



CITY OF PEORIA MINOR LAND DIVISION PROCESS GUIDE

I. Introduction

The Engineering Department, Development Division is providing the following information to aid applicants processing a Minor Land Division map within the City of Peoria. Additional technical information may be obtained from City Engineering staff at (623) 773-7600.

This information is intended to be a guide for the map preparation. Additional information can be obtained from the Peoria Comprehensive Master Plan, Zoning Ordinance and other policies and standards (*Including State Subdivision Statute*).

II. Minor Land Division Process

The Minor Land Division map approval process generally is an administrative process with map approval granted by the City Staff. The review/approval process is generally intended to ensure that the proposed division or future division of land will result in lots which meet the minimum area and width requirements of the Zoning Ordinance, produce a legally recognized land division (*into less than four parcels*), and that the required right-of-way dedications are made. A land division into four or more parcels requires the preparation of a Plat Map (Contact the Engineering Department for details). The process for Minor Land Division map approval is summarized as follows:

- Submittal of the Minor Land Division Application. The application fee is \$800.00
- Staff review of the application will take approximately five weeks after which comments, if any, will be forwarded to the applicant.
- Applicant revises the map, if necessary and re-submits for review/approval. Staff review of the re-submittal will take approximately five weeks.
- After all comments on the application have been addressed and if any right-

of-way dedication instruments have been executed and recorded, staff may approve the map for recording.

- Upon map approval, a minimum of three *Mylar* copies of the approved map with original signatures and one bond copy shall be provided for recording. The mylars shall be accompanied by a check to Maricopa County for recording fees and a check to the City of Peoria, for courier fees. Please call 623-773-7600 for the current amounts.

III. Submittal Requirements

- A. See attached submittal checklist.

IV. Minor Land Division Map/Application Requirements (See Exhibit A for Sample of Minor Land Division Map)

- A. Minor Land Division Map. The following information shall be included on all maps submitted for review:
1. The Map shall be prepared by a Land Surveyor or Civil Engineer registered in the State of Arizona. The Map size shall be 18" X 24" or 24" X 36" and the Map scale shall not be less than 1" equals 100 feet. Map shall include north arrow indicator and date of plan preparation including any revision dates.
 2. Notation on the Map as a "Minor Land Division Map for _____" Location by Section, Township and Range; reference by dimension and bearing to a section corner or one-fourth section corner.
 3. Map shall identify the location and dimension of all lots within the map area. All sides of the proposed lots shall be identified by bearings and distances.
 4. A metes and bounds legal description of all lots
 5. Proposed and existing street dedications, public utility easements, landscape easements, ingress and egress easements and tracts shall be identified by use, course, length and width.
 6. Vicinity Map

7. Certification Statement with signature block by the registered land surveyor that the Map is correct and accurate, and the monuments described have been located as described.
8. Acknowledgment Statement with a signature block for all owners of interest in the land to be divided.
9. Signature Approval Block for the City Engineer.

B. Supporting Materials

1. Right-of-way Dedication Instrument. Note: All land dedicated to the City of Peoria requires a Phase I Environmental Study. Additionally, a copy of the recorded deed and title insurance is required.
2. Easement instrument. (If not shown on ALTA survey)
3. Evidence of location of access to the parcel from an existing public street system.
4. Minor Land Divisions located within private water franchise areas shall provide evidence that the property has a Certificate of Assured Water Supply.
5. The application shall contain such other information as determined to be appropriate and necessary to understand and evaluate the proposed minor land division.
6. Planning and Zoning supporting materials include (*for properties north of Pinnacle Peak Road*) submittals that provide information regarding location in a hillside development or desert lands conservation overlay district. (see checklist)

V. Additional Information

This guide is intended to be a general guide for Minor Land Divisions in the City of Peoria.

Also, a Drainage Report prepared by an Engineer may be required if City staff see a potential issue with flooding.

MINOR LAND DIVISION APPLICATION CHECKLIST

PROJECT #: _____ ACCEPTED BY: _____

DATE: _____

_____ APPLICATION

_____ Ownership Verification Form

_____ Application Contact Form

_____ REVIEW FEE OF \$800.00

_____ 6 COPIES OF MINOR LAND DIVISION MAP FOLDED TO 8 ½" X 11"

_____ A.L.T.A. SURVEY, INCLUDING INGRESS-EGRESS INFORMATION

_____ CERTIFICATE OF ASSURED WATER SUPPLY (Private water utility only)

_____ 404 CERTIFICATION FORM

FOR PROPERTIES *NORTH* OF PINNACLE PEAK ROAD:

(CONTACT PLANNING AND ZONING WITH QUESTIONS REGARDING CHECKLIST BELOW 623-773-7200)

_____ STATEMENT THAT THERE ARE NO HILLSIDE SLOPES IN EXCESS OF 10%
GRADE, NO PROTECTED NATIVE PLANTS AND NO CONSERVATION
FEATURES ON THE SITE; **OR**

_____ HILLSIDE SLOPE ANALYSIS

_____ MASTER CONSERVATION PLAN

_____ NATIVE PLANT INVENTORY

_____ ARCHEOLOGICAL SITE REVIEW

