Minor Land Division
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter [MLD-OA.PDF]
    2. Completed Application Checklist [MLD-CKLST.PDF]
    3. Narrative [MLD-NARR.PDF]
    4. Minor Land Division drawing (can be more than one sheet) (24” x 36” in size, folded to 9” x 12” in size) prepared in accordance with the Section 15-9 of the City Code, the Zoning Ordinance, Design Guidelines and Engineering Design Standards; including the following information [MLD-SP.PDF]
    5. Legal description [MLD-LEGAL.PDF]
    6. ALTA Survey [MLD-AR]
    7. Title Report [MLD-TR]

- ❑ Two (2) copies of a Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:
    1. Applicable zoning, design, improvement, and application submittal requirements;
    2. Water and sewer infrastructure needed to serve the proposed development and the ability of existing facilities to serve the proposed development;
    3. Infrastructure phasing and/or the need for Development Master Plan;
    4. Submittal requirements and proposed deviations from such requirements, which if agreed to shall be documented during the Administrative Completeness Review.

- ❑ Two (2) copies of a Minor Land Division drawing (can be more than one sheet) (24” x 36” in size, folded to 9” x 12” in size) prepared in accordance with the Section 15-9 of the City Code, the Zoning Ordinance, Design Guidelines and Engineering Design Standards; including the following information:
    1. Notation of the map as, "A Minor Land Division Map of (Lot or Parcel of _____ Subdivision/owner’s name)".
    2. Location by quarter-section, section, township, and range.
    3. Legal description of the property involved.
    4. Name, address, and phone number of subdivider.
    5. Sale, north point, and dates of preparation and revisions.
    6. Existing street dedications, on and off-site utility easements, and lot lines of all adjacent properties indicated by subdivision name and Maricopa County Recorder's Office Book and Page number; and unsubdivided land must be identified as such.
    7. Locations of all existing underground and overhead utilities on the property.

8. Name, address, registration number, and seal of the registered engineer or land surveyor preparing the map.
9. 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.
10. 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 (1) corner of the minor land division map shall be tied by course and distance to a section corner monument approved by the City Engineer, or his designee.
11. All existing and proposed drainage easements and natural drainage features.
12. All existing irrigation easements on the property to be divided.
13. Location and dimensions of all lots within the minor land division map. All sides of the proposed lots shall be identified by bearings and distances.
14. All lots shall be identified by number or letter.
15. Building setbacks (if applicable).
16. Any information required as part of the Minor Land Division submittal shall be shown (1) geographically, (2) by note on the plans, (3) by letter, or (4) by a combination of the foregoing, and may comprise several sheets 24" by 36" in size showing various elements of the required data.
17. The following certifications must be included on the minor land division map:
    a. Certification by a registered engineer or land surveyor preparing the map that the map is correct and accurate, and that the monuments described in it have been located as described.
    b. Certification by the City Engineer or his designee that all engineering conditions and requirements of the City have been complied with.

- ❑ Two (2) copies of an ALTA survey.

- ❑ Two (2) copies of a Current Title Report dated 60 days from the date of the application submission showing all property owners, partnerships, and other having any interest in the property.

- ❑ All plans and drawings specified above shall meet the minimum requirements for lines, lettering, and numbers as outlined in Chapter 2 of the City of Goodyear Engineering Standards.

- ❑ Application Fees: $1,600 (Non-Residential)
  $700 (Residential)