



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: _____

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*****

- ☐ 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.**

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: _____