



Minor Land Division Application

ANY SURVEYOR THAT YOU CHOOSE FROM PINAL COUNTY AND SURROUNDING AREAS IS LIKELY TO BE VERY FAMILIAR WITH THE MINOR LAND DIVISION PROCESS AND SHOULD BE ABLE TO HELP GUIDE YOU THROUGH THE PROCESS. SHOULD YOU STILL HAVE QUESTIONS, DON'T HESITATE TO CALL, 520-866-6679.

PLEASE, IF POSSIBLE, GIVE A CALL TO THE APPOINTMENT PHONE NUMBER BELOW AND LET ME KNOW THAT YOU ARE COMING OR WHAT DAY AND TIME THAT YOU WOULD LIKE TO SUBMIT YOUR MINOR LAND DIVISION APPLICATION. IF YOU FORGET TO CALL, DON'T LET THAT HOLD THINGS UP. I, OR SOMEONE, WILL BE HERE TO ACCEPT YOUR APPLICATION. OUR DOORS OPEN AT 8:30 AM. AND CLOSE AT 4:30 PM. MONDAY – FRIDAY.

WHAT YOU WILL NEED TO BRING WITH YOU:

- ___ **A CURRENT (NO OLDER THAN 60 DAYS) TITLE SEARCH REPORT WHICH INCLUDES A LEGAL DESCRIPTION OF THE PROPERTY AS SHOWN IN THE DEED AND RECORDS (DKT/BK & PG) OF ALL EASEMENTS AND RIGHTS OF WAY ON, THROUGH OR ADJOINING THE SUBJECT PROPERTY (SCHEDULE 'B'). (PLEASE PROVIDE THIS REPORT TO YOUR SURVEYOR SO THAT ALL INFORMATION CAN BE INCLUDED ON YOUR INITIAL DRAWINGS AND NOT DELAY YOUR PROJECT.)**

- ___ **ALL PROPERTY TAXES WILL BE PAID IN FULL PRIOR TO THE FINAL APPROVAL OF THE APPLICATION FOR THE DIVISION OF YOUR PROPERTY**

- ___ 2 COPIES OF YOUR SURVEY SHOWING HOW YOU ARE PROPOSING TO DIVIDE YOUR PROPERTY.

- ___ A COPY OF THE LEGAL DESCRIPTIONS FOR EACH PARCEL THAT YOU ARE PROPOSING TO CREATE.

- ___ IF YOU HAVE OWNED YOUR PROPERTY LESS THAN 1 (ONE) YEAR, PLEASE FURNISH A COPY OF YOUR DEED WITH THE RECORDERS FEE NUMBER AFFIXED.

- ___ BRING YOUR COMPLETED APPLICATION MAKING SURE THAT YOU HAVE FILLED IN (PART A):

- ___ APPLICANT NAME & RELATED INFORMATION

- ___ SURVEYOR SIGNATURE & RELATED INFORMATION

- ___ THE ACKNOWLEDGMENT, PLEASE AFFIX THE PROPERTY OWNERS NOTORIZED SIGNATURE. IF A REPRESENTATIVE IS BEING ASSIGNED, PLEASE FILL IN THE APPROPRIATE INFORMATION AS WELL.(IF YOU DO NOT HAVE ACCESS TO A NOTORY, **WAIT TO SIGN YOUR APPLICATION UNTIL YOU SUBMIT IT**, WE HAVE A NOTARY AVAILABLE HERE.)

- ___ ON YOUR WAY TO SUBMIT YOUR APPLICATION, FIRST STOP AT THE ASSESSORS OFFICE (PART B) AND PRESENT YOUR APPLICATION AND 1 COPY OF YOUR SURVEY, THEY WILL FILL IN THEIR PORTION AND RETURN THE APPLICATION AND MAP TO YOU. THEN GO TO THE TREASURERS OFFICE AND PRESENT YOUR APPLICATION. THEY WILL LIKewise AFFIX THE DATA THAT IS NEEDED, INITIAL AND RETURN YOUR APPLICATION TO YOU.

- ___ NOW IT IS TIME TO BRING EVERYTHING TO BUILDING “F” AND SUBMIT YOUR COMPLETED APPLICATION AND ACCOMPANYING DOCUMENTS.

OUR FEE FOR PROCESSING YOUR APPLICATION IS \$560.00. IF YOU ARE PAYING WITH A CHECK OR MONEY ORDER, PLEASE MAKE IT PAYABLE TO “PINAL COUNTY”. *WE DO NOT ACCEPT CREDIT CARDS.*

THANK YOU FOR YOUR COOPERATION. WE LOOK FORWARD TO WORKING WITH YOU.

APPOINTMENT
520-866-6679

MINOR LAND DIVISION COORDINATOR
520-866-6679
fax: 520-866-6530
e-mail: John.Edwards@co.pinal.az.us



PINAL COUNTY PLANNING & DEVELOPMENT SERVICES
MINOR LAND DIVISION APPLICATION

31 N. PINAL STREET BLDG F · P.O. BOX 2973 · FLORENCE, ARIZONA 85232 · 520-866-6442 · FAX 520-866-6530

THIS APPLICATION CONSISTS OF PARTS A, B, AND C
DIRECTIONS ARE ON THE ATTACHED PAGES

PART A TO BE FILLED OUT BY APPLICANT AND LAND SURVEYOR

Complete the Following Information. Once Completed, Submit to the Assessor's and Treasure's Offices for review. Then Return this Application to The Planning and Development Services Department together with all Supporting Documents. (See Part C,) and a \$560.00 filing & review fee.

IF LAND WAS PURCHASED OR DEEDED WITHIN THE PAST ONE (1) YEAR, PLEASE PROVIDE PROOF OF OWNERSHIP.

APPLICANT NAME:

DAYTIME PHONE:

MESSAGE PHONE:

MAILING ADDRESS:

I certify that all visible structures and existing improvements to the property are shown on the submitted drawing.

SURVEYOR SIGNATURE:

RLS#:

SECTION:

TOWNSHIP:

RANGE:

PHONE:

FAX :

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:

ACKNOWLEDGMENTS:

I am in compliance with ARS §11-809, §32-2101 *et seq*, with regard to land divisions.

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.

I have requested that _____ act as my representative in this matter. **The owner MUST sign below.**

Signature of Property Owner (s):

Date:

Printed Name of Property Owner (s):

Signature of Property Owner (s):

Date:

Printed Name of Property Owner (s):

State of Arizona

County of Pinal

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

My Commission Expires: _____

Notary

Signature of Representative:

Date:

Printed Name of Representative:

Phone:

Fax:

State of Arizona

County of Pinal

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

My Commission Expires: _____

Notary

Fees Paid By: [] Check/MO # _____ [] Cash; By: _____ Receipt # _____

Date Submitted:

Application Number:

If you are creating an easement for ingress & egress as part of your Minor Land Division, would you like to offer possible easement names? We will check to see if the name previously exists or if we must use the name of a previously existing alignment. If there are no conflicts, we may be able to name the easement as you have suggested.

Suggestions:

Thank you