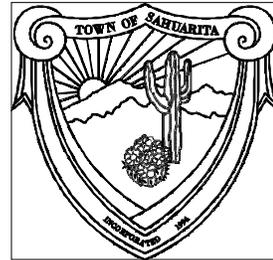


**Town of Sahuarita**  
**Planning & Building Department**  
 375 W. Sahuarita Center Way  
 Sahuarita, Arizona 85629  
 Phone: 520 822-8855 Fax: 520 822-8876  
<http://www.sahuaritaaz.gov>



## LOT LINE ADJUSTMENT/ PARCEL SPLIT APPLICATION

<b>Property Address:</b>		<p align="center"><b>Check Attached Documents:</b></p> <p><input type="checkbox"/> Sketch Plan of Proposed Lot Line Adjustment or Lot Split</p> <p><input type="checkbox"/> Letter of Authorization from owner</p> <p><input type="checkbox"/> Land Division History</p> <p><input type="checkbox"/> Fee          \$200.00 for administrative procedures          \$500.00 for parcel splits requiring Town Council approval</p>
Assessor's Parcel #:		
Size of existing parcel(s):	Size of proposed parcels:	
<b>Property Owner:</b>		
Mailing Address:		
City, Zip Code:		
Phone #:	Fax #:	
Email address:		
<b>Applicant/Agent:</b>		
Mailing Address:		
City, Zip Code:		
Phone #:	Fax #:	
Email address:		
<b>Reason for lot line adjustment or parcel split request:</b>		
<b>Signature of Applicant/Authorized Representative</b>		<b>Date:</b>

**Lot Line Adjustment/Parcel Split Application**  
**Town of Sahuarita**  
Planning and Building Department



**Summary:**

Property owners who seek to adjust a lot line or split a parcel within the Town of Sahuarita may apply to the Planning & Building Department for approval of a lot line adjustment or a parcel split. In most cases, no public hearing is required; however, certain parcel splits require Town Council approval (see “Town Council Approval” below). For administrative processes, the Planning & Building Director will review the application and make a determination based on the Town’s Zoning Code and other applicable ordinances and requirements. If the proposed lot line adjustment or parcel split is approved by the Planning & Building Director, Town staff will transmit the lot line adjustment or parcel split to the Pima County Recorder for recording. The applicant may be billed for the recording fee.

If the application for a Lot line adjustment is denied because it does not meet one or more of the requirements, the applicant may request a variance through the Board of Adjustment. It should be noted that, typically, a variance request would be approved only if a subject property includes some physical constraint that precludes lot line adjustment or parcel split pursuant to Town of Sahuarita requirements. It is recommended that persons interested in submitting an application for variance discuss the matter with Planning & Zoning staff prior to submitting an application.

The Planning & Building Department will review the application and notify the applicant of its decision in writing. **Approval of a lot line adjustment does not provide for entitlement of building permits. Building permits are issued after approval of a separate application for building permit.** No building permit or zoning compliance certificate shall be issued for development on any parcel that does not comply with applicable Town, County, and State requirements.

**Town Council Approval**

Occasionally a parcel split requires Town Council approval. This is often required due to a restrictive note on a development plan or due to previous platting actions. In these cases, the Planning & Zoning Division will prepare a report to the Town Council and the parcel split will be placed on the next available agenda. If approved by the Town Council, Town staff will be responsible for recording the lot split or adjustment with the Pima County Recorder.

**Application and Fees:** The applicant must complete the attached form and return it to the Town of Sahuarita Planning & Building Department, along with the application fee and other required materials described below. Incomplete applications will be rejected.

1. A completed application form.
2. Letter of authorization from property owner (if different from applicant).

**Lot Line Adjustment/Parcel Split Application**  
**Town of Sahuarita**  
 Planning and Building Department



3. Fee (\$200.00 for administrative processes, \$500.00 if Town Council approval required) – non-refundable
4. A drawing or sketch illustrating the proposed lot line adjustment or parcel split, and containing the following information:
  - a. The boundaries and dimensions of the original parcel or lot prior to the proposed adjustment or split.
  - b. The boundaries and dimensions of the proposed lots after the adjustment.
  - c. The public rights-of-way adjacent to or within the property, including streets and easements.
  - d. The locations and dimensions of any existing structures.
  - e. The setback measurements of existing buildings from existing and proposed property lines.
  - f. The land area of each proposed lot in square feet or acreage.
  - g. Access to all proposed lots in compliance with Town of Sahuarita Zoning Code Section 18.70.050.B. This section requires:
    - i. Frontage on a public road or a perpetual access easement of 30' minimum width to each parcel;
    - ii. All access easements that serve two or more residential units shall be treated with dust mitigation materials, including but not limited to gravel, chip seal, asphalt, concrete or alternative as deemed acceptable by the Town Engineer.
  - h. Information on any shared use of facilities between properties.
5. Documentation of the land division history of the parcel. Documentation may consist of Assessor's maps and records, deeds, title history search, or any other information that would credibly show the number of land divisions that have occurred from the original parcel over the last twenty (20) years from the date of annexation or from the date of annexation (1994) if the annexation occurred within the last twenty (20) years.
6. If applicable, a copy of any easement agreement or other legal document that permits shared facilities.

Applicable timeframes are:

<b>Application Type</b>	<b>Overall Timeframe</b>
Lot Line Adjustment	13 days
Parcel Split (administrative)	13 days
Parcel Split (Town Council approval)	2.25 months

**Lot Line Adjustment/Parcel Split Application**  
**Town of Sahuarita**  
Planning and Building Department



These timeframes assume a complete and accurate application at the time of submittal. Note that time used by the applicant to make corrections after comments are sent out is not counted in these timeframes. For applications that require a public hearing, the timeframe ends on the date of the first public hearing.

If you have any questions or require assistance throughout the application process, you may contact Orlanthia Henderson at (520)822-8851 or [ohenderson@sahuaritaaz.gov](mailto:ohenderson@sahuaritaaz.gov).

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.