

# Final Plat

## Process and Submittal Requirements

Town of Oro Valley  
Community and Economic Development Department - Planning Division  
Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### APPLICABILITY

A Final Plat is the official, recorded document that includes the design of a subdivision and elements required by both State statute and Chapter 26 of the Oro Valley Zoning Code. A Final Plat approval is required before improvements such as grading, paving and utilities can begin.

### FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees related to Final Plats are provided below.

Base Fee	\$1000
Additional fee per acre	\$30/acre

### SUBMISSIONS

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

- All applications must be submitted 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.
- 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.

### SUBMITTAL CHECKLIST

- Final Plat
- Lot closure and street centerline calculations with coordinate references to identifiable points shown on plat
- Approved Hydrology Report
- Complete Title Report, current to within 45 days of submittal
- Covenants, Conditions and Restrictions (CC&R's)
- Acknowledgement to notify other agencies

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### PROCESS

Final Plat Process	Time*	Purpose
<b>Formal Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• Submittal of plans in accordance with Code requirements</li> <li>• Applicant to address any comments or concerns identified during the final design review phase.</li> </ul>
<b>Staff Review</b>	4 Weeks	<ul style="list-style-type: none"> <li>• Staff distributes copies to all internal/external agencies for review</li> <li>• Staff code compliance letter is provided within 20 working days of a complete submittal</li> </ul>
<b>Revised Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• Applicant to address staff review comments relative to code compliance</li> <li>• Additional revised submittals may be necessary if code issues are not adequately addressed</li> </ul>
<b>Staff Review</b>	1-4 Weeks	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Town Council</b>	4 Weeks	<ul style="list-style-type: none"> <li>• Staff review focused on conformity with adopted plans, code requirements, neighborhood mitigation measures and the Planning and Zoning Commission recommendation</li> <li>• The deciding body on whether to approve, deny or continue the application</li> </ul>
<b>Submittal of Assurances</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• The applicant may now establish a third party trust for the approved assurances, which must be in place prior to recordation.</li> </ul>
<b>Final Plat Recordation</b>	1 Week	<ul style="list-style-type: none"> <li>• A Mylar should be submitted for Town signatures.</li> <li>• Once all signatures have been received, the applicant is responsible for taking the Mylar to Pima County Recording and Pima County Addressing.</li> <li>• Recorded Mylars and a PDF of the approved Plat should be returned to the Town of Oro Valley.</li> </ul>

**Total Town Processing Time 10-13 weekst**

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

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## **ACKNOWLEDGEMENT TO NOTIFY OTHER AGENCIES**

The following statements must be acknowledged (under the “Permit Details” section) on your online application:

*In addition to the Town of Oro Valley (the “Town”), there may be other jurisdictions affecting development of this property. If a property developer waits until late in the development process to contact other pertinent governmental agencies or bodies, additional expense and time in coordination, redesign and development may be a result.*

*Please be advised, issuance of a permit **DOES NOT**, nor should it be construed, to imply compliance with Federal, State or County regulations. If you have any questions concerning your responsibilities under federal law, please contact the applicable agency.*

Examples of other governmental agencies and/or bodies that may have overlapped jurisdiction over this property include but are not limited to the following:

### **Federal:**

The United States Department of the Interior, Fish and Wildlife Service is responsible for Endangered Species Act compliance, etc. Please note, habitat has been designated with the Town.

- U.S Fish and Wildlife Field Division, Phoenix, AZ, (602) 640-2720

The United States Corps of Engineers: This agency is responsible for management of jurisdictional waters, etc. Section 404 consultations may be required on properties that contain washes.

- U.S. Army Corps of Engineers, Tucson, AZ, (520) 584-4486

### **State:**

- Arizona Department of Transportation. This agency must be notified of any development accessing a State Highway, such as Oracle Road. Please contact directly for further information. ADOT – (520)388-4200
- Arizona Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information. ADEQ - (602) 771-2300

### **County:**

- Pima County Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information. PDEQ - (520) 424-7400
- Pima County Development Services for Addressing, Wastewater Capacity and Sewer Connections – (520)724-9000

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## 1. FINAL PLAT

### REVIEW

Final plats require approval by Town Council. The following items must be submitted online for staff review, prior to scheduling for Town Council consideration. Once staff has completed their review(s) and all code requirements have been met, the applicant should plan for the Town Council meeting by preparing a PowerPoint presentation. The applicant and/or property owner will be expected to address any questions with visuals, if needed.

Final plats are reviewed for conformance with the approved site design. To avoid delays, applicants should review all applicable provisions of the Zoning Code and ensure the formal submittal is complete. Incomplete submittals will be returned for additional information.

### 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. The Final Plat must be drawn to a scale of one-inch equals forty feet (1" = 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning Manager.
2. The Final Plat must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right-hand sides of the page; and a two (2") inch margin on the left-hand side of the page.
3. Margins are to only contain the name of the project in the lower right-hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
  - a. "Final Plat"
  - b. Name of development
  - c. "Lots \_\_\_ through \_\_\_ and Common Areas A through \_\_\_", if applicable.
  - d. Brief legal description, i.e. "Portion of Section \_\_\_\_\_, T \_\_\_\_\_ S, R \_\_\_\_\_ E, Town of Oro Valley, Pima County, Arizona
  - e. Scale
  - f. Contour interval
  - g. Date (revised plans must show date of revision)
  - h. Town of Oro Valley case number
  - i. Sheet \_\_\_ of \_\_\_ (total pages)
  - j. Reference Case Numbers (e.g., general plan amendment, rezoning, variance) adjacent to the title block on each sheet.

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### Plan Content – Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40”) point or greater:
  - A. Final Plat
  - B. Project Name
  - C. Oro Valley Case Number
  
2. A site plan of the entire project centered toward the top of the page, directly below the information in Item 1 above and include the following:
  - A. North arrow
  - B. Lot lines
  - C. Sheet cuts
  - D. Street layout
  - E. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines, include entire residential lot(s) and significant land use features.
  - F. Proposed and existing on-site and off-site roadways. Include street names and indicate whether public or private.
  
3. Each section of the plan (i.e., Site Plan, General Notes, Location Map) must be titled and labeled (bold, underlined) in a font no less than fourteen (0.14”) point.
  
4. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right-hand side of the cover sheet, indicating the location of the portion being developed.
  
5. A legend which depicts and describes all symbols used in the document.
  
6. 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, drawn at a scale of 3” = 1 mile, and provide the following information:
  - A. The subject property identified and centered within the 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, city, town or other jurisdictional limits.)
  - C. The section, township and range of the subject development
  - D. Labeled section corners
  - E. A north arrow and scale
  
7. List the following on the cover sheet:
  - A. The name, mailing address, e-mail address and contact number for:
    - i. The primary property owner of the site

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- ii. The developer of the project
  - iii. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
- B. The Arizona registrant responsible for preparing the Final Plat must seal all drawings and documents in accordance with the Arizona Board of Technical Registration guidelines.
- C. Registrant responsible for the 100-year floodplain and Erosion Hazard Setback certification must stamp each sheet.

### 8. Approvals, Assurances, Dedications and Certifications

#### 1. APPROVALS

i. I, \_\_\_\_\_, Clerk of the Town of Oro Valley, hereby certify that this plat was approved by the Mayor and Council of the Town of Oro Valley on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ii. Signature lines and dates for the following:

- 1. Clerk, Town of Oro Valley
- 2. Pima County Regional Wastewater Reclamation Department
- 3. Town Engineer
- 4. Planning and Zoning Administrator
- 5. Water Utility Director

iii. In accordance with ARS 45-576, the Town must receive from the developers a certification of assured water supply from the Director of Water Resources within 30 days prior to recording of the final plat.

“The Town of Oro Valley has been designated by the Arizona Department of Water Resources as having an assured water supply, pursuant to ARS § 45-576 and hereby certifies in writing to supply water to this subdivision” by

\_\_\_\_\_  
Water Utility Director      Date

iv. The following assurance blocks shall appear on the final plat:

Assurance in the form of \_\_\_\_\_, from \_\_\_\_\_, as recorded in Sequence No. \_\_\_\_\_ has been provided to guarantee drainage and street improvements (including monuments) and utility improvements (electric, telephone, gas, sewer, water) in this subdivision by \_\_\_\_\_  
Mayor – Town of Oro Valley      Date

Assurances in the form of \_\_\_\_\_, from \_\_\_\_\_, in the amount of \_\_\_\_\_ have been provided to guarantee the reseeding of this subdivision in the event the project is abandoned.



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use of said lands now and in the future by reason of flooding, flowage, erosion or damage caused by water, whether surface, flood or rainfall. It is further understood and agreed that natural drainage shall not be altered, disturbed or obstructed without approval of the Oro Valley Town Council.”

- C. The following clause, modified as appropriate, must be added or may be used in place of other clauses in case of a private subdivision: Private drainageways and common areas, as shown hereon, are reserved for the private use and convenience of all owners of property within this subdivision, their guests and invitees, and (except for drainageways), for the installation and maintenance of underground utilities and sewers. Title to the land of all private drainageways and common areas shall be vested in an association of individual lot owners as established by covenants, conditions and restrictions in Sequence No. \_\_\_\_\_ in the office of the Pima County Recorder. Each and every lot owner within the subdivision shall be a member of the association, which will accept all responsibility for the control, maintenance, safety and liability of the private drainage ways and common areas within this subdivision, as shown hereon.
10. List, number and provide the following information as General Notes on the cover sheet. If any additional room is needed, the notes may be continued on the second sheet.
- A. Gross area of subdivision (acres).
  - B. Existing zoning.
  - C. List all annexation, General Plan amendment, rezoning, conditional use permit, or site plan conditions, zoning variances or other modifications applicable to the project. Reference associated case numbers. If there are none, add a statement that there are no conditions, variances, or other modifications applicable to the project.
  - D. Total number of lots
  - E. Gross density
  - F. Minimum Lot Size (sq. ft.)
  - G. Average Lot Size
  - H. Maximum building height allowed
  - I. Total miles of new public streets.
  - J. Total miles of new private streets.
  - K. Area and type (undisturbed, recreational, parks, etc.) of open space (acres).
  - L. Required perimeter or building setbacks, whichever is applicable
  - M. Parking provisions (spaces per lot and any additional parking)
  - N. Basis of bearings: Describe base line with reference to a map of record (if possible) and indicate the bearing
  - O. Indicate the water service provider. Please note, other water service providers may have general note requirements. If located within the Oro Valley Water service area add a note stating Oro Valley Water Utility will be the water service provider.
  - P. Indicate purpose (use) and maintenance responsibility for all easements.
  - Q. The professional engineer of record shall certify as to the form, line and function of all public and private roadways and drainage structures before the release of assurances.
  - R. Include the following statements:



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1. No further subdivision of any lot or parcel shown will be done without the written approval of the Oro Valley Town Council.
  2. The area between the 100-year flood limits represents an area that may be subject to flooding from a 100-year frequency flood and all land in this area will be restricted to uses that are compatible with flood plain management as approved by the Town Engineer.
  3. The property owner, his successors, assigns or a designated Homeowners Association agrees to 1) keep all required landscaped areas maintained in a weed free, trash free condition; 2) replace any dead plant materials within 90 days; and 3) maintain the irrigation system in proper working order.
  4. No improvements between thirty (30) and seventy-two (72) inches in height relative to the adjacent PAAL/Roadway which might interfere with the purpose and intent of the sight visibility triangles shall be permitted, placed or maintained within the sight visibility triangles shown on this plat.
  5. No final inspection for any lot within this subdivision shall be approved until a Building Codes Official has verified that construction on the lot is complete and sidewalks have been installed, property line to property line.
  6. All drainage structures shall be inspected, and a summary report prepared a minimum of once each year in accordance with the procedures in the approved Drainage Report. Copies of the annual inspection reports shall be kept by the homeowner's association and made available to the Town upon request.
  7. All drainage structures shall be inspected, and a summary report prepared by an Arizona Registered Professional Civil Engineer a minimum of once every five years in accordance with the procedures presented in the approved Drainage Report. Copies of the 5-year-interval inspection reports shall be made available to the Town upon request. The report shall identify the maintenance needs for the next 5-year period, including anticipated annual cost of maintenance and repair.
- S. If applicable, include the following notes regarding trails:
1. All trail easements indicated are for use by the general public as permanent, non-motorized trail easements or for private use by residents as permanent, non-motorized trail easements. Docket and applicable recordation information is labeled herein.
  2. All public trails and trail signage must be constructed by the developer to Pima Regional Trail System Master Plan standards in consultation with the Town Parks and Recreation Department. The applicable design cross-section and locations are included within the landscape plan.
- T. For subdivisions with model homes, include the following notes:
1. The same elevation and color scheme may not be repeated for the following conditions: homes adjacent to one another, homes immediately across the street from one another

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2. No more than two, two-story homes shall be located side by side on the same street. Two-story homes shall be limited to no more than 60% of the total lot count within the development.

### Plan Content – All Sheets

1. Town limits must be shown on or immediately adjacent to the project site, where applicable.
2. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.
3. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) must be indicated on all site layout drawings with zoning boundaries clearly defined. Include subdivision name, recording information, lot lines and lot numbers.
4. If more than one zone applies, show the zoning boundary line on the plan. Zoning boundaries must be delineated with bearings and distances.
5. Addressing
  - a. Provide all street names, if applicable
  - b. For multiple frontage lots, indicate the lot access location with a small symbol
6. Ensure all line types are different and clearly indicated.
7. The development exterior site property boundary line must be delineated with a solid BOLD line, which must be the boldest line on the plan. Show the bearing and distance of each tangent section and the radius, arc length, central angle, chord length and chord bearing of each curve section of the boundary line. All angles and bearings to be noted in degrees, minutes and seconds, together with distances in feet, to hundredths of a foot.
8. Locate the property by tying a property corner to two known points (i.e. a section corner, section line, roadway intersection).
9. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided where applicable (e.g. “see sheet \_\_\_”).
10. Show and label (public or private) all easements in a surveyable manner. Easement use must be clearly identified (i.e., utility, drainage, etc.). Maintenance access easements provided for all drainage infrastructure and clearly noted.
11. Regulatory peak discharges and drainage areas at all concentration points where flows enter and exit the platted property boundary.
12. Show and label all right-of-way dedications on or abutting the site, where applicable. Street dedications shall be in accordance with Oro Valley Town Code Section 7.9