Forest Service, if subdivision is in proximity to a National Forest.

e. Appropriate Indian reservation, if subdivision is in proximity to same.

f. Corps of Engineers, if subdivision is in proximity to Central Arizona Project.

g. Federal Bureau of Reclamation, if proposed subdivision has transmission line easements on it or there are transmission line easements in close proximity.

h. Natural Resource Conservation District (Soil Conservation Service), which is of assistance in soils reports preparation.

i. Arizona State Land Department or Bureau of Land Management, if subdivision is adjacent to state or federal public lands.

j. Federal Aviation Administration, if subdivision is in close proximity to an airport.

k. Maricopa County Department of Civil Defense and Emergency Services, if subdivision is within ten miles of the Palo Verde Nuclear Generating Station.

l. State Historic Preservation Office (SHPO), if appropriate.

3. FINAL PLAT

As indicated in Section 203.1 of the subdivision regulations, the final plat application will not be considered accepted for processing until all required information as contained in these guidelines is submitted.

1. Application Form (administered by the Department of Planning and Development). The final plat application form is to be completed in full by the applicant. The requested information on the form is self-explanatory. A copy of the information on the form is attached to these guidelines as Exhibit "B".

2. Application Letter (administered by the Department of Planning and Development). The application for Final Plat approval shall include a letter addressed to the Board requesting their approval. The letter shall indicate the name and address of the subdivider, the party responsible for preparing the plat, a statement of whether or not the proposed subdivision lies within three miles of the corporate limits of any city or town having subdivision regulations, and if so, certification that copies of the final plat have been filed with such city or town.

3. **General Final Plat Submittal Requirements (administered by the Department of Planning and Development). The Final Plat shall be in the following format:**

   a. The original of the Final plat shall be drawn on Mylar or a copy shall be reproduced on Mylar by an imaging process or other method that assures archival quality.

   b. Overall drawing shall not exceed 24" x 36" in size (more than one sheet may be utilized). If more than two sheets are required, a key shall be shown on the first sheet or on a separate sheet.

   c. All mapped data shall be drawn at the same standard engineering scale, said scale not being greater than 200 feet to the inch from an accurate survey. No architect or uncommon scale will be accepted.

   d. Final plat must be drawn with the north direction toward the top of left side ("right read") of the sheet.

   e. The subdivider, or his engineer, shall submit the number of copies of the original Final Plat as indicated on the application to the Department.

   f. In addition to the submittal of the required number of copies, it is the responsibility of the subdivider, or his engineer, to submit one copy of the Final Plat to the utility agency or agencies, including the irrigation district concerned if the lots are to be irrigated, concerned with the installation of utilities within the subdivision. The print(s) shall be submitted to the aforementioned at least 15 working days prior to the submittal of the Final Plat to the Department. These plats should contain a statement as to whether utility service is to be overhead or underground. One copy of the print will be returned directly to the subdivision engineer and the Department with any required additions or corrections noted thereon from all utility companies and the irrigation district having jurisdiction.

   g. In accordance with ARS 9-474, as amended 1978, if the plat is within three

miles of the corporate limits of a city having subdivision regulations, the subdivider shall submit copies of the final plat to said city for its review at least 30 working days prior to the regular Board meeting at which the subdivider wishes to be heard.

4. **Specific Final Plat Submittal Requirements (as required on agency by agency basis). A Final Plat shall contain the following information:**

a. **Department of Planning and Development:**

1) A title, which includes the name of the subdivision and its location by section, township, range and County. The title area should also contain the County's Subdivision Case Number (e.g. S2002025).

2) Name, registration number, and seal of the registered professional civil engineer or registered land surveyor preparing the plat.

3) Name and registration number of the registered professional civil engineer responsible for the engineering that is necessary in preparation of the proposed subdivision.

4) Date of plat preparation, including dates of any subsequent revisions.

5) North point and scale (both written and graphic).

6) Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced.

7) Any excepted parcel(s) within the plat boundary shall be accurately described by bearings and distances. Proper street and alley dedications adjacent to any proposed tracts or excepted parcels shall be provided by the subdivider by inclusion within the plat or by separate dedication noted on the plat, pursuant to Resolution of the Board adopted February 15, 1957.

8) Boundaries of the tract to be subdivided fully balanced and closed, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof. Corners of the plat should be noted and monuments found or set should be indicted: Each of the two corners of the subdivision traverse shall be tied by course and distance to separate section

corners or quarter corners. Portions of any adjacent property between major road intersections shall not be excluded from within the boundaries of the subdivision when needed or required for dedication or improvement of any traffic, drainage, or flood control facility. Such areas may be indicated as excluded tracts after necessary dedications are shown.

9) Location and dimensions of all lots shall be shown. Lot dimensions shall be indicated for at least one side lot line and either the front or rear lot line when lots are rectangular or square. If lots are not rectangular or square all lot line dimensions shall be indicated. All minimum building setback lines which adjoin all streets shall be shown and dimensioned for all lots intended for residential use of any character and on commercial or industrial lots immediately adjoining residential areas. Such lot dimensions, areas, or building setback lines shall not be less than required by the zoning ordinance or building line regulations applying to the property.

10) All required "sight-distance triangles" shall be indicated at street corners.

11) Where a subdivision is part of a Unit Plan of Development, those standards approved by the Board shall be shown on the final plat.

12) All lots shall utilize a block and lot numbering system or be numbered consecutively throughout the plat. Exceptions such as tracts and private parks shall be so designated, lettered or named, and clearly dimensioned. Ownership and maintenance responsibilities for tracts and private parks shall be indicated on the plat.

13) Name, book and page number of adjacent recorded subdivisions, with location of existing adjacent lots, easements and right-of-way shown, or notation "Unsubdivided" where appropriate. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted parcels within the plat.

14) Notes on final plat that all private streets and tracts will be maintained and by whom.

15) Certification by a registered professional civil engineer or registered land surveyor who has made the plat, that it is correct and accurate, that the monuments described in it have been located or established as described and the lot corners permanently set.

16) Space for approval by the Board under the signature of the Chairman of the Board and attested by the Clerk of the Board.

17) Where a subdivision contains a park, school or other public area which is shown upon the County Plan or as recommended by the Commission, such area shall be reserved for acquisition by the proper public agency within a period of one year after recording the Final Subdivision Plat.

18) A statement as follows: "The provisions of Article 1112 of the Maricopa County Zoning Ordinance (Outdoor Light Controls) will be adhered to."

19) A statement as follows: "This subdivision is located within the _____ Water Service Area and has been designated as having an assured water".

b. **Engineering:**

1) Names, centerlines, right-of-way lines, courses, lengths and widths of all public streets, alleys, crosswalks and utility easements: radii, points of tangency and central angles of all curvilinear streets and alleys, and radii of all rounded street line intersections.

2) The location, width and use of all public or private utility easements shall be noted.

3) The accurate outline of all property which is offered for dedication for public use and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.

4) Dedications: Statement of dedication of all streets and alleys for public use by the persons holding title by deed to the lands, by persons holding any other title of record, by persons holding title as vendees under land contract, and by spouses of said parties. If land dedicated is mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written location by section, township and range. Signatures must be witnessed. If the plat contains private streets, provisions shall be made for installation and maintenance of utilities and drainageways. Easements shall be provided for purposes indicated.

5) Acknowledgement of dedications: execution of dedication, acknowledged and certified by a notary public.

6) Assurance Statement as follows: "Assurance, for provision of required subdivision improvements and infrastructure, sufficient to protect Maricopa County and in accordance with the requirements of A.R.S. § 11-821 and A.R.S. § 11-822 and the Zoning Ordinance for the Unincorporated Area of Maricopa County has been provided in a form acceptable to the Director of the Maricopa County Planning and Development Department, in consultation with the County Engineer." Or, a statement that all improvements associated with the subdivision are existing and approved.[*1]

c. **Flood Control District:**

1) The limit of the Floodplain, as defined in Section 105 of the subdivision regulations, if any portion of the land being subdivided is within the Regulatory Floodplain shall be shown on the plat.

2) All drainageways and drainage easements, as well as maintenance responsibilities and ownership, shall be shown on the plat. All development must be in accordance with the Drainage Regulations for Maricopa County.

3) In areas subject to flooding, minimum finished first floor elevations shall be shown as may be required by the Flood Control District.

d. **Maricopa County Environmental Services Department:** (See Section 4.b.6. of these Guidelines - County Engineer/ Department of Transportation) for information regarding assurance statements on provisions of water and sewer service for the subdivision.

e. **County Assessor:** Certification of County Assessor as follows:

"Certificate of County Assessor: I, the undersigned as a Deputy County Assessor, Maricopa County, Arizona, do hereby certify that as of this date, the records of this office reflect that _____ as designated on the plat is owner of the property as shown on the plat and more particularly described as Assessor's Parcel Number(s) _____.

_____ _____
Deputy County Assessor Date

f. **County Treasurer:** Certification of County Treasurer as follows:

"Certificate of Treasurer: I, the undersigned as a Deputy County Treasurer, Maricopa County, Arizona, do hereby certify that as of this date, the records of this office reflect that there are no tax liens on any of the parcels comprising the plat, as listed in the Assessor's Certification, with the following exceptions:

_____

_____

_____ _____

Deputy County Treasurer Date

4. SUBDIVISION DESIGN PRINCIPLES

The following design principles are to be used as a guide in the layout and design of subdivisions. The Planning and Zoning Commission in its review of Preliminary Plats and the Board of Supervisors in its approval of Final Plats may either deny subdivision plat applications or condition them such that they conform to the following minimum acceptable design principles.

1. **Neighborhood Planning Considerations**. (See Plate 1 for Schematic Neighborhood Unit). For purposes of physical planning, a neighborhood is considered to be that area tributary to an elementary school. The service area of an elementary school depends upon density of development and may vary from 1/4 mile radius to 1/2 mile radius in fully developed portions of the urban area. The neighborhood should be bounded by major streets or other topographical barriers so that elementary pupils are not required to cross a major street in walking to and from school, and that this should be a major criterion for determination of the design capacity of a new school or service area of an existing school.

2. **Street and Highways. (Plates 2-10 provide examples)**.

   a. Street arrangements in subdivisions shall be designed so as not to cause a hardship to owners of adjoining property when they plat their own land

and seek to provide for convenient access thereto. Residential streets shall be so designed as to discourage through traffic, but offset streets should be avoided.

b. Grades, curvatures, sight distances, alignment and profile are some of the various elements that must be considered in roadway design. Detailed information on street and highway standards applicable to subdivisions and larger developments should be requested of the County Department of Transportation at an early stage in planning any specific project.

c. Grades for local residential streets should be as flat as is consistent with the surrounding terrain. The gradient for local streets should be less than 15 percent. For streets in commercial and industrial areas, gradient design should be less than eight percent; desirably, it should be less than five percent, and flatter gradients should be emphasized. To provide for proper drainage, the desirable minimum grade that should be used for streets without curbs is 0.30 percent, but a minimum grade of 0.20 percent may be used.

d. Other special design features may be necessary where surface drainage from local storms is excessive. If flooding or ponding is anticipated on any portion of a proposed project, the developer should confer with the Maricopa County Department of Transportation and the Flood Control District prior to Preliminary Plat preparation in order to provide for storm drainage and to achieve the best internal street network possible under existing conditions (Plate 2).

e. Design Standards for street construction have been established by the Maricopa County Department of Transportation and approved by the Board. Generally speaking, streets are to be designed to the width consistent with the dedicated right-of-way and the traffic function of the particular street. For specific street Design Standard Requirements see Chapter 3, Section 303.2. Any questions or matters pertaining to the design and construction of streets should be referred to the Maricopa County Department of Transportation.

f. In general, the curvilinear street pattern is better suited to areas of irregular topography and provides greater aesthetic appeal than that afforded by the grid pattern.

g. The recent design tendency has been to avoid grid street patterns, partly to eliminate some of the excessive amount of street pavement and service roads resulting from the numerous cross streets in a gridiron design and

partly for reasons of traffic control. Curving street patterns make it possible to divert the heavier traffic flow from small residential streets into main thoroughfares, thus avoiding the dangers to children and in general lessening the creation of noise and other disturbances.

h. Plates 3A and 3B located in these Guidelines illustrate different schematic arrangements of lots and streets in relation to arterial streets. In general, long blocks should lie in the direction of the main local traffic flow and not cause long detours in reaching major objectives such as the school, commercial area or major highway. For information on requirements of block length, see Chapter 3, Section 303.2.k. in the Subdivision Regulations.

i. Where a proposed subdivision abuts or contains an existing or proposed arterial route, local service roads or reverse frontage with non-access easements and screening along the arterial route can be used to protect the residential properties from the nuisance and hazard of high volume traffic and to preserve the traffic function of the arterial route (NOTE: "Sight-Distance Triangles" must be placed at street intersections). See Plates 4, 5, and 6 for examples of intersections with arterial streets.

j. Some Rules for Designing Safe Residential Streets (See Plates 7-10 for examples):

1) Use three-way rather than four-way intersections whenever possible;

2) Use curved streets, if appropriate;

3) Minimize number of frontage roads;

4) Minimize continuous streets through neighborhoods, particularly those connecting two major arterials by a direct route;

5) Avoid irregular intersections such as multi-legged intersections and Y-types where two legs meet at acute angles; and,

6) Eliminate jogs in intersection alignments and hidden intersections where visibility is limited by structures, natural features or plant growth.

k. The number of intersections, especially those involving arterial streets and railroads, should be kept to a minimum, but consistent with traffic needs.

Intersection design is of extreme significance since a very heavy proportion of total accidents continue to occur where streets and other rights-of-way converge. A minimum number of 4-way intersections should be used in order to reduce traffic hazards. Plates 4, 5 and 6 illustrate street arrangements that tend to reduce traffic hazards.

l. Names of streets must be consistent with the natural alignments and extensions of existing streets and the MAG Address and Street Assignment Policy. If new street names must be used, they may not duplicate in whole or in part existing names. The developer or subdivider should confer with the Department on proposed street names prior to submission of a preliminary plat.

3. **Block and Lot Design** (Plate 11)

a. Residential lots should be designed in a manner appropriate to the use and density characteristics of the development. A better neighborhood appearance results if a variety of lot shapes and sizes can be provided and coordinated with the different styles of structures planned. It is recommended that Chapter 3, Section 303 (Design Standards) of the Subdivision Regulations be reviewed as a part of these Administrative Guidelines.

b. Residential lots must contain a building finish floor elevation which is above the Regulatory Flood Elevation and must meet all requirements of the Drainage Regulations. For further information on these requirements, see pertinent sections of the Subdivision Regulations, Floodplain Regulations, Drainage Regulations, Drainage sections of the Subdivision Regulations, and/or contact the Flood Control District of Maricopa County.

c. It is inevitable that the street pattern will have the greatest effect on the ultimate size and shape of lots in a subdivision. For example, a curvilinear street pattern will result in a greater number of nonrectangular or wedge-shaped lots with a greater variety of lot sizes, whereas with a grid pattern the opposite would be the case.

d. Corner lots for residential use are required to be wider than interior lots in order to provide adequate yard setbacks from both streets. Property lines at corners must be rounded in accordance with the Subdivision Regulation requirements in Chapter 3, Section 303.1.e.

e. Lot depth-to-width ratios for usable areas of a residential lot should not be

greater than 3 to 1. For commercial and industrial lots, the lot depth-to-width ratio for usable areas of the lot should not be greater than 4 to 1.

f. No remnants of property should be left in the subdivisions which do not conform to lot requirements in the zoning district in which they are located, unless required and dedicated for approved public purpose.

g. Whenever practical, all subdivisions created within any rural or single-family residential zone should be designed to facilitate solar access and energy efficiency.

h. Lots should be designed so that grading can be accomplished in such a manner as to preclude excessive grade differences (e.g., 2 feet) between adjacent lots or between lots and adjacent streets.

4. **Alley and Easement Design** (Plates 3A, 3B, 13 and 14):

a. Alleys should be provided in multiple-family, commercial and industrial use areas and easements are generally preferable in single-family residential areas per Standards in the Subdivision Regulations - Chapter 3, Section 303.2.1.

b. Non-access easements, which are easements prohibiting vehicular access from an arterial street side of double frontage lots, are required per Subdivision Regulations. Plate 3A and 3B located in these Guidelines provides an example of such easements.

c. Utility easements along rear lot lines must be as straight and long as possible per Subdivision Regulations. Plate 14 located in these Guidelines provides an example of such easements.

d. Standards for utility easements or alleys on lots facing on curvilinear streets shall be as required in the Subdivision Regulations – Chapter 3, Section 303.2.o. Plate 14 located in these Guidelines provides an example of good design.

e. Pedestrian ways with right-of-way width of eight feet may be required where essential for circulation or access to schools, playgrounds, shopping centers, transportation, and other community facilities. Pedestrian ways may be used for utility purposes.

5. **Drainage and Detention/Retention of Storm Water**. All subdivision design

must be in conformance with Drainage Regulations of Maricopa County as required by the Maricopa County Flood Control District. Engineered Drainage Reports will be required for all subdivisions. Please review Chapter 3, Section 304.4 of the Subdivision Regulations for minimum improvement standards.

6. **Sanitary and Water Facilities**. All sanitary and water facilities shall be as required by the Maricopa County Environmental Services Department. Please review Chapter 3, Section 304.2 and Section 304.3 of the Subdivision Regulations for minimum improvement standards.

   a. Percolation tests and test boring logs in accordance with the requirements of the County Health Department should be taken at the proposed subdivision prior to the approval of the Preliminary Plat.

7. **Fire Protection**. It is the responsibility of the subdivider or developer to ensure that all subdivisions are initially provided with adequate fire protection facilities. Please review Chapter 3, Section 304.2.b. of the Subdivision Regulations for minimum improvement standards.

8. **Hillside Subdivision**. Planning, platting and development of hillside subdivisions involve special problems and require special handling by the subdivider and his engineer, and, by the Commission, staff, and reviewing officials. These problems are preservation of scenic beauty and natural vegetation for the benefit of the general public, safe construction of public improvements commensurate with lower density and lesser public use, and safe construction of private improvements related to sewage disposal, water supply, storm drainage and foundation bearing. It is strongly recommended that the Hillside Development Standards in the Zoning Ordinance (Chapter 12) be reviewed prior to commencing with the design of any hillside subdivision.

   a. Lot width and area shall be closely related to the terrain, drainage, percolation factors or construction of sanitary sewers with emphasis placed on selection of homesites and access of the homesites.

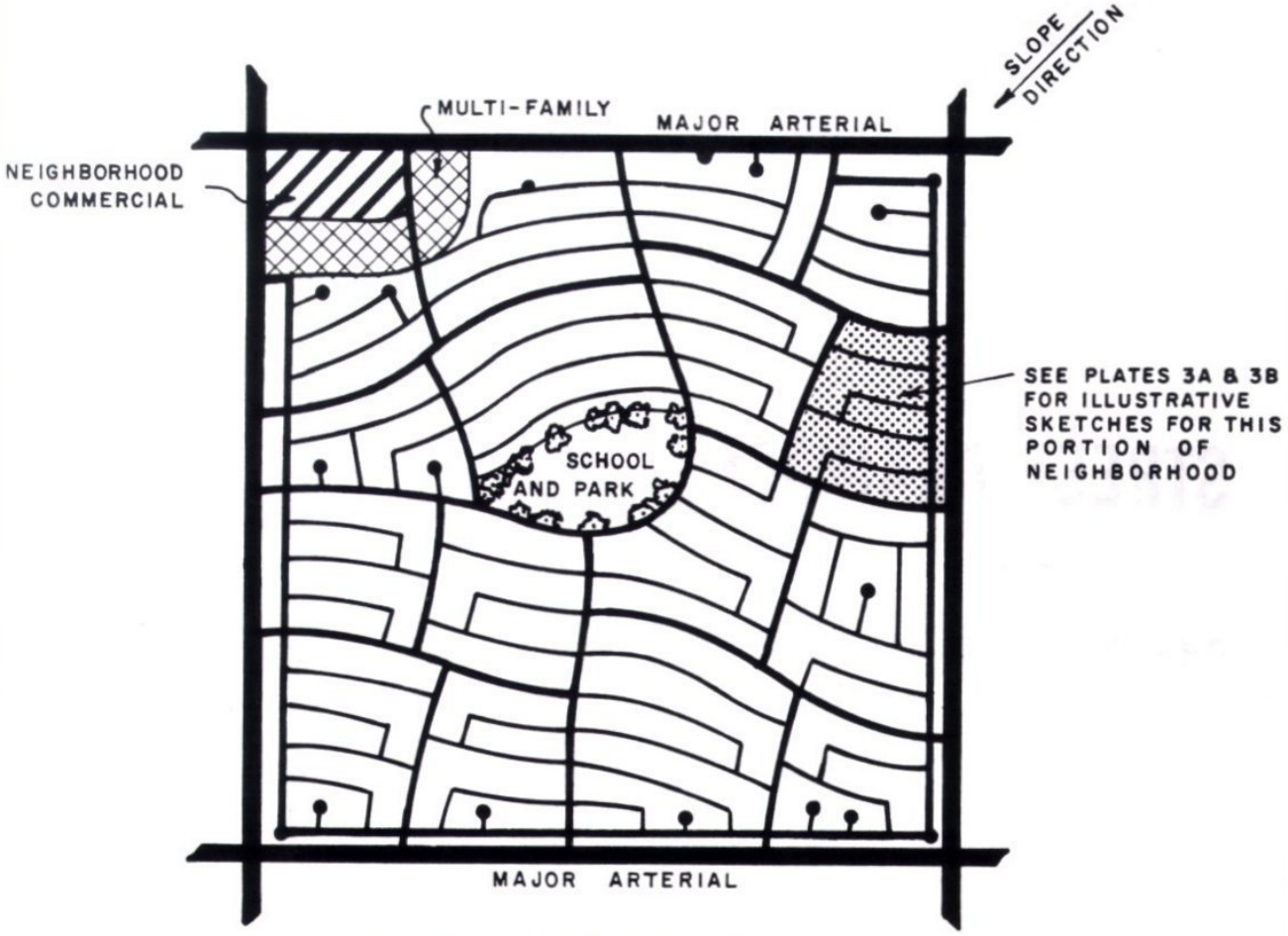
   b. In designing hillside subdivision, it should be noted that unorthodox lotting patterns may be permitted only when they meet Zoning Ordinance minimum lot standards. In cases where extreme sloped conditions exist, it may be necessary to obtain Residential Unit Plan of Development (R.U.P.D.) approval by the Planning and Zoning Commission and the Board of Supervisors to allow unorthodox lotting patterns (i.e., lots not meeting minimum lot size or width requirements).

   c. Street design in hillside subdivision shall be as required by the Maricopa

County Department of Transportation. The gradient for local streets should be less than 15 percent. Where grades of four percent or steeper are necessary, the drainage design may become critical. On such grades, special care must be taken in the design of streets to prevent erosion on slopes and open drainage facilities. For other required Design Standards, see Chapter 3, Section 303.2 in the Subdivision Regulations.

d. Due to problems requiring special field and office review by the Maricopa County Environmental Services Department, the County Engineer and the staff, subdividers should expect processing time for hillside plats to exceed that otherwise required for normal plats.

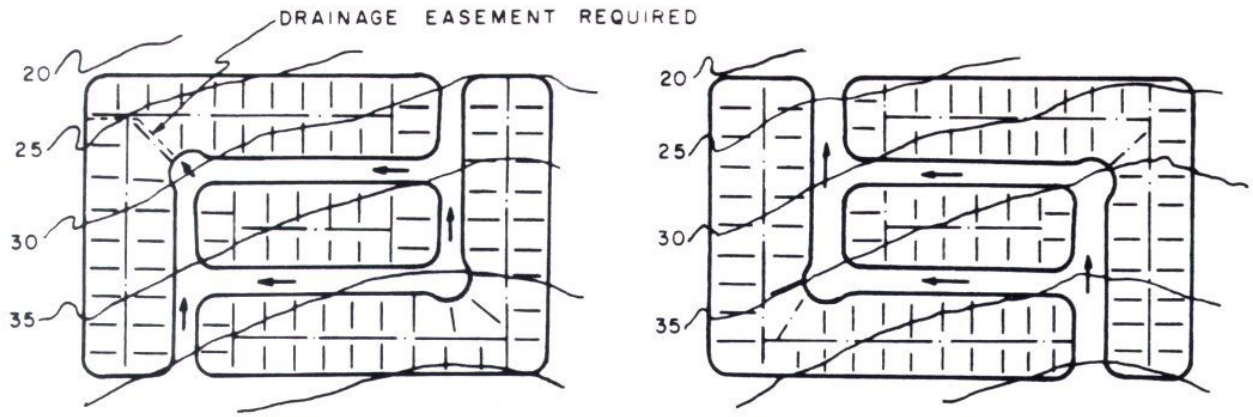
Date of Revisions			
*1	Approved 5-4-2016 - TA2015005		



SCHEMATIC NEIGHBORHOOD UNIT

(1 SQUARE MILE OR LESS DEPENDING UPON POPULATION DENSITY AND SCHOOL REQUIREMENTS)

PLATE 1



STREET DRAINAGE

for

RESIDENTIAL STREETS

Streets should be so designed and arranged in relation to existing topography as to facilitate drainage. Proper design will eliminate excessive cuts and fills and unnecessary drainageways between lots.

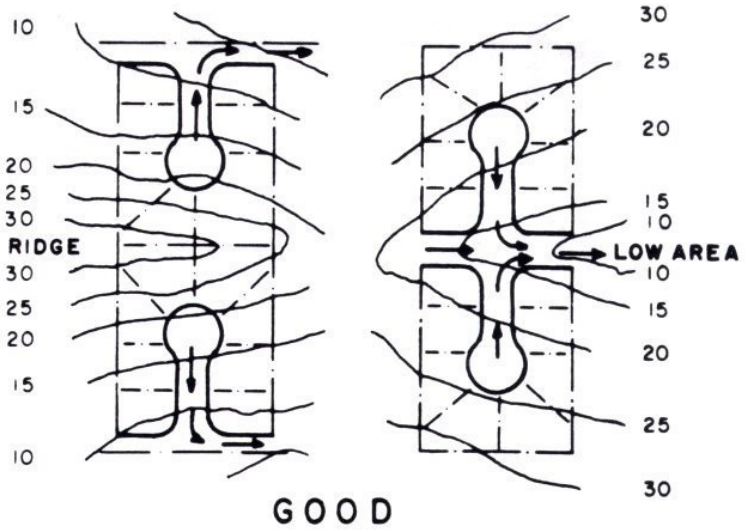
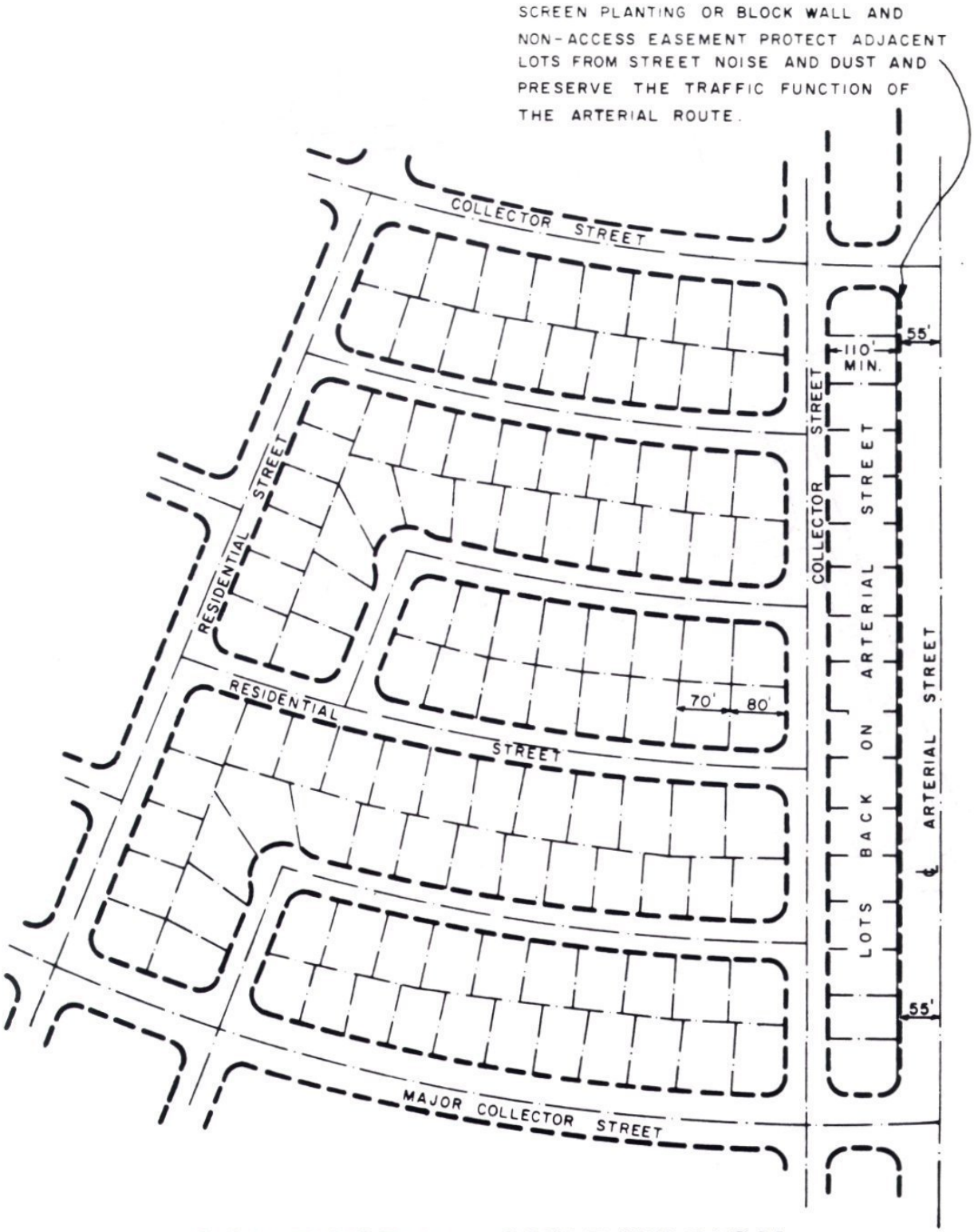


PLATE 2



SCHEMATIC SUBDIVISION

PLATE 3A

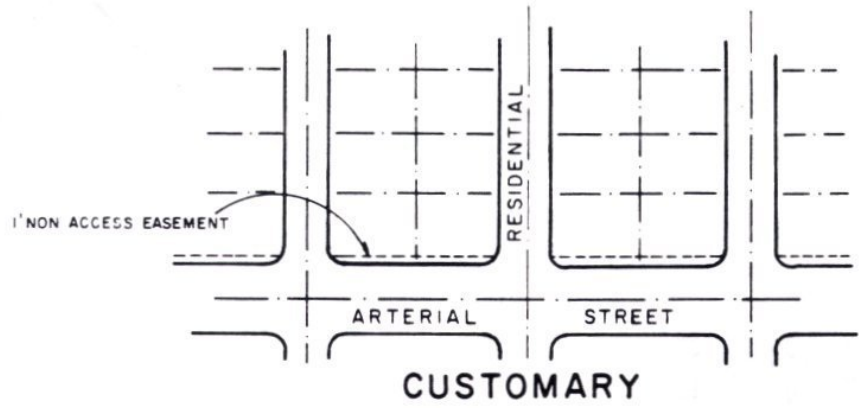
SCHEMATIC SUBDIVISION

PLATE 3B

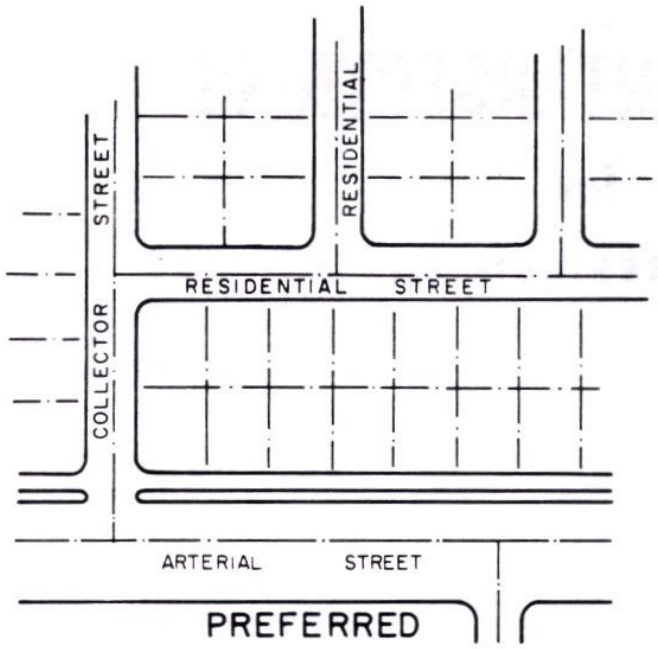
As Revised and Adopted by the Board of Supervisors October 1, 1975

STREET INTERSECTIONS

Openings onto arterial streets should be limited to quarter mile intervals. However, if more frequent intersections are necessary, they should be "T" type intersections as illustrated.



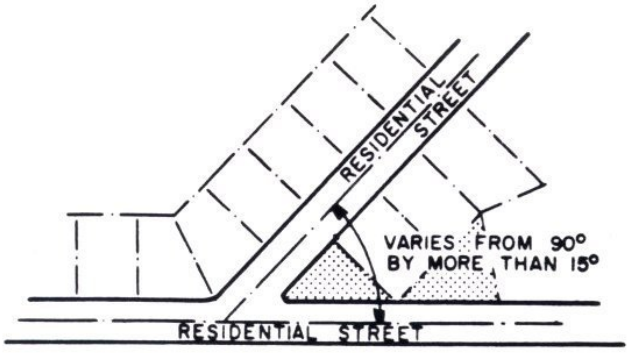
CUSTOMARY



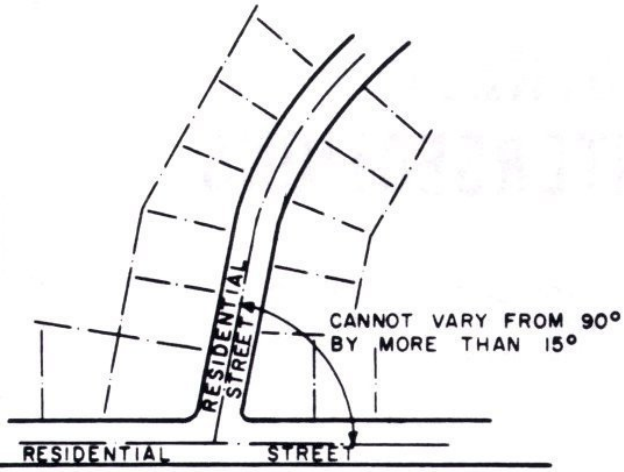
PREFERRED

PLATE 4

ANGLE of INTERSECTIONS for RESIDENTIAL STREETS

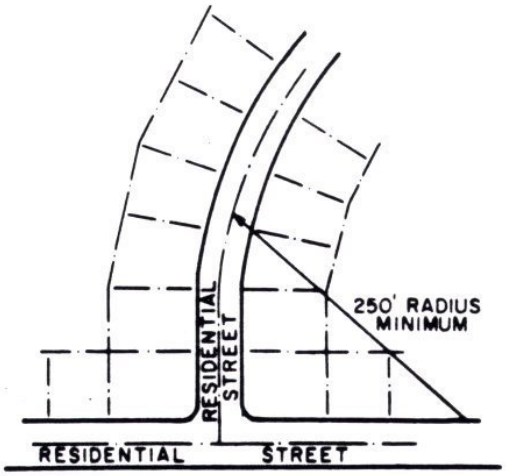


NOT ACCEPTABLE



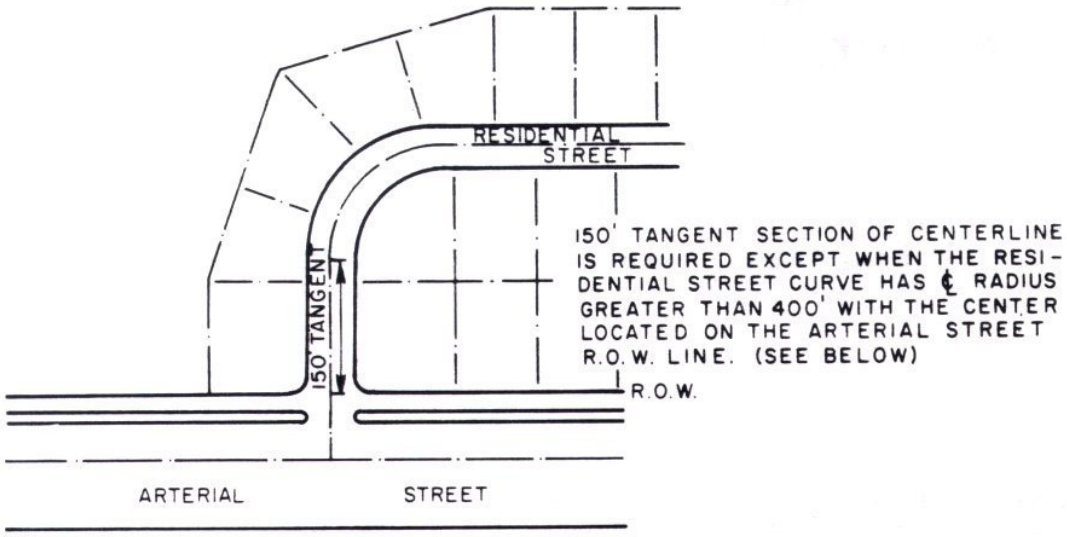
ACCEPTABLE, IF NECESSARY

Street intersections should be carefully designed so as to eliminate dangerous traffic movements and odd shaped lots.



PREFERRED

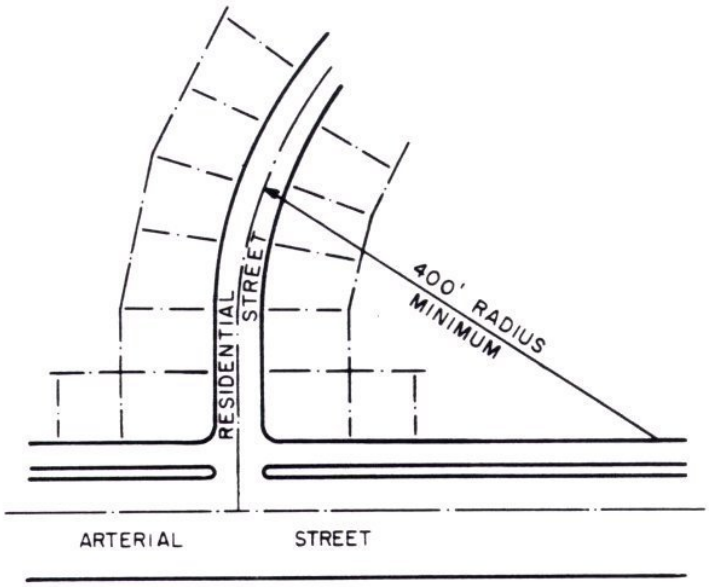
PLATE 5



GOOD

ANGLE of INTERSECTIONS for ARTERIAL STREETS

All intersections of arterial streets and collector streets should be at right angles.

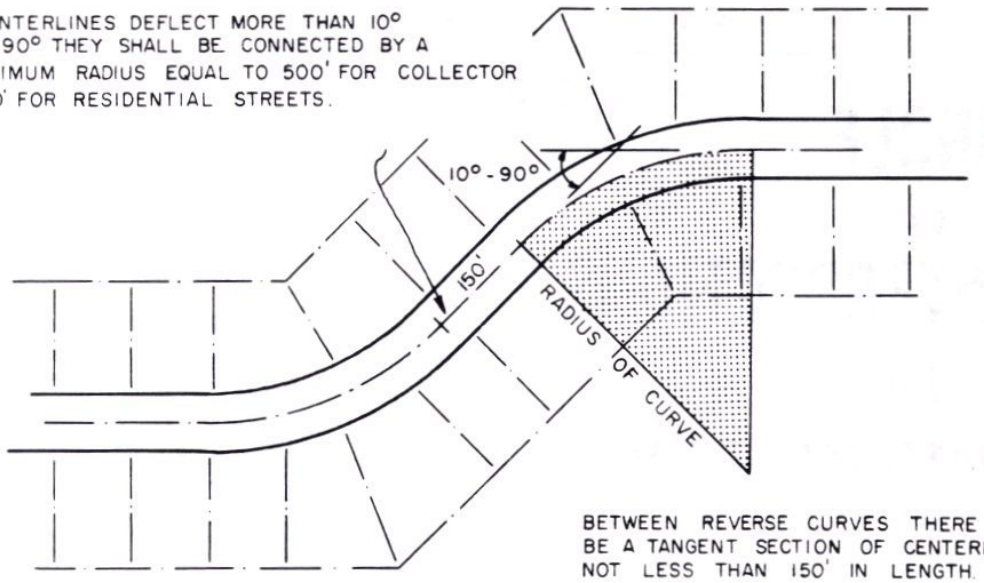


GOOD

PLATE 6

CENTERLINE DEFLECTION
and
REVERSE CURVES
for
COLLECTOR and RESIDENTIAL STREETS

WHEN TANGENT CENTERLINES DEFLECT MORE THAN 10° AND LESS THAN 90° THEY SHALL BE CONNECTED BY A CURVE WITH MINIMUM RADIUS EQUAL TO 500' FOR COLLECTOR STREETS AND 200' FOR RESIDENTIAL STREETS.



BETWEEN REVERSE CURVES THERE SHALL BE A TANGENT SECTION OF CENTERLINE NOT LESS THAN 150' IN LENGTH.

NOTE :

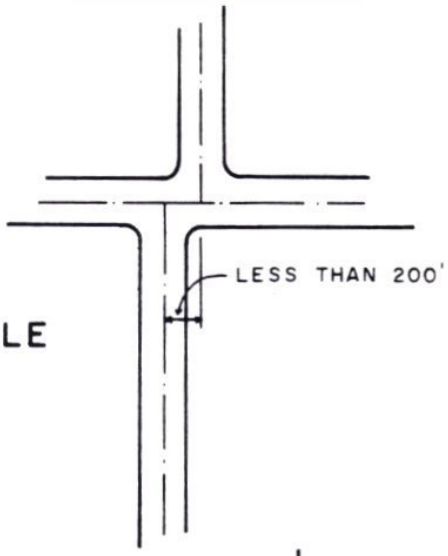
Horizontal Alignments on Arterial Routes shall be determined by the County Engineer.

PLATE 7

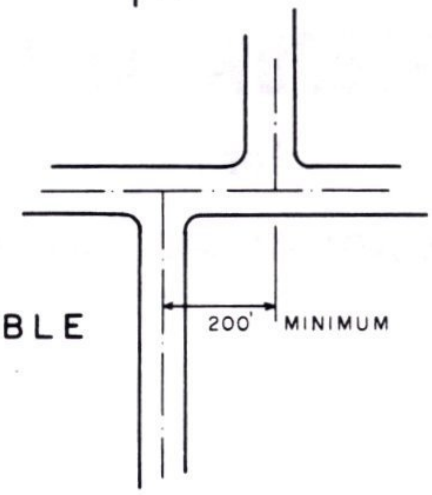
STREET JOGS

for

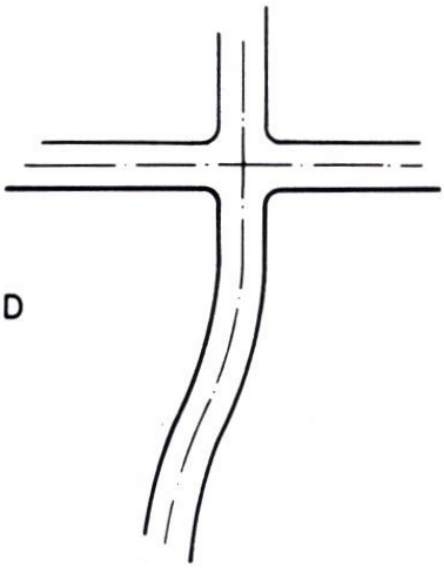
RESIDENTIAL STREETS



NOT ACCEPTABLE



ACCEPTABLE



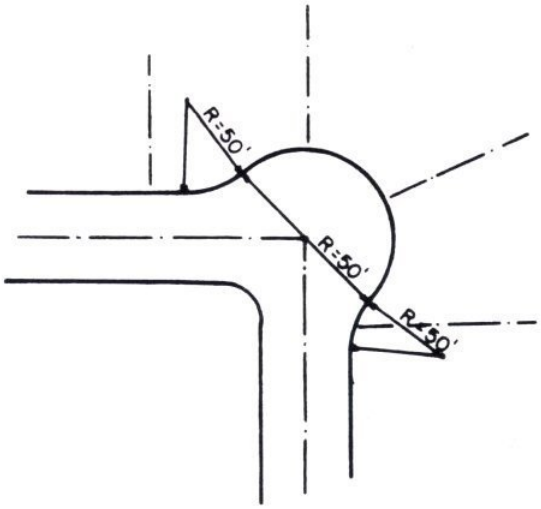
GOOD

NOTE:

Horizontal Alignments on Arterial Routes shall be determined by the County Engineer.

PLATE 8

Eyebrow design and lotting arrangement for right angle turns.



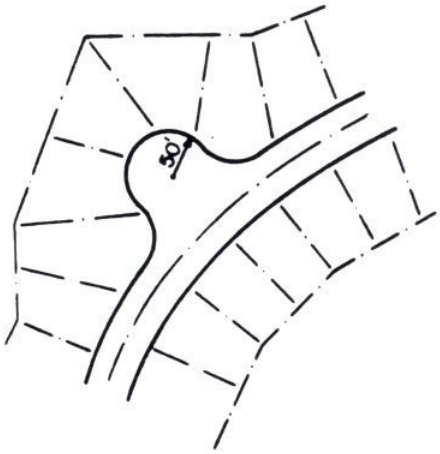
GOOD

EYEBROW DESIGNS

for

RESIDENTIAL STREETS

Eyebrow design provides frontage for additional lots in deeper portions of a block.



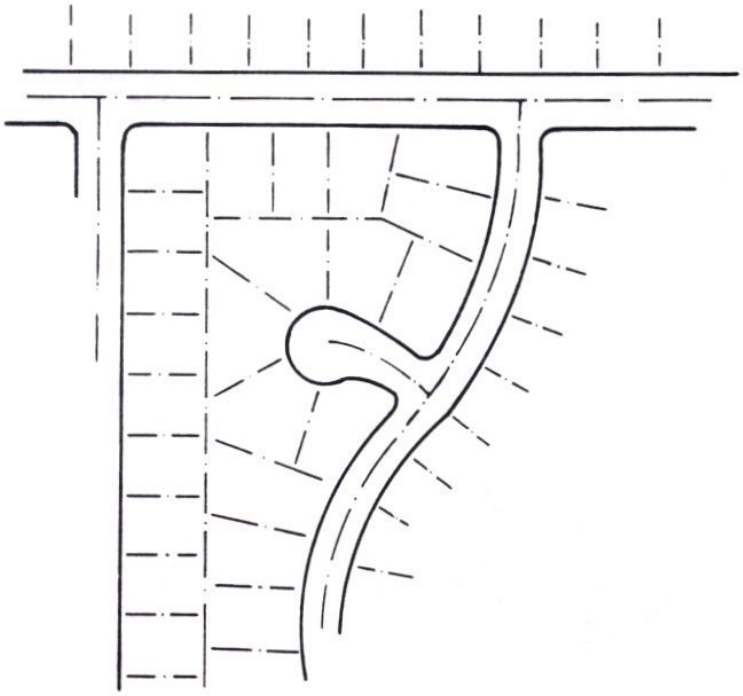
GOOD

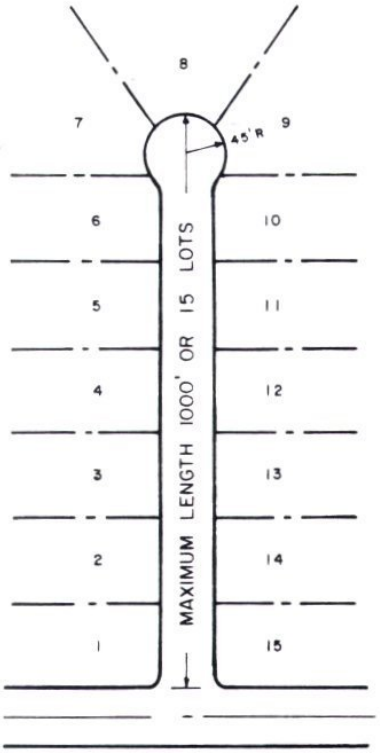
NOTE:

Eyebrow designs should not be used on collector or arterial streets.

PLATE 9

Culs-de-sac should be used to serve irregular areas of a tract that would otherwise be inaccessible. Culs-de-sac should not be used excessively nor as a primary design feature.





CULS - DE - SAC

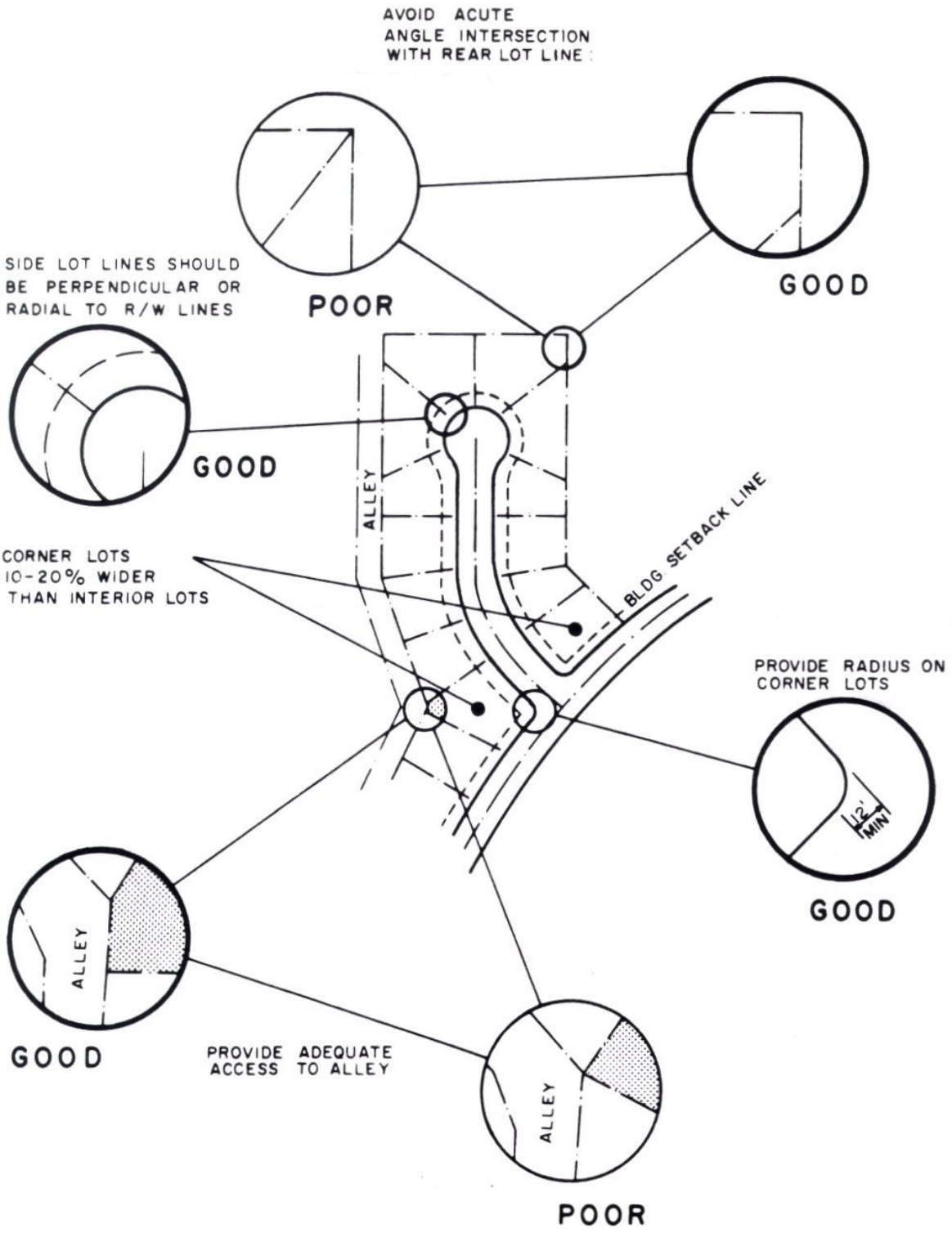
for

RESIDENTIAL STREETS

Culs-de-sac should preferably not be longer than 1,000 feet or provide frontage for more than 15 lots and should terminate in a turn-around at the closed end.

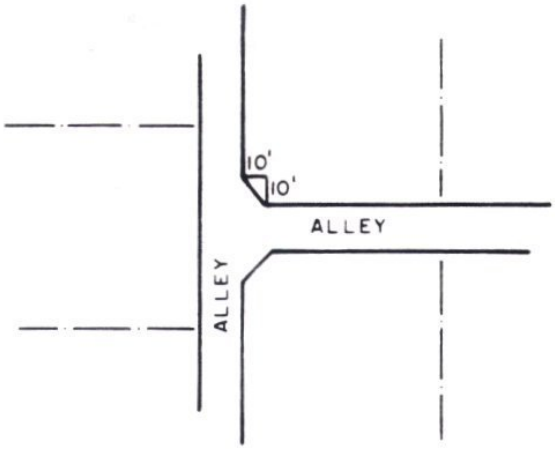
PLATE 10

As Revised and Adopted by the Board of Supervisors October 1, 1975



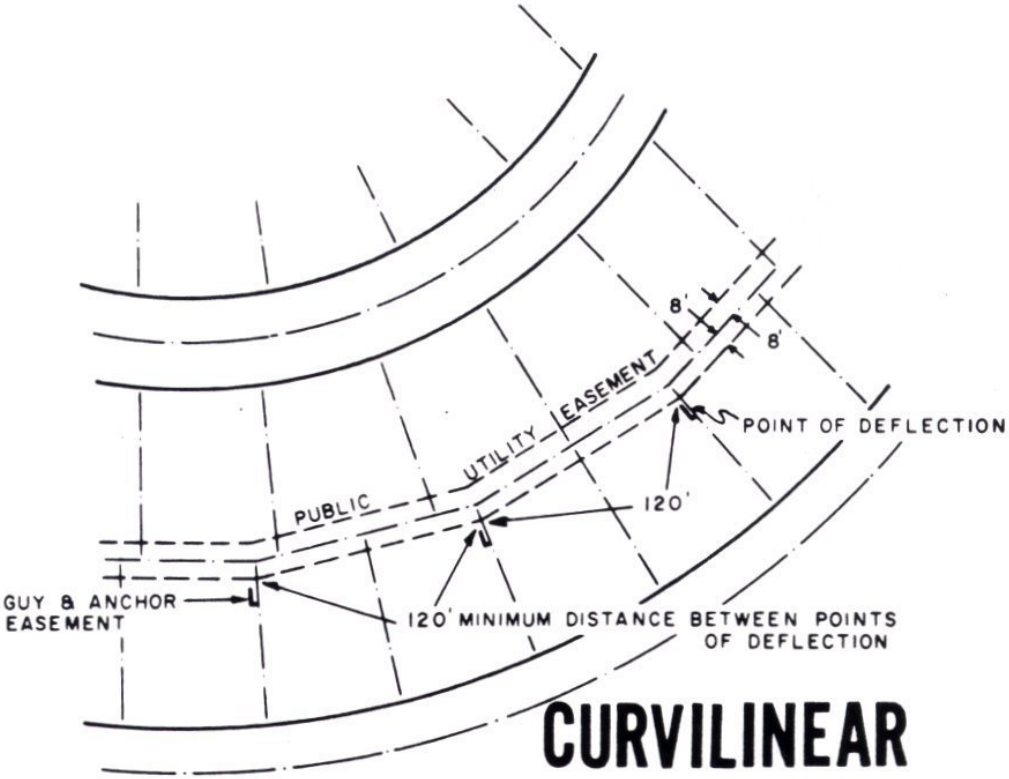
LOT DESIGN

PLATE II



ALLEY INTERSECTIONS

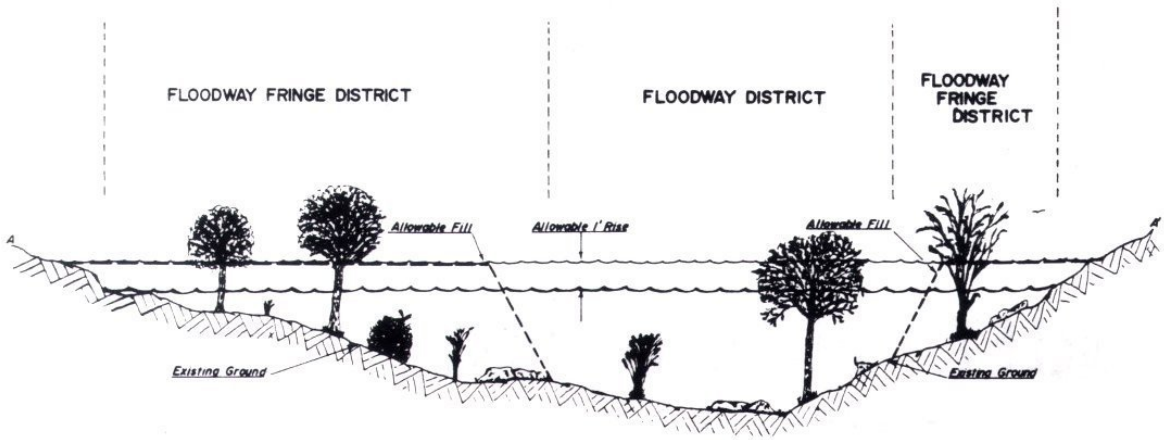
PLATE 12



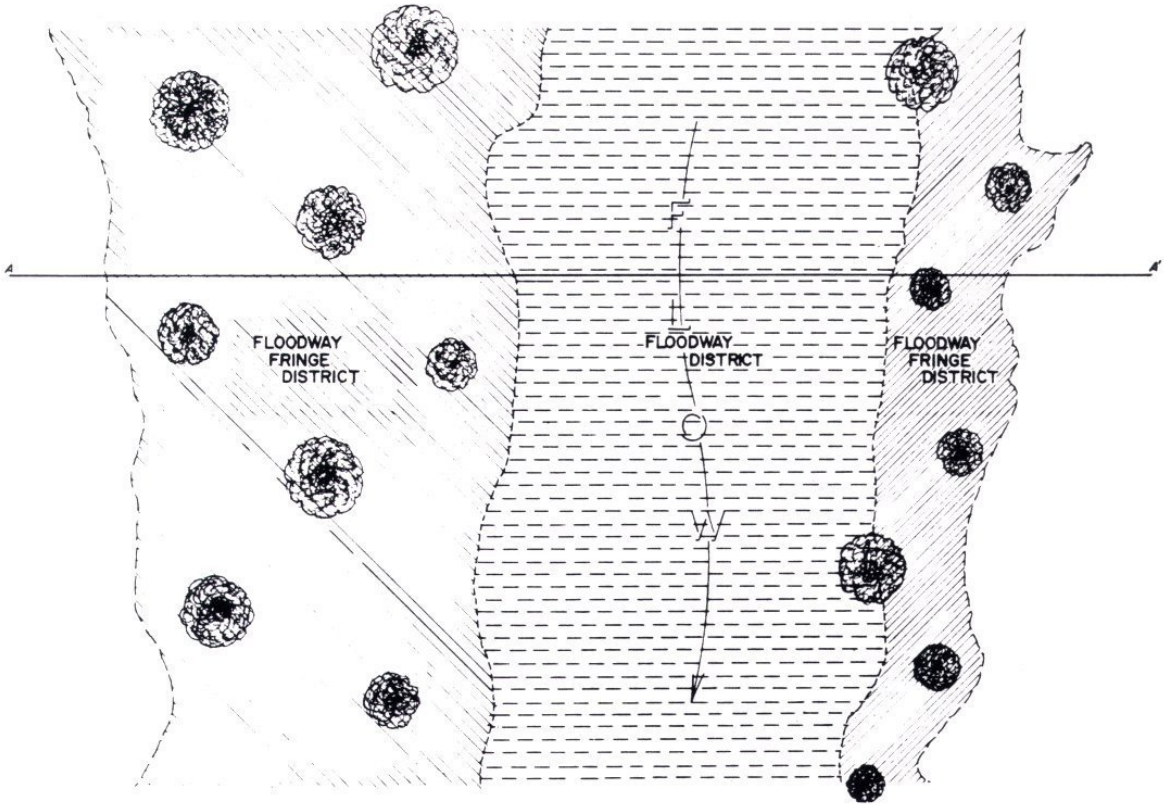
CURVILINEAR LOT AND EASEMENT PLANNING

PLATE 13

TWO-DISTRICT FLOODPLAIN REGULATION



ELEVATION



PLAN