



Chandler • Arizona
Where Values Make The Difference

Civil Engineering Final Plat Review Checklist

Log No _____

Project:	
Location:	

Legend	
/	Requirement satisfied.
O	Requirement not satisfied.
?	Unable to determine status, more information is required.
X	Not applicable.

Review #	Reviewed By	Date
1		
2		
3		
4		
5		

The requirements referred to on the checklist can be found in Chapter 35 (Land Use and Zoning) and Chapter 48 (Subdivisions) of the Chandler City Code, and in the City's Technical Design Manuals.

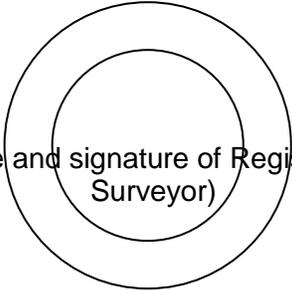
Item	Requirement	Comments
1.	Substitute "community association", "property owners association" or "unit owners association" for "homeowners association" where appropriate throughout this checklist, including those items that must appear on the final plat. Homeowners association and community association usually apply to a residential development. Property owners association usually applies to a commercial or industrial development. Unit owners association usually applies to a condominium development whether residential, commercial or industrial in keeping with <i>Arizona Revised Statutes, Title 33 - Property, Chapter 9 - Condominiums</i> .	
2.	The substitutions noted in item No. 1 also apply to the Covenants, Conditions and Restrictions (CC&R's) and the document that establishes the association.	
3.	Submit the final plat on 24" x 36" sheets.	

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

Transportation and Development Department
Development Services Division
Civil Engineering Plan Review Section
215 E. Buffalo St., Chandler Arizona

Telephone: (480) 782-3000
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www.chandleraz.gov
Form No: UDM-024/Civil
Rev: 6-8-11

Item	Requirement	Comments
4.	The minimum allowable scale is 1" = 200'. Note the scale on each sheet.	
5.	The minimum height of all text and symbols must be 0.1" (one-tenth of one inch) and be in full density black ink.	
6.	All official seals and stamps affixed to the final plat must be in black ink as required by the Maricopa County Recorder's Office. All signatures must be in black ink.	
7.	Provide the City's log number in the lower right hand margin of all plat sheets: C.O.C. Log No. _____	
8.	Place a key map on the cover sheet showing all tracts, parcels and lots by number or letter. When the plat contains more than two sheets, the key map must define the area covered by each sheet and indicate the sheet number.	
9.	Show the subdivision name on all sheets of the final plat.	
10.	If applicable, show the following note on the cover sheet: These private streets will remain private and will never convert to public ownership.	

Item	Requirement	Comments
11.	<p>Place the following certification and the name, address, and registration number of the registered land surveyor preparing the final plat on the cover sheet:</p> <p>THIS IS TO CERTIFY THAT THIS PLAT IS CORRECT AND ACCURATE AND THE MONUMENTS DESCRIBED HEREIN HAVE EITHER BEEN SET OR LOCATED AS DESCRIBED TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p>  <p>(Seal, date and signature of Registered Land Surveyor)</p> <p>(Name of Registered Land Surveyor) Registered Land Surveyor No. _____ (Street address) (City, state, zip code)</p>	
12.	<p>Show on the cover sheet the subdivision location as defined by its section, township, range, principal meridian, county and state.</p> <p>This subdivision is located in part or in total over a previously recorded plat. Include the appropriate record reference, e.g. plat name and Maricopa County Recorder recordation information, in the heading on the cover sheet and on the map sheet of the plat.</p>	
13.	<p>Show a north arrow on each sheet.</p>	
14.	<p>Provide a vicinity map on the cover sheet. Show the City limits if applicable. City of Chandler, other cities, Town of Gilbert, Maricopa County, Pinal County and Gila River Indian Community must be labeled, if applicable, wherever the project site abuts land that has not been incorporated by the City of Chandler.</p>	
15.	<p>Show the gross area on the cover sheet.</p>	
16.	<p>Provide a legend on the cover sheet.</p>	
17.	<p>Provide tract and parcel areas on the cover sheet.</p>	
18.	<p>Designate all non-arterial medians, except those in</p>	

Item	Requirement	Comments
	private streets, as tracts to be maintained by the homeowners association.	
19.	Number all lots consecutively beginning with lot number "1". Letter all tracts and parcels consecutively beginning with tract/parcel "A". Also, label exception parcels. This consecutive numbering and lettering applies to the master-planned or multi-unit development, e.g., the lots of each block or unit will not be numbered beginning with the number "1" and the tracts and parcels of each block or unit will not be lettered beginning with the letter "A".	
20.	Note tracts or parcels being dedicated to the City with this plat. Also, note their uses.	
21.	Add this note, if applicable, to the final plat: This subdivision shall comply with the Residential Development Standards dated May 23, 2002. The <i>Residential Development Standards</i> are also referred to as the Residential Design Standards, the Residential Diversity Standards, and the Diversity Standards.	
22.	Add the following note to the final plat: Construction within utility easements shall be limited to utilities, fences and driveways.	
23.	Add the following note to the final plat: No structures or vegetation of any kind that would impede the flow of water through the easements may be constructed, planted or allowed to grow within drainage easements.	
24.	An easement is dedicated for the exclusive use of water, sanitary sewer, reclaimed water or any combination thereof. Include the following note on the plat cover sheet or in the easement by separate instrument: In easements for the exclusive use of water, sanitary sewer, reclaimed water or any combination thereof, only ground cover and bushes are allowed to be planted within the easement area. No trees are allowed.	

Item	Requirement	Comments
25.	Coordinate with the City of Chandler Community Services Department for property that will be reserved as a park site or for property other than street right-of-way that will be conveyed to the City of Chandler either by the final plat or by separate instrument.	
26.	<p>The following note is required on the final plat:</p> <p>The person(s) holding title to the common area tracts (“titleholder(s)”) shall be responsible for irrigation of the common area tracts. The source of irrigation water for the common area tracts shall be reclaimed water (“effluent”), but if reclaimed water is unavailable at the time construction in the subdivision begins, the titleholder(s) shall cause the common area tracts to be irrigated and supplied with water, other than surface water from any irrigation district, through sources consistent with the Arizona law and the rules and regulations of the Arizona Department of Water Resources. Once effluent of the quantity and quality needed to support such common area tracts is available, then the titleholder(s) shall cause effluent to be used to irrigate the common area tracts. At such time as title to the common area tracts is sold or otherwise transferred, in whole or in part, whether to the subdivision homeowners association or to some third party, the titleholder(s) shall also sell or transfer, at the option of the party acquiring title thereto, any water rights or permits held by or in the name of the titleholder(s) benefiting or otherwise applicable to the common area tracts.</p>	
27.	<p>A dedication statement is required on the cover sheet. The dedication must include the following:</p> <p>A. The subdivision location as defined by its section, township, range, county and state.</p> <p>B. The attached specific language for an avigation easement if applicable.</p> <p>C. Statement about all easements shown on the plat:</p> <p>Easements are dedicated as shown on this plat.</p>	

Item	Requirement	Comments
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30. Homeowners association ratification is required on the cover sheet. An acknowledgement statement by a notary public also is required. If a ratification is required the following form must be used:

RATIFICATION:

BY THIS RATIFICATION _____ (printed name)

DULY ELECTED _____ (printed title)

OF _____ (name of homeowners association)

ACKNOWLEDGES THE RESPONSIBILITIES IDENTIFIED HEREON.

SIGNATURE **DATE**

ACKNOWLEDGEMENT:

STATE OF ARIZONA)
) S.S.
 COUNTY OF MARICOPA)

ON THIS _____ **DAY OF** _____
20____, **BEFORE ME, THE UNDERSIGNED,**
PERSONALLY APPEARED

_____, **WHO**
ACKNOWLEDGED SELF TO BE THE PERSON
WHOSE NAME IS SUBSCRIBED TO THE
INSTRUMENT WITHIN, AND WHO EXECUTED
THE FOREGOING INSTRUMENT FOR THE
PURPOSES THEREIN CONTAINED.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET
MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC **DATE**

MY COMMISSION EXPIRES:

_____, **20**_____

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

Item	Requirement	Comments
32.	<p>All individuals signing the plat, with the exception of City of Chandler representatives, must have documentation authorizing them to do so.</p> <p>Any person signing the plat who is not an individual owner signing for oneself, must have authorization to act on behalf of the owner, whether the owner is a partnership, corporation or other entity. Submit a certified copy of a resolution by the Board of Directors authorizing the individuals signing the plat to act on its behalf, or submit other signatory evidence. Signatory evidence is often contained in the bylaws of the entity.</p>	
33.	<p>Add the following certification to the lower right corner of the cover sheet:</p> <p style="text-align: center;">THIS IS TO CERTIFY THAT IN MY OPINION ALL LOTS, PARCELS AND TRACTS SHOWN ON THIS PLAT CONFORM TO GOOD LAND PLANNING POLICIES AND ARE SUITABLE FOR THE PURPOSE FOR WHICH THEY ARE PLATTED.</p> <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">PLANNING & DEVELOPMENT DATE DIRECTOR</p>	
34.	<p>Add the following certification to the lower right corner of the cover sheet below the Planning & Development Director certification:</p> <p style="text-align: center;">THIS IS TO CERTIFY THAT ALL ENGINEERING CONDITIONS AND REQUIREMENTS OF THE CITY CODE HAVE BEEN COMPLIED WITH AND THAT THIS SUBDIVISION IS LOCATED WITHIN AN AREA DESIGNATED AS HAVING AN ASSURED WATER SUPPLY PURSUANT TO SECTION 45-576, ARIZONA REVISED STATUTES.</p> <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">CITY ENGINEER DATE</p>	

Item	Requirement	Comments
37.	<p>The following statement must appear in the dedication:</p> <p>A. If the common property is deeded to a homeowners association:</p> <p>Tracts _____, _____ and _____, (fill in blanks and include all applicable tracts) are not dedicated to the public, but are platted as common property for the use and enjoyment of (add name of homeowners association) as more fully set forth in the Declaration of Covenants, Conditions and Restrictions.</p> <p>B. If the common property is owned in common, with an undivided interest by all lot owners:</p> <p>Tracts _____, _____ and _____, (fill in blanks and include all applicable tracts) are not dedicated to the public, but are platted as common property with an undivided interest owned in common by each lot owner for lot owner use and enjoyment as more fully set forth in the Declaration of Covenants, Conditions and Restrictions.</p>	
38.	<p>The plat must contain a description of lot, parcel and tract monumentation and include the statement:</p> <p>To be set at completion of mass grading.</p>	
39.	<p>The basis of bearings given on the plat must be Maricopa County Recorder (MCR) record data. Show the appropriate MCR recordation information; e.g., book and page numbers or document, docket or instrument number.</p>	
40.	<p>Separate survey ties to two section corners, or quarter section corners, are required. Define the type of monumentation at each tie.</p>	
41.	<p>Extend the subdivision boundary to the monument lines of adjacent streets, except where the ultimate street right-of-way was previously dedicated on another plat and that plat was recorded.</p>	

Item	Requirement	Comments
42.	<p>Provide perimeter traverse data for the entire subdivision boundary.</p> <p>A. For tangents this consists of:</p> <ol style="list-style-type: none"> 1) Bearing. 2) Distance. <p>B. For curves this consists of:</p> <ol style="list-style-type: none"> 1) Radius. 2) Central angle. 3) Curve length. 4) Radial bearings on non-tangent curves. 	
43.	<p>The boundary described in the title report must match the subdivision boundary on the plat. See item 69.</p>	
44.	<p>Boundary closure calculations are required with error of closure.</p>	
45.	<p>Provide lot and tract closure calculations; each closure must show lot number, error of closure and area. Provide the minimum, maximum and average lot area. This is required only where the <i>Residential Development Standards</i> specify maximum & minimum average lot sizes.</p>	
46.	<p>Show a typical lot with minimum dimensions, setbacks and easements.</p>	
47.	<p>If setbacks are a part of the Diversity Standards, the plat must show those setbacks that are applicable:</p> <ol style="list-style-type: none"> A. Wider side yard (maximum, minimum and aggregate minimum). B. Staggered front yard (maximum and minimum). C. Staggered rear yard (maximum and minimum). 	
48.	<p>Thirty-foot rear yard setbacks are required for two-story structures on designated lots.</p> <p>A. Add the following note to the plat:</p> <p style="padding-left: 40px;">Minimum rear yard setback for a two-story structure shall be thirty (30) feet on designated lots.</p> <p style="padding-left: 40px;">This note is required only where the Diversity Standards specify these setbacks.</p> <p>B. Designate the lots to which the 30-foot rear yard setbacks apply.</p>	
49.	<p>The subdivision is within an Airport Impact Overlay District. An avigation easement is required on the</p>	

Item	Requirement	Comments
	plat. Specific language is attached.	
50.	<p>City Council has stipulated that an avigation easement is required on the plat because the subdivision is within a Potential Airport Influence Area, though not within the Airport Impact Overlay District. Specific language for the avigation easement is attached. Only if the City Council stipulation above applies, display the following statement on the cover sheet in large text:</p> <p>This property is within the Chandler Municipal Airport Potential Airport Influence Area and is subject to aircraft noise and overflight activity, and is encumbered by an avigation easement granted to the City of Chandler.</p>	
51.	Street geometrics must match those shown on the approved preliminary plat.	
52.	Cul-de-sac/turn-around geometrics must meet City standards.	
53.	Triangular property line corner cutoffs are required at all alley intersections with another alley. A 10' x 10' triangular cutoff is required at each corner of 3-leg and 4-leg intersections and at the inside corner of 2-leg intersections. Triangular cutoffs at the intersection of an alley with a street are required where requested by the City.	
54.	Triangular property line corner cutoffs are required at all street intersections. A 20' x 20' triangular cutoff is required along arterial streets and where a major or primary collector street intersects another major or primary collector street. A 15' x 15' triangular cutoff is required at all other street intersections.	
55.	Show on the plat visibility easements based on a 30' x 30' sight visibility triangle. They must comply with Figure 5 in <i>Technical Design Manual 4 - Street Design and Access Control</i> . Include a sight visibility easement detail similar to Figure 5 on the plat. In the detail, the area actually encompassing the visibility easement must be labeled as such and not as a visibility triangle; the easement is not triangular. The visibility easements, to which the detail applies, on the map sheets of the plat must include reference to the detail. Visibility easements with or located by bearings, distances and curve data, as applicable, must be shown on the plat and must comply with Standard Details C-246, C-247 and C-248.	

Item	Requirement	Comments
	<ul style="list-style-type: none"> A. Intersections (30' x 30' sight visibility). B. Corner lot. C. Key lot. D. Show the following note on plat in lieu of any other note shown in the items referenced above: Visibility easement restrictions: Any object, wall, structure, mound or landscaping (mature) over 24" in height is not allowed within the visibility easement except trees trimmed to not less than 6' above the ground. Trees shall be spaced not less than 8' apart. 	
56.	<p>Show a 1' vehicular non-access easement (VNAE) on the plat at the following locations:</p> <ul style="list-style-type: none"> A. Lot abutting a retention basin. B. Lot abutting perimeter street right-of-way. C. Lot abutting a tract. 	
57.	<p>Show all street centerline and property (parcel, tract, lot) line survey data.</p> <ul style="list-style-type: none"> A. For tangents this consists of: <ul style="list-style-type: none"> 1) Bearing. 2) Distance. 3) Total block length. B. For curves this consists of: <ul style="list-style-type: none"> 1) Radius. 2) Central angle. 3) Arc length. 4) Radial bearings on non-tangent curves for street centerlines. 5) Radial bearings on non-tangent curves or curve data for sub-arc measured to the intersecting line for parcel or tract boundary line. Only the sub-arc length is required where a lot line intersects a street right-of-way line. 	
58.	<p>Curvilinear back lot lines are discouraged. Every effort must be made to avoid them.</p>	
59.	<p>Show on the plat the names of all adjacent subdivisions and other land divisions, along with the corresponding MCR recordation information and the property lines that intersect the subdivision boundary. Identify unsubdivided property.</p>	

Item	Requirement	Comments
60.	<p>Match street names to those shown on the approved preliminary plat.</p> <p>A. Name.</p> <p>B. Spelling.</p> <p>C. Check mylar.</p> <p>Street names must be correct on mylars submitted for final approval. Incorrect street names will be cause for rejection of the final submittal.</p>	
61.	<p>Show and label on the plat all easements, e.g. drainage, utility, vehicular non-access, etc., being dedicated with this plat.</p>	
62.	<p>Existing rights-of-way and all rights-of-way being dedicated must be clearly shown, labeled (e.g., R/W) and dimensioned. Include within the subdivision boundary all rights-of-way that expand on existing dedicated rights-of-way, as well as the existing rights-of-way to the monument lines of adjacent streets.</p>	
63.	<p>Additional right-of-way is required:</p> <p>A. Seventy-five feet right-of-way, arterial to arterial, per Standard Detail C-223.</p> <p>B. Deceleration lane right-of-way per Standard Detail C-224.</p>	
64.	<p>The street construction centerline and the monument line are not the same. The proposed right-of-way dedication must comply with the approved transportation plan.</p>	
65.	<p>Show and label on the plat all existing easements and rights-of-way within the plat boundary, as well as the existing easements and rights-of-way to the monument lines of adjacent streets, along with the corresponding MCR recordation information.</p>	
66.	<p>Easements must be abandoned and the following items apply:</p> <p>A. A letter from the utility companies agreeing to the abandonment is required.</p> <p>B. A legal description and MCR recordation information are required.</p> <p>C. The following statement, if applicable, is required above the Mayor's approval block on the plat:</p> <p>By acceptance of this plat, the City of Chandler agrees to the vacation or abandonment of the easements</p>	

Item	Requirement	Comments
	<p>report and a copy of all items listed in Schedule B pertaining to easements, rights-of-way, and CC&R's. Submit a copy of any other Schedule B items requested by the City.</p> <p>A. Include in the metes and bounds legal description all land being platted, and all land to adjacent monument lines except as noted in item 41.</p> <p>B. The title report must disclose all holders of rights, title or interest in all existing wells within the platted boundary of this subdivision.</p> <p>C. The report must be on the current condition of title not as it will exist after the final plat is recorded.</p>	
70.	<p>Submit CC&R's that comply with Chapter 40 of the City Code, as amended by Ordinance No. 3177 and Ordinance No. 3263. The following items, some being more fully explained in Chapter 40, must be satisfied:</p> <p>A. CC&R's are not generic CC&R's but are those that will actually be recorded for the property being platted.</p> <p>B. Common property is free and clear of encumbrances; the developer has not retained any interest in common areas.</p> <p>C. Common property is deeded either to a homeowners association (HOA) or in common to lot owners.</p> <p>D. If an HOA is established:</p> <ol style="list-style-type: none"> 1) HOA is granted authority to collect maintenance funds. 2) Owners who benefit from common areas are automatically made members of the HOA. 3) HOA must be given enforcement authority. 4) City is authorized to maintain common areas if the HOA, or others, fail to do so and the City is given the right to assess members for expenses. 5) City is given authorization to enter the property to perform maintenance. 6) Forbids the amending of provisions in the CC&R's concerning the City's right to maintain and collect expenses from lot owners. 7) Forbids the dissolving of the HOA unless 	

Item	Requirement	Comments
	<p>another entity has agreed to take over maintenance of common areas.</p> <p>E. If HOA is not established, the requirements, noted in item "D" above, must be transferred to the lot owners in common.</p> <p>F. Restrictions on easements or common areas do not conflict with the City's intended use of the property.</p>	
71.	Provide an ALTA survey map.	
72.	At the time the final plat is approved, provide a 3½" floppy disk or a compact disk containing the drawing (DXF or DWG format) of the final plat that includes sizes and horizontal locations of 4" and larger water, sewer and reclaimed water lines and appurtenances as well as curbs, gutters and sidewalks. The preferred format is AutoCAD Version 14 or 2000.	
73.	The civil improvement plans must be fully approved before final plat approval.	
74.	<p>Provide for review a Phase I Environmental Site Assessment in complying with City of Chandler criteria and ASTM E 1527 (current form) <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process</i>. The Phase I ESA must include a records search for both VEMURs and DEURs.</p> <p>Submit an original updated Phase I Environmental Site Assessment, naming the City as beneficiary, no older than one hundred eighty (180) days, with the final plat mylars at the time of final plat approval.</p>	
75.	Provide an 8 1/2" x 11" PMT reduction for submittal to City Council for plat approval. This may normally be done after the second review.	
76.	<p>Provide a note on the plat stating that the following private easements have been provided in the CC&R's or by separate instruments:</p> <p>A. Potable water.</p> <p>B. Sanitary sewer.</p> <p>C. Fire line.</p> <p>D. Pedestrian access.</p> <p>E. Vehicular access.</p> <p>F. Drainage and drainage facilities.</p>	
77.	The plat must provide for emergency vehicular	

Item	Requirement	Comments
78.	<p>access to the City of Chandler in the Dedication Statement.</p> <p>Submit a Reclaimed Water Use Agreement for those projects south of the monument line of Pecos Road, except those projects in the Ocotillo reclaimed water service area. For those projects in the Ocotillo reclaimed water service area, submit the City of Chandler reclaimed water use application, but do not execute the agreement.</p>	

79. This subdivision has on-lot retention. Include the following note and tabulation on the plat:

Lots shown on this plat have been designed for on-lot retention, which must remain in perpetuity. The owner developer has been required to record a “covenant attached to the land”, establishing the retention requirements, before issue of any building permits. At the time of building permit application, the lot owner will be required to provide a “Lot Grading and Site Plan” showing the permanent retention area, lot grading, basin depths, and calculations. The plan and calculations shall be prepared by a Professional Civil Engineer, registered in the State of Arizona, certifying that the retention requirements of the individual lot have been met. The retention basin shall be sized to accommodate the runoff from a 100-year, 2-hour storm over the combined area of the lot and the area from the crown of the street(s) to the lot. The runoff coefficients shall be based on overall improvements and the depth of ponding in the retention basin shall not exceed a depth of one (1) foot. These requirements also shall apply to the installation of swimming pools, spas and any other improvements that may modify lot drainage.

At the time of escrow closing, each individual lot owner will be required to sign a purchaser's disclaimer acknowledging on-lot retention. The retention volume requirements listed on the accompanying table are based on a minimum runoff coefficient of 0.65; final volume requirements may be higher based on actual lot development.

Lot No.	Lot Area Ft ²	Finished Lot Retention Required Ft ³
1		
2		
3		

Notice to engineer/surveyor/developer:

After staff approval, provide the following:

- A. Three (3) original 4-mil photomyllars of the final plat with original signatures **and** one print thereof to the City for execution.
- B. One (1) original of the CC&R's with original signatures.
- C. One (1) original of a title report, which has an effective (search made to) date not older than **two (2) weeks** from the date the plat is submitted to the City.
- D. In an original letter addressed to the City and copied to the developer, the title company must provide recordation instructions, provide the name and telephone number of the title company representative, and make a statement that the title company will record all documents listed in the recordation instructions. The recordation instructions must list all items that will be recorded for the subdivision and the order in which the items will be recorded. The usual sequence of recordation is final plat, CC&R's and separate instruments for items such as easement and right-of-way dedication. The title company must explain any deviation from the usual recordation sequence. The City will contact the title company for pickup and recordation of the documents by the title company. **The City will not release the recordation documents to the developer or the engineer.**
- E. One (1) original copy of the Phase I Environmental Site Assessment in compliance with ASTM E 1527 (current form) *Standard Practice For Environmental Site Assessments: Phase I Environmental Site Assessment Process*, not older than one hundred eighty (180) days, naming the City of Chandler as beneficiary.
- F. Payment of all due buy-ins.
- G. After the plat is recorded, one mylar of the plat with legible MCR recordation information must be delivered to the City.

If items "A" through "F" are not complied with, the entire final plat submittal will be returned to the applicant for compliance.

The final plat for this subdivision will not be approved or recorded until a Reclaimed Water Use Agreement is executed by the developer and approved by the City if the project lies within the City of Chandler reclaimed water service area. Projects south of the monument line of Pecos Road, except those projects in the Ocotillo reclaimed water service area, lie within the City of Chandler reclaimed water service area.

Please return this checklist with the next plan submittal

City Use Only

- 1. Buy-ins paid?
- 2. Offsite Agreement?