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

SUBDIVISION APPLICATION FORM

☐ PRELIMINARY PLAT   ☐ LOT SPLIT
☐ FINAL PLAT   ☐ LOT TIE
☐ AMENDMENT TO APPROVED PLAT   ☐ RIGHT-OF-WAY ABANDONMENT
☐ SUBDIVISION TEXT AMENDMENT   ☐ OTHER _____

CASE NUMBER ASSIGNED: _____

APPLICATION RECIEVED DATE:_____   **APPLICATION ACCEPTANCE 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**

Planning and Zoning Department
Development Services Division
A.R.S. §12-1134 WAIVER

As provided for by A.R.S. §12-1134(I), the undersigned Owner, or Owner's Agent, of property affected by land use action Case No._____ does hereby waive any A.R.S. §12-1134 claim for diminution in value related to said land use case.

If the undersigned is the Owner's Agent, it is further warranted and represented that this Agent has the legal power to bind the Owner to this waiver.

Printed Name/Owner	Signature	Date

Printed Name/Agent	Signature	Date

State of Arizona   )
)   ss
County of Yuma   )

Subscribed and sworn before me this_____ day of _____, 20_____.

_____
Notary Public

(Notary Seal)

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.

1. A <u>Completed Subdivision Application Form</u> with all necessary signatures.

2. A <u>Narrative Statement</u> of your request.

3. <u>Proof of Ownership</u> (Deed or Title Information).

4. <u>Letter of Authorization</u> from property owner (s) if represented by a third party.

5. <u>Application Fees</u> 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. <u>Plat and Improvement Plans</u>– 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: <u>P&Z@sanluisaz.gov</u>

   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. <u>Preliminary Plat Applications</u> shall also include:

   ☐ <u>Preliminary Drainage Report</u>
   ☐ <u>Preliminary Water Report</u>
   ☐ <u>Preliminary Sewer Report</u>

8. <u>Final Plat Applications</u> shall also include:

- ☐ <u>Covenants, Conditions and Restrictions (C.C.R.'s)</u>
- ☐ <u>Title Report</u>
- ☐ <u>Traffic Impact Study/Analysis</u>
- ☐ <u>Landscaping Plans</u>
- ☐ <u>Engineer Cost Estimate</u>
- ☐ <u>Final Drainage Report</u>

- ☐ <u>Final Water Report</u>
- ☐ <u>Final Sewer Report</u>
- ☐ <u>Improvement District Petitions</u>
- ☐ <u>Utility Documentation</u>
- ☐ <u>Geotechnical Report</u>
- ☐ <u>Water Assessments (when applicable)</u>
- ☐ <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.