


NUMBER	ITEM	N/A	NOT SATISFIED	SATISFIED				
					Final Plat Checklist			
					REVIEW #			
					BY		DATE	

The purpose of this Final Plat checklist is to provide the minimum submittal requirements for residential and commercial plats. The primary source of the Final Subdivision Plat requirements are described in Chapter 9, Section 9.1.3 of the [Engineering Design Standards and Policies Manual \(EDS&PM\)](#).


Additional requirements for development of these documents are found in Chapter 15 ("Subdivision Regulations") of the City Code of Ordinances, City Zoning Ordinance, City Floodplain Management Code, specific zoning stipulations, and/or established development agreements. The Applicant is responsible for meeting all applicable requirements included in Chapter 9.

This checklist is intended to minimize redline comments on the plans and to maintain consistency among plan reviewers.


Plan review correction cycles are valid for 180 days per EDS&PM Chapter 2, Section 2.12. If a complete resubmittal is not returned within 180 days, the review will be considered expired, and the review process will start over from the beginning. Approvals are valid for 1 year per Chapter 2, Section 2.13.4. Additional review fees will apply (refer to Plan Review Fee Schedule (PRFS) form).

The Registered Land Surveyor (RLS) must fill out all boxes in the first column as either √ (Addressed) or N/A (Not Applicable). Provide Notes on last column, as applicable for those N/A items or to those items that may require the Civil plan reviewer attention. Civil plan reviewer (CPR) shall check the second columns as (Required) when requirements have not been properly addressed.


ENGINEERING			
RLS	ITEM	REVIEW	NOTES
1 <input type="checkbox"/>	Review Legal Description using the Final Plat Legal Description Checklist	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refer to separate FP LD Checklist
2 <input type="checkbox"/>	Review Title Commitment using the Title Commitment Checklist	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Refer to separate TC Checklist
3 <input type="checkbox"/>	Review Final Plat vs Preliminary plat. Significant differences will require a revision to the Preliminary Plat prior to Final Plat approval and recordation. (EDS&PM 9.1.3.B)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4 <input type="checkbox"/>	Approved preliminary plat & a copy of the preliminary plat approval letter issued by the City shall be submitted with all final plat applications. (EDS&PM 9.1.3.B)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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5	<input type="checkbox"/> Final Plat sheets shall be signed & sealed by a PE or Surveyor licensed by the State of Arizona. (EDS&PM 9.1.3.B.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/> Plat drawings shall be to a scale no greater than 1 inch = 100 feet and no less than 1 inch = 50 feet. (EDS&PM 9.1.3.B.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/> All Final Plat notes from the Administrative Chapter that apply to the development shall be provided on the Coversheet of the Plat. (EDS&PM 9.1.3.C.1 and EDS&PM 0.4.13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/> Name of the proposed subdivision shown prominently on the coversheet. (EDS&PM 9.1.3.C.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<input type="checkbox"/> Following the subdivision name, state the Quarter Section(s) within which the proposed subdivision is to be located. (EDS&PM 9.1.3.C.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<input type="checkbox"/> Provide a key map on the coversheet that shows the limits of the property to be platted, the proposed roadways, lot & tracts along with the identifying lot numbers and tract letters. (EDS&PM 9.1.3.C.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<input type="checkbox"/> Tract table with the following info: <ul style="list-style-type: none"> • Tract id letter • Area (sqft) • Use • Ownership • Party responsible for maintenance • EDS&PM 9.1.3.C.8 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	<input type="checkbox"/> If the subdivision is to have a property owners association, indicate this on the coversheet. (EDS&PM 9.1.3.C.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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13	<input type="checkbox"/> Provide a statement of dedication of all ROW, drainage ways, pedestrian ways, & other easements for City, public, or private use by the person holding legal title of record, or by persons holding legal titles as vendees under land contract. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. (EDS&PM 9.1.3.C.11.a COGCO 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	<input type="checkbox"/> Stormwater management facilities shall have an enforceable operation & maintenance agreement to ensure the system functions as designed. A binding covenant specifying the parties responsible for the proper maintenance of all stormwater management facilities shall be secured prior to approval of final subdivision plat & issuance of any permits for land disturbance activities. (EDS&PM 9.1.3.C.11.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	<input type="checkbox"/> Developments having private streets shall include language in the dedication statement that assures access to emergency vehicles & to the City for refuse collection. Private streets shall not be dedicated as a PUE. (EDS&PM 9.1.3.C.11.c COGCO 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	<input type="checkbox"/> A dedication statement is required for all ROW & easements that are to be dedicated to the public. All private streets or roadways must be in tracts. (EDS&PM 9.1.3.C.11.d COGCO 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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17	<input type="checkbox"/>	The execution of dedication shall be acknowledged and certified by a notary public. (EDS&PM 9.1.3.C.11.e)						
18	<input type="checkbox"/>	If streets in the subdivision are to be private streets, then the Plat must have the appropriate "Private Street" note on the Coversheet. (EDS&PM 9.1.3.C.12 EDS&PM Note: 0.4.13.O)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19	<input type="checkbox"/>	If property is encumbered by a Deed of Trust, Mortgage, and/or Agreement, the Lender must ratify the map. (EDS&PM 9.1.3.C.13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20	<input type="checkbox"/>	An assured water supply must be available for each subdivision; therefore, an assured water supply note must appear on the Plat. (EDS&PM 9.1.3.C.14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
21	<input type="checkbox"/>	A certification must be provided by a Land Surveyor registered to practice in Arizona stating that the Plat was made under his direction & that it meets the minimum standards for Arizona Land Boundary surveys. His seal must be placed on each sheet of the Plat. (EDS&PM 9.1.3.C.15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22	<input type="checkbox"/>	All utility providers shall be identified. (EDS&PM 9.1.3.C.18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23	<input type="checkbox"/>	If there is a proposed private deed restriction to be imposed upon the plat it shall be noted on the plat. (EDS&PM 9.1.3.C.19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24	<input type="checkbox"/>	Provide a legend with abbreviations and drawing symbol explanations. (EDS&PM 9.1.3.D.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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25	<input type="checkbox"/>	The boundary lines of each subdivision shall be dimensioned completely with bearings & distances, curve lengths, central angles, radii, etc. shall be shown together with ties by course & distance to a min of 2 Section or Quarter Section monuments. The Section or Quarter Section monuments are to be used as the basis of bearing. All Section & Quarter Section monuments must be identified & Notes must indicate whether they were found or set. (EDS&PM 9.1.3.D.2 EDS&PM 9.1.3.D.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	<input type="checkbox"/>	Show, label and dimension adjacent property and within 150' of the boundary: <ul style="list-style-type: none"> • Driveways • rights-of-way • easements • Subdivision name or as unsubdivided land • APN, Recording Number, Recording Book and Page • Current zoning designation • (EDS&PM 9.1.3.D.3) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	<input type="checkbox"/>	Provide the bearings, dimensions, and curve data necessary for the complete description of each lot, tract, & street ROW. (EDS&PM 9.1.3.D.4 COGCO 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	<input type="checkbox"/>	All plats shall show required sight visibility easements. (EDS&PM 9.1.3.D.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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29	<input type="checkbox"/>	Any excepted parcels within or surrounded by the plat boundaries shall be noted as "not a part of the subdivision" and show all bearings, distances, and curves of the excepted parcel. (EDS&PM 9.1.3.D.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
30	<input type="checkbox"/>	Show the location of all physical encroachments upon the boundaries of the tract. (EDS&PM 9.1.3.D.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
31	<input type="checkbox"/>	The courses, lengths, & widths of all public & private streets shall be provided on the Final Plat. (EDS&PM 9.1.3.D.11, COGCO 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
32	<input type="checkbox"/>	All drainage ways shall be shown on the plat & shall be located within tracts &/or easements. Drainage shall be identified as one of the uses of a tract that includes drainage ways. (EDS&PM 9.1.3.D.12, COGCO 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
33	<input type="checkbox"/>	All existing private & public easements within, on or over the plat shall be labeled, dimensioned, & noted as to their use. The dedication language shall identify the purpose & use of all easements. (EDS&PM 9.1.3.D.13 COGCO 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
34	<input type="checkbox"/>	All lots or tracts to be dedicated to the City of Goodyear shall be clearly indicated on the plat & specifically identified in the dedication statement. (EDS&PM 9.1.3.D.14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

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35	<input type="checkbox"/>	<p>If property is encumbered by a Deed of Trust, Mortgage, and/or Agreement, the Lender must ratify the map.</p> <p>If encumbered, add the below Lender Consent and Subordination Language and Signatures to coversheet:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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LENDER'S CONSENT AND SUBORDINATION

THE UNDERSIGNED, A BENEFICIARY UNDER A CERTAIN DEED OF TRUST ENCUMBERING THE PROPERTY, HEREBY EXPRESSLY CONSENTS TO AND JOINS IN THE EXECUTION AND RECORDING OF THIS SUBDIVISION PLAT AND DOES HEREBY RELEASE FROM THE LIEN OF THE DEED OF TRUST THAT PORTION OF THE PROPERTY CONVEYED AND DEDICATED TO THE CITY HEREIN AS SHOWN ON THIS SUBDIVISION PLAT AND DOES HEREBY SUBORDINATE THE LIEN OF THE DEED OF TRUST TO THE EASEMENTS DEDICATED AND GRANTED HEREIN AS SHOWN ON THIS SUBDIVISION PLAT. IT IS EXPRESSLY UNDERSTOOD THAT THIS RELEASE AND SUBORDINATION APPLIES ONLY TO THE PORTIONS OF THE PROPERTY BEING CONVEYED AND DEDICATED AND SHALL NOT, IN ANY WAY, AFFECT THE LIEN OF THE DEED OF TRUST UPON THE REMAINDER OF THE PROPERTY. THE UNDERSIGNED REPRESENTS THAT HE OR SHE HAS FULL POWER AND AUTHORITY TO EXECUTE THIS LENDER'S CONSENT AND SUBORDINATION ON BEHALF OF THE LENDER.

(NAME OF BANK)


BY: _____
 AUTHORIZED REPRESENTATIVE

ACKNOWLEDGMENT

STATE OF ARIZONA)
) SS.
 COUNTY OF MARICOPA)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____, BY _____ AS (TITLE) OF (BENEFICIARY/LENDER).

 Notary Public


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36	<input type="checkbox"/>	Please verify or add an HOA ratification to the Plat. If there is an HOA, to clearly convey the maintenance and responsibility of the Tracts, the HOA Ratification and Consent should be revised to more closely resemble the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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BY THIS RATIFICATION AND CONSENT, ____ (HOME OWNERS ASSOCIATION) _____, ACKNOWLEDGES AND CONSENTS TO THE OWNERSHIP OF TRACTS ____ (TRACT NAMES) _____ REFLECTED HEREIN, THE DEDICATION OF THE VEHICLE NON- ACCESS EASEMENTS REFLECTED HEREIN AND THE MAINTENANCE RESPONSIBILITIES AND OTHER RESPONSIBILITIES REFERRED TO HEREIN.

PLANNING

1	<input type="checkbox"/>	Approved Pre-plat and approval letter with stipulations has been uploaded to ProjectDox; Review for satisfaction and consistency with pre-plat approval (EDS&PM 9.1.3.B.3 COGCO [SubRegs] 15-2-5-C-7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	Vicinity map provided showing nearest existing and planned arterial and major collector streets: -Orientation must agree with plat drawing (EDS&PM 9.1.3.C.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	Provided information on plat that includes: -Name, address, Phone # of [preparation agency] and [surveyor] -Plat for ____ (subdivision name) -Date prepared and job # -Scale -"Sheet __ of __ Sheets" (EDS&PM 9.1.3.C.6 & 9.1.3.C.16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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4	<input type="checkbox"/>	Provided information on plat that includes [Property owner] [Developer] and [Surveyor, Engineer, and/or architect submitting drawings]: -Name -Address -Phone number & Email (EDS&PM 9.1.3.C.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	Coversheet includes total gross and net acreage of the property, the acreage of both the passive and active recreational open space and the percentage of open space to non-open space (EDS&PM 9.1.3.C.10 **Consistent with required calcs**)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	"Prior to recording must have all signatures" **Check for appropriate Signature blocks? (EDS&PM 9.1.3.C.17 ****SIGNATURE BLOCKS*** Admin Chapter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	Identify all lots by sequential numbering & all tracts by letter. Show all lots, tracts, & street ROW to be included w/ the subdivision. (EDS&PM 9.1.3.D.4 COGCO [SubRegs] 15-2-5(B))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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8	<input type="checkbox"/>	<p>The names of all public and private roadways located along existing county alignments shall match the existing county naming conventions unless otherwise approved by the City Engineer and/or the City Council. All names shall be preceded by the appropriate cardinal direction prefix. Roadway names not along a county alignment shall be approved on a case by case basis by the City Engineer and/or City Council. (EDS&PM 9.1.3.D.10)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<input type="checkbox"/>	<p>(ESTRELLA & CANTAMIA PLATS ONLY) Is an EDU Calculation provided? Is the EDU Calculation correct? Does it match the Preliminary Plat?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINAL PLAT APPROVAL

Once the reviewers are satisfied that all redline corrections have been made, you will be instructed to submit the final copies prior to scheduling the plat for City Council approval.

When directed, please submit the following information to complete mylar and final plat approval. If criteria are met, the plat will be scheduled for City Council approval.

1	<input type="checkbox"/>	<p>One (1) copy of the final plat, submitted on mylar or bond material measuring 24" x 36" at the time of approval. It shall have original signatures, notary stamps, and Registered Land Surveyor (R.L.S.) seals on the cover sheet. All seals and stamps shall be in black, non-smearable ink and shall be legible. All lettering shall be solid black and a minimum of 11 pt. type. This original shall not be folded.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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2	<input type="checkbox"/>	Abandonments completed and sent concurrent with the Final Plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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FINAL PLAT DEADLINES/EXTENSIONS

1. A final plat will expire if not recorded within 90 days of Council approval (Sub. Reg. Chapter 15).
2. A one-time extension of final plat approval is allowed by submitting a letter stating extension request justification. Once the extension has been approved by the Development Services Director or designee, the final plat approval will be extended for an additional 90 days from original Council approval date (Customer must work with civil reviewer for approval to initiate this process a minimum of 14 days before expiration).
3. Should additional time be warranted beyond an extension granted by the Development Services Director or designee, the Council may grant an additional, one time 90-day extension of the final plat approval (This is the final extension, any further extension will require a resubmittal to the plan review process and reapproval by City Council).