

Land Management Civil Application - Map of Dedication Submittal Checklist Guide

This submittal checklist guide is to be completed as part of your application with the City. Download this checklist before completing fillable fields, then upload with your application through the Online Submittal Center. Choose Document type as "Supporting Document" when uploading.

Online Application Information for Customer:

Submit applications at [Accela Citizen Access](#)
Start a New Application > Civil Engineering Applications > Land Management and Floodplain
Request Type: **Map of Dedication**

General Project Information:

Name: Click or tap here to enter text.
Description: Choose an Item.
Associated Project No.: HTE#
Pre-Application Mtg. No.: PRJ
Pre-Application Mtg. Date: [Publish Date]
Planning Case Number(s): Click or tap here to enter text.

ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

Upload and Submit:

Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use titles listed.** Use naming convention provided (*Do not include wording in parentheses or superscript numbers*).

When to use this form:

This Map of Dedication (MOD) form is for dedication of right of way for the benefit of the City of Goodyear. Private easements should not use this form and are not submitted to the City of Goodyear for processing. Examples of when to use this form are for City of Goodyear Special Warranty Deed for City Right of Way (ROW).

Process:

Only one Map of Dedication is allowed per submittal. Submit multiple submittals/records for multiple MODs. Refer to the [Dedication by Separate Instrument Process Guide](#). Refer to the City of Goodyear, Code of Ordinances, [Chapter 15 SUBDIVISION REGULATIONS](#).

Since the City is a party to the dedication, it needs to be processed by the City. Once the below required documents are submitted to the City and deemed correct, the documents are routed to the City Legal Department who will review the MOD, dedication language and signature authority documents. The City Legal Department may reach out to the Applicant directly outside of the Electronic Plan Review system to request additional items for the MOD or with comments/questions. Once the Dedication Language is reviewed, the City Legal Department will send the comments or drafted language to Owner(s) for review. Once the MOD meets the Legal Department requirements and it receives administratively approval, the MOD will be scheduled for the next available and appropriate City Council meeting for approval. Upon approval by City Council, the Applicant will provide the City with a hard copy (paper or mylar) of the MOD executed by appropriate Owner(s) and any

lender signatures. The Applicant will then need to pay the review and recording fees. Once fees are paid, the City will then record the Map of Dedication (MOD).

Civil Documents:

- 001 Submittal Checklist (*this form*)
- 002 AutoCAD
- 003 Dedication Language (*Dedication Language in MS Word Format*) ([Dedication Language 3-7-16](#))
- 004 Narrative
- 005 Signature Authority ([Signature Authority](#): Signor's Corporate Legal Authorization Document)
- 006 Title Commitment
- 007 ALTA
- 008 MOD XX

Plan Review and Permit Fees:

All fees are due prior to Recordation.

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Civil Engineering Group 2 (<i>final plats, MLDs & MODs only</i>) <input type="checkbox"/> GIS (<i>CDs and CDs with MLD & Final Plats only</i>) <input checked="" type="checkbox"/> Legal (<i>standard</i>) <input checked="" type="checkbox"/> Planning (<i>Standard</i>) <input checked="" type="checkbox"/> Real Estate (<i>Standard</i>)