

# SUBDIVISION - Amended Final Plat

PZ-SUB



## DOES AN AMENDED FINAL PLAT PROCESS APPLY TO YOUR PROJECT?

- If you are increasing density (adding lots) within an established platted subdivision, a **Subdivision – Amended Final Plat** process will be required. You’re on the right track! Skip to the *What to Expect* section below.
- If you are splitting back to original platted lot lines, combining parcels, or reconfiguring lot lines for 10 or fewer parcels, a **Subdivision – Corrective Replat** process will be required. This is an administrative process. 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 **lot split/combination process** is required. This is a different type of permit and is 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 note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *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 case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on the Board of Supervisors’ consent agenda when ready. This is not a public hearing, however the Board must make the final decision on your request.

## ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting this online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver). [Click here to learn how to apply for a pre-application meeting](#) using the online portal.
- **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
- **Waivers** – if applicable, please briefly list the types of waivers from the Subdivision Ordinance being requested as part of this application
- **Subdivision Type** – select the following option: *Amended Final Plat*.
- **Number of Lots Proposed/Affected** – please type a number based on your proposal
- **Yes/No Questions** - Staff will confirm these later in the process and can make changes to these answers or assist with other permits if required for your proposal.
  - 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:

- **Narrative** – typewritten, generally describing the project, waivers requested if applicable, a list of documents being included with the application and if some are combined into one pdf for uploading, as well as a list of all parcel numbers included in this application.
- **Amended Final Plat** – provide an Amended Final Plat of this lot and legal description as prepared by an Arizona Registered Land Surveyor. A sample Amended Final Plat can be viewed [here](#).
- **Legal Descriptions** – of the proposed lots/modifications to the plat; these must be prepared by an Arizona Registered Land Surveyor.
- **List of Contacts** – if there are other individuals associated with the project, please provide a document stating their name, role, and contact information.
- **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 Amended Final Plat, and you may leave all other items blank.

**\*A NOTE ON SETBACKS:** *If you are proposing a platted setback reduction which results in setbacks for the affected lot(s) that are a) greater than, b) equal to, or c) less than the minimum setback requirements for the underlying zone, please include which situation (a, b, or c) applies to your proposal within your permit narrative. 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.*