



**Development Services**  
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## **LAND SPLITS**

### **In accordance with Article 13-22 Land Splits:**

In accordance with ARS §9-463.01(T) (as amended), this Article regulates land splits within the corporate limits with regard to division lines and area and shape of tracts or parcels. Any lot or parcel of improved or unimproved land whose area is two and one-half (2 ½) acres or less and is divided into two (2) or three (3) lots, tracts or parcels of land for the purpose of sale or lease is a land split for purposes of this Article.

*Land Splits may pertain to Metes and Bounds Acreage or in some cases a few remaining 1- Acre lots in Lynx Lake Estates zoned for Half-Acre (R1L-18). Splits of Existing lots in the original Prescott Valley Units may involve Sewer **In-Lieu-Of Fees**. At the time of the establishment of the road & sewer improvement district, most single Prescott Valley lots received a sewer connection or a Tap for a vacant lot. If a 1-Acre lot is split it will require an **In-Lieu-Of Assessment Fee** for the new parcel without a sewer Tap. Also, many separate undeveloped lots were combined so that only one sewer assessment would be applied. As a result, only one lot was hooked up to the Town's sewer system. These combined legal lots can be separated for sale or development purposes but will also pay a new In-Lieu-Of sewer connection fee of **\$3,300** and owner will be responsible for connecting to the Sewer Main when needed for Building Permits. A building permit can be issued upon payment of the In-Lieu-of connection fee.*

#### **1. Review for Mets and Bounds Splits**

When a land split is anticipated, the owner, representative or purchaser shall file with the Department a land split application form, along with 2 copies of a "record of survey" prepared by a registered land surveyor containing the surveyor's certificate of accuracy and seal. The map of survey shall accurately set forth the boundaries of the lots, tracts, or parcels resulting from the land split, as well as any recorded easements, existing structures, and other information required on the application form.

The Department shall review the land split application and maps for compliance with the provisions of this Code. If the information is in order and complete and the land split complies with the Code, the Department shall approve the land split application within seven (7) working days. Otherwise, the Department shall deny the same in writing within the same period. Upon approval by the Department, 1 map of survey showing said approval shall be recorded in the Office of the Yavapai County Recorder.

#### **2. Review of Sewer Assessments**

A Survey for each lot is required. If there are structures on the property, they must be indicated on the survey or a scaled site plan. Existing structures must meet all setbacks and code requirements. Approval will be made upon review of set-backs and assessments. The lots must be dimensioned as originally platted. If the boundaries of the lots are to be adjusted the procedure for a Reversionary Plat is required. If multiple lots are combined under one Tax Parcel Number (APN) the Owner may request a "Split" from the Assessors Office to obtain separate APNs.

**PLANNING DIVISION - LAND SPLIT APPLICATION**

Request to Split Lots Combined by Town Assessment

**App. No.** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Existing Parcel:** Parcel No.: \_\_\_\_\_ Legal: \_\_\_\_\_

Existing Assessment Number: \_\_\_\_\_ Assessment Paid: Yes \_\_\_\_\_ No \_\_\_\_\_

Site Address: \_\_\_\_\_

Total Sq. Ft. of Parcel: \_\_\_\_\_

**New Parcel Configuration:**

**Parcel #1** Parcel No.: \_\_\_\_\_ Legal \_\_\_\_\_

In-Lieu-Of Fee Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Site Address: \_\_\_\_\_

Total Sq. Ft. of Parcel: \_\_\_\_\_

Owner: \_\_\_\_\_

Status of Existing Use(s) on Parcel: \_\_\_\_\_

**Parcel #2** Parcel No.: \_\_\_\_\_ Legal \_\_\_\_\_

In-Lieu-Of Fee Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Site Address: \_\_\_\_\_

Commercial Only – Total Sq. Ft. of Parcel: \_\_\_\_\_

Owner: \_\_\_\_\_

Status of Existing Use(s) on Parcel: \_\_\_\_\_

**Parcel #3** Parcel No.: \_\_\_\_\_ Legal \_\_\_\_\_

In-Lieu-Of Fee Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Site Address: \_\_\_\_\_

Commercial Only – Total Sq. Ft. of Parcel: \_\_\_\_\_

Owner: \_\_\_\_\_

Status of Existing Use(s) on Parcel: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE FOR LAND SPLIT**

(I/We) the undersigned hereby certify as (owner/agent) that the property located at the above address is not encumbered or obligated by recorded agreement, condition, covenant or restriction that would prohibit the intended LOT SPLIT; and that (I/we) understand that approval of the Zoning Department is subject to all other easements, encumbrances, etc. or restrictions which may apply to said property by virtue of any Town Ordinances and/or State Statute and deed restrictions. The Town takes no responsibility for said restrictions or requirements and the burden to comply with such restrictions lies solely with the property owner and/or applicant.

\_\_\_\_\_  
Signature of Property Owner/Agent

\_\_\_\_\_  
Date

**In-Lieu-Of Assessment Fees**

As owner(s) of the above property, I/We understand that because of original Assessment and Sewer Tap configurations that In-Lieu-Of Assessment Fees may be due, Sewer Taps may be required, on certain Split Parcels, and we are responsible for informing any buyers of this obligations.

\_\_\_\_\_  
Signature of Property Owner/Agent

\_\_\_\_\_  
Date

**DEVELOPMENT SERVICES DEPARTMENT REVIEW:**

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Survey Recording Reception No./Date: \_\_\_\_\_/\_\_\_\_\_

