



# Tolleson Development Services

## Tolleson Final Plat Submittal Checklist (TCC 12-2)

Project: \_\_\_\_\_

Developer: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**NOTICE** : Final Plats & Maps of Dedication are approved by the City Council, with the recommendation of the Planning and Zoning Commission, after a public hearing by both bodies. The public hearings and actions require a 30-day public notice. Final submittals of complete, accurate, and APPROVED documents must be received by staff at least 7 days prior to the deadline for public notice for the desired council meeting, as determined by the clerk. Applications and supporting documents deemed not to be complete and accurate will not be processed for the requested council meeting. Staff will work with the applicant to reschedule to a subsequent meeting date once the submittal is determined to be complete and accurate.

**Applic**    **TOL**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application:

- Fully completed
- Information is correct & accurate
- Signed by appropriate parties

Fees (NO review to start until ALL fees have been received.)

\_\_\_\_\_  
\_\_\_\_\_

- Fee calculations are complete AND correct
- Fee has been received.

PROP 207 Waiver (MUST be submitted for ANY Zoning action.)

\_\_\_\_\_  
\_\_\_\_\_

- Prepared completely and accurately
- Signed & "notarized/attested" by property owner

Owner's Letter of Authorization

\_\_\_\_\_  
\_\_\_\_\_

- Included
- Signed/dated

Final Plat: Required Plans, Reports, and other Supporting Documents

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Final Plat Cover Sheet
- Additional Plat Sheets as necessary
- Closure Sheet(s)
- Current Title Report w/ copies of ALL Exhibit B documents
- CC&R's

**Document Preparation Standards**

Applic   TOL

Final Plats & Maps of Dedication shall, at a minimum, comply w/ the following criteria (TCC 12-2-41 & TCC 12-2-43) and requirements of Maricopa County Recorder Ofc for recording of maps and plats:

Plat sheets to be 24"x36" - landscape

Text is to be orientated to be read left-to-right or from bottom-to-top of each sheet.

Alternate sizes/formats are discouraged and must be approved by the City Engineer prior to submittal.

Submittals using sizes/formats other than those approved will be considered "Administratively Incomplete".

The scale of the drawings shall be a standard engineering scale of 1" = 100'; Plats may, with the prior approval of the City Engineer, be prepared at alternate scales as noted in TCC 12-2-40 (B)(2).

Technical Reports (Drainage, utilities, Soils, Structural, etc)

ALL documents are to be prepared/submitted on 8.5"x11" or 11"x17" paper, unless an approved substitute has been approved by the City Engineer.

Scale of any drawings are to be an appropriate scale for the use intended or as required by law (Maximum scale 1" = 100').

Documents are to be orientated as follows, unless approved otherwise by the City Engineer:

§ 8.5"x11" - portrait

§ 11"x17" - landscape

NOTES:

Plans must not exceed to allowable maximum scale. Submittals with such sheets shall be considered "Administratively Incomplete".

**ALL submittals are to be made electronically ONLY. Contact the Development Services Customer Service Team (Development Services@tolleson.az.gov) for access to the City's paperless plan submittal/review system.**

**Fees must be paid by check, money order, or other method approved by the Finance Department. During the Covid-19 crisis the front lobby to the City Hall is closed to the public. There is a drop box located just next to the front door that is checked several times a day. Payments can be dropped off there; be sure to notify the Development Services Customer Services staff when a payment has been dropped off. Delivery of payments by USPS or other commercial delivery service is acceptable.**

Project: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**Final Plat Fee Calculation Worksheet**

The following worksheet can be used to compute the fee to be submitted with the application & supporting documents.

There is a **BASE FEE** that varies by use type.

For Commercial/Industrial site it is: ..... \$1,500.00

In addition to the **BASE FEE** there is a per sheet fee of ..... \$200.00/page

For purposes of computing the site plan application fee the following protocols apply:

- 1) Each sheet in a plan set counts as 1-sheet, so a final plat set with 5 sheets to present the site would count as 5 sheets and would assessed a fee of \$1,000.00 for the plat sheets.
- 2) Supporting documents such Closure Sheets, CC&R's, Title Reports are each considered as a separate sheet for fee determination.