Yuma County, Arizona
DEPARTMENT OF DEVELOPMENT SERVICES
2351 West 26th Street, Yuma, Arizona 85364
Phone: (928) 817-5000
Fax: (928) 817-5020

PROCEDURE FOR LAND DIVISION PROPOSALS

1. Purpose

A review process of all land divisions is required ensuring that the division of land, as provided in Section 11-809 of the Arizona Revised Statutes, complies with applicable zoning regulations and does not constitute a subdivision. No parcel of land may be divided by recordation into five (5) or fewer separate parcels, any of which is ten (10.0) acres or less, unless a Land Division Permit is approved by the Department of Development Services and so issued For assistance, please call (928) 817-5000 and ask for the Planner-on-Duty.

2. Pre-Application Conference

Individuals intending to submit an application for approval of a Land Division Permit **are strongly encouraged** to confer with the Department of Development Services before submitting the application. At such conference, the Planning and Zoning Division shall explain necessary requirements and identify applicable standards.

3. How to Apply

The property owner or his designated agent must come to the Department of Development Services located at 2351 West 26th Street. Planning staff will provide the appropriate forms and will help identify the information that is required. A time to meet with the assigned Planner will be set at the time of the application.

Information that is **required** to begin the application process includes the following:

- ❑ Completed Planning and Zoning Application Form.
- ❑ Completed Land Division Application Form including Notice of Compliance/Deficiencies & Land Division Acknowledgement Form.
- ❑ Seven copies of survey on 18" X 24" (Arch C) paper or 24" X 36" paper and one copy of 8½" X 11" paper, one copy in .dwg or .dxf digital format**:**
    1. Property boundary lines including total lot area, lot depth and lot width of each lot, parcel or fractional interest being created, and legal descriptions for each lot, parcel or fractional interest.
    2. The location of the legal and physical access to each lot, parcel, or fractional interest being created and provide docket and page number for all said easements.
    3. The location of all utility easements for each lot, parcel, or fractional interest being created.
    4. Identify each lot, parcel or fractional interest being created (i.e., "Parcel A" or "Lot 1").Signature block identifying the surveyor's certificate, owner of record approval, Planning & Zoning approval.
    5. The survey map shall be of a format acceptable to the County Recorder: 18" x 24" (Arch C) or 24" x 36" (Arch D).
- ❑ A site plan drawn to scale showing the location(s) of existing structures (including the distance from all property lines and other structures).

- ☐ A statement from an Arizona licensed surveyor or engineer stating that *"the resulting lot parcel, or fractional interests being created have physical access that is located within the boundaries of the legal access as identified in the sealed survey"*.
- ❑ A preliminary title report demonstrating that there is legal access to each lot, parcel, or fractional interest being created.

(If deficient),

- ❑ Completed Land Division Application Form including Notice of Compliance/Deficiencies & Land Division Acknowledgement Form.

4. Fees

A **non-refundable** fee is required at the time the application and support information is submitted. The application fee is $**420.00** per request.

5. Acceptance and Application

The Planning and Zoning Division shall review the application and determine whether it is complete. If it is incomplete, the applicant will be notified for appropriate corrections. When the application complies with submittal requirements, it shall be accepted as complete. Upon receipt of a complete application, the staff shall review the application, determine whether the proposed land division complies with all applicable regulations, identify any noncompliant features of the proposal, and, whenever feasible, recommend modifications or corrections for noncompliant features. The Department of Development Services shall approve or deny the Land Division Permit within thirty (30) days. **The thirty (30) day review period will not start until the application is deemed to be complete.**

6. Staff Action

The Planning and Zoning Division shall approve or deny the application as submitted based on findings as to the application's compliance with all applicable provisions of the Yuma County Zoning Ordinance.

7. Notice of Decision

The Department of Development Services shall send the applicant written notice of the final decision on the application and shall file a copy of the decision in the Planning and Zoning Division office. If the application is denied, the notice shall state the reasons for the denial and a Land Division Acknowledgement Form will also be issued to the property owner which will be recorded with the Yuma County Recorder's Office, and acknowledges that no building or use permit will be issued until the lot, parcel, or fractional interest meets the minimum zoning requirements, has legal and physical access from a public right-of-way, and has reserved the necessary utility easements. (Proof of recordation must be submitted)

8. Land Division Permit Recordation

An approved Land Division Permit shall be recorded with the Yuma County Recorder with any document dividing land under this section. Recordation shall occur within six (6) months of approval by the Department of Development Services, or the approval shall lapse and become void.

Yuma County
Department of Development Services
Planning and Zoning Division

LAND DIVISION PERMIT

CURRENT ASSESSOR'S PARCEL NUMBER(S)_____

Total Number of New Lots: 2 3 4 5

CERTIFICATION: O wner hereby certifies that information contained in this application and accompanying plans and documents is true and correct.

Signature_____ Date_____
(Owner or Authorized Representative)

Printed Name_____

For official use only

Permit number:_____Date Received_____By_____

Department Action: □ **Approved** □ **Deficient, Not Approved**

REVIEWED BY:_____ DATE_____

Yuma County—Department of Development Services, Planning & Zoning Division

NOTICE OF COMPLIANCE/DEFICIENCIES & LAND DIVISION ACKNOWLEDGEMENT FORM

Permit number:_____ CURRENT ASSESSOR'S PARCEL NUMBER:_____

1) The lots, parcels or fractional interests each meet the minimum applicable County zoning requirements of the applicable zoning designation? ☐ **YES** ☐ **NO**
If deficient, please explain below:

_____
_____
_____

2) The applicant provided a standard preliminary title report, or other acceptable document, that demonstrates legal access to the lots, parcels or fractional interests? ☐ **YES** ☐ **NO**
If deficient, please explain below:

_____
_____
_____

3) The applicant provided a statement from a licensed surveyor or engineer, or other evidence acceptable to the County, stating whether each lot, parcel or fractional interest has physical access that is traversable by a two-wheel drive, passenger motor vehicle?. ☐ **YES** ☐ **NO**
If deficient, please explain below:

_____
_____
_____

4) The applicant identified and reserved the necessary and appropriate utility easements to each lot, parcel or fractional interest created by the land division? ☐ **YES** ☐ **NO**
If deficient, please explain below:

_____
_____
_____

Undersigned applicant hereby certifies that he/she has read and understands the above information and acknowledges receipt of any other relevant disclosures about the property as prescribed by law. Applicant further states that any deficiencies noted above have been investigated and applicant accepts same.

ACKNOWLEDGEMENT

No building permit, zoning clearance or use permit will be issued until the lot, parcel, or fractional interest meets the zoning requirements, has legal access, physical access, and has reserved the necessary utility easements.

_____Date_____
Applicant's Signature

YUMA COUNTY

PLANNING AND ZONING APPLICATION FORM

ONLY FOR UNINCORPORATED AREA OF YUMA COUNTY, ARIZONA

OFFICE USE ONLY

CASE NO.
_____
_____
_____

PROPERTY OWNER(S):

NAME: _____ PHONE # (___) _____-_____

MAILING ADDRESS: _____

_____

FAX# (_____) ____-_____ E-MAIL:_____

AGENT (IF ANY)

NAME (please print): _____ _____
Last Name First Name

PHONE # (_____) _____-_____ MAILING ADDRESS: _____

_____

FAX# (_____) _____-_____ E-MAIL:_____

Assessor's Parcel Number(s):_____

_____

LEGAL DESCRIPTION: SEC_____ TWP_____RNG_____

_____

_____

Acreage: _____ (☐gross ☐net)

CURRENT ZONING _____ PROPOSED ZONING: _____

CURRENT LAND USE DESIGNATION: _____

PROPOSED LAND USE DESIGNATION: _____

PLANNING AREA: _____

INTENDED USE: _____

_____

TYPE OF APPLICATION:

- ☐ Rezoning
- ☐ Special Use Permit
- ☐ Minor Amendment
- ☐ Major Amendment
- ☐ Variance
- ☐ Lot Tie
- ☐ Interpretation
- ☐ Land Division Permit
- ☐ Temporary Use Permit*
- ☐ Temporary Use Permit*-**4-H/FFA**
- ☐ Temporary Special Use Permit*
- ☐ Commission Initiative

ZONING ORDINANCE SECTION # FOR INTERPRETATION: _____

ATTACH EXPLANATION OF REQUESTED INTERPRETATION

OFFICE USE ONLY

Date Received: _____

Accepted by: _____

Fee Paid: $ _____

The applicant agrees to cooperate with planning staff in completing necessary site visits for preparation of reports, information and to post zoning notices all in accordance with Arizona Revised Statutes.

Signed this _____ day of _____20____

_____

_____

Signature(s) of Property Owner(s) or ☐ Legal Agent

**Approval of this application/permit does not void deed restrictions. Please review the deed restrictions before paying the application fee.*

***If this request is approved, the action becomes effective 30 days after the date of the public hearing.*

Affidavit of Disclosure

Pursuant to A.R.S. § 11-831(5)

I, _____, being duly sworn, hereby make this affidavit of disclosure
(applicant/owner)
relating to the real property situated in the unincorporated area of Yuma County, State of Arizona, located at:_____and legally described as: _____
(property address, if any)
_____

_____

_____

_____

1. The applicant is aware that it is unlawful pursuant to A.R.S. § 11-831, subsection F, and A.R.S. §32-2181, subsection D, for a person or group of persons to attempt to avoid these sections or the subdivision laws of this state by acting in concert to divide a parcel of land into six or more lots or parcels.

2. The applicant is aware that the county where the land division occurred or the state real estate department may investigate and enforce the prohibition against acting in concert to unlawfully divide a parcel of land into six or more lots or parcels.

I certify under penalty of perjury that the information contained in this affidavit is true, complete and correct according to my best belief and knowledge.

Dated this _____ day of _____, _____ by:

Owner/Applicant name (print): _____ Signature: _____

Owner/Applicant name (print): _____ Signature: _____

State of Arizona)
) ss.
County of _____)

Subscribed and sworn before me this _____ day of _____, by _____

_____.

_____
Notary public

My commission expires: _____

MINIMUM SITE PLAN REQUIREMENTS

- Applicant name
- Physical location; address and Assessor's Parcel Number
- Lot dimensions
- North Arrow
- Scale (Standard engineering scale preferred (i.e., 1"=20', 1" =50', etc.)
- Existing and proposed improvements; buildings, structures, pools, water well, septic with leach lines) fences, walls, drainage/retention basins
- Physical limitation; drainage basins, canals, irrigation laterals, steep slopes (___%), washes
- Access; current and proposed
- Parking
- Distances from existing and proposed structures to property lines.
- _____

Yuma County Arizona
Dept. of Development Services
Planning & Zoning Division