

Minor Land Divisions

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

A Minor Land Division is a land division, other than subdivisions as defined in Chapter 31 of the Oro Valley Zoning Code. The review is intended to:

- Protect and promote the public health, safety, convenience, and welfare.
- Advise whether a proposed division of land complies with Town regulations.
- Assure that newly created lots are of sufficient size to meet the requirements of the applicable zoning classification.
- Assure that all lots resulting from a minor land division will have adequate public street access.
- Assure adequate easements are available for utility services.
- Assure adequate access is available for emergency vehicles.

FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees related to Minor Land Divisions are provided below.

- Minor Land Division - \$515
- Pima County fees apply for recordation and annotation. Please contact Pima County for more information about their fees.

SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- Project resubmittals are to be uploaded through the portal using the same project number the first application was provided. Please do not e-mail documents directly to staff as this may delay the submittal review process.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as "*Document Type – Date.*"
- All fees must be paid upon submitting. Reviews will not begin until all fees are paid. Fees may be paid online.

SUBMITTAL CHECKLIST

- Site Plan of Minor Land Division – (signed and sealed by a Registered Land Surveyor)
- Legal descriptions of the new lot lines – (signed and sealed by a Registered Land Surveyor)
- Boundary closure calculations
- Lot closure calculations
- Ingress/Egress or other relevant easements
- Letter from all affected parcel owners approving the change

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- Conveyance deeds, with grantors and grantees. This applies whether or not ownership of the lots remains the same or the same party owns both lots. Deeds can be purchased from the Pima County Recorder's office, Title companies or Legal offices.

PROCESS

Staff Review

After receiving a complete application, staff will review the Minor Land Division in accordance with the applicable provisions of the Zoning Code, engineering standards and other areas of review authority. A review letter will be sent to the applicant within 15 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, the application will be forwarded to the Planning and Zoning Administrator for final decision.

Recordation

Upon administrative approval, the applicant must send the approval letter, legal descriptions and accompanying exhibits to Pima County Recording for recordation. A PDF copy of the recorded document should be submitted to Town staff.

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SUBMITTAL ITEMS AND REQUIREMENTS

All items must be submitted in PDF format. Please name PDF files in a self-explanatory manner such as "*Document Type – Date.*"

Plan Format – All Sheets

1. The Minor Land Division must be drawn to a scale of one-inch equals forty feet (1" = 40' or 20') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning Manager.
2. Include the name of the project in the lower right-hand corner below the Title Block.
3. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
4. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
 - A. "Minor Land Division"
 - B. Brief legal description, i.e., "Portion of Section____, T ____S, R____E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
 - C. Scale
 - D. Contour interval if applicable
 - E. Date (revised plans must show date of revision)
 - F. Town of Oro Valley case number
 - G. Sheet ____ of ____ (total pages)
5. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right-hand corner near the title block.
6. Show north arrow and bar scale in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.
7. If the Minor Land Division consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.

Plan Format – Cover Sheet

1. A legend which depicts and describes all symbols used in the document.
2. "Sequence _____" must be included in the top right and lower right margin for recording.
3. A small project location map must be drawn in the upper right-hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
 - A. The subject property identified and centered within a one square mile area
 - B. Any adjacent conditions (i.e. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests, Nations, reservations, and city, town or other jurisdictional limits.)
 - C. The section, township and range of the subject development

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- D. Labeled section corners
- E. A north arrow and scale
- 4. List the following on the cover sheet:
 - A. The name, mailing and email addresses, and phone number of:
 - B. The primary property owner of the site
 - C. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
 - D. The Arizona registrant responsible for preparing the Final Site Plan must seal all drawings and documents in accordance with Arizona Board of Technical Registration guidelines.
 - E. A list of pertinent reference documents that were used as a basis for the survey
 - F. The following General Note: "The surveyor's statement that the survey was performed either by the surveyor or under the surveyor's direct supervision."

Plan Content

If the proposed minor land division does not constitute a subdivision, as defined in Chapter 31 of the Zoning Code, the Site Plan must depict the following minimum information:

- 1. Lots resulting from the minor land division
 - A. Ensuring lots conform to the minimum lot size requirements for the zoning classification of the property.
 - B. Adequate access to public street(s) is available from all new lot(s)
 - C. The location of any existing building on any lot resulting from the proposed land division, ensuring existing buildings comply with setbacks for the applicable zone.
 - D. The provision of, and access to, public utilities.
 - E. Access for emergency vehicles can be accommodated.
- 2. The proposed minor land division drawing must include all of the following at a minimum:
 - A. A basis of direction or bearings
 - B. The surveyor's Arizona RLS stamp, with signature and date
 - C. A north arrow.
 - D. The scale of the drawing.
 - E. When setting a monument is impractical, the recorded results-of-survey drawing shall detail the reason for not setting the monument and show bearings and distances to the nearest corner, witness corner(s) or reference marker(s).
- 3. The following criteria shall be provided when the surveyor includes any of the following as part of the results-of-survey drawing(s):
 - A. Horizontal and/or vertical control data, when used, shall be noted in detail. Where vertical data is referenced, the surveyor shall also include information about the controlling benchmark(s) and its (their) elevation(s).
 - B. Curve data shall be stated, as a minimum, in terms of radius, central angle, and length of curve. Curve data must be shown for the line(s) affected.

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- C. All non-tangent curve data shown must have sufficient additional information to allow them to be verified through mathematical analysis.
4. Included with the required legal description, the surveyor must provide a written property description of the surveyed tract of land that provides information to properly located the property and distinctly set it apart from all other property.

NEXT STEPS

Upon approval, Plat Amendments must be sent to the Pima County Recorder's office for recordation. Following recordation, the change must then be sent to Pima County Addressing to update the digital database maintained by Pima County.