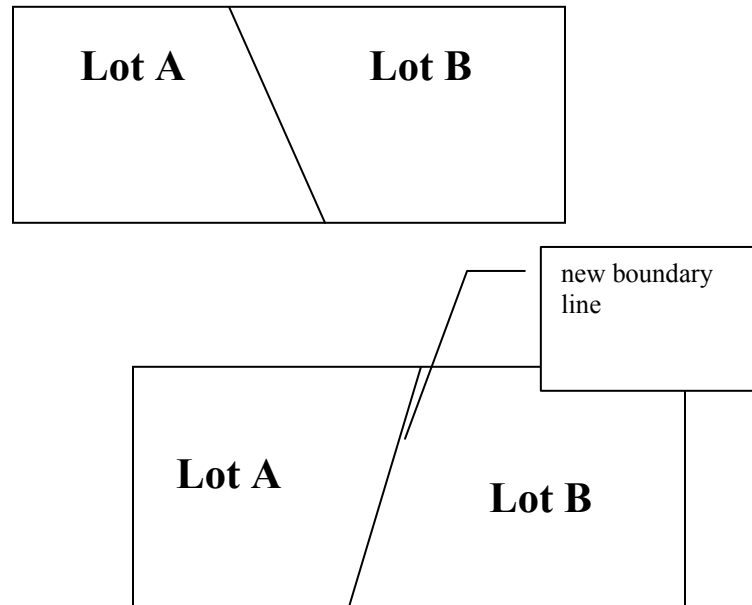


**Lot Line Adjustment      Fee:      \$50**

This is an agreement between adjoining property owners to adjust a common boundary line.

This process requires:

- ❑ A completed application.
- ❑ Additional lots are not being created by the Lot Line Adjustment.
- ❑ Any Lot remaining after the Lot Line Adjustment shall contain at least the minimum lot size, setback, and frontage as required by the Zoning Code and shall meet all other lot standards of the Town of Clarkdale’s Zoning Code.



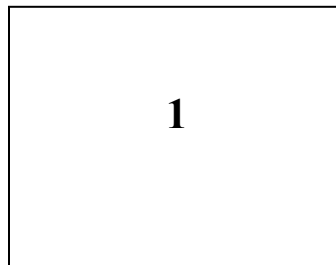
**Minor Land Division Fee:      \$200**

The division of improved or unimproved land, not previously divided since December 12, 1986, into two or three lots.

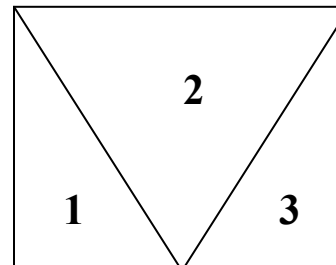
This process requires:

- ❑ A completed “Minor Land Division Application” submitted to the Planning Department.
- ❑ A pre-application meeting with the Planning Department is strongly recommended.
- ❑ Applicant must submit a chain of title or history of ownership to determine the lot split history of the parcel or parcels being included in the land division application.
- ❑ New land survey must be submitted to the Clarkdale Planning Director for approval and signature. Required contents of this survey are listed in Section 12-4-5-B of the Town of Clarkdale’s Subdivision Regulations.
- ❑ A copy of the survey must be filed with the County within ten (10) days of the Director’s signature, with a conformed copy being submitted to the Planning Department after recording.

**Parcel today and since December 12, 1986**



**Minor Land Division creates 2-3 new parcels**



**Minor Subdivision:**

Preliminary Plat Fee:      \$500 + \$15 per lot  
 Technical Review Fee:      hourly fees charged by Town Engineer  
 Final Plat Fee:      \$500 + \$15 per lot

The division of improved or unimproved land, not previously divided since December 12, 1986, into four to ten lots, parcels, or tracts of land.

This process requires:

- ❑ A completed “Minor Subdivision Application” submitted to the Planning Department.
- ❑ A pre-application meeting with the Planning Department is strongly recommended.
- ❑ Submittal of a Minor Subdivision plat to be reviewed by the Subdivision Committee consisting of the Planning Director, Public Works Director and one member of the Planning Commission.
- ❑ A checklist of all information that needs to accompany the Minor Subdivision Plat is included in the application.
- ❑ Once the Subdivision Committee approves the Minor Subdivision Plat, engineering plans must be submitted to the Town engineer to include any road improvements and drainage design.
- ❑ Road design must meet the ‘Roadway Standards for Minor Subdivisions’, Section 12-5-11 of the Town of Clarkdale’s subdivision regulations.
- ❑ Once the technical drawings are approved and sealed by the Town of Clarkdale’s Engineer, applicant may submit the final plat.

- ❑ The Town Council in a public hearing reviews the final plat.
- ❑ Applicants are subject to any requirements of the Arizona Department of Water Resources, (ADWR) with regard to demonstration of adequacy of water supply.

**Minor Subdivision creates four to ten new parcels**

1	2	3	4	5
6	7	8	9	10

**Subdivision:**

Preliminary Plat Fee: \$500 + \$15 per lot  
 Technical Review Fee: hourly fees charged by Town Engineer  
 Final Plat Fee: \$500 + \$15 per lot

This process requires:

- ❑ A pre-application meeting with the Planning Department is strongly recommended.
- ❑ A preliminary plat application that is reviewed in a public hearing by the Planning Commission. The Commission may recommend denial of the application, request additional information, or forward to the Town Council with a recommendation of approval.
- ❑ The Planning Department strongly recommends that applicant hold a neighborhood meeting to inform the surrounding community of the planned

development and to receive feedback and suggestions.

- ❑ If the Planning Commission forwards the Preliminary Plat application to the Town Council, Council reviews the application in a public hearing.
- ❑ Council may reject the Preliminary Plat, approve, or approve with stipulations.
- ❑ Technical Design for all required improvements, drainage and infrastructure for the subdivision must be approved by the Town of Clarkdale Engineer.
- ❑ Final Plat is submitted and reviewed by the Planning Director, then forward to the Town Council for a public hearing.

**Subdivision creates ten or more new parcels**

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

**All subdivision of land must maintain parcels to applicable zoning restrictions.**

***Town of Clarkdale***

**Land Division Regulations**



**This form is provided as a quick reference guide for applicants considering land divisions. All subdivision requirements are specified in Chapter 12 of the Town Code.**