



TOWN OF QUARTZSITE

PLANNING AND ZONING DEPARTMENT

465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ 85346
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Minor Subdivision (Land Split)

When a person wishes to split a parcel into 5 or less individual parcels it is called a Land Split or Minor Subdivision. The Town Of Quartzsite has developed a set of procedures that must be done before you can complete the process.

1. You must submit an application along with a fee of \$250.00. Included with this application you must submit ten (10) copies of a recent survey that shows the placement of all structures, utilities, easements and proposed property lines of the split. These will be submitted to the project review committee for review to make sure that everything is compliant with the Town Code.
2. The amount of splits or size of each parcel is determined by the zoning of your property. To determine how small or large a split you can make check with your Planning and Zoning Department.
3. Once you know your size and zoning you can go to your surveyor and request a survey. Again, you must show on the survey all structures, utilities (electric, sewer, water, well, septic tank and lines), easements and proposed property lines of the split.
4. When the review committee has approved the proposed split you will receive a letter from the Planning & Zoning Department.
5. The Survey and (digital copy), Deeds of Sale and Planning & Zoning Approval letter must be recorded at the La Paz County Recorder's Office in order for the new parcels to be created by the Assessor's office (note: deeds may be prepared by a title company or blank deed forms may be purchased at an office supply store and prepared by the owner)
6. Your final step is to bring a copy of the letter you receive from the Assessor's office with your new parcel number and a copy of your survey with the County Recorders stamp on it to the Planning & Zoning Office. Your land split is not complete until the final step is completed and there will be no issuing of permits until this time.

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P.O. Box 2812 Quartzsite, AZ 85346 (928)927-4414

Minor Subdivision Application

Case No. _____ App. Fee. \$250.00

Site Address: _____

Owner: _____ APN # _____

Telephone Number: _____ Cell # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

STATE PROPOSED LAND USE: Example: Single Family, Multiple family, Manufactured Housing, etc.

Size of existing parcel: _____ Zoning: _____

Number and size of proposed parcels: _____

SIGNATURE: _____

DECISION OF REVIEW TEAM:

- Approved
- Disapproved

CONCERNS OF PREVIEW TEAM: _____

_____ Date: _____
Planning and Zoning Administrator

Receipt No. _____ Ck. No. _____ Date: _____ Rec'd By: _____