



## Minor Land Division & Lot Line Adjustment Application

City of Show Low  
180 N. 9<sup>th</sup> Street  
Show Low, AZ 85901  
Phone: (928) 532-4040  
Fax: (928) 532-4059

### For Office Use Only

Date received: \_\_\_\_\_

Time received: \_\_\_\_\_ AM/PM

Received by: \_\_\_\_\_

(Title 17.15.060 of the City of Show Low Land Development Ordinance)

**IMPORTANT NOTICE:** Please complete this application after a review of the above referenced section of the Land Development Ordinance and the City Zoning Ordinance. If you have questions regarding this process and/or its requirements please contact the Planning and Zoning Department at (928) 532-4040.

**This application must be submitted with a site plan of the proposed minor land division or lot line adjustment that includes the following;** Dimensions of the proposed lots, any existing structures located on the properties, dimensions from any structures to all proposed property lines, and the location and dimensions of any easements on the property.

**Select one:**                      **Lot Combination**                      **Lot Split**                      **Lot Line Adjustment**

### Owner Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Information (if different)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Property Information

Property Address #1: \_\_\_\_\_ Assessor's Parcel #1 (A.P.N.): \_\_\_\_\_

Property Address #2: \_\_\_\_\_ Assessor's Parcel #2 (A.P.N.): \_\_\_\_\_

Property Address #3: \_\_\_\_\_ Assessor's Parcel #3 (A.P.N.): \_\_\_\_\_

### Certification

I hereby certify that I am the property owner and have read and examined this application and know the same to be true and correct. The property owner should check any deed restrictions or C.C.&R.s that may be applicable to the property. The City of Show Low is not responsible for any deed restrictions or C.C.&R.s or their enforcement.

Property Owner: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Staff Review

- ☐ It appears that the submitted minor land division or lot line adjustment **MEETS** the requirements as outlined in City Code.
- ☐ It appears that the submitted minor land division or lot line adjustment **DOES NOT** meet the requirements as outlined in City Code. The city reserves the right to record a notice on the property indicating the property does not meet City Code and a building permit may not be issued until such time as the property meets City Code.

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Title 17.15.060. Minor land divisions and lot line adjustments**

- (a) Prior to recording any minor land division or lot line adjustment, the owner of the subject property shall present the proposed division or adjustment to city staff for review. The purpose of this review is to determine compliance with applicable city codes in affect at the time of the proposed minor land division or lot line adjustment. The applicant shall provide documentation necessary to determine the type and extent of the proposed minor land division or lot line adjustment.
- (b) Following review by staff, if the proposed division or lot line adjustment is determined to meet all applicable city codes, staff shall notify the owner and shall indicate that the request has been reviewed and that all applicable codes appear to be met.
- (c) Following review by staff, if the proposed division or lot line adjustment results in a lot or lots which do not meet applicable city codes in effect at the time of the proposed minor land division or lot line adjustment, staff shall notify the owner and outline any noted deficiencies and possible solutions.
- (d) Should the owner of the subject property record a division or lot line adjustment which does not meet city code at the time the change is made, the city reserves the right to record a notice on the property indicating the property does not meet city code and a building permit may not be issued until such time as the property meets city code. (*Ord. No. 2019-02, § 1, 2-5-19. 1976 Code § 12-2-6*)