



BOUNDARY ADJUSTMENTS/ LAND SPLIT/PARCEL PLAT APPLICATION PROCEDURES

The following is a general outline of those regulations set forth in Title 16 of the city code as related to the land split process. The checklist will assist you in the preparation of your submittals for the Boundary Adjustment/Lot Split/Parcel Plat Review process. A space has been provided for you to put a check-mark before each item. *Please include a copy of your completed Checklist with all submittals.*

The approval and recordation of a parcel plat is required for any division of land into two or three units. In some cases approval may be given by the Development Service Director by letter, in which case a parcel plat is not required. The land split shall conform to all applicable policies of the General Plan, regulations of the zoning ordinance, and to all present and future street classification plans.

PRE-APPLICATION MEETING

- ✓ A pre-application meeting with a planner is recommended to determine the following:
- Does the proposed land split require subdivision plat submittal under state law and local ordinance?
 - Does the proposed division require a land split map submittal or may it be approved by letter?
 - Are all zoning requirements being met?
 - How does the proposed land split affect adjacent proposed and existing developments?

APPLICATION REQUIREMENTS FOR LAND SPLIT MAPS

- APPLICATIONS – Land split and water allocation if a new parcel is created.
- FILING FEES – Please refer to the Planning and Zoning Department Fee Schedule. Fees are non-refundable and must be paid with the submittal. If creating new parcels, the Water Allocation Application fee must also be paid with the submittal.
- TITLE REPORT - dated no later than 30 days prior to submittal.

- CONVEYANCE OF OWNERSHIP DEED- prepare a deed that shows the new ownership for the property that is to be split/adjusted. This deed must be recorded at the County Recorders' office simultaneously with the land split map.
- LAND SPLIT MAP - five 18" x 24" folded maps. As required by ARS 11-481, the text size shall be at least 11 pt.

MATERIALS REQUIRED FOR LAND SPLIT MAPS

- Title block "Parcel Plat - City of Bullhead City Land Split Map # ____" and references to Section, Township, Range, and record plat information.
- Closure sheets showing area (s) provided.
- Scale drawing with Bar Scale and North Arrow (Scale shall not be any larger than 1"=100'.
- Basis of Bearing tied to a monumented line.
- Referenced Record of Survey, Parcel Plat.
- Client/Owner (s) name (s), address, and phone number.
- Description of set and/or found monuments.
- Legend Identifying Any Symbols used on the plat.
- Complete descriptions of "PLSS" (Public Land Survey System) monumentation.
- The FEMA FIRM Panel and Flood Zone statement.
- All easements shown with proper references to record and deed information.
- Record and/or Measured distances.
- Grant Statement/Dedication matches Acceptance Statement.
- Grant/Dedication Statement with all appropriate signatures with printed name (s) shown.
- Notary Acknowledgement with Granting and/or Dedication.
- Legal description of property shown on map, Assessor Parcel Numbers, and zoning for all parcels shown on the map.
- Bearings and distances of all parcels lines with each parcel identified by a letter or number indicating the net and gross areas in square feet of each parcel.
- The locations of all existing buildings and structures.
- A note stating that there are no visible encroachments except as show on this plat.
- Property lines are solid and darkened, easement lines are dashed.
- Areas, gross and net, where applicable.
- All curve data shown.

- Road widths discussed with Planning and Zoning Division.
- Street, road, lane, etc. names.
- All abutting property owners shown.
- The Surveyor has signed and sealed the Parcel Plat.

- All plats received by the City of Bullhead City shall also conform to the latest edition of the “**ARIZONA BOUNDARY MINIMUM STANDARDS**” as adopted by the **Arizona Board of Technical Registration**.

Surveyors Certification:

This is to certify that this survey and monumentation of the above described Lot Split/Parcel Plat was made under my direction and supervision and is accurately represented on this plat. The survey and monumentation of this boundary adjustment and/or land division were performed by me and is based upon an actual field survey. The monuments shown as found were found. The monuments shown as set were set. This plat meets the requirements of ARS 33.105.

 Land Surveyor / Registration Number / Date

Recorder’s Certificate

Filed and Recorded at the Request of _____ on (Date of Month, 2007) In Book _____ of Parcel Plats, Page _____, Records of Mohave County, Arizona.

By _____
 Deputy Recorder Recorder

Reception No. _____

Note: Leave enough space to left or right of Recorder’s Certificate for the placement of the Recorder’s Seal (approx. 0.75 in .dia.) Make sure the blank spaces for printed information by the Recorder is enough for legible and un-crowded entries. At year’s end, adjust dates of acceptance, etc. for the next calendar year.

Owners Certification

KNOW ALL MEN BY THESE PRESENTS: that I/we _____ hereby certify that I/we are the owner (s) of the land included within the plat shown hereon that (I/we) am/are) the only person (s) whose consent is necessary to pass clear title to said land and that I have reviewed this Parcel Plat contained hereon and by signing my name below indicates that I approve the lot configuration shown and authorize the recording of such.

 Owner Date

If Dedication is necessary than use the following:

Dedication (and/or) Grant Statement (If Applicable)

KNOW ALL MEN BY THESE PRESENTS: that _____ is/are the owner (s) of the land included within the plat shown hereon, that (I/we) am/are) the only person (s) whose consent is necessary to pass clear title to said land and (I/we) hereby dedicate (Grant) to the City of Bullhead City, in behalf of the public for use as such the roadways as shown and grant the easements as shown on the plat, and included in the above described premises.

IN WITNESS WHEREOF. This dedication and grant are executed this ____ day of _____, 2007.

(Printed name) (Printed name)

Notary Acknowledgment:

State of _____
(ss).
County of _____

This Dedication (insert Owners Certificate if only owners certificate is necessary) were acknowledge before me, the undersigned officer, by _____ this _____ Day of _____, _____.

Notary Public

My Commission Expires: _____ (Seal)

Note: While embossed seal is acceptable, the Mohave County Recorder prefers a stamp, in blue-ink, be placed on the plat. This is the best color for reproduction of plats. Make sure that there is ample room for the Notary Seal.

City Council Certificate (if Applicable)

Approved and Accepted by the Council of the City of Bullhead City This _____ Day of _____ (year)

By: _____
Mayor Date

Attest: _____
City Clerk Date

Approvals

This plat was approved by the City Engineer and the Development Services Director of the City of Bullhead City, Arizona

By: _____
City Engineer Date

By: _____
Development Services Director Date

PLANNING AND ZONING DIVISION RESPONSIBILITIES

- ✓ Review the land split map for completeness.
- ✓ Distribution of the land split map to the following offices for review:
 - Engineering Department.
 - Finance Department.
 - Bullhead City Fire Department.
 - Other city departments and agencies as applicable.
- ✓ The Development Service Director will approve or deny the land split and send notice to the applicant.
- ✓ The applicant may appeal the decision of the Director in writing to the City Clerk within 30 days of the date of the Director's decision.
- ✓ The approved mylar of the land split will be recorded in the Mohave County Records office at the expense of the applicant and two copies thereof returned to the Development Service Department.