



For further information, contact the Lot Division Specialist, Phoenix City Hall, Planning & Development Department, 200 West Washington Street, 2nd Floor, Site Development Counter, Phoenix, Arizona 85003. After consultation with the Lot Division Specialist, application may be submitted through the Payments and Submittal Counter.

Property Division/Combination Application Number:

PRDV/PRLC: _____ KIVA: _____

Please check one of the following:

- LAND DIVISION "STAR" REMOVAL COMBINE DIVISION & COMBINE

Project Address: _____

Zoning Map: _____ Zoning District: _____ Quarter Section: _____

Site Plan Assessor's Parcel: _____

SUBMITTAL REQUIREMENTS (Checked items only) **INITIALS:** _____ **DATE:** _____

- A survey, map, or sketch plan showing the entire original parcel(S) to be divided or combined, with the setbacks from existing building to the new and existing property lines.
- A copy of the site plan or site plan amendment being submitted for review (if applicable).
- Photographs of the existing street improvements along all portions of the original parcel.
- Legal description(s) of the new parcels.
- Filing fee: See Planning & Development Fee Schedule per the Phoenix City Code, Chapter 9, Appendix A.2
- To be submitted after:**
 - Hillside Review Approval
 - Use Permit/Variance Approval
 - Site Plan Pre-Application Meeting or Site Plan Amendment Submittal

Reason for Request: _____

Contact Name: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

-----**STAFF USE ONLY**-----

Fee Code:

- SPLOTDV-RE** Lot Division Residential **SPSTAFF*** Lot Combine
- SPLODV-OT** Lot Division Other

Received By: _____ Date & Time: _____ Fee Paid: _____

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7811 or visit our website at <http://phoenix.gov/pdd/licensetimes.html>. For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / (602) 534-5500 TTY.

LAND DIVISION PROCESS GUIDELINES

These guidelines outline the requirements for filing a land division (property division) application with the city of Phoenix. For further information contact Planning & Development, 200 West Washington Street, 2nd Floor, Site Development Counter, Phoenix, AZ 85003 or call (602) 261-8235 or fax (602) 534-1345 Voice or (602) 534-5500 (TTY)

I. LOT DIVISION QUALIFICATIONS

- An original lot or tract, created by a plat, may be divided into a total of no more than two parcels.
- An original parcel (not platted, existing at the time of annexation) may be divided into no more than three parcels through the land division process.
- A division into more than three parcels, as noted above, will require a subdivision plat.

II. CODE REQUIREMENTS (*Must be checked before filing application*)

- Building Code requirements must be met. (*See Site Development Counter*).
- Hillside Development (*Zoning Ordinance - Section 710*) requirements must be met.
- Zoning Ordinance (*G-3377*) requirements including street frontage, lot area and coverage, setbacks, and parking must be met.
- Proposed parcels must have direct access to utilities and public right-of-way.
- Proposed parcels must not jeopardize further division on adjacent parcels.

III. IMPROVEMENT REQUIREMENTS

- **Off-site improvements** such as paving, curb, gutter, sidewalk, water and sewer main extensions and fire hydrants **may be required**. Applicant must submit photographs to facilitate review.
- **Right-of-Way requirements**, as put forth in the Minimum Right-of-Way Standards Map and Article III of the Subdivision Ordinance (G-3995) **may be required** through dedication.

IV. LAND DIVISION PROCESS

- If applicable, a letter of Notification of Conditional Approval will be sent to the applicant informing them of approval and any stipulations that are applicable.
- If applicable, the land division application will be reviewed by Civil Engineering staff to determine what stipulations, if any, are applicable.
- Building Safety Plan Review will not issue any permits and Civil Engineering will not assign addresses before the final approval of the land division.
- Upon the final approval of a “parcel split,” building permits may be issued subject to adherence to applicable codes of the city of Phoenix and satisfying any outstanding development requirements (**which could include: roadway dedications, street improvements, and/or public utility installations**).
- Applicant must satisfy any stipulations before final land division approval. If stipulations are not completed, application will become void one (1) year from the date of the notification letter.
- Applicant is advised, prior to submittal, to research any potential deed restrictions, covenants, private agreements, etc. which may preclude the subject site from being split and/or combined. These are neither reviewed nor enforced by the City of Phoenix. They may be enforced by other private parties and resolving the issues prior to submittal will save you time and money later in the process.