



City of Apache Junction
Development Services Department
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 474-5083
www.ajcity.net



Land Split/Minor Land Division Application

City of Apache Junction
Development Services Department
<http://www.apachejunctionaz.gov/81/Development-Services>

GUIDELINES AND REQUIRED INFORMATION

Guidelines

1. The purpose of the land split map/minor land division review is to determine the appropriateness of the access and lot design with respect to the contours of the land, to determine if the setbacks of existing development are being rendered nonconforming with the creation of new lot lines, to determine if a subdivision is being created, and to determine whether or not the proposed land division conforms with city policies and ordinances.
2. Pre-application conference. The applicant shall present his or her proposal to the planning division, which shall advise the applicant of specific public objectives, standards and regulations related to the property and the procedure for land split review.
3. All land splits/minor land divisions shall be consistent with the City of Apache Junction General Plan, Zoning Ordinance, and Subdivision and Minor Land Division Regulations. They shall also comply with all of the requirements of the specific zoning district in which the lots or parcels are located.
4. No land splits/minor land divisions shall result in more dwelling units than are permitted by the zoning district in which the lots or parcels are located.
5. No land split/minor land division shall result in a split zoning classification on a single lot or parcel.
6. No land split/minor land division shall result in the creation of a non-conforming structure or use.
7. No land split/minor land division shall result in a lack of legal access, as defined by city standards, to any lots or parcels created by the division.
8. The director shall render a decision to approve or reject the application of the proposed land split/minor land division.
9. The city shall record the land split/minor land division map with the county recorder's office within sixty (60) days of approval. The owner/applicant shall record a deed for the new land split/minor land division within one (1) year of division map approval. Failure to record the new deed(s) within one (1) year of approval shall render the approved land split/minor land division map null and void.
10. The land split/minor land division map shall be submitted to the county's Assessor office for the issuance of new parcel numbers.

Required Information

The land split/minor land division map shall show or contain the following information:

- ☐ A title to read: "Apache Junction Land Split Map P-XX-XX-LSM";
- ☐ Graphic and written scale, north indicator, and date of preparation;
- ☐ Legal description of the parent parcel, and each proposed new lot;
- ☐ Location and description of existing and proposed monuments to which all bearings, dimensions, angles and similar data shall be referenced. Such data shall be tied to the city datum system;
- ☐ Boundaries of the property fully balanced and closed, showing all bearings

and distances (in feet and decimals thereof), determined by an accurate survey in the field. Boundary closure calculations are required with error of closure;

- ☐ By note or a legend, identify any symbols used on the map;
- ☐ Bearings and dimensions of all existing parcel lines and proposed lot lines, with each new lot identified by letter and indicating the net area in square feet of each lot;
- ☐ Name, course, length and width of existing and proposed street dedications;
- ☐ Location, length; and width of existing access, utility, public service and drainage easements. No more than one lot or parcel may be granted a private access easement across another abutting lot;
- ☐ The identification of adjacent subdivisions and land split maps by record data;
- ☐ Flood zone information and delineation on the map of any areas identified on the flood insurance rate map as special flood hazard areas. Also, tributary washes outside the special flood hazard areas shall be delineated;
- ☐ The location of existing structures;
- ☐ Name of owner or trustee;
- ☐ * Engineer's or Surveyor's Certificate (See page 7); and
- ☐ *Development Services Director's Certificate of Approval (See page 7).

The format for recording shall meet all requirements of the county recorder's office.

* The verbiage for each certificate shall appear on the record of the survey map.

Note: Please refer to the Apache Junction City Code, Volume II, Chapter 2: Subdivision Regulations, § 2-5-3 Land Split Application and Approval Procedures for additional information.



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Note: The recording of a land split/minor land division map does not divide a property. The property owner/applicant within one (1) year shall record deed(s) for the new land split/minor land division.

SITE INFORMATION

SITE ADDRESS/LOCATION _____

ASSESSOR PARCEL NO. _____

LEGAL DESCRIPTION OF PROPERTY: (found on County Tax Bill Notices or Warranty Deed) _____

APPLICANT INFORMATION

Property Owner(s) _____

Address _____

Phone Number _____ Fax Number _____ Email _____

Applicant Contact Person/Project Manager _____

Address _____

Phone Number _____ Fax Number _____ Email _____

Architect/Engineer _____

Address _____

Phone Number _____ Fax Number _____ Email _____

OWNERS SIGNATURE: _____ **DATE:** _____

Submittal Documents

(must be originals)

	Applicant*	Staff*
1. Completed Land Split/Minor Land Division Application (Page 4)	_____	_____
2. Copies of the recorded deed for the lot to be split	_____	_____
3. Submit through the city's MyGovernmentOnline portal a copy of the land split/minor land division map prepared by a registered land surveyor in the State of Arizona. Unless otherwise directed, the map data shall be drawn on a sheet size of eighteen inches by twenty-four inches (18" x 24"). All mapped data shall be drawn to a scale of not greater than one inch equals one hundred feet (1" = 100').	_____	_____
4. Ownership Certification (Page 6).	_____	_____
5. A non-refundable filing fee (\$350 + \$14 technology fee) for three reviews, additional (\$150 + \$6 technology fee) for each review thereafter.	_____	_____
6. County recordation fee (\$50).	_____	_____
7. GIS/Address fee (\$50). (Note: A property address will not be assigned until a Building Permit is issued).	_____	_____

*** Please initial that the document(s)/form(s) are included with the application.**

For Department Use Only

ZONING: _____ PREVIOUS LSM/LLAM/LCM: _____

FLOOD ZONE: _____ ASSIGNED LAND SPLIT MAP #: P- _____ - _____ -LSM

REVIEWED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

Ownership Certification

I/We certify that:

I/We are the owner(s) of the property described in this application for a land split/minor land division and have submitted copies of deeds or title reports as proof of ownership. (If the property is owned by a company, corporation, partnership, LLC, etc., please provide an Authorization Letter.)

I/We have read the application instructions and have truthfully completed this application. I/We understand that this land split/minor land division request is conditional upon time requirements, that the filing and review fee is non-refundable, and that the city has the option of either approval or denial of this request. I/We agree to record the deeds within 1 year of the recording of the land split/minor land division.

I/We, being the owner(s) of the property in this application, have appointed _____ as my/our representative agent. I/We have authorized him/her to do whatever is necessary to have this request considered favorably by the City of Apache Junction and agree that all correspondence in relation to this matter should be delivered to him/her.

PLEASE PRINT

_____ Property Owner Name	_____ Signature
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_____ Street Address	
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_____ City, State, Zip	_____ Telephone
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_____ Property Owner Name	_____ Signature
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_____ Street Address	
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_____ City, State, Zip	_____ Telephone
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_____ Agent	_____ Signature
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_____ Street Address	
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_____ City, State, Zip	_____ Telephone
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STATE OF ARIZONA)
) SS
COUNTY OF PINAL)

The foregoing instrument was acknowledged before
me this _____ day of _____, 20__.

Notary Public
My Commission Expires: _____

The following certificate language shall appear on the Land Split/Minor Land Division Map

(Do not complete this form, example only)

Required Language

Engineer's or Surveyor's Certificate:

This is to certify that the survey and the map of the division of land described herein was accurately done under my direction and that all lots are staked or will be staked and all monuments are set or will be set within 1 year after recordation.

Signature

Date

Registration No.

(Seal)

Required Language

Development Services Director Certificate of Approval

This is to certify that this map complies with the requirements of the City of Apache Junction; and that this land split map is hereby approved on this _____ day of _____, 20__.

Development Services Director