



# CITY OF PRESCOTT

COMMUNITY DEVELOPMENT DEPARTMENT  
201 SOUTH CORTEZ (928) 777-1207  
P.O. BOX 2059 Fax (928) 777-1258  
PRESCOTT, AZ 86302 TDD (928) 777-1100

DATE RECEIVED: \_\_\_\_\_

## LAND SPLIT APPLICATION # \_\_\_\_\_

### 1. Complete the following:

**REQUEST:** \_\_\_\_\_ **Adjust lot lines**  
\_\_\_\_\_ **Divide property into** \_\_\_\_\_ **parcels.** Present Zoning: \_\_\_\_\_

LEGAL OWNER:	APPLICANT/AGENT: (if other than legal owner)
Print Name _____	Print Name _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Phone _____	Phone _____
Signature: _____	Signature: _____

Subject property address: \_\_\_\_\_

County Assessor's parcel # of existing property \_\_\_\_\_; \_\_\_\_\_  
\_\_\_\_\_;

Township/Range/Section T \_\_\_\_ R \_\_\_\_ S \_\_\_\_

Legal description of new parcels (Please attach). Legal description of existing property. (Attach)

It is understood by the applicant that approval of the lot split of the above described property by the City of Prescott does not constitute a split of the property, but merely a consent to the manner in which the lot is split for future use to comply with Zoning and Engineering requirements.

### 2. Pay Filing Fee per Fee Schedule. Make checks payable to the City of Prescott.

**Filing Fee:** \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Staff use only: Received by: \_\_\_\_\_

Approval of Planning & Zoning Division by: \_\_\_\_\_ Date \_\_\_\_\_

Approval of Engineering Division by: \_\_\_\_\_ Date \_\_\_\_\_

Date map of survey recorded: \_\_\_\_\_

3. **Submit** (8) folded copies of Map of Survey, prepared by a registered land surveyor, containing a certificate as to accuracy, and his seal displaying the following:
  - A. Vicinity of parcel.
  - B. Property lines and dimensions, street names and outline of parcels to be split.
  - C. New yard setback dimensions from all existing buildings to the new property lines.
  - D. Any docket, book and page numbers from past dedications or lot splits.
  - E. Current lot area and proposed lot areas in square feet.
  - F. Zoning of site.
  - G. Signature Approval Title Blocks for the Planning Manager and Public Works Director.
6. Submit a current title report (done within the last 30 days).
7. **Complete** and **Submit** the attached Certification for Land Split.
8. **Submit** two mylar reproducible copies of the Map of Survey when requested by the Planning Department.
9. **Recording fee:** \$28.00 check made payable to Yavapai County.

**Review time** from the time of application submittal to approval/denial is generally about 2 weeks. The review is done by the Planning and Engineering Departments. Lot Split applications are generally approved if they comply with the City Code, which states that the maximum land area to be split is 2-1/2 acres in size, and the Zoning Code requirements which include minimum lot width, area and street frontage.

## CERTIFICATION FOR LAND SPLIT

I/We the undersigned hereby certify as owner/agent that the property located at

Address \_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel No. \_\_\_\_\_

is not encumbered or obligated by recorded agreement, condition, covenant or restriction that would prohibit the intended lot split; and that I/we understand that approval of the Planning and Zoning Division is subject to all other easements, encumbrances, etc. or restrictions which may apply to said property by virtue of any City ordinances and/or state law and deed restrictions. The City takes no responsibility for said restrictions or requirements and that the burden to comply with such restrictions lies solely with the property owner and/or applicant.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(owner)

\_\_\_\_\_  
(agent)

SUBSCRIBED AND SWORN / AFFIRMED TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

NOTARY: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

## LAND SPLIT APPLICATION CHECKLIST

(to be completed by the Planning Department)

- A. Request submitted in writing, including drawing of proposed split? Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Zoning: \_\_\_\_\_ Minimum lot area required \_\_\_\_\_
- C. Previous lot splits? Date(s) of split(s) \_\_\_\_\_  
Note: Lot splits before January 1, 1974 have grandfathered status for number of splits, but does not preclude zoning requirements for area and frontage.
- D. Lot boundaries/shape verified with parcel map? Yes \_\_\_\_\_ No \_\_\_\_\_
- E. Lot area calculated?  
Existing \_\_\_\_\_ Proposed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- F. Street frontage? (50' required on dedicated right-of-way)  
Existing \_\_\_\_\_ Proposed \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- G. Setbacks on existing/proposed buildings conform to proposed property lines?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- H. Within flood plain? Yes \_\_\_\_\_ No \_\_\_\_\_
- I. Private conditions, covenants or restrictions which prohibit? Yes \_\_\_\_\_ No \_\_\_\_\_
- J. Does the proposed split constitute a subdivision under ARS 9-463.02 or City Ordinance 1619 (Section 12-2-2)? Yes \_\_\_\_\_ No \_\_\_\_\_

After review, Parcel No. \_\_\_\_\_ may/may not be split into \_\_\_\_\_ parcels of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ sq. ft. each as shown on attached drawing.

Approved/Denied by \_\_\_\_\_ Date \_\_\_\_\_

Staff comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_