



Development Customer,

You have received these documents because you are required to disclose that your development site is in defined proximity to an airport.

Attached you will find two templates for your use in completing an airport proximity disclosure notification. The "Notice to Prospective Purchasers of Proximity to Airport" contains wording for the notice that has been approved by City attorneys. You will notice brackets at several locations in the document. Please fill in the appropriate information and delete the brackets. This includes inserting your KIVA project number or zoning case number, as well as the name of your development team leader or zoning planner. This will assure that the recorded document is returned and filed correctly, thereby satisfying your stipulation.

The second template, Legal Description (legal description can be obtained from the property deed found at the following web site: <http://www.maricopa.gov/Assessor/ParcelApplication/Default.aspx>), will be written by you and should be the legal description of your parcel or development. Remove the brackets and everything in between and substitute your legal description. This will be "Exhibit A" as referenced in the airport proximity disclosure notification. You will need to have an authorized representative (owner or developer) sign this document for recordation.

Third, you need to obtain a current Federal Aviation Administration (FAA) map for the relevant airport. These maps can change from time to time as dictated by the FAA. An updated copy of the Airport Disclosure Map is available from the Arizona Department of Real Estate – 2910 North 44th Street, Suite 100, Phoenix, AZ 85018, or from their web site: <http://www.azre.gov/AirportMaps/PublicAirports.aspx>. This will be "Exhibit B" as referenced in the disclosure notification. Please note that the web site changes from time to time, but is always located at the Arizona Department of Real Estate. If it is not at the above link, try drilling down through public information documents from the home page located at: <http://www.azre.gov>.

After you assemble these three documents, take them to the County Recorder's office at 111 South Third Avenue, Suite 102, Phoenix, AZ 85003, and have them recorded with your property or your development's Covenants, Conditions and Restrictions (CC&Rs). The Recorder's Office will stamp them and give them a document number. You can then mail this to the address at the top of the disclosure notification, or simply hand carry it, to complete the stipulation of disclosure. When the recorded document appears in the site plan file, your stipulation will be satisfied.

In the event of difficulties:

- 1) Supervisors at the County Recorder's office have indicated that the document must be signed. We have included a signature block on the Legal Description attachment. It is NOT necessary to notarize your disclosure. If you are told that it must be notarized when you attempt to record, the County Recorder's Office suggests that you ask to speak with a supervisor.
- 2) The attached map does not meet legibility requirements per the County Recorder's guidelines. However, supervisors have indicated that it is acceptable for recordation with the Notice because the original map has been recorded by the Airport, and there is an address and web site on the Notice directing a potential purchaser to the information. If you are told that your map is not acceptable, the County Recorder's Office suggests that you ask to speak with a supervisor.

If you need further assistance with these instructions, please contact your team leader or planner.