



## PLATTING PROCEDURE FOR THE SUBDIVISION OF PROPERTY WITHIN THE CITY OF MESA AS DEFINED IN THE SUBDIVISION REGULATIONS.

### **Step 1: Pre-Submittal Conference**

A Pre-Submittal Conference meeting is required to be scheduled with Planning Division staff to review the development options, planning issues, guidelines, and Code requirements.

#### **ELECTRONIC SUBMITTALS**

- Please note that all submittals are electronic now.
- Set up an account at <http://mesaaz.gov/business/development-services/planning>



- Click on the dimes logo to get started:

### **Step 2: (Typically takes 4 months from the first formal submittal to the final decision by the City Council if rezoning or site plan review is required)**

When rezoning or site plan review is necessary, this will be the developers' next step. The zoning change and preliminary plat approval must receive a unanimous unchallenged recommendation for approval by the Planning and Zoning Board, **or** proceed through the rezoning process and receive City Council approval prior to submitting for Subdivision Technical Review.

When rezoning or site plan review is not required, a submittal for preliminary plat approval by the Planning & Zoning Board is the next step. **Preliminary plat approval by the Planning and Zoning Board constitutes authorization for the subdivider to proceed with the submittal for Subdivision Technical Review, prior to preparation of the final plat and the subdivision improvement plans and specifications for public improvements.**

### **Step 3 (takes approximately 6 weeks, submittal to return of comments)**

Subdivision Technical Review is Mesa's technical review by the staff and agencies involved in providing service to the proposed development.

Submittal Requirements:

- b) Preliminary plat and applicable supporting data
- c) Preliminary drainage report

#### **ELECTRONIC SUBMITTALS**

- Please note that all submittals are electronic now.
- Set up an account at <http://mesaaz.gov/business/development-services/planning>



- Click on the dimes logo to get started:

### **Step 4: Prefinal Review: (Takes approximately 5 weeks)**

This step can take place at any time following Subdivision Technical Review. This step is initiated by the engineer, not staff or the developer, when the engineer has the plat in pre-

final form. This means all information is complete, other than signatures, or easements that the utility companies have not yet provided.

The engineer submits the plat to the **Planning Division** which the City staff reviews for compliance with Subdivision Technical Review requirements, and the Subdivision Regulations. (Note: The final plat and subdivision improvement plans should be submitted concurrently so the final plat and plans can be reviewed simultaneously for comparative purposes.)

#### **ELECTRONIC SUBMITTALS**

- Please note that all submittals are electronic now.
- Set up an account at <http://mesaaz.gov/business/development-services/planning>



- Click on the dimes logo to get started:

Planning staff returns the comments on the plat to the engineer for corrections. The next possible City Council date is noted along with the cut-off date for the meeting.

#### **Step 5: (Takes approximately 4-5 weeks, submittal to City Council action)**

For the City Council approval, the engineer submits the revised version of the final plat with city comments addressed. The submittal shall be received no later than the City Council cutoff date. (Note: This Division cannot waive this time as we are submitting an agenda to the City Manager's office, the agency preparing the Council agenda.)

#### **ELECTRONIC SUBMITTALS**

- Please note that all submittals are electronic now.
- Set up an account at <http://mesaaz.gov/business/development-services/planning>



- Click on the dimes logo to get started:

Council approval is a formality, no notice is sent to either the developer or engineer of this action unless it is a denial. Attendance by the developer or engineer at the City Council meeting is optional.

#### **Step 6: Plat Recording**

For plat recording refer to the submittal requirements for recording final plats check list for required materials, fees, etc. Incomplete submittals will be returned to the engineer.

Actual recording of the plat is done by the City Real Estate Services Division staff.

Upon receipt of a complete submittal to the Planning Division, the City Council approval date is entered on all copies. The mylars are forwarded to the Mayor, City Clerk, and City Engineer for signature and attesting.

Planning staff will verify with the Development Services staff to verify approval of the subdivision improvement plans, etc., prior to being sent to the Real Estate Services Division for recording all appropriate documents. Once recorded, the plat document will be returned to the Planning Division for return to the engineer of the record.