

# **Development Services Department**

## **PLANNING AND ZONING DIVISION**



### **PARCEL SPLIT APPLICATION**

**BEFORE FILING THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH DEVELOPMENT SERVICES DEPARTMENT TO DISCUSS YOUR APPLICATION REQUEST. THIS MEETING MUST OCCUR AT LEAST ONE WEEK PRIOR TO FILING THIS APPLICATION. STAFF WILL DETERMINE IF THIS APPLICATION IS NECESSARY AND PROVIDE YOU INFORMATION ON THE PLANNING DIVISION'S POLICIES AND PROCEDURES, AS NECESSARY.**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AT THE FRONT COUNTER. ALL APPLICATIONS SUBMITTED TO THE DEVELOPMENT SERVICES DEPARTMENT COUNTER MUST HAVE ALL FORMS AND DOCUMENTS COMPLETED AS STATED IN THE PACKET AND AS REQUESTED BY THE CITY.**

### **PARCEL SPLIT PROCESS**

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1. PROPERTY OWNER MEETS WITH THE DEPARTMENT; DEPARTMENT ANALYZES PROPOSAL AND ADVISES PROPERTY OWNER OF PROCEDURES AND REQUIREMENTS.
2. PROPERTY OWNER PREPARES AND FILES APPLICATION FOR APPROVAL WITH DEPARTMENT AND PAYS FILING FEES.
3. DEPARTMENT REVIEWS APPLICATION AND ALL REQUIRED DOCUMENTS
4. UPON APPROVAL, THE CITY PLANNER OR DESIGNEE THEREOF WILL ISSUE CERTIFICATE OF APPROVAL
5. PARCEL SPLIT WILL BE READY FOR RECORDATION WITH THE COUNTY OF COCHISE, SUBJECT TO ANY AND ALL CONDITIONS PLACED ON THE PARCEL SPLIT BY THE CITY OF DOUGLAS PLANNING & ZONING DEPARTMENT

### **APPLICATION REQUIREMENTS**

- A. Application form (1 copy), copy of preliminary plat and required supporting data and filing fee. In addition, an ownership verification, application contact, and notification list must be submitted with the application. It is highly recommended that the applicant meet with City staff prior to filing the application.

## LOT SPLIT PLAT REQUIREMENTS

### a) Form and Scale:

Lot split plat information shall be presented on one or more plan sheets with written data entered directly thereon or contained in letters attached thereto. All mapped data for the same lot split shall be drawn at the same standard engineering scale, said scale having not more than one hundred (100) feet to the inch.

### b) Identification Data:

1. Name, address and phone number of property owner(s);
2. Name, address and phone number of person preparing plat;
3. Scale, north point and date of preparation, including any revision dates.

### c) Existing Conditions Data:

1. General location of water wells; washes and drainage ditches, including direction of flow; location and extent of areas subject to inundation and data regarding frequency of inundation;
2. Location, widths and names of all platted streets, alleys, utility right-of-way of public record; public areas, and permanent structures to be retained; within or adjacent to tract;
3. Name, book and page numbers of recorded plats abutting the tract or across a boundary street;
4. Dimensions of tract boundaries; acreage of tract.

### d) Proposed Conditions Data:

1. Street layout, including location and width of all streets, alleys, crosswalks and easements; proposed names of streets;
2. Lot layout, including sealed dimensions of typical lots; width and depth of all corner lots and lots on street curves; each lot numbered consecutively; total number of lots;
3. Location, width and proposed use of easements;
4. Location, extent and proposed use of all land to be dedicated or reserved for public use;

5. Location and boundary of all existing proposed zoning classifications;
6. Draft of proposed deed restrictions.

a) Identification Data:

1. Lot split location by section, township, range and county.
2. Name, address and registration number or seal of the registered professional engineer or registered land surveyor preparing the plat.
3. Scale, north point and date of lot split preparation.

b) Survey Data:

1. Boundaries of the tract fully balanced and closed, showing all bearings and distances, determined by an certified survey; all dimensions expressed in foot and decimal thereof.
2. Any exceptions within the lot split boundaries located by bearings and distances expressed in feet and decimals thereof, determined by an certified survey.
3. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data on the plat are referenced; two (2) comers of the lot split traverse shall be tied y course and distance to separate section comers or quarter- section corners.
4. Location and description of all physical encroachments upon the boundaries of the tract.

c) Descriptive Data:

1. Where applicable, name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks, and utility easements; radii, points of tangency, and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections.
2. All drainage ways, designated as such and dedicated to the public.
3. All utility and public service easements, including any limitations of easements shall be limited to utilities, landscaping and wood, wire, or removable- section type fences.
4. Location and all dimensions of all lots.

5. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and the use specified.
6. Any private deed restrictions to be imposed upon the lot split or any part(s) thereof, typewritten and attached to the plat and to each copy thereof.

d) Dedication and Acknowledgement:

Statement of dedication of all streets, alleys, crosswalks, drainage ways and easements for public purposes by the owner(s) and spouse(s) of the owner(s); if lands to be dedicated are mortgaged, the mortgaged shall also sign the lot split. Dedication shall include a written description by section, township and range of the tract. If the parcel contains private streets, public utilities shall be reserved the right to install and maintain utilities in the street rights-of-way.

e) Certifications:

1. Certification by the registered professional engineer or registered land surveyor making the lot split that it is correct and accurate, and that the moments described in it have been located as described.
2. Certificates of approval by the City Planner or Designee thereof.
3. Certification of recordation by the Cochise County Recorder.

**City of Douglas**  
**Development Services Department**

425 10<sup>th</sup> Street  
Douglas, AZ 85607  
(520) 417-7314

**PARCEL SPLIT APPLICATION FORM**

**APPLICATION #** \_\_\_\_\_

Applicant's Name, Address and Phone Number

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Property Owner's Name, Address and Phone Number

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Engineer's Name, Address and Phone Number

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Site Address or location description of property to be subdivided

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Parcel Number

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Size of Parent Parcel \_\_\_\_\_

Existing Zoning District \_\_\_\_\_

Existing Use(s) on Subject Property \_\_\_\_\_

Total Number of Lots Requested \_\_\_\_\_

Additional Information

**City of Douglas**  
**Development Services**  
**Department**

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425 10<sup>th</sup> Street  
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**APPLICATION FOR PARCEL SPLIT APPROVAL**

**APPLICATION #: PS-**

Processing Costs:  
Less than 4 lots -       \$25

**Amount Paid**

**ITEMS REQUIRED FOR APPLICATION COMPLETION**

Proof of ownership \_\_\_\_  
Application cost paid \_\_\_\_  
Signed Parcel Split application  
Site Plan (refer to page 2)

I, the undersigned, have reviewed the above information and found it to be correct. I also understand that all the above items are required for my application to be considered complete and for it to be reviewed and approved by the City Planner or Designee thereof.

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Applicant's Signature

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Date