

STEPS TO LAND SUBDIVIDING GILA COUNTY ARIZONA

1. Pre-Application Meeting (Section 300.04)
Developer discusses with Planning Staff the location and intent to develop specific site. (general outline of proposal)
2. Master Development Plan (Section 300.06)
Developer prepares General Master Development Plan if required and presents to Planning Director of Commission
3. Preliminary Plat (Section 300.07 & 401.00)
Developer prepares Preliminary Plat in accordance with regulations and submits copies with application forms to Planning Director or Commission
4. Review of Preliminary Plat (Section 400.02)
Planning Department and Commission review preliminary plat
5. Final Plat (Section 300.08 & 402.00)
Developer prepares Final Plat in accordance with regulations and submits copies with application forms to Planning Director.
6. Review of Final Plat (Section 402.02 & 402.03)
Planning Department and Board of Supervisors review final plat.
7. Improvements (Section 600.00)
Developer shall submit engineering and construction drawings for all required improvements and provide financial assurance of completion (Section 603.00) prior to recording of final plat.
8. Recording of Final Plat (Section 300.08 & 402.03)
Chairman of Board of Supervisors shall sign the final plat and have recorded after all requirements of the regulations have been met.
9. Construction of Improvements (Section 602.07)
Developer shall proceed with required improvements.

NOTE: THESE INSTRUCTIONS ARE INTENDED AS A GENERAL GUIDELINE: IT IS THE SUBDIVIDERS RESPONSIBILITY TO OBTAIN AND COMPLY WITH UP-TO-DATE COUNTY AND STATE REGULATIONS.

INSTRUCTIONS FOR SUBDIVIDERS, BASED ON GILA COUNTY SUBDIVISION ORDINANCE

See Page 9 of the County Subdivision Regulations for definition of a subdivision. State law requires persons subdividing in 36 to 160 acre parcels to register with the State Real Estate Department.

Pre-Planning

1. Read General Requirements, P. 10-16. A Pre-application conference will be held to discuss the project general outline. A pre-application sketch plan is required at this time. Project Developer should discuss plans with County Health Dept. & County Engineer.
2. Contact State Real Estate Dept., State Dept. of Environmental Quality and State Department of Transportation Dist. Highway Engineer for their requirements.

Preliminary Plat

3. Prepare preliminary plat, referring to p. 16-20. Include ALL required information. Provide percolation tests if there will be septic tanks, following State Health Dept. requirements.
4. Submit preliminary plat and application form (See fee schedule). Submit request for waiver of improvements if desired.
5. The Planning Commission will review the plat not later than 60 days from receipt. (The 60 day period does not start until the application package is deemed complete.). You or your agent and engineer must attend the meeting.

Final Plat

6. Within 180 days after preliminary plat approval, prepare a final plat, conforming to the approved preliminary plat and any stipulations, p. 20-27.
7. Submit plat and application. (See fee schedule). There is a fee for the County Engineer's review.
8. Planning Commission will review the final plat at a regular meeting when the application is deemed complete. If approved the plat will be sent to the Board of Supervisors, to be scheduled for review and approval by the Board.
9. After Board approval; one mylar copy of the final plat is to be signed by the BOS Chairperson and the Planning & Zoning Chairperson. The Planning & Zoning Department will record the map when a check for the recording fee is received.

NOTE: The CC&R's are to be recorded prior to the recording of the final plat. The fee number assigned by the Recorders Office is to be noted on the final plat mylar.

REVIEWING AGENCIES FOR SUBDIVISION PLATS:

Gila County Engineering Services, 1400 East Ash, Globe, AZ 85501
Gila County Health Dept., P.O. Box 2880, Globe, AZ 85502
Gila County Health Dept., 107 W. Frontier, Ste. "A", Payson, AZ 85541
State Dept. of Environmental Quality, 3033 N. Central, Phoenix, AZ 85012

IF PLAT ADJOINS FOREST LAND:

Pleasant Valley Ranger Dist., P.O. Box 450, Young, AZ 85554
Payson Ranger Dist., P.O. Box 100, Payson, AZ 85547
Roosevelt Ranger Dist., P.O. Box 647, Roosevelt, AZ 85545
Globe Ranger Dist., Rt. 1, Box 33, Globe, AZ 85501
Tonto Natural Resources Conservation Dist., c/o Lufkin Hunt, Rt. 1 Box 702,
Pine, AZ 85544 (Northern County)

IF PLAT IS WITHIN 3 MILES OF AN INCORPORATED TOWN:

City of Globe, 150 N. Pine, Globe, AZ 85501
Town of Payson, 303 N. Beeline Hwy., Payson, AZ 85541
Town of Miami, 500 Sullivan St., Miami, AZ 85539
Town of Winkleman, P.O. Box 386, Winkleman, AZ 85292
Town of Hayden, P.O. Box "B", Hayden, AZ 85235

IF PLAT ADJOINS STATE HIGHWAY:

State Dept. of Transportation, P.O. Box 2717, Globe, AZ 85502 (South County)
State Dept. of Transportation, P.O. Box 791, Prescott, AZ 86302 (North County)

ELECTRICITY:

A.P.S., P.O. Box 2600, Globe, AZ 85502 (S. of Roosevelt)
A.P.S., Box 1310, Payson, AZ 85547, ATTN: Engr. (N. of Roosevelt)
S.R.P., Customer Design, Box 52025, Phoenix, AZ 85072-2025
San Carlos Irrigation Project, P.O. Box 456, Coolidge, AZ 85228 (Dripping Springs)

GAS:

Broken Bow Gas Co., Drawer H, Payson, AZ 85547 (N. of Roosevelt)
Southwest Gas Corp., 201 W. 4th St., Casa Grande, AZ 85333 (S. of Roosevelt)

WATER:

Address to Water Company involved.
Arizona Water Co., 422 Sullivan St., Miami, AZ 85539
Brooks Utility – 1011 S. Stover Road, Payson, AZ 85541

FIRE DEPARTMENT:

Canyon Volunteer FD, Jess Hays Rd., Globe, AZ 85501, Chief Frank Dalmolin
Christopher-Kohls FD, HCR Box 153N, Payson, AZ 85541, Chief Ray Larson
Diamond Star FD, HC4 Box 34P, Payson, AZ 85541, Chief Gary Hatch
Gisela Valley Volunteer FD, HC 1 Box 1077, Payson, AZ 85541, Chief Dave Chandler
Mesa Del Caballo FD, HC3 Box 518 J, Payson, AZ 85541, Chief Darren Roberts
Payson FD, 400 W. Main St., Payson, AZ 85541, Chief Chick Jacobs
Pine-Strawberry FD, PO Box 441, Pine, AZ 85544, Chief Paul Coe
Pleasant Valley FD, PO Box 303, Young, AZ 85554, Chief Jim Boyse
Tonto Basin FD, PO Box 48, Tonto Basin, AZ 85553, Chief Paul Gross
Tonto Village FD, HCR Box 188, Payson, AZ 85541, Chief Charlie Terry

Tri-City FD, PO box 83, Claypool, AZ 85532, Chief Marco Olsen
Whispering Pines FD, HCR Box 701-A, Payson, AZ 85541, Chief Jim Karch
State Land Dept., Fire Management Division, 809 C. Gail Gardner Way,
Prescott, AZ 86301, Russ Shumate, Fire Management Assistant

GILA COUNTY COMMUNITY DEVELOPMENT DIVISION
Planning & Zoning Department
1400 E. Ash Street, Globe, AZ, 85501
928-425-3231 EXT 8513, 8514 or 8516, FAX 928-425-0829
or
714 S. Beeline Highway, Suite 200, Payson, AZ 85541
928-474-9276, FZX 928-474-0802

File: Steps To Land Subdividing

Effective July 1, 1998

SUBDIVISION REVIEW

Preliminary Plat	\$500+\$5 lot/tract
Final Plat	\$500+\$5 lot/tract
Revisions	\$100

MINOR LAND DIVISION

Application & Plat Review	\$50
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SITE PLAN REVIEW

Mobile Home or RV Park (other than mobile home subdivision)	\$500+5 lot/tract
Other sited plans (except Conditional Use)	\$50

ZONING SERVICES

Initiation of Zoning

Request of property owners in previously unzoned area	No Fee
Commission Initiative resulting from new subdivision in Previously unzoned area	\$250

Rezoning

Routine by petition of Commission initiative a request of property owner, etc.	\$250
Corrective Zoning	No Fee

Conditional Use Permit

Conditional Use Site Plan Review	\$150
Combined with rezoning application	\$50

Use Permit/Temporary Use Permit

Issued by Planning Director & requiring no Commission hearing	\$50
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Variance

Requiring Adjustment Board hearing	\$150
Administrative	\$50

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 or
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PRELIMINARY PLAT APPLICATION FOR SUBDIVISIONS

File No. _____
 Subdivision/Plat Name: _____
 Location and Legal Description: _____

Zoning: _____ Tax Assessor Parcel _____

Subdivider's Name, Address and Phone: _____

Owner's Name, Address and Phone: _____

Engineer's Name Address and Phone: _____

Type of Ownership or Interest (contract, option, deed, etc.): _____

SUBDIVISION STATISTICS

Propose Land Use	Net Acreage	Number of Lots	Number of Tracts	Average Lot Size (Sq. Ft.)	Minimum Lot Area (Sq. Ft.)
Single Family					
Multi-Family					
Mobile Home					
Commercial					
Industrial					
Other					

Net Area in Streets and Alleys: _____
 Gross Area of Plat: _____ Net Area of Plat: _____

CERTIFICATION OF SUBMITTAL TO CITIES WITHIN THREE MILES OF PLAT
 Preliminary Plat submitted to: _____
 Date submitted: _____ Attested to By: _____

FOR OFFICE USE ONLY

Fee \$500 + \$5 per lot/tract
 Date Fee Received: _____ Check No.: _____ File: PRELIMPLAT.APP

Gila County Community Development Division
 Planning & Zoning Department

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 or
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 928-474-9276, FAX 928-425-0802

FINAL PLAT APPLICATION FOR SUBDIVISIONS

File No. _____
 Subdivision/Plat Name: _____
 Zoning: _____ Tax Assessor Parcel _____

Subdivider's Name, Address and Phone: _____

Owner's Name, Address and Phone: _____

Engineer's Name Address and Phone: _____

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