



**KIVA #:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Professional Engineer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

The Cross Retention and Drainage Agreement is utilized when adjacent properties desire, or are required to, provide a perpetual, non-exclusive, mutual cross retention and drainage easement for the purposes of storm water retention and drainage. 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 Plat approval or Grading and Drainage plan approval if no plat is required for the project. Submit a draft agreement for review to your designated Civil Reviewer with the Planning & Development Department, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003.

**SUBMITTAL REQUIREMENTS:**

**ENG RVW**

- Provide one (1) original draft agreement on 8 ½" x 11" paper per the Cross Retention and Drainage 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 included in the agreement.
- Provide property layouts, as exhibits, designating the areas to be granted as non-exclusive easements for storm water retention or drainage.
- Provide page numbers on each sheet of the agreement.

**POST- APPROVAL REQUIREMENTS:**

**ENG RVW**

- Agreement shall be signed by each of the property owners (even if each property has the same owner).
- Agreement shall be signed by the Phoenix City Manager's Representative or Civil Engineer III.
- Agreement shall be recorded with the County Recorder of Maricopa County, Arizona.