



# Civil Engineering Minor Land Division Review Checklist

DATE: Plan check No:

PROJECT NAME:  
LOCATION:

CIVIL PLAN REVIEWER:  
PHONE NO:  
E-MAIL:

Submittal No.

*Standard comments are in black ink, see reviewer comment for additional clarification on requirement*

*\*(red) denotes additional reviewer comment 1<sup>st</sup> submittal*

*\*\* (green) denotes additional reviewer comment 2<sup>nd</sup> submittal*

*\*\*\* (purple) denotes additional reviewer comment 3<sup>d</sup> submittal*

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

1. The improvement plans must be fully approved before the minor land division approval.
2. 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 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 *Arizona Revised Statutes, Title 33 - Property, Chapter 9 - Condominiums*. The substitutions noted in item 2 also apply to the Covenants, Conditions and Restrictions (CC&R's) and the document that establishes the association.
3. The minimum allowable scale is 1" = 100'. 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 must be in full density black ink.
5. All official seals, stamps and signatures affixed to the minor land division must be in dark ink to ensure quality reproduction as required by the Maricopa County Recorder's Office.
6. Show the name, address, email and telephone number of the subdivider on the coversheet.

7. Provide the City's log number in lower right-hand margin of all sheets as follows:

**C.O.C. Log No.**

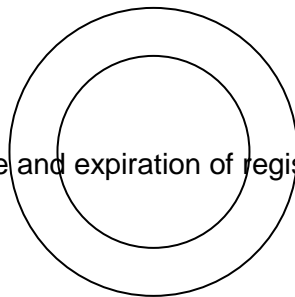
8. Place a key map on the cover sheet showing all tracts, parcels and lots by number or letter. When the minor land division contains more than two sheets, the key map must define the area covered by each sheet and indicate the sheet number.
9. Show the name on all sheets of the minor land division. The land division map must be titled as unique name and then A Minor Land Division Map of (lot or parcel number of name of subdivision, if applicable), on the cover sheet. Example:

**DK RANCH  
A MINOR LAND DIVISION MAP  
OF  
LOT 13 OF DESERT RANCH VISTA  
BOOK 123, PAGE 45, MCR  
A PORTION OF THE NORTHEAST QUARTER  
OF SECTION 30, T2S, R6E  
GILA AND SALT RIVER MERIDIAN,  
MARICOPA COUNTY, ARIZONA**

10. Show a metes and bounds legal description on the minor land division, or a recorded lot or tract with Maricopa County recording information.
11. Place the following certification and the name, address, and registration number of the registered land surveyor preparing the minor land division on the cover sheet:

**THIS IS TO CERTIFY THAT THIS MINOR LAND DIVISION 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.**

(Seal, date, signature and expiration of registered land surveyor)



(Name of registered land surveyor)  
Registered Land Surveyor No. \_\_\_\_\_  
Expiration No. \_\_\_\_\_  
(Street address)  
(City, State, Zip code)

12. Show on the cover sheet the minor land division location as defined by its quarter sections, section, township, range, principal meridian, county and state.

If this minor land division is located in part or in total over a previously recorded plat. Include the appropriate record reference, e.g., plat name and Maricopa County recordation information, in the heading on the cover sheet and on the map sheet of the minor land division.

13. Show a north arrow on each sheet.

14. Provide a vicinity map on the coversheet. Show the City limits if applicable. City of Chandler, Town of Gilbert, Maricopa County must be labeled, if applicable, where the project site abuts land that has not been incorporated by the City of Chandler.

15. Show the gross and net areas of each lot, tract and parcel on the cover sheet.

16. Provide a legend on the cover sheet.

17. For property that has never been platted, number all lots consecutively beginning with lot number "1". Letter all tracts and parcels consecutively beginning with tract/parcel "A". For all lot line adjustments of previously platted lots, number all new lots consecutively beginning with the lowest number and creating new unique lot sequencing. Label exception parcels.

Example:

If re-platting lots 5, 6 and 7 into 2 new lots, they could be renamed Lot 5A and 5B or 5A and 6A.

18. Note the reservation of tracts or parcels being dedicated to the City with this Minor Land Division. Also, note their uses.

19. Add the following note(s) to the Minor Land Division, if applicable:

**Construction within utility easements shall be limited to utilities, fences and driveways.**

**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.**

**These private streets will remain private and will never convert to public ownership.**

20. An easement is dedicated for the exclusive use of water, sanitary sewer or both. Include the following note on the cover sheet or in the easement by separate instrument:

**In easements for the exclusive use of water, sanitary sewer or both, only ground cover and bushes are allowed to be planted within the easement area. No trees are allowed.**

21. If a property is located within a reclaim water user area and planning has stipulated the use of reclaim for all landscaping, the following note is required on the final plat:

**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.**

22. A dedication statement is required on the cover sheet. The dedication must include the following:

A. The minor land division location as defined by its by its sections, township, range, county and state.

B. The attached specific language for an avigation easement if applicable.

C. Statement about all easements shown on the plat:

**Easements are dedicated as shown on this plat.**

D. Mention of the r/w dedications to the City of Chandler.

E. Emergency vehicular access easement across the property dedicate to the City of Chandler.

F. Maintenance of landscaping statement:

**The maintenance of landscaping within the public right-of-way to back of curb shall be the responsibility of the homeowners association or abutting property owner.**

G. If items are platted as common property with an undivided interest owned in common by each lot owner, a statement about items maintained by the homeowners association:

**All property, amenities and facilities proposed to be maintained by the homeowners association are herewith platted as common property with an undivided interest owned in common by each lot owner.**

- 23. The dedication statement must be signed by the owner or the person authorized to act on behalf of the owner. An acknowledgement statement by a notary public also is required and the following form must be used:

**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\_\_

- 24. If lands dedicated are encumbered, lien holder ratification is required on the cover sheet and all holders of each Deed of Trust must sign the ratification. An acknowledgement statement by a notary public also is required. The following form must be used:

**LIEN HOLDER RATIFICATION:**

**KNOW ALL MEN BY THESE PRESENTS:**

**THAT THE UNDERSIGNED AS BENEFICIARY OF THAT CERTAIN DEED OF TRUST RECORDED IN DKT. NO. \_\_\_\_\_, RECORDS OF MARICOPA COUNTY RECORDER, MARICOPA COUNTY, ARIZONA, HEREBY RATIFIES, AFFIRMS, AND APPROVES THIS PLAT, THE DECLARATION OF RESTRICTION RECORDED CONCURRENTLY HEREWITH, AND EACH AND EVERY DEDICATION CONTAINED HEREIN.**

**IN WITNESS WHEREOF, THE UNDERSIGNED HAVE SIGNED THEIR NAMES THIS \_\_ DAY OF \_\_\_\_\_, 20\_\_**

**BY: (signature of beneficiary as shown in title report)**



\_\_\_\_\_  
NOTARY PUBLIC DATE

MY COMMISSION EXPIRES:  
\_\_\_\_\_,20\_\_\_\_

26. All individuals signing the minor land division, with the exception of City of Chandler representatives, must have documentation authorizing them to do so

Any person signing the minor land division 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 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.

27. Add the following certification to the lower right corner of the cover sheet:

**THIS IS TO CERTIFY THAT IN MY OPINION THIS MINOR LAND DIVISION MEETS ALL THE REQUIRMENTETS OF SECTION 48-13 OF THE CITY CODE AND THE APPLICATION CONFORMS TO GOOD LAND PLANNING POLICIES AND ALL NEW LOTS, PARCELS AND TRACTS CREATED ARE SUITABLE FOR THE PURPOSE FOR WHICH THEY ARE PLATTED.**

\_\_\_\_\_  
TRANSPORTATION & DEVELOPMENT DIRECTOR DATE

28. Add the following certification to the lower right corner of the cover sheet below Transportation & Development Directors certification:

**THIS IS TO CERTIFY THAT ALL ENGINEERING CONDITIONS AND REQUIREMENTS OF THE CITY CODE HAVE BEEN COMPLIED WITH AND THAT THIS MINOR LAND DIVISION IS LOCATED WITHIN AN AREA DESGNATED AS HAVING AN ASSURED WATER SUPPLY PURSUANT TO SECTION 45-576, ARIZONA REVISED STATUES.**

\_\_\_\_\_  
CITY ENGINEER DATE

29. If common property is deeded to a homeowners association:

- A. Add the following note to the cover sheet:

**All tracts that will not be conveyed to the City of Chandler and all common property shall be improved in accordance with plans approved by the City of Chandler and shall be conveyed by warranty (or special warranty) deed to the homeowners association. The homeowners association shall be responsible for the maintenance of the common property**

B The following statements must appear in the dedication:

**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.**

30. If common property is owned in common with an undivided interest by all lot owners:

A. Add the following note to the coversheet.

**All tracts that will not be conveyed to the City of Chandler and all common property shall be improved in accordance with plans approved by the City of Chandler and shall be owned in common, with an undivided interest, by all lot owners of this subdivision. The common property shall be included within the scope of the deeds transferring ownership of lots in this subdivision. The lot owners shall be responsible for the maintenance of the common property.**

B. The following statements must appear in the dedication:

**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.**

31. The minor land division must contain a description of the lot, parcel and tract monumentation and include the statement:

**To bet set at the completion of grading**

32. The basis of bearings given on the minor land division must be Maricopa County Recorder (MCR) recorded data. Show the appropriate MCR recordation information; e.g., book and page numbers or documentation, docket or instrument number.

33. Separate survey ties to two separate section corner, or quarter section quarters, are required. Define the type of monumentation at each tie.

34. Extend the land division boundary to the monument lines of adjacent streets, except where the ultimate street right-of-way was previously dedicated on another recorded plat. This is to address the case where there may be ownership interest within the area shown as the existing right-of-way.

35. Perimeter traverse data is required for the entire land division boundary.

A. For tangents this consists of:



1. Bearing.
  2. Distance
- B. For curves this consists of:
1. Raduis.
  2. Central angle.
  3. Curve length
  4. Radial bearings on non-tangent curves.
36. The boundary on the minor land division must match the boundary described in the title report.
37. Boundary closure calculations are required with error of closure for the following:
- A. Total overall area
  - B. Each lot
  - C. Each tract
38. The subdivision is within an [Airport Impact Overlay District](#). An avigation easement is required on the plat.

(Insert owners name here) **DOES HEREBY GRANT AND CONVEY TO THE CITY OF CHANDLER, AN ARIZONA MUNICIPAL CORPORATION, AN EASEMENT FOR AVIGATION PURPOSES OVER AND ACROSS ALL LOTS, TRACTS AND PARCELS OF SAID SUBDIVISION IN CONNECTION WITH FLIGHTS FROM THREE HUNDRED FIFTY (350) FEET ABOVE THE SURFACE TO AN INFINITE HEIGHT ABOVE THE SAME, WHICH EASEMENT SHALL INCLUDE, BUT NOT BE LIMITED TO, THE RIGHT OF FLIGHT OF AIRCRAFT OVER THE LAND, TOGETHER WITH ITS ATTENDANT NOISE, VIRBRATIONS, FLUMES, DUST, FUEL, AND LUBRICANT PARTICLES AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT OR TAKING OFF FROM OR OPERATING AT OR ON (insert THE CHANDLER MUNICIPAL AIRPORT or STALLER AIR PARK), AND THE OWNER (GRANTOR) DOES FUTHER RELEASE AND DISCHARGE THE CITY, FOR THE USE AND BENIFIT OF THE PUBLIC AND AGENCIES OF THE CITY, OF AND FROM ALL LIIABILITY AND ALL CLAIMS FOR DAMAGES OF ANY KIND TO PERSON PROPERTY THAT MAY ARISE AT ANY TIME IN THE FUTURE OVER OR IN CONNECTION WITH THE OWNER'S (GRANTOR'S) PROPERTY ABOVE THREE HUNDRED FIFTY (350) FEET, TO AN INFINITE HEIGHT ABOVE SAME, WHETHER SUCH DAMAGES SHALL ORIGINATE FROM NOISE, VIBRATION, FUMES, DUST, FUEL AND LUBRICANT PARTICLES, AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT, OR TAKING OFF FROM, OR OPERATING AT OR ON THE (insert CHANDLER MUNICIPAL AIPORT or STELLAR AIR PARK).**

**THE GRANTING OF THIS AVIGATION EASEMENT AND RELASE DOES NOT RELIEVE THE OWNER AND OPERATORS OF AIRCRAFT FROM LIABILITY FOR DAMAGES OR INJURY TO PERSONS OR PROPERTY CAUSE BY FALLING AIRCRAFT OR FALLING PHYSICAL OBJECTS FROM AIRCRAFT, EXCEPT AS STATED HERIN WITH RESPECT TO NOISE, VIBRATION, FUMES, DUST, FUEL AND LUBRICANT PARTICLES.**

**THIS AVIGATION EASEMENT AND RELEASE SHALL BE BINDING UPON SAID OWNER (GRANTOR) AND THEIR HEIRS, ASSIGNS AND SUCCESSORS IN INTEREST TO ALL LOTS, TRACTS, AND PARCELS IN THE SAID SUBDIVISION AND THE STATEMENT OF RELEASE SHALL BE A COVENANT RUNNING WITH THE LAND.**

39. City Council has stipulated that an avigation easement is required on the land division because the subdivision is within a Potential Airport Influence Area, though not with 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:

**This property is within the (insert Chandler Municipal Airport or Stellar Air Park) 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.**

40. Cul-de-sac/turn around geometrics must meet City standard details [FD141 and FD143](#).
41. Triangular property line corner cutoffs are required at all alley intersections with another alley. A 10' x10' triangular cutoff is required at each corner of a 3-leg and 4-leg intersections. Triangular cutoffs at the intersection of an alley with a street are required where requested by the City.
42. 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.
43. Show on the land division visibility easements based on a 30' x 30' sight visibility triangle. They must comply with Figure 5 in [Technical Design Manual 4 – Street Design and Access Control](#). 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 easement, 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, distance and curve data, as applicable, must be shown on the plat and must comply with Standard Details [C-246, C-247, and C-248](#).
- A. Intersections (30' x 30' sight visibility).
  - B. Corner lot
  - C. Key lot.
  - D. Show the following note on land division in lieu of any other note shown in the items referenced above.

**Visibility easements restrictions: Any object, wall, structure, mound or landscaping (mature) over 24" in height is not allowed within the easement**

**except trees trimmed to not less than 6' above ground. Trees shall be spaced not less than 8' apart**

44. Show 1' vehicular non-access easement (VNAE) on the land division at the following locations:
  - A. Lot abutting a retention basin.
  - B. Lot abutting perimeter street right-of-way.
  - C. Lot abutting a tract.
45. Show an 8' PUE adjacent to all streets.
46. Show all street centerline and property (parcel, tract, lot) line survey data.
  - A. For tangents this consist of
    1. Bearing
    2. Distance
    3. Total block length
  - B. For curves this consists of:
    1. Radius
    2. Central angle
    3. Arc length
    4. Radial bearings on non-tangent curves for street centerlines.
    5. Radial bearing 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.
47. Curvilinear back lot lines are discouraged. Every effort must be made to avoid them.
48. Show on the minor land division 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.
49. Show correct name and spelling of each street name on the minor land division.
50. Show and label on the land division all easements, e.g. drainage, utility, vehicular non-access, etc., being dedicated with this land division.
51. Additional right-of-way is required.
52. 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.
53. Show and label on the plat all existing easements and right-of-way within the minor land division 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.

54. Existing right-of-way being dedicated must be clearly shown, labeled (e.g. R/W) and dimensioned.
55. Submit a current title report, not older than six months, title report and a copy of all items listed in Schedule B pertaining to easements, right-of-way and CC&R's requested by the City:
- A. Include in the metes and bounds legal description all land being platted and all land to adjacent monument line.
  - B. The title report must disclose all holders of rights, title or interest in all existing wells within the platted boundary of this subdivision
  - C. The report must be on the current condition of title not as it will exist after the final plat is recorded
56. Submit CC&R's that comply with Chapter 40 of the City Code, as amended by Ordinance No. 3317 and Ordinance No. 3263. **Please include a coversheet with the CC&R's depicting the section(s) each item below is addressed in within the CC&R's:**
- A. CC&R's are not generic CC&R's but are those that will actually be recorded for the property being adjusted.
  - B. Common property is free and clear of encumbrances; the developer has not retained any interest in common areas.
  - C. Common property is deeded either to a homeowners association (HOA) or in common to lot owners.
  - D. If an HOA is established:
    - 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 another entity has agreed to take over maintenance of common areas.
  - E. If HOA is not established, the requirements, noted above must be transferred to the lot owners in common.
  - F. Restrictions on easements or common areas do not conflict with the City's common area intended use of the property.
57. Provide an ALTA survey map.
58. Provide for review a Phase I Environmental Site Assessment in complying with [City of Chandler criteria](#) and ASTM E 1527 (current form) *Standard Practice for Environmental*

*Site Assessments: Phase I Environmental Site Assessment Process.* The Phase I ESA must include a records search for both VEMURs and DEURs.

Submit an original updated Phase I Environmental Site Assessment, naming the City as beneficiary, no older than one hundred and eighty (180) days, with the minor land division Mylars at the time of final approval

59. The minor land division must provide private cross access easements for:

- A. Private potable water.
- B. Private sanitary sewer
- C. Fire line.
- D. Pedestrian access
- E. Vehicular access
- F. Drainage

**These can either be a blanket easement within the notes on the coversheet or dedicated by separate instrument.**

60. 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 r/w that will be conveyed to the City of Chandler either by the final plat or by separate instrument.

61. If the property is located south of the monument line of Pecos Road, except those projects in the Ocotillo reclaimed water services area, and planning has stipulated the use of reclaim for all landscape, the following note is required on the final plat

**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 reclaim 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.**

[Submit a Reclaim Water Use Agreement](#) for those projects south of the monument line of Pecos Road, except those projects in the Ocotillo reclaim water service area.

62. Buy-ins are required to be paid before minor land division can be approved.