



For further information, contact the Lot Division/Combine Specialist, Phoenix City Hall, Development Services Department, Development Center, 200 West Washington Street, 2<sup>nd</sup> Floor, Station 6, Phoenix, Arizona 85003. After consultation with the Lot Division/Combine Specialist, application may be submitted through the Development Center Central Log-In. This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).

PROPERTY DIVISION APPLICATION NUMBER: PRDV KIVA NO. \_\_\_\_\_

Please check one of the following:  LAND SPLIT  COMBINING PARCELS  
 "STAR" REMOVAL

PROJECT ADDRESS: \_\_\_\_\_

ZONING MAP: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ QUARTER SECTION: \_\_\_\_\_  
[ ] SITE PLAN ASSESSOR'S PARCEL #: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS** (Checked items only) INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

- [ ] A survey, map, or sketch plan showing the entire original parcel as divided/combined and/or is to be divided/combined, with the setbacks from existing building to the new and existing property lines.
- [ ] A copy of the site plan or site plan amendment being submitted for review.
- [ ] Photographs of the existing street improvements along all portions of the original parcel.
- [ ] Legal description of the new parcels.
- [ ] A copy of deed(s) recorded with the Maricopa County Recorder, must be provided to reflect the division/combination.
- [ ] Filing fee: See Development Services Fee Schedule per the Phoenix City Code, Chapter 9, Appendix A.2
- [ ] **To be submitted after:**
  - [ ] Hillside Review Approval
  - [ ] Planning Department Use Permit/Variance Approval
  - [ ] Site Plan Pre-Application Meeting or Site Plan Amendment Submittal

Comments \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

- Fee Code:  **SPPS/PC-RE** Parcel Split/Parcel Combine Residential  
 **SPL0TDV-RE** Lot Division Residential  
 **SPPS/PC-OT** Parcel Split/Parcel Combine Other  
 **SPL0DV-OT** Lot Division Other

Rec'd by: \_\_\_\_\_ Date/Time: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

# LAND DIVISION PROCESS GUIDELINES

*These guidelines outline the requirements for filing a land division (property division) application with the City of Phoenix. For further information contact the Development Services Department, 200 West Washington Street, 2nd Floor, Development Center Station 6 – Site Planning, Phoenix, Arizona 85003 or call (602) 261-8235 or fax (602) 534-1345 Voice or (602) 534-5500 (TTY)*

## I. LOT DIVISION QUALIFICATIONS

- An original lot or tract, created by a plat, may be divided into a total of no more than two parcels.
- An original parcel (not platted, existing at the time of annexation) may be divided into no more than three parcels through the land division process.
- A division into more than three parcels, as noted above, will require a subdivision plat.

## II. CODE REQUIREMENTS (*Must be checked before filing application*)

- Building Code requirements must be met. (*See Development Center Station 6*).
- Hillside Development (*Zoning Ordinance - Section 710*) requirements must be met.
- Zoning Ordinance (*G-3377*) requirements including street frontage, lot area and coverage, setbacks, and parking must be met.
- Proposed parcels must have direct access to utilities and public right-of-way.
- Proposed parcels must not jeopardize further division on adjacent parcels.

## III. IMPROVEMENT REQUIREMENTS

- **Off-site improvements** such as paving, curb, gutter, sidewalk, water and sewer main extensions and fire hydrants **may be required**. Applicant must submit photographs to facilitate review.
- **Right-of-Way requirements**, as put forth in the Minimum Right-of-Way Standards Map and Article III of the Subdivision Ordinance (*G-3995*) **may be required** through dedication.

## IV. LAND DIVISION PROCESS

- If applicable, a letter of Notification of Conditional Approval will be sent to the applicant informing them of approval and any stipulations that are applicable.
- If applicable, the land division application will be reviewed by Civil Engineering staff to determine what stipulations, if any, are applicable.
- Building Safety Plan Review will not issue any permits and Civil Engineering will not assign addresses before the final approval of the land division.
- Upon the final approval of a “parcel split,” building permits may be issued subject to adherence to applicable Codes of the City of Phoenix and satisfying any outstanding development requirements (**which could include: roadway dedications, street improvements, and/or public utility installations**).
- Applicant must satisfy any stipulations before final land division approval. If stipulations are not completed, application will become void one (1) year from the date of the notification letter.