



# CITY OF GLENDALE

## MINOR LAND DIVISION PROCESS GUIDE

### (Lot Splits, Lot Ties and Lot Line Adjustments)

#### **I. INTRODUCTION**

The Engineering Division is providing the following information to assist applicants in processing a Minor Land Division map within the City of Glendale. Additional technical information may be obtained from City Engineering staff at (623) 930-3630.

This information is intended to be a guide for the map preparation. Additional information can be obtained from the Glendale Zoning Ordinance, Subdivision Ordinance (Chapter 31, Article V), and other city policies and standards.

#### **II. MINOR LAND DIVISION PROCESS**

The Minor Land Division map process is for tying lots together to eliminate interior lot lines, adjusting the location of an existing lot line, and for land division into two or three lots, tracts, or parcels of land. A land division into four or more parcels requires a plat map and must follow that process. The Minor Land Division map approval process generally is an administrative process with map approval granted by the Community Development Group. The review/approval process is intended to ensure that the proposed land division will result in lots which meet the minimum area, width, and setback requirements of the Zoning Ordinance and produce a legally recognized land division. The process for Minor Land Division map approval is summarized as follows:

- (1) Contact the Engineering Division to discuss the MLD Process.
- (2) Verify with the Planning Division that the proposed Minor Land Division will conform to the existing zoning, setback requirements, minimum lot size, etc.
- (3) Submit Minor Land Division Application and fee to the Engineering Division (see attached). Review time is 20 working days from the date of submittal.
- (4) Applicant revises the map, if necessary and re-submits for review/approval. Review time is 13 working days from the date of submittal. Should a 3<sup>rd</sup> review be required, an additional application fee will be charged.
- (5) Upon map approval, one mylar copy of the approved map with owner's acknowledgement and original signature shall be submitted to the city for signatures.
- (6) Applicant shall record the approved minor land division with the Maricopa County Recorder and shall return a paper copy to the City of Glendale's Engineering Division.
- (7) Applicant shall e-mail a .pdf of each sheet of the recorded Minor Land Division and the AutoCad files to our Mapping Division at [mconlin@glendaleaz.com](mailto:mconlin@glendaleaz.com). The cover sheet shall clearly show all the recording information from the Recorder's Office.

Note: Generally, addresses for newly created vacant parcels will be assigned by the Mapping Division when the improvement plans are submitted to the city for review. Newly created parcels with existing buildings may require a new address.

#### **III. MAP REQUIREMENTS**

All minor land division maps shall contain the following information:

1. The Map shall be prepared by a Land Surveyor 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" equal 100 feet.

2. Notation of the map as "Minor Land Division (Lot Tie, Lot Split, Lot Line Adjustment) for (owner's name)."
3. Location by quarter-section, section, township, and range.
4. Vicinity map.
5. Scale, north arrow, legend, and dates of preparation and revisions.
6. Name, address, and phone number of owner/subdivider.
7. Name, address, phone number, registration number, and seal of the registered land surveyor preparing the map.
8. Location and description of cardinal points of primary interest to which all dimensions, angles, bearings, and similar data on the map shall be referenced. Two corners of the minor land division map shall be tied by course and distance to a city approved survey monument. (See [www.mcdot.maricopa.gov/survey/home.htm](http://www.mcdot.maricopa.gov/survey/home.htm) for approved monuments.)
9. All existing and proposed lots shall be identified by number or letter. Show area, in square feet, of each lot.
10. Boundaries of the tract to be divided fully balanced and closed showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
11. Legal descriptions of the property involved. Legal descriptions shall be provided for the property as it exists and for the newly created lots/parcels. New lot lines shall be a heavier line weight than the existing lot lines.
12. Location and dimensions of all lots within the minor land division map. All sides of the proposed lots shall be identified by bearings and distances. All lot corners shall be described as to what was set or found by the surveyor.
13. Existing streets adjacent to the property shall be denoted with the Right-of-Way Dedication Instrument, if known, and shall have the right-of-way width dimensioned. New right-of-way will not be dedicated with the Minor Land Division, and must state "By Separate Instrument" for all proposed right-of-way widths.
14. Utility easements, landscape easements, ingress and egress easements and tracts shall be identified by recorded instrument number and shall be identified by use, course, length and width. New easements must be created by separate instrument. Parcels requiring a new ingress/egress easement must have the easement recorded prior to map approval.
15. All adjacent properties must be indicated by subdivision name and Maricopa County Recorder's Office Book and Page number or Assessor's Parcel Number. Unsubdivided land must be identified as such.
16. For first submittal only, show location of all existing structures on the property for setback verification. Structures shall be removed from the map in second review.
17. Certification Statement with signature block by a registered land surveyor preparing the map that the map is correct and accurate, that the monuments described in it have been located as described, and that said monuments are sufficient to enable the survey to be retraced.
18. Signature Approval Lines for the Land Development Engineer and Planning Director.
19. Acknowledgement Statement with a signature block for all owners of interest in the land to be divided. See following examples.

20. Staff may require the submittal of additional information (e.g., title report, recorded documents) to assist in the review process.

**ACKNOWLEDGEMENT EXAMPLES:**

(Additional examples may be found in the Arizona Revised Statutes, Title 33 – Property)

***Acknowledgement for an individual acting in his own right:***

I, \_\_\_\_\_, as owner, have authorized this Minor Land Division as shown hereon and the same to be attested, thereunto duly authorized this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

ACKNOWLEDGEMENT

STATE OF ARIZONA )  
COUNTY OF MARICOPA ) S.S.

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (name) \_\_\_\_\_, owner, personally appeared before me, the undersigned notary public, who acknowledged him/herself(ves) to be the owner of the property mapped hereon.

\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_

***Acknowledgement for a Corporation or Partnership:***

I, \_\_\_\_\_ (name of officer or agent) \_\_\_\_\_, as (title of officer or agent) of (name of corporation or partnership) a (state or place of incorporation) corporation, on behalf of the corporation/partnership, owner of the property mapped hereon, have authorized this Minor Land Division as shown hereon and the same to be attested, thereunto duly authorized this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Its: \_\_\_\_\_

ACKNOWLEDGEMENT

STATE OF ARIZONA )  
COUNTY OF MARICOPA ) S.S.

Before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (name of officer or agent, title or officer or agent) of (name of corporation acknowledging) a (state or place of incorporation) corporation, on behalf of the corporation, personally appeared before me, the undersigned notary public, who acknowledged him/herself(ves) to be the owner of the property mapped hereon.

\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_



**ENGINEERING DIVISION**  
Land Development

**MINOR LAND DIVISION APPLICATION**  
(Lot Splits, Lot Ties and Lot Line Adjustments)

**SUBMITTAL REQUIREMENTS:**

<b>INTERNAL USE ONLY</b>	Taken by: _____ Application No/Check No: _____ <input type="checkbox"/> Completed Application (Original) <input type="checkbox"/> Deed/Title (1 copy) <input type="checkbox"/> Proposed Minor Land Division (3 copies) <input type="checkbox"/> Plans individually folded to 8" x 12" <input type="checkbox"/> Filing Fee of \$1,069.44
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Date: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Request (circle one):      **LOT SPLIT**                      **LOT TIE**                      **LOT LINE ADJUSTMENT**

**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail\*: \_\_\_\_\_

**TO REPRESENT ME IN THIS APPLICATION, I GIVE AUTHORIZATION TO:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail\*: \_\_\_\_\_

**\*Must be completed as comments will be sent to applicant via e-mail.**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**