



Chandler · Arizona
Where Values Make The Difference

Civil Engineering Vacation/Abandonment Plat Requirements 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		

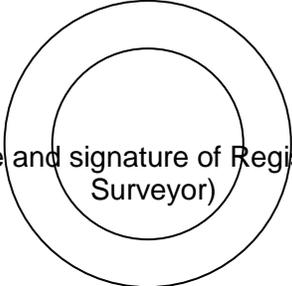
The requirements referred to on the checklist can be found in Chapter 35 (Land Use and Zoning) and Chapter 48 (Subdivisions) of the Chandler City Code, and in the City's Technical Design Manuals.

Item	Requirement	Comments
1.	A filing and appraisal fee must be paid to the City's Real Estate Division prior to the submittal of the vacation plat for review.	
2.	Submit the vacation plat on 24" x 36" sheets.	
3.	The minimum allowable scale is 1" = 200'. Note the scale on each sheet.	
4.	The minimum height of all text and symbols must be 0.1" (one-tenth of one inch) and be in full density black ink.	
5.	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.	

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

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

Telephone: (480) 782-3000
Fax: (480) 782-3150
www.chandleraz.gov
Form No: UDM-144/Civil
Rev: 5-20-14

Item	Requirement	Comments
6.	Provide the City's log number in the lower right hand margin of all plat sheets: C.O.C. Log No. _____	
7.	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.	
8.	Show the vacation name on all sheets of the final plat.	
9.	A legal description of the right-of-way to be vacated/abandoned is required on the plat cover sheet.	
10.	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 style="text-align: center;">THIS IS TO CERTIFY THAT THIS VACATION/ABANDONMENT 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> <div style="text-align: center;">  <p>(Seal, date and signature of Registered Land Surveyor)</p> </div> <p style="text-align: center;">(Name of Registered Land Surveyor) Registered Land Surveyor No. _____ (Street address) (City, state, zip code)</p>	

Item	Requirement	Comments
11.	<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>	
12.	Show a north arrow on each sheet.	
13.	<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>	
14.	Show the gross area on the cover sheet.	
15.	Provide a legend on the cover sheet.	
16.	<p>A statement about all easements must be shown on the plat:</p> <p style="padding-left: 40px;">Easements are reserved as shown on this plat.</p>	
17.	<p>Add the following certification to the lower right corner of the cover sheet:</p> <p style="padding-left: 40px;">THIS IS TO CERTIFY THAT IN MY OPINION THE VACATIONS/ABANDONMENTS SHOWN ON THIS PLAT CONFORM TO GOOD LAND PLANNING POLICIES AND ARE SUITABLE FOR THE PURPOSE FOR WHICH THEY ARE PLATTED.</p> <p style="padding-left: 40px;">_____</p> <p style="padding-left: 40px;">PLANNING & DEVELOPMENT DATE DIRECTOR</p>	

Item	Requirement	Comments
31.	At the time the final plat is approved, provide a CD containing the drawing (DXF or DWG format. The preferred format is AutoCAD Version 2013.	
32.	Provide an 8 1/2" x 11" PMT reduction for submittal to City Council for inclusion in the vacation/abandonment ordinance. This may normally be done after the second review.	
33.	The plat must provide for emergency vehicular access easement to the City of Chandler.	

Notice to engineer/surveyor/developer:

After staff approval, please provide three (3) original 4-mil photomylars of the final plat with original signatures to the City for execution.

The City Clerk's office will be responsible for recording the vacation/abandonment plat.

The vacation/abandonment plat may not be recorded until 30 days after the Ordinance is adopted by City Council.

Please return this checklist with the next plan submittal

City Use Only	
<input type="checkbox"/>	Public Works approval
<input type="checkbox"/>	Municipal Utilities approval