



MINOR SUBDIVISION

CASE# \_\_\_\_\_

Legal Owner / Agent: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Signature of Owner/Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

- Creates three (3) lots or less
- Creates four (4) lots &/or as defined within ARS §9-463.02

Name of Minor Subdivision: \_\_\_\_\_  
 General Location: \_\_\_\_\_  
 Existing General Plan Land Use Designation: \_\_\_\_\_  
 Existing Zoning: \_\_\_\_\_ Gross Acreage: \_\_\_\_\_  
 Existing Use: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_

**Staff Comments will be returned to the applicant (Contact Person) at the time of the review meeting setup by staff and/or by E-mail.**

**ALL SUBMITTALS MUST INCLUDE THE FOLLOWING:**

- Narrative
- Legal Description of Property and current Assessor's Parcel Number(s)
- Owner Authorization Letter (if applicable)
- 5 Copies of the Minor Subdivision (24"X 36", folded) scaled not less than 1" to 100' with a north point indicator; signed and dated seal of a Registered Land Surveyor (RLS) showing:
  - Name of Subdivision, Boundary line of Real Property with dimensions, signature blocks
  - Location Map including area (at minimum) within one-half mile of the property
  - Location, identification and dimension of existing and proposed:
    - Topographic contours at minimum of 2', adjacent streets
    - Onsite streets, driveways, sidewalks, loading areas, bikeways, fences, buildings and structures including building heights as applicable
- 5 copies of a Title Report (no older than 60 days) if applicable
- 5 copies of an ALTA Survey (no older than 90 days)

***\*\*All Submittal Requirements are Dependent upon the determination of the Zoning Administrator\*\****

Date of Pre-Application Meeting: \_\_\_\_\_

Name of Planner: \_\_\_\_\_

Fees: Minor Subdivision \$300 + Recording Fee  
Subdivision \$1000 (as defined per ARS §9-463.02)

Total: \_\_\_\_\_

Fee Paid

Check Number: \_\_\_\_\_

Received By: \_\_\_\_\_