



**PINAL COUNTY**  
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**I. PROCEDURE FOR A MAP OF ABANDONMENT (MOA) APPLICATION**

1. Attendance at a pre-application meeting with the Planning Division. Call (520) 866-6294 to schedule a pre-application meeting.
2. File MOA application and all required supporting documentations. Application forms are available at the Planning Division website.
  - a. Subdivision Regulations and Requirements are available from the Pinal County Department of Public Works and Community Development website.
3. Application filing fee, as set forth on the MOA application, made payable to the Pinal County Community Development.
4. Development plan review fee made payable to Pinal County Public Works Department.
5. Public meeting before the Board of Supervisors, with BOS action on the Map of Abandonment.
6. All MOA submittals shall be provided in accordance with this application and Title 3 Chapter 3.55 of the Development Services Code.
7. When requesting information on the MOA, please provide the case number (M-000-00) for all written or verbal correspondence.
8. Application must be typed or printed in ink.
9. Submit original application with signature to Community Development.



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**II. GENERAL MAP OF ABANDONMENT (MOA) INFORMATION**

1. The name of the proposed abandonment: \_\_\_\_\_
2. Access roads to be abandon by the MOA: \_\_\_\_\_
3. Specific directions to property: \_\_\_\_\_  
\_\_\_\_\_
4. Parcel number(s): \_\_\_\_\_
5. Township\_\_\_\_Range\_\_\_\_Section(s)\_\_\_\_\_
6. Abandonment parcel size: \_\_\_\_\_
7. Comprehensive Plan Designation: \_\_\_\_\_
8. Zoning Classification: \_\_\_\_\_Planning Case #: \_\_\_\_\_
9. Current use: \_\_\_\_\_
10. Does it front a public road?\_\_\_\_Name of road(s)\_\_\_\_\_
11. Does it front a private road?\_\_\_\_Name of road(s)\_\_\_\_\_
12. What buildings are on the subject property?\_\_\_\_\_
13. Identify any buildings or structures, within the proposed MOA and give their approximate distances from your property lines. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Please describe the reason for the abandonment and the future use of the affected property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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15. Have any lots been sold or are there any contracts for sale on these lots. \_\_\_\_\_

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**III. EXPLANTION OF THE MAP OF ABANDONMENT (MOA)**

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

a. Electricity, gas, water, sewer, telephone, and cable.

2. Sewer service provider:

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

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

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

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

3. Water service provider:

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

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

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

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

4. Electrical service provider:

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

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

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

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



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5. Gas service provider:

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

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

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

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

6. Telephone service provider:

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

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

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

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

7. Cable service provider:

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

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

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

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

**IV. ACCESS AND EASEMENT INFORMATION**

1. Describe access and easements within the MOA: \_\_\_\_\_

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

2. Does your MOA delineate any required and necessary:

Drainage Easements: \_\_\_\_\_ Sewer Easements: \_\_\_\_\_ Utility Easements: \_\_\_\_\_



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## V. MAP OF ABANDONMENT SUBMITTAL

1.  Two (2) copies of the MOA showing the following:
  - a. Boundary lines and approximate distances.
  - b. Easements to be retained with their dimensions and purposes.
  - c. Streets on, adjacent to, and across the subdivision, name, and right-of-way width.
  - d. Utilities on the subdivision.
  - e. Vicinity map showing relationship to existing area development.
  - f. Public roads planning on retaining.
  - g. MOA format information as attached.
2.  One (1) 11" X 17" reproducible bond copy of the MOA.
3.  One copy of the previously recorded subdivision plat.
4.  One copy of a current title report with schedule B.
5.  Notarized letter of consent from all affected utilities.
6.  Notarized letter of consent from all property owners within the subdivision.
7.  Required Public Works Documentation.
  - Written statement stating good and sufficient reasons why the requested action (roadway abandonment) would be in the best interests of the public.
  - Mailing list for owners of abutting properties.
  - Processing fee: \$300.00 per road plus additional cost for advertisement (Call Public Works for fee information prior to submittal).
  - Legal Description.
  - Any other documentation as stated in the attached roadway disposition – procedural steps.

**Note: Please contact Pinal County Community Development at 520.866.6294 to schedule an appointment to review and accept the completed application.**



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PLEASE PRINT:

\_\_\_\_\_  
Name of Applicant Mailing Address Phone

\_\_\_\_\_  
Applicant E-mail Address

\_\_\_\_\_  
Name of Landowner(s) Mailing Address Phone

\_\_\_\_\_  
Landowner(s) E-mail Address

***If the applicant is not the landowner, a notarized consent/agency authorization must accompany this application.***

**ALL NOTICES WILL BE MAILED TO THE APPLICANT UNLESS OTHERWISE NOTED BELOW.**

\_\_\_\_\_  
Name and mailing address of person to be notified

\_\_\_\_\_  
Signature of Applicant Date

***Note: A completed application with required supporting information and appropriate filing fees shall be submitted to the Planning & Development Department in person in order for the application to be considered accepted by Pinal County.***

**FEES:**

Map of Abandonment:

Fee \$330.00 + \$114.00 per sheet  
Subsequent fee \$84.00 per sheet

Pre-Plat Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
INVOICE#: AMT: DATE: CASE #:





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[Corporate PROPERTY OWNER signature block and acknowledgment. The appropriate corporate officer or trustee signs this signature block NOT the block on the previous page. ]

\_\_\_\_\_  
[Insert Company or Trustee's Name]

By: \_\_\_\_\_  
[Signature of Authorized Officer or Trustee]

Its: \_\_\_\_\_  
[Insert Title]

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

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me, this \_\_\_\_\_ day of \_\_\_\_\_, by

\_\_\_\_\_  
[Insert Signor's Name] \_\_\_\_\_  
[Insert Title]

\_\_\_\_\_, an \_\_\_\_\_,  
[Insert Name of Company or Trust] [Insert State of Incorporation, if applicable]

and who being authorized to do so, executed the foregoing instrument on behalf of said entity for the purposes stated therein.

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

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

**ALTERNATE: Use the following acknowledgment only when a second company is signing on behalf of the owner:**

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_  
[Insert Signor's Name]

who acknowledged himself/herself to be \_\_\_\_\_ of \_\_\_\_\_, as  
[Title of Office Held] [Second Company]

\_\_\_\_\_ for \_\_\_\_\_, and who being  
[i.e, member, manager, etc.] [Owner's Name]

authorized to do so, executed the foregoing instrument on behalf of said entities for the purposes stated therein.

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

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



## ROADWAY DISPOSITION – PROCEDURAL STEPS

1. Disposition Process Initiated by Petition. The process for disposition by exchange with abutting property owners or by vacation of public roadways located outside a planned development, where the County owns title, or by extinguishment, where the County holds right-of-way easements, may be initiated by the filing of a Petition requesting said action, in a format provided by County, containing the signatures, mailing addresses and tax parcel numbers of at least 51% by area and number of the property owners of land abutting the roadway proposed for vacation and 100% by area and number of the property owners of land abutting the roadways proposed for exchange. Each subject roadway shall require a separate petition and process fee, unless waived by Board action:
  - a) Required Documentation. Petition shall be accompanied by the following **(without cost to the County)**:
    - (1) Written Statement. A written statement stating good and sufficient reasons why the requested action would be in the best interests of the public.
    - (2) Mailing List for Owners of Abutting Properties. List of names, mailing addresses and tax parcel numbers of each property owner abutting the subject public roadway and those who may be deprived of reasonable access to their properties by the disposition.
    - (3) Process Fee. A \$300.00 per road **Non refundable** process fee as set forth in the Roadway Disposition Process Fee Schedule.
      - (a) An additional fee for advertising cost will be needed prior to the Public Hearing; this cost will be determined by the Newspapers at a later date.
    - (4) Legal Description. Legal description of all public roadways, which are the subject of the requested action.
    - (5) Additional Documentation. Without cost to the County, additional documentation may be required by County, including, but not limited to, the following:
      - (a) Recordable Mylar.
        - (i) A map drawn on polyester by a silver imaging process.
        - (ii) Requirements. 18" x 24" – 2-inch left margin, scale not to exceed 1" = 400'.
        - (iii) The title must state "ABANDONMENT EXHIBIT" with the Section, Township and range stated below the title.
        - (iv) Include Legal Description of that portion or area being abandoned, or provide as separate attachment.
        - (v) Allow 3"X 4" space for recordation information required by County Recorder.



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- (vi) Legible seal and live signature (font has to be 10 point or greater), of Registered Land Surveyor.
- (6) Filing of Petition. Petition and required documentation shall be filed with the Pinal County Public Works Right of Way Agent.
- (7) Incomplete Documentation. Upon failure to file a complete petition or any of the required documentation, the petition together with the process fee, if filed, will be returned to the circulating petitioner.
- (8) Requests for Recommendations. Upon determination that the petition is complete and accompanied by the required documentation, requests may be made to the applicable county departments for recommendations on the requested action.
2. All required documentation shall be submitted to the Right-of-Way Agent for review.
- If documentation does not meet requirements it will be returned to petitioner.
  - If documentation meets requirements it will be submitted to the abandonment board for a recommendation.
  - After receiving the recommendation the Right-of-Way Agent will set the date for the public hearing, advertise the hearing in the appropriate newspapers and mail (first class) notice of hearing to affected landowners.
3. Public Hearing:
- EASEMENT may be extinguished pursuant to A.R.S. 28-7205 [affected by Board Resolution – no consideration involved]
- ALL DISPOSITION METHODS ARE SUBJECT TO RESERVATION OF EASEMENTS AS LISTED IN A.R.S. 28-7210.
4. Joint action required where roadway constitutes boundary line with another county or incorporated city or town or is located within an incorporated city or town.
5. Record Board Resolution - \*\*Resolution not effective until recorded.

**Besides County highways this procedure also applies to streets, alleys and avenues in the unincorporated area of the county shown upon recorded plats as dedicated to the public or where the public or County has received title by deed. A.R.S. 28-6709.**



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### PETITION FOR ABANDONMENT/EXTINGUISHMENT OF ROADWAY, ROAD RIGHT-OF-WAY OR ROAD EASEMENT

TO: Pinal County Board of Supervisors  
31 North Pinal Avenue  
P.O. Box 872  
Florence, AZ 85232

Re: \_\_\_\_\_  
(Road Name or Location of Easement)

The undersigned, owners of record of at least 51% by area and number of the property owners of land abutting the roadway proposed for vacation, hereby PETITION the Board of Supervisors of Pinal County to ABANDON/EXTINGUISH the above captioned roadway, right-of-way or easement, commencing at \_\_\_\_\_ and ending at \_\_\_\_\_.

Subdivision: \_\_\_\_\_  
(Lot/Blk) (Bk/Cab) (Pg/SI)

Legal Description: \_\_\_\_\_  
(Section) (Township) (Range)

Full legal description is attached hereto.

<i>Signature Date</i>	<i>Signature and Residence Address</i>	<i>Print Full Name and Property Address</i>	<i>Parcel Number</i>





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**AFFIDAVIT OF CIRCULATOR**

I, \_\_\_\_\_ of \_\_\_\_\_

(Print Name) of Circulator

(Address)

\_\_\_\_\_

(City, State)

\_\_\_\_\_

(Zip)

of (\_\_\_\_\_) County, Arizona, at all times during my circulation of this petition sheet, depose and say that each individual signed this sheet of the foregoing Petition in my presence on the date indicated, and I believe that each signer's name and residence address or post office address are correctly stated, and that each signer owns property within one-quarter mile of the roadway, right-of-way or easement proposed for abandonment and that at all times during my circulation of this signature sheet a copy of the title and text of this Petition was attached to the signature sheet.

\_\_\_\_\_

Date

\_\_\_\_\_

(Signature of Circulator)

STATE OF \_\_\_\_\_)

) ss.

COUNTY OF \_\_\_\_\_)

**SUBSCRIBED AND SWORN** to before me, the undersigned Notary Public, this \_\_\_\_ of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public

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

36"

PINAL COUNTY COVER SHEET FORMAT FOR TENTATIVE/FINAL PLATS

# MAP OF ABANDONMENT FOR "(<PROJECT TITLE>")

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

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

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

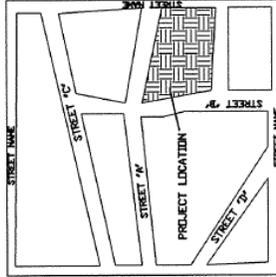
ENGINEER:  
(COMPANY'S NAME)  
STREET ADDRESS  
CITY, STATE ZIP

NOTES  
1.  
2.  
3.  
.  
.  
.  
.

(COVER SHEET ONLY)

BENCHMARK  
(COVER SHEET ONLY)

BASIS OF BEARINGS  
(COVER SHEET ONLY)



VICINITY MAP NTS

**LIEN HOLDER'S RATIFICATION**  
IF ADDITIONAL SPACE IS NEEDED, CAN BE CONTINUED ON SECOND SHEET. ADD CONTINUATION NOTE ABOVE COMPANY BLOCK ON LOWER RIGHT CORNER OF SHEET.  
**ACKNOWLEDGMENT**

LEGEND  
(COVER SHEET ONLY)

LAND SURVEYOR'S CERTIFICATION  
(COVER SHEET ONLY)

APPROVALS  
(COVER SHEET ONLY)

STATE OF ARIZONA  
COUNTY OF PINAL  
2 1/2"  
COUNTY SEAL 5"

**DECLARATION, TITLE WARRANTY  
AND DEDICATION**  
(COVER SHEET ONLY)

**ACKNOWLEDGMENT**

NOTARY PUBLIC  
BY COMMISSION EXPIRES

(CONTINUATION NOTE FOR RATIFICATION (IF APPLICABLE))

ENGINEER COMPANY'S NAME

PROJECT TITLE

00-000-W  
SHEET 1 OF #

DATE PREPARED

24"

1 1/2"