



**OBJECTIVE:**

The following document provides an overview for general guidance and instruction to the applicant regarding the City's approval process for a final plat. For more specific Plat submittal requirements, refer to final plat Checklist.

**FINAL PLAT OVERVIEW PROCESS:**

Submit the final plat (allow a maximum of 60 calendar days for **staff review** per A.R.S. §9-835 – actual review time for approval/denial is project based)

- A final plat should not be submitted until approval has been granted by Preliminary Site Plan, Team Leader, or PDD management.
- Final plat will be reviewed by multiple disciplines including Civil, Site Planning, Property Records, Addressing (for subdivisions), and other applicable City departments if adjacent to City-owned property.
- If an abandonment is applicable, the final plat and abandonment resolution must be approved concurrently by City Council. (NOTE: Abandonment process must be completed prior to scheduling plat for City Council hearing)

Once a final plat is approved by all reviewers, and all civil engineering plans have been approved, and Mylar submitted, only then, the final plat will be scheduled (allow a minimum of 21 calendar days) for Council approval.

All required bonds associated with the offsite improvements plans must be posted within 90 days of Council approval of the final plat. *Bonds must be posted prior to recordation of the final plat. No additional notification is given to the customer to prompt this requirement. Posting of bonds is the sole responsibility of the applicant once the final plat has been approved by City Council.*

Final plats are recorded (allow at minimum 2 business days) with the Maricopa County Recorder.

**FAQ:**

**Question:** When should Mylar copies of the final plat be submitted?

**Answer:** After plan approval, your assigned civil reviewer will contact your project engineer (via phone, email, redline plan set, or checklist) to let them know that the signature submittal package, including Mylar copies, can be submitted.

**Question:** Who is responsible for posting bonds?

**Answer:** Posting of bonds is the applicant/owner's responsibility. Bonds must be posted prior to final plat recording and can be completed at the Civil Permits Counter, 2<sup>nd</sup> Floor of City Hall (Customer shall notify the civil reviewer once all bonds have been posted).

**Question:** Why do civil engineering plans have to be approved before final plat approval?

**Answer:** The City of Phoenix Subdivision Ordinance requires that all civil engineering plans be approved and a certificate of approval for engineering plans be received by the City Clerk prior to recording of the final plat (Phoenix City Code Chapter 32, Section 32-21.B) . This is to ensure that all right-of-way dedicated to the City is improved as required by the Subdivision Ordinance.

**Question:** Can the ownership be changed on the final plat after Council approval but before recordation?

**Answer:** Yes, new Mylar copies will be required. The document will be rescheduled for Council approval with an administrative fee of \$630\*\* (Customer must work with civil reviewer for approval to initiate this process).

**Question:** When does a final plat expire?

**Answer:** A final plat will expire if bonds are not posted within 90 days of Council approval (Sec. 32-19.B).

**Question:** How current must a Phase 1 report be at the time of final plat recordation?

**Answer:** A Phase 1 Environmental Assessment Report must be sealed within 180 days of final plat recordation.

**Question:** What can I do if I haven't posted bonds within the 90 days of Council approval and my plat is expiring?

**Answer:** A one-time extension of final plat approval is allowed by submitting a letter stating extension request justification with an administrative fee of \$450\*. Once the extension has been approved by the PDD director, the final plat approval will be extended for an additional 90 days from original Council approval date (Customer must work with civil reviewer for approval to initiate this process a minimum of 14 days before expiration).

**Question:** What can I do if the one-time extension has expired and no bonds have been posted?

**Answer:** If no changes have been made to the final plat, the original document will be rescheduled for Council approval with an administrative fee of \$630\*\*. However, if any changes are made to the final plat the submittal process will start over.

\*\$150/hour minimum 3 hour

\*\*Half of the original \$1260 final plat fee