



**MESA PLANNING DIVISION REQUIREMENTS  
FOR SUBMITTAL FOR THE RECORDING OF FINAL PLATS FOLLOWING  
CITY COUNCIL APPROVAL OF THE PLAT**

**SUBMIT THE FOLLOWING TO THE PLANNING DIVISION:**

1. **REQUIRED:** One (1) **WHITE PHOTO MYLAR**, or direct electronic plot on 4 mil mylar, with ORIGINAL SIGNATURES AND PROPERLY EXECUTED BY A TITLE COMPANY or NOTARY PUBLIC. (**SIGNED AND STAMPED WITH INDELIBLE BLACK INK**)  
**No addresses. (Please do not fold mylars)**
2. **REQUIRED:** One (1) disc with a .pdf **with approved addresses**, not less than 3mil, for CITY OF MESA ENGINEERING DEPARTMENT RECORDS. In lieu of a disc, this may be uploaded into the DIMES system.
3. **REQUIRED:** One (1) disc with a .pdf of the COVENANTS, CONDITIONS, & RESTRICTIONS, (C.C.& R's) for the CITY file. These do not have to be signed. In lieu of a disc, this may be uploaded into the DIMES system.
4. **REQUIRED:** One (1) check made PAYABLE TO MARICOPA COUNTY RECORDER for \$24.00 for the first sheet and \$20.00 for each additional sheet in a set. The original recorded set will be returned to the applicant after it is recorded.
5. **REQUIRED:** One disc with copy of the Digital (CAD) file of the final plat (AutoCAD version 2010 or earlier) **and** .pdf of the final plat without addresses. In lieu of a disc, this may be uploaded into the DIMES system.
6. **REQUIRED:** **One (1) copy of the Updated Preliminary Title Report along with one (1) copy of all recorded documents identified on Schedule B, or provide documentation from a Title Company verifying current ownership. This information may also be provided on a disc or uploaded into the DIMES system.**



Click on the dimes logo to upload:

Reach us online at [www.mesaaz.gov/planning](http://www.mesaaz.gov/planning)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT LESLEY DAVIS AT [Lesley.davis@mesaaz.gov](mailto:Lesley.davis@mesaaz.gov).