



**SUBDIVISION MINOR PLAT AMENDMENT APPLICATION**

**APPLICANT**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**PROPERTY INFORMATION**

Assessor's Parcel # \_\_\_\_\_  
 Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_  
 Subdivision Name \_\_\_\_\_  
 Unit # \_\_\_\_\_ Lot # \_\_\_\_\_  
 Address/Location \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Number of Lots Proposed \_\_\_\_\_  
 Total Site Acreage \_\_\_\_\_  
 Existing Access and Utility Easements \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MINOR PLAT AMENDMENT REQUEST**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUBMITTAL CHECKLIST**

- Minor Plat Amendment application.
- A non-refundable processing fee \$75.00.
- Proof of ownership.
- An amended plat map that has been prepared and signed by a Registered Land Surveyor, titled "AMENDED PLAT OF (Subdivision Name)" indicating original & revised lot lines, legal access to all lots, all easements, and roadways and a certification block for Director's signature.
- New Legal description of the combined or adjusted lot(s).
- Site plan showing all structures and setbacks.

**CERTIFICATION & SIGNATURE**

Submittal of this application constitutes consent of the applicant in granting the Planning and Zoning Department access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

**Signature of Applicant**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Property Owner** (if not the applicant)

\_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Received By \_\_\_\_\_ Date \_\_\_\_\_  
 Receipt # \_\_\_\_\_ Fee \_\_\_\_\_  
 Reference # \_\_\_\_\_  
 Related Cases \_\_\_\_\_

**PLANNING & ZONING ACTION**

- Approved     with conditions     Denied

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 10.A**  
**MINOR PLAT AMENDMENT**

- A. Any recorded subdivision plat may be amended to:
1. Correct an error in any course or distance or other necessary item that was omitted.
  2. Correct a drafting, graphic, technical, or similar type error.
  3. Adjust a drainage or maintenance easement.
  4. Combine, reconfigure, or adjust lots so long as:
    - a. The external subdivision boundaries remain the same.
    - b. The number of lots does not increase.
    - c. The utility easements, street access, and other public dedications are not changed or abandoned.
- B. Guidelines for minor plat amendments:
1. Lots being combined must
    - a. be contiguous
    - b. have the same owner(s)
    - c. have the same zoning
  2. The amended plat and the survey upon which it is based shall comply with the current Arizona Boundary Survey Minimum Standards.
  3. Any changes to a subdivision other than those listed above must follow the Major Plat Amendment or Abandonment process in this ordinance.

C. PROCEDURE:

The Community Development Director is hereby authorized to approve and record Minor Plat Amendments as follows:

- A. The applicant shall submit an amended plat map signed by a licensed surveyor.
- B. The amended plat shall contain a revised legal description for the combined or adjusted lot(s).
- C. The applicant shall pay the application fee.
- D. The amended plat shall be titled "AMENDED PLAT OF " and shall contain a certification block for the signature of the Community Development Director. If more than one (1) amended plat is necessary, the successive plats shall be titled "SECOND AMENDED PLAT OF ", and follow in numerical order.
- E. The amended plat shall be signed by the Community Development Director for certification that the only changes on the amended plat are changes as authorized above.
- F. After obtaining the signature of the Community Development Director, the amended plat shall be recorded in the Office of the County Recorder, without further action by the Planning and Zoning Commission or Board of Supervisors.
- G. The Director may choose to have the Planning and Zoning Commission review the application before making a final decision.

**FEE**

The fee to perform the filing, check the plat and post the property will be as set by the Board of Supervisors.

**NOTE**

The Planning Director, Planning and Zoning Commission, or Board of Supervisors may request additional information that relates to the proposed area. All minimum information outlines in this section will not deter the gathering of other necessary data.

**Certification Block**

Approved as a Minor Plat Amendment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director