



MINOR LAND DIVISION PROCEDURAL GUIDE

General

The purpose of a Minor Land Division (MLD) is to allow for the division of land into two or three tracts or parcels when a plat is not necessary. An MLD shall be subject to the provisions of Title 6.07 in the Marana Land Development Code.

The MLD shall provide for the dedications of land, rights-of-way and easements, payment of fees and construction of offsite and onsite improvements as necessary to protect the general health, safety and welfare of the public. Such improvements are required to implement the provisions of the General Plan, transportation plan and the Town's growth management objectives.

The MLD shall be in conformity with the lot, street, block, alley, and easement design standards and improvement requirements specified for subdivisions in subsections 06.03.02 and 06.03.03 of Title 6. All lots created by a minor land division shall conform to existing zoning and the Town General Plan and any applicable Area or Specific Plans.

Pre-Application Conference

The Minor Land Division submittal will be discussed at a pre-application conference which is required for any development submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call [\(520\) 382-2600](tel:5203822600) to schedule the pre-application conference.

Approval Process

- A. A MLD is approved administratively and signed by the Town or Development Engineer and the Planning Director.
- B. A MLD shall be recorded in compliance with the County Records Office's requirements. Once the MLD process is approved and recorded, the owner will be responsible to record the approved lots legal descriptions creating the new lots according to Pima County's lot split process.



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| Instructions and Requirements |
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A. MLD map requirements:

1. Any information required as part of the MLD submittal shall be shown graphically, or by note on plans, or by letter, or by combination thereof.
2. All MLD maps shall contain the following information:
 - a. Notation of the map as "RECORD OF SURVEY: A MINOR LAND DIVISION MAP FOR (LAND DIVIDER'S NAME)."
 - b. In the upper right corner of the first sheet, provide a location map with the MLD centered within a one square mile area. The location map shall depict subdivisions, major streets, rivers, railroads, national forests, reservations and city, town or other jurisdictional limits, the section-township-range of the subject property, north arrow and scale.
 - c. Location by quarter-section, Section, Township, and Range.
 - d. Legal description of the property involved.
 - e. Name, address, and phone number of land-divider.
 - f. Scale, North arrow, and dates of preparation and revisions.
 - g. Existing street dedications, utility easements, and lot lines of all adjacent properties must be indicated by subdivision name and County Recorder's book and page or sequence numbers; unsubdivided land must be identified as such.
 - h. Name, address, registration number, and seal of the Registered Land Surveyor preparing the map.
 - i. Boundaries of the tract to be divided fully balanced and closed, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
 - j. Location and description of cardinal points of primary interest to which all dimensions, angles, bearings, and similar data on the map shall be referenced. One corner of the MLD map shall be tied by course and distance to a survey monument approved by the Town.
 - k. All existing and proposed drainage structures, floodplains and natural drainage features, as required by the Town. Erosion hazard setbacks.
 - l. All existing irrigation structures on the property.
 - m. Location and dimensions of all lots within the MLD map. All sides of the proposed lots shall be identified by bearings and distances.
 - n. All lots shall be identified by number or letter.



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- o. Proposed and existing street dedications and public utility easements shall be identified by course, length, and width.
 - p. Certification by a Registered Land Surveyor stating, "I HEREBY CERTIFY THAT THIS SURVEY WAS PERFORMED UNDER MY DIRECT SUPERVISION; THAT THIS MINOR LAND DIVISION IS A TRUE AND CORRECT REPRESENTATION OF THAT SURVEY AND THAT ALL MONUMENTS SHOWN WERE FOUND OR SET ACCURATELY AS INDICATED HEREON."
 - q. Approval block for signatures by the Planning Director and Town Engineer/Development Engineer.
- B. Improvements (if required):
- 1. The applicant shall be responsible for the preparation of a complete set of engineering plans, prepared by an Arizona Registered Civil Engineer, satisfactory to the Town Engineer for the construction of the required improvements. The plans shall be prepared in conjunction with the minor land division map.
 - 2. The minor land division map shall not be recorded until all engineering plans for the recorded improvements have been approved by the Town Engineer.
 - 3. No building permit for any lot created will be issued until such improvements are completed and the work accepted by the Town Engineer. Required improvements may be waived by the Town if the land-divider provides the appropriate (cash or bond) improvement assurance or if all such required improvements have been completed, paid for and accepted, as determined by the Town Engineer.



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MINOR LAND DIVISION FLOW CHART

