



# Subdivision Permitting Information Guide & Application Instructions

August 2017



# Yuma County Department of Development Services Subdivision Permitting Information Guide

## When to Use Subdivision Permit Guide

The Subdivision Permit Guide & Application Instructions with its accompanying application are used whenever land is proposed to be divided into six or more lots or previously subdivided lots are reverted to gross land. Land divisions with fewer than six lots require a Land Division Permit.

## Introduction

Yuma County Department of Development Services is pleased to provide the Subdivision Permit Guide to assist applicants through the subdivision permitting and platting process. This guide contains all required forms with instructions for subdivision development. The subdivision review and approval process has changed; please read this entire packet carefully for instruction and guidance.

In general terms, the subdivision process consists of three major activities: Tentative Map Process, Improvement Plan Permitting Process, and Final Plat Process. Each activity requires review and approval and each is described by this guide. Mandatory Pre-Development meetings are held to explain permitting requirements for your project in detail.

The accompanying Subdivision Application allows an applicant to fill out one comprehensive form to apply for all Yuma County permits for a subdivision. Based on the information provided with the application, Yuma County will initiate all requested permits for the subdivision.

**Complete and accurate submittals and compliance with the most current Subdivision Regulations and Public Works Standards throughout the permitting process leads to fewer delays and revisions.**

## Yuma County's Commitment to Service

Yuma County is committed to fair, consistent and equitable service to every applicant. Yuma County will:

1. Promote the health, safety, and welfare of Yuma County;
2. Provide limited review and comments to applicable ordinances, regulations and standards;
3. Communicate unified review comments effectively;
4. Review plans in a specified timely manner; and,
5. Assist applicants to understand the subdivision permitting process.

## Contact/Submittal Information

A Case Planner will be designated as your point of contact for all County subdivision permitting. All applications and questions are to be directed to the appointed Case Planner at:

**Department of Development Services**  
2351 West 26<sup>th</sup> Street  
Yuma, AZ 85364  
(928)817-5000

Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov) - Departments & Services – Development Services

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Applicant's Responsibilities

**Applicants are responsible for submitting complete, accurate applications at all stages of Subdivision Development.** The purpose of an application is to fully communicate the planned subdivision and to demonstrate compliance with all applicable standards. Incomplete applications will be returned in their entirety to the applicant without any further action.

**Applicants are responsible for their timely responses to all review comments.** Faster responses to review comments allow the review process to continue sooner. Time spent by the applicant responding to review comments is not included in Yuma County's permit review time.

**Applicants are responsible to comply with all applicable regulations and obtain all local, state and federal permits before construction.** Subdivision development can require a number of permits and approvals from federal, state, county and city agencies. Approval of one permit does not grant approval for any other permit. Verification of permit requirements is the responsibility of the applicant.

### Required Permits/Approvals

Subdivisions are required to have all federal, state, county, and city reviews, permits and approvals. Permits/approvals may include:

#### Zoning Approvals

- Applicable Zoning
- Schedule for Development & Other Conditions of Zoning completed or in progress

#### Tentative Map Approvals

- Floodplain Protection Study (Tentative Grading Review)
- Tentative Map Staff Recommendation
- Planning Commission and applicable Board of Supervisor Tentative Map approval including conditions of approval
- Approval of Modifications
- Building/Fire Permit Approval for Manual Fire Suppression

#### Improvement Plan Permits

- Stormwater Pollution Prevention Plan Approval & ADEQ Authorization Letter/Waiver
- Encroachment Permit (Roads & Utilities)
- Grading Permit (Grading & Drainage)
- Floodplain Use Permit (Any construction within the floodplain)
- Building/Fire Permits for Manual Fire Suppression
- All Federal and State Permits
- Approval of Construction
- ADEQ Water and Sewer Approvals

#### Final Plat Approvals

- Submittal of all supporting and required documentation
- Acceptance of Assurances
- All Federal and State Approvals
- Final Plat Staff Recommendation
- Board of Supervisor Final Plat Approval

**Yuma County will verify County requirements as part of each submittal review. County Review checklists are available on our website.**

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Applicable Ordinances and Regulations

Subdivision applications and permitting shall comply with all applicable Yuma County ordinances and regulations. **Proposed modifications to ordinances and regulations shall be identified with the initial application.** Yuma County Ordinances and Regulation related to subdivisions include:

Yuma County Zoning Ordinance  
Yuma County Comprehensive Plan  
Yuma County Subdivision Regulations  
2003 International Fire Code

Public Works Standards for Yuma County,  
Volumes I-III  
Floodplain Regulations for Yuma County  
Map of the Section 208 Area Limits

These ordinances and regulations are available on our website.

### Expedited Applications

An application may be expedited at the request and sole risk of the applicant. Expedited application consists of concurrent application and review of the rezoning requests, tentative map, modifications, and/or improvement plans.

#### Expedited Applications Involving Rezoning Requests

Tentative Map and Improvement Plan applications may be submitted for review prior to fulfilling zoning compliance when the applicant has begun action to comply with zoning, proposed zoning is consistent with comprehensive plan, and applicant has requested expedited submittals in writing.

#### Expedited Applications Involving Modifications

Improvement Plan applications may be submitted for review prior to approval of modifications when the applicant has requested the modification, the proposed modifications are consistent with the area development, and the applicant has requested expedited submittals in writing.

#### Expedited Applications Involving Tentative Map

Improvement Plan applications may be submitted for review prior to approval of Tentative Map when the applicant has applied for Tentative Map, the proposed Tentative Map is consistent with all standards, as modified, and the applicant has requested expedited submittals in writing.

#### Conditions of Expedited Applications

All reviews will be based on the proposed zoning, modifications, and conditions requested by the applicant. No approval is given until all required approvals are obtained by the appropriate board or commission.

All approvals will be based on the actual zoning, tentative map, modifications, and conditions approved by the Zoning Commission and Board of Supervisors. **Any plan modifications or additional time required to correct plans or development as a result of differences between the proposed and actual zoning, tentative map, modifications, and conditions are the responsibility of the developer and applicant.**

### Additional Help

If you need additional assistance or to schedule a pre-development or pre-application meeting, please contact one of our customer service representatives in our main lobby or at 817-5000.

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Project Assessment Meetings Process

Project Assessment meetings are mandatory for subdivision applications. The meeting is instructional in nature and is to inform the applicant about development requirements and the permitting process. **These meetings are not review meetings and staff will not approve plans or waive requirements, in part or whole, at that time.**

### Pre-Development Meeting Submittal

A Project Assessment Meeting Submittal consists of the following items:

- Concept plan
- Written Scope of Work

### Project Assessment Meeting Scheduling

Pre-Development meetings are scheduled by contacting Customer Service at (928) 817-5000. A customer service representative will make arrangements with you to receive your submittal and schedule a convenient time to meet with staff.

### Project Assessment Meeting Agenda

Project Assessment Meetings will follow the agenda given below:

- Introductions
- Applicant Presents Proposed Development
- Staff Reviews Permit Process
- Staff Reviews Permit Requirements
- Questions

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Tentative Map Process

In accordance with the Subdivision Regulations for Yuma County, the initial action in the development of a subdivision located in the unincorporated areas of Yuma County shall be the preparation of a tentative map. Once the tentative map is approved, the developer has three years to record the subdivision plat.

#### Tentative Map Submittal

**A tentative map submittal consists of the following items:**

- Subdivision Application including required and supplemental information
- Tentative Layout Map including required information
- Tentative Grading Plans and Report (Floodplain Protection Study)
- Tentative Improvement Plans
- Proposed Modifications, if any
- Schedule for Development, if applicable
- Required Fees
- Power of Attorney Affidavit (Agent Applicants)

#### Zoning Compliance

The subject property, tentative map and planned use(s) must comply with current zoning and all applicable conditions of rezoning.

#### Tentative Map Review and Revision

**Submittal Review**—Application submittals are reviewed for completeness. Incomplete submittals will be returned in their entirety to the applicant without further review. Staff will review the submittal packet and completed checklists to confirm all required documents are submitted. Upon determining all required documents are included, fees will be collected, a tracking number assigned, and a submittal review conducted by all divisions. Submittal reviews will be completed and the applicant notified in writing of submittal deficiencies or acceptance within 5 full working days.

**Submittal Acceptance**—Complete submittals will be accepted, date stamped, and routed to appropriate divisions and agencies for review and comment.

**Initial & External Plan Review** – All appropriate divisions and external agencies will review the submittal and return review comments to the Case Planner. Copies of the tentative review checklists are available for your use during submittal preparation.

**Tentative Map Review Comments** – If corrections are needed for the application to meet minimum federal, state, and county & municipal standards, review comments will be sent in writing to the applicant, engineer, and owner by the Case Planner. One review comment letter will be sent for all divisions.

**Plan Revisions**— Applicant shall address each plan deficiency by meeting all standards or where applicable and desired, apply for a modification. If revised plans are not received within 12 months, the submittal will be considered inactive and shall be administratively closed. A new application will then be required to be submitted.

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Tentative Map Process (Cont.)

#### Planning Commission Hearings & Staff Recommendation

**Staff Report Preparation** – Once the tentative map is reviewed by all appropriate divisions, departments, and external agencies, and all comments have been addressed to meet minimum federal, state, county, and municipals requirements, staff will prepare a staff report and recommendation for the Planning Commission’s consideration. The staff report will identify requested modifications, compliance with standards, and outstanding deficiencies.

The tentative map application will be scheduled for presentation at the next available Planning Commission meeting. Meeting dates are available at: [www.yumacounty.gov](http://www.yumacounty.gov).

Tentative maps will be scheduled to be heard by the Planning Commission with a recommendation for approval when all applicable federal, state, county, and city requirements and conditions are met. Revised plans with outstanding deficiencies will receive a staff recommendation of denial.

#### Planning Commission Tentative Map Action

After the tentative map hearing, the Planning Commission may approve, approve with conditions, deny, or continue tentative maps. The Planning Commission may also recommend approval of the tentative map with conditions, deny, or continue the tentative map that requires Board of Supervisors approval due to needed rezoning, modifications or outstanding deficiencies. Action of denial by the Commission concludes the application and a notice of action will be sent within 5 full working days stating the reasons for its decision.

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Subdivision Improvement Plan Permitting Process

Subdivision Improvement Plans are used to construct the subdivision including access, roads, grading, drainage, flood and erosion control, utilities, building pads, off-site improvements and all other improvements needed for the subdivision. Improvement Plans shall be permitted prior to any construction.

### Subdivision Improvement Plan Submittal

Subdivision Improvement Plan Submittals consists of the following items prepared in accordance with Yuma County Public Works Standards and Subdivision Ordinance:

- Improvement Plans
- Grading Plans and Report
- Floodplain Use Permit Application (If in or adjacent to a floodplain)
- Building/Fire Permit for Manual Fire Suppression
- Stormwater Pollution Prevention Plan, Notice of Intent, and ADEQ Authorization Letter/Waiver
- All Required Federal & State permits

### Subdivision Improvement Plans Review and Revision

**Submittal Review**—Application submittals are reviewed for completeness by Permit Technician based on submittal checklists. Incomplete submittals will be returned to the applicant without further review. Submittal review will be completed within 5 working days.

**Submittal Acceptance**—Complete submittals will be accepted, date stamped, and routed to appropriate divisions and agencies for review and comment. Permit review timelines begin at this time.

**Initial and External Plan Review** – All appropriate divisions and agencies will review the submittal and return review comments to the Permit Technician. Copies of the review checklists are available for your use during submittal preparation.

**Improvement Plan Review Comments** – If corrections are needed for the application to meet minimum federal, state, and county standards, review comments will be sent to the applicant, engineer, and owner by the Permit Technician.

**Plan Revisions** – The applicant must respond to all review comments before the review can continue. Reviews and revisions will continue until the plans meet minimum county standards or the permit is denied. **Timely responses result in faster overall reviews and approvals.**

**Review Timelines**—All improvement plan reviews will be complete within 20 working days (4 weeks) of initial submittal acceptance or 15 working days (3 weeks) of receipt of complete response to review comments. Plan revision is not included in timelines.

### Approval to Construct (Improvement Plan Approval)

Once ALL federal, state, and county standards and requirements have been satisfied, the improvement plans will be approved for construction. If the standards and requirements are not met or review comments are not addressed, the improvement plans will be denied. Inactive applications for the period of one year will be administratively closed. **Approval is required before ANY construction.**

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Subdivision Improvement Plan Permitting Process (Cont.)

#### Construction & Inspection

All construction must comply with the approved improvement plans. All construction is to be inspected in accordance with Public Works Standards. Alterations to the plans must be approved prior to construction. Call (928)817-5123 to schedule an inspection.

#### Approval of Construction (Approval of Improvements)

All construction shall be complete prior to final approval of the subdivision improvements. Once the construction is complete in accordance with the plans and federal, state, and county standards and regulations, approval of construction will be given and one-year warranty period will begin.

When the contractor considers all work complete, they are required to call for project walk through. At the project walk through, the contractor, owner, and county inspectors will begin final inspection of the project. At this time, any deficiencies will be given to the contractor in writing. Once all deficiencies have been addressed, the contractor can call for inspection to verify that all items of work have been completed.

#### Warranty and Final Acceptance of Roads

The developer is required to warranty all subdivision improvements for one year. The warranty period will begin when all items of work have been fully completed and Yuma County formally commences the warranty period. Within one year of completion, the subdivision roads will then be submitted to the Board of Supervisors for acceptance into the County Highway System.

#### Segregated Permits

##### Segregated Permits

Developers may apply for segregated approvals for specific components (ie. Offsite utility work or rough grading, etc.) or phases (Unit 1, 2, etc.) of a subdivision. Separate application is required for each component or phase of work. Plans must show only the component(s) or phase(s) of work being permitted. **Any modification or additional time required to correct plans or development as a result of differences between the initial and final plans, whether due to developer or county action, is the responsibility of the developer.**

# Yuma County Department of Development Services

## Subdivision Permitting Information Guide

### Subdivision Final Plat Process

The final plat is the legal, recorded document that describes the subdivision. All final plats shall be submitted for review and approval of the Board prior to recordation.

#### Final Plat Submittal

Subdivision Final Plat Submittal consist of the following items prepared in accordance with Yuma County Public Works Standards and Subdivision Ordinance:

Final Subdivision Plat

Arizona Department of Environmental Quality Letters of Approval

Arizona Department of Water Resources Determination of Adequacy

Garbage, Water & Sewer Service Agreements

Improvement District, Home Owner Association, and other Agreements for Maintenance and Facility use

Current Title Report for Property

Protective Conditions, Covenants, & Restrictions, if applicable

Evidence of compliance with all agreements and conditions of zoning, approvals, permitting, etc.

Easements/Rights-of-way Records

Required Fees

Required Assurances, in an approved form, equal to the cost-to-complete for all improvements

#### Review & Revision

**Submittal Review**—Application submittals are reviewed for completeness. Incomplete submittals will be returned to the applicant without further review. Submittal review will be completed within 5 working days.

**Submittal Acceptance**—Complete submittals will be accepted, date stamped, and routed to appropriate divisions for review and comment. Permit review timelines begin at this time.

**Final Plat and Assurances Review** – All appropriate divisions and agencies will review the submittal and improvements to verify that all subdivision requirements are complete and all conditions and agreements have been satisfied. Any review comments will be sent to the Plans Coordinator.

**Final Plat Review Comments** – If corrections are needed, all review comments will be sent to the applicant, engineer, and owner by the Case Planner.

**Revisions** – The applicant must respond to all review comments before the review can continue. Reviews and revisions will continue until the plans meet all conditions and agreements. Timely responses result in faster overall reviews and approvals.

#### Board of Supervisors Final Plat Approval & Recordation

All final plats will be scheduled to be heard by the Board of Supervisors for approval once all federal, state, and county requirements are met and at the request of the applicant. The meetings are scheduled one month or more in advance. Meeting schedules are available at [www.yumacountyaz.gov](http://www.yumacountyaz.gov). Once approved by the Board, the final subdivision plat may be recorded at the Yuma County Recorder's Office.



# Yuma County Department of Development Services Subdivision Application Instructions

## Subdivision Application Instructions

Please refer to the following instructions when filling out the Subdivision Application.

### A. Application Types

Check the applicable spaces for the type(s) of application requested. Provide the date of submittal. If the subdivision tracking number has been assigned, please fill in. If expedited reviews, segregated permits, modifications, or variances are requested, initial appropriate spaces. Pre-Development Meetings are required for all subdivision applications at the time of submittal or within six months prior to submittal.

### B. Project Name, Location & Description

1. Provide the proposed subdivision name. Names must comply with Subdivision Regulations.
2. Give the current Tax Parcel Number of the parcel being subdivided. Tax Parcel Number is available on the property tax statement or from the Assessor's Office.
3. Provide the legal description, intersection or other location description of the subdivision.
4. Describe the type of subdivision (residential, commercial, mixed use, etc.) and number and average size of lots.

### C. Applicant Information

Provide the name and contact information of the person making application. This person must be the owner or authorized agent. A notarized power of attorney statement must be submitted for agent applicants. Review comments and other correspondence will be sent to both the applicant and owner.

### D. Owner Information

Provide the name and contact information of the owner or owners of record for the parcel being subdivided. Review comments and other correspondence will be sent to both the applicant and owner.

### E. Site Information

#### Zoning, Floodplain, Environmental, & Encroachment Compliance

1. Provide the current zoning for the parcel. Current Zoning is available from our website or the Planner on Duty. Application cannot be processed until proposed subdivision complies with current zoning or applicant has applied for rezoning and requested expedited review based on rezoning.
2. Provide proposed zoning if different from current zoning. Tentative Map approval cannot be granted until zoning change is complete.
3. Identify the distance to the nearest municipality. Subdivisions within 3 miles of municipalities are subject to utility service area and pre-annexation requirements. Contact neighboring municipality for requirements.
4. Provide the effective flood hazard zone(s) for the parcel. Flood Hazard Zone is available from [www.msc.fema.gov](http://www.msc.fema.gov). Zone A, AE, AH, AO, A1-99 require a floodplain use permit. Zone D may require a floodplain use permit. Zone X and X (Shaded) do not require floodplain use permits.
5. Section 208 Wastewater Facilities Plan Area. Identify whether project is within Section 208 area.
6. Identify any structures that exist or are planned to be constructed as part of the subdivision development.

# Yuma County Department of Development Services

## Subdivision Application Instructions

### Subdivision Application Instructions (Cont.)

#### E. Site Information (Cont.)

##### Dimensions & Physical Information

7. Provide the total area disturbed by the project in acres. Projects larger than 1 acre (43,560 sq.ft.) require Stormwater Pollution Prevention Plan, Notice of Intent submitted to Arizona Department of Environmental Quality, and ADEQ Authorization Letter or waiver prior to issuing permits.
8. Provide the number of residential and commercial or other lots.
9. Provide the SCS Soil Group Classification for the parcel (A, B, C, or D). Soil Group is available from the Soil Survey of Yuma-Wellton Area, USDA, Soil Conservation Service or from soil testing performed by a geotechnical engineer.

##### Access & Utilities

10. Identify whether subdivision access is public or private. Legal ingress/egress access is required to a parcel prior to issuing permits.
11. Describe the legal access to the subdivision. If public, give the name of the street. If private, provide a copy of the easement, tract, or other transference of rights.
12. Identify the proposed water supply. Water supplies include public and private water utilities and wells. Well permit application and Notice of Intent submitted to Arizona Department of Water Resources is required for new well.
13. Identify the manual fire suppression water supply and/or storage.
14. Identify the proposed sewage disposal. Sewage disposal includes public and private sewage utilities and on-site disposal. Environmental Health Permit application will be required for septic systems and other on-site sewage disposal systems.
15. Identify the nearest public sewer system connection.
16. If connecting with city utilities or within the service area of a city utility, a pre-annexation agreement with the city may be required. Contact the city to determine if a pre-annexation agreement is needed.
17. If a pre-annexation agreement is needed, indicate whether it is approved.
18. If the pre-annexation agreement is approved, provide the date of approval.

#### F. Submittal Checklists

Provide the required submittals for Pre-Development Meeting, Tentative Map, Improvement Plans, and Final Plat as identified by the checklists. Check the appropriate line to indicate they have been attached.

#### G. Modifications (If Applicable)

List all modifications requested for the project. Modifications requested after review begins may result in delays or restarting reviews. If no modifications are requested, write "none".

#### H. Applicant's Certification & Acknowledgement

Read, understand, and if in agreement, sign certification. Application will not be accepted without signature.



# Subdivision Application

## A. Application Types

### Guidance Meetings

Pre-Development Mtg. \_\_\_\_\_ Date \_\_\_\_\_

### Applications

Permit/Approval Requested:

Tentative Map Date \_\_\_\_\_

Improvement Plans Date \_\_\_\_\_

Final Plat Date \_\_\_\_\_

SUBDIVISION TRACKING #

### Expedited Reviews/Segregated Permits Requests/Modifications

Expedited/Segregated Review Requested (Initial) \_\_\_\_\_

Concurrent Rezoning Requested

Modifications Requested

Concurrent Modifications Requested

Variance Requested

Concurrent Tentative Map/Improvement Plan

Segregated Permitting Requested

## B. Project Name, Location, & Description

1. Project Name \_\_\_\_\_

2. Tax Parcel Identification Number \_\_\_\_\_

3. Location \_\_\_\_\_

4. Description \_\_\_\_\_

## C. Applicant Information

1. Applicant's Name \_\_\_\_\_

2. Applicant's Address \_\_\_\_\_

3. City, State, ZIP \_\_\_\_\_ Email \_\_\_\_\_

4. Phone \_\_\_\_\_ Fax \_\_\_\_\_

## D. Owner's Information

1. Owner's Name \_\_\_\_\_

2. Owner's Address \_\_\_\_\_

3. City, State, ZIP \_\_\_\_\_ Email \_\_\_\_\_

4. Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Yuma County Department of Development Services**  
**Subdivision Application**

**E. Site Information**

**Zoning, Floodplain, Environmental, & Encroachment Compliance**

1. Current Zoning \_\_\_\_\_
2. Proposed Zoning \_\_\_\_\_
3. How far is the nearest municipality? (miles) \_\_\_\_\_
4. Flood Hazard Zone \_\_\_\_\_
5. Is the Project in the Section 208 Wastewater Facilities Plan Area? \_\_\_\_\_
6. Do any structures exist or are any structures proposed as part of the subdivision? \_\_\_\_\_

**Dimensions & Physical Information**

7. Project Area (Acres) \_\_\_\_\_
8. Number of Lots: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_
9. Soil Type (A, B, C, D) \_\_\_\_\_

**Access & Utilities**

11. Is the access public or private? \_\_\_\_\_
12. Describe the legal access to the site.  
\_\_\_\_\_  
\_\_\_\_\_
13. How is water supplied? \_\_\_\_\_
14. How is manual fire support water supplied? \_\_\_\_\_
15. How is sewage disposed? \_\_\_\_\_
16. How far is the nearest public sewer system connection? \_\_\_\_\_
17. Is a pre-annexation agreement with a city required for delivery of utility service? \_\_\_\_\_
18. If yes, has a pre-annexation agreement been approved? \_\_\_\_\_
19. What is the pre-annexation agreement approval date? \_\_\_\_\_

**F. Submittal Checklists**

Fill out and attach completed Subdivision Application Submittal Checklists for the requested reviews. Check appropriate boxes to indicate checklists are attached.

Pre-Development Meeting Application Checklist

Improvement Plan Application Checklist

Tentative Map Application Checklist

Final Plat Application Checklist

# Yuma County Department of Development Services

## Subdivision Application

### G. Modifications (if applicable)

In accordance with A.R.S. Section 11-806.01.E: *“The general regulations may provide for modification by the commission in planned area development or specific cases where unusual topography or other exceptional conditions may require such action.”*

The following modifications are requested as part of this application (additional pages may be added if needed):

Standard	Reference #	Modification Requested
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Reason:

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Standard	Reference #	Modification Requested
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Reason:

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Standard	Reference #	Modification Requested
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Reason:

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Standard	Reference #	Modification Requested
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Reason:

# Yuma County Department of Development Services

## Subdivision Application

### H. Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the owner or authorized agent of the owner of the property being subdivided,
2. I am applying for the meetings/review(s) indicated above,
3. I have read and understand the information provided in the latest version of the Subdivision Permitting Information Guide and Application Instructions, and
4. This application is complete and accurate to the best of my knowledge.

By signing below, I acknowledge that:

5. Incomplete or inaccurate submittals, by the owner, applicant or any other representative may result in delays, return of submittals, or denial of this application,
6. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties,
7. Applying for concurrent approvals, segregated permits, and/or modifications is at the sole risk of the applicant and developer,
8. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed and actual zoning, modifications, and conditions and/or initial and final plans, whether due to developer or county action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Yuma County Department of Development Services Subdivision Application Submittal Checklists

### Pre-Development Meeting Application Checklist

Pre-Development Meetings are mandatory for all subdivisions. Pre-Development Meeting fees are included in Tentative Map Fees.

**Application Requirements:** The following information is required to schedule a pre-development meeting. Please complete the Number Submitted column for each Submittal Requirement.

Submittal Requirement	Reference	Format	Required Number of Copies/Amount	Number Submitted
Concept Plan	Provide a graphical representation of the planned subdivision.	Any Legible, Reproducible Format	1	
Written Scope of Work	Provide a written description of the planned subdivision.	Any Legible, Reproducible Format	1	

# Yuma County Department of Development Services

## Subdivision Application Submittal Checklists

### Tentative Map Application Checklist

**Tentative Maps are required for all subdivisions**

**Application Requirements:** Tentative Map Submittals must include the following items. Please complete the Number Submitted column for each Submittal Requirement.

Submittal Requirement	Reference	Format	Required Number of Copies/Amount	Number Submitted
Complete Plan Sets*	Subdivision Regulations Public Works Standards Rezoning Case	24 x 36	6	
		Electronic	1	
Tentative Lot Layout Map (Lots & Streets)	Subdivision Regulations	24 x 36	6	
		11 x 17	10	
Tentative Drainage Report (Floodplain Protection Study)	Subdivision Regulations Public Works Standards, Vol. III	8 1/2 x 11 Or Larger	1	
Schedule for Development (If Applicable)	Rezoning Case	Copy	1	
Tentative Map Review Fees <i>(\$200 credit applied within 6 months of project assessment meeting)</i>	Subdivision Regulations Fee Schedule	Cash, Check, MC, Visa	\$1,200 + \$12.00 per lot	
Floodplain Protection Study Fee	Subdivision Regulations Public Works Standards, Vol. III Fee Schedule	Cash, Check, MC, Visa	\$120	
Modification Fees	Subdivision Regulations	Cash, Check, MC, Visa	\$600 + \$60 per modification	
Rural Metro Fee	Building & Fire Code	Cash, Check, MC, Visa	\$50	

\* Complete plan set includes: Lot Layout Map, Grading Plans, and Road and Utility Plans.

## Yuma County Department of Development Services Subdivision Application Submittal Checklists

### Improvement Plan Application Checklist

**Approved Improvement Plans are required for all subdivisions prior to construction**

**Application Requirements:** Improvement Plans Submittals must include the following items. Please complete the Number Submitted column for each Submittal Requirement.

Submittal Requirement	Reference	Format	Required Number of Copies/Amount	Number Submitted
Complete Plan Sets*	Subdivision Regulations Public Works Standards Rezoning Case	24 x 36	4	
		Electronic	1	
Floodplain Use Plan (If applicable)	Subdivision Regulations Floodplain Regulations	24 x 36	3	
Drainage Report	Subdivision Regulations Public Works Standards, Vol. III	8 1/2 x 11	1	
Stormwater Pollution Prevention Plan	Arizona Pollution Discharge Elimination System	8 1/2 x 11	1	
Arizona Department of Environmental Quality Authorization Letter/Waiver	Arizona Pollution Discharge Elimination System	Copy	1	
All Federal and State Permits	Federal & State Regulations	Copy	1	
Grading Permit Fee	Public Works Standards, Vol. III Fee Schedule	Cash, Check, MC, VISA	\$625 + \$4.00 per lot	
Floodplain Use Permit Fee (If applicable)	Floodplain Regulations Fee Schedule	Cash, Check, MC, VISA	\$250 + \$4.00 per lot	
Encroachment Permit Fees	Public Works Standards	Cash, Check, MC, VISA	Paid when permit issued	

\* Complete plan set includes: Lot Layout Map, Grading Plans, Floodplain Use Plan, and Road and Utility Plans.

# Yuma County Department of Development Services

## Subdivision Application Submittal Checklists

### Final Plat Application Checklist

**Final Plat Application is Required for all Subdivisions**

**Application Requirements:** Final Plat Submittals must include the following items. Please complete the Number Submitted column for each Submittal Requirement.

Submittal Requirement	Reference	Format	Required Number of Copies/Amount	Number Submitted
Final Plat	Subdivision Regulations	24 x 36 Bond	5	
		24 x 36 Mylar (Upon Approval)	3	
		8½x11 (Electronic)	1	
Arizona Department of Environmental Quality Letters of Approval	State Regulations	Copy	1	
Arizona Department of Water Resources Determination of Adequacy	State Regulations	Copy	1	
Garbage, Water & Sewer Service Agreements	Subdivision Regulations	Copy	1	
Current Title Report for Property	Subdivision Regulations	Copy	1	
Protective Covenants, Conditions & Restrictions (CC&R)	Subdivision Regulations	Copy	1	
Evidence of compliance with zoning conditions, schedule of development, and modifications.	Zoning Ordinance Subdivision Regulations Rezoning Case	Copy	1	
Maintenance agreements	Zoning Ordinance, Subdivision Regulations, Public Works Standards	Copy	1	
Easement/Rights of Way Records	Subdivision Regulations Public Works Standards	Copy	1	
Engineering Plat Check Fee	Subdivision Regulations	Cash, Check, MC, VISA	\$300 + 2 per lot	
Final Plat Fees	Fee Schedule	Cash, Check, MC, VISA	\$1,200 + \$12.00 per lot	
Assurances	Assurance Agreement	Per Assurance Agreement		

**Yuma County Department of Development Services (For Office Use Only)**

**Permit Numbers & Approvals**

**SUBDIVISION TRACKING # \_\_\_\_\_**

Predevelopment Meeting	Received _____ App. _____ Routed _____	File # _____ N/A _____							
Preapplication Meeting	Received _____ App. _____ Routed _____	File # _____ N/A _____							
Phase	Application Submittal Review	Zoning	Fire Safety	Water	Sewer	Grading	Floodplain Use	Encroachment	Commission/Board
Tentative Plat Recommendation/Approval	Received _____ App. _____ Routed _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	PC: Date: _____ Action: _____
Improvement Plan Permits	Received _____ App. _____ Routed _____	Not Required	App. _____ N/A _____	Not Required					
Final Plat Recommendation/Approval	Received _____ App. _____ Routed _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	App. _____ N/A _____	BOS: Date: _____ Action: _____

Staff is to attach copies of all minutes from pre-development and pre-application meetings.  
 Staff is to attach copies of the schedule for development required during the zoning process for the subject property.  
 Staff is to attach copies of all conditions and agreements for approval made during the tentative plat process to this application.  
 Staff is to attach copies of all modifications for approval made during the improvement plan process to this application.