



**COMMUNITY DEVELOPMENT DEPARTMENT  
MINOR LAND DIVISION APPLICATION**

In order to ensure that the division of land complies with Chapter 16.32 of the Town Code and does not constitute a subdivision, a Minor Land Division application must be approved prior to the division of a parcel of land into two or three separate parcels, either by recordation of a contract of sale or deed of conveyance, or requesting a split of a tax assessor parcel.

OWNER/APPLICANT: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ZONING: \_\_\_\_\_ TAX PARCEL NO: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

LEGAL DESCRIPTION OF EXISTING PROPERTY (FROM CURRENT DEED)

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

EXISTING ACCESS AND UTILITY EASEMENTS: \_\_\_\_\_

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

WILL THE LAND SPLIT RESULT IN THE CREATION OF A STREET FOR ACCESS:  YES  NO

Attach a map of appropriate scale showing property lines, boundaries, dimensions, bearing, and total acreage for existing and proposed parcels. Number of new parcels created shall be noted. Current conditions should be indicated by a solid line; proposed conditions with a dashed line. Existing site improvements including: single-family dwellings and accessory structures should be shown. Refer to Town Code Section 16.32, Minor Land Division Application Procedures for all application requirements. An application fee of \$35.00 must be submitted with application.

NOTE: Final minor land division approval is contingent upon recorded documents being received by this department.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION: MLD \_\_\_\_\_ – \_\_\_\_\_ APPLICATION FEE: **\$35.00** DATE PAID: \_\_\_\_\_

The following agencies have been sent a copy of this land division for comment purposes:

\_\_\_\_ Lakeside Fire   \_\_\_\_ Pinetop Fire   \_\_\_\_ P-L Sanitary District  
\_\_\_\_ Navopache Electric   \_\_\_\_ Pinetop Water   \_\_\_\_ Arizona Water

Town Engineer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATOR ACTION:**

**APPROVED**    **DENIED**

Denial based upon one of the following findings:

- \_\_\_\_\_ 1. The parcels resulting from the division do not conform to applicable zoning regulations.
- \_\_\_\_\_ 2. The division of land would result in a subdivision as defined by the State Subdivision Laws.
- \_\_\_\_\_ 3. One or more of the resulting parcels does not have appropriate access.

\_\_\_\_\_  
Administrator's Signature   Date

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_