

## MINOR LAND DIVISION OR LOT SPLIT / LOT LINE ADJUSTMENT APPLICATION

### SECTION I: PROPERTY OWNER(S)

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*If more than one owner, attach additional sheet with names, addresses and signatures as requested below**

### SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION

**Applicant** Name: \_\_\_\_\_

Affiliation with Project: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Contact** Name: \_\_\_\_\_

Affiliation with project: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION III: PROPERTY

Request:    Minor Land Division                       Lot Split                       Lot Line Adjustment

Address of property requesting to be split: \_\_\_\_\_

General Location and Assessor's parcel number: \_\_\_\_\_

Current zoning(s): \_\_\_\_\_

General Plan Classification: \_\_\_\_\_

Size of property **before** and **after** split/adjustment: \_\_\_\_\_

If a residential lot split is allowed, how many homes will reside on the property? \_\_\_\_\_

## SECTION IV: SUBMITTAL REQUIREMENTS

Please provide the following (attach additional sheets):

Office

Check-in Use Only	Applicant Checklist	PDF versions of all Submittal materials uploaded to the Portal
<input type="checkbox"/>	<input type="checkbox"/>	Pre-application determinations
<input type="checkbox"/>	<input type="checkbox"/>	Project narrative (scope of work proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Full size surveys (preferably 24" x 36") of the <u>proposed</u> lot split or lot line adjustment: <ul style="list-style-type: none"> <li>• Show property lines, easements and dimensions.</li> <li>• Show all existing improvements i.e. buildings, fences, utilities, etc.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	A <u>current</u> ALTA Survey (no older than 90 days)
<input type="checkbox"/>	<input type="checkbox"/>	A <u>current</u> Legal Description of property and easements
<input type="checkbox"/>	<input type="checkbox"/>	<u>Proposed</u> Legal Descriptions of properties and easements (for each proposed parcel)
<input type="checkbox"/>	<input type="checkbox"/>	Title report (no older than 60 days) verifying the Applicant as property owner
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of number of splits that have historically occurred on this lot
<input type="checkbox"/>	<input type="checkbox"/>	Minor Land Division Fee: \$500 <u>OR</u> Lot Split/Lot Line Adjustment Fee: \$300.00

According to State Law, ARS § 9-463.02, a **subdivision** is created when:

- Property is divided into four or more lots *or*
- If a new street is involved, property is divided into two or more lots *or*
- Property with boundaries fixed by a recorded plat is divided into more than two parts

Additional statutes and ordinances apply, including:

- ARS § 32-2101 *et seq*
- City of Maricopa Subdivision Ordinance § 14-4-11 *Minor Land Divisions and Lot Splits*

I have read this Lot Split/Lot Line Adjustment Application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete. I also attest that I am in compliance with Arizona State Laws as applicable to any requested Lot Split.

---

Signature of Applicant	Print Name	Date
------------------------	------------	------

---

Signature of Property Owner*	Print Name	Date
------------------------------	------------	------

**\*If more than one owner, attach additional sheet with names, addresses and signatures**

OFFICE USE ONLY		
Case #:	Fees:	Receipt #:
Date of Submittal:	Accepted by:	

## PLANNING & ZONING DIVISION

Pursuant to ARS 9-835, the City establishes overall permitting time frames during which the City will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extension's shall not exceed 25% of the overall time frame.

**Please note: These are projected time frames only and may change due to workload and staffing considerations**

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
<b>Administrative Design Review Application</b>	<b>10 days</b>	<b>30 days</b>	<b>40 days</b>
Temporary Use Permit Application	10 days	20 days	30 days
Minor Land Division Application	10 days	10 days	20 days
Sign Permit Application	10 days	10 days	20 days
Lot Split / Lot line Adjustment Application	10 days	20 days	30 days
<b>Temporary Sign Permit Application</b>	<b>5 days</b>	<b>5 days</b>	<b>10 days</b>

**PLANNING & ZONING DIVISION**

<b>Application Type</b>	<b>Administrative Completeness Review</b>	<b>Substantive Review</b>	<b>Total Time Frame</b>
<b>Variance Application</b>	<b>10 days</b>	<b>20 days</b>	<b>30 days</b>
<b>Conditional Use Permit Application</b>	<b>10 days</b>	<b>35 days</b>	<b>45 days</b>
<b>Zone Change Application</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>
<b>Zoning Text Amendment Application</b>	<b>10 days</b>	<b>10 days</b>	<b>20 days</b>
<b>Zoning Permit (Clearance) Application</b>	<b>10 days</b>	<b>10 days</b>	<b>20 days</b>
<b>Annexation Application</b>	<b>10 days</b>	<b>10 days</b>	<b>20 days</b>
<b>Development Review Permit Application (MAJOR)</b>	<b>10 days</b>	<b>35 days</b>	<b>45 days</b>
<b>Development Review Permit Application (MINOR)</b>	<b>10 days</b>	<b>20 days</b>	<b>30 days</b>
<b>Major/Minor General Plan Amendment Application</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>
<b>Comprehensive Sign Plan Application</b>	<b>10 days</b>	<b>25 days</b>	<b>35 days</b>
<b>Planned Area Development Application</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>

**PLANNING & ZONING DIVISION**

<b>Preliminary Plat Application</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>
<b>Preliminary Plat Extension Application</b>	<b>10 days</b>	<b>20 days</b>	<b>30 days</b>
<b>Final Plat Application</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>
<b>Final Plat Amendment/Abandonment Application</b>	<b>20 days</b>	<b>30 days</b>	<b>50 days</b>

\*The City may request additional information or corrections to the application in lieu of denying the request. In this event, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the municipality receives the additional information from the applicant.

## **PERMIT & LICENSE APPLICATION PROCESS**

**1** Customer receives application, Bill of Rights, Time Frames & Checklists online or at City Hall

---

**2** Customer submits complete Application and Fees to Front Counter Representative

---

**3** Front Counter Rep. reviews for initial completeness prior to receiving, then emails reviewing staff of Administrative Review expiration.

---

**4a** City accepts application & provides Substantive Review within overall time frame

**or**

**4b** City rejects incomplete application w/in Administrative Review time frame - notice of deficiencies issued to applicant

---

**5a** City approves application and issues electronic or written approval to applicant

**or**

**5b** City denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur w/in 25% of the overall time frame

---

**6** City issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justifications for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

## 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. § 11-1602: 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. § 11-1603 (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. § 11-1604.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 11-1605 (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. § 11-1605.
  - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 11-1605.
- 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. § 11-1606.
- 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. § 11-1607.
- 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. § 11-1604.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 11-1602.