



In response to developer inquiries regarding the role that the City of Phoenix plays for multi-family and commercial condominium projects, the City of Phoenix has developed this brief guideline to assist developers in navigating the process between the government agencies involved. These agencies include the Arizona State Department of Real Estate, the City of Phoenix, and the Maricopa County Recorder and Assessor Offices.

These instructions are for the process to create individual units for conveyance and taxation, pursuant to the Arizona Condominium Act (A.R.S. §33-1201 et. seq.). Under the Arizona Condominium Act, the creation of a condominium requires the recording of a condominium plat and a condominium declaration. Although the condominium plat does not require the approval of the City of Phoenix, the unrecorded condominium plat, in the case of a conversion or approved Preliminary Site Plan for new construction, should be submitted to the City of Phoenix Planning and Development Department for unit and address assignment as described in Step 1 below.

Step 1

For new construction projects, building and unit numbers are assigned by the City of Phoenix Planning and Development Department, Addressing Services, once the Preliminary Site Plan has received staff approval. Unrecorded conversion condominium plats should be submitted to Addressing Services, for building and unit number assignment.

City of Phoenix, Addressing Services Counter 8, 200 West Washington Street, 2nd Floor, Phoenix, AZ 85003, 602.262.6551 Opt. 1, Opt. 1, www.phoenix.gov

Important Note: Obtaining accurate unit number assignments prior to State approval and County recordation of the conversion condominium plat is essential. Adherence to the Maricopa Association of Governments addressing guidelines minimizes any delay in the delivery of life safety and other critical services.

Step 2

Once the condominium plat has been approved by the City of Phoenix Planning and Development Department for building and unit assignment, the plat should be submitted to the Maricopa County Recorder for recordation at:

Maricopa County Recorder's Office, 111 South 3rd Avenue, Phoenix, AZ 85003, (602) 506-3535, www.maricopa.gov

Step 3

Units in a residential condominium containing six or more units may not be sold or offered for sale without the developer obtaining a Public Report from the Arizona Department of Real Estate. Commercial condominiums and residential condominiums of five or less units are exempt from the Public Report requirement. However, they are all still subject to the city of Phoenix addressing process described in step 1. Information concerning the requirements for obtaining a Public Report may be obtained from the Arizona Department of Real Estate.

Arizona Department of Real Estate, 100 North 15th Avenue, Suite 201, Phoenix, AZ 85007, www.re.state.az.us

Note:

New Condominiums: If constructing a new condominium, the site plan for the project will require formal submittal to the City of Phoenix for approval. In addition, all building permits, other permits and licenses required for the construction of the building and associated improvements related to the condominium are necessary from the City of Phoenix.

Conversion Condominiums: If the owner of the property intends to make any renovations or additions to the converted condominium or perform any other work which, under the City of Phoenix Code, requires a building permit or other approval, such as zoning or land issues, the owner will need to obtain all required permits or approvals prior to performing any such work.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.