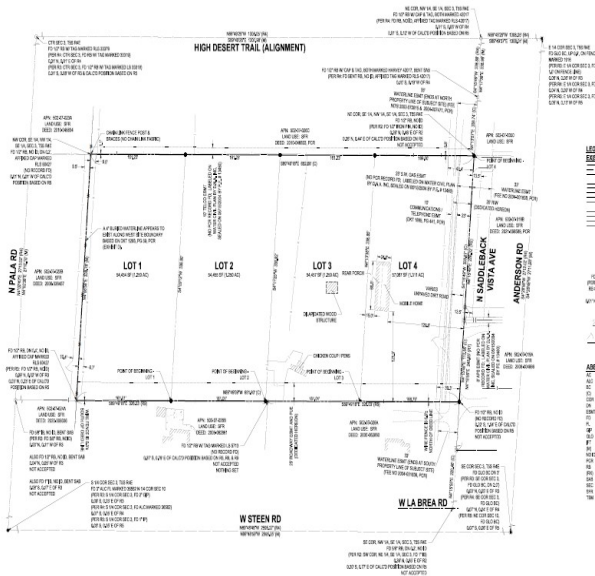


# CITY OF MARICOPA

PROUD HISTORY • PROSPEROUS FUTURE

## MINOR LAND DIVISION OR LOT SPLIT/LOT LINE ADJUSTMENT PROCESS GUIDE



DEVELOPMENT SERVICES  
DEPARTMENT  
39700 W. Civic Center Plaza  
Maricopa, AZ 85138  
Phone: 520.316.6920  
Fax: 520.568.9120  
[www.maricopa-az.gov](http://www.maricopa-az.gov)



## **Subdivision Code, Sec. 17.20.120**

A. The provisions in this section shall apply to any improved or unimproved property not yet recorded, including a lot, parcel, tract, or combination thereof, for the purpose of financing, sale or lease, whether immediate or future, if one of the following conditions exists:

1. Any lot or parcel of land, not a part of a recorded subdivision plat, that has a tax parcel established by the county and is being divided into two or three lots shall be processed as either a lot split or minor land division.
  - a. The division of land whose area is two and one-half acres or less and is being divided into two or three tracts or lots of land for the purpose of sale, lease or conveyance, shall be processed under a lot split request.
  - b. The area of the property to be divided is greater than two and one-half acres, is five lots or less and requires the creation of a public or private street or easement to provide legal access to one or more additional lots, shall be processed under a minor land division request.
  - c. The division of land into more than two parts, or the combination of land from two parts and when the boundaries of such property have been fixed by a recorded plat, shall be processed as a final plat amendment.
  - d. The combination of any size parcels to create a new, single parcel shall be processed as a lot combination, unless part of an existing subdivision.

B. A minor land division and/or lot split does not include the adjustment of a property line, where land taken from one lot is added to an adjacent lot, provided the proposed adjustment does not create a substandard lot. A certificate of correction shall be required if the property line adjustment is for lots within a recorded subdivision plat.

C. An application for a minor land division, lot split and/or lot combination shall be submitted to the zoning administrator prior to any deeds related to a minor land division lot split and/or lot combination with the Pinal County Recorder's office. The city may approve minor land divisions, lot splits and lot combinations administratively.

D. Except where expressly modified or permitted by staff all minor land divisions, lot splits and/or lot combinations shall be in general conformity with the design standards and principles outlined for subdivisions in Chapter [17.30](#) MCC. All lots created by a minor land



division, lot split and/or lot combination shall be designed to conform to the existing zoning and the general plan.

E. If dedicated and/or public improvements are required for minor land divisions, lot splits and/or lot combinations, the applicant shall be responsible for the preparation of a complete set of improvement plans, prepared by an Arizona registered civil engineer, satisfactory to the city engineer for the construction of the required improvements. The plans shall be prepared in conjunction with the minor land division, lot split and/or lot combination map and the requirements outlined in Chapter [17.35](#) MCC.

F. The minor land division, lot split and/or lot combination map shall not be recorded, nor shall any improvement work commence until the city engineer has approved the improvement plans.

G. No minor land division, lot split and/or lot combination, which creates a substandard or nonconforming lot or structure, shall be approved except by council action.

H. If any improvements are required for the minor land division, lot split and/or lot combination pursuant to regulations contained herein, no building permit for any lot created will be issued until such improvements are completed and the work accepted by the city engineer unless the applicant provides construction assurance in a form acceptable to the city attorney as outlined in Chapter [17.35](#) MCC. [Ord. 20-11 §2(14-4-12); Res. 20-31.]



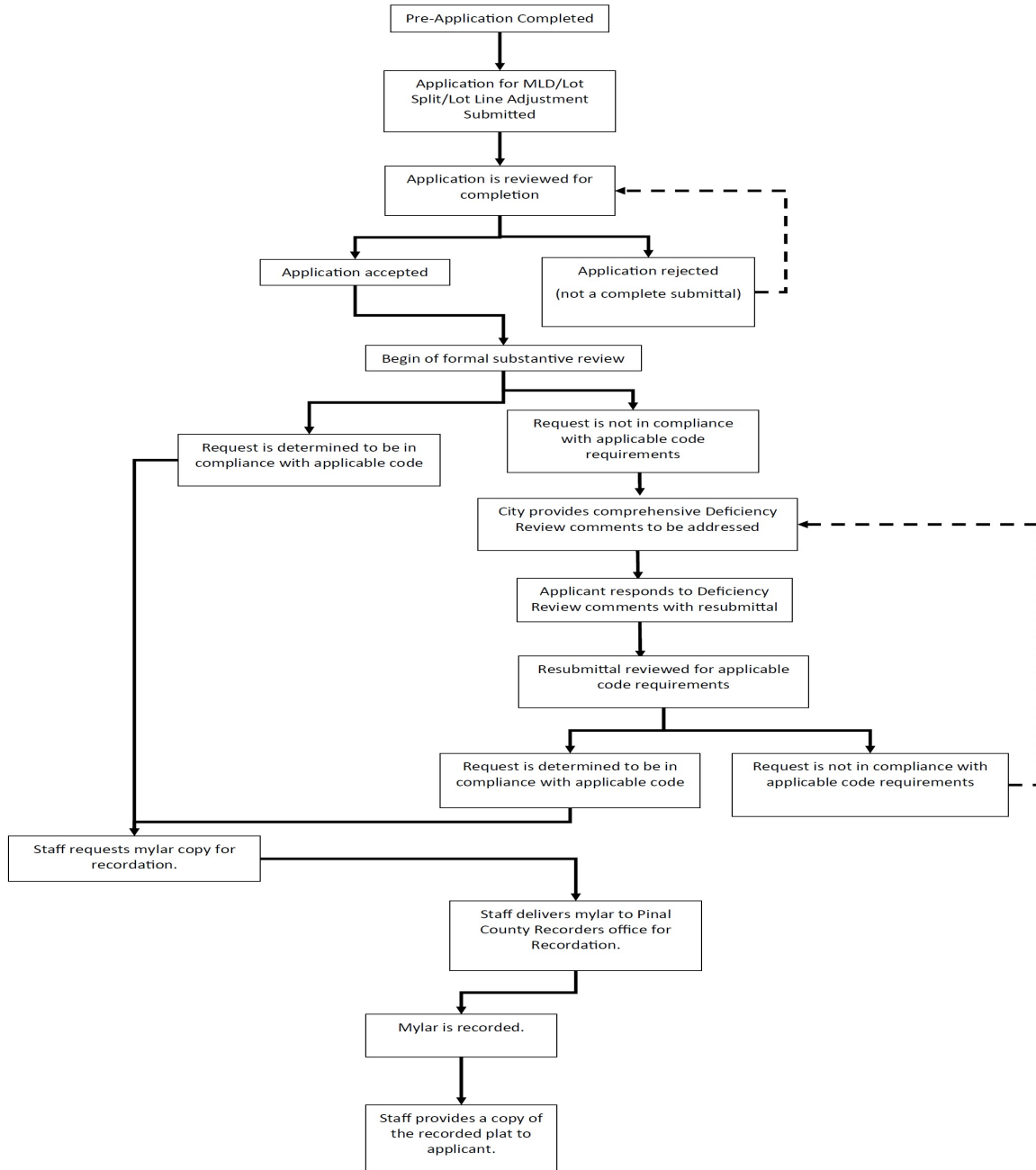
### **How to Apply:**

To complete an application, please click on our [VIP](#) portal. Apply for Lot Split/Lot Line Adjustment. Submit the required documents, plans, and [fees](#). You will be contacted once we have reviewed your submission. For information on application fees and review times see the following links below. For questions, please email us at [dsd@maricopa-az.gov](mailto:dsd@maricopa-az.gov) or call us at 520-316-6920.

- Development Fees – [Click Here](#)
- Plan Review Times – [Click Here](#)



## PROCESS FLOW CHART



## Submittal Requirements:

1. **Project Narrative (required)**
  - Scope of work proposed
  
2. **Minor Division Plans (required)**
  - Names clearly indicated.
  - Name, address, phone number, and seal of Reg. Land Surveyor.
  - Name, address, and phone number of developer/owner.
  - Scale, North point, date of preparation & any subsequent revision dates.
  - Location map showing relation to arterial and collector streets.
  - Surveyed boundaries.

*\*Refer to page 6 for Plat Template*
  
3. **ALTA Survey (required)**
  - No older than 90 days
  
4. **Title Report (required)**
  - No older than 60 days
  
5. **Legal Description (required)**

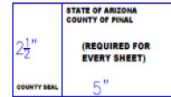


# PLAT MAP TEMPLATE

36"

## RECORD OF SURVEY

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



ACKNOWLEDGMENT

RECORD OWNER: \_\_\_\_\_ SHEET INDEX: \_\_\_\_\_ BASIS OF BEARING: \_\_\_\_\_  
COMPANY NAME  
PROPERTY ADDRESS  
MAILING ADDRESS CORNER SHEET ONLY CORNER SHEET ONLY

DECLARATION

This Minor Land Division is Approved for Recording  
Date: \_\_\_\_\_

BY: \_\_\_\_\_  
City of Maricopa Development Services

BY: \_\_\_\_\_  
City Engineer

LEGAL DESCRIPTION:

LEGEND:

NOTES:

ALL MONUMENTATION SHOWN HEREON WAS ACCEPTED UNLESS OTHERWISE NOTED

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

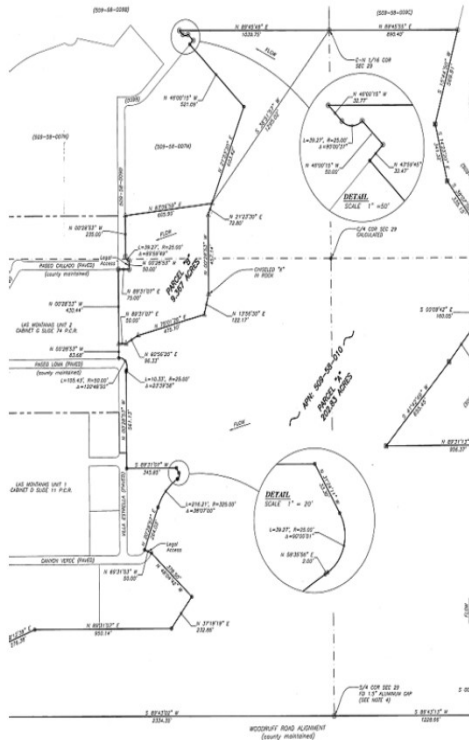
REFERENCE DOCUMENTS:

THIS SURVEY IS SUPPORTED BY THE FOLLOWING RECORD INFORMATION:

- (R)
- (R1)
- (R2)

BENCHMARK:  
CORNER SHEET ONLY

SITE DATA:  
CORNER SHEET ONLY



SURVEY CERTIFICATION:

I HEREBY CERTIFY THAT THIS SURVEY WAS DONE BY ME OR UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

FIELDWORK

DRAWN BY:  
CHECKED BY:  
JOB #  
DATE:



EXPIRES 06/30/2058

SURVEYORS SIGNATURE R.L.S.# DATE

SHEET NO.  
/ OF

MINOR LAND DIVISION SURVEY

COMPANY NAME  
ADDRESS AND INFORMATION

24"

1 1/2"



## REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

### **A.R.S. § 9-832: REGULATORY BILL OF RIGHTS**

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
  - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
  - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832.

