

MINOR LAND DIVISION APPLICATION

(Incomplete applications will not be accepted)

Minor Land Division is submitted to create three (3) or fewer lots and has not been previously platted.

***The city does NOT recognize recorded divisions of land that have not first obtained city approval.
(Ord. No. 1595-116, §2, 1-4-16)*

PROPERTY INFORMATION			
DEVELOPMENT/PROJECT NAME:		PARCEL NUMBER(S):	
ADDRESS OR DESCRIPTIVE LOCATION:		GROSS AREA (ACRE/SQ. FT.):	
		NET AREA (ACRE/SQ. FT.):	
CURRENT ZONING:	CURRENT GENERAL PLAN DESIGNATION:		
CURRENT USE:			
PROJECT INFORMATION			
PROJECT DESCRIPTION (TO INCLUDE PROPOSED USE):			
APPLICANT INFORMATION (Single point of contact)		PROPERTY OWNER INFORMATION	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY, ST, ZIP:		CITY, ST, ZIP:	
PHONE NUMBER:		PHONE NUMBER:	
EMAIL:		EMAIL:	
Review times in accordance with SB 1598 Policy			
APPLICATION FEES (STAFF ONLY)			
BASE FEE:	Minor Land Division	\$460	
BASE FEE SUBTOTAL			\$460
TOTAL AMOUNT DUE			\$460

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4200 and Email emailengineering@avondaleaz.gov. All inquiries will receive a response within five business days.

I, THE UNDERSIGNED **APPLICANT**, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

I, THE UNDERSIGNED **OWNER**, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND CONSENT TO THIS APPLICATION.

SIGNATURE: _____ DATE: _____

Engineering Department

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010

[Engineering Department](#)

**MINOR LAND DIVISION CHECKLIST &
ACKNOWLEDGEMENTS**

1. Completed application with both the applicant's and owner's original signatures.
2. Completed Property Owner Authorization form with owner's original signature.
3. Legal description of parent parcel and resultant parcel on map (SEALED)
4. Boundary Closure Report (COGO) by a Registered Engineer or Surveyor (SEALED)
5. ALTA Survey, to include streets and driveways on adjacent streets, dated within the last 6 months – 24"x36" drawn to scale (PDF) (SEALED)
6. Title Report dated within the last 6 months
7. Project Narrative
8. Minor Land Division or Lot Combination Map using the City approved Minor Land Division template – 24"x36" drawn to scale (PDF)
9. Phase I Environmental (if older than 1 year, needs to be updated)
10. Each item on the checklist scanned and uploaded to the permit portal in PDF format, with label and date.
11. Other: _____

I acknowledge that the following items are required for the processing of my application with the City of Avondale Engineering Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list.

Applicant Signature: _____

Date: _____

Engineering Department

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010

[Engineering Department](#)

Page 2 of 4

Revised 01.08.26

All plans shall be of the same scale. These items must be present on the plans submitted for review.

MINOR LAND DIVISION

1. Minor Land Division submittals shall follow City of Avondale approved MLD cover sheet template located at the listed link <https://www.avondaleaz.gov/home/showpublisheddocument/18622/638308782930500000>
2. Notation of the map as "Minor Land Division Map" or "Lot Combination", as applicable.
3. Location by quarter-section, section, township, and range.
4. Legal description of parent parcel and the parcels created or combined.
5. Name of owner, address, phone, and contact person.
6. Date of plan preparation and subsequent revision dates (see below).
7. Vicinity map, north arrow and scale of not less than 1" = 100'.
8. Existing street dedications, utility easements, and lot lines of all adjacent properties indicated by subdivision name and Maricopa County Recorder's Office book and Page number; un-subdivided land must be identified as such.
9. Name, address, phone number and registration number, and seal of State of Arizona registered land surveyor.
10. A legend or table that identifies and explains all symbols and abbreviations used.
11. A list of pertinent reference documents that were used as a basis of the survey.
12. Boundaries of the tract to be divided fully balanced and closed showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
13. Provide a Basis of Bearing between two (2) public land surveying monuments to which one corner of the minor land division map shall be tied by course and distance.
14. ALTA - All existing and proposed drainage structures and natural drainage features.
15. ALTA - All existing irrigation facilities and structures on the property to be divided, if applicable.
16. Location and dimensions of all lots within the "Minor Land Division Map" or "Lot Combination." All sides of the proposed lots shall be identified by bearings and distances.
17. All lots identified by number or letter.
18. Proposed street dedications and public utility easements, identified by course, length and width.
19. Certification by a State of Arizona registered land surveyor or engineer preparing the map that the map is correct and accurate and that the monuments described in it have been located as described.
20. Standard Approval block (see below).
21. If streets or easements are dedicated to the public include City Clerk and Mayor signature lines.
22. Any information required as part of the minor land division submittal shall be shown (i) graphically, (ii) by note on plans, (iii) by letter, or (iv) by a combination of the foregoing, and may comprise several sheets showing various elements of the required data.
23. An ALTA survey, preliminary title report and deed or other instrument showing proper title to the land to be divided.
24. Map must conform to Arizona Boundary Survey Minimum Standards.

RIGHT-OF-WAY DEDICATION TABLE

STREET CLASSIFICATION	R.O.W DEDICATION	
	SF	AC
LOCAL		
COLLECTOR		
ARTERIAL		

Engineering Department

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010

[Engineering Department](#)

MINOR LAND DIVISION SIGNATURE BLOCK – NO ROW OR EASEMENTS TO BE DEDICATED

Approval

City Engineer

Date

MINOR LAND DIVISION SIGNATURE BLOCK – ROW OR EASEMENTS TO BE DEDICATED

Approvals & Acceptance of Dedication

Plat Approved and Dedicated Right-of-Way and Easements Accepted by the City of Avondale, Arizona.

Approved by the City of Avondale Arizona this _____ day of _____, 20 _____.

City Engineer

Date

Certified, City Clerk

Date

Engineering Department

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4200 • Fax (623) 333-0420 • TDD (623) 333-0010

[Engineering Department](#)

Page 4 of 4

Revised 01.08.26