



MOHAVE COUNTY DEVELOPMENT SERVICES

P. O. Box 7000, Kingman, Arizona 86402-7000 3250 E. Kino Avenue, Kingman www.mohavecounty.us Telephone (928) 757-0903

Timothy M. Walsh, Jr., P. E.
Department Director

Sam Elters, P. E.
County Manager

Subdivision Application

Instructions: Please complete this form and include it with your Plat submittal. If you have any questions, please contact (928) 757-0903 or email Planners@Mohave.gov Attention: Subdivision Coordinator.

The Plat will be reviewed by the Development Services Department and, if found necessary, will be circulated for review and comments to the Public Works Department, Flood Control District, Division of Environmental Quality, and to the appropriate agencies, utility, and public safety providers.

APPLICANT/DEVELOPER
Organization Name:
Mailing Address:
Contact Person:
Phone:
E-Mail:

PROJECT ENGINEER
Name:
Mailing Address:
Contact Person:
Phone:
E-Mail:

PROPERTY OWNER (IF DIFFERENT FROM APPLICAN/DEVELOPER)
Name:
Mailing Address:
Contact Person:
Phone:
E-Mail:

STAGE OF DEVELOPMENT (PLEASE CHECK)
Pre-Application
Preliminary Plat
Final Plat

PROPERTY INFORMATION		
APN(s):		
Township:	Range:	Section:
Subdivision Name:		
Tract #:		
General Location:		
Number of Lots proposed:		
Number of Units proposed:		
Number of Parcels proposed:		
Total Acreage:		
Proposed Access:		

PLANNING AND ZONING INFORMATION
Current General Plan Designation:
Proposed General Plan Designation:
Current Area Plan Designation:
Proposed Area Plan Designation:
Current Zoning:
Proposed Zoning:
Existing Resolutions affecting the site, if any:

EXISTING AND PROPOSED UTILITIES
Water:
Sewer:
Electric:
Telephone:
Trash-Pick Up:
Fire:
Landfill:

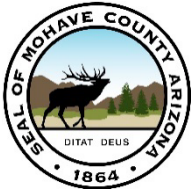
FORM OF ASSURANCE: _____

Signature of Applicant

Date

Signature of Property Owner

Date



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SUBDIVISION REVIEW FEES

The below items are only a part of the complete fee schedule.

All fees for Planning and Zoning can be found in Mohave County Ordinance 2018-03.

Please consult with the Subdivision Coordinator at (928) 757-0903 or email Planners@Mohave.gov, to determine the fees for your project.

Application Fee***	\$2000 each, initial submittal of Preliminary Plans and Final Plats
**Preliminary Plan and Final Plat review fees (Minimum review fee of \$500)	\$10 per acre plus \$10 per lot/parcel/unit, with each review submittal.
Amendment to Final Plat (re-plat)	Final Plat review fee
Amendment to Preliminary Plat after Board approval	Preliminary Plan review fee
Tentative Plat for non-residential subdivisions	Preliminary Plan review fee
Final Plat for non-residential subdivisions	Final Plat review fee
Petitions of Exception	\$350 for each different petition not submitted with the preliminary plat
**Extensions of time for Preliminary Plans	\$200
**Extensions of time for Completion of improvements	\$100

**Non-Refundable, initial submittal of a Preliminary and Final plat shall include the application fee and the review fee.*

***All submittals and Extensions of Time will require a \$40 Automation fee*

These fees do not negate other development related fees such as building permits, rezoning, amendments to General or Area Plans, etc.



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Required Subdivision Improvements Mohave County Land Division Regulations, Chapter 5

Required Improvements*	Rural (lots 5.0 acre +)	Suburban (lots 1-4.99 acre)	Urban (lots < 1 acre)
Water	No	Yes	Yes
Sewer/Central Sewage Collection and Treatment	No Yes: If soil tests are not approved	No Yes: If soil tests are not approved	Yes
Septic/On-site Individual Wastewater Systems	Yes	Yes	Not Allowed
Electric	To the subdivision boundary	Yes	Yes
Gas	No	No	No
Telephone	No	Yes	Yes
Fire Hydrants/Service	No	Yes	Yes
Solid Waste Disposal/Trash Pick-Up	Yes	Yes	Yes
Roads**	Aggregate base	Asphalt-concrete	Asphalt-concrete
Sidewalks	No	No	Yes if any apply: 3+ units per acre; Subdivision 40+ acres gross; ¼ mi from existing school
Streetlights	No	No	Yes: If sidewalks required.
Street Signs	Yes	Yes	Yes
Drainage***	Yes	Yes	Yes
Grading****	Yes	Yes	Yes

*These are the minimum improvements allowed by the Land Division Regulations (the Board of Supervisors may require more than the minimum level of improvements). The developer may volunteer greater improvements than what is minimally required. Also, if the General Plan or Area Plan designates an area as urban, a rural or suburban subdivision will be required to have full urban improvements. If the General Plan or Area Plan designates an area as suburban, a rural subdivision will be required to have suburban improvements.

**Details of road improvements requirements can be found in Section 5 of the Mohave County Land Division Regulations or by contacting the Public Works Department at (928) 757-0910 or by viewing the Public Works website regarding Engineer Standards, Details and Specifications.

*** The developer is required to provide all drainage related improvements according to the Drainage Design Manual for Mohave County. The developer may contact the Mohave County Flood Control District at (928) 757-0925 for further information and the Drainage Design Manual can be viewed at the Flood Control Website.

****Grading plans are required for all property which is submitted as a subdivision and the plans will be based upon the International Building Code adopted and amended by Mohave County. The developer may contact the Building Division at (928) 757-0903 for further information.



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PRE-APPLICATION MEETING PROCESS

Contact the Subdivision Coordinator to schedule a pre-application meeting:

Phone: (928) 757-0903

Email: Planners@Mohave.gov Attention: Subdivision Coordinator

Submit a written request for a pre-application meeting to the Development Services Department, a minimum of two (2) weeks prior of the requested pre-application meeting date and one (1) physical and one (1) digital of the following:

- o Conceptual layout
- o Narrative
- o Completed subdivision application

For the pre-application meeting to be productive, attendance of the Project Engineer and property owner is essential.

The Subdivision Coordinator will invite other County Staff members such as Public Works, Flood Control, Mohave County Department of Environmental Quality, and other reviewing agencies to the pre-application Meetings.

Upon completion of the pre-application meeting, revisions may be requested by staff and a follow up pre-application meeting scheduled or a tract number will be issued within 10 working days.

After the tract number is issued, the proposed subdivision will move to the next stage of processing depending on project type. The applicant will be notified within the tract issuance letter what the next stage of processing is and what deadlines need to be met.



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PRELIMINARY PLAT GUIDELINES

- When the initial or corrected Preliminary Plat is submitted to the County, the Planning Staff checks the submittal for completeness. Staff has 15 working days to determine if the submittal is complete or not. Staff will notify the applicant if the submittal is complete or incomplete.
- If the submittal is incomplete, staff will notify the applicant in writing of any deficiencies. The applicant has 15 working days from the notification of deficiencies to submit the requested documents and review fees. The applicant shall submit the remaining documents within thirty (30) working days or the submittal will be refused and mailed back to the applicant at their expense.
- If the submittal is complete, staff will forward it out to other county departments and other reviewing agencies for review with a review deadline of thirty-two (32) calendar days.
- Submittal applications are reviewed based upon due date.
- The applicant may call or email the Subdivision Coordinator to check on the status of the review at any time during the course of the Preliminary Plat review.
- During this stage of processing, the Preliminary Plat and accompanying documents are reviewed (according to Chapter 3.7 of the Land Division Regulations), by the Planning Division, Public Works Department and other reviewing agencies. Other applications, such as requests to amend the General Plan, Rezones, Special Use Permits, and Abandonment's will occur during this stage of plat processing or prior.
- Planning may receive comments back from the departments and other reviewing agencies that the submittal was forwarded to. These comments will be gathered and added to the planning review letter as attachments. All comments will need to be addressed by the applicant with the corrected Preliminary Plat submittal.
- Corrected Preliminary Plat submittals are due within one (1) year from the date of the last Preliminary Plat review completed by the Planning Division. Corrected submittals do not require all of the checklist documents to be re-submitted, only the revised plats and documents requested (along with the required review fees).

- If the applicant would like to request a meeting after the review is completed to clarify some key points of concern, they are encouraged to do so.
- Once Planning recommends the Preliminary Plat be moved forward to the next available Planning and Zoning Commission Meeting, the applicant will be notified of the date, time and place that the item is scheduled to be considered by the Board of Supervisors.
- If the Board of Supervisors approves the Preliminary Plat, the project moves to the Final Plat stage of processing. The initial Final Plat is to be submitted within six (6) years from the date the Board approved the Preliminary Plat or the project file may be closed and previous approvals rescinded. Please refer to Chapter 3.8 of the Land Division Regulations regarding Final Plat Processing.
- As a reminder, it is the responsibility of the developer to track project deadlines and request extensions of time, if needed, prior to those deadlines. Two (2)-year extensions of time to submit the initial Final Plat may be granted by the Director, up to a maximum of 20 years.
- There is an average of three (3) Preliminary Plat submittal reviews completed by the Planning Division, Public Works Department and other reviewing agencies that occur prior to the plat being scheduled on the next available Planning and Zoning Commission Meeting agenda, then, the Board of Supervisors Meeting agenda for consideration.
- The average Preliminary Plat stage of processing takes about one (1) year from the date the tract number was issued until it is scheduled on the Planning and Zoning Commission Meeting agenda, then, the Board of Supervisors Meeting agenda for consideration.

Please contact the Subdivision Coordinator if there are any questions regarding this process or if you would like to schedule a follow-up meeting at (928) 757-0903 or email Planners@Mohave.gov Attention: Subdivision Coordinator.



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PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

Please check off each checklist item submitted with the Subdivision Review submittal.

If you have any questions, please contact (928) 757-0903 or email Planners@Mohave.gov Attention: Subdivision Coordinator.

Date: _____

Please check: ☐ Initial Preliminary Plat Submittal ☐ Corrected Preliminary Plat Submittal

Preliminary plat submittals shall include one (1) digital copy and one (1) physical copy of the following unless otherwise noted or requested:

1. ☐ A completed, signed application and checklist.
2. ☐ A Preliminary Plat as described in the Mohave County Land Division Regulations Chapter 3.7.C, signed and sealed by a licensed Arizona professional engineer/architect, minimum font size for Final Plats is 0.11" per Arizona Revised Statutes.
3. ☐ A narrative (written description) of proposed design and improvements, density, proposed land uses and other information related to the proposal.
4. ☐ Any additional information offered by the applicant, including, but not limited to, Exceptions from Standards per Chapter 1.10.
5. ☐ A preliminary drainage report prepared in accordance with the Drainage Design Manual for Mohave County by and containing a seal and signature of the project engineer.
6. ☐ Soil Analysis reports and soil boring log reports, per ADEQ requirements, if individual on-site wastewater systems are proposed.
7. ☐ A traffic impact analysis, as required by and prepared in accordance with the Mohave County Traffic Impact Analysis Standards and Chapter 5.2.F.
8. ☐ A list of proposed street names. The proposed street name shall be shown on the preliminary plat.
9. ☐ The Preliminary Plat reduced to 8½ x 11 inches. This document is required prior to scheduling the Preliminary Plat for hearing by the Planning and Zoning Commission.
10. ☐ Any required rezone or other necessary applications.
11. ☐ Any required application for the Abandonment of Roadways and/or Easements, or Abandonment and Reversion to Acreage, where required as part of the platting process, or as proposed by the applicant.

12. ____Statement from the appropriate jurisdictional fire district or department, as to fire protections levels of service and improvements needed.
13. ____Required fees.
14. ____Title Report prepared within 30 (thirty) days of the date the report is submitted.



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FINAL PLAT GUIDELINES

- The initial Final Plat submittal is due within six (6) years from the date the Preliminary Plat is approved by the Board of Supervisors. *(does not apply to Type II, Condominium or Commercial subdivisions)*
- As a reminder, it is the responsibility of the developer to track project deadlines and request extensions of time, if needed, prior to those deadlines. Two (2)-year extensions of time to submit the initial Final Plat may be granted by the Director, up to a maximum of 20 years.
- When the initial or corrected Final Plat is submitted to the County, the Planning Staff will check the submittal for completeness. Staff has five (5) working days to determine if the submittal is complete or not. Staff will notify the applicant if the submittal is complete or not.
- If the submittal is incomplete, staff will notify the applicant in writing with an itemization of any deficiencies. The applicant shall submit the remaining documents within thirty (30) working days or the submittal shall be discarded. The applicant shall be responsible for any cost incurred in returning the incomplete submittal.
- If the submittal is complete, staff will forward it out to other County Departments and other reviewing agencies for review with a review deadline of thirty-two (32) calendar days for the County and fifteen (15) working days for all other reviewing agencies.
- Submittal applications are reviewed based upon due date.
- The applicant may call or email the Subdivision Coordinator to check on the status of the review at any time during the course of the review.
- During this stage of the review process, Planning, Public Works and other reviewing agencies review the Final Plat and accompanying documents according to Chapter 3.8 of the Land Division Regulations.
- Planning may receive comments back from the Departments and agencies that the submittal was forwarded to. These comments will be gathered and added to the Planning review letter as attachments. All comments will need to be addressed by the applicant with the corrected Final Plat submittal.

- Corrected Final Plat submittals are due within one (1) year from the date of the last Final Plat review completed by the Planning Division. Corrected submittals do not require all of the checklist documents to be re-submitted, only the revised plats and documents requested (along with the required review fees).
- As a reminder, it is the responsibility of the developer to track project deadlines and request extensions of time, if needed, prior to those deadlines. One (1) six (6)-month extension of time to submit the corrected Final Plat may be granted by the Director.
- If the applicant would like to request a meeting after the review is completed to clarify points of concern, they are encouraged to do so.
- Once the Planning Division recommends that the Final Plat be moved forward, the applicant will be notified in writing of the date, time and place that the item is scheduled to be considered by the Board of Supervisors.
- Once it is determined that the Final Plat will be scheduled on the Board of Supervisors Meeting Agenda for consideration, the project moves to the Recordation stage of processing. The applicant may submit the Final Plat mylars and accompanying documents to the Development Services Department for review and plat signing process.
- If the Board of Supervisors approves the Final Plat, it is to be recorded within 90 days from the date the Board approves the Final Plat.
- There is an average of three (3) Final Plat submittal reviews completed by the Planning Division, Public Works and other reviewing agencies that occur prior to the plat being scheduled on the next available Board of Supervisors Meeting agenda.
- The average Final Plat review period takes about one (1) year to get from the date the Preliminary Plat was issued until it is ready to be presented before the Board of Supervisors. However, Final Plats that are proposed “as-built” take an average of two (2) years.

Please contact the Subdivision Coordinator if there are any questions regarding this process or if you would like to schedule a follow-up meeting at (928) 757-0903 or email Planners@Mohave.gov Attention: Subdivision Coordinator.



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FINAL PLAT SUBMITTAL REQUIREMENTS

Please check off each checklist item submitted with the Subdivision Review submittal.

If you have any questions, please contact (928) 757-0903 or email Planners@Mohave.gov Attention: Subdivision Coordinator.

Date: _____

Please check: _____ Initial Final Plat Submittal _____ Corrected Final Plat Submittal

Final plat submittals shall include **one (1) digital copy and one (1) physical copy** of the following unless otherwise noted or requested:

1. _____ A completed and signed application and checklist.
2. _____ A final plat (one final plat per phase) as described in Mohave County Land Division Regulations Chapter 3.8.D, signed and sealed by a licensed Arizona professional engineer/architect, minimum font size for Final Plats is 0.11" per Arizona Revised Statutes.
3. _____ The original of the preliminary title report with Schedule A and B for the entire property, dated within the past thirty (30) days.
4. _____ The form of assurance proposed by the applicant for subdivision improvements, in compliance with Chapter 4 of the Land Division Regulations.
5. _____ The proposed CC&Rs, or other proposed restrictions or agreements, if any. (Unsigned copies are acceptable with the first submittal of a Final Plat). The Department will only review for provisions for maintenance of parcels held in common.
6. _____ The detailed (as-proposed or as-built) construction improvement plans, prepared, signed, and sealed by the project engineer for all on-site and off-site improvements required of the project.
7. _____ A detailed final drainage report, prepared, sealed, and signed by the project engineer, in accordance with the requirements and adopted standards of the Drainage Design Manual for Mohave County.
8. _____ The project engineer's cost estimate, prepared, signed, and sealed, for all subdivision improvements, including all required utility or other service lines and any other improvements not being as-built as outlined under Chapter 3.8.F.5 and a 15% contingency amount.
9. _____ For projects in which the improvements have been constructed, letters from utilities or service providers confirming the completion of the improvements.
10. _____ A current Arizona Department of Environmental Quality "Approval of Sanitary Facilities for Subdivisions", or current type of approval. (Copies of applications to ADEQ are acceptable with the

initial submittal; the “Approval of Sanitary Facilities for Subdivisions” must be submitted prior to Board of Supervisors action on the Final Plat.)

10. _____The Arizona Department of Environmental Quality “Approval to Construct”, or equivalent, water and/or sewer improvements. (Copies of applications to ADEQ are acceptable with the initial submittal; all Approvals to Construct must be submitted prior to Board of Supervisors action on the Final Plat.)
11. _____ The Arizona Department of Environmental Quality “Approval(s) of Construction”, or equivalent, of all required and proposed subdivision sanitary facilities prior to scheduling as-built plans (record drawings) and prior to scheduling final plats for recordation, except that this document may be submitted after final plat recordation for subdivisions in which an acceptable assurance has been submitted to cover the sanitary facility improvements. For subdivisions requiring new or expanded wastewater treatment plants, a statement from an authorized plant operator that the plant is completely constructed, and that they will operate the plant is required (for asbuilt systems) prior to Board action on the Final Plat, or (for assured systems) prior to assurance release.
12. _____ Mohave County Environmental Quality Division’s approval of “County Approval of Subdivision to be served by Individual On-Site Wastewater Treatment Facilities” (Appendix B), if on-site wastewater systems are proposed, a copy of the Arizona Pollutant Discharge Elimination System (AZPDS) or any other required permits, and a copy of an Aquifer Protection Permit, where required. (Copies of Aquifer Protection Permit applications to ADEQ are acceptable with the initial submittal; the Aquifer Protection Permit must be submitted to the Planning Director prior to Board of Supervisor action on the Final Plat.)
13. _____Any 404/401 permits required by the Army Corps of Engineers (Nationwide or individual permit acknowledgment from the Corps). For projects not requiring these permits, the applicant shall provide a determination from the Army Corp confirming their agreement with this finding, or a sealed, signed statement from the project engineer stating that such permits are not required. (An application for this document will be accepted with the initial submittal).
14. _____Any required separate instruments of dedication or granting. Draft copies of this document are acceptable with the initial submittal.
15. _____Any statements of consent and approval from all other requisite reviewing agencies or serving utilities, or statement of no objection. (For approvals and statements from State and Federal jurisdictions, an application for this document will be accepted with the initial submittal).
16. _____The Articles of Incorporation (approved and stamped by the Arizona Corporation Commission) for any owners association established necessary, to the maintenance of common elements or private roadways of the subdivision (documentation that the articles have been submitted for processing with the ACC will be accepted with the initial submittal).
17. _____Signed letters showing authorization from the owner(s) of the property for agents to act on their behalf, as outlined under Chapter 3.8.F.15.
18. _____Any required County-approved franchise agreement for utility placement.

19. _____Any required Arizona Corporation Commission-approved Certificate of Convenience and Necessity for new utilities or any extension of utility boundaries. (An application for this document will be accepted with the initial submittal).
20. _____All other applicable documents, as outlined under Chapter 3.8.F.
21. _____Per Chapter 8, review fees per separate adopted fee schedule and per the requirements of the other reviewing agencies.
22. _____Documentation of any community facilities district; improvement district or other district formed or in process of being formed.