



## **CITY OF KINGMAN FINAL SUBDIVISION PLAT CHECKLIST**

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**APPLICATION FEE:** \$1,000.00 plus \$10.00 per lot, tract or parcel.

**PROPOSITION 207 WAIVER FORM:** Completion of this form is optional.

**FINAL PLATS SHALL FOLLOW ALL DESIGN AND FORMATTING REQUIREMENTS AND CONTAIN THE INFORMATION DESCRIBED IN SECTION 2.3 OF THE SUBDIVISION ORDINANCE.**

**SUBMITTAL OF THE FINAL SUBDIVISION PLAT REVIEW SHALL INCLUDE THE FOLLOWING ITEMS:**

- √ Ten (10) paper copies of the final plat on 24" x 36" sheets shall be submitted.
- √ One (1) electronic copy of the final plat information on a CD. Staff may also request a PDF to be sent by e-mail.
- √ Two (2) copies of preliminary title report or policy of title insurance issued by a title insurance company within the preceding thirty (30) working days to the owner of the land issued for the benefit of the City of Kingman.
- √ One (1) copy of the codes, covenants and restrictions (CC&Rs) to be recorded, if any.
- √ Two (2) copies of a memorandum showing the total area of the subdivision and area of each lot to the nearest hundredth of an acre, if greater than one acre, or area in square feet if less than one acre.
- √ Five (5) sets of prints or construction plans for all required off-site improvements including water and sewer utilities and streets.
- √ Two (2) copies of the engineer's cost estimate for the construction of all required off-site improvements unless the off-sites are to be completed prior to recordation.
- √ Five (5) copies of a final drainage report in conformance with the Kingman Area Drainage Design and Administrative Manual. The report shall be prepared by an Arizona registrant and shall expand on and modify the preliminary drainage report.
- √ Five (5) copies of a final grading plan. The grading plan shall show the following in accordance with the City's adopted building codes including Appendix J and the Kingman Grading and Drainage ordinance: Pad elevation for each lot proposed to be platted with the minimum and maximum elevations shown, drainage point or points of discharge and elevation for each individual lot, drainage parcel/easement design, cut and fill quantities in cubic yards, submit a geotechnical report for the design, and the grading recommendations in the geotechnical report shall be reproduced verbatim on the grading plan sheets.
- √ Submittal of a written assurance agreement which describes the method of assurance for the completion of the required off-site improvements for the subdivision in accordance with Section 3.000 of the Subdivision Ordinance.

**CITY OF KINGMAN**  
**FINAL SUBDIVISION PLAT APPLICATION PROCEDURES**

In accordance with Section 2.3 of the Kingman Subdivision Ordinance the following procedure and approval process shall be followed:

1. **APPLICATION PROCEDURE:** Following the approval of the preliminary plat, the subdivider shall file with the Development Services Director the final plat, improvement plans, final drainage report, and supportive material as required by the Subdivision Regulations. **FOR THE BENEFIT OF ALL PARTIES INVOLVED IN THE APPLICATION PROCESS, THE APPLICANT, OR REPRESENTATIVE, IS ENCOURAGED TO SCHEDULE AN APPLICATION REVIEW APPOINTMENT BEFORE SUBMITTAL. PLEASE CALL THE KINGMAN DEVELOPMENT SERVICES DEPARTMENT AT (928) 753-8130.**
  
2. **FILING:** The final plat or any phases thereof shall be filed with the City of Kingman Development Services Director prior to the end of the twenty-four (24) month time frame for the approved preliminary plat of the subject subdivision. The City of Kingman Development Services Department maintains a database of the status of all approved preliminary subdivision plats and their expiration dates. Please call Development Services at (928) 753-8130 for further information.
  
3. **PLANNING STAFF REVIEW PROCESS:** Upon receipt of all required materials listed in the Final Subdivision Plat checklist, in accordance with ARS 9-835, an administrative review is conducted to determine the completeness of the application. The time frame to complete this administrative review is 10 working days. Upon a determination that the application is complete, the Development Services Director shall forward a copy of the final plat and improvement plans to the City Engineer for review and/or approval. The City Engineer shall review these plans for conformance with the approved preliminary plat, the conditions of approval, and all city regulations. Other departments, as appropriate, may be also receive copies of the final plat and/or improvement plans including the Fire Department, Public Works Department, City Surveyor, Mohave County Flood Control, utility companies, and other agencies who may be concerned. The Development Services Director shall also forward a copy of the written assurance agreement to the City Attorney for review and comment.

The Development Services Director shall review the final plat and supportive information for completeness, and conformance with the approved preliminary plat, conditions of approval and the Subdivision Regulations. Within twenty (20) working days from the date of receipt of the final plat and all supportive information, the staff and all interested departments and agencies shall complete their review and the Development Services Director shall forward in writing, to the subdivider and/or design engineer any comments relating to any deficiencies in the final plat and supportive information, requesting correction of these deficiencies.

Once all of the requirements of the preliminary plat, conditions of approval, improvement plans and these regulations have been met, the Development Services Director shall notify, in writing, the subdivider that he may now submit the original tracing to be recorded complete with required signatures, the recordation fee, the final copy of the assurance for completion of improvements, and the reproducible copy of the improvement plans. Upon receipt of this material, the Development Services Director shall have the approval of the final plat and assurance for completion of improvements scheduled for review by the Common Council.

## **APPLICATION PROCEDURE (Continued):**

4. **CITY COUNCIL ACTION:** The Common Council shall consider the tracing of the final plat and the City Engineer's recommendation on the improvement plans, the Development Services and Engineering Staff recommendation, the offer of dedications, the proposed schedule for improvements, and the proposed method of assuring the completion of improvements.

If the Common Council finds that the final plat, improvements plans, schedule of improvement completion, and method of assuring completion of improvement is in conformity with the preliminary plat and conditions attached thereto, these regulations and other points of law, they shall pass a resolution by a majority vote approving said final plat, improvement plans, schedule of development, and assurance method, and authorize the Mayor to sign off the plat, as being accepted.

If a majority of the Common Council determines that the final plat is not in conformity with the preliminary plat or other requirements, or finds that the proposed schedule for improvements or method of assuring the completion of improvement is unacceptable, it shall disapprove the final plat by a majority vote, specifying their reason or reasons therefore. The Common Council shall have the Mayor notify the subdivider in writing of such disapproval and the reason therefore.

5. **SUBSEQUENT ACTION:** Within ten (10) business days of the approval by the Common Council, the subdivider or his designee shall present said final plat to the Development Services Director for signatures and recordation, except in the case when off-site improvements are scheduled to be completed prior to recordation, which will dictate recordation upon completion and acceptance of the improvements. No plat shall be recorded until approved by the Common Council.



**CITY OF KINGMAN**  
**FINAL SUBDIVISION PLAT APPLICATION FORM**  
**CASE # SB- \_\_\_\_\_ - \_\_\_\_\_**

**APPLICATION FEE \$1,000 PLUS \$10.00 PER LOT, TRACT OR PARCEL**

**STAFF USE ONLY: FEE PAID? YES \_\_\_\_\_ NO \_\_\_\_\_ PAYMENT DATE \_\_\_\_\_**

**Application Date:**

**Subdivision Name, Tract Number, Phase Number:**

**Description of Location and/or Legal Description:**

**Mohave County Tax Parcel Number(s):**

**Size of Parcel(s):**

**PROPERTY OWNER'S NAME: OWNER(S) MUST SIGN APPLICATION. ATTACH ADDITIONAL SIGNATURE PAGES FOR EACH OWNER (IF ANY) AND DATES OF SIGNATURE(S).**

**Mailing Address:**

**City/State/Zip:**

**Phone Number:**

**E-mail:**

**I (WE) THE UNDERSIGNED PROPERTY OWNER(S) REQUEST THE APPROVAL OF THE ABOVE DESCRIBED PRELIMINARY SUBDIVISION PLAT.**

**Signature:**

**Date:**

**OWNER'S AGENT OR REPRESENTATIVE:**

**Mailing Address:**

**City/State/Zip:**

**Phone Number:**

**E-mail:**

**Signature:**

**Date:**

**ITEMS FROM THE "FINAL SUBDIVISION PLAT APPLICATION CHECKLIST" SHALL BE SUBMITTED WITH THIS FINAL SUBDIVISION PLAT APPLICATION FORM.**

**AGREEMENT FOR THE WAIVER OF CLAIMS FOR DIMINUTION IN VALUE OF PROPERTY  
UNDER A.R.S. §12-1134**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by and between \_\_\_\_\_ (Owner) and the CITY OF KINGMAN, an Arizona Municipal Corporation, (City).

**RECITALS**

- A. The Owner owns certain real property located with in the City or is with in the City's service area. This real property is depicted and legally described in the attached Exhibit A, incorporated into this agreement by this reference; and
- B. The Owner has requested that the City enact a certain land use change directly applicable to the Owner's property and agrees that this change will increase the value and use of the land; and
- C. The Owner is aware that, as a condition of receiving approvals under the City's land use laws, the City may impose various requirements, conditions, and stipulations upon the property that will govern development of the property; and
- D. The Owner agrees and consents to all the conditions imposed by the City regarding the land use action in:
  - a. \_\_\_\_\_ Rezoning/Zoning Change
  - b. \_\_\_\_\_ Conditional Use Permit
  - c. \_\_\_\_\_ General Plan Amendment
  - d. \_\_\_\_\_ Variance
  - e. \_\_\_\_\_ Site Plan
  - f. \_\_\_\_\_ Subdivision
  - g. \_\_\_\_\_ Ordinance
  - h. \_\_\_\_\_ Development Agreement
  - i. \_\_\_\_\_ Water/Wastewater Service
  - j. \_\_\_\_\_ other \_\_\_\_\_(please specify)
- E. By signing this agreement, the Owner acknowledges that Owner waives any right to claim diminution in value or claim for just compensation for diminution in value under A.R.S. §12-1134 related to the land use action as a result of the City's approval of the action in regards to the above referenced property. This waiver constitutes a complete release of any and all claims and causes of action that may arise or may be asserted under A.R.S. §12-1134 as it exists or may be enacted in the future or that may be amended from time to time with regard to the subject property.
- F. This agreement in no way acquiesces to or obligates the City to perform any legislative or administrative act.
- G. This agreement, any exhibits attached hereto, and any addendum, constitute the entire understanding and agreement of the Owner and the City and shall supersede all prior agreements or understandings between the Owner and the City regarding the above referenced property in accordance with A.R.S. §12-1134. This agreement may not be modified or amended except by written agreement by the Owner and the City.
- H. This agreement is entered into in Arizona and will be construed and interpreted under the laws of the State of Arizona.

- I. If any legal action is brought by either party to enforce any provisions of this agreement, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees and court costs in such amounts as shall be allowed by the court.
- J. Within ten (10) days after the execution of this agreement, the City Clerk shall file the agreement in the Official Records of the Recorder's Office, Mohave County, Arizona.
- K. This agreement runs with the land and is binding upon all present and future owners of the above referenced property.
- L. This agreement is subject to the cancellation provisions of A.R.S. §38-511
- M. The Owner warrants and represents that Owner holds fee title to the above referenced property, and that no other person has ownership interest in the property; and agrees to hold harmless and indemnify the City in any action regarding ownership. Owner is responsible to notify the City if change in ownership of the above listed property takes place prior to approval of the land use action. Any and all Owners must sign this agreement. Additional Owner signatures must be notarized and attached to this agreement.
- N. Any Agent that signs on behalf of the Owner, personally warrants and guarantees to the City that they have the full legal power to bind Owner to this agreement. Furthermore, Agent agrees to indemnify and hold harmless the City in any action regarding ownership of the above listed property. Agent is responsible to notify the City if any change in ownership of the above listed property takes place prior to the full approval of the requested action.

**CITY OF KINGMAN  
A MUNICIPAL CORPORATION**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**I, the undersigned, hereby agree to the terms and acknowledge this document and sign below.**

**PROPERTY OWNER/AGENT**

By: \_\_\_\_\_

Print Name \_\_\_\_\_

State of Arizona )

County of Mohave )

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

# Development Services Department Planning and Zoning Division

## Permit Application Processing Time Frames Per ARS 9-835

<b>Request</b>	<b>Administrative Time Frame</b>	<b>Substantive Time Frame</b>
Major General Plan Amendment	10-working days	125-working days
Minor General Plan Amendment	10-working days	95-working days
Preliminary Plat	10-working days	95-working days
Preliminary Plat Extension	10-working days	80-working days
Parcel Map (Minor Lot Split)	10-working days	65-working days
Final Plat	10-working days	95-working days
Zoning Text or Zoning Map Amendment	10-working days	80-working days
Conditional Use Permit	10-working days	80-working days
Variance	10-working days	50-working days