



# **TOWN OF CAREFREE**

PLANNING AND ZONING DEPARTMENT

2021

# **LAND DIVISIONS**

PRELIMINARY PLAT

FINAL PLAT

LOT SPLIT

LOT TIE

**DEVELOPMENT REVIEW MANUAL**

**TOWN OF CAREFREE**



**TOWN COUNCIL**

LES PETERSON, MAYOR  
JOHN CRANE, VICE MAYOR  
VINCE D'ALIESIO  
TONY GEIGER  
STEPHEN HATCHER  
MICHAEL KRAHE  
CHERYL KROYER

**PLANNING AND ZONING COMMISSION**

TOM CROSS, CHAIRPERSON  
LYN HITCHON, VICE CHAIRPERSON  
HEATHER BURGETT  
PETER BURNS  
PHIL CORSO  
DAN DAVEE  
RALPH FERRO

**TOWN STAFF**

GARY S. NEISS, TOWN ADMINISTRATOR  
STACEY BRIDGE-DENZAK, PLANNING DIRECTOR  
SAMANTHA GESELL, PLANNING CLERK

## **LAND DIVISIONS**

### **PRELIMINARY PLAT   FINAL PLAT   LOT SPLIT   LOT TIE**

#### **DEVELOPMENT REVIEW MANUAL**

This development review manual outlines the various steps in the Town's review and approval process for the platting of land. This document is divided into five sections.

1. Frequently asked questions and answers
2. A description of the review and approval process.
3. Pre-application form and required information for complete submittal.
4. Application forms and required information for complete submittal.
5. Fee schedule

Applicants should review the entire document to familiarize themselves with the Town's procedures and requirements at each stage of the review and approval process. An understanding of what information is required at each stage of the review will ensure that the proposed development does not incur processing delays. It is the responsibility of the applicant to ensure that the submittal is complete.

#### **FREQUENTLY ASKED QUESTIONS**

##### **WHAT IS CONSIDERED A SUBDIVISION?**

The Town of Carefree Subdivision Ordinance states, "a subdivision is the division for lease or sale to the public for separate use, whether immediate or future, of a tract or parcel of land into four or more lots, tracts, or parcels of land, or, if a new street or new private roadway easement is involved, any division of a parcel of land, or the division into more than two parts of any residential lot, the boundaries of which have been fixed by a recorded plat."

##### **WHAT IS THE PROCESS TO SUBDIVIDE LAND?**

The subdivision process is analyzed in two independent but interrelated phases:

1. Preliminary plat
2. Final plat

All single-family and multiple-family residential subdivisions are required to file and gain Town approval of both a preliminary plat and final plat. In the case of a multiple-family development, a site plan and the associated requirements must also be filed with the preliminary plat.

The preliminary plat lays out the proposed design of the lots, streets, drainage facilities and associated infrastructure. The final plat provides detailed engineering associated with the streets, drainage facilities, associated infrastructure and landscape plans. Furthermore, any street or easement dedication should be included with the final plat.

The preliminary plat is considered by the Planning and Zoning Commission and Town Council. The final plat is considered by Town Council.

##### **WHAT IS CONSIDERED A LOT SPLIT?**

A lot split does not qualify as a subdivision as defined by the Subdivision Ordinance. According

to the Subdivision Ordinance, a lot split is basically defined as the partitioning or division of land into two or three parts of any lot or parcel of land.

Town Staff administratively reviews all lot split applications for conformance to zoning ordinance requirements. However, this review does not guarantee legal access, utilities, septic or buildable area.

### **IF MY PROPERTY IS WITHIN A SUBDIVISION, DO I NEED APPROVAL FROM MY HOMEONERS ASSOCIATION PRIOR TO TOWN APPROVAL?**

Generally, C.C. & R's in a subdivision require homeowners association or architecture review board approval prior to Town approval to begin construction of improvements in the subdivision. If your property is located within a subdivision, you should become familiar with its C.C. & R's and design requirements. Your C.C. & R's are a contractual agreement between the respective property owners within the subdivision, and are important in; helping to maintain the lifestyle and ambience associated with Carefree. These C.C. & R's are acknowledged and agreed to when you purchase your property. It is the responsibility of the homeowners association to enforce the C.C. & R's. Due to the fact that these restrictions are typically more stringent than Town Zoning Ordinance provisions, it is important to review and gain approval from your subdivision's architecture review board. Their approval will ensure that the integrity of the subdivision is preserved through the support of your neighbors. Prior to requesting a building permit from the Town, the Town urges each homeowner to submit a letter and or stamped approval on the plans/documents from their homeowner's association or architecture review board which endorses the work for which a building permit is being sought.

### **WHERE CAN I FIND THE SUBDIVISION ORDINANCE?**

A copy of the Ordinance can be found on the Town's website: [www.carefree.org](http://www.carefree.org). A hard copy of the Ordinance may also be purchased at Town Hall.

Town staff is available to answer questions pertaining to the Ordinance during office hours.

**PLEASE ENSURE YOUR PLANS AND DOCUMENTS COMPLY WITH THE MARICOPA COUNTY RECORDER'S OFFICE CURRENT RECORDING REQUIREMENTS. FAILURE TO COMPLY WITH THEIR REQUIREMENTS WILL LEAD TO A REJECTION FROM THE RECORDER'S OFFICE OF THE SUBJECT DOCUMENTS AND PLANS RESULTING IN A DELAY IN THE COMPLETION OF THE LAND DIVISION PROCESS.**

### **STEP 1 - PROJECT APPLICATION**

#### **PROCEDURE FOR LOT DIVISION REVIEW**

The following process describes the incremental steps for all lot division applications. In order to save time and money, applicants should familiarize themselves with the process, Town standards and policies prior to commencing any design work.

1. The applicant obtains a copy of the Development Review Manual from the Town Staff.
2. The applicant and development team submit a pre-application to the Planning and Zoning staff. The pre-application form is attached to this document.
3. Staff reviews the pre-application and schedules an appointment with the applicant.
4. During the pre-application meeting, staff discusses Zoning and Subdivision Ordinance requirements, Design Guidelines and development issues with the applicant.

Requirements for the development review application are highlighted for the applicant. The Development Review Application Checklist for each respective application is attached to this document.

5. The applicant prepares the application.
6. Once all application material is completed, it is submitted to the Planning and Zoning Department for the first staff review. Any discrepancies or deficiencies in the application will be outlined in a letter to the applicant, typically within ten (10) business days. The applicant must address all issues outlined by the Zoning Administrator before moving forward in the application process. Failure to adequately address each respective issue will result in delays.
7. During this review process the applicant may schedule and hold a Citizen Participation Meeting. To hold a Citizens Participation meeting at Town Hall, the applicant should contact the Planning Clerk at 480-488-3686 to reserve the meeting room. The requirements for the Citizen Participation Program are listed in the application checklist attached to this document.
8. After completion of the Citizen Participation Program, the applicant submits a report to Town staff.
9. Staff review completes report to ensure Ordinance and checklist requirements are adequately addressed.
10. Public meetings are scheduled.

## **STEP 2—EVALUATION**

### **PROCEDURE FOR LOT DIVISION REVIEW**

1. Lot split and lot ties are typically considered by Town Staff.
2. Preliminary plats are considered by the Planning and Zoning Commission and the Town Council. Final plat is considered by Town Council.
3. A staff report will be prepared and distributed to the Planning and Zoning Commission, Town Council and the applicant, typically five (5) days prior to the meeting. The report may contain some Conditions for Approval (stipulations) which are provided for the reviewing entity's consideration.
4. Staff will make a brief presentation at the public meeting to outline how the proposed project addresses requirements of both the Zoning and Subdivision Ordinances. The applicant will also have the opportunity to make a presentation and answer questions.
5. Public comments are welcomed during these meetings.
6. The reviewing body will then proceed in evaluating the project.
7. Once questions are satisfactorily addressed, the reviewing body may approve, deny or continue the application. A recommendation for approval may contain additional Conditions for Approval.
8. Once a preliminary plat is approved by the Town Council, the applicant may begin working on the final plat applications/required information. After the Zoning Administrator determines the final plat application is complete, the final plat can be scheduled for Town Council consideration and approval.

### **STEP 3—BUILDING PERMIT**

#### **PROCEDURE FOR LOT DIVISION REVIEW**

1. The subdivision improvement plans will be reviewed by the Town Staff and/or consultants.
2. The building permit is issued by the Building Official upon approval of the improvement plans, posting of subdivision improvement bond, other applicable agency permits and payment of the required permit fees.
3. The Building Official and Zoning Inspector will inspect the project during its development.
4. Upon completion of the subdivision improvements, certified as-builts shall be submitted to the Town to verify compliance with all Building Code and Zoning Ordinance requirements.
5. Building plans must be submitted to the Town's Building Official prior to the development of any residence.
6. The Building Official will review the plans and issue the building permit.
7. Both the Building Official and Zoning Inspector will inspect the project during its development.
8. Certified as-builts shall be submitted to the Town to verify the location of the building(s) relative to the building setbacks, finished floor elevations and maximum building height.
9. The Certificate of Occupancy is issued upon approval of final inspection and zoning clearance.

## **PRE-APPLICATION PROCESS**

### **REQUIREMENTS FOR PRE-APPLICATION MEETINGS**

The following information must be submitted to the Town of Carefree Planning and Zoning Department prior to scheduling the pre-application meeting. The pre-application will be scheduled with a staff member within two weeks after receiving a completed submittal.

#### **REQUIRED INFORMATION PRIOR TO PRE-APPLICATION MEETING:**

A completed pre-application questionnaire form. All information requested on this form must be completed prior to scheduling the pre-application meeting.

A conceptual plan drawing to scale illustrating:

1. Subject property lines
2. Zoning district of subject parcel and surrounding parcels
3. Building setback lines
4. Significant natural features
5. Proposed and existing adjacent structures/building and driveways
6. Conceptual illustration(s) of proposed improvements to site

Photographs showing the site and the context of surrounding buildings/properties:

1. Photos may be mounted on cork board, poster board, etc. (maximum size 8.5" x 11")
2. Digital photos are acceptable
3. All photos shall be numbered and referenced by location on a site plan
4. Submitted photos will not be returned and become part of the public record

#### **NOTIFICATION OF PRE-APPLICATION MEETING DATE:**

Following staff review of the above required information, you will be notified of your pre-application meeting date.

For assistance or questions regarding pre-applications, contact the Planning and Zoning Department 480-488-3686.

#### **PRE-APPLICATION FEES:**

The fee for each pre-application meeting will be \$45.00.

**PRE-APPLICATION FORM**

PROJECT NAME:

---

REQUEST: LOCATION:

---

CURRENT ZONING:

---

ASSESSOR'S PARCEL NUMBER:

---

QUARTER SECTION:

---

APPLICANT NAME:

---

ADDRESS:

---

CITY/STATE:

---

PHONE:

---

EMAIL:

---

PROPERTY OWNER:

---

ADDRESS:

---

CITY/STATE:

---

PHONE:

---

EMAIL:

---

PROJECT CONTACT:

---

BRIEF PROJECT DESCRIPTION:

---

---

---

---

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION FORM**

<b>ZONING STANDARD</b>	<b>REQUIRED</b>	<b>PROPOSED</b>
Minimum lot area		
Minimum lot width		
Front yard setback		
Side yard setback (1)		
Side yard setback (2)		
Rear yard setback		
Maximum lot coverage		
Max. disturbed area		
Min. distance between buildings		
Maximum building height from natural & finished		

**APPLICANT IS RESPONSIBLE FOR COMPLETING THE ABOVE CHART**

PROJECT NAME:

---

REQUEST:

---

LOCATION:

---

CURRENT ZONING:

---

ASSESSOR'S PARCEL NUMBER:

---

QUARTER SECTION:

---

APPLICANT NAME:

---

ADDRESS:

---

CITY/STATE:

---

PHONE:

---

EMAIL:

---

PROPERTY OWNER:

---

ADDRESS:

---

CITY/STATE:

---

PHONE:

---

EMAIL:

---

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **PRELIMINARY PLAT APPLICATION**

### **CHECKLIST**

During the staff review process, please provide the Town two (2) copies 24" x 36" of all plans and applicable documents. Please note that this is not an all-inclusive list and the Zoning Administrator reserves the right to expand upon this checklist depending upon the dynamics of the subject application. Furthermore, some of the information outlined in this checklist may not be applicable to the subject application. Please discuss this checklist with the Zoning Administrator to clarify the relevant information.

### **DOCUMENTATION**

1. Completed Application Form and payment of application fees
2. Title Report including Schedule A and B (no older than six (6) months)
3. ALTA survey of subject property
4. Cultural Resource Survey of subject property
5. Preliminary Drainage Report
6. Geotechnical Report
7. Traffic Impact Analysis/Study
8. Plant Salvage Assessment

### **WRITTEN LETTERS OF APPROVAL**

1. Letter of Authorization from property owner if applicant is not property owner
2. Will-serve letters from Water Company and Sewer Company
3. Rural Metro approval and conditions
4. Maricopa County Environmental Services Department (water and waste water service)
5. Homeowners or Condominium Association (for replats)

### **PROJECT NARRATIVE**

Fully describe all aspects of the application which may include but is not limited to the type of request, proposed uses, compatibility to adjacent uses/properties, proposed density and lot coverage, proposed building heights from natural and finished grades, building setbacks, landscape, hardscape, architecture concept, internal and external circulation patterns, servicing utilities, topography, general layout and circulation design of the subdivision.

### **PLANS**

1. **TOPOGRAPHIC SURVEY**—2 foot intervals, typical scale 1" = 20.0, showing location of bench mark used, property pins found and/or set, property dimensions, building setbacks, all easements, adjacent roadways, stamped and signed by registered surveyor or civil engineer, zoning district, match lines and key map if sheets are divided, name and

address of project name & address of all consultants working on the application/project and dates of original preparation and all subsequent revision.

2. **GRADING AND DRAINAGE PLAN**—showing location/extent of all FEMA floodplains, delineation of floodplain, floodway and erosion setback of washes with 50 CFS or greater capacity during the 1000 year storm event, arrows delineating existing and proposed drainage flows, and any proposed or existing storm water retention or detention features.
3. **PRELIMINARY PLAT**—standard engineering scale not more than one hundred feet to an inch; overall size of plans measuring 24" x 36"; at the top center of the sheet(s) name of subdivision and location by section, township, range and referenced to a survey monument; name, address and phone number of sub divider/applicant/property owner and engineer/surveyor and/or land planner; scale, north arrow, date of preparation and any subsequent revisions, location map, zoning district(s), maximum lot area, maximum lot width, maximum lot coverage, maximum disturbed area; location, widths and names of all public ROWs; delineation of public areas; permanent structures to remain; municipal subdivision boundaries within and/or adjacent tracts/properties with zoning and parcel numbers and subdivision names; acreage of subject tract /parcel; boundaries of the tract to be subdivided shall be full dimensioned; street layout; lot numbers; type of uses to be proposed.
4. **LANDSCAPE PLANS** – building envelopes if applicable; illustrate plants to be salvaged and transplanted on-site; conceptual revegetation plans; disturbed area pre and post construction; name and address of all consultants working on application/project; and date of original preparation and all subsequent revisions.

### **CITIZEN PARTICIPATION**

1. Required for all subdivisions
2. It is the applicant's responsibility to facilitate the Participation meeting and outline their project to the participants. Therefore, the applicant shall have prepared documentation/plans to discuss all aspects of their plans with the participants at the meeting.
3. Prior to the meeting, the applicant must notify all property owners and HOA's within a minimum distance of 500 feet of the subject property through 1st class mail. For larger projects, a wider notification radius is desired; a minimum of one (1) meeting must be conducted by the applicant prior to the scheduling of the application/request before the Planning and Zoning Commission or Town Council.
4. Prior to the public meeting/hearing, the applicant shall provide the Town with the list of all notified property owners, a summary of the meeting(s) and describe how any questions/issues that the participants raised will be mitigated.

## **FINAL PLAT**

### **APPLICATION CHECKLIST**

During the staff review process, please provide the Town two (2) copies 24" x 36" of all plans and applicable documents. Please note that this is not an all-inclusive list and the Zoning Administrator reserves the right to expand upon this checklist depending upon the dynamics of the subject application. Furthermore, some of the information outlined in this checklist may not be applicable to the subject application. Please discuss this checklist with the Zoning Administrator to clarify the relevant information.

### **DOCUMENTATION**

1. Completed Application Form and payment of application fees
2. Title Report including Schedule A and B (no older than six (6) months)
3. ALTA survey of subject property
4. 100 year Assured Water Supply Certificate from ADWR
5. Final Drainage Report
6. Revised Geotechnical Report
7. Revised Traffic Impact Analysis/Study
8. Revised Plant Salvage Assessment
9. C.C. & R's
10. Dedication instruments of easements(s)
11. Subdivision Agreement (prepared by Town and signed by Applicant)
12. Engineer of record's cost estimate of all proposed subdivision improvements

### **WRITTEN LETTERS OF APPROVAL**

1. Letter of Authorization from property owner if applicant is not property owner
2. Will serve letters from Water Company and Sewer Company
3. Rural Metro approval and conditions
4. Maricopa County Environmental Services Department (water and waste water improvements)
5. Homeowners or Condominium Association (for replats)

### **PROJECT NARRATIVE**

Fully describe all aspects of the application which may include but is not limited to the type of request, proposed uses, compatibility to adjacent uses/properties, proposed density and lot coverage, proposed building heights from natural and finished grades, building setbacks, landscape, hardscape, architecture concept, internal and external circulation patterns, servicing

utilities, topography, general layout and circulation design of the subdivision and improvement plans.

## **PLANS**

1. **TOPOGRAPHIC SURVEY**—2 foot intervals, typical scale 1" = 20.0', showing location of bench mark used, property pins found and/or set, property dimensions, building setbacks, all easements, adjacent roadways, stamped and signed by registered surveyor or civil engineer, zoning district, match lines and key map if sheets are divided, name and address of project, name and address of all consultants working on the application/project and dates of original preparation and all subsequent revisions.
2. **GRADING AND DRAINAGE PLAN**—Location/extent of all FEMA floodplains, delineation of floodplain, floodway and erosion setback of washes with 50 CFS or greater capacity during the 100 year storm event, arrows delineating existing and proposed drainage flows, proposed design of any storm water retention or detention features.
3. **FINAL PLAT**—Standard engineering scale not more than one hundred feet to an inch; overall size of plans measuring 24" x 36"; name, address and phone number of subdivider/applicant/property owner and engineer/surveyor; scale, north arrow, date of preparation and any subsequent revisions; zoning district(s); any public amenities to be dedicated for public purposes shall be defined on the final plat; land which is unsuitable for subdivision shall not be subdivided; any street designated in an adopted Town streets plan shall be platted; streets shall be extended to the tract boundary to provide future connections unless otherwise approved by Town Council; vehicular non-access easements, conservation/open space easements, public utility easements, drainage easements, access easements, grading and construction easements, etc. shall be designated on the map of dedication; cul-de-sacs shall have a circular radius of forty-five (45) feet; dedication shall include location by section township and range; execution of dedication shall be acknowledged and certified by a public notary; final plat must be certified by a civil engineer or land surveyor that the plat is accurate; final plat shall contain a certification line by the Town Engineer, Town Clerk and Mayor at which time the final plat was approved; final plat must be recorded with the C.C. and R's and Subdivision Improvement Agreement.

## **IMPROVEMENT PLANS INCLUDING BUT NOT LIMITED TO:**

1. **LANDSCAPING/HARDSCAPE**— Building envelopes if applicable; illustrate plants to be salvaged and transplanted; on-site revegetation plans; irrigation plans; disturbed area pre and post construction; all hardscapes, subdivision entry gates (if gated), exterior lighting details and plans; and material board and color samples.
2. **PAVING PLANS**—Includes all grading and drainage improvements; cross section of road; supporting MAG details; retaining walls, rails and other features associated with the Road/street improvements; road shall be designed to Subdivision Ordinance design criteria and comply with MAG specifications unless approved for alternative specification by Zoning Administrator.

3. **SEWER PLANS**—approved (signed) by private operating company and Maricopa County Environmental Services Department.
4. **WATER PLANS**—approved (signed) by private operating company and Maricopa County Environmental Services department.
5. **DRAINAGE PLANS/DETAILS, COMMON RECREATION AMENITIES**—location and type shall be consistent with approved preliminary plat.

**Please note;**

**All improvement plans must be sealed & signed by respective licensed professionals; be consistent in scale; oriented in the same manner; contain names, phone numbers and addresses of all consultants working on respective plans/reports/documents; and original preparation date and any subsequent revisions. The engineer of record is responsible in facilitating and documenting the costs of all subdivision improvements which will be incorporated into the Town's Subdivision Improvement Agreement and bonded for by the developer/builder/applicant prior to issuance of a building permit.**

### **LOT SPLIT**

#### **APPLICATION CHECKLIST**

**During the staff review process, please provide the Town two (2) copies 24" x 36" of all plans and applicable documents. Please note that this is not an all-inclusive list and the Zoning Administrator reserves the right to expand upon this checklist depending upon the dynamics of the subject application. Furthermore, some of the information outlined in this checklist may not be applicable to the subject application. Please discuss this checklist with the Zoning Administrator to clarify the relevant information.**

#### **DOCUMENTATION**

1. Completed Application Form and payment of application fees
2. Title Report including Schedule A and B (no older than six (6) months)
3. ALTA survey of subject property

#### **WRITTEN LETTERS OF APPROVAL**

1. Letter of Authorization from property owner if applicant is not property owner
2. Rural Metro approval and conditions
3. Homeowners or Condominium Association (for minor replats)

#### **PROJECT NARRATIVE**

Fully describe all aspects of the application which may include but is not limited to the type of request, proposed uses, compatibility to adjacent uses/properties, proposed density and lot coverage, proposed building heights from natural and finished grades, building setbacks, landscape, hardscape, architecture concept, internal and external circulation patterns, servicing utilities, topography, general layout and any other associated improvement plans.

## **PLANS**

1. Parcel map showing the original property line boundaries and the legal description.
2. Parcel map indicating the proposed partitioning or division of the original parcel(s) AND the legal description for each new parcel. If the property is NOT vacant land, show all existing structures with dimensions and setback distances. It is important to note that upon written approval by the Town, it is the property owner's responsibility to record the lot split and obtain the associated tax parcel numbers from the County.

Upon receipt of this information a recorded copy of the lot split and the tax parcel numbers shall be immediately filed with the Town. Failure to provide a recorded copy of the split and the associated tax parcel numbers will result in denial of future building permits for the divided lots/parcels.

**PLEASE NOTE THAT THE ABOVE PLANS SHALL BE PERFORMED IN ACCORDANCE WITH "MINIMUM STANDARDS FOR ARIZONA LAND BOUNDARY SURVEYS".**

---

## **THE TOWN DOES NOT WARRANT OR CERTIFY ANY OF THE FOLLOWING:**

1. Legal access
2. Compliance with the Carefree Zoning Ordinance as to construction of driveways, residences, or any other improvement.
3. Drainage, either normal surface or 24-hour 100 year event.
4. Water supply or availability.
5. Sewage treatment, including whether the soil conditions and topography are conducive to septic systems.
6. Utility easements and availability of utilities.
7. Accessibility of emergency vehicles including fire trucks, ambulances and law enforcement vehicles.

## **LOT TIE**

### **APPLICATION CHECKLIST**

**During the staff review process, please provide the Town two (2) copies 24" x 36" of all plans and applicable documents.**

**Please note that this is not an all-inclusive list and the Zoning Administrator reserves the right to expand upon this checklist depending upon the dynamics of the subject application. Furthermore, some of the information outlined in this checklist may not be applicable to the subject application. Please discuss this checklist with the Zoning Administrator to clarify the relevant information.**

## **DOCUMENTATION**

1. Completed Application Form and payment of application fees
2. Title Report including Schedule A and B (no older than six (6) months)
3. ALTA survey of subject property
4. The executed Covenant and Agreement to Hold the Property as One Parcel (see the following page). This must be recorded with the lot tie and returned to the Town.

## **WRITTEN LETTERS OF APPROVAL**

1. Letter of Authorization from property owner if applicant is not property owner
2. Rural Metro approval and conditions
3. Homeowners or Condominium Association (for minor replats)

## **PROJECT NARRATIVE**

Fully describe all aspects of the application which may include but is not limited to the type of request, proposed uses, compatibility to adjacent uses/properties, proposed density and lot coverage, proposed building heights from natural and finished grades, building setbacks, landscaped, hardscape, architecture concept, internal and external circulation patterns, servicing utilities, topography, general layout and any other associated improvement plans.

## **PLANS**

1. Parcel map showing the original property line boundaries and the legal description.
2. Parcel map indicating the proposed lot tie and the legal description for the new parcel/lot.

**Please note that the above plans shall be performed in accordance with “minimum standards for Arizona land boundary surveys” which includes, but is not limited to, measured and recorded distances and bearings; area of lots to be tied in square feet; all controlling monuments and their description; all easements of record with instrument number; roadway names; north arrow and scaled plan; all existing structures; building setbacks; legal description of new lot/parcel created; building envelopes if recorded with a subdivision plat; new legal description and graphic bearing the seal; date and signature of a registered land surveyor; new description shall be clear, concise and must describe the land with certainty and to the exclusion of all other interpretations. All information must be in an acceptable recordation format pursuant to county recorder’s requirements.**

When recorded, mail to:

Town Clerk

Town of Carefree

P.O. Box 740

Carefree, AZ 85377

**COVENANT AND AGREEMENT TO HOLD PROPERTY AS ONE PARCEL**

The undersigned hereby certify(ies) that I/we are the owner(s) of the herein legal described real property located in the Town of Carefree, County of Maricopa, State of Arizona:

LEGAL DESCRIPTION:

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

Referred to in Book \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_ in the records of Maricopa County which property is located and known as (address):

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

And for the purpose of: \_\_\_\_\_

As regulated by the Carefree Zoning Ordinance, we do hereby covenant and agree with said Town that the above legally described land shall be held as one parcel and no portion shall be sold separately.

This covenant and agreement shall run with the land and shall be binding upon ourselves, and any future owners, encumbrancers, their successors, heirs or assignees and shall continue in effect until such time that the Town of Carefree unconditionally permits the use or purpose herein above referred to or unless otherwise released by the authority of the Town of Carefree.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

(Signature of property owner)

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

(Signature of property owner)

STATE OF ARIZONA

County of Maricopa

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ My commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_

**LAND DIVISIONS**

**FEE SCHEDULE**

**PRE-APPLICATION MEETING WITH STAFF** \$45.00  
REQUIRED FOR ALL DEVELOPMENT APPLICATIONS

**BOARD OF ADJUSTMENT-VARIANCE** \$400.00  
APPEALS TO BOARD OF ADJUSTMENT \$100.00  
PUBLICATION FEE \$250.00  
MAILING FEE-PER LETTER \$5.00  
MOUNTAINSIDE DEVELOPMENT REVIEW \$400.00  
SITE PLAN REVIEW-UP TO 1 ACRE \$500.00  
PARCELS OVER 1 ACRE ADD \$50.00

**TEMPORARY USE PERMIT**  
NON-COMMERCIAL PROPERTY \$150.00  
COMMERCIAL PROPERTY \$250.00  
NON-PROFIT CHARITABLE ORGANIZATION \$10.00  
ADDITIONAL FEE REQUIRE **IF** AND OBJECTION IS FILED **AND** A PUBLIC HEARING IS SCHEDULED \$400.00

**CONDITIONAL/SPECIAL USED PERMIT**  
FEE=750.00 UP TO 1 ACRE+1000.00 EACH ADDITIONAL ACRE (ACREAGE IS ROUNDED UP)  
MINIMUM FEE \$750.00  
MAXIMUM FEE \$10,000.00  
NON-PROFIT CHARITABLE ORGANIZAION \$10.00  
PUBLICATION FEE DEPOSIT (SUP ONLY) \$400.00  
MAILING FEE-PERLETTER (SUP ONLY) \$5.00

**LOT SPLIT/LOT LINE ADJUSTMENT/LOT TIE**  
SINGLE FAMILY \$250.00  
MULTI-FAMILY \$350.00  
NON-RESIDENTIAL \$450.00

**SUBDIVISION**  
PRELIMINARY PLAT-APPLICATION FEE \$2500.00 = \$75.00/LOT  
PRELIMINARY PLAT-AMENDED PLAT APPLICATION FEE \$100.00  
FINAL PLAT-APPLICATION FEE \$2400.00 + \$50.00/LOT

**FINAL PLAT-IMPROVEMENT PLAN REVIEW FEES**

<b><u>TYPE OF PLAN</u></b>	<b><u>1ST REVIEW</u></b>	<b><u>2ND REVIEW</u></b>	<b><u>3RD &amp; SUBSEQUENT REVIEWS</u></b>
PAVING	700.00+50.00/LOT	N/C	\$100.00 EACH REVIEW
WATER	150.00+50.00/LOT	N/C	\$50.00 EACH REVIEW
SEWER	150.00+50.00/LOT	N/C	\$50.00 EACH REVIEW
GRADING	700.00+50.00/LOT	N/C	\$100.00 EACH REVIEW
DRAINAGE	700.00=50.00/LOT	N/C	\$100.00 EACH REVIEW

