

Plat Amendments

Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

Amendments to approved plats must be approved by the Town, prior to recording with Pima County.

FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees related to Plat Amendments are provided below. Pima County Recording and Addressing fees also apply for recordation and annotation. Please contact Pima County for more information about their fees.

Map Revision*	\$515
Scriveners Error – Text Revision	\$350

*Map revisions fees may vary based on the complexity of the change and/or the number of lots affected.

SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as “*Document Type – Date.*”
- All fees must be paid upon submitting. Reviews will not begin until all fees are paid. Fees may be paid online.
- Project resubmittals are to be uploaded through the portal using the same project number the first application was provided. Please do not e-mail documents directly to staff as this may delay the submittal review process.

SUBMITTAL CHECKLIST

- Map of the area to be revised- Size 8 ½” X 11” or 11” x 17” sealed by a registrant such as a Land Surveyor or Engineer
- Legal description(s) of the proposed change(s), sealed by a registrant.
- 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 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.
- Boundary Closure calculations if property lines are modified
- 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.

Plat Amendments

Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov



PROCESS

HOA: Property owners should always communicate with their Home Owner Association (HOA) about the proposed change to the lot. However, HOA approvals and/or denials are private matters between the property owner and the HOA. The Town's approval or denial of plat changes are separate processes.

Recording of documents: Once approved the plat change documents must be recorded with Pima County Recorder's Office and annotated through Pima County Addressing Services. Failure to acquire Town approval **prior to recording** is not advisable and may lead to problems with selling or building on your land.

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. Major Plat Change - 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
 - a. Lot combinations are considered a Minor Plat Change. Please follow the Minor Plat Change instructions above.
 - b. After Town approval, the Pima County Assessor's office will need to approve the lot combination. Applications for lot combos, at the Pima County Assessor, can be found online at www.asr.co.pima.az.us.
4. Address changes are processed at Pima County Addressing.

Plat Amendments

Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov



1. PLAT AMENDMENTS

SUBMITTAL ITEMS AND REQUIREMENTS

All items must be submitted in PDF format. Please name PDF files in a self-explanatory manner such as "*Document Type – Date.*"

Plan Format

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.

Plat Amendments

Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov



10. A legend which depicts and describes all symbols used in the document.
11. 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
12. 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.

2. NEXT STEPS

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.