

Land Division, Land Combination, Lot Line Adjustment Permit

Fee: \$50 per permit application



Community Development Department Development Services

102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • Fax: (928) 204-7124

Instructions:

- Complete the Land Division/Combo Permit form and the appropriate 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.
- In addition to the Land Division/Combination 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/Combination has been recorded.
- A pre-application meeting with City Staff is required to determine submittal requirements.

Owner Name*:		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:		Zoning District:	
Current Parcel Number(s):			
Legal Description of existing property**:			

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

HOA Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	SAR Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Existing access and utility easements (if applicable):	

- 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):	
Director's Signature	Date
Applicant Notification (Date):	Initial:
County Records Updated (Date):	Initial:
New Parcel Number(s):	Initial:
Sewer Billing Updated (Date):	Initial:



PAMELA J. PEARSALL, ASSESSOR
DAVID HANSON, 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

AUTHORIZATION TO SPLIT PARCELS

I, the undersigned, hereby request that parcel # _____ be split for the tax year _____ into _____ parcels as shown in Subdivision _____ Lots _____ or in Book _____ and Page _____ of official records recorded in the office of the Yavapai County Recorder. I understand that laws, ordinances and regulations of the State, Cities, and Towns may require additional information and action on my part.

Location of Existing Buildings

And/or configuration of Lots

CURRENT TITLE HOLDER (PLEASE PRINT)

OWNER'S SIGNATURE/AGENT* DATE
***Authorization Form Must Be Attached**

PHONE NUMBER

APPROVED BY DATE

NOTE:

IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING SPLIT, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES.

FOR CARTOGRAPHERS USE ONLY



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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. Obtain all approvals with city and county entities.
2. 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

PLANNING & ZONING CITY OR COUNTY
 You must contact P&Z

APPROVALS: _____
 _____ Date

CHECKLIST FOR ASSESSOR'S OFFICE ONLY

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

CARTOGRAPHER'S USE ONLY

New Parcel Number: _____

Locator Attached



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Guidelines for Combinations of Parcels

1. The names of the individuals holding title on each parcel must match exactly.
2. The type of ownership on the titles must be the same. Example: either 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, the County Planning & Zoning will approve.
5. If one parcel is a lot parcel and one is a metes and bounds parcel, a letter from the homeowner’s association of the subdivision approving the combination is required.
6. If the lots are from different subdivisions, letters from each homeowner’s association approving the combination is 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 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

Site Address Request Form

Fee: \$25.00 per request



Community Development Department Engineering Services

102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 • Fax: (928) 204-7124

Owner Name ¹ :		Request for:	<input type="checkbox"/> Verification <input type="checkbox"/> New <input type="checkbox"/> Change
Phone:		SAR:	
Cell Phone:		Date Rec'd:	
Mailing Address:		Fee Rec'd:	
Email Address:		Initials:	
Current Site Address:			
Requested Site Address:			
Assessor's Parcel Number:			
Subdivision Name:		Subdivision Lot:	
Street Providing Principal Access to Parcel:			

Notes:

- Per City Code 12-20-070(C)(1,2,3,4,5,6), Display of Street Numbers are the responsibility of the property owners and must be per the above referenced City Code. (See back of form)
- A City permit is required for new or replacement mailbox installations on City Rights-of-Way. For information, please contact the Community Development Department, Engineering Services at (928) 204-7111

FOR OFFICE USE ONLY		
SAR:	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Existing Site Address:	Date:	Initial:
New Site Address:	Date:	Initial:
Reason for Denial:	Date:	Initial:
Notifications (Initial and Date when Complete):		
Office	File	Applicant
Police	Fire	GIS
Zoning	Finance	APS
Unisource	Post Office	Water
Century Link	SuddenLink	County Assessor

¹ The person requesting this information must be the legal owner of the property or have power of attorney from the legal owner. If someone other than the legal owner is making this request, you must attach proof of power of attorney and provide alternate contact information.

SCC 12.20.070 Addressing Standards



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C. Display Standards.

1. Address numbers shall be located so as to be legible from the street on which the address is assigned.
2. Numbers shall be legibly marked and contrast with any background material.
3. Where a building is not clearly visible from the street on which it is addressed, its address number shall be posted at the point at which its private driveway meets that street.
4. Where unit numbering is necessary, the property owner of an existing building shall be responsible for posting unit numbers in a logical and appropriate manner within 60 days of adoption of the ordinance codified in this chapter. Where unit numbering is necessary, the property owner of a newly constructed building shall be responsible for posting unit numbers in a logical and appropriate manner no later than the issuance of a certificate of occupancy.
5. It shall be the duty of the property owner of a building to post the correct address number of that building in accordance with those standards within 60 days of adoption of the ordinance codified in this chapter.
6. Any incorrect or improper address number shall be removed and replaced with the correct number by the property owner within 60 days of notification by the city engineer of the correct address. [Ord. 90-21, 10-9-1990; Ord. 2008-05, 6-10-2008. Code 2006 § 12.20.070].