

PROJECT APPLICATION AND CASE REVIEW PROCESS

1. PRE-DEVELOPMENT MEETING:

The petitioner may schedule a pre-development meeting with the City staff to discuss, in general, the application procedures and requirements of the proposal. Pre-development applications are available online at www.sanluisaz.gov/1749/Pre-Development-Meeting-Services or at our front desk. Submit applications in person or Email to P&Z@sanluisaz.gov. If an interpreter is needed, it is the responsibility of the applicant to provide one.

2. SUBMITTAL OF APPLICATION:

Application submittals are reviewed for completeness. To avoid delay in processing the application, the applicant shall provide the City with all required information as required in adopted Subdivision Regulations.

3. SUBMITTAL OF APPLICATION:

If application is accepted and all required fees have been paid in full, application will be date stamped and routed to various departments and agencies for review.

4. REVIEW:

Various departments and agencies review for compliance with applicable requirements and regulations. Findings are provided to the City Engineer for decision making.

6. CITY ENGINEER DECISION:

The City Engineer is authorized to: 1) approve, 2) approve with conditions, or 3) deny the preliminary/ final plat application.

7. APPEAL:

The administrative decision may be appealed to the City Council as per Section 17.25.10 (D) of the adopted Subdivision Regulations.

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

1. PRE-DEVELOPMENT MEETING:

The petitioner may schedule a pre-development meeting with the City staff to discuss, in general, the application procedures and requirements of the proposal. Pre-development applications are available online at www.sanluisaz.gov/1749/Pre-Development-Meeting-Services or at our front desk. Submit applications in person or Email to P&Z@sanluisaz.gov. If an interpreter is needed, it is the responsibility of the applicant to provide one.

2. SUBMITTAL OF APPLICATION:

Application submittals are reviewed for completeness. To avoid delay in processing the application, the applicant shall provide the City with all required information as required in Subdivision Regulations Section 17.25.40 and 17.25.50 for procedure for approval.

3. REVIEW:

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



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 05-22-24 by Resolution No. 2306 are as follows:

Subdivision Review	
Preliminary Plat	\$1400 + \$12 per lot or track plus cost of outside review
Final Plat	\$700 + \$12 per lot or tract plus cost of outside review
Lot Split / Lot Tie - Single Family	\$400 plus cost of outside review
Lot Split / Lot Tie - Multi Family or Non-residential	\$400 plus cost of outside review
Minor Lot Division	\$300
Amendment to Approved Lot Tie / Lot Split / Minor Land Division	\$300
Subdivision Text Amendment	\$800 per Chapter
Appeal of Subdivision Interpretation	\$500
Reversion (abandonment) of Recorded Plat	No Charge
Amendment to Approved Plat (Replat)	\$1200 plus cost of outside review
Right-of-way abandonment	\$500

6. Plat and Improvement Plans– Two (2) hard copies/sets and one electronic copy of Plat including Improvement Plans as required in Subdivision Regulations. Electronic copy of plat, improvement plans, reports, photos and any exhibits to be emailed as an attachment to: P&Z@sanluisaz.gov

Preliminary Plat – Refer to Chapter 17.15 of the Subdivision Regulations for detailed requirements.

Final Plat – Refer to Chapter 17.20 of the Subdivision Regulations for detailed requirements.

Lot Split & Lot Tie– Refer to Section 17.25.40 and 17.25.50 of the Subdivision Regulations for detailed requirements.

7. Preliminary Plat Applications shall also include:

- Preliminary Drainage Report
- Preliminary Water Report
- Preliminary Sewer Report



APPLICATION SUBMITTAL CHECKLIST

8. Final Plat Applications shall also include:

- | | |
|---|---|
| <input type="checkbox"/> <u>Covenants, Conditions and Restrictions (C.C.R.'s)</u> | <input type="checkbox"/> <u>Final Water Report</u> |
| <input type="checkbox"/> <u>Title Report</u> | <input type="checkbox"/> <u>Final Sewer Report</u> |
| <input type="checkbox"/> <u>Traffic Impact Study/Analysis</u> | <input type="checkbox"/> <u>Improvement District Petitions</u> |
| <input type="checkbox"/> <u>Landscaping Plans</u> | <input type="checkbox"/> <u>Utility Documentation</u> |
| <input type="checkbox"/> <u>Engineer Cost Estimate</u> | <input type="checkbox"/> <u>Geotechnical Report</u> |
| <input type="checkbox"/> <u>Final Drainage Report</u> | <input type="checkbox"/> <u>Water Assessments (when applicable)</u> |
| | <input type="checkbox"/> <u>Water Rights (when applicable)</u> |

Refer to 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.