



Subdivision Final Plat

A Subdivision Final Plat is an amendment to the Zoning Code. The Final Plat is the last stage in the subdivision approval process. At this stage the subdivider is responsible for delineation of all public rights-of-way and easements, dedication of other public lands, if required, and final lot and block configuration. In addition, all public improvements associated with the subdivision are identified and quantified, and the subdivider is required to enter into an agreement with the City which guarantees that the appropriate improvement costs are borne by the subdivider. In order for a parcel of land to obtain a Subdivision Final Plat, or to amend any other provisions of the Zoning Code, the following procedures must be followed:

SUBMISSION OF APPLICATION

Applications shall be made to the City of Williams Planning Department on forms provided by the City, and must be accompanied by Proposed Development Plans and the required supplementary information, as outlined in the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-08 (Subdivision, Final Plat). Applications will not be accepted until required information is provided in full, and the Filing Fees have been paid. Applications must be signed by the property owner(s) of the subject property as well as the applicant if the applicant is other than the property owner(s).

Accepted applications filed by the submittal deadline will be scheduled for Public Hearings at the next available meetings of the Planning and Zoning Commission and the City Council.

FILING FEE

Payment of \$500.00 plus \$15.00 per lot plus \$200.00 per sheet is due upon submittal of the application for minor subdivision.

REVIEW AND APPROVAL PROCESS

Applications for subdivision final plat will be reviewed by the City Planner, Departmental Review Team, City Engineer and Planning and Zoning Commission, and must be approved by the City Council in accordance with the following procedure.

1. The City Planner will forward the application information to the City Engineer and Department Heads for review, and will review the proposed subdivision final plat for conformance with the City of Williams General Plan.
2. The City Engineer will review the proposed subdivision final plat for conformance with the Subdivision Final Plat Application Checklist. The City Engineer's findings will be shared with the applicant at a Departmental Review Team Meeting.
3. The City Planner will call a Departmental Review Team Meeting within 30 days of the submittal date. The applicant is requested to attend. Findings of the City Engineer, Department Heads and City Planner will be shared with the applicant. Applicant has opportunity to respond and adjust application before the Planning and Zoning Commissions Public Hearing.
4. The City Planner will prepare a staff report on the proposal for the Planning and Zoning Commission. A Public Hearing by the Planning and Zoning Commission will be advertised in the Williams Newspaper at least 15 days prior to the Commission meeting. The Public Hearing Notice will also be posted on the subject property and mailed to all property owners within 300 feet thereof.
5. The Planning and Zoning Commission will hold a Public Hearing on the subdivision final plat request. The Commission will make recommendation on the proposed subdivision final plat, and will forward that recommendation to the City Council. The recommendation will be: 1) The subdivision final plat be approved

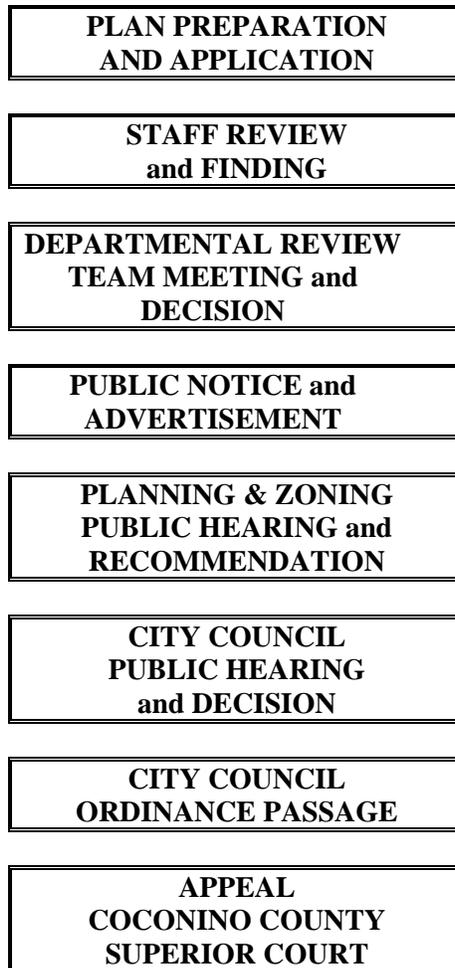
as requested; or 2) The subdivision final plat be approved subject to certain conditions and/or a development schedule; or 3) The subdivision final plat be denied.

6. The City Council will review the subdivision final plat request at its next available meeting. The City Council will hold a Public Hearing on the subdivision final plat and a Public Hearing Notice will be published in the Williams Newspaper at least 15 days in advance. The City Council may make a decision on the subdivision final plat at that meeting, or may hold the matter over to a future meeting. The decision may be:
- 1) The subdivision final plat be approved as requested;
 - or 2) The subdivision final plat be approved subject to certain conditions;
 - or 3) The subdivision final plat be denied.

APPEALS

Any person aggrieved by a decision of the City Council regarding approval or denial of a subdivision preliminary plat request may file an appeal of that decision with the Coconino County Superior Court.

**City of Williams
SUBDIVISION FINAL PLAT PROCESS**



Submittal schedule can be viewed at www.williamsarizona.gov.

City of Williams

SUBDIVISION FINAL PLAT APPLICATION CHECKLIST

PROPOSED DEVELOPMENT PLANS

Proposed Development Plans and certain supplementary information must be submitted with all subdivision final plat applications, in accordance with the requirements of the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-08 (Subdivision, Final Plat), which are outlined below. Information may be submitted to the reviewing engineer in electronic format.

This Checklist **must** accompany all applications, with the boxes **checked** for those items which are being provided. Exceptions to these requirements should be **requested in writing**; the boxes should be **left blank**, and will be initialed by the appropriate City Official upon determination that the proposed plans can be adequately reviewed without those items being provided by the applicant.

INFORMATION REQUIRED AT TIME OF APPLICATION (one copy of each, except as noted)

- 1. Completed application and fees
- 2. Proof of ownership (title report) or owners written consent
- 3. Boundary closure
- 4. Letter from County Treasurer verifying payment of taxes
- 5. Soil report sealed by a registered engineer (3 copies)

PROPOSED DEVELOPMENT PLANS – FORMAT (25 copies)

Proposed Development Plans shall be clearly and legibly drawn, and shall be sized and scaled as follows:

- 1. The size of the sheet shall be no less than 8 ½ “ x 11”, and no more that 30” x 36”.
- 2. The scale of the plans shall be 1” = 200’ or larger.

PROPOSED DEVELOPMENT PLANS – CONTENTS (25 copies)

Proposed Development Plans must be stamped by a registered engineer, must contain a statement of compliance with all City codes and specifications, must be drawn to scale and must show the following:

- 1. Date, north arrow and engineer’s scale
- 2. Name of project
- 3. Property address or location
- 4. Legal description complete
- 5. Registered surveyor’s name and address
- 6. Total acreage
- 7. Signature blocks (see Williams City Code Chapter 10-6)
- 8. Names and dimensions of adjacent streets
- 9. Dimensions and square footage of each lot
- 10. Lot and block numbers
- 11. Proposed street names
- 12. Location of survey monuments
- 13. Bearings, distances, chords, radii, central angles, tangent lines, etc., for all lots, blocks, perimeter, and rights-of-way
- 14. Location and widths of sidewalks
- 15. A statement: all, part, or none of the property is in the flood plain – shown on plan
- 16. All public sites to be reserved or dedicated (rights-of-way, easements, parks, streets, etc.)

ADDITIONAL INFORMATION REQUIRED PROIR TO PPERMITTING (one copy of each to be submitted to City Planner after final City Council approval):

- 1. Financial security agreements (Williams City Code, Chapter 10-7)
- 2. Memorandum of agreement for public improvements
- 3. SWPPP (stormwater pollution prevention plan) must be kept on site
- 4. Completed, signed development agreements
- 5. ADEQ approvals to construct water and sewer lines

ADDITIONAL INFORMATION REQUIRED PROIR TO RECORDING (one copy of each to be submitted to City Planner after final City Council approval):

- 1. Final street plans and profiles stamped by a registered engineer
- 2. Final drainage plan stamped by a registered engineer
- 3. Final utility plan stamped by a registered engineer
- 4. Final landscape plan
- 5. Subdivision public report
- 6. Signature and approval of City Engineer