



<b>CASE NO.</b> _____
<b>Accepted by:</b> _____
<b>Date:</b> _____
<b>Acct # 101-5400-00-4458</b>
<b>Fees:</b> _____

## MINOR LAND DIVISION PLANNING APPLICATION (PRE-APPLICATION REQUIRED)

**(incomplete applications, including checklist, will not be accepted)**

<b>PROJECT INFORMATION (Completed by Applicant)</b>		
Development/Project Name:		
Address/Location:		
Parcel Number(s): Section: Township: Range:	Pre-Application Meeting Date:  Planner:	Pre-Application File No:
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:
<b>APPLICANT INFORMATION (Single point of contact)</b>		
Name:	Company:	
Address:		
City:	State:	Zip Code:
Phone Number:	E-mail address:	
Signature of Applicant:	Date:	
<b>PROPERTY OWNER</b>		
Name:	Company:	
Address:		
City:	State:	Zip Code:
Phone Number:	E-mail address:	
Signature of Property Owner:	Date:	
Review times in accordance with <a href="#">SB 1598 Policy</a>		

I acknowledge that the following items are required for processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items.

TO BE COMPLETED BY PLANNER		DELIVERABLES
YES	NO	
		Completed Planning Application
		Applicant's and owner's signatures on Planning Application
		<input type="checkbox"/> Filing Fee: \$460 - Pre-application \$_____ = \$_____
		Legal description of property on separate 8½"x11" sheet (4 copies)
		Title report (2 copies)
		Project Narrative (5 copies)
		Minor land division or lot combination map – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
		ALTA survey to include streets and driveways on adjacent streets – 24"x36" folded to 9"x12" and drawn to scale (3 copies)
		COGO (error of closure) (2 copies)
		Each item on the checklist scanned to disc or flash drive in PDF format; label and date (1)
Review times in accordance with <a href="#">SB 1598 Policy</a> .		

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions regarding items on this checklist, please contact your project planner.**

# MINOR LAND DIVISION/LOT COMBINATION REQUIRED ITEMS

## These items must be present on the plans submitted for review –

1. Notation of the map as “Minor Land Division Map” or “Lot Combination”, as applicable.
2. Location by quarter-section, section, township, and range.
3. Legal description of parent parcel and the parcels created or combined.
4. Name of owner, address, phone, and contact person.
5. Date of plan preparation and subsequent revision dates (see below)
6. Vicinity map, north arrow and scale of not less than 1” = 100’
7. 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.
8. Name, address, phone number and registration number, and seal of State of Arizona registered land surveyor.
9. A legend or table that identifies and explains all symbols and abbreviations used.
10. A list of pertinent reference documents that were used as a basis of the survey.
11. 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.
12. 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.
13. ALTA - All existing and proposed drainage structures and natural drainage features.
14. ALTA - All existing irrigation facilities and structures on the property to be divided, if applicable.
15. 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.
16. All lots, identified by number or letter.
17. Proposed street dedications and public utility easements, identified by course, length and width.
18. 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.
19. Standard Approval block for City Engineer signature (see below).
20. If streets or easements are dedicated to the public include City Clerk and Mayor signature lines.
21. 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.
22. An ALTA survey, preliminary title report and deed or other instrument showing proper title to the land to be divided.
23. Map must conform to Arizona Boundary Survey Minimum Standards.

### Development & Engineering Services Department

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010  
[www.avondaleaz.gov/developmentservices](http://www.avondaleaz.gov/developmentservices)

**STANDARD SIGNATURE BLOCK**

<b>Approval</b>	
_____	_____
City Engineer	Date

**DEDICATION OF RIGHT-OF-WAY SIGNATURE BLOCK**

<b>Approvals</b>	
Approved by the Council of the City of Avondale, Arizona	
this _____ day of _____, 20_____.	
_____	_____
Mayor	Date
_____	_____
Attest, City Clerk	Date
_____	_____
City Engineer	Date