

Yavapai County Development Services

Prescott Office
1120 Commerce Drive, Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432



Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

MINOR LAND DIVISIONS PERMIT APPLICATION

The following information is REQUIRED
Please print or type (no pencil)

CURRENT ASSESSOR'S PARCEL NUMBER _____ -- _____ -- _____

PROPERTY ADDRESS: _____

OWNER

NAME _____

MAILING ADDRESS _____

PHONE _____ FAX _____

E-MAIL _____

APPLICANT

NAME _____

MAILING ADDRESS _____

PHONE _____ FAX _____

E-MAIL _____

CONTACT PERSON _____

PHONE _____ FAX _____

E-MAIL _____

Total Number of New Lots Being Created: 2 3 4 5 (For example: If 5 lots are being created from 1 lot, circle 5)

CERTIFICATION: Applicant hereby certifies that information contained in this application and accompanying plans and documents is true and correct. The owner hereby acknowledges that a minor land division permit application that does not comply with one or more of the items listed in Section 546C may still have a minor land division permit issued if the applicant signs and records an acknowledgement that no building permit, zoning clearance or use permit will be issued until the lot, parcel or fractional interest meets the minimum noted requirements.

Signature _____ Date _____

(Applicant)

Comments

CLERK _____

Checklist for dividing (splitting) Land

The following list outlines the necessary steps/items needed for processing a Minor Land Division Permit

Note: The Minor Land Division process is not completed until it is recorded within six months of Development Services approval.

DEVELOPMENT SERVICES:

- Complete application in full and return to Development Services for review.
- A processing fee as adopted by the Board of Supervisors.
- Applicant must be owner on record and must sign (or the authorized representative sign) the forms
- Legal Description of existing Parcel.
- Legal Description(s) of proposed parcel(s) including access and utility easements.
- Preliminary title report or other acceptable document that demonstrates legal access to the parcel(s).
- A statement from an Arizona licensed surveyor or engineer, or other evidence acceptable to the County, stating whether each lot, parcel or fractional interest has physical access that is traversable by a two-wheel drive passenger motor vehicle.
- A “to scale” map, titled “Results of Survey” or similar, with parcel areas and dimensions showing existing and future parcel lines and all easements. The map/survey shall be sized 18” x 24” (at least one 8.5” x 11” copy must be submitted) and of a format acceptable to the County Recorder’s Office. The legal descriptions and the map/survey shall be prepared by an Arizona Registered Land Surveyor. Map to illustrate any improvements (buildings, wells, waste water disposal systems) that may exist and depict distances of all improvements from proposed property lines.
- Notice of deficiencies if any.

NOTICE OF DEFICIENCIES

APN _____

Access:

Zoning:

Undersigned applicant hereby certifies that he/she has read and understands the above information and acknowledges receipt of any other relevant disclosures about the property as prescribed by law. Applicant further states that any deficiencies noted above have been investigated and applicant accepts same.

ACKNOWLEDGEMENT

No building permit, zoning clearance or use permit will be issued until the lot, parcel or fractional interest has removed the above noted deficiencies.

Yavapai County assumes no liability with the required noticing of deficiencies

_____ Date _____
Applicant's Signature

STATEMENT OF ACCESS

The undersigned states as follows:

On _____, I inspected APN _____ - _____ - _____, Lot # _____ and found the properties were _____ were not _____ accessible by a two wheel drive vehicle.

Signature