

SUBDIVISION - Corrective Replat

PZ-SUB



DOES THIS CORRECTIVE REPLAT PROCESS APPLY TO YOUR PROJECT?

- If you are splitting back to original platted lot lines, reducing platted setbacks*, combining platted parcels, or reconfiguring platted lot lines for 10 or fewer parcels, a **Subdivision – Corrective Replat** process will be required. You're on the right track! Skip to the *What to Expect* section below.
- If you are increasing density (adding more lots) within an established platted subdivision, a **Subdivision – Amended Final Plat** process will be required. Please see [this information sheet](#) on how to apply.
- If you are splitting, combining, or reconfiguring lot lines **outside** of an established platted subdivision, a **land split/combination process** is required. This is a different type of permit and is also processed administratively. Information on how to apply for a land split/combination is found [here](#).

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **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 “Subdivision (various types),” and follow the prompts from there. You can select the “subtype” on the next screen, among other details as delineated below under *Online Application Information*.
- **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* 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 someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your application will be assigned to a planner who will let you know if anything else is needed to proceed with your permit.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** – This is not required for Corrective Replats. Select “Not 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; if unknown, contact staff prior to applying)

- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **Subdivision Type** – You will select one of the following choices: *Corrective Replat Altering Platted Lots or Setbacks* or *Corrective Replat Minor Wording or Drafting Corrections*.
 - If you are simply splitting back to original lot lines, combining or reconfiguring platted lots, or reducing setbacks*, select “Corrective Replat Altering Platted Lots or Setbacks.”
 - If your proposal includes **both** wording/drafting corrections and modifications to setbacks and lot lines, please select “Corrective Replat Altering Platted Lots or Setbacks.” This can be clarified within the project Narrative (details below).
- **Number of Lots Proposed/Affected** – please type the number of lots affected by your proposal.
- **Waivers** – you will likely leave this blank. Please see a staff planner if you are not certain.
- **It is unlikely any of the following will be a “Yes” answer for your Corrective Replat proposal**, however please read each question and answer to the best of your knowledge. Staff will confirm these later in the process and can make changes to these answers or assist with other permits types if applicable.
 - Approved setbacks* to be reduced? *Yes or No*
 - Increasing total number of parcels? *Yes or No*
 - Open/Public Space to be Modified? *Yes or No*
 - Access or easements to be modified? *Yes or No*
 - Modifying subdivision boundaries? *Yes or No*
 - Substandard** parcels requested? *Yes or No*

ONLINE SUBMITTAL REQUIREMENTS

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

- **Split/Combo Form** – this form must be completed, signed, scanned and uploaded for lot combinations or reconfigurations. Click [here](#) to view and download this form. If combining platted lots, there is nothing else required to be submitted.
- **Narrative** – provide this if you are proposing wording corrections to the plat or if you wish to share specific information with staff that is not provided in your submittal documents.
- **Site Plan (Survey)** – this is only required if proposing a **Reconfiguration** of lot lines within a platted subdivision; the survey must be prepared by an Arizona Registered Land Surveyor.
- **Legal Descriptions** - these are only required if proposing a **Reconfiguration** of lot lines within a platted subdivision; these must be prepared by an Arizona Registered Land Surveyor.
- **That’s It!** - You will see an extensive list of possible submittal items in the portal – please only upload items as mentioned above for your Corrective Replat, and you may leave all other items blank.

***A NOTE ON SETBACKS:** *If the proposed setback reduction results in setbacks for the lot(s) that are **greater than or equal to** the setback requirements for the underlying zone, please continue your application with “Corrective Replat Altering Platted Lots or Setbacks.” If you are proposing to reduce a platted setback to be **less than** the setback requirements for the underlying zone, please see a staff planner. Setbacks for the underlying zone per the Coconino County Zoning Ordinance can be viewed [here](#). Your property’s zone can be determined by using the [Coconino County Parcel Viewer](#).*

****A NOTE ON SUBSTANDARD PARCELS:** *This refers to a parcel whose total area or dimensions are undersized for the zone.*