



Santa Cruz County
Community Development Department
FINAL PLAT
Submittal Requirements Check List

2150 N Congress Drive, Suite 215 ■ Nogales AZ 85621 ■ 520-375-7930

In order for the Planning Division to begin processing a final plat submittal, ALL of the following items must be submitted.

The Planning Division will not accept partial submittals.

1. Two (2) complete set of improvement plans.
2. Assured water supply letter or water adequacy letter from the Arizona Department of Water Resources.
3. Solid waste management provider letter.
4. Two final copies of CC&Rs.
5. Land Development Agreement.
6. Third Party Trust Agreement.
7. Two (2) blue or black line copies of the Final Plat
8. Required fees (contact the Planning Division to determine amount).
9. Copy of this completed checklist.
10. Completed application form.
11. Proof that property taxes are current

NOTE: Do not submit mylar copies of the final plat or improvement plans until directed to do so by the Planning Division staff. Electronic files of both the final plat and improvement plans shall accompany mylar copies.



**Santa Cruz County
Community Development Department**

**INTENT TO SUBDIVIDE APPLICATION
(FINAL PLAT)**

2150 N Congress Drive, Suite 215 ■ Nogales AZ 85621 ■ 520-375-7930

Case Number: _____ **Date of Submittal:** _____

Subdivision Name: _____

Location: _____ Town: _____

Township: _____ Section: _____ Range: _____ District # _____

Proposed Number of Lots: _____ Acres: _____

Owner: _____ Contact: _____ Phone: _____

Applicant: _____ Contact: _____ Phone: _____

Engineer: _____ Contact: _____ Phone: _____

Architect: _____ Contact: _____ Phone: _____

Landscape Architect: _____ Contact: _____ Phone: _____

Project Planner: _____ Contact: _____ Phone: _____

Estimated date of Tentative submittal: _____

Has this property ever been subdivided or have any other binding recorded information? _____

If yes, state book and page: _____

Water: _____

Septic: _____

Electric: _____

Gas: _____

Phone: _____

Fire: _____

Elementary School: _____

Jr. High School: _____

High School: _____

Current Zoning: _____

Proposed Zoning
(if necessary): _____

PUBLIC ACCESS STATEMENT:

NOTE: THE APPLICANT HEREBY CONSENTS TO SITE VISITS IN ORDER FOR PLANNING STAFF TO PREPARE THE CASE REPORT TO THE BOARD OF ADJUSTMENT, PLANNING COMMISSION AND/OR THE BOARD OF SUPERVISORS AND TO POST THE PROPERTY PURSUANT TO A.R.S. §§11-805, 11-813, 11-816, 11-829, OR 11-831.

I/WE herein agree to meet the minimum design standards of all applicable regulations.

Applicant Signature

Date