



SETTLED 1870 - INCORPORATED 1986

Case No.: L-  
For Official Use Only

Application Fee: \$ \_\_\_\_\_  
For Official Use Only

Case No.: LLA-  
For Official Use Only

# LOT SPLITS & LOT LINE ADJUSTMENTS/COMBINATIONS APPLICATION

(Rev 5/05)

The following information and submittals are required by ordinance in order for the Town to process your request for a *Lot Split* or *Lot Line Adjustment/Combination*. **An incomplete submittal will not be accepted for processing.**

The **Lot Split/Lot Line Adjustment/Combinations** Application Submittal Date: \_\_\_\_\_

The Submittal Request (Check One):      **Lot Split**      **Lot Line Adjustment/Combination**

Brief **Description** of Request: \_\_\_\_\_

The **Location** Of The Original Parcel (Nearest Cross-Streets): \_\_\_\_\_

The **Original Parcel Address** (If Assigned): \_\_\_\_\_

The **Current Assessor's Parcel No. (s)** Of The **Original Parcel(s)**: \_\_\_\_\_

The **Current TOCC Zoning District (s) Classification**: \_\_\_\_\_

The **Size Of The Original Parcel (s) In Sq. Ft.**: \_\_\_\_\_

The **Applicant**: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

The **Owner**: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**The Single Point Of Contact For All Formal Communications:**

**Name**: \_\_\_\_\_

**Address**: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owners Certification:**

I, (Print Name) \_\_\_\_\_, Hereby Certify That I Am The Owner Of The Property Which Is The Subject Of This Application And That I Have Read And Understand The Requirements As Outlined In The Application. I Further Acknowledge That The Information Provided Herein Is True And Correct To The Best Of My Knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**SECTION A: LOT SPLIT REQUIREMENTS - CHECKLIST**

The Following Submittal Documentation Is Required By The Town Of Cave Creek To Be Provided By The Applicant For Staff Review Prior To The Approval Of Any Proposed **Lot Split**. Failure To Provide The Required Information Shall Cause The Application To Be Determined As **Incomplete**, And As Such The Application Will Not Be Accepted For Processing. Per The Town Of Cave Creek Subdivision Ordinance A Parcel May Be Split A **Maximum Of Three (3) Times**. The Creation Of **Four (4) Or More New Parcels Constitutes The Creation Of A Subdivision** And As Such All Applicable Subdivision Platting Requirements Shall Apply.

- √ **No. Requirement**
- \_\_\_ 1. A **COMPLETED Application Form** (All information identified on the application form shall be provided. If it is the determination of the applicant that a specific application requirement is not pertinent to the requested action, then a written explanation shall be provided by the applicant detailing how said determination was arrived at).
- \_\_\_ 2. The Appropriate **Application Fee**.
- \_\_\_ 3. **Two (2) Folded Paper Copies (24" x 36")** Of The **Lot Split Record of Survey** As Prepared By An Arizona Registered Land Surveyor.
- \_\_\_ 4. **One (1) 8 1/2" X 11" Reduced Copy (PMT Or Copy Of Equal Quality)** Of The **Lot Split Record of Survey**.
- \_\_\_ 5. **Proof Of Ownership** (Current Title Report, Deed, Maricopa County Assessor's Records, Etc.).
- \_\_\_ 6. A **Vicinity Map** Showing The Relationship Of The Proposed Lot Split Parcel To Main Traffic Arteries And Any Other Landmarks, Which Help To Locate The Subject Property.
- \_\_\_ 7. A **Slope Analysis** For All Properties Located In Hillside Areas (15% Slopes Or Greater). The Slope Analysis Shall Be Submitted On A Separate Drawing And Is Not To Be Included On the Lot Split, Lot Line Adjustment/Combination Record of Survey.
- \_\_\_ 8. A **Drainage Report** (When Requested).
- \_\_\_ 9. Copies Of All Recorded Documents Providing **Proof Of Legal Access** (A Continuous Easement And/Or A Dedicated Right-Of-Way Adjoining The Subject Property) With A **Minimum Width Of Twenty (20) Feet Throughout The Length Of The Access To An Existing Public Right-Of-Way**.
- \_\_\_ 10. **One (1) (8 1/2" X 11") Contiguous Parcels Map** (PMT Or Copy Of Equal Quality), Which Shall Show All Parcels Contiguous To The Parcel, Which Is The Subject Of The **Lot Split**. The **Contiguous Parcels Map** Shall Identify The Associated **Assessor's Parcel Number** And The **Owners Name** Of Each Of The Contiguous Parcels.

**NOTE!** 11. **One (1) Mylar (24" x 36") Copy Of The Lot Split Record of Survey** As Prepared By An Arizona Registered Land Surveyor **Shall Be Provided Upon Notification By The Town That The Application And Supporting Documentation Are Complete And That The Subject Request Has Been Approved By The Town.**

**NOTES:**

- a. **Upon The Approval Of The Record Of Survey By The Zoning Administrator And The Attesting To The Fact By The Town Clerk, The Record Of Survey Shall Be Recorded By The Applicant In The Office Of The Maricopa County Recorder Within Ten (10) Days.**
- b. **Two (2) Paper Copies (24" x 36") Of The Recorded Record Of Survey Shall Be Provided To The Planning Department After Recordation.**

**SECTION B: LOT LINE ADJUSTMENT/COMBINATION REQUIREMENTS - CHECKLIST**

**Definition:** A *Lot Line Adjustment/Combination* Is Where Land Is Taken From One (1) Parcel And Is Added To An Adjacent Parcel.

The Following Submittal Documentation Is Required By The Town Of Cave Creek To Be Provided By The Applicant For Staff Review Prior To The Approval Of Any Proposed *Lot Line Adjustment/Combination*. Failure To Provide The Required Information Shall Cause The Application To Be Determined As *Incomplete*, And As Such The Application Will Not Be Accepted For Processing.

- √     **No.**     **Requirement**
- \_\_\_    1.        A **COMPLETED Application Form** (All Information Identified On The Application Form Shall Be Provided. If It Is The Determination Of The Applicant That A Specific Application Requirement Is Not Pertinent To The Requested Action, Then A Written Explanation Shall Be Provided By The Applicant Detailing How Said Determination Was Arrived At).
- \_\_\_    2.        The Appropriate **Application Fee**.
- \_\_\_    3.        **Two (2) Folded Copies (24" x 36")** Of The **Lot Line Adjustment/Combination Record Of Survey** As Prepared By An Arizona Registered Land Surveyor.
- \_\_\_    4.        **One (1) 8 1/2" X 11" Reduced Copy (PMT Or Copy Of Equal Quality)** Of The **Lot Line Adjustment/Combination Record Of Survey**.
- \_\_\_    5.        **Proof Of Ownership** (Current Title Report, Deed, Maricopa County Assessor's Records, Etc.) For All Parcels Impacted By The Requested **Lot Line Adjustment/Combination**.
- \_\_\_    6.        A **Vicinity Map** Showing The Relationship Of The Proposed **Lot Line Adjustment/Combination** To Main Traffic Arteries And Any Other Landmarks, Which Help Locate The Property.
- NOTE!** 7.       **One (1) Mylar (24" x 36") Copy** Of The **Lot Split Record Of Survey** As Prepared By An Arizona Registered Land Surveyor **Shall Be Provided Upon Notification By The Town That The Application And Supporting Documentation Are Complete And That The Subject Request Has Been Approved By The Town**.
- \_\_\_    8.        A **Letter Of Authorization (NOTARIZED)** From Each **Property Owner**, Other Than The Applicant, That Has Property Boundaries Impacted By The Requested **Lot Line Adjustment /Combination**. Said Letter Shall Clearly State That **"The Applicant Is Authorized To Act In The Behalf Of The Subject Property Owner For All Matters Have A Bearing Upon This Request"**.

**NOTES:**

- a.       **Upon The Approval Of The Record Of Survey By The Zoning Administrator And The Attesting To The Fact By The Town Clerk, The Record Of Survey Shall Be Recorded By The Applicant In The Office Of The Maricopa County Recorder Within Ten (10) Days.**
- B.       **Two (2) Paper Copies (24" x 36") Of The Recorded Record Of Survey Shall Be Provided To The Planning Department After Recordation.**

**SECTION C: RECORD OF SURVEY REQUIREMENTS - CHECKLIST**

The Following Items, Where Applicable, Shall To Be Included On The **Record Of Survey**, Which Is A Required Submittal Component Of The **Lot Split & Lot Line Adjustment/Combination** Application. Said **Record Of Survey** Shall Be Prepared By And Under The Seal Of An Arizona Registered Land Surveyor.

- √ **No.**      **Requirement**
- \_\_\_ A.      The **Record Of Survey** (For Signature By The Town & Recordation) Shall Be Produced On (4mil) Archivable Mylar (24" x 36") With Certification By An Arizona Registered Land Surveyor Which Shall Include A Notation That States: **"All Measurements And Related Calculations Are True And Accurate And All Parcels Close."**
- \_\_\_ B.      **Signature Blocks** With Lines To Be Signed And Dated By The **Zoning Administrator** And Attested To By The **Town Clerk**.
- \_\_\_ C.      For Lot Splits Where The **Parent Parcel** Is Less Than **2.5 Acres**, The **Record Of Survey** Shall Include The Statement. **"This Is To Certify That The Lot Split Shown Thereon Was Approved By The Town Council Of The Town Of Cave Creek On This \_\_\_\_\_ Day Of \_\_\_\_\_ Of 200\_\_."** With Lines To Be Signed And Dated By The **Mayor** And Attested To By The **Town Clerk**.
- \_\_\_ D.      The **Legal Descriptions** Of Both The **EXISTING** And **PROPOSED PARCELS** With The Following: **"Town Of Cave Creek, Arizona"** Included In All Opening Clauses And For Qualifying Sublets For Legal Descriptions And Plats.
- \_\_\_ E.      All **PROPOSED Lots, Tracts Or Parcels** With Dimensions (In Decimal Format).
- \_\_\_ F.      The **Square Footage** And **Lot Width\*** Of Each **PROPOSED Lot, Tract Or Parcel**.
- \_\_\_ G.      The **Location Dimensions, Type** And **Square Footage** Of All **EXISTING On-Site Improvements**.
- \_\_\_ H.      The **Location, Name** And **Dimensions** Of All Adjacent **EXISTING Dedicated Public Rights-Of-Way**.
- \_\_\_ I.      The **Location, Name** And **Dimensions** Of All **PROPOSED Dedicated Public Rights-Of-Way** Along With The Appropriate Dedication Language.
- \_\_\_ J.      The **Location, Dimensions** And **Recordation Numbers** Of All **EXISTING Drainage Easements, Utility Easements, Private Access Easements, Public Trail Easements** And **Conservation Easements**.
- \_\_\_ K.      The **Location** And **Dimensions** Of All **PROPOSED Drainage Easements, Utility Easements, Private Access Easements, Public Trail Easements** And **Conservation Easements**.
- \_\_\_ L.      The Applicable **Building Setback Lines** With Dimensions (In Decimal Format) For Each **PROPOSED Lot, Track Or Parcel**.
- \_\_\_ M.      A **Drawing Legend** That Shall Include, At A Minimum, All **Line Types** And **Symbols** Utilized In The Creation Of The **Record Of Survey**.
- \_\_\_ N.      The **EXISTING Assessor's Parcel Number(S)** Of All **Lots, Tracts Or Parcels**, Which Are The Subject Of The Request.

**SECTION D: SUBMITTAL CONFORMANCE CHECKLIST**

The Following **Submittal Conformance Checklist** Is To Be Completed By The Applicant:

<u>Complies</u>		<u>No.</u>	<u>Requirement</u>
Yes	No		
___	___	1.	Adequate <b>Legal</b> And <b>Physical Access</b> To All <b>PROPOSED Lots, Parcels</b> And <b>Tracts</b> Is Assured.
___	___	2.	All <b>EXISTING Structures</b> And <b>Uses</b> Are <b>IN CONFORMANCE</b> With The <b>Town Of Cave Creek Zoning Ordinance</b> .
___	___	3.	All <b>PROPOSED Lots, Tracts</b> Or <b>Parcels</b> Shall Be <b>IN CONFORMANCE</b> With The Lot, Street, Block, Alley, Easement, And Engineering Requirements Of The <b>Town Of Cave Creek Subdivision Ordinance</b> .
___	___	4.	All <b>PROPOSED Lots, Tracts</b> Or <b>Parcels</b> Shall Be <b>IN CONFORMANCE</b> With The Lot Area, Lot Width And Lot Setbacks Of The <b>Town Of Cave Creek Zoning Ordinance</b> .
___	___	5.	The <b>PROPOSED Lot Line Adjustment/Combination</b> Does Not Create Any New Lots.
___	___	6.	The <b>PROPOSED Lot Split - Lot Line Adjustment/Combination</b> Does Not Render Any <b>EXISTING</b> Lot Substandard In <b>Size</b> Or <b>Shape</b> .
___	___	7.	The <b>PROPOSED Lot Split - Lot Line Adjustment/Combination</b> Does Not Render Substandard The <b>Setbacks</b> To <b>EXISTING Development</b> On The Affected Properties.
___	___	8.	The <b>PROPOSED Lot Split - Lot Line Adjustment/Combination</b> Does Not Impair <b>EXISTING Accesses, EXISTING Easements, Or EXISTING Public Improvements</b> .
___	___	9.	All Lots Remaining After A <b>Lot Split - Lot Line Adjustment/Combination</b> <b>SHALL COMPLY</b> With The Underlying Zoning District <b>Setback Requirements</b> And All Other <b>Applicable Lot Standards</b> Of The <b>Town Of Cave Creek Zoning Ordinance</b> .
___	___	10.	The <b>Proposed Lot Split</b> Does Not Create An <b>Un-Buildable Lot, Tract</b> Or <b>Parcel</b> .
___	___	11.	There Are No Outstanding <b>Town Of Cave Creek Assessments</b> On The Parent Parcel(S).

**SECTION E: ADDITIONAL COMMENTS (to be completed by the Applicant)**

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**SECTION F: GENERAL NOTES**

- A. All **Lot Splits** And **Lot Line Adjustments/Combinations** Shall Be **Approved** By The Town Of Cave Creek **Zoning Administrator** And Shall Be **Attested To** By The **Town Clerk**.
- B. **Upon The Approval Of The Record Of Survey By The Zoning Administrator And The Attesting To The Fact By The Town Clerk, The Record Of Survey Shall Be Recorded By The Applicant In The Office Of The Maricopa County Recorder Within Ten (10) Working Days.**
- C. **Two (2) Paper Copies (24" x 36") Of The Recorded Record Of Survey Shall Be Provided To The Planning & Zoning Department After Recordation. Failure To Provide The Required Copies Of The Recorded Record Of Survey To The Planning & Zoning Department Shall Result In The Denial Of The Issuance Of Town Of Cave Creek Development Permits As They Relate To The Subject Parcel (S).**
- D. **Discussion Between Town Staff And The Applicant Does Not Bind The Town. The Applicant Should Expect That Additional Issues Will Likely Be Raised By The Town At Later Stages In The Process.**
- E. All **Lot Splits** And **Lot Line Adjustments/Combinations** Shall Be **IN CONFORMANCE** With All Provisions Of The **Town Of Cave Creek Subdivision Ordinance**. **Failure To Comply With The Subdivision Ordinance Shall Render The Property Unsuitable For Building And Not Eligible For The Issuance Of A Town Of Cave Creek Development Permit.**
- F. Additional Information May Be Required By The Town Staff To Assure That All **PROPOSED Lots, Tracts** Or **Parcels** Are **IN CONFORMANCE** With All Provisions Of The **Town Of Cave Creek Zoning And Subdivision Ordinances**.
- G. Any **APPEAL** Pertaining To The **Town Of Cave Creek Subdivision Ordinance** Requirements Shall Be Made In Accordance With The Provisions Set Forth Within The **Subdivision Ordinance**. Any **APPEAL** Pertaining To The **Town Of Cave Creek Zoning Ordinance** Requirements Shall Be Made In Accordance With The Provisions Set Forth Within The **Zoning Ordinance**.
- H. The **Lot Split - Lot Line Adjustment/Combination** Regulations, As Set Forth In The **Town Of Cave Creek Subdivision Ordinance**, Are In Addition To All Applicable Land Use Regulations Established Within The **State Of Arizona Revised Statutes** And The **Regulations, Policies** And **Procedures** Established By The **State Of Arizona Department Of Real Estate**. Should **Conflicts** In Applicable Regulations Occur The **More Restrictive Shall Apply**.
- I. \*The **LOT WIDTH** Is Defined As Follows: **The Width Of The Lot Measured At The Front Yard Building Set Back Line**. Refer To The **Town Of Cave Creek Zoning Ordinance** For Further Clarification.
- J. The **FRONT** Of The Lot Is Defined As Follows: **The Side Of The Parcel From Which Access Is Taken**. Refer To The **Town Of Cave Creek Zoning Ordinance** For Further Clarification.

**PLANNING DEPARTMENT  
TOWN OF CAVE CREEK  
37622 NORTH CAVE CREEK ROAD  
CAVE CREEK, AZ 85331  
480-488-6600  
Fax 480-488-2263  
www.cavecreek.org**