

# Land Division, Land Combination, Lot Line Adjustment Permit Application

Fee: Division or Lot Line Adjustment: \$300  
Combination: \$200



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

**Instructions:**

- Complete this form and the appropriate attached county form (Yavapai or Coconino).
- In order to ensure that a division/combination/lot line adjustment complies with applicable zoning regulations, does not create land locked parcels, and/or does not constitute a subdivision, a City of Sedona Permit must be obtained prior to the division/combination/lot line adjustment 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 County’s website.
- Property owners are responsible for contacting any HOA or subdivision regulatory bodies to obtain any necessary approvals.
- A pre-application meeting with City Staff may be required to determine submittal requirements.

<b>Primary Contact*:</b>		Application for:	<input type="checkbox"/> Division <input type="checkbox"/> Combination <input type="checkbox"/> Lot Line Adjustment
Phone:		LDP:	
Mailing Address:		Date Rec’d:	
<i>City/State/Zip:</i>		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:	
---	------	--

- 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		

## Coconino County Combination/Split Instructions

### **REQUIREMENTS FOR PARCEL COMBINATION/SPLIT**

The following specifications must be met in order to combine/split parcels. This request will **not** be processed if these specifications are not met.

- If the parcels are within a platted subdivision, please contact the planning and zoning division of the appropriate jurisdiction for information about a Subdivision Replat or Amended Final Plat process.
- The parcels must be adjacent.
- Parcels must be in the same tax area.
- Parcels need to be zoned the same.
- Property taxes must be paid in full.
- Complete legal descriptions for parent parcels must be provided.
- Parcels being combined must have identical ownership per County Assessor records.
- If you are conveying a portion of a split property, a deed must be recorded with the Coconino County Recorder's Office (recording fees apply). It is recommended that you record the deed and this document at the same time.
- If there is an encumbrance or deed of trust on any of the parcels being combined or split, it is your responsibility to notify the lending institution of this proposed change.
- There is legal access to the parcel(s) that are being combined/split. There should be physical access that may be obtained by a two-wheel drive car.
- If there is an improvement(s), indicate on which of the newly created parcels the improvement(s) will be located. Provide drawings of improvement location(s).

### **INSTRUCTIONS FOR PARCEL COMBINATION/SPLIT REQUEST FORM**

Sections refer to sections in the Combination/Split Request Form below.

#### **1. Return Address**

Please provide a return mailing address. This address will be used to return this form once the document has been recorded by the Coconino County Recorder's Office (recording fees apply).

#### **2. Split/Combine**

Mark one or both based on what type of action is required. A "lot line adjustment" is both a combine and a split.

#### **3. Parcel Numbers**

List the Assessor Parcel Number(s) being combined or split. Mark the current use of each parcel listed: residential, vacant, agricultural, commercial or rental.

#### **Note:**

- The parcels cannot be part of a horizontal regime or condominium unless the subdivision plat is amended.
- There is a limit to the number of times a parcel can be divided. Coconino County allows a maximum of five (5) divisions. If your parcel is located within a city or town refer to the city planning & zoning for limits. Adjacent parcels or previously sold adjacent land will be counted as part of your land division in determining the number of parcels allowed.

#### **4. Survey Recording Number**

Provide the Recording Number from the recorded survey. This is the number given by the Coconino County Recorder's Office once the survey has been recorded.

#### **5. Approval Signatures**

Once the combination/split form is completed, your application will need to be reviewed by the following government offices.

- First, you must obtain approval by the city or county within whose boundaries the parcels are located.
  - **If** the parcels reside within city boundaries, an approval signature must be obtained by the corresponding planning & zoning department.
  - **If** the parcels are **not** located within city boundaries, you must obtain **and** attach an approved land combination/split or subdivision corrective replat permit issued by Coconino County Community Development.
- Next, you must obtain an approval signature from the Coconino County Treasurer's Office.
- Finally, you will need to record the combination/split form, permit (if within county jurisdiction) and any other supplemental documentation with the Coconino County Recorder's Office (recording fees apply).

#### **6. Owner and Contact Information**

- Print the owners name. The owner name should be EXACTLY the same as it appears in the Assessor's records, i.e. John Smith should be John Smith and NOT John A. Smith, John Smith Jr., John Smith and Jane Smith, John Smith and Jane Doe, John Smith Company or John Smith Trust.
- If the owner on record is a corporation, trust or estate then the Agent for Owner section must be filled out. If there is an agent of an estate, a notarized authorization or a copy of the court order must be attached.
- Provide a contact mailing address, contact phone number and/or an email address.
- Provide signature of owner or Agent for Owner and date signed.

#### **7. Legal Description(s) for Current Parcels**

Provide:

- Street address
- Tax area – Tax area can be found on <http://assessor.coconino.az.gov:82/assessor/web/>. Search and select by parcel number.
- County zoning code – this is only required on property located in the county and not within a city. The county zoning code can be found on the Coconino Parcel Viewer: <https://gismaps.coconino.az.gov/parcelviewer/>. Search the parcel number and select Districts.
- Legal description from the current deed
- Indicate whether there is any existing access and utility easements. If so, please include recorded documents.

Additional parent parcels may be described by attaching sheets continuing the same format.

## 8. Legal Description(s) for New Parcels

Provide:

- Legal description(s) of the new parcel(s).
- Indicate if there are any proposed access and utility easements. If there are any, please include documentation. Dedication of proposed easements must occur through a separate recorded instrument (recording fees apply).
- An address that will be considered by the addressing specialist to be retained for the parcel improvement location and an address for the tax bill.
- Owner address, valuation and tax notices will be mailed to this address.

Additional new parcels may be described by attaching sheets continuing the same format.

### ADDITIONAL INFORMATION

Surveys including the following may be included or recorded (recording fees apply) separately as a reference:

- Original and new parcels
- Easements and Right of Ways for legal and physical access including recording information, on, through or adjoining subject properties
- Improvements

**Note:** Surveys do **not** split the property.

Extra pages for any of the information requested can be attached. Clearly identify the attachment. The phrase "Same as \_\_\_\_\_" can be used any place where it is applicable.

If a sheet is blank and not needed, it does not have to be recorded.

This form **does not** convey title.



**LAND DIVISION COMBINATION/SPLIT REQUEST FORM**

To efficiently process, forms older than October 25, 2019 will not be accepted.

1. **Return Address:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Address City State Zip

2. **As the owner on record, I hereby authorize my parcel to be:**  Split  Combined

3. **List parcel(s) to be combined/split and the current use of each parcel:**

<u>Parcel Number(s)</u>	<u>Residential</u>	<u>Vacant</u>	<u>Agricultural</u>	<u>Commercial</u>	<u>Rental</u>
_____	<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"/>	<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"/>

4. **Survey Recording Number:** \_\_\_\_\_

5. **Approval Signatures:**  
If parcels are located within city boundaries:

City Planning & Zoning \_\_\_\_\_  
Signature Date

If parcels are **not** located within city boundaries no signature is required. However, the owner must attach an approved land combination/split or subdivision corrective replat permit issued by Coconino County Community Development.

Treasurer's Office \_\_\_\_\_  
Signature Date

**6. Owner and Contact Information:**

Parcel #1

---

Owner Name Per Assessor Records

---

Please list Agent Name if Agent for Owner is filing this form. A notarized authorization must be attached.

---

Contact Address	City	State	Country	Zip
-----------------	------	-------	---------	-----

---

Phone Number	Contact Email
--------------	---------------

---

Signature	Date
-----------	------

Parcel #2

---

Owner Name Per Assessor Records

---

Please list Agent Name if Agent for Owner is filing this form. A notarized authorization must be attached.

---

Contact Address	City	State	Country	Zip
-----------------	------	-------	---------	-----

---

Phone Number	Contact Email
--------------	---------------

---

Signature	Date
-----------	------

Parcel #3

---

Owner Name Per Assessor Records

---

Please list Agent Name if Agent for Owner is filing this form. A notarized authorization must be attached.

---

Contact Address	City	State	Country	Zip
-----------------	------	-------	---------	-----

---

Phone Number	Contact Email
--------------	---------------

---

Signature	Date
-----------	------

**7. Legal Descriptions for Current Parcels, may provide attachments:**

Parcel #1

Street Address: \_\_\_\_\_

Tax Area: \_\_\_\_\_ County Zoning Code: \_\_\_\_\_

Legal Description From Deed: \_\_\_\_\_

Existing Access and Utility Easements: \_\_\_\_\_

Parcel #2

Street Address: \_\_\_\_\_

Tax Area: \_\_\_\_\_ County Zoning Code: \_\_\_\_\_

Legal Description From Deed: \_\_\_\_\_

Existing Access and Utility Easements: \_\_\_\_\_

Parcel #3

Street Address: \_\_\_\_\_

Tax Area: \_\_\_\_\_ County Zoning Code: \_\_\_\_\_

Legal Description From Deed: \_\_\_\_\_

Existing Access and Utility Easements: \_\_\_\_\_



**8. Legal Descriptions for New Parcels, may provide attachments:**

New Parcel A

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Proposed Access and Utility Easements: \_\_\_\_\_

\_\_\_\_\_

Street Address (Optional): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
City State Country Zip

New Parcel B

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Proposed Access and Utility Easements: \_\_\_\_\_

\_\_\_\_\_

Street Address (Optional): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
City State Country Zip

New Parcel C

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Proposed Access and Utility Easements: \_\_\_\_\_

\_\_\_\_\_

Street Address (Optional): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_  
City State Country Zip

**JUDD W. SIMMONS, ASSESSOR**

**ANNE D. SPIESS, CHIEF DEPUTY**

1015 FAIR STREET, PRESCOTT, AZ 86305 PHONE 928.771.3220 – FAX 928.771.3181

10 S. 6<sup>TH</sup> STREET, COTTONWOOD, AZ 86326 PHONE 928.639.8121 – FAX 928.639.8104



[WWW.YAVAPAI.US](http://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**

**ANNE D. SPIESS, CHIEF DEPUTY**

1015 FAIR STREET, PRESCOTT, AZ 86305 PHONE 928.771.3220 – FAX 928.771.3181

10 S. 6<sup>TH</sup> STREET, COTTONWOOD, AZ 86326 PHONE 928.639.8121 – FAX 928.639.8104



[WWW.YAVAPAI.US](http://WWW.YAVAPAI.US)

### REQUEST FORM TO COMBINE PARCELS

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

**If parcels lie within a city or town limit, it is your responsibility to obtain approval from their respective development services division prior to Yavapai County combining the parcels.**

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  *Keep email private per A.R.S. §11-423*

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.

**NOTE:** A.R.S. § 42-13301 & 42-13302 govern limited property value (LPV) calculations for real property. Lot line adjustments may trigger a recalculation of your LPV and a possible change to your property tax bill.

\_\_\_\_\_ Initial

**DEVELOPMENT SERVICES (City/Town/County)**

**APPROVALS:** \_\_\_\_\_

**Date**

### CHECKLIST FOR ASSESSOR'S OFFICE ONLY

- Names match exactly on parcels
- Ownership type matches on parcels
- Tax district match on parcels \_\_\_\_\_ TAC
- Parcels are contiguous
- ALL Taxes must be paid in full prior to approval

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Subdivision \_\_\_\_\_

- Request form signed by owner
- If agent; agent authorization form

Date of approval/Initials: \_\_\_\_\_

### CARTOGRAPHER'S USE ONLY

New Parcel Number: \_\_\_\_\_

Locator Attached



[WWW.YAVAPAI.US](http://WWW.YAVAPAI.US)

PAMELA J. PEARSALL, ASSESSOR  
DAVID HANSON, CHIEF DEPUTY

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



### 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***