App: _____

Recv'd: _____

MINOR LOT DIVISION

City of Sierra Vista
1011 N. Coronado Drive
Sierra Vista, Arizona 85635

Information: (520) 417-4413
Inspections only: (520) 452-7019
Fax No: (520) 452-7023

According to A.R.S. §9-463.01(T), cities may regulate land splits within its jurisdictional boundaries. The state law gives the City authority to determine the division lines, area, and shapes of the parcels. Neither a preliminary plat or a final plat is required but the resulting tracts, parcels, or lots, shall conform to applicable zoning requirements and other government codes and ordinances.

▲▲

Applicant: _____   Date: _____

Mailing Address: _____   Project Address: _____

City/State/Zip: _____   Tax Parcel ID No: _____

Email: _____   Total Parcels After Split: _____

Telephone No: _____   Property Zoning: _____
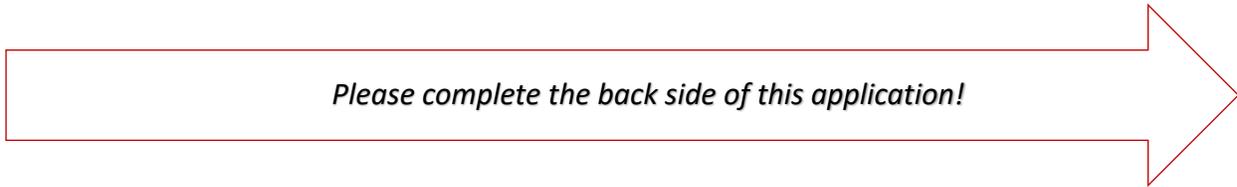
Brief Description of Proposed Split(s):

_____

_____

Supplemental Documents (REQUIRED):

New Proposed Parcel Boundary Map

Legal Description(s)

 Access/Building Setback Map

I agree that the information provided above is correct and true. I understand the responsibility for code compliance rests with the applicant.

Signature: _____   **Date:** _____

Signature of subject property owner or authorized representative of said owner is required for minor lot division approval

Please complete the back side of this application!

▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲ STAFF SECTION ▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲▲

Approval (Planning):	Approval (Engineering):
Com. Dev. Director: _____	City Engineer: _____
Date: _____	Date: _____

Created April 2020

MINOR LOT DIVISION

APPLICANTS: Please <u>read and checkmark</u> each of the boxes below to indicate that you meet all required submittal conditions. If you are unsure whether your proposed lot division meets the requirements, please contact the Community Development department at (520) 417-4413 or planning@sierravistaaz.gov.

▲▲

Applicability

Sierra Vista Development Code Section 151.19.008.A *Minor Lot Divisions – Applicability*

Each of the following shall be a minor subdivision subject to the requirements of the article:

> 1. The division of improved or unimproved land whose area is 2.5 acres or less into 2 or three lots or parcels for the purpose of sale or lease, where no new street is involved;
>
> 2. The division of improved or unimproved land for the purpose of sale, or lease, whether immediate or future, into 2 parts, where the boundaries of such property have been fixed by a recorded plat;
>
> 3. Lot line adjustments, whether or not a new lot is created;
>
> 4. Lot Ties, where two existing lots are joined by the removal of a lot line.

Pre-Submittal Meeting

Sierra Vista Development Code Section 151.19.008.B.1 *Minor Lot Divisions – Review, Approval, and Recordation*

> 1. A pre-application meeting is required prior to the formal submittal of the minor lot division application. The pre-application meeting provides an opportunity for the City and the applicant to review and exchange information regarding a proposed minor lot split prior to the preparation and formal submittal of a subdivision plat application.

Application Compliance Requirements

Sierra Vista Development Code Section 151.19.008.B.2.c *Minor Lot Divisions – Review, Approval, and Recordation*

> 1. Does not constitute a subdivision as defined in A.R.S. § 9-463.02(A) which would require compliance with subdivision platting requirements as stated in Section 151.19.004 of this Code.
>
> 2. Results in tracts or parcels which conform to the minimum lot size requirements of the property's zoning district;
>
> 3. Provides access to the proposed tracts, parcels, or lots in accordance with Section 151.08.006 of this Code;
>
> 4. Results in all existing buildings complying with the setback requirements of the property's zoning district.

I agree that the information provided above is correct and true. I understand the responsibility for code compliance rests with the applicant.

Signature: _____   Date: _____

Signature of subject property owner or authorized representative of said owner is required for minor lot division approval