

App. # : _____
Date Submitted: _____

Final Plat Review Application: Minor Subdivision



TO: Department of Community Development
City of Sierra Vista
1011 N. Coronado Drive
Sierra Vista, AZ 85635
(520) 458-3315

1. Applicant Name: _____
Address: _____
Telephone: _____ Email: _____
2. (If the owner is separate from agent, please provide a letter of agency):
Agent Name: _____
Address: _____
Telephone: _____ Email: _____
3. Name of Subdivision: _____
4. Parcel ID #: _____
5. Attachments: (Please indicate acknowledgement of the items below with the understanding that some items will be submitted at a later date.)
 - ___ Application Fee
 - ___ (5) Bond Copies of Final Plat w/ (1) 24" x 36" mylar-printed copy (Electronic submittal also required)
 - ___ (3) Paving, Signing, and Striping Improvement plan (Electronic submittal also required)(3) Sewer Improvement Plans (Electronic submittal also required)
 - ___ (3) Drainage Plans/Report (Electronic submittal also required)
 - ___ (3) Electrical and Street Lighting Plans (Electronic submittal also required)
 - ___ (3) Water Plans (Electronic submittal also required)
 - ___ (1) Easement Plan (Electronic submittal also required)
 - ___ Completed "Application for Approval to Construct Water and/or Wastewater Facilities
 - ___ Separate Quit-Claim Deed for separate Right-of-way dedication, if applicable
 - ___ Engineer's Cost Estimate of Public Improvements
 - ___ Calculation Sheets giving subdivision Boundary coordinates
 - ___ Sewer Extension Agreement, if applicable
 - ___ Subdivider's Agreement
 - ___ Improvement Security Agreement
 - ___ Fire Hydrant Disclaimer Form

Please complete the back side of this application!

MINOR SUBDIVISION APPLICATION

APPLICANTS: Please **read the code and checkmark** each of the required boxes below to indicate that you meet all required submittal conditions. If you are unsure whether your proposed subdivision application meets the requirements, please contact the Community Development department at (520) 417-4413 or planning@sierravistaaz.gov.



Applicability [Checkmark the reason(s) for submittal]

Sierra Vista Development Code Section 151.19.006.A *Minor Subdivisions*

A subdivision meeting the following criteria shall be considered a minor subdivision:

1. The number of proposed lots is ten or less;
2. All streets forming the boundary of the subdivision are fully improved, except for sidewalks that may be improved as part of the project;
3. All utility services are available at the subdivision site boundary;
4. The property is not located within a 100-year regulatory floodplain area or erosion hazard setback;

Guidelines [Checkmark each box to confirm meeting of guidelines]

Sierra Vista Development Code Section 151.19.006.B *Minor Subdivisions – Review, Approval, and Recordation*

1. Pre-Application Meeting: A pre-application meeting is required prior to the formal submittal of the minor subdivision application. The pre-application meeting provides an opportunity for the City and the applicant to review and exchange information regarding a proposed minor subdivision prior to the preparation and formal submittal of a subdivision plat application.
2. Application:
 - a. The applicant shall submit a minor subdivision application and supplemental documents as stated in the minor subdivision application.
 - b. Applications shall be filed and processed in accordance with the review, approval, and recordation procedures set forth in Section 151.19.004(C) Final Plat Stage.
3. Improvement Security:
 - a. All required public improvements shall be designed and constructed in accordance with the latest revision of the Uniform Standard Specifications for Public Works Construction and the Uniform Standard Details for Public Works Construction as compiled by the Maricopa Association of Governments (MAG), and the City of Sierra Vista Public Works Engineering Design Standards and Drawings, as modified and adopted by the Council. Other standards pertaining to any required improvements shall be approved by the City.
 - b. All required public improvements shall be completed and accepted prior to the issuance of certificates of occupancy. However, should the improvements not be completed and accepted prior to the issuance of certificates of occupancy, then the improvement security requirements and procedures as stated in Section 151.19.005, -Improvement Security shall be followed.

I agree that the information provided above is correct and true. I understand the responsibility for code compliance rests with the applicant.

Signature: _____

Date: _____

Signature of subject property owner or authorized representative of said owner is required for minor subdivision approval