



PLATS SUBMITTAL CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT

COMMUNITY PLANNING

MANDATORY Pre-Development and Pre-Application meetings are required prior to the submittal of a plat. Please bring the completed application and all required documents to this meeting.

An Arizona-registered Land Surveyor is required to prepare all plats and prepare designs for public improvements, and the applicant should consult the Yuma City Code prior to proceeding with any plat preparations.

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL:

- Are there any easements on the property that relate to telecommunications, phone, cable service or security surveillance?** YES NO If yes, please provide a copy of all recorded easements.

Preliminary Subdivision Plat

- Completed Application Form and Staff Notes from Pre-Development Meeting
- Filing Fee
- Narrative Statement Describing the Project
- Three (3) complete blue line sets of Preliminary Plat, including dimensions for each lot
- Traffic Study may be required (2 copies if requested)

Final Subdivision Plat

- Completed Application Form and Staff Notes from Pre-Development Meeting.
- Filing Fee
- Narrative Statement Describing the Project
- Environmental Transaction Screen or equivalent documentation (2 Copies)
- Engineer's cost assessment for assurances and constructions costs
- Three (3) complete Blue line sets of Final Plat, including dimensions for each lot

THE FOLLOWING INFORMATION IS REQUIRED FOR EACH CATEGORY ABOVE

- Electronic copy - CD or E-mail attachment of site plans and elevations (Do not include construction drawings). E-mail as an attachment to: planning@YumaAz.gov

Lot Split, Lot Tie, And Lot Line Adjustment

- Completed Application Form and Staff Notes from Pre-Development Meeting.
 - Proof of Ownership (Deed or Title Information)
 - Filing Fee
 - Three (3) Copies of Plat, including dimensions for each lot
- PLEASE NOTE: Mylars will not be recorded until the signed and notarized "Waiver of Claims Under the Private Property Rights Protection Act" has been received by Community Planning.**

- The application **is complete** and tentatively scheduled for review by the Planning and Zoning Commission on: _____ at _____ a.m./p.m.

- The application **is not complete**. The following information is missing and needs to be provided: _____

DATE RECEIVED: _____ REVIEWED BY: _____