



**CITY OF SAN LUIS**  
Planning and Zoning Department  
Development Services Division  
P.O. Box 3750-1090 E. Union Street  
San Luis, AZ 85349  
Phone: (928) 341-8563  
Fax: (928) 341-8599

## **SUBDIVISION APPLICATION FORM**

- |   |   |
|---|---|
| <input type="checkbox"/> PRELIMINARY PLAT           | <input type="checkbox"/> LOT SPLIT                |
| <input type="checkbox"/> FINAL PLAT                 | <input type="checkbox"/> LOT TIE                  |
| <input type="checkbox"/> AMENDMENT TO APPROVED PLAT | <input type="checkbox"/> RIGHT-OF-WAY ABANDONMENT |
| <input type="checkbox"/> SUBDIVISION TEXT AMENDMENT | <input type="checkbox"/> OTHER _____              |

**CASE NUMBER ASSIGNED:** \_\_\_\_\_

**PZ COMMISSION HEARING DATE:** \_\_\_\_\_ **CITY COUNCIL HEARING DATE:** \_\_\_\_\_

### **SUBJECT PROPERTY INFORMATION**

Address/Location: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Area: acres \_\_\_\_\_ Sq. ft. \_\_\_\_\_ Number of Lots \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Current Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Project Name: \_\_\_\_\_

A.R.S §12-1134 Waiver provided Initials (Staff) \_\_\_\_\_

### **PROPERTY OWNER/AGENT INFORMATION**

Property Owner: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**I affirm that I am the owner of record of the subject property. If an agent is named, I hereby authorize that person to act in my behalf in matters relating to this application.**

**I hereby declare that all of the information contained in this application is true and correct to the best of my knowledge and belief. I acknowledge that errors in this application may delay review.**

\_\_\_\_\_  
Property Owner's Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Date



## **PROJECT APPLICATION AND CASE REVIEW PROCESS**

### **1. PRE-APPLICATION MEETING WITH STAFF:**

The petitioner may schedule and attend a pre-application meeting with the City staff to discuss, in general, the application procedures and requirements. If an interpreter is needed, it is the responsibility of the applicant to provide one. Please call the Planning and Zoning Department at **(928) 341-8563** or **Email to P&Z@sanluisaz.gov** to schedule your appointment.

### **2. SUBMITTAL OF APPLICATION:**

A list of deadlines for the various meetings can be obtained from the Planning and Zoning Department. You or your representative must submit your completed application **PRIOR TO** the deadline date. However, because the meetings may be limited in the number of cases heard, you will be scheduled to the next available meeting.

### **3. SUBMITTAL OF APPLICATION:**

The Planning and Zoning staff will perform background research and will contact various agencies and departments to ask for comments about the application.

### **4. FINAL STAFF REPORT:**

Once the Final Staff Report is completed, a copy is made available to the applicant and the Commission prior to the Planning and Zoning Commission meeting where it will be presented. Upon request, any member of the public or the media may also examine the report. Reports can be sent to you by e-mail if you provide us with your e-mail address.

### **5. PLANNING & ZONING COMMISSION RECOMMENDATION:**

A meeting is held by the Planning and Zoning Commission to review your application. At the meeting, the Commission reviews the reports and recommendations of staff. The Commission makes a recommendation, to the City Council, either to approve, approve with conditions, or deny the application for final plat. The Commission either approves, approves with conditions, or deny the application for preliminary plat.

### **6. CITY COUNCIL DECISIONS:**

City Council reviews the reports and recommendations from Staff/Planning and Zoning Commission. The City Council is authorized to: 1) approve, 2) approve with conditions, or 3) deny the application.

### **7. APPEAL:**

The administrative decision may be appealed to the City Council.

## **PROJECT APPLICATION AND CASE REVIEW PROCESS** **(LOT SPLIT/LOT TIE)**

### **1. PRE-APPLICATION MEETING WITH STAFF:**

Some applications may require a pre-application meeting with the City staff to find out if there are any zoning, engineering, fire safety or technical issues, which could prevent your application from being accepted or which could add unforeseen expenses to your project. If an interpreter is needed, it is the responsibility of the applicant to provide one. Please call the Planning and Zoning Department at **(928) 341-8563** or **Email P&Z@sanluisaz.gov** to schedule your appointment.

### **2. SUBMITTAL OF APPLICATION:**

Refer to Subdivision Regulations Section 7.1– Procedure for Approval of Lot Split.

### **3. REVIEW:**

The Zoning Administrator and the Public Works Director will review your application and decide whether to approve or deny the lot split/lot tie application.

### **4. APPEAL:**

The administrative decision may be appealed to the City Council.



# APPLICATION SUBMITTAL CHECKLIST

1. A Completed Subdivision Application Form with all necessary signatures.
2. A Narrative Statement of your request.
3. Proof of Ownership (Deed or Title Information).
4. Letter of Authorization from property owner (s) if represented by a third party.
5. Application Fees are not refundable even if the application is not approved. Fees adopted on 10-10-12 by Resolution No.985 are as follows:

<b>Subdivision Review</b>	
Preliminary Plat	\$500 + \$10 per lot or track plus cost of outside review
Final Plat	\$300 + \$10 per lot or tract plus cost of outside review
Lot Split / Lot Tie - Single Family	\$100 plus cost of outside review
Lot Split / Lot Tie - Multi Family or Non-residential	\$100 plus cost of outside review
Minor Lot Division	No charge except cost of outside review
Amendment to Approved Lot Tie / Lot Split / Minor Land Division	\$124 plus cost of outside review
Subdivision Text Amendment	\$263
Appeal of Subdivision Interpretation	No Charge
Reversion (abandonment) of Recorded Plat	No Charge
Amendment to Approved Plat (Replat)	\$300 plus cost of outside review
Right-of-way abandonment	\$290

6. Site Plan– Three (3) sets of engineered site plans and one electronic copy. Electronic copy of site plans, photos and any exhibits. Email as an attachment to: [P&Z@sanluisaz.gov](mailto:P&Z@sanluisaz.gov)

*Preliminary Plat* – Refer to Article IV of the Subdivision Regulations for detailed requirements.

*Final Plat* – Refer to Article V of the Subdivision Regulations for detailed requirements.

*Lot Split*– Refer to Article VII of the Subdivision Regulations for detailed requirements.

Subdivision Regulations are available online on City of San Luis website.

The City reserves the right to waive some of the above submittal material if found to be unnecessary for a particular application. Conversely, the City reserves the right to require additional information and material, and to require the submission of studies in order to adequately review the request.