

**STAR VALLEY, ARIZONA**

**3675 E. Highway 260**

**Star Valley, AZ 85541**

**Telephone: (928) 472-7752**

**Fax: (928) 472-7795**

**MINOR LAND DIVISION APPLICATION**

**Upon completion of this application return to the Town of Star Valley along with the map, endorsed site plan and processing fee of \$250.00. The recording fee will be the responsibility of the surveyor/owner. Please read the instructions thoroughly before beginning application. Please provide proof of ownership if the land was purchased or deeded within the last year.**

APPLICANT NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

REGISTERED LAND SURVEYOR: \_\_\_\_\_  
CERTIFICATE NUMBER: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

LOCATION OF PARCEL: \_\_\_\_\_  
Lot: \_\_\_\_\_ Plat: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

TAX ASSESSOR PARCEL NUMBER: \_\_\_\_\_  
ZONING: \_\_\_\_\_

**PLEASE READ:**

**ACKNOWLEDGMENT OF SUBDIVISION LAWS:** As defined by Town Code 11-1-2, effective July 18, 2006, subdivision is defined as improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four (4) or more lots, tracts or parcels of land. "Subdivision" also includes any condominium, cooperative, community apartment, town house or similar project containing four (4) or more units. Please sign to acknowledge your understanding of this law. If you do not understand this law, please call the Building Official at (928) 472-7752 and request clarification. The original signature of the property owner is required.

**PROPERTY OWNER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SETBACK CERTIFICATION FOR MINOR LAND DIVISIONS**

\_\_\_\_\_ I hereby certify that all structures, if any, located on the subject property of this Minor Land Division adhere to the setbacks required by the Town of Star Valley. (Endorsed Site Plan is attached.)

\_\_\_\_\_ Vacant land. (Endorsed Site Plan stating property is vacant is attached.)

\_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

OR

\_\_\_\_\_ Date: \_\_\_\_\_  
Registered Land Surveyor as  
Agent for the Property Owner

This certification will be attached to the Minor Land Permit and placed in the designated parcel files.

## TOWN OF STAR VALLEY

### RECORD OF SURVEY – MINOR LAND DIVISION MAP GUIDELINES

1. Per Arizona Revised Statutes § 11-481 and § 33-105, the minor land division survey map shall be on a sheet or sheets measuring eighteen by twenty-four inches or twenty-four inches by thirty-six inches, including a left margin of two inches, one-half inch margin at top, bottom and right side, and a two inch deep by six and one-half inch wide space in the upper right hand corner for recording data, and drawn to an accurate scale in at least eleven point type.
2. The map shall be the original map legibly drawn on polyester or a copy reproduced on polyester by a photographic silver imaging process or other method that assures archival quality. The map is to be entitled RECORD OF SURVEY – MINOR LAND DIVISION, with subtitle showing location by section, township and range, and reference, by plat number, to any subdivision pre-existing or record of survey, and the name of the owner of record of the area being surveyed. If the map is from record data only, the map may be entitled “MINOR LAND DIVISION.” Please see item 4 below.
3. The map shall contain: a north arrow; surveyor’s name, address and phone; date of preparation; any existing easements, with width and use shown and reference to docket and page where recorded; dimensions to the nearest hundred of a foot of proposed lots and easements; and square footage or acreage of each parcel.
4. The map may be compiled from record data or field survey. If record data is used, it shall be so stated on the map along with all reference to documents or recorded maps, and two (2) existing monuments shall be shown which could be used to re-establish the boundary of the property. Basis of bearing must be shown. Parcels shall be **clearly** outlined and designated as “A”, “B”, or other designation which will set them out from lot or parcel numbers on pre-existing plats. Pre-existing lots shall be shown by dotted lines.

## TOWN OF STAR VALLEY

### GUIDELINES FOR PROCESSING OF MINOR LAND DIVISION MAPS

1. Your land division must meet the definition of a Minor Land Division: Division of one parcel of land into three or fewer separate parcels, lots or fractional interests less than 36 acres in size. As defined by Town Code, divisions of one parcel into four or more parts is considered a subdivision and must meet Subdivision Regulation requirements. **If you own an adjoining parcel or have previously sold land adjacent to your present property, this will be counted as a part of your land division in determining number of lots.**
2. You will need to have the property's **tax parcel number**. Check with the Building Official's office to determine zoning, setback and legal access requirements before having a surveyor prepare your map. If there is no sewer system, each parcel must have a minimum size of 10,000 square feet; parcels relying on both a well and septic tank must have at least one acre. Lots which do not meet minimum zoning and legal access requirements will not be approved. **Each parcel must have legal access.** Show distance of existing easements and structures from property lines and include recording documentation for access easements. **Access easements must be at least 24 feet wide.** If a parcel is to be combined with an adjoining parcel in order to meet size requirements or comply with subdivision regulations, your surveyor must indicate this on the map, and deeds must be recorded in order to combine the two properties before building permits can be issued.
3. Your map must be prepared by a qualified Arizona Registrant as established by the Arizona State Board of Technical Registration. The map must comply with State and County standards provided in the attached guidelines. If you are mailing the information, please allow sufficient time for review. Have your surveyor send one copy of the completed map to the Town of Star Valley located in Star Valley, a completed application that contains the property owner's original signature and the processing fee (\$250.00) for the first split payable to the Town of Star Valley.

#### **DO NOT SEND THE ORIGINAL MYLAR COPY AT THIS TIME!**

The Building Official or Town Manager and the Hellsgate Fire Department will review the map for compliance. If corrections are needed, Town Hall will notify you and your surveyor. The map will then be reviewed by the Town Manager. Once the map is approved, the surveyor will be notified. The surveyor will need to send the original Mylar map to the Town of Star Valley Town Manager for his signature.

**The owner/surveyor will be responsible for recording of the Mylar and all recording fees.**