



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 7/2025)

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)** 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 (legible) 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. Confirm easement width will comply with Technical Design Guideline No. 2 – Transportation.
- ___ 10. **One (1)** (8 1/2" X 11") **Contiguous Parcels Map** (legible), 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(s) and the owners name of each of the contiguous parcels.
- ___ 11. A **Title Report** or **Special Report** prepared within the past 30 days prior to application submittal.

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) working days.***
- b. *A Paper Copy (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.

- | √ | <u>No.</u> | <u>Requirement</u> |
|-----|-------------------|--|
| ___ | 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) 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 (legible) 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 to locate the property. |
| ___ | 7. | A Title Report or Special Report prepared within the past 30 days prior to application submittal. |
| ___ | 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. *A Paper Copy (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 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.

- | √ | <u>No.</u> | <u>Requirement</u> |
|-----|-------------------|--|
| ___ | A. | The Record of Survey (24 x 36) (for signature by the Town & recordation) 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 _____, 20____" 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 sublots 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, tract 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 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. One (1) paper copy (24" x 36") of the recorded Record of Survey shall be provided to the Planning & Zoning Department after recordation. Failure to provide the required copy 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
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