



CITY OF KINGMAN DEVELOPMENT SERVICES

310 North Fourth Street

Phone: 928.753.8130

PARCEL PLAT (MINOR LOT SPLIT) PROCESS & CHECKLIST

APPLICATION PROCEDURE AND APPROVAL PROCESS

The division of any land, lot, or parcel for the purpose of sale or lease, whether immediate or future, into two (2) or three (3) lots or parcels, any one of which is two and one-half (2½) acres or less, shall require the submittal and approval of a parcel plat, as described hereinafter. Sale or lease includes every disposition, transfer, or offer or attempt to dispose of or transfer land or an interest or estate thereof.

Before proceeding with the creation of any land split, the owner or his agent should submit to the Development Services Director in writing his proposal to split a parcel, and schedule a meeting with the Development Services Director or staff for an informal discussion on the proposed land split.

Land splits shall be reviewed by the Development Services Director and City Engineer or their designated agents, in order to assure that:

- Proper zoning is in effect;
- Necessary access and extension of streets, alleys, and/or easements are provided for in accordance with the city's plans and surrounding developments;
- That the land split conforms to the lot area and dimensions called out in the appropriate zoning district;
- That the land split conforms to the lot design standards called out in the subdivision ordinance;
- Access to public utilities can be accommodated;
- That the land split will not leave an unusable parcel, due to floodplain regulations.
- Street improvements are required for properties resulting from any land split with frontage on existing unimproved or partially improved streets. Street improvements will occur at the time of development of the property, or a cash payment shall be made equivalent to the value of the improvement which would fulfill any present or future obligation for street improvement. The required street improvements must be installed in accordance with the Street Classification of the surrounding area as designated in the Kingman General Plan, the Kingman Area Transportation Study and the following criteria:
 - For lot splits within the Commercial, Industrial, and Multiple Family zoning districts, the owner/developer shall improve the street(s) abutting the property being developed to city standards in accordance with the Street and Sidewalk development Rules and Regulations.
 - For all lot splits within any Residential zoning district:
 - If the property being divided is directly adjoining, or opposite of a developed residential subdivision, then the owner/developer shall improve the street(s) abutting the property being developed similar to the adjacent developed subdivision,
 - If the property being divided is within 500 feet of a developed residential subdivision, and more than half of the street abutting the property being developed have street improvements including pavement, and/or curb and gutter, and/or sidewalk, then the owner/developer shall improve the street(s) abutting the property being developed similar to the adjacent street improvements,
 - If the property being divided is on a dedicated roadway that has not been opened and developed, the owner/developer shall improve the street(s) abutting the property being developed to provide Fire Department Access in accord with Fire Code 902 and Graded Access in accord with the Street and Sidewalk Development Rules and Regulations.
- That where there is no access to the City's sewer system (as defined by the Municipal Utility Regulations), any new parcel/lot must demonstrate the capacity to accommodate an individual waste water system and/or evapotranspiration area on site, with approvals from the Mohave County Environmental Health Department, in accordance with the Arizona State Health Regulations.

- Upon satisfactory compliance with the above-cited requirements and conformance with the parcel plat format outlined hereinafter, the Development Services Director and City Engineer shall approve the land split and sign off on the parcel plat.

In the event that the applicant is aggrieved by the decision of the Development Services Director and/or City Engineer, they may appeal the decision to the Kingman Planning and Zoning Commission and City Council. A written appeal should be submitted to the Development Services Director at least fifteen (15) working days prior to the next regularly scheduled Planning and Zoning Commission meeting date. In the event an appeal is requested, the matter shall be placed on the agenda for the next regularly scheduled Planning and Zoning Commission meeting. The Planning and Zoning Commission will forward a written recommendation to the Common Council, who will have the authority to act on the appeal.

Upon approval and after all lots or parcels have been staked by qualified Arizona registrant, the City Clerk shall have the parcel plat recorded in the office of the Mohave County recorder. The fee for recordation shall be paid by the applicant.

FORM OF PARCEL PLAT

The parcel plat shall be submitted on a transparent reproducible polyester film, or linen tracing cloth, drawn with India ink, or as a tracing reproduction on polyester film or linen for recording, and shall be on sheets eighteen (18) inches wide by twenty-four (24) inches long; and shall be at a scale of either one (1) inch equals two hundred (200) feet or larger.

☐ Parcel plats shall show:

- ☐ Name and legal description of tract or parcel in which the survey is located and ties to adjoining tracts or parcels.
- ☐ All monuments found, set, reset, replaced, or removed, describing their kind, size, and location, and giving other data relating thereto.
- ☐ Ties to witness monuments, basis of bearing, bearing and length of lines, north indicator, scale, date of survey, existing property lines, areas involved and owner of the property being divided.
- ☐ Each parcel shall be numbered or designated in some logical manner.
- ☐ All roadway and/or easements of record shall be shown and referenced.
- ☐ Delineation on the plat of any areas identified on the flood insurance rate maps as special flood hazard areas.
- ☐ The land being divided shall be indicated by a one-eighth-inch (1/8) colored border applied on the reverse side of the linen or mylar.
- ☐ Dedications for public utility easements and/or additional right-of-way width for public roadways may be made on the parcel plat. Offers of dedication shall be identified and dimensioned, and shall be presented to the common council for acceptance. A ratification statement shall be included when necessary.
- ☐ Any other data necessary for the interpretation of the various items and location of the points, lines and areas shown.

☐ Certificates which shall appear on the plan are as follows:

- ☐ A certificate for signature by the Property Owner with Notary (see language below). Provide a signature block and a notary block for each property owner. If owned by a corporation, provided documentation showing approved signatories.

KNOW ALL MEN BY THESE PRESENTS:

THAT **(INSERT PROPERTY OWNER/TRUST/CORPORATION NAME)** , AN **(INSERT ENTITY TYPE AND STATE OF ORIGATION)** **AS TRUSTEE UNDER TRUST NO. ____ (LEAVE FOR A TRUST)** AND NOT PERSONALLY, HAS SUBDIVIDED UNDER THE NAME OF **(INSERT PLAT NAME AND NO.)**, THE ABOVE DESCRIBED PROPERTY WITHIN THE CITY OF KINGMAN, AS SHOWN AND PLATTED HEREON, AND HEREBY PUBLISHES THIS PLAT AS THE PLAT OF **(INSERT PLAT NAME AND NO.)**, AND HEREBY DECLARES THAT THE SURVEY AND STAKING THEREOF INTO LOTS, BLOCKS, PARCELS, STREETS AND EASEMENTS AS APPEARS ON THIS PLAT IS WITH THE FREE CONSENT AND ACCORDING TO THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR; THAT THE FOREGOING IS A CORRECT PLAT OF SAID SUBDIVISION AND STAKED INTO LOTS, BLOCK, PARCELS AND EASEMENTS, AND THAT THE

DIMENSIONS OF SAME ARE CORRECTLY SHOWN BY FIGURES REPRESENTING FEET AND HUNDREDTHS OF A FOOT AND THE COURSES OF THE LOTS, BLOCKS, PARCELS, STREETS AND EASEMENTS ARE CORRECTLY SHOWN HEREON, AND THAT THE OWNER HEREBY GRANTS TO THE CITY OF KINGMAN AND DULY FRANCHISED UTILITY COMPANIES USE OF THE EASEMENTS WITHIN THE BOUNDARIES OF SAID SUBDIVISION AS SHOWN ON THE PLAT, AND DEDICATES THE STREETS TO THE PUBLIC FOR PUBLIC ROADWAY USE AND THE CITY OF KINGMAN FOR PUBLIC UTILITY PURPOSES.

I (WE), THE UNDERSIGNED, HEREBY WARRANT THAT I AM (WE ARE) ALL AND THE ONLY PARTY (PARTIES) HAVING ANY RECORD TITLE INTEREST IN THE LAND SHOWN ON THIS PLAT AND I (WE) CONSENT TO THE SUBDIVISION OF SAID LAND IN THE MANNER SHOWN HEREON. I (WE) HEREBY DEDICATE TO THE PUBLIC ALL RIGHTS-OF-WAY SHOWN HEREON, INCLUDING ALL STREETS, EASEMENTS (DRAINAGEWAYS, ALLEYS). UTILITY EASEMENTS AS SHOWN HEREON ARE DEDICATED FOR THE PURPOSE OF INSTALLATION AND MAINTENANCE OF UTILITIES AND SEWERS. EXCLUSIVE EASEMENTS FOR PUBLIC PURPOSES AS SHOWN HEREON ARE HEREBY DEDICATED TO THE CITY OF KINGMAN.

I (WE), THE UNDERSIGNED, MY (OUR) SUCCESSORS AND ASSIGNS, DO HEREBY SAVE CITY OF KINGMAN, IT'S SUCCESSORS AND ASSIGNS, THEIR EMPLOYEES, OFFICERS AND AGENTS HARMLESS FROM ANY AND ALL CLAIMS FOR DAMAGES RELATED TO THE USE OF SAID LANDS NOW AND IN THE FUTURE BY REASON OF FLOODING, FLOWAGE, EROSION OR DAMAGE CAUSED BY WATER, WHETHER SURFACE, FLOOD OR RAINFALL. IT IS FURTHER UNDERSTOOD AND AGREED THAT NATURAL DRAINAGE SHALL NOT BE ALTERED, DISTURBED OR OBSTRUCTED WITHOUT APPROVAL OF THE CITY OF KINGMAN.

☐ Surveyor's or Engineer's certificate (see language below):

This is to certify that the survey of the attached land split was made under my direction and supervision and is accurately represented on this plat and that the property corners have been set as noted on the plat.

Signature

Date

Registration No.

Seal

☐ A certificate for signature by the City Engineer and Development Services Director (see language below):

This plat has been checked for conformance, with Ordinance No. 1986 and other applicable regulations and appears to comply with all requirements within my jurisdiction to check and evaluate.

By _____

Date

City Engineer

By _____

Date

City Development Services Director

☐ County recorder block (see language below):

Filed and recorded at the request of the City of Kingman on _____, in Book of Parcel Plats, Page(s) _____, Records of Mohave County, Arizona.

By _____
Deputy Recorder

Recorder

Reception No. _____

☐ Offer of dedication (if applicable). A certificate signed and acknowledged, offering for dedication to the public any easements, and or additional right-of-way widths for public roadways, and a statement for acceptance of the dedication (see language below):

_____, Development Services Director of the City of Kingman, Arizona, and _____, City Engineer hereby certify that the City of Kingman on the day of _____, 20_____, accepted on behalf of the public, all parcels of land offered for dedication for public use in conformity with the terms of the offer of dedication, as authorized by Ordinance No. 1986.

By _____ Date _____
City Engineer

By _____ Date _____
City Development Services Director

When waiver allowable. In any case where a land split is for the purpose of adjusting the boundary line or for the transfer of land between two (2) adjacent property owners which does not result in the creation of any additional lots, parcels, or building sites or where the parcel split is the division of a lot within an existing subdivision that has provisions for access and easements, provided this split does not conflict with any covenants, conditions, or restrictions (CC&R's) affecting said lot, the procedure normally required by the regulations may be waived by the Development Services Director.

(Ord. No. 539(R), § 1, 10-15-84; Ord. No. 823-R, § 1, 6-4-90)