

Land Division, Land Combination, Lot Line Adjustment Permit

Fee: \$50 per permit application



City of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • www.sedonaaz.gov/cd

Instructions:

- Complete this form and the appropriate attached forms for the county (Yavapai or Coconino).
- In order to ensure that a division/combination of land complies with applicable zoning regulations, does not create land locked parcels and does not constitute a subdivision, a City of Sedona Land Division/Combination Permit must be obtained prior to the division/combination of a parcel.
- When applying for a Land Division Permit, you must fill out a Site Address Request (SAR) for each new parcel (additional fees charged). This form will be kept on file and completed with new addresses assigned once the City of Sedona is notified by the applicable County that the Land Division has been recorded.
- When applying for a Land Combination Permit, proof of ownership may be required for recently purchased parcels that have not yet been updated on the corresponding County's website.
- Property owners are responsible for contacting any HOA or subdivision regulatory bodies in their area to obtain any necessary approvals.
- A pre-application meeting with City Staff may be required to determine submittal requirements.

Primary Contact*:		Application for:	<input type="checkbox"/> Division <input type="checkbox"/> Combination <input type="checkbox"/> Lot Line Adjustment
Phone:		LDP:	
Cell Phone:		Date Rec'd:	
Mailing Address:		Fee Rec'd:	
Email Address:		Initials:	

**The current owner is responsible for any applicable sewer charges for new lots until owner information is updated with the County.*

Property Address/Location:			
Current Parcel Number(s):		New Parcel Number(s):	
Legal Description of existing property**:			

***If legal description does not fit in space provided, please attach to this application.*

SAR Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	SAR:	
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- Attach 2 maps of appropriate scale showing property lines, boundaries, dimensions, bearings and total acreage for existing and proposed parcels.
 - Existing site improvements including buildings, accessory structures and retaining walls should also be shown.
 - Represent current conditions with a solid line (—) and proposed conditions with a dashed line (- - - -).

Legal description of newly created parcel or parcels (May be included as an attachment)

1. Owner:			
Legal Description and Easements:			
Owner Signature :		Date:	

2. Owner:			
Legal Description and Easements:			
Owner Signature :		Date:	

3. Owner:			
Legal Description and Easements:			
Owner Signature :		Date:	

FOR OFFICE USE ONLY			
LDP:	Zoning Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Engineering Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Finance Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Director Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Denial based upon the following findings:			
<input type="checkbox"/> The parcels which would result from the land division do not conform to applicable zoning regulations. <input type="checkbox"/> The division of land would result in a subdivision as defined in the City of Sedona Land Development Code. <input type="checkbox"/> One or more of the resulting parcels is landlocked. <input type="checkbox"/> Other (Specify):			
Zoning Approval	Date		

JUDD W. SIMMONS, ASSESSOR
DAVID "BEAU" BOISVERT, CHIEF DEPUTY

1015 FAIR STREET, PRESCOTT, AZ 86305 PHONE 928.771.3220 – FAX 928.771.3181
10 S. 6TH STREET, COTTONWOOD, AZ 86326 PHONE 928.639.8121 – FAX 928.639.8104



WWW.YAVAPAI.US

1. The names of the individuals holding title on each parcel must match exactly.
2. The deeded types of ownership on the titles must be the same. Example: the owners hold all parcels in joint tenancy, community property, or any other type of estate or interest. If being held as tenants in common, all owners must sign. If held as a trust, owners must sign as trustees of said trust.
3. The tax districts of these parcels must be the same.
4. You must have approval from the City or Town Planning & Zoning department if you live in an incorporated area. If you are in the county, Development Services will approve. The Assessor's Title Department will request approval if the parcel is not in an incorporated area.
5. If one parcel is a subdivision lot parcel and one is a metes and bounds parcel, a letter from the homeowner's association of the subdivision approving the combination is/may be required.
6. If the lots are from different subdivisions, letters from each homeowner's association approving the combination are required.
7. Parcels that have open agreements may be combined. If there is an agreement, both vendor and vendee must be exactly the same on all parcels, and a letter of approval must be submitted from the vendor. Example: Cattleman's Agreements
8. Parcels that are non-contiguous or separated by dedicated rights-of-way cannot be combined.
9. Owners must sign an agent authorization form if an agent is to act on their behalf.
10. Recently recorded transfers must have a conformed copy of the deed attached to the request. This does not apply to current existing parcels.
11. Property taxes must be paid in full prior to existing parcels being deleted from the tax roll.

ASSESSOR'S OFFICE

ONLY Reference: Parcel Number

This combination was rejected because it did not meet the criteria above. Please refer to item # _____ .

Signature of Title Officer

Date

JUDD W. SIMMONS, ASSESSOR
DAVID "BEAU" BOISVERT, CHIEF DEPUTY

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REQUEST FORM TO COMBINE PARCELS

I hereby request that the parcels listed below be combined into a single parcel for tax year _____.

***This request will not be processed unless you:**

1. Must obtain all approvals from incorporated cities and towns.
2. Must have identical ownership on the parcels to be combined.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Acreage
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Will the result of this combination be used to request a permit? Yes No

OWNER'S SIGNATURE _____ Date _____

OWNER'S Signature _____ Date _____

PRINTED NAME (OWNER) _____ Date _____

AGENT* _____ Date _____

*Authorization form must be attached

Phone Number _____ Email _____

Agent Phone Number _____

***NOTE:**

IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING COMBINED, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES. THIS FORM WILL NOT CHANGE ANY PREVIOUSLY RECORDED DOCUMENTS' LEGAL DESCRIPTIONS.

By signing this request you understand the original parcel numbers will have taxes due for _____. The new parcel number assigned will not have a tax bill until the _____ tax year.

_____ Initial

APPROVALS: _____

Date

CHECKLIST FOR ASSESSOR'S OFFICE ONLY

<input type="checkbox"/> Names match exactly on parcels <input type="checkbox"/> Ownership type matches on parcels <input type="checkbox"/> Tax district match on parcels _____ TAC <input type="checkbox"/> Parcels are contiguous <input type="checkbox"/> ALL Taxes must be paid in full prior to approval	Section _____ Township _____ Range _____ Subdivision _____ <input type="checkbox"/> Request form signed by owner <input type="checkbox"/> If agent; agent authorization form
Date of approval/Initials: _____	

CARTOGRAPHER'S USE ONLY

New Parcel Number: _____

Locator Attached

Yavapai County Development Services

Prescott Office
1120 Commerce Drive, Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432



Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

MINOR LAND DIVISIONS PERMIT APPLICATION

The following information is REQUIRED
Please print or type (no pencil)

CURRENT ASSESSOR'S PARCEL NUMBER _____ -- _____ -- _____

PROPERTY ADDRESS: _____

OWNER

NAME _____

MAILING ADDRESS _____

PHONE _____ FAX _____

E-MAIL _____

APPLICANT

NAME _____

MAILING ADDRESS _____

PHONE _____ FAX _____

E-MAIL _____

CONTACT PERSON _____

PHONE _____ FAX _____

E-MAIL _____

Total Number of New Lots Being Created: 2 3 4 5 (For example: If 5 lots are being created from 1 lot, circle 5)

CERTIFICATION: Applicant hereby certifies that information contained in this application and accompanying plans and documents is true and correct. The owner hereby acknowledges that a minor land division permit application that does not comply with one or more of the items listed in Section 546C may still have a minor land division permit issued if the applicant signs and records an acknowledgement that no building permit, zoning clearance or use permit will be issued until the lot, parcel or fractional interest meets the minimum noted requirements.

Signature _____ Date _____

(Applicant)

Comments

CLERK _____

Checklist for dividing (splitting) Land

The following list outlines the necessary steps/items needed for processing a Minor Land Division Permit

Note: The Minor Land Division process is not completed until it is recorded within six months of Development Services approval.

DEVELOPMENT SERVICES:

- Complete application in full and return to Development Services for review.
- A processing fee as adopted by the Board of Supervisors.
- Applicant must be owner on record and must sign (or the authorized representative sign) the forms
- Legal Description of existing Parcel.
- Legal Description(s) of proposed parcel(s) including access and utility easements.
- Preliminary title report or other acceptable document that demonstrates legal access to the parcel(s).
- A statement from an Arizona licensed surveyor or engineer, or other evidence acceptable to the County, stating whether each lot, parcel or fractional interest has physical access that is traversable by a two-wheel drive passenger motor vehicle.
- A “to scale” map, titled “Results of Survey” or similar, with parcel areas and dimensions showing existing and future parcel lines and all easements. The map/survey shall be sized 18” x 24” (at least one 8.5” x 11” copy must be submitted) and of a format acceptable to the County Recorder’s Office. The legal descriptions and the map/survey shall be prepared by an Arizona Registered Land Surveyor. Map to illustrate any improvements (buildings, wells, waste water disposal systems) that may exist and depict distances of all improvements from proposed property lines.
- Notice of deficiencies if any.

NOTICE OF DEFICIENCIES

APN _____

Access:

Zoning:

Undersigned applicant hereby certifies that he/she has read and understands the above information and acknowledges receipt of any other relevant disclosures about the property as prescribed by law. Applicant further states that any deficiencies noted above have been investigated and applicant accepts same.

ACKNOWLEDGEMENT

No building permit, zoning clearance or use permit will be issued until the lot, parcel or fractional interest has removed the above noted deficiencies.

Yavapai County assumes no liability with the required noticing of deficiencies

_____ Date _____
Applicant's Signature

STATEMENT OF ACCESS

The undersigned states as follows:

On _____, I inspected APN _____ - _____ - _____, Lot # _____ and found the properties were _____ were not _____ accessible by a two wheel drive vehicle.

Signature



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT DEPARTMENT

Jay Christelman
Director

CHECK LIST FOR SPLITTING LAND

The following list outlines the necessary steps for processing a Land Division Permit/Split Request. Please be sure to read this list thoroughly and follow all instructions.

NOTE: The Land Division process is not complete until it is recorded and a new parcel number is assigned.

PLANNING & ZONING

- _____ Obtain LDP application and Combination/Split Form
- _____ Complete application **IN FULL** and return to Planning and Zoning for review and approval
- _____ A fee of \$432 per new parcel created is required (e.g. \$864 for 2-way split, \$2160 for 5-way split). For lot splits where no new parcels are created (i.e. lot line adjustment or minor reconfiguration), the fee is \$144 per parcel. For this fee, make checks payable to Coconino County Community Development.
- _____ Applicant must be owner of record and must sign both forms

NOTE: There is generally a minimum two to four week processing period for complete applications. The time period for review could be significantly longer if all information isn't provided, if the information is not clear, or if it is inaccurate.

TREASURER

- _____ Verify that all taxes are paid, have Treasurer's office sign form

NOTE: If parcel being split is newly created and is not on the tax rolls the parcel number from the previous year's tax roll must be provided.

A tax notice from the Treasurer's office should be received each year by October 15. If tax notice is not received, contact their office.

RECORDER

- _____ Original LDP and Combination/Split Form with "live" (not photocopy) signatures for Planning and Zoning, Treasurer, and property owner.
- _____ All paperwork must be legible and make a reproducible copy from microfilm.
- _____ If the required map is larger than 8 1/2" x 14" laws regarding Record of Survey Maps must be followed (for copy of Record of Survey criteria contact the Recorder's office). Book and Page must be referenced on the LDP form.

ASSESSOR

Once the LDP is recorded, the Recorder's office will forward the paperwork to the Assessor's office for processing. The Assessor's office will map the changes and assign new parcel numbers at that time. Reverification of owner's signature, legal descriptions, and map will occur at this time.

LAND DIVISION PERMIT INSTRUCTIONS

1. A Land Division Permit is **REQUIRED** for any division of land into five (5) or fewer separate parcels.

2. The application shall include:

A legal description of the existing parcel and legal descriptions, prepared by a Registered Land Surveyor, of proposed parcels including ALL access and utility easements (see below). The legal description shall include gross and net acreage of all new parcels.

A scale map, prepared by a Registered Land Surveyor, with dimensions showing existing and future parcel lines, existing structures, and all easements. The map shall be of a size and format acceptable to the County Recorder; i.e., 8 ½ x 11, 8 ½ x 14, or 18 x 24.

NOTE: The requirement for use of a Registered Land Surveyor may be waived by the Director of Community Development in areas where sectional descriptions are deemed adequate.

3. **A fee of \$432 per new parcel created is required (e.g. \$864 for 2-way parcel, \$2160 for 5-way split). For lot splits where no new parcels are created (i.e. lot line adjustment or minor reconfiguration), the fee is \$144 per parcel.**

4. An Assessor's Combination/Split Request Form must be submitted with this application.

5. Noticing Deficiencies: Any deficiencies related to legal access or minimum County zoning will not prevent the approval of a Land Division Permit but could prevent the future development of a parcel created by such a permit. All such deficiencies are required to be noticed in full, detailed description in all deeds.

6. Access Easements: For access purposes each building site shall have a minimum 30 ft wide easement or right-of-way. A turnaround with a minimum radius of 25 ft. must be provided at the end of each easement over 150 ft. in length.

NOTE: Specific road standards requiring actual development of roads have been adopted by Coconino County and will be enforced. See Attached.

If you have any questions regarding the application procedures, contact this office at 928-679-8850.