



ORO VALLEY PLAT AMENDMENT GUIDE





ORO VALLEY PLAT AMENDMENT PROCESS GUIDE

This process guide contains the process narrative, submittal checklist, and plan content for amending an approved plat. Depending on your application it will either be reviewed by Town staff or require consideration by Town Council.

1.0 Plat Amendment Review

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PLAT AMENDMENT REVIEW

1.1 PROCESS NARRATIVE

Introduction:

The Zoning Code establishes the process for amending an approved plat. The following processes are applicable:

1. Minor Plat Change -permits the Planning and Zoning Administrator to approve minor plat amendments, which are defined (Section 22.9) as:
 - a. Scrivener's errors which are unintentional clerical mistakes made during the drafting, publishing or copying process which may include corrected courses, distances, monumentations, property information, corrected street names and similar technical items.
 - b. Adjustments to utility easements and building pads.
 - c. Property line modifications with concurrence from all affected parties.
 - d. Adjustments to floodplain and erosion hazard boundaries as approved by the Town Engineer.
 - e. Driveway relocations as approved by the Town Engineer.
2. All other plat amendments not defined as minor- require Town Council approval. These may include but are not limited to:
 - a. Changes in circulation patterns
 - b. Changes in conserved open space or no-build areas
 - c. Changes creating new lots in a development with a final plat or development plan must follow plat/development plan revision procedures per OVZC 22.9.
 - d. Changes creating new lots on un-subdivided parcels must follow the minor land division process guide and OVZC 22.9.
3. Lot combinations must start with the Pima County Assessor's office. Applications for lot combos can be found on line at www.asr.co.pima.az.us.
4. Address changes are processed at Pima County Addressing.

The Community and Economic Development Department (CED) is here to assist you with your Plat Amendment application. Throughout the process, you will be working closely with Town staff to ensure the efficient processing of your application for development.

Process Overview:

To better understand the approval process for the Town's Plat Amendment applications, please refer to the table below.

Table of Authority

Submittal Type	Staff Authority	Town Council
Minor Plat Change	Approve	Appeal

Other Plat Changes	Review	Approve
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Step 1 – Pre-application Conference

It is strongly recommended that applicants attend a pre-application meeting with the Development Review Committee (DRC) for a preliminary review of their proposed Minor Plat Change to discuss the required process and broad issues related to the proposal prior to investing in professional services.

The DRC is comprised of Town staff responsible for reviewing and commenting on an application. (Applicants should refer to the attached “Pre-application Conference Process Guide” for additional details). The Development Review Committee will provide a review letter within 3 working days identifying any broad concerns following the meeting.

Step 2 – Formal Submittal

The Plat Amendment process requires a general application (Section 1.2) and formal submittal. The formal application requires the submittal of all items listed in Section 1.3 and must include all content listed in Section 2.0. The formal submittal is reviewed administratively after which the Planning and Zoning Administrator will issue a final decision.

To ensure timely review, applicants should review the applicable provisions of the Zoning Code and provide a complete submittal.

Step 3 – Staff Review

After receiving a complete application, staff will review the Plat Amendment in accordance with the applicable provisions of the Zoning Code, engineering standards and other areas of review authority.

All Minor Plat Changes must comply with the following:

- Be in substantial conformance with the approved subdivision design (e.g., lot number and pattern, street configuration, subdivision boundary, etc.)
- No material changes to the terms or conditions of the approved final plat
- No changes to open space designation
- No adverse impacts to an adjacent property, as determined by the Planning and Zoning Administrator and/or Town Engineer.

A review letter will be sent to the applicant within 15 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application.

When all review comments have been addressed, the application will be forwarded to the Planning and Zoning Administrator for final decision.

The Planning and Zoning Administrator may determine that a proposed plat change is not minor and therefore requiring Town Council consideration (see Step 4).

Step 4- Town Council Meeting and Decision

For amendments that are not minor, a staff report will be prepared and sent to the Town Council approximately 10 days prior to the Council meeting. The Town Council is the legislative body that makes the final decision to approve, conditionally approve, or deny the Plat Amendment. The Town Clerk shall schedule a public hearing before the Town Council at which residents shall have an opportunity to be heard. The time and place of such hearing shall be published at least once in a newspaper of general circulation in the Town of Oro Valley not less than fifteen (15) days before the Town Council hearing date. The applicant is expected to attend the Town Council meeting.

Following the meeting, an action letter is sent to the applicant including any final conditions on the request.

Step 5- Approval and Recordation

Upon approval, Plat Amendments must be sent to the Pima County Recorder's office for recordation. Following recordation, the change must then be sent to Pima County Addressing to update the digital database maintained by Pima County.



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1.2 GENERAL APPLICATION FORM

Office Use Only

OV Case #: _____

Application Type:

- | | |
|---|--|
| <input type="checkbox"/> Major General Plan Amendment | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Rezoning/PAD Amendment | <input type="checkbox"/> Pre-Application |
| <input type="checkbox"/> Planned Area Development | <input type="checkbox"/> Zoning Verification |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Sign Criteria |
| <input type="checkbox"/> Zoning Code Amendment | <input type="checkbox"/> Sign - PAD Exemption |
| <input type="checkbox"/> Conceptual Site Plan | <input type="checkbox"/> Master Sign Program |
| <input type="checkbox"/> Conceptual Public Art | <input type="checkbox"/> Communication Facility – Tier 1 and 2 Minor |
| <input type="checkbox"/> Conceptual Architecture | <input type="checkbox"/> Communication Facility – Major |
| <input type="checkbox"/> Final Site Plan | <input type="checkbox"/> Revised Development Plan |
| <input type="checkbox"/> Conceptual Landscape Plan | <input type="checkbox"/> Other _____ |

Subject Property Information:

Address: _____ Parcel/Tax Code: _____
Subdivision / Commercial Center Name: _____
Book / Page or Sequence Number: _____ Lot Number(s) _____
Legal Description: _____
Section/Township/Range: _____ Area of Property: _____
Existing Land Use: _____ Proposed Land Use: _____

Applicant Information:

* If more than one, attach list

Applicant*:

Name: _____ Firm: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ Email: _____

Property Owner(s) if different from Applicant*:

Name: _____ Firm: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ Email: _____

Consultant*: _____ (Discipline)

Name: _____ Firm: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ Email: _____

1.3 PLAT AMENDMENT SUBMITTAL CHECKLIST

All applications for Plat Amendments must include the following materials to be accepted for processing:

- Fees
- A completed General Application Form
- Map of the area to be revised- Size 8 ½" X 11" or 11" x 17" **(4 copies)**
 - Must be sealed by a registrant such as a Land Surveyor or Engineer
- 24" x 36" scalable copies of maps with registrant's seal **(2 copies)**
- All items contained in Section 2.0 of this process guide. **(4 copies)**
- Legal description(s) of the proposed change(s), sealed by a registrant. **(5 copies)** *one must be the original*
- Letter from parcel owner(s) approving change
- Conveyance deeds, with grantors and grantees, if property is added or subtracted to the revised lots. This applies whether or not ownership of the lots remains the same or the same party owns both lots. Deeds can be purchased from the Pima County Recorder's office, Title companies or Legal offices. A deed is not needed for text changes to general notes. **(2 copies)**
- Boundary Closure calculations if property lines are modified **(1 copy)**
- Scrivener's Error:** Description of error and/or correction(s) to be made to recorded plat. Scrivener's error documents must be sealed by a registrant such as the land surveyor or engineer.

1.4 MINOR PLAT CHANGE PROCESS FLOW CHART

Minor Plat Change Process	Time*	Purpose
Pre-application Conference	1 Week	<ul style="list-style-type: none"> An opportunity to meet with members of the staff Development Review Committee to discuss process, consistency with adopted plans and zoning requirements
Formal Submittal	Applicant Driven	<ul style="list-style-type: none"> Submittal of plans in accordance with Code requirements Applicant to address any comments or concerns identified during the pre-application conference.
Staff Review	2 Weeks	<ul style="list-style-type: none"> Staff distributes copies to all internal agencies for review Staff code compliance letter is provided within 20 working days of a complete submittal
Revised Submittal	Applicant Driven	<ul style="list-style-type: none"> Applicant to address staff review comments relative to code compliance Additional revised submittals may be necessary if code issues are not adequately addressed
Staff Approval	1-2 Weeks	<ul style="list-style-type: none"> Staff will approve once code compliant.
Recordation	Applicant Driven	<ul style="list-style-type: none"> Applicant is responsible for recording approved plan with Pima County Recorder's Office. A PDF of the recorded document must be submitted to Town staff.

Total Town Processing Time 5-8 weeks

* Typical time frames – actual time frames may vary and are dependent upon timely applicant submittals.

1.5 PLAT CHANGE PROCESS FLOW CHART

Plat Amendment Process ⁺	Time*	Purpose
Pre-application Conference	1 Week	<ul style="list-style-type: none"> An opportunity to meet with members of the staff Development Review Committee to discuss process, consistency with adopted plans and zoning requirements
Formal Submittal	Applicant Driven	<ul style="list-style-type: none"> Submittal of plans in accordance with Code requirements Applicant to address any comments or concerns identified during the pre-application conference.
Staff Review	2 Weeks	<ul style="list-style-type: none"> Staff distributes copies to all internal agencies for review Staff code compliance letter is provided within 20 working days of a complete submittal
Revised Submittal	Applicant Driven	<ul style="list-style-type: none"> Applicant to address staff review comments relative to code compliance Additional revised submittals may be necessary if code issues are not adequately addressed
Staff Review	1-2 Weeks	<ul style="list-style-type: none"> Staff will review for Code compliance. Additional review may be required prior to scheduling the application for Town Council consideration, if the proposal is not code compliant.
Town Council	4 Weeks	<ul style="list-style-type: none"> A staff report, with any conditions of approval, will be prepared. Staff review focused on conformity with adopted plans and code requirements. Town Council is the deciding body on whether to approve, deny or continue an application.
Recordation	Applicant Driven	<ul style="list-style-type: none"> Upon approval, the applicant must file the approved documents and with Pima County Recorder's Office.

Total Town Processing Time 6-8 weeks

* Typical time frames – actual time frames may vary and are dependent upon timely applicant submittals.

+ Process for plat amendments that are not defined as minor by the Zoning Code.

1.6 FEE SCHEDULE (REVISED MAY 18, 2011)

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees identified after submittal are due as determined by the Planning and Zoning Administrator (Public Works Director for rights-of-way fees). All fees must be paid prior to the issuance of permits.

Charges for partial review of any project will be based on the stage of review and staff time already dedicated to the project. The Planning and Zoning Administrator may refund up to 80% of the fee. The Planning and Zoning Administrator may waive fees if an undue hardship has been created by the Town. All other fee waiver requests must be approved by the Town Council. Fees will not be applied to applications or events initiated or sponsored by the Planning and Zoning Commission or Town Council.

Whenever independent consultant review is provided for in the OVZCR (Golf Course Overlay, Communications facilities, Riparian analysis etc.), the applicant must reimburse the Town for all consultant fees incurred.

Fees:

Minor Plat Change/Scrivener's Error	\$350.00 for a text revision \$515.00 for a map revision
Final Plat Amendment	

Pima County Addressing and Recording fees will apply once the change is approved.

Applicant is responsible for separate payment to Pima County Addressing or Recorder. The County staff will inform applicant when payment is due for recording or addressing fees. Please contact the Pima County Recorder and Addressing office for more information.



2.0 PLAT AMENDMENT SUBMITTAL PACKAGE

2.1 PLAN FORMAT

All documents or plan sheets

1. Must be drawn to a scale of one inch equals forty feet (1"= 40' or 20') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different scales must be pre-approved by the Town Engineer and Planning Manager.
2. Copies of the larger plans may be reduced to 8 ½" x 11" or 11" x 17" size, when approved by the Planning and Zoning Administrator and Town Engineer.
3. Provide before (current condition) and proposed (after) drawings
4. Include the name of the project in the lower right hand corner below the Title Block.
5. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
6. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
 - A. Brief legal description, i.e. "Portion of Section____, T ____S, R____E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
 - B. Scale
 - C. Contour interval if applicable
 - D. Date (revised plans must show date of revision)
 - E. Town of Oro Valley case number
 - F. Sheet ____ of ____ (total pages)
7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.
8. Show north arrow and bar scale in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.
9. If the plat amendment consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.
7. A legend which depicts and describes all symbols used in the document.
8. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
 - A. The subject property identified and centered within a one square mile area
 - B. Any adjacent conditions (i.e. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads,

National Forests, Nations, reservations, and city, town or other jurisdictional limits.)

C. The section, township and range of the subject development

D. A north arrow and scale

9. List the following on the cover sheet:

A. The name, mailing and email addresses, and phone number of:

i. The primary property owner(s) of the site

ii. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.

The Arizona registrant responsible for preparing the plans must seal all drawings and documents in accordance with Arizona Board of Technical Registration guidelines.