



## Final Plat Submittal Requirements Check List

In order for the Planning Division to begin processing a final plat submittal, ALL of the following items must be submitted.

The Planning Division will not accept partial submittals.

- \_\_\_\_\_ 1. Two (2) complete set of improvement plans.
- \_\_\_\_\_ 2. Assured water supply letter or water adequacy letter from the Arizona Department of Water Resources.
- \_\_\_\_\_ 3. Solid waste management provider letter.
- \_\_\_\_\_ 4. Two final copies of CC&Rs.
- \_\_\_\_\_ 5. Land Development Agreement.
- \_\_\_\_\_ 6. Third Party Trust Agreement.
- \_\_\_\_\_ 7. Eight (8) blue or black line copies of the Final Plat
- \_\_\_\_\_ 8. Required fees (contact the Planning Division to determine amount).
- \_\_\_\_\_ 9. Copy of this completed checklist.
- \_\_\_\_\_ 10. Completed application form.
- \_\_\_\_\_ 11. Proof that property taxes are current

NOTE: Do not submit mylar copies of the final plat or improvement plans until directed to do so by the Planning Division staff. Electronic files of both the final plat and improvement plans shall accompany mylar copies.



SANTA CRUZ COUNTY

COMMUNITY DEVELOPMENT  
PLANNING DIVISION

**INTENT TO SUBDIVIDE  
APPLICATION  
(FINAL PLAT)**

**Case Number:** \_\_\_\_\_ **Date of Submittal:** \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_ Town: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Range: \_\_\_\_\_ District # \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Acres: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Planner: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated date of Tentative submittal: \_\_\_\_\_

Has this property ever been subdivided or have any other binding recorded information? \_\_\_\_\_

If yes, state book and page: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Water: \_\_\_\_\_

Septic: \_\_\_\_\_

Electric: \_\_\_\_\_

Gas: \_\_\_\_\_

Phone: \_\_\_\_\_

Fire: \_\_\_\_\_

Elementary School: \_\_\_\_\_

Jr. High School: \_\_\_\_\_

High School: \_\_\_\_\_

Proposed Zoning  
(if necessary): \_\_\_\_\_

**PUBLIC ACCESS STATEMENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I/WE herein agree to meet the minimum design standards of all applicable regulations.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Santa Cruz County Department of Community Development  
Planning Division  
12/12/03