

# Land Management Civil Application - Minor Land Division Submittal Checklist Guide

This submittal checklist guide is to be completed as part of your application with the City. Download this checklist before completing fillable fields, then upload with your application through the Online Submittal Center. Choose Document type as "Supporting Document" when uploading.

## Online Application Information for Customer:

Submit applications at [Accela Citizen Access](#)  
Start a New Application > Civil Engineering Applications > Land Management and Floodplain  
Project Type: **Minor Land Division**

## General Project Information:

Name: Click or tap here to enter text.  
Description: Choose an Item.  
Associated Project No.: HTE#  
Pre-Application Mtg. No.: PRJ  
Pre-Application Mtg. Date: [Publish Date]  
Planning Case Number(s): Click or tap here to enter text.

### ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

## Upload and Submit:

Checked files required to be submitted in your applications. Use the following checklist to ensure all necessary information has been provided with your application. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be rejected until all requirements are met. **Files must be in this order and use files listed.** Use naming convention provided (*Do not include wording in parentheses or superscript numbers*).

## When to use this form:

This Minor Land Division (MLD) form is for any division or combination of land or lands, for which a subdivision plat is not required. Private easements should not use this form and are not submitted to the City of Goodyear for processing. This MLD form may be used for the division of improved or unimproved land or lands, into two or three lots, tracts, or parcels of land when a new street is not involved.

## Process:

Only one Minor Land Division is allowed per submittal. Submit multiple submittals/records for multiple MLDs. Refer to the City of Goodyear, Code of Ordinances, [Chapter 15 SUBDIVISION REGULATIONS, Article 15-9.](#) No Dedications shall be included on any Minor Land Division (MLD). MLDs are approved administratively and do not need to go to City Council for approval.

## Civil Documents:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> 001 Submittal Checklist ( <i>this form</i> )   | <input checked="" type="checkbox"/> 005 Title Commitment |
| <input checked="" type="checkbox"/> 002 AutoCAD  | <input checked="" type="checkbox"/> 006 ALTA             |
| <input checked="" type="checkbox"/> 003 Narrative  | <input checked="" type="checkbox"/> 007 MLD Plan XX      |
| <input checked="" type="checkbox"/> 004 Signature Authority ( <a href="#">Signature Authority: Signor's Corporate Legal Authorization Document</a> ) |  |

## Plan Review and Permit Fees:

All fees are due prior to Recordation.

STAFF USE ONLY	
Department Routing:	<input checked="" type="checkbox"/> Civil Engineering Group 2 ( <i>final plats, MLDs &amp; MODs only</i> ) <input checked="" type="checkbox"/> GIS ( <i>CDs and CDs with MLD &amp; Final Plats only</i> ) <input type="checkbox"/> Legal ( <i>standard</i> ) <input checked="" type="checkbox"/> Planning ( <i>Standard</i> ) <input checked="" type="checkbox"/> Real Estate ( <i>Standard</i> )

DO NOT SUBMIT - FOR REFERENCE ONLY