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# LAND DIVISIONS

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This chapter describes the city's processes for all types of land divisions: master planned properties, subdivisions, minor subdivisions, condominiums, perimeter exceptions and all changes to these divisions after they are recorded.

The developer of each land division is expected to construct the public improvements necessary to serve the lots created by the land division, and to assure construction of the public improvements.



## DEPARTMENT RESOURCE INFORMATION

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Aviation/Airport	15000 N. Airport Dr.	480-312-2321
Advance Planning, Policy & Design	7506 E. Indian School Rd.	480-312-7990
Capital Project Management	7447 E. Indian School Rd., Suite 205	480-312-7250
Current Planning	7447 E. Indian School Rd., Suite 105	480-312-7000
Customer Service	7447 E. Indian School Rd., Suite 100	480-312-7800
Downtown Group	4248 N. Craftsman Ct.	480-312-7750
Facilities Management	9191 E. San Salvador Dr.	480-312-5999
Fire & Life Safety/ Inspections	8401 E. Indian School Rd.	480-312-1855
Fire Plan Review	7447 E. Indian School Rd., Suite 125	480-312-7080
Inspections & Land Survey	9191 N. San Salvador Dr.	480-312-5750
Parks & Grounds Management	7340 Scottsdale Mall	480-312-2915
One Stop Shop/Permit Services	7447 E. Indian School Rd., Suite 100	480-312-2500
Plan Review	7447 E. Indian School Rd., Suite 125	480-312-7080
Records Division	7447 E. Indian School Rd., Suite 100	480-312-2356
Solid Waste Management	9191 E. San Salvador Dr.	480-312-5600
Stormwater Management	7447 E. Indian School Rd., Suite 205	480-312-7250
Street Operations	9191 N. San Salvador Dr.	480-312-5626
Transportation	7447 E. Indian School Rd., Suite 205	480-312-7696
Water Resources	9388 E. San Salvador Dr.	480-312-5685
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City of Scottsdale	<a href="http://www.scottsdaleaz.gov">www.scottsdaleaz.gov</a>	

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# LAND DIVISIONS

## 3-1

### GENERAL INFORMATION

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#### 3-1.000

All master planned properties, subdivisions, minor subdivisions, condominiums, perimeter exceptions and amended plats are processed, reviewed and approved through the steps described in [Section 1-1.000](#). The main purpose of these platting processes is to accomplish the land division and associated dedications necessary for orderly development. See Land Divisions Ordinance, Chapter 48, [www.ScottsdaleAZ.gov/codes.asp](http://www.ScottsdaleAZ.gov/codes.asp).

These land division products enable parcels, lots, rights-of-way, easements, tracts and other pertinent information to be dedicated and graphically depicted on plats. These plats convey many types of rights, responsibilities and conditions and become part of the public record through recordation in the Maricopa County Recorder's office. See [Section 1-1.403](#) paragraph H., and [www.recorder.maricopa.gov](http://www.recorder.maricopa.gov).

Standard public improvements such as streets, drainage facilities, water and sewer are required for each land division. Additional public improvements, such as sidewalks, gutters, streetlights, trails, irrigation, parking, recreation areas and amenities are expected where the land division warrants the enhanced level of services. Each land division application will be reviewed against criteria to achieve the optimum services for the lots proposed.

### LAND DIVISION TYPES

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#### 3-1.100

Land divisions are categorized as master planned properties, subdivisions, minor subdivisions, condominiums, perimeter exceptions and amended plats.

### MASTER PLANNED PROPERTY

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#### 3-1.200

A property owner wanting to develop a large complex property which involves multiple ownerships, subdivisions, minor subdivisions, condominiums and perimeter exceptions must file a development master plan, all elements of a development master plan and a master planned property plat.

The development master plan is the general document illustrating the entire property subject to master planning. The development master plan is comprised of several elements, such as circulation, open space, drainage, infrastructure, landscaping and other elements as described below. A development master plan will be followed by a master planned property plat which, when recorded, will establish the parcels and public dedications necessary to accommodate the approved development master plan.

A master planned property development is subject to city staff approval and may require Development Review Board/City Council approval, depending on the complexity of the proposed development.

## 3-1.201

**DEVELOPMENT MASTER PLAN**

1. **When a development master plan is required:** The city staff shall use the following guidelines in establishing the need for a development master plan:
  - a. The parcel is sufficiently large to comprise an entire neighborhood;
  - b. The parcel is only a portion of a larger landholding of the subdivider; or
  - c. The parcel is part of a larger land area (which may not be under the subdivider's control), the development of which is complicated by unusual topographic, utility, land use, land ownership or other conditions.
2. **What is shown on a development master plan:** A development master plan shall be prepared to scale and accuracy commensurate with its purpose and shall include:
  - a. General street pattern with particular attention to collector streets and future circulation throughout the neighborhood.
  - b. General location and size of school sites, parks or other public areas.
  - c. Location of shopping centers, multifamily residential or other proposed land uses.
  - d. Methods proposed for sewage disposal, water supply and storm drainage.

## 3-1.202

**DEVELOPMENT MASTER PLAN ELEMENTS**

A development master plan has several elements. A general list of these elements is provided below. Not all elements are required for every development master plan. City staff will determine which elements are required to process the plan.

Each element is explained in two parts:

- Performance Standards outline the goals of each element;
- Plan Details specify what is to be shown on each plan.

The details should illustrate how the goals will be met. Some plans may be combined as long as the information on the plan is clear.

**A. Master Development Plan**

1. **Performance Standards.** The master development plan shall clearly show achievement of the following goals:
  - a. Related uses shall be located in close proximity. Larger separations and/or buffers shall be used when one activity may have an adverse impact on the health, safety and welfare of the users of an adjacent activity, either within or adjacent to the development.
  - b. Uses shall be located where they will be most compatible and have the least negative impacts on the surrounding uses. The massing of buildings shall be designed to provide outdoor pedestrian areas, adequate light and air circulation, few obstructions to important views and a similar scale to adjacent uses.
  - c. Scenic views and environmental features shall be incorporated into the plan. The plan shall preserve and capitalize on the physical amenities of the location. Physical amenities include: natural features which, if disturbed, may cause hazards or stress to life and property, e.g., floodplains; vegetation performing beneficial microclimatic functions such as abating noise and glare, entrapping dust and reducing energy costs; and land or water resource areas such as washes, groundwater recharge zones, prime wildlife habitats and areas with high scenic or aesthetic value.

- d. The master development plan shall reflect the character of the surrounding area so that the development is reasonably compatible with adjacent property. Techniques to achieve reasonable compatibility may include: using building materials or an architectural style that relates to adjacent buildings; using a building scale or massing near the perimeter of the project that is similar to adjacent buildings; and using perimeter open space buffers.

**2. Plan Details.** The master development plan shall include detailed information on the following:

- a. Site dimensions and the size of all proposed parcels.
- b. Building and structure locations and the uses proposed for each building and structure (including building envelopes).
- c. Setbacks between buildings and other structures and setbacks from district boundaries.
- d. Projected building heights, building footprints, square footage of buildings for each building or structure.
- e. Total gross square footage on the site broken into the gross square feet for each use proposed.
- f. Total floor area ratio (FAR) for the district and for each proposed parcel.
- g. Such other information as is determined by the city staff to be necessary to process the master plan.

**3. Additional Submittal Requirement.** In a PCP district, the applicant shall submit a three dimensional model, photomontage or perspective drawings depicting the relationship between proposed buildings and existing buildings within three hundred (300) feet of the proposed PCP district boundaries.

**B. Circulation Master Plan**

**1. Performance Standards.** The circulation master plan shall clearly show achievement of the following goals:

- a. In no case shall the development result in traffic levels of service (LOS) less than D on any streets or intersections impacted by the development at all locations specified by the city staff.
- b. The construction of the circulation facilities, including traffic signals, shall be concurrent with the creation of traffic demands by the development and with the maintenance of planned traffic operational conditions and proper safety.

**2. Plan Details.** The circulation master plan shall include detailed information on the following:

- a. A traffic impact study to determine the need for internal and external street and circulation improvements. The study shall be conducted by a qualified traffic consultant and shall comply with the current policy for traffic studies available from city staff.
- b. Programs for pedestrian circulation and when applicable, program for internal transit.
- c. The locations, typical dimensions and design capacity for all external and internal streets and major driveways, bus bays, transit routes, bikeways, trails, pedestrian paths, intersection signalization, grade separations, park-and-ride lots and other such facility improvements.
- d. Any plans for phasing improvements or any plans for interim improvements necessitated by the construction timetable for expressways or other major planned circulation improvements.
- e. Such other information city staff determines is necessary to process the master plan.

**C. Phasing Master Plan**

1. **Performance Standards.** The phasing master plan shall clearly show achievement of the following goals:
  - a. The development shall proceed along with provisions for adequate capacity in the infrastructure systems.
  - b. The development of ancillary commercial or other types of uses shall occur on a percentage based on the needs of the primary uses.
  - c. Internal and external improvements shall be timed to be available before or concurrently with the phased development. The phasing master plan shall be consistent with the phasing described in traffic studies, infrastructure plans and other required studies.
  - d. Each phase of the development shall be in compliance with the applicable district requirements including open space, parking, landscaping and lot coverage.
2. **Plan Details.** The phasing master plan shall include detailed information on the following:
  - a. Location and conceptual size of the land uses.
  - b. The phasing and capacity needs of the local infrastructure necessary to serve each sequence.
  - c. A timetable for required dedications shall be submitted.
  - d. Such other information city staff determines is necessary to process the master plan.

**D. Open Space Master Plan**

1. **Performance Standards.** The open space master plan shall clearly how the applicable goals will be achieved:
  - a. Open spaces identified on the General Plan such as scenic corridors, vista corridors, major buffers, etc. shall be incorporated and shall be coordinated with open space identified on adjacent parcels.
  - b. The defined open spaces along roadways, pedestrian walkways or between buildings shall capitalize on mountain views or other scenic views.
  - c. The choice of open space locations should consider the vertical and horizontal dimensions of structures in meeting the objective of creating usable open space areas in a campus-style environment.
  - d. In general, the plan should avoid allocating very generous quantities of open space to one parcel or building while providing little or no open space for other parcels or buildings.
2. **Plan Details.** The open space master plan shall include detailed information on the following:
  - a. Typical locations, dimensions, functions and types of characteristics for general open space areas.
  - b. A detailed description of the relationship of open space areas to proposed parcels or buildings. Calculations should demonstrate that the open space in proximity to individual buildings is adequate for that portion of the site.
  - c. Such other information city staff determines is necessary to process the master plan.

**E. Parking Master Plan**

1. **Performance Standards.** The parking master plan shall clearly demonstrate the achievement of the purpose articulated in sections and sub-section of Section 9.104.F of the Zoning Ordinance.

**2. Plan Details.** A site plan shall be provided that is in accordance with the Commercial and Multi-Family Planning Architectural Review Checklist requirements, [www.ScottsdaleAZ.gov/bldgresources/forms.asp](http://www.ScottsdaleAZ.gov/bldgresources/forms.asp).

- a. The site data table shall include the total parking required calculations and the total parking provided.
- b. A separate data table shall be provided on the site plan that includes the required parking calculations for each parcel and the provided parking on each parcel in the Master Development Plan.
- c. Provide the following note on the site plan:

The Zoning Ordinance development standards and Land Divisions Ordinance requirements for the (**input the development name**) development and platted under the name (**input plat name**) shall comply with the Development Review Board approval, case (**input case number**) and the Development Agreement approved by the City of Scottsdale's City Council with a Maricopa County Recorder number, MCR: (**input MCR number**). Any proposed modification to this development shall require subsequent review(s) and approval(s) as determined by the City of Scottsdale's Planning and Development Services' General Manager or designee.

## F. Drainage Master Plan

- 1. Performance Standards.** The drainage master plan shall clearly show achievement of the following goals:
  - a. The drainage master plan shall comply with the Floodplain and Stormwater Regulation, see Scottsdale Revised Code, Chapter 37, [www.ScottsdaleAZ.gov/codes.asp](http://www.ScottsdaleAZ.gov/codes.asp), [Section 4-1.000](#) and current administrative guidelines.
  - b. The development shall provide drainage facilities which protect the site and adjacent sites from excessive storm flows and associated erosion and sedimentation. Whenever a community-wide drainage solution is deemed desirable by the Floodplain Administrator, the drainage master plan for the development shall provide for participation in a community drainage facility. The plan shall comply with city approved drainage plans for the area.
- 2. Plan Details.** The drainage master plan shall include detailed information on the following:
  - a. A plan which graphically depicts the location and capacity of all retention, detention or other drainage facilities and the proposed design character for the drainage facilities.
  - b. A narrative technical report which shall demonstrate that everything shown on the plan complies with the performance standards and current administrative guidelines.
  - c. Such other information city staff determines is necessary to process the master plan.
- 3. Additional Submittal Requirements.** The applicant shall assure that both the plan and report elements of the drainage master plan shall be prepared by a registered civil engineer licensed to practice in the State of Arizona.

## G. Infrastructure Master Plan

- 1. Performance Standards.** The infrastructure master plan shall clearly show achievement of the following goals:
  - a. The development shall provide sufficient water, wastewater and utility systems capacity to serve the demands of the development.
  - b. The systems shall be consistent and compatible with the master plans of the city and current administrative guidelines.
  - c. The infrastructure master plan shall be consistent with city policies to conserve water, to recharge the groundwater supply and to reuse wastewater.



2. **Plan Details.** The infrastructure master plan for water, wastewater and utility systems shall include detailed information on the following:
  - a. A plan which graphically depicts the locations and sizes for each system, supported by a narrative technical report which shall demonstrate that everything shown on the plan complies with the performance standards and current administrative guidelines.
  - b. Such other information as is determined by the city staff to be necessary to process the master plan.
3. **Additional Submittal Requirements.** The applicant shall assure that both the plan and report elements of the infrastructure master plan shall be prepared by a registered civil engineer licensed to practice in the State of Arizona.

## H. Landscaping and Buffers Master Plan

1. **Performance Standards.** The landscaping and buffers master plan shall clearly show achievement of the following goals:
  - a. Landscaping shall provide a lush setting, which includes the timely maturity of plant materials, strong consideration of water conservation and the needs for shade and/or functional landscaping of the different uses, facilities or spaces.
  - b. Landscaping shall be compatible with applicable city's streetscape and character plans, current administrative guidelines and themes and character of neighboring developments.
  - c. Open space as defined in Section 3.100 of the Zoning Ordinance, [www.ScottsdaleAZ.gov/codes.asp](http://www.ScottsdaleAZ.gov/codes.asp), shall be maintained which shows sensitivity to the specific existing characteristics and features of adjacent environmental and existing neighborhood conditions or as indicated on the General Plan. Open space buffers shall apply to buildings and above-ground parking deck structures.
2. **Plan Details.** The landscaping and buffers master plan shall include detailed information on the following:
  - a. Typical locations, dimensions and treatments for any washes, retention areas or utility corridors.
  - b. The uses, typical locations and dimensions of any common recreation, pedestrian or service open space areas.
  - c. The type of buffer being used, the location of the buffer zone, any setback and height limits and the location of adjacent land use categories.
  - d. A streetscape and general character landscape theme.
  - e. Maintenance provisions for all landscaping materials installed as part of the development.
  - f. Such other information city staff determines is necessary to process the master plan.

## I. Master Design Guidelines

1. **Performance Standards.** The master design guidelines shall clearly show achievement of the following:
  - a. Mixed-use development that integrates various uses and facilities.
  - b. Adhere to the city's various character plans.
  - c. Aesthetically-oriented design standards to create a definitive character for structures, site plans and streetscapes.
2. **Plan Details.** The master design guidelines shall include detailed information on the following:
  - a. Typical architectural design themes, styles, unifying elements and materials.



- b. Typical design treatments and materials for details such as windows, entries, roofs, parapets and building forms.
- c. Typical development walkway designs and treatments.
- d. Such other information city staff determines is necessary to process the master plan.

## J. Master Sign Program

1. **Performance Standard.** The master sign program shall clearly show achievement of the goals articulated in Article VIII of the Zoning Ordinance, [www.ScottsdaleAZ.gov/codes.asp](http://www.ScottsdaleAZ.gov/codes.asp).
2. **Plan Details.** The master sign program shall include detailed information on the following:
  - a. The master sign program shall be consistent with the current city guidelines.
  - b. Such other information city staff determines is necessary to process the master plan.

## MASTER PLANNED PROPERTY PLAT REQUIREMENTS

3-1.203

A Master Planned Property Plat is required to meet all the Plat Minimum Standards per [Appendix 3-1A](#) and Master Planned Property Plat Dedication Example per [Appendix 3-1B](#).

## SUBDIVISIONS

3-1.300

A property owner wanting to create a subdivision per the Land Divisions Ordinance must file for review and approval of a preliminary and final plat. The preliminary plat is subject to Development Review Board approval. After the preliminary plat is approved, improvement plans and the final plat must be submitted and are subject to approval through final plan review.

The final plat must substantially conform to the preliminary plat approved by the Development Review Board and conform to all engineering conditions and requirements of this chapter.

The final plat is subject to City Council approval. Once approved by City Council, the final plat will be recorded with Maricopa County Recorder's Office, see [Section 1-1.403](#) paragraph H, to complete the process.

## PRELIMINARY PLATS

3-1.301

A preliminary plat shows the approximate location of the street system, the approximate size and configuration of each lot and tract and other information needed by the city to evaluate the proposed subdivision. See [Section 2-1.100](#) for site planning standards and considerations. Application submittal requirements beyond the general requirements listed below are determined in the pre-application meeting. For a preliminary plat checklist see [www.ScottsdaleAZ.gov/bldgresources/forms.asp](http://www.ScottsdaleAZ.gov/bldgresources/forms.asp).

Plat requirements may result from Zoning Ordinance requirements, such as the Planned Residential Development (PRD) and/or the Environmentally Sensitive Lands (ESL) sections, or from specific zoning stipulations, see [www.ScottsdaleAZ.gov/codes.asp](http://www.ScottsdaleAZ.gov/codes.asp). The applicant is responsible for meeting all requirements.

At a minimum, all preliminary plats require the following information:

1. Provide statements describing the existing zoning, gross subdivision area in acres, number of lots, minimum lot size and average lot size. A table is required on the plat showing all lot areas. Each tract, lot or public right-of-way must have a note indicating its approximate area, the planned use and improvement, if any and the agency responsible for maintaining the tract.
2. Show the location and size of all existing easements, rights-of-way and man-made structures or facilities within the boundary of the proposed subdivision.

3. Show the topography of the area to be subdivided under pre-development conditions. The portrayal of the topography must extend at least 150 feet outside the boundaries of the proposed subdivision. Use contour lines with the contour intervals listed below:
  - a. Within Hillside Conservation areas: 10-foot intervals.
  - b. Outside Environmentally Sensitive Lands (ESL) areas: 1-foot interval.
  - c. Within Environmentally Sensitive Lands (ESL) areas: 2-foot intervals or at appropriate intervals as determined by the Planning and Development Services General Manager's designee.
  - d. Within Hillside District (HD) areas: 2-foot intervals.
4. Indicate by arrows the location, direction and amount of flow of all natural washes and existing or planned man-made drainage channels which flow through, adjacent to or begin within the proposed subdivision.
5. Show all lots, tracts and street rights-of-way planned within the subdivision. Number all lots sequentially and identify all tracts by letter; provide dimensions to indicate the sizes of all lots and tracts. Show required setback lines and proposed construction envelopes (if used or required).
6. Designate all areas within the plat boundaries not occupied by lots or public streets as tracts. Label the tracts' use and note the agency responsible for the maintenance of the tracts.
7. Use the following guidance for corner lots:
  - a. A corner lot should not be so small or narrow to prohibit building a house comparable to others within the subdivision.
  - b. Corner lots will have an 8-foot public utility easement adjacent to the property line in the front yard as well as the yard facing the side street. Fences and walls cannot be constructed within these easements. Mailboxes and other above ground non-utility structures should be located outside these easements.
  - c. Lots may need to be larger if they have drainage easements, are located on adverse terrain,
  - d. Where substantial cuts or fills occur or along subdivision perimeters.
  - e. Where a corner lot abuts a key lot, the height and location of walls and fences in the yard facing the side street must conform to the front yard requirements for walls and fences, see [Section 2-1.905](#).
8. Show utility easements along side or rear lot lines entirely within a lot (not split with part on one lot and the remaining portion on an adjacent lot). These easements must be at least 12-feet wide. Utility easements along the front of lots and tracts must be at least 8-feet wide.
9. Surface drainage easements which may be split so that a portion lies on one lot and the remaining portion lies on the adjacent lot.
10. If development approval requires a wash be retained in its natural state, then submit supporting hydrologic and hydraulic calculations with the preliminary plat to demonstrate:
  - a. The easement or tract set aside for drainage is of sufficient width to carry the peak 100-year flow without endangering life or property outside the easement or tract, and
  - b. The easement or tract set aside will accommodate usual maintenance equipment.
11. Identify areas to be used for storm drainage retention or detention. These areas will be tracts owned and maintained by a property owners association. Sufficient dimensions and other information must be provided to describe the size of the area, the approximate depth and the slope of the sides.

12. If a subdivision will have a property owners association, then land set aside for surface drainage should be in a tract owned and maintained by the property owners association and not in an easement (where maintenance responsibility would be split among several property owners).
13. Show the proposed layout of water and sewer lines for the subdivision. Indicate the size of the lines and direction of flow.
14. Show the street drainage pattern and direction by arrows and indicate those points where concentrated flow is added or removed from the street.
15. Show proposed locations of bikeways and multi-use trails within the plat boundaries. These locations must conform to the city's approved master plan.
16. If the subdivision will have a property owners association, indicate this on the plat with an appropriate statement as it relates to the duties and requirements as outlined in the CC & Rs – such as the ownership and maintenance of tracts.
17. If streets will be private indicate this with a note on the plat and state that the property owners association will maintain streets and any streetlights located within the private rights-of-way.
18. The subdivider shall propose street names based on MAG adopted convention and policy, subject to city staff approval.
19. If the developer intends to have one recorded plat for the entire subdivision, but plans to phase the improvements, the improvement plans for the entire subdivision must be approved prior to phase plan. The phase plan is subject to city staff approval. Indicate any temporary cul-de-sacs, infrastructure lines and valves, etc.
20. Show Natural Area Open Space (NAOS) as required in the Zoning Ordinance for projects subject to ESLO. All exempted hillside ordinance projects shall provide NAOS as required in former Section 6.806.A.1 of the Zoning Ordinance.
21. Show the proposed layout and distribution for all required NAOS. NAOS will be dedicated as an easement. If NAOS is dedicated within a common area tract, it must be maintained by a property owner's association. In addition, indicate the process for NAOS dedication: dedicate all NAOS on the final plat or dedicate some of the NAOS at the time of custom lot site plan development.
22. Submit a native plant program for property containing protected native plant material as identified in SRC Section 46-105. See Section 7.500 of the Zoning Ordinance.

## FINAL PLATS

A final plat must be in substantial conformance with the approved preliminary plat and all applicable City Codes and Ordinances. The applicant is responsible to obtain and fulfill any and all City Codes and Ordinance requirements whether or not they are referenced or stated in this manual. The final plat is subject to City Council approval and must be recorded in Maricopa County Recorder's Office, see [Section 1-1.403](#). Submit the final plat prepared and sealed by a registered Land Surveyor as per Plat Minimum Standards [Appendix 3-1A](#), and the Final Plat Dedication Example [Appendix 3-1C](#), for review by city staff and City Council.

The owner is responsible for preparing, constructing and financing all public improvements associated with the final plat. The owner must have an engineer registered in the State of Arizona prepare a complete set of engineering plans for constructing required improvements. Such plans shall be based on the approved preliminary plat, zoning case, DRB and staff approval stipulations. Engineering plans shall be subject to approval by the city prior to recordation of the final plat.

3-1.302

**3-1.400****MINOR SUBDIVISIONS**

The minor subdivision procedure generally applies to proposals to divide property into five or fewer lots. This development procedure replaces the lot split procedure. The standard subdivision procedure will be required for proposals containing complications that cannot be adequately addressed in the minor subdivision procedure and for proposals including a new street.

Minor subdivision plats are subject to General Manager or designee approval. Minor subdivision plats are forwarded to the General Manager for approval after improvement plans and the plat are approved by city staff.

Proposals for residential minor subdivisions are required to construct all applicable public improvements. In some limited cases, however, proposals for residential minor subdivisions may require fewer public improvements than a standard subdivision.

Proposals for non-residential minor subdivisions are required to construct all applicable public improvements and are subject to additional site plan review by the Development Review Board.

The minor subdivision plat must conform to all requirements as described in the Plat Minimum Standards, [Appendix 3-1A](#), and the Minor Subdivision Dedication Example, [Appendix 3-1D](#).

**3-1.401****MINOR SUBDIVISIONS REQUIREMENTS**

1. If a new street is created, the project must use the standard subdivision procedure.
2. All residential lots created must meet the development standards or amended development standards of the applicable zoning district.
3. The improvement plans must address any staff-imposed stipulations.
4. All non-residential lots created must meet the Development Review Board's approved development standards
5. Minor subdivisions will be required to develop under the standards of the Environmentally Sensitive Land Ordinance as well as the Character Districts when applicable.
6. Major terrain features and washes with a flow of 50cfs or greater shall remain in their natural state and not be altered, disturbed or diverted unless a wash modification is approved.
7. All internal streets will either be public right-of-way or private tracts. If the streets are private tracts, the entrance to the minor subdivision must have controlled access. No easements will be accepted for streets or access.
8. Before a building permit is issued on any lot in a minor subdivision with private tracts, the applicant must supply satisfactory evidence to the city that: (i) water, sewer and all other required public improvements are provided, (ii) tracts are clearly identified and their purposes specifically noted, (iii) tracts are owned in common by all the lot-owners in the minor subdivision, (iv) lot-owners have authority to collect funds for maintenance of the tracts and (v) lot-owners will maintain the tracts. This evidence may be supplied by Schedule B to a title insurance policy issued on the first lot sold, identifying CC&R's recorded against the minor subdivision. The title insurance policy cannot be more than thirty (30) days old at the time of its submittal.
9. Staff will require the applicant to provide on-site and off-site public improvements or payment in lieu of those improvements.
10. The applicant for a minor subdivision must post a bond or provide other assurance to insure the construction of public improvements, subject to approval by the Planning and Development Services General Manager.

11. If facilities are shared in a non residential minor subdivision, a shared facilities agreement with all owners of affected lots addressing parking, open space, retention, maintenance, building volume and access is required.

## IMPROVEMENT PLANS AND FINAL PLAT

3-1.402

After the city staff's notification that the applicant may proceed, the applicant is then ready to submit improvement plans and a proposed final plat. The improvement plans and final plat must be in conformance with each other. The final plat must conform to all requirements as described in the Plat Minimum Standards, [Appendix 3-1A](#).

The owner is responsible for preparing, constructing and financing all public improvements associated with the final plat. The owner must have an engineer registered in the State of Arizona prepare a complete set of engineering plans for constructing required improvements. The owner must have a Land Surveyor registered in the State of Arizona prepare the final plat. Such plans shall be based on the staff approval stipulations. Recordation of the final plat is subject to city approval of engineering plans and plat.

## LIMITATIONS

3-1.403

1. The approval for a minor subdivision will be allowed once for a maximum of five lots and no further minor subdivisions of the property will be allowed.
2. Any re-subdivision of a minor subdivision will result in the standard subdivision procedure for all the lots in the minor subdivision. If any public improvement requirements were waived or reduced in the original minor subdivision, they must be constructed if the subdivision is approved.
3. Anyone attempting to avoid compliance with the state and/or local subdivision laws and regulations will be reported to the Arizona State Department of Real Estate. Examples of transactions that will induce close scrutiny include:
  - a. Family members, interrelated partnerships, trusts, corporations or other entities acting in concert to divide property, in a piecemeal manner to avoid the application of state and/or local subdivision laws and regulations, especially in a period of less than 5 years.
  - b. Any other activity that results in multiple divisions of the same or adjacent property, especially in a period of less than 5 years.

## WAIVER REQUEST

3-1.404

If the applicant desires to submit a request to waive the construction of certain public improvements, the waiver request shall be submitted after preliminary plat approval of the minor subdivision and prior to submittal of the improvement plans and the proposed final plat.

The waiver request must include: (i) reasons why providing public improvements imposes undue hardship on the applicant, (ii) evidence that granting the waiver will not unduly burden existing public improvements or future public improvement requirements and (iii) reasonable alternatives to providing standard public improvements. By state law, the applicant must provide dust-controlled access and minimum drainage facilities.

A waiver request will be evaluated using the following criteria:

- a. Proximity relative to existing development and public improvement
- b. Applicable city-adopted general and local plans.
- c. Number and size of lots
- d. Physical and topographical restraints/constraints
- e. Drainage constraints

The waiver determination shall be completed by city staff prior to the applicant submitting improvement plans and the proposed final plat.

**3-1.500****CONDOMINIUM PLATS**

Condominium plats must conform to all city codes and ordinances, Development Review Board and city staff stipulations and Arizona State Department of Real Estate requirements. The applicant is responsible for obtaining and fulfilling all of these requirements whether or not they are referenced or stated in this manual.

New condominium plats are subject to Development Review Board approval. Conversions of existing sites to condominiums are subject to staff approval and may require additional Development Review Board review.

Condominium plats create a system of individual fee ownership suites/units in a multi-suite/multi-unit structure, combined with joint ownership of common areas of the structure and land. Condominiums plats must conform to all city and state codes and requirements.

**3-1.501****CONDOMINIUM PLAT PROCESS - NEW CONDOMINIUM**

Condominium plats are processed in conjunction with a Development Review Board site plan review procedure.

**3-1.502****CONDOMINIUM PLAT PROCESS - CONVERSION OR CHANGE TO A CONDOMINIUM**

A condominium plat may also be used to: (i) convert an existing structure (apartment building, commercial center, etc.) to a condominium or (ii) to change an existing condominium. Both a (i) conversion of an existing structure to a condominium and (ii) change to an existing condominium, are subject to city staff review to determine conformance with current requirements for all public improvements, such as parking, drainage, utilities, emergency vehicle access, etc. City staff may determine that additional Development Review Board review is required.

**3-1.503****GUIDELINES FOR REVIEW PROCESS**

City staff will use the following guidelines, as examples, to determine whether a conversion of an existing structure to a condominium or changes to an existing condominium require Development Review Board review. Minor changes are subject to city staff review only. Major changes are more likely to require Development Review Board review. City staff will:

1. Compare the proposed changes to any previously approved plan and analyze current compliance with the approved plan.
2. Review the submission to determine the extent of any exterior changes to the structure.
3. Review the existing access and parking requirements with those that are proposed.
4. Review the existing drainage facilities and requirements with those that are proposed.
5. Review the existing emergency and service vehicle access requirements with those that are proposed.
6. Review the existing intersection and sight distance for vehicles requirements and those that are proposed.

**3-1.504****CONDOMINIUM PLAT SUBMITTAL REQUIREMENTS**

The requirements for a Condominium Plat are the same as the requirements for a final plat, see [Appendix 3-1A](#) and the Condominium Dedication Example [Appendix 3-1E](#) with the following additions:

1. Identify each individual unit by number and all tracts for common areas by letter. Provide bearings, distances, dimensions and curve data necessary for the complete description of each individual unit or tract. Any area not occupied by an individual unit is common area.



2. Ensure all suite and unit numbers conform to MAG standards: commercial, 3-digit suite numbers; residential, 4-digit unit numbers. Example for commercial: 1st floor 101, 2nd floor 201, 3rd floor 301.
3. Verify that each building, suite and unit has a unique identifier, such as Building 1, Unit 1001, or Building A, Suite 101.
4. Submit a certificate of correction for existing projects where the suites/units do not conform to MAG standards. The engineer of record shall submit the certificate to the city with a signature line for city approval.
5. Tie floor elevations for each residential unit to the city's vertical control data. Tie horizontal residential unit boundaries to the project's property lines by bearing and distance.
6. Include the following note on the condominium plat for private streets. This note is not necessary for private drives provided by easement, or CC&Rs.

The streets are private streets, maintained by the property owners association. Usually, after this plat is recorded, the City of Scottsdale will not accept dedication of the streets to the public to relieve the property owners association of street maintenance responsibilities.

7. Include the following note on all condominium conversion plats:

The suites, units and buildings of this condominium conversion have not been reviewed by the city for compliance with current building code standards.

8. If a common area is used as a public utility easement, exclude from said easement the areas that will be used for swimming pools, saunas or other permanent structures (other than individual units). Blanket easements are generally unacceptable because they overlap areas which permit construction that may conflict with the easement.
9. Include a dedication block, a ratification block and acknowledgement, as shown in [Appendix 3-1E](#).

## PERIMETER EXCEPTION

3-1.600

This land division allows property to be developed based on the development standards being applied to the property defined by its perimeter, rather than the development standards that would be applicable to the individual lots, tracts and parcels. Perimeter exception requires both City Council and Development Review Board approval. A perimeter exception plat must conform to all requirements as described in the Plat Minimum Standards, [Appendix 3-1A](#), and the Perimeter Dedication Exception Example, [Appendix 3-1F](#). A perimeter exception plat shall only be applicable to properties with the following characteristics:

- Multiple buildings with mixed uses,
- Multiple ownerships, possible vertical as well as horizontal spaces,
- Projects of sufficient size and economic impact to warrant complications in processing.

The perimeter exception development agreement:

1. Must contain a statement that identifies the perimeter of the property as defining its development standards, instead of the development standards that would be applicable to the lots, tracts and parcels into which property may be divided. In particular, the development agreement must identify the setbacks applicable to the perimeter as well as all other development standards.
2. Must contain or incorporate by reference a shared facilities agreement that includes the following elements clearly described and designated to the satisfaction of city staff:



- a. Which facilities are shared
- b. Which property owners/entities share which facilities
- c. That property owners/entities are organized in a perpetual property owners association
- d. That the property owners association has authority to collect funds to maintain shared facilities
- e. That the property owners association has authority to maintain shared facilities
- f. That the property owners association is responsible to the city for the shared facilities

## 3-1.700

## CHANGES TO RECORDED LAND DIVISION

Changes to recorded plats are subject to the city's approval. The city staff will meet with the applicant to review the extent and effect of the changes and advise the applicant which procedure is appropriate to make the changes.

An owner/developer may want to make changes to an approved, recorded land division. Different kinds of changes require different kinds of procedures. The nature and complexity of the change will dictate which procedure applies and is generally related to the number, size, location, zoning, recordation and history of the affected lots. The general parameters of each kind of change are set forth below. However, each change is unique in its effects, so the general rules may not apply in every case. The city staff will determine the effect of each change based on the general parameters. The owner/developer may appeal the city staff's decision of which procedure applies as set forth in the Land Divisions Ordinance.

The change may be subject to revisions in applicable ordinances, codes, plans, regulations and policies enacted since the original plat was recorded.

### 3-1.701

### COMPLETE REVISION (MAJOR CHANGES)

Staff will determine that a complete revision is required if one of the following considerations is evident:

#### A. All Land Divisions

1. Time limits have expired on previous stages in the land division procedure.
2. Public streets are proposed to become private streets, or private streets are proposed to become public streets.
3. The change to the land division substantially changes the existing character of all or part of the original land division. For example, if the new lots are substantially different in size and/or configuration, and/or the new construction is substantially different in size, design and/or cost from the original land division, a change of character is taking place.
4. The change affects the perimeter of the land division.
5. The changes are so significant that the original land division is no longer viable from planning and economic considerations.

#### B. Subdivisions

Major changes are proposed to zoning, lot size, number of lots, tracts, or common area tracts or facilities. Any change that is so significant that the final plat can no longer be considered in substantial conformance to the approved preliminary plat, as determined by city staff, requires a complete revision. A complete revision includes all the procedures to obtain approval of a preliminary plat and a final plat.

### C. Minor Subdivisions

Major changes are proposed to zoning, lot size, number of lots, tracts, or common area tracts or facilities, so that the changes no longer conform to the general manager's approval of the minor subdivision. The complete revision would start with a new pre-application and conference.

### D. Condominiums

Major changes are proposed to zoning, property boundaries, number of units/suites, tracts, common areas or common facilities, so that the changes no longer conform to the original city staff or Development Review Board approval.

## PARTIAL REVISION

3-1.702

Staff will determine if a partial revision is required based on the following considerations:

1. **In certain land divisions:** Some moderate changes previously known as lot ties, or lot line adjustments, could require a partial revision of a plat. For example, a lot line adjustment in a non-residential zone to correct an encroachment may have enough effect on other properties that a partial revision of a plat is the appropriate procedure.
2. **In subdivisions:** When proposed changes involve items such as the following, but continue to be in substantial conformance with the approved preliminary plat, a partial revision of the plat is appropriate: number of lots (one or two), lot lines (up to six feet) of more than three lots, minimal roadway alignment, abandonment of public rights-of-way, vacation of easement, rededication of easements or rights-of-way, minimal changes to common area facilities or tracts, or third party involvement (lien holders, financial institutions, property owners associations). This kind of partial revision of a plat is subject to City Council approval.
3. **In minor subdivisions:** When the proposed changes involve items such as the following, but continue to be in substantial conformance to the general manager's approval of the plat, a partial revision of the plat is appropriate: lot lines (up to six feet) of any lot, minimal changes to common area facilities or tracts or third party involvement.
4. **In condominiums:** When the proposed changes involve items such as the following, but continue to be in substantial conformance to the city staff or Development Review Board approval, a partial revision of the plat is appropriate: moderate revisions to a limited portion of a condominium plat such as adding or making minor changes to demising lines, parking spaces and common areas.

## CERTIFICATE OF CORRECTION (MINOR CHANGES)

3-1.703

This method is used when no more than a maximum of three minor changes are proposed. These changes may be to lot lines (2 feet or less) of one or two lots, bearing or distance changes, minor corrections to language of dedication, notes, project name, street name or legal description. Some minor changes previously known as lot ties or lot line adjustments could be addressed by a certificate of correction. For example, an insignificant lot line movement to avoid a slight setback violation could be resolved by a certificate of correction. Whenever possible, the original surveyor should prepare the certificate of correction. This will require signatures by all affected property owners and the applicable property owners associations.

The city will require the engineer/surveyor of record to prepare and record a Certificate of Correction to correct any suite/unit number inaccuracies to conform to MAG or COS Standards.

## 3-1.704

**LAND ASSEMBLAGE**

When two or more existing lots or tracts of land are combined into fewer lots or tracts the process requires both city approval and plan review. To apply, submit a Land Assemblage application and fee to the One Stop Shop, [www.ScottsdaleAZ.gov/bldgresources/counterresources.asp](http://www.ScottsdaleAZ.gov/bldgresources/counterresources.asp). Forms, checklists and submittal requirements can be found online at [www.ScottsdaleAZ.gov/bldgresources/forms.asp](http://www.ScottsdaleAZ.gov/bldgresources/forms.asp) or by calling Current Planning at 480-312-7000.

**A. Review Process**

The Planning and Development Services Department staff will review the application to determine whether the proposed land assemblage meets the appropriate criteria for staff approval. The application is reviewed for compliance with city code, zoning, building code, archeology, engineering and transportation requirements.

The land assemblage approval process involves the following steps:

1. If the application meets the criteria for staff approval without further information staff will advise the applicant of required stipulations, issue a staff approval and provide a plan submittal check list to submit the land assemblage plat.
2. If the application requires further information the project coordinator will advise the applicant to provide specific additional information.
3. If the application does not meet the criteria for staff approval, the project coordinator will inform the applicant of possible alternate methods of approval for the proposed project.
4. Final plan review of the land assemblage plat will check for compliance with any stipulations and plat standard requirements, see [Appendix 3-1A](#).
5. A land assemblage plat final step is recorded by the city at the Maricopa County Recorder's Office.

## 3-1.800

**PUBLIC IMPROVEMENTS**

The owner is responsible for planning, constructing and financing all public improvements associated with land divisions (dividing, assembling and platting property) and land development. These public improvements must be completed and accepted before the city will issue a certificate of occupancy. The owner must have an engineer registered in the State of Arizona prepare a complete set of improvement plans for constructing required improvements. Such plans shall be based on the approved preliminary plat, zoning case, DRB and/or staff approval stipulations. The owner must prepare these plans in conjunction and in conformance with the land division plat. Improvement plans shall be subject to city approval prior to recordation of the land division. See [Section 1-2.100](#) for submittal requirements.

## 3-1.801

**REQUIRED PUBLIC IMPROVEMENTS****A. Water Supply**

The owner shall provide each lot with safe, pure and potable water in sufficient volume and pressure for domestic use and fire protection, in accordance with city standards, see [Section 6-1.000](#). The owner shall install fire hydrants in accordance with current city standards at locations designated by the city. These requirements are key elements that must be completed before any building permit for a structure is issued.

**B. Public Sewer**

The owner shall install sewage disposal facilities to serve each lot, see [Section 7-1.000](#) and SRC Chapter 49, and be subject to the following:

1. The owner shall install public sanitary sewers in areas which are reasonably accessible to an existing sewer system and shall be constructed to plans, profiles and specifications approved by the Maricopa County Environmental Services Department and city.
2. In areas where public sanitary sewers are not reasonably accessible, but where the future servicing/owning agency agrees to effect temporary disposal of sewage, the subdivider shall plan and construct dry sewers within and for the subdivision for connection with a future public system.
3. Individual systems may be constructed only in areas not reasonably accessible to a public sewer system and then only when the following conditions are met to the satisfaction of the Maricopa County Environmental Services Department:
  - a. Adequate soil absorptivity.
  - b. Construction complies with approved standards.
  - c. Location of septic tank and seepage pits or leach lines or disposal beds in relation to property lines and buildings and water supply wells and lines are acceptable. Location shall be such that efficient and economical connection can be made to a future public sewer.

**C. Stormwater**

The owner shall provide facilities for stormwater disposal. The type, extent, locations and capacity of drainage facilities shall be in accordance with city standards, see [Section 4-1.000](#).

**D. Streets and Alleys**

The owner shall grade and construct all streets and alleys within the land division to cross sections, grades and standards approved by the city, see [Section 5-1.000](#).

**E. Curbing**

Where streets are to be paved, the owner shall install curb in accordance with approved city standards, see [Section 5-3.000](#).

**F. Sidewalks**

Concrete sidewalks are required on both sides of streets and must be constructed to a width, line and grade in accordance with approved city standards, see [Section 5-1.000](#) and [Section 2-4.000](#). Where density of development is low or where for other reasons the installation of sidewalks is not considered necessary, city staff may recommend that the requirement of one (1) or both sidewalks be waived.

**G. Street Names and Signs**

The owner shall propose street names subject to city staff approval and based on MAG adopted convention and policy. The owner shall place street name signs at all street intersections in conformance with city standards. Street name signs in subdivisions must conform to the COS Supplement to MAG Uniform Standard Specifications for Public Works.

**H. Streetlights**

The owner shall design and install streetlights in accordance with city standards, see [Section 2-1.1002](#).

**I. Monuments**

The owner shall install permanent monuments in accordance with city standards at all corners, angle points and point of curves and at all street intersections.

**J. Lot Corners**

The owner shall set iron pipe or round reinforced steel bars not less than one-half inch in diameter at all corners, angle points and points of curve for each lot within the subdivision.

**K. Electric, Telephone and Dry Utility Lines**

1. The owner shall install underground electric lines (except those of greater than twelve thousand five hundred (12,500) KVA capacity) and telephone, cable TV and telecommunication lines necessary to serve the land division, as well as any such existing lines along the frontage or contained within the property. The City Council may find undergrounding impractical due to subsurface soil conditions.
2. The owner shall be responsible for compliance with the requirements of this section and shall make the necessary arrangements with each of the public utility companies involved for the installation of underground facilities. Letters from each of the public utility companies indicating that the arrangements have been made shall be submitted to the city at the time the final subdivision plat is filed.

**L. Refuse Containers.**

The Solid Waste Management Director must approve of all solid waste collection methods for both commercial and residential services. The developer or subdivider must pay for residential refuse and recycling containers. The city will deliver containers at the initial occupant's request.

**3-1.802****PROPORTIONATE SHARE**

1. The on-site and off-site public improvements shall be proportional to the relative impact of the proposed development and shall be in character with existing and anticipated development adjacent to the proposed development.
2. The following factors will be considered in determining what public improvements are proportional:
  - a. Proximity of the proposed development to existing development and existing public improvements
  - b. Applicable city-adopted general and local plans
  - c. Number and size of proposed lots
  - d. Physical and topographical restraints/constraints
  - e. Drainage constraints
3. Additional bases for determining the engineering standards for proportional public improvements are existing city code requirements and policies, including but not limited to:
  - a. Minimum public improvement requirements for single family dwellings for public health and safety
  - b. Minimum water and sewer requirements for public health and safety
  - c. Street improvements in Chapter 47 of the Scottsdale Revised Code
  - d. Minimum design standards as set forth in this manual

## ASSURANCE OF CONSTRUCTION

### 3-1.900

Assurance of construction is required for all public improvements associated with land divisions (dividing, assembling and platting property) and land development. An assurance of construction is a financial security that guarantees completion of designated public improvements according to approved plans and is a precondition for final approval of site plans, obtaining a construction permit or recordation of a final plat. The owner is responsible for providing the assurance of construction to the city.

If the owner defaults on constructing improvements, the city may choose, among other options, to construct, maintain or remove the improvements in whole or in part; bring action to enforce the owner's obligations; or otherwise mitigate the owner's failure to complete the public improvements.

### ASSURANCE PROCESS

#### 3-1.901

The form of assurance will be established during final plan review. The owner shall select the means of assurance, subject to staff approval, and submit the Engineer's Estimate of Construction Costs for review and approval.

At the time of final plan approval, the owner must submit the Covenant to Construct Public Improvements with the executed bond, letter of credit, or cash deposit.

### TYPES OF ASSURANCE

#### 3-1.902

The types of assurances acceptable to the city are outlined below. The owner must use the appropriate city forms when providing assurance of construction. For COS forms see [www.ScottsdaleAZ.gov/bldgresources/forms.asp](http://www.ScottsdaleAZ.gov/bldgresources/forms.asp).

#### A. Corporate Surety Bond

The corporate surety bond involves an agreement between the owner and a bond company to guarantee to the city that improvements will be made by the owner as planned and within a specified timeframe. The surety must be a corporation authorized to transact surety business in the State of Arizona. The surety must have an AM Best rating of at least A+ VII, or be on the latest US Treasury Department Listing of Approved Sureties.

The owner provides the Public Improvement Construction Bond form to the city in an amount equal to the cost of the required improvements as identified on the Engineer's Estimate of Construction Costs form.

#### B. Cash Deposits

The owner provides the Public Improvement Cash Deposit Agreement to the city with either cash or a cashier's check in the amount equal to the cost of the required improvements identified on the Engineer's Estimate of Construction Costs.

#### C. Letter of Credit

The owner acquires a letter from a bank that complies with the city's Standards for Letter of Credit. The letter must specify the amount equal to cost of the proposed improvements as identified on the Engineer's Estimate of Construction Costs.







## Appendix 3-1A PLAT MINIMUM STANDARDS

### PLAT MINIMUM STANDARDS

Real property plat submittals must comply with applicable policies and standards. This includes but is not restricted to the Arizona Boundary Survey Minimum Standards and the statutes governing the Arizona State Board of Technical Registration as found at [www.btr.state.az.us](http://www.btr.state.az.us).

All submittals requiring or making reference to elevation data must use or relate to the City of Scottsdale reference datum, which is the North America Vertical Datum of 1988 (NAVD 88). Horizontal & Vertical datum web site: <http://eservices.scottsdaleaz.gov/landsurvey/>.

### PLATS

All platting (mapping) to create new or different parcels, tracts, lots, units of land for the purpose of sale, lease, or public use must be done in accordance with the minimum standards set forth in the laws of the United States, Arizona, Maricopa County, and the City of Scottsdale.

Critical review of land survey product submittals will be based on published rules and minimum standards set forth by the above referenced agencies.

#### LAND SURVEYING STANDARDS

The land surveyor must comply with the following requirements:

1. The Public Land Survey System, established by the General Land Office and currently administered by the Bureau of Land Management, when performing any land boundary survey.
2. The Arizona Revised Statutes regarding land surveying and mapping, together with the "Minimum Standards for Arizona Land Boundary Surveys" (effective February 2002 by the State of Arizona Board of Technical Registration or as subsequently revised), administered by the Board of Technical Registration.
3. The Maricopa County Recorder requirements for recording standards.
4. The City of Scottsdale's minimum standards for platting, with proper research, field examination, measurements, analysis, calculation and presentation.

#### SUBMITTAL REQUIREMENTS

The applicant must submit:

1. Survey field notes, raw data, and coordinate files (electronically) from the actual field survey conducted by the surveyor submitting the plat.
2. The closure and area calculations for the subject property, and lots, tracts and parcels resulting from a land division and any easements being created or of record.
3. A commitment for title insurance as required in paragraph G of [Section 1-1.403](#).
4. A fee simple warranty deed for all parcels to be deeded to the City of Scottsdale for public purposes.
5. For projects requiring dedication of NAOS, a detailed worksheet and graphic depicting the required and provided amounts of NAOS being dedicated for the subdivision.
6. A separate document at the time of final plat submittal identifying how NAOS will be secured prior to and during construction to ensure that those areas will remain undisturbed.
7. Certified copies of resolutions showing who is authorized to sign a dedication on behalf of a lender or other interested person who must ratify the dedication.



## Appendix 3-1A PLAT MINIMUM STANDARDS

### PLAT MINIMUM STANDARDS

#### PLAT REQUIREMENTS

The plat must contain the following information:

1. All monuments controlling the boundary of the subject property.
2. Basis of bearings, and all measured and recorded distances.
3. The subject property boundary line should be the heaviest solid line. The boundary is defined in title report legal description. Include easements in the gross subject property area.
4. All previous land divisions with case and recording numbers.
5. All easements that appear in title report, citing width, dimensions (bearings and distances), and recorded instrument number.
6. Any easements that may appear on the Patent Deed in Small Tract Act areas. Also known as "GLO Easements" and do not always appear in title report. See [Section 1-1.304](#) paragraph E.
7. Plat name (title caption), right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks and utility easements; points of tangency and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections.
8. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced; each of two (2) corners of the subdivision shall be tied by course and distance to separate survey monuments approved by the city staff.
9. Location of all physical encroachments upon the boundaries of the subject property.
10. Any excepted parcel within the plat boundaries.
11. All drainage ways, as designated by the city, which shall be dedicated to the city.
12. All existing improvements that are affected by zoning district restrictions with distances from any property line.
13. Building permit numbers of existing structures for condominium conversion.
14. Existing septic tank and disposal site, and the proposed distance from any property line and structures.
15. Existing well.
16. Legal access to property.
17. All adjacent property including, names of property owners, assessor parcel numbers, roadways with names and recording information.
18. Area, in square feet, and dimensions of each new lot with lot number.
19. Vicinity map.
20. Complete legal description as appears in the current title report for subject property.
21. List of all previous plats, maps, and any other documents used as a reference for the plat preparation.
22. Existing roadway names.
23. North arrow and scale.
24. Significant land features.
25. A dedication statement that includes:
  - a. Statement of location by section, township and range.
  - b. Dedication of all tracts, parcels, streets, alleys, drainage ways, pedestrian ways and easements for public use.
  - c. Dedication to the city of an easement over the private streets for (i) public utilities and (ii) emergency and service vehicles access.
  - d. Dedication by all owners, persons interested in the property as buyers under contract or lessees under a lease, and by the spouses of the owners and such persons.
  - e. Notarization of the signatures of all persons above, by a notary public or other authorized officer.



## Appendix 3-1A PLAT MINIMUM STANDARDS

### PLAT MINIMUM STANDARDS

- f. Ratification by any lender or other interested person who holds a deed of trust, mortgage or property interest agreement that encumbers the subject property. The ratification must include the book and page where the lien is recorded, and the date of the lien.
  - g. Warranty that: Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having an interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as shown by the instruments recorded or that will be recorded in the Maricopa County Recorder's Office no later than the date this plat is recorded.
26. Location and all dimensions of all lots, tracts, parcels, streets and easements planned within the subdivision. Number all lots sequentially and identify all tracts by letter.
  27. A table showing the square footage for all lots.
  28. The approved street names.
  29. Private streets as separate tracts. Easements for private streets are unacceptable.
  30. The following note for plats with private streets:

The streets are private streets, to be owned and maintained by the property owners association. Normally, after this plat is recorded, the City of Scottsdale will not accept dedication of the streets to the public to relieve the property owners association of street maintenance responsibilities unless all street improvements and rights-of-way meet current applicable city standards.
  31. Private streets require controlled access to the public street system.
  32. Sight distance triangles must be clear of landscaping, signs or other visibility obstructions between 2 feet and 7 feet in height and 6 inches maximum width or diameter.
  33. Approval block for final plat as shown in Appendix 3-1C.
  34. Land Surveyor's Certification block: see below

### LAND SURVEYOR'S CERTIFICATION

THIS IS TO CERTIFY that

1. I am a land surveyor registered to practice in Arizona;
2. this plat was made under my direction;
3. this plat meets the "Minimum Standards for Arizona Land Boundary Surveys";
4. the survey and division of the subject property described and platted hereon were made during the month of \_\_\_\_\_, 20\_\_\_\_;
5. the survey is true and complete as shown;
6. monuments shown actually exist or will be set as shown;
7. their positions are correctly shown; and
8. said monuments are sufficient to enable the survey to be retraced.

\_\_\_\_\_  
Name

Registered Land Surveyor # \_\_\_\_\_





## Appendix 3-1A PLAT MINIMUM STANDARDS

### COVER SHEET

The cover sheet shall show:

1. Owner/Developer name, address, phone number
2. Engineer/Surveyor name, address, phone number
3. Existing zoning, number of acres
4. Sheet number/index
5. Owner Signature Block and Acknowledgement
6. Registered land surveyor seal
7. Legend
8. All case numbers for plan checks, zoning cases, development reviews, and use permits, along the right hand border

Required cover sheet notes:

1. If in a City of Scottsdale water service area:

This development is on the City of Scottsdale Water system, which has a certification of assured water supply.

2. If not a City of Scottsdale water service area:

A certificate of assured water supply has been submitted to the City of Scottsdale for this development.

3. When the subject property lies within a 2-mile vicinity of the Scottsdale Airport the following note is required. (link to airport map).

This property lies within close proximity to the Scottsdale Airport ("the Airport"), which is located between Frank Lloyd Wright Boulevard on the north, Pima Road on the east, Thunderbird Road on the south and Scottsdale Road on the west. The Airport is a general aviation reliever/commercial service airport for Scottsdale /Phoenix area.

### PLAN SHEETS

All sheets shall show:

1. In block form in the lower right-hand corner of the plat the following information:
  - The name, address, and telephone number of the individual or agency that prepared the plat
  - Name of the subdivision, condominium or map of dedication
  - Date prepared and job number
  - Scale
  - Sheet \_\_\_\_ of \_\_\_\_ sheets"
2. Land surveyor's seal



## Appendix 3-1B

# MASTER PLANNED PROPERTY PLAT DEDICATION EXAMPLE

### MASTER PLANNED PROPERTY PLAT DEDICATION EXAMPLE

#### DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner has divided the real property situated in a portion of the West Half of Section 6, Township 4 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and platted hereon. This Master Planned Property Plat establishes the parcels, tracts, right-of-ways and easements of said property under the name "Pinnacle Master Planned Property Plat". Said plat sets forth the location and gives the dimensions of the parcels, tracts, streets and easements constituting the same. Each parcel, tract, and street shall be known by the number, letter, or name given each respectively on said plat. The public and private street/easement dedications are as described below.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby dedicate to the Pinnacle Property Owners Association:

1. Tracts A, B, C, D, E, F, and G shall be owned and maintained by the Pinnacle Property Homeowners Association.
2. The private streets shown hereon as Tract "A" are declared as private access ways for the exclusive use of the members of the Pinnacle Property Owners Association and their assigns, and are not dedicated to the public for its use except as expressly stated hereon.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby dedicate to the City of Scottsdale, an Arizona municipal corporation:

3. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner's responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
4. A perpetual Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
5. A perpetual Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
6. A perpetual Sight Distance Easement (S.D.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the Property as a traffic safety visibility area free of any obstructions to the view of persons looking across the property. Without limitation, Grantor shall not allow or suffer to exist upon the property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original natural grade.
7. A perpetual Public Utility Easement (P.U.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for electricity, water, wastewater, telecommunications, and all other manner of utilities, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
8. A perpetual Emergency and Service-Type Access Easement (E.S.V.A.E.) upon, over, and across the parcel of land shown as Tract "A" hereon. The purpose of the easement is for providing access for emergency and service-type vehicles, including refuse collection vehicles.



## Appendix 3-1B

# MASTER PLANNED PROPERTY PLAT DEDICATION EXAMPLE

### MASTER PLANNED PROPERTY PLAT DEDICATION EXAMPLE

9. A perpetual Vehicle Non Access Easement (V.N.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to prohibit vehicular access.
10. A perpetual Public Trail Access Easement (P.T.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for all forms of non-motorized transportation together with motorized emergency, law enforcement, and service vehicles, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
11. Natural Area Open Space ("N.A.O.S.") easements are hereby dedicated to the City of Scottsdale upon, over, and across the areas for the purpose of the preservation of said land in its natural state and no grading, grubbing, excavating, or construction of any structure or development of any kind shall be permitted on or within said easement except as allowed under City of Scottsdale ordinances.

The owner warrants that this plat is in compliance with City of Scottsdale's Land Divisions Ordinance, and the Design Standards and Policies Manual specifications.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Grantor: \_\_\_\_\_

For: \_\_\_\_\_

### ACKNOWLEDGMENT

STATE OF ARIZONA)  
)S.S.  
COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ for and on behalf of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_



## Appendix 3-1B

# MASTER PLANNED PROPERTY PLAT DEDICATION EXAMPLE

### RATIFICATION EXAMPLE

As beneficiary under that certain deed of trust recorded in the County Recorder's Office, Maricopa County, Arizona, in Recorder's Number (MCR#) \_\_\_\_\_, the undersigned hereby ratifies, approves and confirmation is given to said dedications as stated in this plat as to the interest of the undersigned. The person signing for Beneficiary warrants and represents they have power and authority to do so.

By: \_\_\_\_\_

Individual, Partnership, or Financial Institution, as beneficiary  
\_\_\_\_\_

Title or Position

\_\_\_\_\_ Date

### ACKNOWLEDGMENT

STATE OF ARIZONA)

)S.S.

COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

### APPROVAL BLOCK FOR A MASTER PLANNED PROPERTY PLAT

This plat has been reviewed for compliance with the City of Scottsdale's Design Standards and Policy Manual specifications.

By \_\_\_\_\_  
Chief Development Officer Date

This subdivision has been reviewed for compliance with the development standards of the City Of Scottsdale's Development Review Board (DRB) Case No. \_\_\_\_\_, and Zoning Case(s) No. \_\_\_\_\_, and all case related stipulations.

By \_\_\_\_\_  
Project Coordinator Date





## Appendix 3-1B

# MASTER PLANNED PROPERTY PLAT DEDICATION EXAMPLE

### ALTERNATIVE MASTER PLANNED PROPERTY APPROVAL BLOCK FOR ZONING RELATED PLAT

Approved by the Council of the City of Scottsdale, Arizona this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

Mayor

ATTEST By: \_\_\_\_\_

City Clerk

This plat has been reviewed for compliance with the City of Scottsdale's Design Standards and Policy Manual specifications.

By \_\_\_\_\_ Date \_\_\_\_\_

Chief Development Officer

Date

This subdivision has been reviewed for compliance with the development standards of the City Of Scottsdale's Development Review Board (DRB) Case No. \_\_\_\_\_, and Zoning Case(s) No. \_\_\_\_\_, and all case related stipulations.

By \_\_\_\_\_ Date \_\_\_\_\_

Project Coordinator

Date



## Appendix 3-1C

# FINAL PLAT DEDICATION EXAMPLE

### FINAL PLAT DEDICATION EXAMPLE

#### DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, has subdivided under the name “Pinnacle Property” a portion of the West Half of Section 6, Township 4 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and platted hereon, hereby publishes this Final Plat for “Pinnacle Property”. Said plat sets forth the location and gives the dimensions of the lots, tracts, streets and easements constituting the same. Each lot, tract, and street shall be known by the number, letter, or name given each respectively on said plat. The public streets are dedicated to the city in fee. The easements are dedicated for the purposes stated hereon.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby grant to the Pinnacle Property Homeowners Association:

1. Tracts A, B, C, D, E, F, and G shall be owned and maintained by the Pinnacle Property Homeowners Association.
2. The private streets shown hereon as Tract “A” are declared as private access ways for the exclusive use of the members of the Scottsdale XYZ Homeowners Association and their assigns, and are not dedicated to the public for its use except as expressly stated hereon.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby dedicate to the City of Scottsdale, an Arizona municipal corporation:

3. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner’s responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
4. A perpetual, Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
5. A perpetual, Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
6. A perpetual, Sight Distance Easement (S.D.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the Property as a traffic safety visibility area free of any obstructions to the view of persons looking across the property. Without limitation, Grantor shall not allow or suffer to exist upon the property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original natural grade.
7. A perpetual, Public Utility Easement (P.U.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for electricity, water, wastewater, telecommunications, and all other manner of utilities, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
8. A perpetual, Emergency and Service-Type Access Easement (E.S.V.A.E.) upon, over, and across the parcel of land shown as Tract “A” hereon. The purpose of the easement is for providing access for emergency and service-type vehicles, including refuse collection vehicles.
9. A perpetual, Vehicle Non Access Easement (V.N.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to prohibit vehicular access.

## Appendix 3-1C

# FINAL PLAT DEDICATION EXAMPLE

## FINAL PLAT DEDICATION EXAMPLE

10. A perpetual Public Trail Access Easement (P.T.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for all forms of non-motorized transportation together with motorized emergency, law enforcement, and service vehicles, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
11. Natural Area Open Space ("N.A.O.S.") easements are hereby dedicated to the City of Scottsdale upon, over, and across the areas for the purpose of the preservation of said land in its natural state and no grading, grubbing, excavating, or construction of any structure or development of any kind shall be permitted on or within said easement except as allowed under City of Scottsdale ordinances.
12. A perpetual, Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
13. A perpetual, Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.

The owner warrants that this plat is in compliance with City of Scottsdale's Land Divisions Ordinance, and the Design Standards and Policies Manual specifications.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Grantor: \_\_\_\_\_

For: \_\_\_\_\_

## ACKNOWLEDGMENT

STATE OF ARIZONA)  
COUNTY OF MARICOPA) S.S.

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_ for and on behalf of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_







## Appendix 3-1D MINOR SUBDIVISION DEDICATION EXAMPLE

### MINOR SUBDIVISION DEDICATION EXAMPLE

#### DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, has subdivided under the name "Pinnacle Property" a portion of the West Half of Section 6, Township 4 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and platted hereon, hereby publishes this Minor Subdivision Final Plat for "Pinnacle Property". Said plat sets forth the location and gives the dimensions of the lots, tracts, streets and easements constituting the same. Each lot, tract, and street shall be known by the number, letter, or name given each respectively on said plat. The public and private street/easement dedications are as described below:

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby grant to the Pinnacle Property Homeowners Association:

1. Tracts A, B, C, D, E, F, and G shall be owned and maintained by the Pinnacle Property Homeowners Association.
2. The private streets shown hereon as Tract "A" are declared as private access ways for the exclusive use of the members of the Pinnacle Property Owners Association and their assigns, and are not dedicated to the public for its use except as expressly stated hereon.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby dedicate to the City of Scottsdale, an Arizona municipal corporation:

1. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner's responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
2. A perpetual Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
3. A perpetual Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
4. A perpetual Sight Distance Easement (S.D.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the Property as a traffic safety visibility area free of any obstructions to the view of persons looking across the property. Without limitation, Grantor shall not allow or suffer to exist upon the property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original natural grade.
5. A perpetual Public Utility Easement (P.U.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for electricity, water, wastewater, telecommunications, and all other manner of utilities, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
6. A perpetual Emergency and Service-Type Access Easement (E.S.V.A.E.) upon, over, and across the parcel of land shown as Tract "A" hereon. The purpose of the easement is for providing access for emergency and service-type vehicles, including refuse collection vehicles.
7. A perpetual Vehicle Non Access Easement (V.N.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to prohibit vehicular access.



# MINOR SUBDIVISION DEDICATION EXAMPLE

## MINOR SUBDIVISION DEDICATION EXAMPLE

8. A perpetual Public Trail Access Easement (P.T.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for all forms of non-motorized transportation together with motorized emergency, law enforcement, and service vehicles, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
9. Natural Area Open Space ("N.A.O.S.") easements are hereby dedicated to the City of Scottsdale upon, over, and across the areas for the purpose of the preservation of said land in its natural state and no grading, grubbing, excavating, or construction of any structure or development of any kind shall be permitted on or within said easement except as allowed under City of Scottsdale ordinances.
10. A perpetual, Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
11. A perpetual, Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.

The owner warrants that this plat is in compliance with City of Scottsdale's Land Divisions Ordinance, and the Design Standards and Policies Manual specifications.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Grantor: \_\_\_\_\_

For: \_\_\_\_\_



**MINOR SUBDIVISION DEDICATION EXAMPLE****ACKNOWLEDGMENT**

STATE OF ARIZONA)

)S.S.

COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**RATIFICATION EXAMPLE**

As beneficiary under that certain deed of trust recorded in the County Recorder's Office, Maricopa County, Arizona, in Recorder's Number (MCR#)\_\_\_\_\_, the undersigned hereby ratifies, approves and confirmation is given to said dedications as stated in this plat as to the interest of the undersigned. The person signing for Beneficiary warrants and represents they have power and authority to do so.

By:

\_\_\_\_\_  
Individual, Partnership, or Financial Institution, as beneficiary\_\_\_\_\_  
Title or Position\_\_\_\_\_  
Date**ACKNOWLEDGMENT**

STATE OF ARIZONA)

)S.S.

COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_



## Appendix 3-1D MINOR SUBDIVISION DEDICATION EXAMPLE

APPROVAL BLOCK FOR A MINOR SUBDIVISION	
Approved by the General Manager of the City of Scottsdale, Arizona this the _____ day of _____, 20____.	
By _____ General Manager	_____ Date
STATE OF ARIZONA) )S.S. COUNTY OF MARICOPA)	
This document was acknowledged before me this _____ day of _____, 20____,	
By _____ for and on behalf of _____.	
Notary Public: _____	
My commission expires: _____	
This plat has been reviewed for compliance with the City of Scottsdale's Design Standards and Policy Manual specifications.	
By _____ Chief Development Officer	_____ Date
This subdivision has been reviewed for compliance with the development standards of the City Of Scottsdale's Development Review Board (DRB) Case No. _____, and Staff Approval Case(s) No. _____, and all case related stipulations.	
By _____ Project Coordinator	_____ Date



## Appendix 3-1E CONDOMINIUM DEDICATION EXAMPLE

### CONDOMINIUM DEDICATION EXAMPLE

#### DEDICATION

#### KNOW ALL MEN BY THESE PRESENTS:

That Properties, LLC, an Arizona Limited Liability Company, as owner, has subdivided under the name of "The Pinnacle, A Condominium" a condominium plat being a part of the Northeast Quarter of Section 27, Township 2 North, Range 4 East of the Gila and Salt River Meridian, Maricopa County, Arizona, as shown and platted hereon, hereby declares that said condominium plat sets forth the location and dimensions of the buildings, units, common elements, and easements, and that each will be known by the letter, number or name given on said plat.

Tract "A" is to be operated and maintained by The Pinnacle Condominium Association, and all other common areas, limited common areas and common elements will be operated and maintained as set forth and defined in the condominium declaration to be recorded simultaneously with the condominium plat.

Properties, L.L.C., an Arizona Limited Liability Company, as owner does hereby grant to the City of Scottsdale, an Arizona municipal corporation:

1. A perpetual, Emergency and Service-Type Vehicles Access Easement (E.S.V.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to provide access and includes Refuse Collection Vehicles.
2. A perpetual, Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon.
3. A perpetual, Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
4. A perpetual, Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.
5. A perpetual, Sight Distance Easement (S.D.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is to preserve the area as shown hereon as a safety visibility area free of any obstructions to the view of persons looking across the said easement shown hereon. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens or other structures of things exceeding a height determined by Grantee.
6. A perpetual, Non-Vehicular Access Easement (N.V.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for prohibiting vehicular access. Construction of any structure or development of any kind shall not be permitted on or within said easement except as allowed under City of Scottsdale ordinances.



## Appendix 3-1E CONDOMINIUM DEDICATION EXAMPLE

### CONDOMINIUM DEDICATION EXAMPLE

The owner warrants that this plat is in compliance with City of Scottsdale's Land Divisions Ordinance, and the Design Standards and Policies Manual specifications.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Grantor: \_\_\_\_\_

For: \_\_\_\_\_

### ACKNOWLEDGMENT

STATE OF ARIZONA)

)S.S.

COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ for and on behalf of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_



## Appendix 3-1E CONDOMINIUM DEDICATION EXAMPLE

### RATIFICATION EXAMPLE

As beneficiary under that certain deed of trust recorded in the County Recorder's Office, Maricopa County, Arizona, in Recorder's Number (MCR#), \_\_\_\_\_ the undersigned hereby ratifies, approves and confirmation is given to said dedications as stated in this plat as to the interest of the undersigned. The person signing for Beneficiary warrants and represents they have power and authority to do so.

By: \_\_\_\_\_

\_\_\_\_\_  
Individual, Partnership, or Financial Institution, as beneficiary

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Date

### ACKNOWLEDGMENT

STATE OF ARIZONA)

)S.S.

COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
By \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

### APPROVAL BLOCK FOR CONDOMINIUM PLAT

This plat has been reviewed for compliance with the City of Scottsdale's Design Standards and Policy Manual specifications.

By \_\_\_\_\_  
Chief Development Officer Date

This subdivision has been reviewed for compliance with the development standards of the City Of Scottsdale's Development Review Board (DRB) Case No. \_\_\_\_\_, and Zoning Case(s) No. \_\_\_\_\_, and all case related stipulations.

By \_\_\_\_\_  
Project Coordinator Date





## Appendix 3-1F

# PERIMETER EXCEPTION PLAT DEDICATION EXAMPLE

### PERIMETER EXCEPTION PLAT DEDICATION EXAMPLE

#### DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner of the real property situated in a portion of the West Half of Section 6, Township 4 North, Range 5 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and platted hereon. This plat establishes the lots, tracts, right-of-ways and easements of said property under the name "Pinnacle Perimeter Exception Plat". Said plat sets forth the location and gives the dimensions of the lots, tracts, streets and easements constituting the same. Each lot, tract, and street shall be known by the number, letter, or name given each respectively on said plat. The public and private dedications are as described below.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby dedicate to the Pinnacle Property Owners Association:

1. Tracts A, B, C, D, E, F, and G shall be owned and maintained by the Pinnacle Property Homeowners Association.

Scottsdale XYZ, L.L.C., an Arizona Limited Liability Company, as owner, does hereby dedicate to the City of Scottsdale, an Arizona municipal corporation:

2. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner's responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
3. A perpetual Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
4. A perpetual Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
5. A perpetual Sight Distance Easement (S.D.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the Property as a traffic safety visibility area free of any obstructions to the view of persons looking across the property. Without limitation, Grantor shall not allow or suffer to exist upon the property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original natural grade.
6. A perpetual Public Utility Easement (P.U.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for electricity, water, wastewater, telecommunications, and all other manner of utilities, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
7. A perpetual Emergency and Service-Type Access Easement (E.S.V.A.E.) upon, over, and across the parcel of land shown as Tract "A" hereon. The purpose of the easement is for providing access for emergency and service-type vehicles, including refuse collection vehicles.
8. A perpetual Vehicle Non Access Easement (V.N.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is to prohibit vehicular access.





## Appendix 3-1F PERIMETER EXCEPTION PLAT DEDICATION EXAMPLE

### PERIMETER EXCEPTION PLAT DEDICATION EXAMPLE

9. A perpetual Public Trail Access Easement (P.T.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for all forms of non-motorized transportation together with motorized emergency, law enforcement, and service vehicles, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
10. Natural Area Open Space ("N.A.O.S.") easements are hereby dedicated to the City of Scottsdale upon, over, and across the areas for the purpose of the preservation of said land in its natural state and no grading, grubbing, excavating, or construction of any structure or development of any kind shall be permitted on or within said easement except as allowed under City of Scottsdale ordinances.
11. A perpetual, Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
12. A perpetual, Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.

The owner warrants that this plat is in compliance with City of Scottsdale's Land Divisions Ordinance, and the Design Standards and Policies Manual specifications. This plat is subject to the City of Scottsdale Development Agreement approved by City Council on \_\_\_\_\_ date.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Grantor: \_\_\_\_\_

For: \_\_\_\_\_



## Appendix 3-1F PERIMETER EXCEPTION PLAT DEDICATION EXAMPLE

### ACKNOWLEDGMENT

STATE OF ARIZONA)

)S.S.

COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

### RATIFICATION EXAMPLE

As beneficiary under that certain deed of trust recorded in the County Recorder's Office, Maricopa County, Arizona, in Recorder's Number (MCR#)\_\_\_\_\_, the undersigned hereby ratifies, approves and confirmation is given to said dedications as stated in this plat as to the interest of the undersigned. The person signing for Beneficiary warrants and represents they have power and authority to do so.

By:

\_\_\_\_\_  
Individual, Partnership, or Financial Institution, as beneficiary

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Date

### ACKNOWLEDGMENT

STATE OF ARIZONA)

)S.S.

COUNTY OF MARICOPA)

This document was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_ for and on behalf of \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_



## Appendix 3-1F PERIMETER EXCEPTION PLAT DEDICATION EXAMPLE

### APPROVAL BLOCK FOR PERIMETER EXCEPTION PLAT

Approved by the Council of the City of Scottsdale, Arizona this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ Mayor.

ATTEST by: \_\_\_\_\_  
City Clerk

This plat has been reviewed for compliance with the City of Scottsdale's Design Standards and Policy Manual specifications.

By \_\_\_\_\_  
Chief Development Officer Date

This plat has been reviewed for compliance with the development standards of the City Of Scottsdale's Development Review Board (DRB) Case No. \_\_\_\_\_, and Zoning Case(s) No. \_\_\_\_\_, and all case related stipulations. Any material change to the Development Agreement, the DRB approval, and the development standards of the above referenced zoning district and any associated zoning action etc., to the property of this plat will require review by city staff to assure Development Agreement, DRB and Zoning compliance, and may result in additional city approvals as determined by city staff.

By \_\_\_\_\_  
Project Coordinator Date