



The Cross Access / Common Driveway / Cross Parking Agreement is utilized when adjacent properties desire, or are required to, provide non-exclusive access (for vehicles and pedestrians) to driveways, maneuvering areas, parking areas, and so on. This agreement shall include notarized signatures from the property owner(s) of each associated parcel, signed by designated City of Phoenix personnel, and recorded with the County Recorder of Maricopa County, Arizona. This agreement must be approved and recorded prior to Final Site Plan approval. Submit a draft agreement for review to your designated Traffic Reviewer with the Planning & Development Department, 200 West Washington Street, 3<sup>rd</sup> Floor, Phoenix, Arizona 85003.

Project #: \_\_\_\_\_ Project Name: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

**ENG RVW**

- Provide 1 original draft agreement on 8 ½" x 11" paper per the Cross Access / Common Driveway / Cross Parking Agreement Template or equivalent.
- Provide the name and address of the owner(s) of each of the associated properties that are to be bound by the agreement.
- Provide legal descriptions, as exhibits, for each of the associated properties privy to the agreement.
- Provide property layouts, as exhibits, designating the areas to be granted as non-exclusive easements for driveway access, maneuvering, and/or parking of vehicles.
- Provide page numbers on each sheet of the agreement.

**POST- APPROVAL REQUIREMENTS:**

**ENG RVW**

- Agreement to be signed by each of the property owners (even if each property has the same owner).
- Agreement to be recorded with the County Recorder of Maricopa County, Arizona.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / (602) 534-5500 TTY.