



PARCEL COMBINATION APPLICATION

APPLICANT

Name _____
 Mailing Address _____

 Contact Person _____
 Phone _____ Fax _____
 Email _____

PROPERTY INFORMATION

Assessor's Parcel #'s _____

 Township _____ Range _____ Section _____
 Subdivision _____
 Unit # _____ Lot # _____
 Physical Address/Location _____

PARCEL COMBINATION REQUEST

Please provide the intentions of the owner for the property.

SUBMITTAL CHECKLIST

- Parcel Combinations application.
- A non-refundable processing fee \$50.00.
- Proof of ownership.
- A current parcel map from the County Assessor's office.
- Existing legal description(s) & new legal description for combined parcels.
- Site plan showing all structures and setbacks.
- Record new deeds with new legal descriptions.

CERTIFICATION & SIGNATURE

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. As the applicant for this proposal, I understand that my application is not deemed complete until the Planning Office has reviewed the application. I further understand I will be notified when my application has been deemed complete. At that time I expect that my application will be processed within a reasonable time, considering the work load of the Planning Office.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

TREASURER

Paid/Updated Taxes

Signature _____ Date _____

OFFICE USE ONLY

Received By _____ Date _____
 Receipt # _____ Fee _____
 Reference # _____
 Related Cases _____

PLANNING & ZONING ACTION

Approved	with conditions	Denied
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Comments _____

 Signature _____ Date _____

September 25, 2019

Section 740. Lot splits and combinations

A. Lot splits.

1. Lot splits that result in the creation of six (6) or more lots shall follow the major subdivision process in the Subdivision Ordinance.
2. Lot splits that result in the creation of five (5) or fewer lots shall follow the minor land division process in the Subdivision Ordinance.
3. Lot splits of a lot combination in a county-approved or state-platted subdivision that result in six (6) or more lots shall follow the major subdivision process in the Subdivision Ordinance. If said splits create five (5) or fewer lots, the property owner shall follow the minor land division process in the Subdivision Ordinance.
4. Minor Land Divisions in a county-approved subdivision shall not be permitted.
5. Failure to follow the lot split/combination regulations contained herein or in the Subdivision Ordinance will result in all actions allowed in Article 13, Administration and Enforcement, of this Ordinance.

B. Lot Combinations

Lot combinations for any purpose shall be subject to the following regulations:

1. Lot combinations in subdivisions within the county jurisdiction shall follow the Minor or Major Plat Amendment process in the Subdivision Ordinance.
2. Combination of parcels *not* in a subdivision shall follow the Parcel Combination process below in Section 740.C.

C. Parcel Combinations

Purpose

This ordinance governs the procedure and rules for combining parcels that *are not within* a subdivision.

Requirements

1. The parcels being combined must:
 - a. Be contiguous
 - b. Have the same owner(s)
 - c. Have the same zoning
2. A new legal description is required for the combined parcels.

Procedure for approval

The applicant must file a Parcel Combination application with the Community Development Department.

1. The application includes,
 - a. a current parcel map from the County Assessor's Office
 - b. the existing legal descriptions
 - c. the new legal description for the combined parcels
 - d. application fee as set by the Board of Supervisors
2. The Director will review the application to ensure it meets the above requirements. When approved, the Director will sign the application. The Director will then record the application along with the new legal description in the Apache County Recorder's office.
3. The Director may bring the application before the Planning and Zoning Commission for approval if the application could have a significant negative impact on surrounding neighbors.