

# LAND SPLIT/COMBINATION

PZ-LSC

## WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **If Within a Platted Subdivision** - If combining or reconfiguring lot lines within a platted subdivision, a "Subdivision Corrective Replat" must be applied for and **not** a land split/combination.
- **Paper and Online Process** - This request can be initiated online, however it must be completed in person over the counter or via mail. The **original form with ink signatures** is required for this request, which is processed by multiple County departments. A planner will contact you for additional information or, if approved, to pick up the original form or prepare to receive the form via mail.
- **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 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, you may leave these items blank. *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

- **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, however the original paper form will need to be mailed to the Community Development Department for the process to continue. The original documents will need to be received by the Treasurer, Assessor, and Recorder for final processing. See staff with questions about this process.
- 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, septic systems, driveways, and roads on the affected site(s)

## ADDITIONAL REQUIREMENTS

Please submit the following items **only** if applicable. **Otherwise, you do not need to upload anything for these requested items.**

- 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.