



Engineering Services / realproperty@maranaAZ.gov

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REAL PROPERTY APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS

- Completed application – a separate application is required for each request
- Applicant's written explanation/justification for the application
- Applicable fees, if any ([see comprehensive fee schedule](#)); recording fees are due prior to recordation
- For corporate, LLC, and entity applicants, proof of legal good standing and authorized signer

ADDITIONAL ABANDONMENT SUBMITTAL REQUIREMENT

- Precise identification of right-of-way requested to be abandoned (may require legal description and depiction signed and sealed by a registered land surveyor, at the Town Engineer's reasonable discretion)

ADDITIONAL DEDICATION OR EXCHANGE SUBMITTAL REQUIREMENTS

- Title commitment for the land applicant is dedicating or exchanging ("applicant's land"), current within 60 days ([see requirements](#))
- Legal description of applicant's land, signed/sealed by a registered land surveyor
- Map or depiction of applicant's land, signed/sealed by a registered land surveyor, including (at least):
 - o Scale and north arrow
 - o Boundary lines as described in the legal description
 - o Bearings and distances with at least one tie to a section corner, quarter corner, brass cap or other valid monument with radial bearings
 - o Line and curve data matching legal description
- Legal description closure report for applicant's land
- Phase I environmental report with summary for applicant's land

ADDITIONAL LICENSE SUBMITTAL REQUIREMENTS

- Precise identification of right-of-way requested (may require legal description and depiction signed and sealed by a registered land surveyor, at the Town Engineer's reasonable discretion)
- Scaled location map of proposed right-of-way improvements
- Plans for proposed right-of-way improvements—one set, 11x17 or half size, plus digital copy
- Liability insurance minimum \$1M per occurrence \$2M aggregate naming the Town additional insured, with cancellation notice recipient endorsement (due upon issuance of license)

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Project No. _____

Date Received _____

Revision Date 2/4/2019