



APPLICATION FOR MINOR LAND DIVISION AND/OR LOT COMBINATION
IN AN UNINCORPORATED AREA OF PINAL COUNTY, ARIZONA
(All Applications Must Be Typed or Written in Ink)

MLD _____ - _____

WHAT ARE YOU APPLYING FOR: (CHECK ALL THAT APPLY) MINOR LAND DIVISION LOT COMBINATION

MINOR LAND DIVISION GUIDELINES

1. The parent parcel must have its own unique parcel number.
2. Please provide a copy of your preliminary **Title Report** to your surveyor at the time of survey.
3. If you own an adjoining parcel or have previously sold land adjacent to your present property this will be counted as part of your minor land division.
4. Recording of your survey does not divide your property, you must deed the property, recording fees are separate.
5. Please review Arizona Revised Statute 33-422.
6. Please take a moment to familiarize yourself with the MLD ordinance. The ordinance and application can be viewed and downloaded from: <http://pinalcountyz.gov/CommunityDevelopment>
(Chapter 4.05 of Pinal County Development Services Code)
7. The review process can take up to thirty (30) working days to complete. The applicant will be notified if this application is placed on hold.
8. To initiate the assignment of a new Assessor Parcel Number, a deed will need to be recorded describing the newly created parcel. If you have not received the new APN after some time, you may contact the Assessor’s Office at 520 866-6377 or Cartography@pinal.gov.

PINAL COUNTY ONLY ACCEPTS MINOR LAND DIVISIONS APPLICATIONS ELECTRONICALLY:

<https://citizenaccess.pinalcountyz.gov/CitizenAccess/Default.aspx>

WHAT YOU WILL NEED TO SUBMIT:

- ___ Minor Land Division Application (completed with notarized signatures)
- ___ Copy of the recorded deed of the original lot
- ___ A current Title search no older than 30 days
- ___ Copies of all documents that verify legal access to the property.
- ___ Copy of a survey map that has been prepared by a Registered Land Surveyor that shows original lot lines and revised lot lines
- ___ The legal description of the parent parcel and for each of the proposed parcels
- ___ The of the means of conveyance of easement indicating public or private access
- ___ Pinal County asks that all taxes be paid in full
- ___ A non-refundable processing fee of \$272.00. This can be paid by check or money order, payable to “Pinal County” or by credit card which has an additional 2.5% credit card processing fee.

LOT COMBINATION GUIDELINES

1. Lot Combination in platted subdivision are generally not allowed and may require a replat.
Please consult with department personnel before submitting this application.
2. The lots being combined must be contiguous.
3. The lots must have the same owner.
4. The lot being combined must have the same zoning, vesting and tax area codes.
5. This process can take up to **thirty (30) working days** to complete. The applicant will be notified if this application is placed on hold.
6. The processing fee is \$272.00, non-refundable.
7. Recording fees are separate.
8. To initiate the assignment of a new Assessor Parcel Number, a deed will need to be recorded describing the newly created parcel. If you have not received the new APN after some time, you may contact the Assessor's Office at 520 866-6377 or Cartography@pinal.gov.

Submittal Checklist

- Lot Combination Permit Application.
- Copy of the recorded deeds of the original lots.
- Lot Combination Permit Application survey map
- Lot Combination legal description
- A non-refundable processing fee of \$272.00. This can be paid by check or money order, payable to "Pinal County" or by credit card which has an additional 2.5% credit card processing fee.

(FOR NON-SUBDIVISION ONLY)

- Copy of the platted parcel map.
- Copy of the recorded deeds of the original lots.
- Copy of the legal description describing the one combined lot.

THIS APPLICATION CONSISTS OF PARTS A, B AND C

If the property is owned by a company, corporation, partnership, LLC, etc., please use the Agency Authorization, Pages 5 & 6.

NOTE: The recording of your survey does not divide your property.

PART A - TO BE FILLED OUT BY APPLICANT

APPLICANT NAME: _____ DATE: _____

MAILING ADDRESS _____

E-MAIL ADDRESS: _____

DAY PHONE: _____ MESSAGE PHONE _____

PROPERTY INFORMATION

Assessor Parcel Number(s): _____

Township: _____ Range: _____ Section: _____

Address/Location: _____

ACKNOWLEDGMENTS:

- The Developer/Owner or their designated Contractor shall obtain a Pinal County Right of Way Use Permit prior to any work being performed within the County right of way or within a Pinal County Maintained Roadway. Contact Pinal County Public Works Inspection Section at least 7 working days in advance of any work. Contact for permit application at 520-866-6454 _____ Initials
- I also certify that I have informed my surveyor of the location(s) of all septic tank(s) and above ground structures on my property.
- Legal & physical access to the parent parcel is / is not traversable by 2 wheel drive passenger motor vehicle.
- Legal & physical access to the each proposed parcel is / is not traversable by 2 wheel drive passenger motor vehicle.

Signature of Property Owner (s): _____ Date: _____

Printed Name of Property Owner(s): _____

Signature of Property Owner (s): _____ Date: _____

Printed Name of PropertOwner(s): _____

The foregoing instrument was acknowledged before me this _____ day of _____ by _____

Printed Name of Notary

Signature of Notary

My Commission Expires: _____

PART B TO BE FILLED OUT BY SURVEYOR

ACKNOWLEDGMENTS:

If I, or my firm, are acting as representative for the client. Please complete Agency Authorization Form.

I have shown all visible structures and existing improvements to the property on the submitted drawing.

The survey drawing submitted complies with Pinal County Ordinance 120606-RMLD –Ordinance to Regulate Minor Land Divisions

Legal & physical access to the parent parcel is / is not traversable by 2 wheel drive passenger motor vehicle.

Legal & physical access to the each proposed parcel is / is not traversable by 2 wheel drive passenger motor vehicle.

SURVEYOR SIGNATURE: _____ RLS#: _____

PHONE: _____ FAX: _____ E-MAIL: _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____ ZONING: PZ CASE #: _____

IF THE PARCEL IS LOCATED INSIDE A PREVIOUSLY PLATTED SUBDIVISION OR RECORDED SURVEY COMPLETE THE FOLLOWING:

BOOK/MAP: _____

OR CABINET/SLIDE: _____

OR SURVEY BOOK/MAP: _____

PART C TO BE FILLED OUT BY PLANNING & DEVELOPMENT

ZONING: _____ PREVIOUS MLD: _____ FLOOD ZONE: _____

REVIEWED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

AGENCY AUTHORIZATION

Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals.

TO: Pinal County Planning & Development Services
P.O. Box 2973
Florence, AZ 85232

[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]

Here in after referred to as "Owner," is/are the owner(s) of _____ acres located at _____, and further identified

[Insert Address of Property]

as assessor parcel number _____ and legally described as follows:

[Insert Parcel Number]

[Insert Legal Description Here OR Attach as Exhibit A]

Said property is hereinafter referred to as the "Property."

Owner hereby appoints _____

[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]

Here in after referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approval from Pinal County for a minor land division and to file applications and make the necessary submittals for such approvals.

[Individual PROPERTY OWNER signature block and acknowledgment. DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION ON THE NEXT PAGE.]

[Signature]

[Signature]

[Address]

[Address]

Dated: _____ Dated: _____

STATE OF _____)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me _____ this day _____ of by _____

Printed Name of Notary

Signature of Notary

My Commission Expires: _____

E-Submittal Requirements:

All Zoning Case reviews must be submitted digitally through the online permitting portal using the following naming convention:

ePlan Reviews

Plans can be submitted electronically through the Citizen Access Portal, which can be found at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/> When plans are submitted through the ePlan review system, they **MUST** be in **one multi-page PDF** and use following naming format:

Review Type #_Plan Type. For example:

- First Submittal Review
 - SUB1_Application
 - SUB1_PAD Book or Narrative
 - SUB1_TIA
 - SUB1_ALTA
 - SUB1_Drainage Report...etc
 - SUB1_...etc

- Second Substantive Review (only resubmit items that are being amended)
 - SUB2_Application
 - SUB2_Drainage Report
 - SUB2_TIA
 - SUB2_ALTA
 - SUB2_...etc

** Documents that are uploaded which do not follow the appropriate naming convention will be rejected.*

** Online submittals are subject (up to) a 5 day processing timeframe for invoicing based on uploaded documents please do not pay until your staff coordinator has provided a fee amount*