



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



Lot Line Adjustment Application

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

[http://library.amlegal.com/nxt/gateway.dll/Arizona/apachejunction_az_ldc/chapter2subdivisionandminorlanddivisionr?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:apachejunction_az\\$anc=JD_Vol.IIArt.2-5](http://library.amlegal.com/nxt/gateway.dll/Arizona/apachejunction_az_ldc/chapter2subdivisionandminorlanddivisionr?f=templates$fn=default.htm$3.0$vid=amlegal:apachejunction_az$anc=JD_Vol.IIArt.2-5)

GUIDELINES AND REQUIRED INFORMATION

Guidelines

1. All lot line adjustments shall comply with all the requirements of the specific zoning district in which the lots or parcels are located.
2. No lot line adjustment shall result in more dwelling units than are permitted by the zoning district for which the lots or parcels are located.
3. No lot line adjustment shall result in a split zoning classification on a single lot or parcel.
4. No lot line adjustment shall result in the creation of a non-conforming structure or use.
5. No lot line adjustment shall result in a lack of legal access as defined by city standards to any lots or parcels created by the lot line adjustment.
6. The lot line adjustment shall be between owners of adjoining properties within the same recorded final plat solely for the purpose of revisions to common boundary lines.
7. Additional lots or parcels are not being created.
8. All lots remaining after the lot line adjustment shall contain conforming setbacks and minimum lot size, width, depth, and frontage as required by the zoning ordinance, and shall meet all other lot development standards of the zoning ordinance.
9. The director shall render a decision to approve or reject the application of the proposed lot line adjustment within thirty (30) days after submittal.
10. The city shall record the lot line adjustment record of survey map with the county recorder's office within thirty (30) days of approval. The owner/applicant shall record deeds for the new lots within one (1) year of lot line adjustment map approval. Failure to record the new deeds within one (1) year of approval shall render the approved lot line adjustment null and void.

Required Information

The lot line adjustment record of survey map shall show or contain the following information:

- ☐ A title to read: "Apache Junction Lot Line Adjustment Record of Survey Map P-XX-XX-LLA";
- ☐ Graphic and written scale, north indicator, and date of preparation;
- ☐ List assessor parcel numbers of the lot line adjusted lots;
- ☐ Legal description of the lot line adjustment lots;
- ☐ Location and description of existing and proposed monuments to which all bearings, dimension, angles and similar data shall be referenced. Such data shall be tied to the city datum system;
- ☐ Boundaries of the lot line adjusted lots shall be 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 proposed lot lines, indicating the gross and net area in square feet for the lot line adjusted lots;
- ☐ Name, course, length and width of existing street dedications;
- ☐ Location, length; and width of existing access, utility, public service and drainage easements;
- ☐ Depict previous land split maps and lot line adjustment maps by city case number within and adjacent to the boundary of the lot line adjusted lots;
- ☐ 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 owners or trustees of the lot line adjusted parcels or lots;
- ☐ The format for recording shall meet all requirements of the county recorder's office.
- ☐ *Engineer's or Surveyor's Certificate (See page 7)
- ☐ *Development Services Director's Certificate of Approval (See page 7)

* 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, § 2-5-5 Lot Line Adjustment for additional information.



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Note: The recording of a lot line adjustment record of survey map does not adjust property boundaries. The property owners/applicants within one (1) year shall record deeds for the new lot line adjusted lots. The lot lines are adjusted at the time deeds are recorded.

SITE INFORMATION

SITE ADDRESSES/LOCATIONS _____

ASSESSORS PARCEL NOS _____

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

APPLICANT INFORMATION

Property Owner(s) _____

Address _____

Phone Number _____ Fax Number _____ Email _____

Property Owner(s) _____

Address _____

Phone Number _____ Fax Number _____ Email _____

Applicant Contact Person/Project Manager _____

Address _____

Phone Number _____ Fax Number _____ Email _____

Architect/Engineer/Surveyor _____

Address _____

Phone Number _____ Fax Number _____ Email _____

OWNERS SIGNATURE(S): _____ DATE: _____

OWNERS SIGNATURE(S): _____ DATE: _____

Submittal Documents

(must be originals)

	Applicant*	Staff*
1. Completed Lot Line Adjustment Application (Page 4).	_____	_____
2. Copies of the recorded deeds for all lots to be adjusted.	_____	_____
3. Submit through the city's MyGovernmentOnline portal a copy of the lot line adjustment record of survey 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 fees (\$250 + \$10 technology fee).	_____	_____
6. County recordation fee (\$50).	_____	_____
7. GIS/Address fee (\$50).	_____	_____

*** 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 LOT LINE ADJUSTMENT MAP #: P- _____ - _____ -LLA

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 lot line adjustment 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 lot line adjustment 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, 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

Street Address

City, State, Zip

Telephone

STATE OF ARIZONA)
) SS
COUNTY OF PINAL)

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

Notary Public: _____ My Commission Expires: _____

Property Owner Name

Signature

Street Address

City, State, Zip

Telephone

STATE OF ARIZONA)
) SS
COUNTY OF PINAL)

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

Notary Public: _____ My Commission Expires: _____

Agent Name

Signature

Street Address

City, State, Zip

Telephone

The following certificate language shall appear on the Record of Survey Map

(Do not complete this form, example only)

Required Language

Engineer's or Surveyor's Certificate:

This is to certify that the lot line adjustment record of survey map as described herein was accurately done under my direction and that the lot line adjusted 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 lot line adjustment map is hereby approved on this _____ day of _____, 20____.

Development Services Director