



SUBDIVISION APPLICATION PROCEDURES FINAL PLAT STAGE

The following information is a general outline of those regulations set forth in Chapter 16 of the city code as related to the final plat stage of the subdivision process. The development of condominium, cluster, and townhouse projects must also follow subdivision procedures.

FINAL PLAT APPLICATION

This is the third stage of the subdivision process. The final plat shall include the information listed below. *Please include a copy of your completed Checklist with all submittals.*

- The final design of the subdivision, which shall be substantially the same as the approved preliminary plat.
- The engineering of required public improvements.
- The provision for easements and dedications as required in locations and widths for public utility and drainage purposes.

APPLICATION REQUIREMENTS

- APPLICATION - print or type the information requested.
- FILING FEE – Please refer to the Planning and Zoning Department Fee Schedule. Fees are non-refundable and must be paid when the application is submitted.
- WATER ALLOCATION APPLICATION AND FEE - written calculation of the amount of water necessary to serve the subdivision. Please refer to the Planning and Zoning Department Fee Schedule for applicable fees.

MATERIALS REQUIRED FOR FINAL PLATS

- FINAL PLAT - five folded copies of the final plat. Final plat drawn in India ink on linen, plastic, or other non-shrinking material on a sheet that conforms to the Engineering Department's size requirements. Additional copies will be requested once the plat has been approved by staff.
- IMPROVEMENT PLANS - one set of improvement plans.

- OTHER REPORTS - two copies of any other required reports and plans (i.e. grading and drainage).
- DRAWN TO SCALE - the final plat shall be drawn to a scale of 1" = 100'. If more than two sheets are necessary, include an index sheet showing the entire subdivision and the portions contained on the other sheets.
- TITLE REPORT – ONE COPY - of a preliminary title report or a title insurance policy issued within the preceding thirty days to the owner(s) of the land disclosing the owner(s) of record of the land included within the proposed subdivision, as well as all liens, encumbrances, assessments or any other matters of record affecting the title to the property, by a title insurance agent licensed by the Arizona Department of Insurance.
- PROPERTY OWNERS ASSOCIATION DOCUMENTS - any proposed articles of incorporation, bylaws, and deed restrictions to be imposed upon the plat or any part of it pertaining to the intended use of the land.
- ENGINEER’S COST ESTIMATE - once the amount is agreed upon, a financial assurance will be required.
- OTHER ITEMS - all items required per the preliminary plat approval.
- OTHER AGENCY APPROVALS - written approval from Bullhead City Fire Department and all involved utilities that the final plat complies with their requirements.
- The final plat shall also include the following:
 - A title page, which includes the name of the subdivision, tract number and its location.
 - Name, address, and registration number of the seal of the registered land surveyor preparing the plat.
 - Boundaries of the tract to be subdivided fully balanced and closed, showing all bearings and distances. All dimensions are expressed in feet and decimals thereof.
 - Any excepted parcel(s).
 - Location and description of cardinal points.
 - Location of all physical encroachments on boundaries of the tract.
 - Block closure and subdivision closure calculations.

- Name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks and utility easements; radii, point of tangency, and central angles of all curvilinear streets and alleys, radii of all rounded street line intersections.
- All drainage ways, and rights-of-way of all major drainage ways, as designated by the Engineering Department are to be dedicated to the public.
- All easements for rights-of-way provided for public services or utilities and any limitations of the easements.
- Locations and all dimensions of all residential lots.
- All residential lots are numbered by block and lot numbers throughout the plat. Exceptions, tracts, and private parcels are designated, lettered, or named and clearly dimensioned.
- Location dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated.
- Location of all adjoining subdivisions with name, date, book and page number of recordation noted, or if unrecorded, so marked.

PLANNING AND ZONING DIVISION RESPONSIBILITIES

- ✓ Review the final plat for completeness and conformity to the approved preliminary plat and distribute the submittal to other departments and agencies as necessary.
- ✓ Once all required items have been successfully addressed, the request will be scheduled for action by the City Council. A staff member will contact you regarding the date and time of the meeting.
- ✓ Upon City Council approval, the final plat is recorded in the office of the Mohave County Recorder at the subdivider's expense. Following recordation of the plat, prints must be provided to the County Recorder, County Assessor, the Development Services Department, and a mylar to the Bullhead City Engineering Division at the expense of the subdivider.