

# TOWN OF SPRINGERVILLE — Planning and Zoning Department

418 E Main • Springerville, AZ 85938 • Phone: (928) 333-2656 • Fax: (928) 333-5598



## PARCEL COMBINATIONS & PARCEL LINE ADJUSTMENTS APPLICATION

### APPLICANT

Name \_\_\_\_\_

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### PROPERTY INFORMATION

Assessor's Parcel #'s \_\_\_\_\_

Address/Location \_\_\_\_\_  
\_\_\_\_\_

Existing Frontage and Utility Easements:

\_\_\_\_\_

\_\_\_\_\_

### PARCEL COMBINATION & PARCEL LINE ADJUSTMENT REQUEST

Please provide the intentions of the owner for the property.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SUBMITTAL CHECKLIST

- Parcel Combinations & Parcel Line Adjustments application.
- A non-refundable processing fee \$75.
- A survey map that has been prepared by a Registered Land Surveyor that shows original parcel lines and revised parcel lines may be required
- Legal description of original and revised parcel to include easements.
- Current ownership deeds

### CERTIFICATION & SIGNATURE

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. As the Applicant for this proposal, I understand that my application is not deemed complete until the Community Development Director has reviewed the application. I further understand I will be notified when my application has been deemed complete. At that time I expect that my application will be processed within thirty days.

#### Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_

#### Signature of Property Owner (if not the applicant)

\_\_\_\_\_ Date \_\_\_\_\_

### TREASURER

- All taxes are paid and current

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF SPRINGERVILLE — Planning and Zoning Department**

**OFFICE USE ONLY**

Received By \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

Reference # \_\_\_\_\_

Related Cases \_\_\_\_\_

**PLANNING & ZONING ACTION**

Approved

Denied

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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The petition of the property owner to merge the separate properties into a single legal PARCEL of record is hereby approved by the Town of Springerville's Community Development Director. Upon recording this document, the separate real properties shall become one legal PARCEL of record. This merger is binding upon recordation.

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date

**Section 903**

## **Administrative Review Process**

- A.** Applicability. The provisions of this Section shall apply to all administrative determinations, vested in the Community Development Director.
- B.** Purpose. The purpose of this Section is to establish decision criteria and procedures for Parcel Line Adjustments and Parcel Combination.
- C.** Administrative authority. The Community Development Director is authorized to approve, or remand to the Planning/Zoning Commission for further discussion and action. At the discretion of the Community Development Director, the request for an Parcel Combination or Parcel Line application can be heard by the Planning/Zoning Commission. The Commission may deny an application if the use fails to comply with current zoning ordinances or if any of the required findings are not supported by evidence in the record as determined.
- D.** Purpose. The purpose of this section is to provide a process to combine or redefine land into three or fewer parcels, with a level of review to ensure that the combination of land complies with zoning ordinances, zoning map and does not constitute a subdivision as defined by A.R.S. Section 9-463.02. This section is not intended to prohibit or prevent the combination of land as authorized and permitted by the Arizona Revised Statutes and the Town of Springerville zoning and subdivision ordinance.
- E.** Application. All applications shall be made on forms supplied by the Community Development Director. The Community Development Director shall review the application for compliance and completeness. If there are deficiencies, the applicant shall be notified.

  - 1. Submittal and fee

    - a. Prior to the recordation of a deed combining or redefining the parcels of land into one parcel, for the purpose of sale, lease, or transfer of ownership, the owner shall submit a Parcel line, a Parcel Adjustment or Parcel combination application to the Community Development Department.
    - b. The processing fee is set by the Town of Springerville Council by resolution.
  - 2. Record of Survey. A registered land surveyor (R.L.S.) shall prepare the legal descriptions and a record of survey. The record of survey shall be of a format acceptable to the County Recorder (see A.R.S. Section 11-481)
  - 3. Review Criteria. The deed and survey map shall conform to the requirements of all the applicable town zoning codes. In addition:

    - a. The design, shape, size and orientation of the tracts should be appropriate for the use, which the zoned area is intended and to the character of the area in which they are located
- F.** Action on application. The application shall be processed as follows:

  - 1. Based on staff comments and those from affected property owners, the Community Development Director shall review the proposed development, request modification(s) of the standard(s), and either approve, approve subject to conditions, or deny the application, or forward it to the Commission per Section 903(C), within seven (7) working days from the end of the fifteen (15) day comment period.

2. The Community Development Director shall use the following criteria to evaluate the proposal:
  - a. The proposed modification will not violate any provisions of the Town of Springerville's Planning/Zoning Plan, or other provisions of applicable ordinances and regulations;
  - b. The proposed modification will not substantially reduce the amount of privacy currently enjoyed by nearby property owners if the development is located as specified by these regulations;
  - c. The proposed modification will not substantially and adversely affect traffic or traffic circulation, drainage, sewage treatment systems, or other such systems; and
  - d. The modification does not create a situation where the proposed use of the property will create a hazard or nuisance.
3. The Community Development Director shall provide the applicant with a notice of disposition and written statement of the decision and reasons therefore, and any conditions of approval.

**G. Appeals.** The decision of the Community Development Director or the Commission (made in F.1.) may be appealed as follows:

1. Any person aggrieved or affected by the decision of the Community Development Director may take an appeal concerning approval or denial of this permit to the Planning/Zoning Commission. Such appeals shall be taken within thirty (30) days by filing with the Community Development Director a notice of appeal specifying the grounds therefore on forms provided by the Community Development Department. The Community Development Director shall transmit to the Commission all papers constituting the record of the action being appealed. Such appeal shall stay all proceedings in the matter being appealed, unless the Community Development Director certifies to the Commission that, by reason of the facts stated in the appeal, the stay would in the Community Development Director's opinion cause imminent peril to life or property. The appeal of the application shall be on the next Commission meeting agenda only if and when there is adequate time to meet the posting and notice requirements of a regular conditional use permit per Title 17.84.
2. The Commission shall make a recommendation regarding the application, approving, approving with conditions, or denying. The Commission shall forward this recommendation to the Town Council.
3. The Town Council shall make the final determination in an appeal of the application. The Town Council shall hear the application at the next regularly scheduled meeting following proper notification. The Town Council shall, approve, approve with conditions, or deny the recommendations of the Commission.

**H. Approval.** If the Community Development Director approves the application, he or she shall enter the following certification the approved record of survey:

*I, \_\_\_\_\_, Community Development Director of the Town of Springerville, certify that the combining or recombining of these parcels subject to and approved in accordance with the Town of Springerville ordinance for Parcel Line/Parcel Combination.*

- I. Recording New Parcel. A survey of the new parcel signed by the appropriate entities, will be recorded at the Apache County Recorder's Office (by the applicant and the applicant paying all recording fees). A copy of the recorded survey will be furnished to the Town of Springerville's Planning and Zoning office for their records.
1. Where the resulting parcel(s) do not meet the review criteria, the Town may have a notice of code violation issued. Nothing herein shall be construed to create a right or expectation of such approval and no building or use permit may be issued by the Town until the parcel(s) has/have met the review criteria. It shall be responsibility of the landowner to remedy all the deficiencies.