

ABANDONMENT or Reversion to Acreage

PZ-AB

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 Abandonment, 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 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 a hearing agenda when ready.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)
- **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

ONLINE SUBMITTAL REQUIREMENTS

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

- **Narrative** – typewritten, describing the request and conformance to the Findings for an Abandonment or for Reversion to Acreage (see below)
- **Site Survey** - detailing the specific area for abandonment: the proposed distribution of abandonment property; and existing easements (utility, access, drainage, etc.); prepared by a certified engineer or Arizona Registered Land Surveyor.
- **Legal Description** - of portion of property to be abandoned; prepared by a certified engineer or Arizona Registered Land Surveyor.
- **Signatures** – signed documentation of each owner of property immediately adjacent to the property proposed for abandonment and/or reversion to acreage with an affidavit stating they understand the zoning application and approve of the abandonment/reversion to acreage

OTHER PERMITS MAY BE REQUIRED

In addition to the Abandonment, applicable Building, Environmental Quality, and Engineering Permits may be required for your project. Planning and Zoning review shall be conducted through the issuance of such permits.

FINDINGS

Applicants for an **abandonment** must provide an explanation of how their request satisfies:

- That said abandonment is in the interests of the general welfare of Coconino County.
- That said abandonment would not prohibit or unduly inhibit access by the public-at-large, nearby property owners, and public utilities.
- That said abandonment would not eliminate public access ways which may be presently in use or desirable for future use.

Applicants for **reversion to acreage** must provide an explanation of how their request satisfies:

- That the subdivided lands to revert to acreage are under one contiguous ownership.
- That no immediate use of such subdivided lands as they were intended appears imminent.
- That such Reversion to Acreage will not be detrimental to the general welfare of Coconino County.