



# Plat Correction/Revision Application Checklist

Land Division Type:     Changes To A Recorded Plat     Changes To An Existing Lot

Please note that not all information listed on the checklist will be required; those items most typically required are identified with a checkmark. **Schedule a meeting with your project coordinator before submitting your application.** For more information, or to schedule your submittal meeting, call Current Planning at 480-312-7000.

Submittal Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ - PA - \_\_\_\_\_

City Staff Signature \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_    **Parcel Number(s):** \_\_\_\_\_    **Quarter Section:** \_\_\_\_\_

**Property Details:**

Single-Family Residential     Multi-Family Residential     Commercial     Industrial     Other

**Lot Size:** \_\_\_\_\_    **Current Use:** \_\_\_\_\_

**Has a 'Notice of Compliance' been issued?**     No     Yes    If yes, provide a copy with this submittal

**Owner:** \_\_\_\_\_    **\*Applicant:** \_\_\_\_\_

**Company:** \_\_\_\_\_    **Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_    **Fax:** \_\_\_\_\_    **Phone:** \_\_\_\_\_    **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_    **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_    **Address:** \_\_\_\_\_

(\*if affiliated with a business, please attach a business card)

\_\_\_\_\_  
Signature *circle one*:    Owner    Applicant    \_\_\_\_\_    Date

## Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088

**Submittal Requirements**

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

Req'd	Rec'd	Description of Documents Required for Complete Application.
<b>No application shall be accepted without providing all information required.</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. <b>Application and Application Fee:</b> \$_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. <b>Completed Project Narrative</b> describing nature of request
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. <b>Property Owner's authorization</b>
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Plat Maps of the site if located in a recorded subdivision that was approved by the City of Scottsdale</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. <b>Site Plan:</b> Land boundary survey of the subject property on 24" x 36" sheet to include the following: <ul style="list-style-type: none"> <li>• Full size 24"x 36"</li> <li>• Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls)</li> <li>• In white letters, label surrounding zoning and land uses,</li> <li>• Streets including sidewalks and any surrounding driveways or intersections</li> <li>• Bike paths and trails</li> <li>• Dimension all vertical structures to property line</li> <li>• All existing easements</li> <li>• Proposed dedications in different line weight</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	6. <b>Conceptual Grading &amp; Drainage Plan</b> showing existing and proposed drainage flows, channels and retention if there are washes over 50 cfs.
<input type="checkbox"/>	<input type="checkbox"/>	7. <b>Records Packet</b> – This packet can be downloaded at <a href="http://eservices.scottsdaleaz.gov/dmc">http://eservices.scottsdaleaz.gov/dmc</a> or purchased from the City of Scottsdale Records Division, located at 7447 E Indian School Road, Suite 105. <b>Highlight your project location on all maps.</b> <ol style="list-style-type: none"> <li>a. <b>Legal Address</b> for the property(ies) – if an address is not currently assigned to your project, please submit the Address Request Form to Records (this may take up to 5 days).</li> <li>b. <b>Assessor Map</b></li> <li>c. <b>Quarter Section Maps</b> (50% reduced) of Water and Sewer and Right-of-Way</li> <li>d. <b>Zoning Map</b> (50% reduced)</li> <li>e. <b>Aerial Map</b> – City Produced – (full size of 1" =100') – no older than 2003</li> <li>f. <b>Plat Map</b></li> </ol> If you have any questions regarding this packet, please call 480-312-2356.

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# Application Checklist

 

**8. Land boundary survey of the proposed property on 24 x 36 inch sheet size format.**

Sealed by a registered Land Surveyor in the State of Arizona (see chapter I and II of DS & PM)

 

**9. Drainage Report** in accordance to the DS & PM for washes over 50cfs or greater

- Sealed by a Civil Engineer registered in the State of Arizona
- The Drainage Report must be prepared in accordance with the City's current floodplain and drainage ordinance (DS & PM section 4.1).

 

**10. Slope analysis and Natural Open Space (NAOS) requirements for areas within the ESL/ESLO/HD districts. Property divisions only.**

 

**11. A statement certified by an architect stating that all structures along the revised boundary will comply with the current adopted/amended codes and ordinances. (Non residential parcels)**

 

**12. Archeological Resources**

- Certificate of No Effect / Approval Application Form (provided)
- Archaeology Survey and Report -2 copies

 

**13. Other** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Filename: Plat Correction APP (2).doc  
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Data\Microsoft\Templates\Normal.dot  
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Author: SPerone  
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