

LAND SPLIT/COMBINATION

PZ-LSC

WHAT EXACTLY APPLIES TO YOUR SITUATION?

- **If Outside a Platted Subdivision** - A land split/combination permit **is required** to split/combine/reconfigure property outside of a platted subdivision, or within unsubdivided lands where special circumstances apply.
- **If Within a Platted Subdivision** – Please ensure that the scenarios below do not apply to you:
 - If **combining or reconfiguring lot lines** within a platted subdivision, a “Subdivision - Corrective Replat” must be applied for and **not** a land split/combination process.
 - If **splitting back to original** platted parcels within a platted subdivision, a “Subdivision – Corrective Replat” must be applied for and **not** a land split/combination process.
 - To **create additional parcels** (increase density) beyond what was originally approved and platted within a platted subdivision, a “Subdivision - Amended Final Plat” must be applied for and **not** a land split/combination process.
- **If Splitting Into Parcels Over 10 Acres in Size** – Please apply for a land/split combination using the online portal, and please note that this process does not have a fee for splits resulting in parcels over 10 acres.

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Online Process** - Simply **scan** a copy of the split/combo form to **upload** when you initiate your land division/combination/reconfiguration online. ***Please do not mail your paper split/combo form to the Community Development Department.*** A planner will contact you for additional information if needed.
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Lot Split, Combine, or Reconfiguration of Lot Lines,” and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “***technically complete.***” This means it is time to log into the online portal

to pay for your permit (if a fee is owed). If someone else will be paying for your permit, please contact staff for assistance.

- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit.

ONLINE APPLICATION INFORMATION

- **Acknowledgments** – be prepared to acknowledge that you are the property owner or a representative of the property owner as well as acknowledge that you understand the locations of wastewater systems and components in relation to proposed lot lines, if applicable.
- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **Type of Request** – select “Split,” “Split into Parcels Over 10 Acres in Size,” “Combination,” or “Reconfiguration of Parcel Lines.” *Please note that this does NOT apply to lots within subdivisions.*
- **Number of Parcels Created/Affected** – For example: If splitting 1 parcel into 2, type “2.” If combining 2 parcels into 1, type “1.” If reconfiguring the lot lines affecting 3 parcels, type “3.” Staff will verify all information inputted in the application prior to calculating a permit fee.

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following **in PDF format**:

- Completed and Signed [Split/Combo Form](#)
 - **Note:** This permit may be initiated through the Online Portal using a scan of the signed Split/Combo Form. The original documents will need to be received by the Treasurer, Assessor, and Recorder for final processing **once you are e-mailed approval documentation** from planning staff.
 - Depending on the version of the split/combo form you are using, please write “**See attached documentation**” if it asks for a Planning and Zoning signature. If your request is approved, you will receive documentation in pdf format via e-mail from a planner that you can print and attach to the split/combo form when you take it to the remaining County offices for final processing.
- The following items must be prepared by an Arizona Registered Land Surveyor:
 - Legal descriptions of current and proposed lots (property deeds may contain this)
 - Legal descriptions of portions of property being split/combined/reconfigured as applicable
 - Legal descriptions of easements on and legal access for the subject properties
 - *Note: Legal access in the form of an easement must exist and be recorded for any lots under 10 acres in size.*
 - Survey map showing current and proposed parcel configurations and as applicable: existing structures, wastewater systems, driveways, and roads on the affected site(s)

ADDITIONAL INFORMATION

- Signatures on the Split/Combo Form must match the owner(s) on file according to the Assessor’s Office. If part of a corporation, proof of affiliation must be provided as well.
- To create or modify a property address, please contact the GIS Department [here](#). Addresses are not assigned automatically, and address changes must be initiated by the property owner.