



CITY OF PRESCOTT

LAND SPLIT/REPLAT SUBMITTAL CHECKLIST

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

- Pre-Application Conference Letter.
- Land Split and/or Replat "Map of Survey.
- For lot splits only. 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)
- Fee. (Please refer to Fee Schedule)

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.