



**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY

## Process for Site Plan Dedications and Applicant Requirements

1.) Please submit the following to the Pinal County Real Property Coordinator:

- a. Cover Letter or email stating each **assessor's parcel number (APN)** including the following Information; Project Name, Section, Township, Range, and Contact Information.
- b. Legal Description for dedication, (Exhibit A) and Map of area, (Exhibit B); (8 ½"x 11"), both sealed by a Registered Land Surveyor.
- c. If the Property is held in a Corporation or Entity, please provide a copy of the entity organizational agreement with the authorized signatory.
- d. Current Title Report at applicant's expense.

2.) Upon receiving the above-mentioned information, the *Real Property Coordinator* will:

- a. Prepare the Documents (Warranty Deed(s) and Agreement(s) and send to applicant.
- b. Applicant will sign and notarize document(s) and forward to Real Property Coordinator.
- c. Real Coordinator will send documents for recordation at the Recorder's Office.
- d. Pinal County will submit signed conveying documents to BOS approval.
- e. Once Board has accepted dedication by Resolution, Real Property Coordinator will send applicant a copy.

**Public Works Department**

31 N. Pinal Street, Building F., PO Box 727 Florence, AZ 85132  
T 520-509-3555 Hours: M-F 8:00 am – 5:00 pm F 520-866-6511

[www.pinalcountyaz.gov](http://www.pinalcountyaz.gov)