

**SUBDIVISION PUBLIC REPORT
APPLICATION FORM**

Use this form to submit for a Subdivision Public Report.

This application must be accompanied by:

- 1) Recorded Plat.
- 2) Condominium Declaration and Attorney's Opinion Letter, if applicable.
- 3) Title Report dated within thirty (30) days and Vesting Deed(s).
- 4) Trust Agreement and any amendments thereto if title to the property is held in trust.
- 5) Schedule B Items and Recorded CC&Rs (Covenants, Conditions, and Restrictions) listed in the Title Report.
- 6) Lot Release Provision Letter, if lots are subject to a blanket encumbrance.
- 7) Permanent Access Letter from a title insurance company, land surveyor, or professional engineer.
- 8) Certificate of Approval of Sanitary Facilities (Health Certificate), if the Developer is offering any improvements.
- 9) Water Availability Documents: Certificate of Assured Water Supply, ADWR Water Report, Exemption from Assured/Adequate Water Supply, or proof that the subdivision will receive water from a Designated Provider such as a will-serve letter.
- 10) Notice Confirmation of CAGRD Fee Payment, if the property is enrolled as a Member Land of the CAGRD or is served by a municipal water provider whose service area is currently enrolled as a Member Service Area of CAGRD.
- 11) Flood and Drainage Report/Letter.
- 12) Engineer's Soils Report.
- 13) Articles of Incorporation and Bylaws (HOA).
- 14) Developer/Applicant Entity Formation and Authorization Documents
- 15) Financial Assurances for all improvements if utilities, streets, flood and drainage, street lights, or common areas are not complete.
- 16) Sales Contract and/or Leasing Agreement with Addenda.
- 17) Draft Subdivision Public Report in Microsoft Word format.

Once complete, this application and additional required documents should be submitted through our [Message Center](#).

OWNER/APPLICANT INFORMATION		
Applicant Name(s):		
Mailing Address:		
City:	State:	ZIP:
Telephone:	Email:	
Owner/Applicant's Authorized Contact Person		
Name of Contact Person that Owner/Applicant authorizes the Department of Real Estate to accept and rely upon as accurate and complete all information and documentation provided by the named contact person in conjunction with this application:		
Company Name if different from Owner/Applicant such as a title company:		

OWNER/APPLICANT INFORMATION			
Mailing Address:			
City:	State:	ZIP:	
Telephone:	Email:		
Type of Legal Entity (Select One) Provide all required documents related to the legal entity type:			
<input type="checkbox"/> Limited Liability Company: <ul style="list-style-type: none"> Articles of Organization and any amendments (or Application for Authority if Foreign entity) stamped "FILED" from the Arizona Corporation Commission Certificate of Good Standing, dated no earlier than one year from the date of the application, from the Arizona Corporation Commission If the individual signing on behalf of the LLC is not listed in the Articles of Organization or authorized through the Operating Agreement, then a Company Resolution authorizing them to sign 			
<input type="checkbox"/> Corporation: <ul style="list-style-type: none"> Certificate of Good Standing, dated no earlier than one year from the date of the application, from the Arizona Corporation Commission Company Resolution authorizing the individual signing on behalf of the Corporation 			
<input type="checkbox"/> Partnership: <ul style="list-style-type: none"> Copies of all partnership agreements Proof of registration with the Arizona Secretary of State if any partnership is a limited partnership, foreign or domestic Proof that the individual signing on behalf of the Partnership is a partner 			
<input type="checkbox"/> Trust: <ul style="list-style-type: none"> Copies of all trust agreements Proof that the individual signing on behalf of the Trust is listed in the trust agreement 			
<input type="checkbox"/> Natural Person. <ul style="list-style-type: none"> A.R.S. § 25-502(K) STATES: "Each licensing board or agency that issues professional licenses or certificates shall record the social security number of the licensee or certificate holder in its database in order to aid the Department of Economic Security in locating non-custodial parents or the assets of the non-custodial parents." You must provide the Department of Real Estate with your social security number, however, the number will not be disclosed to anyone other than a representative from another government agency in the course of the representative's official duties. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Legal Name: _____</div> <div style="width: 45%;">SSN: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Signature: _____</div> <div style="width: 45%;">Date: _____</div> </div>			

SUBDIVIDER DISCIPLINARY ACTION DISCLOSURE

The applicant shall disclose whether the owner, agent, subdivider, officer, director or partner, subdivider trust beneficiary holding 10% or more direct or indirect beneficial interest or, if a corporation, any stockholder owning ten 10% or more of the stock in the corporation has one or any of the following.

1) Been convicted of a felony or misdemeanor involving fraud or dishonesty or involving conduct of any business or a transaction in real estate, cemetery property, time-share intervals or membership camping campgrounds or contracts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Been permanently or temporarily enjoined by order, judgment or decree from engaging in or continuing any conduct or practice in connection with the sale or purchase of real estate or cemetery property, time-share intervals, membership camping contracts or campgrounds, or securities or involving consumer fraud or the racketeering laws of this state.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Had an administrative order entered against him by a real estate regulatory agency or security regulatory agency.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Had an adverse decision or judgment entered against him involving fraud or dishonesty or involving the conduct of any business or transaction in real estate, cemetery property, time-share intervals or membership camping campgrounds or contracts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Disregarded or violated this chapter (Title 32, Chapter 20) or the rules of the commissioner pertaining to this chapter (Title 4, Chapter 28).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Controlled an entity to which would cause them to answer "Yes" to any of the above questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered "Yes" to any of the questions above, have you already disclosed the matter to the Arizona Department of Real Estate?	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

- If you have disclosed it, indicate:
- Approximate Date of the Disclosure:
 - Type of Disclosure:

If you have not disclosed it, use the [Disciplinary Document Checklist](#) to ensure that you submit a complete application, to include certified documents related to the disciplinary or criminal proceedings, except that a subdivider shall not be required to obtain and submit a valid Fingerprint Clearance Card. A subdivider that is a natural person will still be required to obtain and submit a valid Fingerprint Clearance Card.

SUBDIVIDER ENTITY DETAILS

Give name and address of all officers, general partners, members, trustees or other persons who exercise control of the entity, including a breakdown of percentage ownership interest of each person/entity owning a 10% or more of any entity listed:

NAME	PERSONAL ADDRESS (Include City, State, ZIP)	PHONE	% OWNERSHIP

If the subdivider is a Subsidiary Corporation, list the name, address, and state of incorporation of the Parent Corporation:

List any of the names of any subdivisions designated in [ARS 32-2181 A\(21\)](#) in which the subdivider, holder of any

SUBDIVIDER ENTITY DETAILS

ownership interest in the land, principal or officer in the holder or subdivider, parent corporation or any of its subsidiaries have been involved within the last five (5) years:

DEVELOPMENT DETAILS

Complete name of subdivision, as shown in the Dedication of the recorded plat map:

Name(s) which will be used in marketing or promotional activity, if different from above (aka):

List the lots or units included in this application:

Plat Map recordation Sequence/Number:

Street Location:

City/Town:

County:

State:

(Note: The owner/applicant is required to disclose the name and business address of the principal broker selling or leasing, within this state, lots or parcels in the subdivision, pursuant to [A.R.S. §32-2181 \(12\)](#))

☐ Owner/Applicant is using a real estate broker

☐ Owner/Applicant is **NOT** using a real estate broker

Name of real estate broker selling or leasing, within this state, lots or parcels in the subdivision. If none, explain why:

Business Address:

City:

State:

ZIP:

Telephone:

Email:

CAGRDR Fees: If the answer to either of the following questions is "yes", include the Notice Confirmation of CAGRDR Fee Payment from the Central Arizona Groundwater Replenishment District (CAGRDR) confirming payment of all fees.

Is the property enrolled as a Member Land of the CAGRDR pursuant to [A.R.S. §48-3774](#)?

☐ Yes

☐ No

If Yes, include CAGRDR FPN#: _____

Will the property be served by a municipal water provider whose service area is currently enrolled as a Member Service Area of the CAGRDR pursuant to [A.R.S. §48-3780](#)?

☐ Yes

☐ No

If Yes, include CAGRDR FPN#: _____

If the land has enrolled as Member Land of the Central Arizona Groundwater Replenishment District (CAGRDR) pursuant to [A.R.S. §48-3772 and 48-3774](#), or if the land will be served by a municipal water provider whose service area is currently enrolled as a Member Service Area of the CAGRDR pursuant to [A.R.S. §48-3772 and §48-3780](#), you must file an application for a Fee Payment Notice with the CAGRDR. Visit the [CAGRDR Website](#) for additional information.

APPLICANT ATTESTATION

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at azleg.gov.

Applicant Signature:

Date:

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.