



## I. PROCEDURE FOR A CONDOMINIUM APPLICATION

1. Attendance at a subdivision pre-application meeting with the Planning Division. Call (520) 866-6464 to schedule a pre-application meeting.
2. File application and all required supporting documentation for a Condominium. Application forms are available at the Planning Division website.
3. Application filing fee, as set forth on Condominium Application, made payable to Pinal County Community Development.
4. Development plan review fee, **(ATTACHED)** made payable to Pinal County Department of Public Works.
5. Attendance at the Subdivision Coordinating Committee as set forth in Section 305.3 of the Subdivision Regulations.
6. Public meeting before the Pinal County Planning & Zoning Commission with Commission decision for tentative plat approval, denial or continuance.
7. Public meeting before the Board of Supervisors, with BOS action on the Final Condominium Plat.
8. **ALL PLATS WILL USE THE SAME NAME AS THE APPROVED ZONING CASE AND UPON PLAT ACCEPTANCE ALL PLAT NAMES ARE FINAL FOR BOTH TENTATIVE AND FINAL PLATS.**
9. **WHEN REQUESTING INFORMATION ON THE CONDOMINIUM PLAT (AFTER TENTATIVE PLAT SUBMITTAL), PLEASE PROVIDE THE "C" NUMBER (C-000-00) FOR ALL WRITTEN OR VERBAL CORRESPONDENCE.**
10. Schedule an appointment to submit original application to Community Development.

Depending upon required public meetings and application processing, the Condominium (tentative plat) procedure should be allotted 60 to 150 days from application acceptance by the Planning Department to a decision by the Pinal County Planning & Zoning Commission.

**PINAL COUNTY SUBDIVISION REGULATIONS AND PINAL COUNTY SUBDIVISION AND INFRASTRUCTURE DESIGN MANUAL IS AVAILABLE AT [www.co.pinal.az.us/DevServices](http://www.co.pinal.az.us/DevServices).**



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II. GENERAL CONDOMINIUM INFORMATION

1. The name of the proposed condominium: \_\_\_\_\_
2. Number of units this condominium contains: \_\_\_\_\_
3. Number of access roads proposed by this subdivision: \_\_\_\_\_
4. Specific directions to property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Parcel number(s): \_\_\_\_\_
6. Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_
7. Parcel size: \_\_\_\_\_
8. Comprehensive Plan Designation: \_\_\_\_\_
9. Zoning Classification: \_\_\_\_\_ Planning Case #: \_\_\_\_\_
10. Current use: \_\_\_\_\_  
 \_\_\_\_\_
11. Flood Zone Designation: \_\_\_\_\_
12. Topography: \_\_\_\_\_
13. Does it front a public road? \_\_\_\_\_ Name of road(s) \_\_\_\_\_  
 \_\_\_\_\_
14. Does it front a private road? \_\_\_\_\_ Name of road(s) \_\_\_\_\_  
 \_\_\_\_\_
15. What buildings are on the subject property? \_\_\_\_\_  
 \_\_\_\_\_
16. Identify any buildings or structures and give their approximate distances from your property lines.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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Explain surrounding uses: \_\_\_\_\_

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### III. EXPLANATION OF THE CONDOMINIUM PLANS

1. Prior to acceptance of this application, the applicant should notify and coordinate with the following applicable utilities and agencies of this proposal:

a. Electricity, gas, water, sewer, telephone, cable, solid waste, fire district, and school district.

2. Coordination with the affected utilities and agencies should address the following questions with regards to your proposal:

a. Can they service your proposal? \_\_\_\_\_

b. When could service be installed? \_\_\_\_\_

c. What is the distance and size of line extension necessary? \_\_\_\_\_

d. Will the lines be buried or overhead? \_\_\_\_\_

e. What is the impact on other users in the area? \_\_\_\_\_

f. Are there funds budgeted to complete the installation within this subdivision? \_\_\_\_\_

g. Is there a need for easements? \_\_\_\_ If so, at what locations? \_\_\_\_\_

h. Additional comments or concerns. \_\_\_\_\_

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3. Septic system or public/private sewer? \_\_\_\_\_



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4. Sewer service provider:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5. Water service provider:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

6. Electrical service provider:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

7. Gas service provider:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

8. Telephone service provider:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_



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9. Cable service provider:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

10. Solid waste provider:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

11. Fire District:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

12. School District:

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_



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**IV. ACCESS AND EASEMENT INFORMATION**

1. Describe means of access to the proposed condominium: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Do your tentative condominium plans delineate any necessary:  
 Drainage? \_\_\_\_\_ Sewer easements? \_\_\_\_\_ Utility easements? \_\_\_\_\_
3. Are the streets within proposed condominium intended to be: public: \_\_\_\_\_ private: \_\_\_\_\_

**V. SITE SUITABILITY**

1. Identify and explain any characteristics that suit the subject property to the proposed condominium and use (location in relationship to centers of population, schools, commercial areas, and places of employment; conformance to development pattern and surrounding land uses; access, availability of water, sewerage, and utilities; topography, soil, climate, etc.).  
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2. Identify and explain any drainage issues that may result from this condominium.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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#### TENTATIVE CONDOMINIUM PLAT SUBMITTAL:

1.  Ten (10) copies of the Tentative Condominium Plat showing the following:
  - a. Boundary lines and approximate distances.
  - b. Easements with their dimensions and purposes.
  - c. Streets on, adjacent to, and across the condominium parcel, name, and right-of-way width.
  - d. Utilities on the subdivision.
  - e. Contours at an interval and accuracy acceptable to the County Engineer.
  - f. Survey location of buildings, walls, tanks, wells, canals, ditches, washes, lakes, flood zones, and other water features with direction of flow and areas subject to inundation.
  - g. Vicinity map showing relationship to existing area development.
  - h. Tentative/Final Plat format information as attached.
  - i. The "Plat" requirements of ARS §§ 33-1219.B.1-12., as applicable.
2.  One (1) 11" X 17" reproducible bond copy of the Tentative Plat.
3.  One (1) 11" X 17" reproducible bond copy of the Master Planned Community/PAD Master Plan (as applicable).
4.  One copy of the **BOS APPROVED** stipulations for the respective zone/PAD, as applicable.
5.  Three (3) copies of Preliminary Drainage Report, as required.
6.  Three (3) copies of Preliminary Traffic Impact Analysis, as required..
7.  One (1) copy Preliminary draft of "Condominium Documents" including the Declaration, Bylaws, Articles of Incorporation, if any and Rules, if any. (ARS §§ 33-1202; *et seq.*)
8.  Provide (2) disk with digital drawings of the Plat in AutoCAD DWG File format. Layers required on the disk include: Lot Lines, Lot Numbers, Right-of-Ways, All Dimensions, Road/Street Names, Section Lines and Condominium Perimeter Boundary.
9.  One (1) copy of Preliminary Landscaping/Irrigation plans addressing all parks and park amenities, all trail and/or trailhead locations, and landscaping/irrigation within road right-of-way.
10.  One (1) copy of a **CERTIFIED** A.L.T.A. Survey.
11.  Provide all street names on the tentative plat and provide a list of alternative street names, as required.
12.  **NOTARIZED LETTER OF INTENT** addressed to the County Engineer as to the tentative date and type of improvements proposed for the condominium streets.

NOTE: TENTATIVE CONDOMINIUM PLAT REVIEW TIME IS APPROXIMATELY 60 TO 150 DAYS. TENTATIVE PLAT APPROVALS ARE VALID FOR ONE (1) YEAR FROM THE DATE APPROVED BY THE PLANNING COMMISSION AND MAY BE EXTENDED FOR ONE (1) YEAR UPON WRITTEN REQUEST.





## PINAL COUNTY'S REQUIREMENTS FOR A TENTATIVE AND FINAL CONDOMINIUM PLAT

1. Name of the condominium.
2. The boundaries of the condominium and a legal description of the real estate included in the condominium.
3. The extent and character of all encroachments onto and from any portion of the condominium.
4. The location and dimensions of all easements serving or burdening any portion of the condominium.
5. The location and dimensions of the vertical and horizontal boundaries of each unit with reference to an established datum and each unit's identifying number.
6. The location and dimensions of all units where the right has been reserved to create additional units or common elements.
7. The location and dimensions of all real estate subject to the development right of withdrawal identified as such.
8. The location and dimensions of all units held as a "leasehold condominium".
9. The distance between noncontiguous parcels of real estate comprising the condominium.
10. The location and dimensions of limited common elements, including porches, balconies, patios and entryways, other than the limited common elements described in A.R.S. § 33-1212, paragraphs 2 and 4 or as may hereafter be amended.
11. Warranty of Title and Condominium Dedication.

(I/We, the undersigned, hereby warrant that I am the only party/we are all the parties) having any record title interest in the land shown on the plat; and in compliance with the Arizona Condominium Act, A.R.S. § 33-1201, as amended from time to time, have divided as a condominium: [name of condominium], as shown and platted hereon and hereby publish this plat as and for the plat of [name of condominium]. I/we hereby declare that each unit shall be known by the number given each respectively on this plat and hereby declare that this plat sets forth the boundaries of the condominium and the location and dimensions of the units and of the patios, garages, driveways and garden areas allocated to the exclusive use of one or more units, parking and the common area, as shown on this plat and included in the described premises.

In Witness Whereof, [name of owners of record] have hereunto signed their names this    day of    , [year].

[signature] [date]  
[notarization]

12. A ratification of condominium subdivision plat and dedications by all other holders of property interest in said subdivision (i.e. trustee, mortgagee, etc.).
13. Any other matters deemed appropriate by the Planning Director or County Engineer.



## THE STATE OF ARIZONA REQUIREMENTS FOR A CONDOMINIUM PLAT (ARS 33-1219)

- A. The plat is a part of the declaration. The plat must be clear and legible.
- B. The plat shall show:
1. The name of the condominium.
  2. The boundaries of the condominium and a legal description of the real estate included in the condominium.
  3. The extent of any encroachments on any portion of the condominium.
  4. To the extent feasible, the location and dimensions of all easements serving or burdening any portion of the condominium.
  5. The location and dimensions of the vertical boundaries of each unit, and each unit's identifying number.
  6. Any horizontal unit boundaries, with reference to an established datum, and each unit's identifying number.
  7. Any units with respect to which the declarant has reserved the right to create additional units or common elements, identified appropriately.
  8. The location and dimensions of all real estate subject to the development right of withdrawal identified as such.
  9. The location and dimensions of all real estate in which the unit owner will only own an estate for years labeled as a "leasehold condominium".
  10. The distance between noncontiguous parcels of real estate comprising the condominium.
  11. The location and dimensions of limited common elements, including porches, balconies, patios and entryways, other than the limited common elements described in Section 33-1212, paragraphs 2 and 4.
  12. Any other matters the declarant deems appropriate.
- C. Unless the declaration provides otherwise, the horizontal boundaries of a part of a unit located outside of a building have the same elevation as the horizontal boundaries of the inside part and need not be depicted on the plat.
- D. On exercising any development right, the declarant shall record a new plat conforming to the requirements of subsections A and B of this section. No new plat need be recorded if the development right exercised was clearly depicted on the original plat and a document is recorded which references the declaration and original plat and declares that the development right has been exercised.



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AGENCY AUTHORIZATION [INDIVIDUAL FORMAT AND INSTRUCTIONS]

TO: Pinal County Planning & Development Services  
P.O. Box 2973  
Florence, AZ. 85232

I/we, [insert name] am/are the owner(s) of \_\_\_\_\_ acres located at \_\_\_\_\_,  
and further identified as assessor parcel number \_\_\_\_\_ and legally described as follows:

Said property is hereinafter referred to as the "Property".

I/We appoint [insert name], hereinafter "Agent," to act on my/our behalf in relation to the Property in obtaining approvals from Pinal County for any necessary amendment to the county's comprehensive plan, zone changes, planned area development overlay districts, platting of the subject property or any necessary special use or industrial use permits and to file applications and make the necessary submittals for such approvals.

I/We consent and agree to be bound by all stipulations agreed to by this Agent, including, but not limited to, stipulations for contributions of money or reservation of parcels of land for schools and roadways.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_

STATE OF )  
 )ss.  
COUNTY OF )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
[insert name of signor(s)]\_\_\_\_\_.

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

My commission expires: \_\_\_\_\_



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AGENCY AUTHORIZATION [FORMAT FOR CORPORATIONS AND INSTRUCTIONS]

TO: Pinal County Planning & Development Services  
P.O. Box 2973  
Florence, AZ. 85232

[insert corporate, partnership or association name and state of incorporation], hereinafter referred to as "Owner," is the owner of \_\_\_\_\_  
\_\_\_\_\_ acres located at \_\_\_\_\_, and further identified as  
assessor parcel number \_\_\_\_\_ and legally described as follows:

Said property is hereinafter referred to as the "Property."

Owner hereby appoints [insert agent's name], hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining  
approvals from Pinal County for any necessary amendment to Pinal County's Comprehensive Plan, zone changes, planned area development overlay  
districts, platting of the subject property or any necessary special use or industrial use permits and to file applications and make the necessary  
submittals for such approvals.

Owner consents and agrees to be bound by all stipulations agreed to by this Agent, including, but not limited to, stipulations for contributions of money  
or reservation of parcels of land for schools and roadways.

[insert company's name] \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Its: [insert title] \_\_\_\_\_

Dated: \_\_\_\_\_

STATE OF )  
 )ss.  
COUNTY OF )

The foregoing instrument was acknowledged before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
[insert signator's name], as [insert title], of [insert name of company]  
\_\_\_\_\_, an [insert state of incorporation], and who being authorized to do so, executed the  
foregoing instrument on behalf of said entity for the purposes stated therein.

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

36"

PINAL COUNTY COVER SHEET FORMAT FOR TENTATIVE/FINAL PLATS

# TENTATIVE/FINAL CONDOMINIUM PLAT OF #(PROJECT TITLE)#

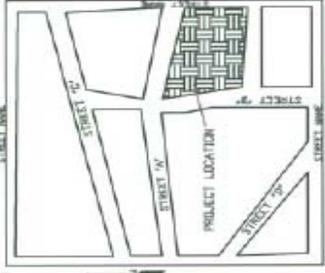
A PORTION OF \_\_\_\_\_ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_  
GILA AND SALT RIVER BASE AND MERIDIAN, PINAL COUNTY, ARIZONA

STATE OF ARIZONA COUNTY OF PINAL	22	5"
COMMITTEE NO.		

OWNER:  
(COMPANY'S NAME)  
STREET ADDRESS  
CITY, STATE ZIP

DEVELOPER:  
(COMPANY'S NAME)  
STREET ADDRESS  
CITY, STATE ZIP

ENGINEER:  
(COMPANY'S NAME)  
STREET ADDRESS  
CITY, STATE ZIP



LIEN HOLDER'S RATIFICATION

IF ADDITIONAL SPACE IS NEEDED, CAN BE CONTINUED ON SECOND SHEET AND CONTINUATION NOTE ABOVE COMPANY BLOCK ON LOWER RIGHT CORNER OF SHEET)

ACKNOWLEDGMENT

DECLARATION, TITLE WARRANTY AND DEDICATION

ACKNOWLEDGMENT

REPAY FABLE \_\_\_\_\_ BY CONDEMN CORPSET \_\_\_\_\_

NOTES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

BENCHMARK

(COVER SHEET ONLY)

BASIS OF BEARINGS

(COVER SHEET ONLY)

LAND USE TABLE

TRACT TABLE

BASE ZONING

(COVER SHEET ONLY)

TYPICAL LOT LAYOUT & BUILDING SETBACKS

(COVER SHEET ONLY)

UTILITY SERVICES

LEGEND

(COVER SHEET ONLY)

APPROVALS

(COVER SHEET ONLY)

LAND SURVEYOR'S CERTIFICATION

(COVER SHEET ONLY)

00-000-S

ENGINEER COMPANY'S NAME

PROJECT TITLE

DATE PREPARED: \_\_\_\_/\_\_\_\_/\_\_\_\_