



CITY OF PRESCOTT

LAND SPLIT/REPLAT SUBMITTAL CHECKLIST

IN ORDER TO SUBMIT THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER. TO SCHEDULE A MEETING PLEASE CALL 928-777-1207.

RE#: _____ **Subdivision Name:** _____

LS#: _____ **Subdivision Unit:** _____ **Subdivision Phase:** _____

Assessor's Parcel Number(s): _____

No application will be accepted unless it is complete including, but not limited to, the following:

- A copy of the Pre-Application Conference Letter. PAC# _____
- Application stating the request and the proposed development, the Assessor's Parcel number, application signed and dated, indicating whether the applicant is the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization. (Refer to Page 2)
- A completed and notarized "Certification for Land Split" form (Refer to page 3)
- Six (6) **FOLDED** copies of the Land Split and/or Replat "Map of Survey". (Minimum size 24" X 36") including all information specified in the *Land Development Code*, Article 9.10.5. (Refer to "*Submittal Requirements*" page 4)
 - One (1) 8 ½" X 11" xerographic reduction or photo reduction of the Land Split/Replat.
 - An electronic file of the Land Split and/or Replat in a .pdf format.**
- One (1) copy of the legal description of the property with surveyor's seal and an electronic copy of the legal description in "**Word**" format.
- Current title report, when requested by the staff planner (done within the last 30 days)
- Completed Water Service Agreement (if increasing density) (Refer to Pages 5-8)

NOTE: A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER AND A RECEIPT FOR THE FILING FEE WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION. PLEASE ALLOW A MINIMUM OF THIRTY (30) WORKING DAYS FOR REVIEW AND APPROVAL/DENIAL OF THE PROJECT.



LAND SPLIT/REPLAT APPLICATION

LS# _____

RE# _____

Subdivision Plat Name: _____

Current Assessor's Parcel Number (s)(APN): _____

Township _____ Section _____ Range _____ Zoning: _____

		<i>For Staff Use Only</i>
Owner Name & Address: _____ _____ _____ Phone: _____ Fax: _____ Email: _____		Date Received: _____ Taken In By: _____ Assigned To: _____ Date Application Complete: _____
Applicant/Agent Name & Address (If different than property owner, Agent letter must accompany submittal): _____ _____ _____ Phone: _____ Fax: _____ Email: _____		Fees & Charges: _____ Receipt #/Date: _____ P&Z Study: _____ P&Z Vote: _____ Council Study _____ Council Vote: _____
Location of Property(Address): _____ Description of request: _____ _____ Total Acres: _____ Total Lots: _____ Min. Lot Size: _____ Max. Lot Size: _____ Average Lot Size: _____ Existing Zoning: _____ Is project in a Reimbursement District: _____ If yes, what type: _____		
_____ Name		_____ Signature
		_____ Date



CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
 201 S. Cortez, Prescott, AZ 86301 (928) 777-1356

CERTIFICATION FOR LAND SPLIT

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

_____ Address _____

_____ City _____ State _____ Zip _____

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 Name (Print) _____ Owner Signature _____

_____ Agent Name (Print) _____ Agent Signature _____

Subscribed and sworn/affirmed before me this _____ day of _____, 20_____.

Notary: _____

(Seal)

My Commission Expires: _____

LAND SPLIT/REPLAT SUBMITTAL REQUIREMENTS
Land Development Code, Article 9.10.5/Article 7.9 (LDC)

LAND SPLITS

A land split as defined in the Land Development Code means the division of improved or unimproved land whose area includes 2.5 acres or less into 2 or 3 tracts or parcels of land for the purpose of sale or lease, which would not otherwise be deemed a subdivision such as where new streets or accesses are proposed. Cumulative creation of 4 or more parcels created by land split shall be subject to the procedures of Sec. 9.10.9, Subdivision Plat Review.

All Land Splits shall be processed in accordance with Section 9.10.7 of the *Land Development Code (LDC)*, as well as those listed in Section 7.9, where applicable.

ADMINISTRATIVE REPLATS

The following activities shall be considered a “replat” and require an application in accordance and processing with the Final Plat procedures of Section 9.10.9B, but may be administratively approved by the Community Development Director. Notwithstanding the above, the Community Development Director may request and the City Council may direct that any replat request be acted on by Council.

- The joining or merger of lots in a recorded subdivision;
- Any joining of lots and subsequent division of those lots in a recorded subdivision which result in no increase in the total number of lots in that subdivision;
- Any changes in lot lines, which result in only nominal increases or decreases of lot sizes; or
- Any nominal changes in the location of streets, easements, and other public right-of-way.

REVIEW PROCEDURES

Prior to the submission of an application, applicants shall meet with the Community Development Department and Engineering Services Department Staff in a pre-application conference (PAC) unless waived by the Community Development Director. The purpose of the conference is to respond to any questions that the applicant may have regarding the application. At the pre-application conference, a land planner, engineer or surveyor may represent the applicant.

The applicant shall file all information listed on page 1 of the application including, the Map of Survey, prepared by a registered land surveyor, containing a certificate as to accuracy, and his seal displaying the following:

- Vicinity Map
- Property lines and dimensions, street names and outline of parcels to be split
- New yard setback dimensions from all existing buildings to the new property lines
- Any docket, book and page numbers from past dedications or lot splits
- Current lot area and proposed lot areas in square feet
- Zoning of site
- Signature approval Title Blocks for the Community Development Director and Public Works Director

The Community Development Director shall in consultation with Engineering Services review Land Splits and/or Replats and either approve, approve with conditions, deny the application or refer it to City Council for action.

After the Land Split and/or Replat has been approved by the Community Development Director you will be contacted to submit two (2) mylar reproducible copies of the “Map of Survey” along with a Recording fee of \$24.00 for the first page and \$20.00 for each additional page. Please do not submit mylar copies and recording fees for the Land Split and/or Replat until you are requested to do so from the staff planner.

ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.

I. The licensing application may be in either print or electronic format.