



COMMUNITY DEVELOPMENT DEPARTMENT

PLAT/LAND MODIFICATION APPLICATION GUIDE

Town of Paradise Valley • 6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3693

STAFF CONTACT INFORMATION

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PLAT/LAND MODIFICATION PERMIT REVIEW PROCESS

The applicant must first file a [Pre-Application](#) for the plat or land modification request. Following the review, you will be advised by the Planning Division if the application has been accepted as submitted and/or if corrections or additional material is needed. Part of the pre-application review is to assess the type of application request(s) required.

This application is to be used for modifications to existing lot/parcel boundaries. Plats refer to a preliminary plat, final plat, or replat. Preliminary and final plats involve the creation of 4 or more lots or 2 or more lots if a new street is required. A replat is necessary when modifying or reconfiguring property lines and easements of record. Other land modifications within the Town are categorized as administrative or non-administrative. Administrative land modifications refer to lot line adjustments/combinations, easement modifications, or exempt lot splits greater than 2.5-net acres into 2 or 3 parcels of land that may be on a subdivided or un-subdivided property. Non-administrative land modifications include lot splits on parcels equal to or less than 2.5-net acres (most common), lot splits with the creation of a new road, deviations to development standards, release of easements, or administrative land modifications on Special Use Permit (SUP)-zoned property.

Deviations from development standards refers to deviations as described in Article 6-8 of the Town Code. Deviation examples include alternative turn-around designs from a standard cul-de-sac and modifications in applying the lot configuration of Section 6-3-5.G of the Town Code. These deviations require Planning Commission recommendation and Town Council approval in which the applicant must demonstrate extraordinary hardships that results from the strict compliance with these regulations. However, certain deviations require a variance from the Town's Board of Adjustment if it concerns requirements from the Town Zoning Ordinance. Variance examples include reducing the private local road right-of-way width less than 50 feet, requesting a right-of-way easement, and reducing the lot width as required in Table 1001-A1 of the Zoning Ordinance. Variances require a stricter level of hardship test.

Once applied, Town staff will review the plat/land modification application submittal to ensure it is complete. The Planning Division strives to provide comments back on or before 15 working days after each submittal. Plats and non-administrative land modification applications require meeting(s) with the Planning Commission and/or Town Council for work session review, recommendation, and/or action. Whereas, administrative land modification applications are approved at a staff level. Public meeting(s), where recommendation or action takes place, have noticing requirements (please refer to the Notification section of this application). The length/time of an application request depends upon the complexity of the request, completeness of the application, the amount of time an applicant takes to resubmit corrections, new issues that arise during the review process, among other factors. Refer to [Chapter 6, Subdivisions](#), of the Town Code for more information. Outlined below are key process steps by application type:

Key Process Steps by Application Type						
	Administrative	Non-Administrative		Plat/Replat		
Steps	Lot Line Adjustment/ Combination ¹ / Lot Split > 2.5 Net Acres ¹ / Easement Modification ¹	Lot Split ≤ 2.5 Net Acres ²	Lot Line Adjustment/ Combination ³ / Lot Split ³ / Release of Easement ⁴ / Easement Modification ⁵	Prelim Plat	Final Plat/ Replat	Deviations to Development Standards ⁶
Pre-Application	Yes	Yes	Yes	Yes	Yes	Yes
Application	Yes	Yes	Yes	Yes	Yes	Yes
Planning Commission Work Session(s)	No	Yes	No	Yes	No ⁷	Yes
Planning Commission Recommendation	No	No	No	No	No ⁷	Yes
Planning Commission Action ^{8,9}	No	Yes	No	Yes	No	Yes
Council Work Session(s)	No	No ¹⁰	Yes	No ¹¹	Yes	Yes
Council Action	No	No ¹⁰	Yes	No ¹¹	Yes	Yes

¹ Applies to land modifications with non-SUP zoning and no deviations from Chapter 6 of the Town Code

² Applies to a lot split with non-SUP zoning and no deviations from Chapter 6 of the Town Code

³ Applies to SUP-zoned property, regardless of property acreage and no deviations from Chapter 6 of the Town Code

⁴ Applies to all property, regardless of zoning classification and property acreage

⁵ Applies to an easement modification with deviation(s) from Chapter 6 of the Town Code, regardless of zoning classification and property acreage

⁶ These are any deviations to the standards in Chapter 6 of the Town Code related to a replat, final plat, preliminary plat, lot line adjustment/combination, or lot split, regardless of zoning classification and property acreage

⁷ No Planning Commission approval is required for the final plat if it is in substantial compliance with the approved preliminary plat and preliminary plat stipulations

⁸ There are a minimum of 28 calendar days required between the meetings of the Planning Commission work session and action per Section 6-2-2.A of the Town Code

⁹ An applicant has the right to appeal a Planning Commission denial to Town Council per Section 6-2-2.D of the Town Code

¹⁰ If lot split is denied by Planning Commission or not unanimous vote - requires Council review/approval

¹¹ If rejected by Planning Commission, the preliminary plat is appealable to Council - Refer to Section 6-2-2.D Town Code



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APPLICANT & CONTACT INFORMATION

Please check the appropriate box for the Type(s) of Application(s) you are requesting

Administrative Land Modification	Non-Administrative Land Modification	Plat/Replat
<input type="checkbox"/> Lot Line Adjustment/Combination (Non-SUP & No Deviations(s))	<input type="checkbox"/> Lot Line Adjustment/Combination (SUP)	<input type="checkbox"/> Preliminary Plat
	<input type="checkbox"/> Lot Split (Any acreage & SUP)	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Lot Split (> 2.5 net acres, Non-SUP, No Deviations(s) & No New Street(s))	<input type="checkbox"/> Lot Split (≤ 2.5 net acres & Non-SUP)	<input type="checkbox"/> Replat
<input type="checkbox"/> Easement Modification (Non-SUP & No Deviations(s))	<input type="checkbox"/> Release of Easement (Any zoning)	<input type="checkbox"/> Plat/ Replat/ Lot Line Adjustment/Combination/ Lot Split (Any zoning & w/ Deviation(s))
	<input type="checkbox"/> Easement Modification (Any zoning & w/ Deviation(s))	

Project Name: _____

Date: _____ Existing Zoning: _____ Proposed Zoning: _____ Net Acres: _____

Property Address: _____

Assessor's Parcel Number: _____

Owner: _____

Address: _____

Phone number: _____

E-mail address: _____

Signature: **See Authorization Letter to Daniel Yonker**

(Or provide a separate letter of authorization)

Applicant/Representative: _____

Company Name (if Applicable): _____

Address: _____

Phone number: _____

E-mail address: _____

Signature: *Nick Prodanov*

THE ABOVE APPLICANT HEREBY APPLIES FOR AN APPLICATION AS INDICATED IN THE SUBMITTED NARRATIVE, PLANS, AND DOCUMENTS IN ACCORDANCE WITH THE TOWN CODE AND TOWN POLICIES.

FOR DEPARTMENTAL USE ONLY

App.#: _____ Submittal Date: _____ Expiration Date: _____



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SUBMITTAL REQUIREMENTS

Submittal requirements will vary based upon the project/scope of the request. Unless otherwise approved by Planning staff; plan size is 24" x 36", provide 2 paper copies of the submittal items upon staff request and provide all material in PDF format on a USB flash drive/memory stick. Additional copies may be required for scheduled meetings. Unless otherwise noted, the following documents are required for **all plat/land modification application types**:

Filing Fee:

Application Type		Application Fee
Administrative Land Modification (Non-SUP & No Deviation(s))		
Lot Line Adjustment/Combination (Non-SUP & No Deviations(s))	<input type="checkbox"/>	\$2,225
Lot Split (> 2.5 net acres, Non-SUP, No Deviations(s) & No Roadway(s))	<input type="checkbox"/>	\$2,225
Easement Modification (Non-SUP & No Deviations(s))	<input type="checkbox"/>	\$2,225
Application Type Non-Administrative Land Modification		
Lot Line Adjustment/Combination (SUP, SUP w/Deviation(s))	<input type="checkbox"/>	\$3,575
Lot Split (Any net acreage) (SUP, SUP w/Deviation(s))	<input type="checkbox"/>	\$3,575
Lot Split (\leq 2.5 net acres) (Non-SUP w/ or no Deviation(s))	<input type="checkbox"/>	\$3,575
Release of Easement (Any zoning)	<input type="checkbox"/>	\$5,200
Easement Modification (Any zoning & w/ Deviation(s))	<input type="checkbox"/>	\$3,575
Application Type Plat/Replat (Any net acreage & Any Zoning)(w/ or no Deviation)		
Preliminary Plat	<input type="checkbox"/>	\$3,850 + \$25 per lot
Final Plat	<input type="checkbox"/>	\$2,835
Replat	<input type="checkbox"/>	\$2,635
Plat/ Replat/ Lot Line Adjustment/ Combination/Lot Split (Any zoning & w/ Deviation(s))	<input type="checkbox"/>	\$3,575

Narrative description of the request (2 paper upon staff request and electronic copies). The narrative shall identify the following:

- Scope of request, including description of any concurrent application requests
- As applicable, description of any deviations from Town Code/Zoning Ordinance
- As applicable, any minimum restrictions related to the character of the development per Section 6-3-10 of the Town Code

- Applicable plans/documents for staff review (2 paper upon staff request and electronic copies), including but not limited to:
 - Proof of Ownership. Title report and/or warranty deed (Unless otherwise approved, the Title Report shall be dated 30 days or less prior to submittal date)
 - ALTA Survey, including all rights-of-ways and easements (Unless otherwise approved, ALTA Report shall be dated 30 days or less prior to submittal date)
 - Preliminary traffic study (if requested by the Town Engineer)
 - Water Service Impact Study per Section 6-2-2.A & 6-4-3.B of the Town Code, including will serve letters from applicable utility companies (not applicable for lot line adjustment/combo, release of easement, and easement modification applications)
 - Hydrology Study and/or Grading & Drainage Plan (Illustrate all washes including 5 equally spaced cross sections) (Required, unless waived by the Town Engineer)
 - As applicable, access and/or watercourse easement maintenance agreement(s) per Section 6-3-8 of the Town Code (Contact Town staff for sample form and/or find forms on Town website)

<input type="checkbox"/>	Watercourse (drainage) easement maintenance agreement(s) per Section 6-3-8 of the Town Code
<input type="checkbox"/>	Private roadway access and maintenance agreement per Section 6-4-3.J of the Town Code
<input type="checkbox"/>	Public and/or private street right(s)-of-way within, adjacent to, or extending from the site per Sections 6-3-1 and 6-3-2 of the Town Code
<input type="checkbox"/>	Dedication of right-of-way pursuant to Section 5-10-7.B of the Town Code, such dedication may require recordation of a quit claim deed
<input type="checkbox"/>	Conservation easements (e.g. Paradise Valley Mountain Preserve Trust)

- Landscape Plan including hardscape and plant names, quantity, sizes, and locations as required by Section 5-10-7.D of the Town Code
- Preliminary cost estimate and associated preliminary plans for minimum street, water, sewer, fire hydrant, drainage, and other public improvements required with guaranteeing assurances pursuant to Article 6-4 of the Town Code
- As applicable, the subdivider shall make necessary provisions for the continuous maintenance and operation of facilities that will not be maintained by the Town in the form of deed restrictions (CC&R's) and must include the right of the Town to do the maintenance after reasonable notice; if the property owners fail to do the maintenance, the Town has the ability to recover costs and the ability to place a lien if not reimbursed
- As applicable, Flood Plain Requirements per Section 6-3-9 and Article 5-11 of the Town Code, and specifically, subdivisions greater than 5 net acres must identify the area of the special flood hazard area and the elevation of the base flood, and identify the elevation(s) of the proposed structure(s) and pads
- As applicable, documentation from all affected utility companies regarding the abandonment and/or modification of any utility easements
- As applicable, subdivision wall plan per Section 6-3-12 of the Town Code (with a preliminary plat/final plat only)
- As applicable, subdivision sign plan with lighting details (if illuminated) per Section 6-3-11 of the Town Code (with a preliminary plat/final plat only)

- Applicable plans/documents for hillside properties (2 paper upon staff request and electronic) pursuant to Article 6-7 of the Zoning Ordinance, including but not limited to:
 - Topographic map at 2' intervals, 5' intervals, and elevations of special characteristics, with a larger scale and closer contour intervals and/or cross sections/profiles of areas where roads, driveways, buildings, utility, or grading construction is proposed with the final plat/map review
 - Grading & Drainage Plan as noted above, adding that such plan show the natural topography of the total parcel to be platted, the location and size of all structures, and grade of all improvement locations and the depth and extent of all cuts, fills, and disturbed areas
 - Road profiles and cross sections at all significant changes in the cross slopes; the cross section to show proposed and natural grade at the centerline of the road, the right-of-way line, and the proposed building setback lines
 - Soil investigation report to determine any geological hazard and soil bearing quality (Required for preliminary plat, may be required on other plat/map applications)
 - Slope analysis to determine minimum lot sizes pursuant to Section 2209 of the Zoning Ordinance
 - Locations of all building sites and proposed driveways shown on final plat/map
 - Description about any cuts, fill, what will be done with excavated material, retaining walls, bridges, safety measures, and related information in the narrative
 - As applicable, for septic, percolation test and test boring logs in accordance with the requirements of the County Health Department (Required for preliminary plat, may be required on other plat/map applications)
 - As applicable, approval by the County Health Department of any sewage treatment facility (Required for final plat, may be required on other plat/map applications)

Town Code/Zoning Ordinance Sections and other documents that may apply to your request

Zoning Ordinance	Town Code
Article II, Definitions	Chapter 5, Section 5-10, Development
Article XI, Special Uses & Additional Regulations	Chapter 6, Subdivisions
Other	
Visually Significant Corridors Master Plan	General Plan
Storm Drainage Design Manual	

General notes

1. *An application is not complete until all required information is submitted in an approved form. No application will be reviewed until complete. No agenda date will be set until the completed application has been reviewed and accepted by staff*
2. *Final approval may be granted upon such conditions reasonably related to the use of the subject property*
3. *Variances and modifications to the regulations of Chapter 6, Subdivisions, of the Town Code will require Planning Commission recommendation and Town Council approval and/or variances from the Zoning Ordinance will require Board of Adjustment approval*



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INFORMATION TO BE SHOWN ON PLAT/ MAP

The final recorded document for all plat/land modification application types is a plat or map which will have certain required components as addressed below. Refer to Articles 6-5, 6-6, and 6-7 of [Chapter 6, Subdivisions](#), of the Town Code, for more information. Unless otherwise noted, the following information is required for **all plat/land modification application types**:

<input type="checkbox"/>	Statements as applicable as set forth in Exhibits A through E of this application form										
<input type="checkbox"/>	As applicable, note regarding existing and new/proposed CC&Rs and/or other private restrictions to be shown or referenced (Required for all application types, preferred on preliminary plat)										
<input type="checkbox"/>	Plat or map name and legal description referenced by bearing and dimension to two (2) separate section or quarter section corners, benchmark and description										
<input type="checkbox"/>	Elevation and description of benchmark used										
<input type="checkbox"/>	Vicinity Map										
<input type="checkbox"/>	Scale not more than 1" = 100', with index sheet if more than 2 sheets required										
<input type="checkbox"/>	All dimensions shall be expressed in feet or decimals thereof										
<input type="checkbox"/>	Name, address, and tax parcel number of all adjacent property owners and other properties within three hundred (300) feet with location of existing lots if subdivided. If not subdivided, note "unsubdivided" next to name, address, and tax parcel number of owner										
<input type="checkbox"/>	Names and adjoining boundaries of all adjoining subdivisions showing the name, recording number, and existing dedications										
<input type="checkbox"/>	Name, address, license number, and phone number of person responsible for preparing plat										
<input type="checkbox"/>	Name, address, and phone number of landowner and applicant										
<input type="checkbox"/>	North point										
<input type="checkbox"/>	Date of preparation and revision date box										
<input type="checkbox"/>	Borders of area being platted must be clearly indicated. Please identify property corners										
<input type="checkbox"/>	Lot and block numbers, lot lines and setback lines, fully dimensioned; The boundaries of the property fully balanced and closed showing all bearings, angles and dimensions, determined by an accurate survey in the field; A relative location to the nearest existing street shall also be shown on the plat (Required for all application types, preferred on preliminary plat)										
<input type="checkbox"/>	Each lot shall note the zoning category along with its net acreage and net square footage (include "Hillside" label if property has a hillside designation)										
<input type="checkbox"/>	Location and width of all existing and proposed dedications and/or easements; fully dimensioned, with notations concerning dedication, reservation, and use, including, but not limited to: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>Utility easement(s) as required per Section 6-3-3 of the Town Code</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Watercourse easement(s) (drainage/washes) per Section 6-3-8 of the Town Code</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Public and/or private street right(s)-of-way within, adjacent to, or extending from the site per Sections 6-3-1 and 6-3-2 of the Town Code</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Dedication of right-of-way pursuant to Section 5-10-7.B of the Town Code, such dedication may require recordation of a quit claim deed</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Conservation easements (e.g. Paradise Valley Mountain Preserve Trust)</td> </tr> </table>	<input type="checkbox"/>	Utility easement(s) as required per Section 6-3-3 of the Town Code	<input type="checkbox"/>	Watercourse easement(s) (drainage/washes) per Section 6-3-8 of the Town Code	<input type="checkbox"/>	Public and/or private street right(s)-of-way within, adjacent to, or extending from the site per Sections 6-3-1 and 6-3-2 of the Town Code	<input type="checkbox"/>	Dedication of right-of-way pursuant to Section 5-10-7.B of the Town Code, such dedication may require recordation of a quit claim deed	<input type="checkbox"/>	Conservation easements (e.g. Paradise Valley Mountain Preserve Trust)
<input type="checkbox"/>	Utility easement(s) as required per Section 6-3-3 of the Town Code										
<input type="checkbox"/>	Watercourse easement(s) (drainage/washes) per Section 6-3-8 of the Town Code										
<input type="checkbox"/>	Public and/or private street right(s)-of-way within, adjacent to, or extending from the site per Sections 6-3-1 and 6-3-2 of the Town Code										
<input type="checkbox"/>	Dedication of right-of-way pursuant to Section 5-10-7.B of the Town Code, such dedication may require recordation of a quit claim deed										
<input type="checkbox"/>	Conservation easements (e.g. Paradise Valley Mountain Preserve Trust)										

<input type="checkbox"/>	Indications to show areas which are subject to frequent or periodic flood inundation (preliminary plat only)
<input type="checkbox"/>	Name of utility providers
<input type="checkbox"/>	Existing topography by contours related to USGS datum and any proposed alterations (Required for all preliminary plat submittals and hillside properties, may be required for other application types)
<input type="checkbox"/>	As applicable, structures on adjacent properties within 40' of the site
<input type="checkbox"/>	As applicable, location of all existing buildings, structures, septic facilities, and amenities with note as to proposed disposition
<input type="checkbox"/>	Minimum lot width shown per standards set forth in Table 1001-A1 Primary Building Area, Width, Story, and Setback Limitations of Paradise Valley Zoning Ordinance and Section 6-3-5, Lots, of the Town Code
<input type="checkbox"/>	Minimum required setback lines per Section 6-3-6 of the Town Code
<input type="checkbox"/>	Show the lot configuration circle for each lot described in Section 6-3-5.G of the Town Code with the submittal, the circle(s) will be removed prior to plat or map recordation
<input type="checkbox"/>	As applicable, any public reservations per Section 6-3-7 of the Town Code
<input type="checkbox"/>	Metes and bounds legal description for the parent property and all proposed lot(s) (Not required for preliminary plat, final plat, or replat applications)
<input type="checkbox"/>	Provide an area on each sheet for the Maricopa County Recorder stamp and comply with Maricopa County Recorder requirements to mitigate rejection of plat/map recordation (Refer to attached Maricopa County Recorder information)
<input type="checkbox"/>	Maricopa County Recorder Plat and Map Recordation Criteria (reference page 20 of this application)



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DESIGN STANDARDS

The Town Code includes various design standards that will apply to a plat or land modification. Unless otherwise noted, the following information is required for **all plat and land modification application types**:

<input type="checkbox"/>	The arrangement of streets shall make provision for the continuation of the principal existing streets in adjoining areas or their proper projections where adjoining land is not subdivided insofar as they may be deemed necessary for public requirements and the width of streets shall be not less than the minimum width established by the Town's General Plan street cross sections pursuant to Section 6-3-1.A and Section 6-3-2.A of the Town Code
<input type="checkbox"/>	Wherever a subdivision adjoins a major thoroughfare, the Commission may require that access to all residential lots be provided from other than the major thoroughfare pursuant to Section 6-3-1.B of the Town Code
<input type="checkbox"/>	A dead-end street not to exceed five hundred feet (500') in length may be established, provided that there shall be a turn-around, at the closed end, having a right-of-way radius of not less than forty-five feet (45') with an improved traffic circle having a radius of forty feet (40') pursuant to Section 6-3-2.B of the Town Code. A private street/roadway requires a Conditional Use Permit pursuant to Section 1101 and Section 1103 of the Town Zoning Ordinance
<input type="checkbox"/>	Dedication of half streets shall be discouraged; Where there exists a dedicated or platted half street or alley adjacent to the tract being subdivided, the other half shall be platted unless deemed unnecessary by the Town pursuant to Section 6-3-2.C of the Town Code
<input type="checkbox"/>	Provide utility easement(s) on each lot as required per Section 6-3-3 of the Town Code, generally being 8' wide along the front and rear property lines and 6' wide along side property lines
<input type="checkbox"/>	Provide watercourse easement(s) (drainage/washes) per Section 6-3-8 of the Town Code, watercourse having historical banks and a bed at least 2' deep and 5' wide through which waters flow on a recurrent basis
<input type="checkbox"/>	No block shall be longer than fifteen hundred feet (1,500') per Section 6-3-4 of the Town Code
<input type="checkbox"/>	Each lot shall meet the standards of Section 6-3-5 of the Town Code
<input type="checkbox"/>	Meets the minimum net area for its zoning district
<input type="checkbox"/>	Meets its lot configuration, circle with the lot width diameter (165' most common) as specified in Table 1001-A1 of the Zoning Ordinance touching the front setback without encroaching outside the lot
<input type="checkbox"/>	Provides desirable building site related to topography and neighborhood character, with lot not being unorthodox or unusually shaped
<input type="checkbox"/>	Meets access requirements of either adequate frontage upon a public street or adequate and recorded access to a public street by a private road Conditional Use Permit/Special Use Permit
<input type="checkbox"/>	Confer with the Town Building Official or designee on the proper addressing and street names in accordance with the Town's Address & Street Assignment Manual (Generally not required for lot line adjustment/combination, easement modification, or release of easement applications)
<input type="checkbox"/>	Electrical service, gas mains, telephone service, water service and cable communications systems shall be provided within each subdivision and shall be located underground pursuant to Section 5-10-8.E and Section 6-4-3.H of the Town Code

The following design standards are additional design standards that apply to hillside properties pursuant to Article 6-7 of the Zoning Ordinance, including but not limited to:

<input type="checkbox"/>	Minimum lot size based on average slope per Section 2209 of the Town Zoning Ordinance
<input type="checkbox"/>	A public or private road with a grade exceeding 12% shall not be longer than 600'
<input type="checkbox"/>	All public and private roads shall have a 50' right-of-way width and shall be constructed with decorative brick pavers or other surface material as approved by the Town Council, with the right-of-way allowing for drainage and/or utility purposes. A private street/roadway requires a Conditional Use Permit pursuant to Section 1101 and Section 1103 of the Town Zoning Ordinance
<input type="checkbox"/>	The maximum public road grade shall not exceed 15%
<input type="checkbox"/>	All private roads shall have sufficient turnarounds, and may be identified by a single road sign
<input type="checkbox"/>	Subdivision identification signage shall not be permitted
<input type="checkbox"/>	Land devoted to public and private rights-of-way shall not exceed 10% of gross parcel area
<input type="checkbox"/>	Total area subject to cut and/or fill for purposes of public or private roads shall not exceed 5% of gross parcel area
<input type="checkbox"/>	Vertical curbs may be required on the downhill side of roads having grades of 6 percent (6%) or greater; concrete U or V gutter may be installed in lieu of conventional rolled or vertical curb elsewhere as determined by the final drainage report
<input type="checkbox"/>	Transverse road cross sections with gutter on the uphill side may be used where approved by the Town
<input type="checkbox"/>	All cut and fill shall be within the roadway right-of-way or easement. For cul-de-sacs and turnarounds, easements for slope maintenance may be required by the Town Engineer
<input type="checkbox"/>	All cut slopes and fill slopes shall be landscaped or treated in such a manner that the slopes blend into the natural appearance of the hillside; Blending shall be accomplished within one year of the start of any roadway improvements and shall be required before the release of assurances
<input type="checkbox"/>	All excavated material from a right-of-way shall be removed or contained behind retaining walls or otherwise hidden in order that no fill material will be visible from any public or private road
<input type="checkbox"/>	Intersecting roads shall provide a 50' x 50' corner vision, whereas not to create an obstruction which extends 2' or more above the grade of either road within an area formed by the lot lines on the road sides and a line joining points on such lines located a distance of 50' from the point of their intersection
Roadway retaining walls	
<input type="checkbox"/>	Not exceed 8' in height
<input type="checkbox"/>	If over 4' in height, shall not exceed 100' in length
<input type="checkbox"/>	Must be veneered with natural rock compatible to the site
Upon recommendation by the Planning Commission and the approval of the Council, the following street modifications may apply:	
<input type="checkbox"/>	Various designs for turning and backing such as hammerheads may be substituted for cul-de-sacs
<input type="checkbox"/>	Required paving width of the traffic lanes may be modified when off-road parking bays are provided, developed, and paved in the public right-of-way
<input type="checkbox"/>	Centerline of the paving may be offset from the centerline of the right-of-way to provide parking bays in the right-of-way
<input type="checkbox"/>	To minimize cuts, consideration of a public road pavement width not less than 20' wide and private road pavement width not less than 12' wide if serving only one lot, 15' if serving two lots, and 20' if serving three or more lots
<input type="checkbox"/>	Under demonstrated hardship, consideration may be allowed for a public road grade over 15%, not to exceed 20%
<input type="checkbox"/>	Consideration of one-way loop public or private roads
<input type="checkbox"/>	To minimize cuts, the 50' x 50' corner vision may be reduced, but no lesser than 30'



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GENERAL CONDITIONS

The Town Code requires certain general conditions the Town may include as part of an approval of a plat or land modification. The property owner or designee typically completes these conditions prior to plat or map recordation and/or prior to a certain phase of the development; such as, prior to issuance of a building permit or issuance of a Certificate of Occupancy. Below is an illustrative list of typical conditions that may apply to any plat or land modification.

<input type="checkbox"/>	Submittal of any required assurance(s) and/or final plans for public improvements for review and approval by the Town Engineer and Town Attorney in accordance with Article 6-4 of the Town Code
<input type="checkbox"/>	Submittal of any Covenants, Conditions & Restrictions (CC&Rs) for Town Attorney review to ensure the CC&R's address continuous maintenance and operation of facilities for common use and/or public benefit as described in Section 6-4-3.J of the Town Code
<input type="checkbox"/>	Recordation of any applicable access and/or maintenance agreements as may be necessary pursuant to Section 6-3-7, Section 6-3-8, and/or Section 6-4-3.J of the Town Code, with such agreements to include the right of the Town to do the maintenance after reasonable notice if the property owners fail to do the maintenance, the ability to recover costs, and the ability to place a lien if not reimbursed
<input type="checkbox"/>	Completion of improvements to service the development related to street, water, sewer, fire hydrant, drainage, and utilities as described in Article 6-4 of the Town Code
<input type="checkbox"/>	Completion of landscaping within the public or private street right-of-way as described in Section 5-10-1.G and Section 5-10-7.D of the Town Code
<input type="checkbox"/>	Installation of permanent survey markers shall be installed in accordance with current Town standards; After all improvements have been installed, a registered land surveyor or civil engineer, at the expense of the developer, shall check the location of markers, correct any inaccuracies, and certify their accuracy
<input type="checkbox"/>	Coordination with the Town Engineer and Town Public Works Director for the installation of street signs per the Town's Address & Street Assignment Manual
<input type="checkbox"/>	Notification of the appropriate utility provider(s) and any application Town permit(s), with such notice to include date of trenching and location sketches, in accordance with Section 6-4-3.H of the Town Code
<input type="checkbox"/>	Placement of other minimum restrictions and/or maintenance provisions to prevent the depreciation of the character of the area and/or property values as described in Section 6-3-10 of the Town Code



COMMUNITY DEVELOPMENT DEPARTMENT PLAT/LAND MODIFICATION APPLICATION GUIDE

Town of Paradise Valley • 6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3692

NOTICING REQUIREMENTS

At certain times during the plat/land modification application process, neighborhood notification may be required in accordance with Arizona Revised Statutes, Town Code, and/or by Town policy. Notification may include, but is not limited to, posting and/or mailing notification to nearby property owners regarding the application request and the applicable meeting date(s). An applicant is always encouraged to meet with interested parties and neighbors any number of times above and beyond the minimum noticing requirements.

The minimum noticing requirements required for the applicant are outlined in Table 1 below. The notice of the application request include the scheduled meeting date/time when the Planning Commission and/or Town Council will make a recommendation or act on the application request. Work session/study meetings and meetings/hearings continued to a date certain do not require additional noticing.

Posting of Property

It shall be the responsibility of the applicant to properly post and document the site/property. The basic steps include: (1) obtaining an official posting notice(s) from the Community Development Department at least 21 calendar days prior to the scheduled meeting date; (2) posting the official notice on the subject site/property in a visible location no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date; and (3) signing, notarizing, and submitting an affidavit of posting along with a color photo of the posted sign to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date.

Mailing Notification

It shall be the responsibility of the applicant to properly mail the notice by the required deadline dates and document such mailing to the Town. The basic steps include: (1) Providing a list of all property owners with respective Maricopa County Tax Parcel Number for all properties within the notice area. Notice area is 1,500 feet from perimeter of subject property, or as specified by the Town; (2) Providing a sample Notice of Public Hearing (on page 6 below) for staff review and approval. Verify with staff if language must be added to the Notice of Public Hearing regarding remote participation requirements; (3) Mailing the Notice of Public Hearing no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date; (4) Verifying with the staff member processing your application that there are no additional persons of interest that will require notification; (5) Making sure each envelope has the Town return address of, "Town of Paradise Valley Planning Division, 6401 East Lincoln Drive, Paradise Valley AZ 85253-4399", and (6) Signing, notarizing, and submitting the affidavit of mailing along with a copy of the notice and mailing address list to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date

Table 1

Application Type ¹	Reviewing/Approval Body	Posting of Property	Mailing Notification
Lot Line Adjustment/Combo	Community Development Director/Town Engineer	No	No
Lot Line Adjustment/Combo with Deviation from Town Standards	Planning Commission Town Council	No	Yes, 500' radius 21 to 15 days prior to meeting
Lot Split (\leq 2.5 Net Acres)	Planning Commission Town Council ²	No	Yes, 500' radius 21 to 15 days prior to meeting
Lot Split ($>$ 2.5 Net Acres)	Community Development Director/Town Engineer	No	No
Lot Split with Deviation from Town Standards	Planning Commission Town Council	No	Yes, 500' radius 21 to 15 days prior to meeting
Preliminary Plat	Planning Commission Town Council ³	No	Yes, 1,500' radius 21 to 15 days prior to meeting
Final Plat	Planning Commission ⁴ Town Council	No	Yes, 1,500' radius 21 to 15 days prior to meeting
Replat	Planning Commission ⁴ Town Council	No	Yes, 1,500' radius 21 to 15 days prior to meeting
Lot Line Adjustment/Lot Combo/Lot Split on Special Use Permit (SUP) properties	Town Council	No	Yes, 1,500' radius 21 to 15 days prior to meeting

¹ No newspaper notification required for any plat/land modification application

² If denied by Planning Commission or not unanimous vote requires Council review/approval

³ If rejected by Planning Commission, plat is appealable to Council - Refer to Section 6-2-2.D

⁴ If final plat not meeting a stipulation or not in substantial compliance with preliminary plat- requires Commission review/recommendation



COMMUNITY DEVELOPMENT DEPARTMENT AFFIDAVIT OF MAILING NOTIFICATION

Town of Paradise Valley • 6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3692

STATE OF ARIZONA)
) ss:
County of Maricopa)

In accordance with the requirements of the Town of Paradise Valley, the undersigned hereby certifies that all the property owners within 1,500 feet of the property, as obtained from the Maricopa County Assessor's Office on _____, for the proposed application _____ has been mailed on the following date _____, 20 _____.
(Case Number)

(This property list shall not be older than thirty (30) days at the time of filing of the application).

The foregoing instrument was acknowledged by me this _____ day of _____, 20 _____, by _____.
Name

NOTARY PUBLIC

My commission expires:

EXHIBIT A

STATE OF ARIZONA)

) ss

County of Maricopa)

KNOW ALL MEN BY THESE PRESENTS:

_____ ; _____, as legal Name of owner(s) Status (i.e.: husband, wife, corporation, etc.)

owners of said real property, have subdivided or has joined under the name of _____, (name of subdivision)

a subdivision located at _____, (legal description)

as shown and platted hereon and hereby publish this plat and hereby declare that this plat sets forth the location and gives the dimensions of the lots and streets constituting same and that each lot and street shall be known by the number or name given each respectively on this plat, and hereby dedicate and grant to the Town of Paradise Valley the streets and rights-of-way shown on this plat and included in the above-described premises. Easements are hereby dedicated for the purposes shown.

IN WITNESS WHEREOF:

_____, as owners, have hereunto affixed their signature this _____ day of _____, 20____,

(name of owner)

(name of owner)

ACKNOWLEDGMENTS

STATE OF ARIZONA)

) ss

County of Maricopa)

Before me this _____ day of _____, 20____, the following persons appeared before me, the undersigned notary public, _____ and _____, who acknowledged (a) themselves to be _____ and _____; and acknowledged (b) themselves to be the legal owners of the property platted hereon; and acknowledged (c) that they, as legal owners, executed this instrument for the purposes herein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires: _____

Notary Public

EXHIBIT B

RATIFICATION

_____;

(names of any and all mortgages of all or any part of the subdivision)

mortgagee(s) of _____, hereby ratifies, approves, and acquiesces in the dedications as stated in this dedication.

By _____

(name and title of responsible official empowered to so represent the mortgagee)

ACKNOWLEDGMENT

STATE OF ARIZONA)

) ss

County of Maricopa)

Before me this _____ day of _____, 20____, the following person personally appeared before me, the undersigned notary public, _____, who acknowledged (a) himself
(name of responsible person)

to be _____; of _____, being duly

(title of responsible person)

authorized so to do, executed this instrument for the purpose herein contained by signing the name of _____, by himself as _____.

(owner)

(title)

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires: _____

Notary Public

EXHIBIT C
CERTIFICATION

This is to certify that (1) the survey of the premises described and platted herein were made under my direction during the month of _____, 20____, and (2) this plat is correct and accurate, and (3) the monument or monuments shown herein have been located as described.

Registered Land Surveyor

APPROVAL:

EXHIBIT D

Approved by the Town Council of the Town of Paradise Valley, Arizona this ____ day of _____, 20_____.

By: _____
Mayor

Attest: _____
Town Clerk

Town Engineer

Planning Director

EXHIBIT E

DRAINAGE EASEMENT RESTRICTIONS

Pursuant to A.R.S. § 9-463.01 (c), and Sections 6-4 (E) (J), 8-7-1 et. seq., and 6-3-8 of the Code of Ordinances of the Town of Paradise Valley, drainage easements are for the purpose of allowing storm, flood and other waters to pass over, under or through the land set aside for such easements, and nothing which may, to any degree, impede or obstruct the flow of such waters, shall be constructed, placed, planted, or allowed to grow on or in such easements. The maintenance and clearing of these drainage easements shall be the sole responsibility and duty of the owner of the property on which said easements are platted. However, the Town of Paradise Valley, a municipal corporation, may, if the Town deems it to be in the best interests of the health, safety, or welfare of the Town of Paradise Valley, construct and/or maintain drainage facilities on or under such easements. Agents and employees of the Town of Paradise Valley shall have free access to and from all portions of such easements at all times.

Maricopa County Recorder Plat and Map Recordation Criteria

Recorder and Elections Dept.
111 S. Third Ave.
Phoenix AZ 85003
Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday
Phone: 602-506-3535

The following criteria must be met in order for maps to be accepted by the Maricopa County Recorder's Office.

**This is not inclusive and we reserve the right to reject any maps not meeting the ARS guidelines*

***This refers to maps other than those that are 8 ½" X 14" or smaller*

GENERAL CRITERIA:

- **MATERIAL** Must be printed on Polyester or Linen (mylar) per ARS 11-481-B
- **AUTHENTICITY** Must be original map or photographic copy of map (please see criteria for signature) ARS 11-481-B
DO NOT USE DIAZO per ARS 11-481-B
**Recommended to test copies with kit.
- **TITLE** Must contain title indicating:
 - Type of map or plat
 - Name of subdivision or a description of the location of the area by section, township & range
 - Name of the owner of record of the property being surveyed per ARS 11-481-AExamples:
Record of Survey of Sec. 17, T 21N, R 07E
Owner: John and Mary Smith

Final Plat of Cheshire Estates Unit 3 in Sec. 5, T 21 N, R 07E
Owner: J. Smith Development
 - A place for the recorder's Information and seal block on the sheet
- **SEAL AND SIGNATURE** All seals and signatures must be original per ARS 11-480-A3 and in **black** ink to ensure quality reproduction. (**dark** blue ink may be accepted)
- **LEGIBILITY** All maps must be sufficiently legible to **reproduce** legibly from microfiche images and contain at least 11 point type per ARS 11-480

We will not be able to accept maps for recordation that have: printing or markings that are lighter than the rest of the map, maps that have information overlapping, or maps that are "mirrored."

TYPE SPECIFIC CRITERIA:

SUBDIVISION

- 24" X 36"
- Drawn to accurate scale with at least 11pt. type with left margin of 2 inches
- Approvals by governing body of City or County with original signatures: per ARS 9-475; ARS 9-478
- Authorization from Water Commission received by Recorder's Office (Unless in exempt area: Flagstaff) Per ARS 45-108

RECORD OF SURVEY or any other map

- 18" X 24" or 24" X 36"
- Drawn to accurate scale with at least 11pt. type with left margin of 2 inches
- Parcel not split into more than 6 lots
- Exceptions: Lots are 36 acres or more per ARS 32-2101

All other maps may be recorded if they are letter or legal size on paper or polyester. They will be treated as regular recordings.

Exceptions:

Maps required to be recorded by the director of water resources under ARS 45-401 through ARS 45-704