

# SUBDIVISION

## Preliminary Plat, Final Plat, Amended Final Plat, Minor Subdivision, Minor Replat, or Corrective Replat

PZ-SUB

### WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Subdivision (Prelim Plat, Final Plat, Amended Final Plat, Minor Sub, Minor Replat, Corrective Replat),” and follow the prompts from there. You can select the “subtype” on the next screen, among other details as delineated below under *Online Application Information*.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete**.” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. If applicable, your case will be placed on a hearing agenda when ready.

### ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)
- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application; if unknown, contact staff prior to applying)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

- **Waivers** – if applicable, please briefly list the types of waivers from the Subdivision Ordinance being requested as part of this application
- **Subdivision Type** – select one of the following choices: *Preliminary Plat, Final Plat, Amended Final Plat, Minor Subdivison, Minor Replat, or Corrective Replat.*
  - If you are seeking a **Corrective Replat** that includes **both** wording/drafting corrections and modifications to setbacks and lot lines, please select “Corrective Replat Altering Platted Lots or Setbacks.” This can be clarified within the Project Narrative (details below).
- **Number of Lots Proposed/Affected** – please type a number based on your proposal
- **For Amended Final Plats, Minor Replats, or Corrective Replats only** (otherwise leave these blank):
  - Approved setbacks to be reduced? *Yes or No*
  - Increasing total number of parcels? *Yes or No*
  - Open/Public Space to be Modified? *Yes or No*
  - Number of lots to be modified – *please type a number*
  - Access or easements to be modified? *Yes or No*
  - Modifying subdivision boundaries? *Yes or No*
  - Substandard parcels requested? *Yes or No*

## ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following **in PDF format**:

- **Narrative** – typewritten, generally describing the project, waivers requested if applicable, a list of documents being included with the application and if some are combined into one pdf for uploading, and how the proposal makes the Findings of Fact for a Subdivision as found in the Subdivision [brochure](#)
- **Site Plan (Plat)** - one or several sheets drawn at a consistent scale not less than 1”=200’ and not exceeding 24”x36” in size, including but not limited to: a) Preliminary Open Space and Landscape Plan per the Zoning Ordinance; b) Preliminary Firewise Plan and Weed Mitigation Plan; c) Preliminary Grading and Drainage Plan; and d) Fencing Detail; must be prepared by a certified engineer or Arizona Registered Land Surveyor
- **Other Documents** - as delineated in the [Subdivision Process Overview](#) brochure

## OTHER PERMITS MAY BE REQUIRED

In addition to the Subdivision application, applicable Building, Environmental Quality, and Engineering Permits may be required for your project. Planning and Zoning review shall be conducted through the issuance of such permits.