



City of Nogales Planning & Zoning Lot Split/PAD/Subdivision Requirements Check List

In order for the Planning and Zoning Department to begin processing a lot split application submittal, ALL of the following items must be submitted.

The Planning and Zoning Department will not accept partial submittals.

1. _____ Completed application form.
2. _____ Legal description of existing parcel with land surveyor's stamp.
3. _____ Legal descriptions of new parcels with land surveyor's stamp.
4. _____ Record of survey (18 x 24 inches) with land surveyor's stamp.
5. _____ Standard preliminary title report or other proof of legal access to new lots.
6. _____ Statement by licensed surveyor or engineer regarding physical access to new lots traversable by a two-wheel drive passenger motor vehicle.

NOTE:

1. A lot, parcel, or tract of land cannot be split/divided into more than three (3) lots, parcels, or tracts. A fourth lot, parcel, or tract requires the splits to follow the subdivision rules and regulations.
2. The lots, parcels or tracts cannot contain less than the required minimum square footage of the existing zoning requirements.

FEES:

- | | |
|-----------------------------------|----------|
| 1. Single Family Residential Zone | \$150.00 |
| 2. Multi-Family Residential Zone | \$200.00 |
| 3. Commercial/Industrial Zone | \$400.00 |



City of Nogales
 Planning & Zoning Department
 1450 N. Hohokam Drive
 Nogales, AZ 85621
 Office (520) 285-5747 - Fax (520) 287-6946
LAND DIVISION PERMIT APPLICATION

Tracking Number: _____

Date Received: _____

APPLICANT INFORMATION

Applicant Name: _____

Property Owner Name: _____

Mailing Address: _____

 (If different provide proof of agency)

Applicant Phone No: _____

PROPERTY INFORMATION

Parcel Address: _____

Parcel Number: _____

Area of Existing Parcel: _____

Proposed Number of Parcels: _____
 (Total number including any to be retained by owner)

Area of
 New
 Parcels

Parcel 1 _____	Parcel 2 _____	Parcel 3 _____
----------------	----------------	----------------

This application form and the submittal Requirements checklist must be submitted along with ALL of the items listed on the Submittal Requirements checklist to the City of Nogales Planning & Zoning Department, located at 1450 N. Hohokam Drive, Nogales, AZ 85621. The Department has 30 days in which to review the submittal and issue a Lot Division Permit. By signing this application form, I/we acknowledge this and agree to comply with the provisions of the City of Nogales Development Standards Code.

 Signature of Property Owner/Applicant

 Date

 Print Name