

Land Split Process Flow Diagram

**Pre-Application
Conference**

Prior to Application

**Preliminary Application
Submittal (Including
Sketch Plan and Title Report)**
(1st Thursday after 1st
Tuesday of each month)

10 Days

[Note: These timeframes apply unless the applicant and Town mutually agree to an extension pursuant to A.R.S. § 9-835(1).]

**Completeness Review and
Preliminary Processing
Finished**

**Preliminary
Review Finished**

The Town may make one comprehensive written or electronic request for corrections. If it does, the substantive review timeframe and the overall timeframes are suspended until the day the applicant provides the corrections.

**Final Application
Submitted**

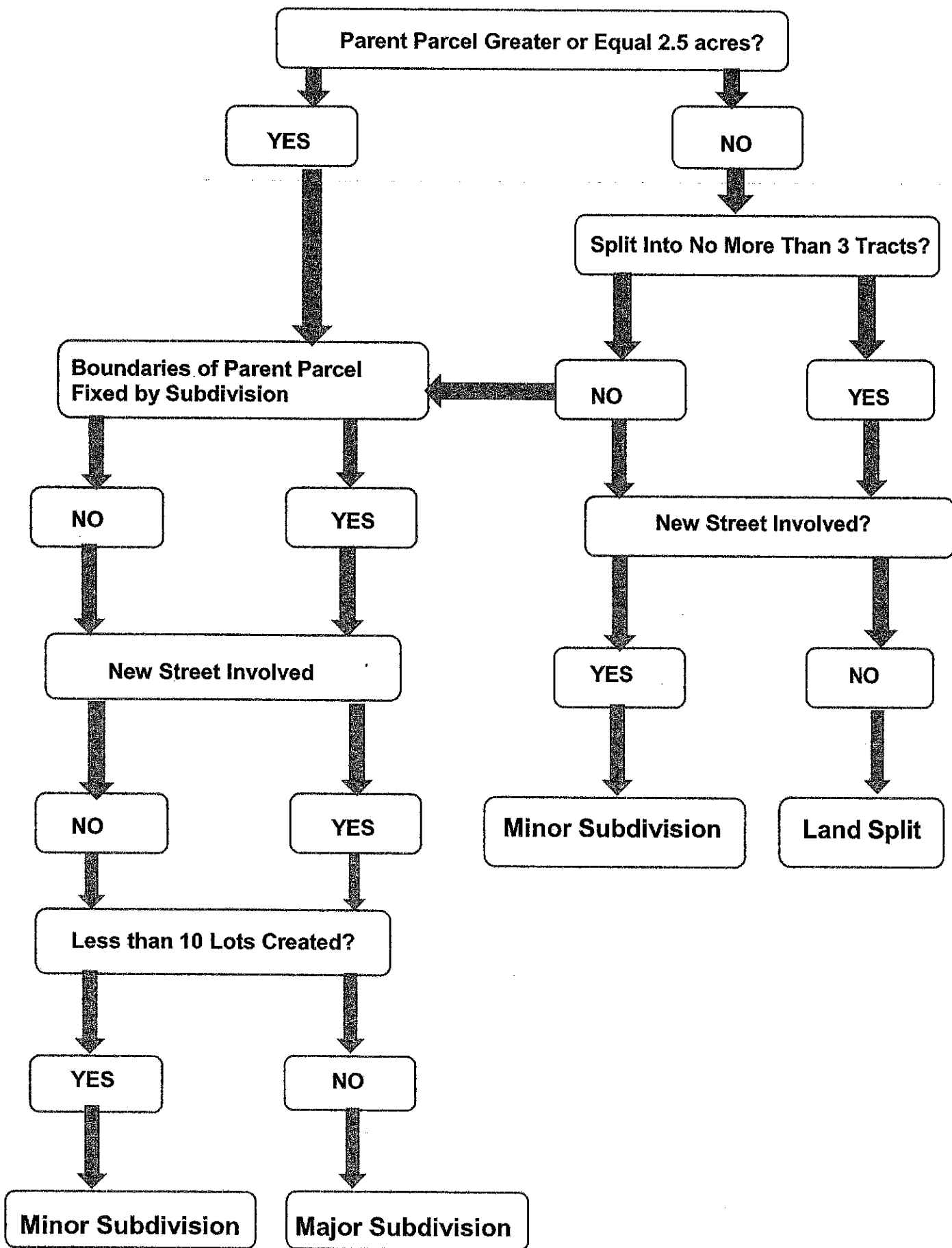
20 Days

If deficiencies are found, written or electronic notice is provided to the applicant and the administrative review timeframe (and the overall timeframe) is suspended from the date the notice is issued until the date the municipality receives the missing information from the applicant. If the missing information is not received by the Town within 15 days of the notice, the Town may consider the application withdrawn.

**Substantive Review Finished
Final Map Submitted**

30 Days Total Time Frame

**Final Map Recorded at
Yavapai County Recorder**



Permit & License Application Process

1

Customer receives application, Bill of Rights, Time Frames & Checklists online or at Town

2

Customer submits complete Application and Fees to Front Counter Representative

3

Staff reviews for initial completeness and accepts application within established time

4a

Town accepts application & provides Substantive Review within overall time frame.

4b

Town rejects incomplete application within Completeness Review time frame—notice of deficiencies issued to applicant

5a

Town approves application and issues electronic or written approval to applicant

5a

Town denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur within 25% of the overall time

6

Town issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justification for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

REGULATORY BILL OF RIGHTS

During the Fiftieth Legislature, First Regular Session, the Arizona Legislature passed Senate Bill 1598. This "Regulatory Bill of Rights" went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

ARS 9-832. Regulatory bill of rights

TO ENSURE FAIR AND OPEN REGULATION BY MUNICIPALITIES, A PERSON:

- Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against the Town in a court proceeding regarding a Town decision as provided in section 12-348.
- Is entitled to receive information and notice regarding inspections as provided in section 9-833.
- Is entitled to have the Town not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 9-834, subsection A.
- May have the Town approve or deny the person's license application within a predetermined period of time as provided in section 9-835.
- Is entitled to receive written or electronic notice from the Town on denial of a license application that:
 - Justifies the denial with references to the statute, ordinance, and code or authorized substantive policy statements on which the denial is based as provided in section 9-835.
 - Explains the applicant's right to appeal the denial as provided in section 9-835.
- Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 9-836.

- May inspect all ordinances, codes and substantive policy statements of the Town, including a directory of documents, at the office of the Town or on the Town's website as provided in section 9-837.
- Unless specifically authorized, may expect the Town to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 9-834.
- May file a complaint with the Town concerning an ordinance, code or substantive policy statement that fails to comply with this section.
- As provided in section 9-834, is entitled to have the Town not request or initiate discussions about waiving any of the rights prescribed in this section.

Town of Dewey-Humboldt Permit (License) Permitting Time Lines

Pursuant to ARS 9-835, the Town establishes overall permitting time frames during which the Town will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The Town shall approve or deny the request within the overall time frame listed below, however, should the Town extend the review period for additional submittal(s), said extension shall not exceed 25% of the overall time frame.

Please note: These are projected time frames only and may change due to workload and staffing considerations.

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Review Application	10 days	20 days	30 days
Special Event Permit	10 days	20 days	30 days
Minor Land Division Application	10 days	20 days	30 days
Sign Permit Application	10 days	20 days	30 days
Temporary Sign Application	10 days	10 days	20 days
Variance Application	10 days	20 days	30 days
Use Permit Application	30 days	60 days	90 days
Zone Map Change Application	30 days	60 days	90 days
Zone Text Change Application	30 days	60 days	90 days
Major General Plan Amendment	30 days	60 days	90 days
Minor General Plan Amendment	30 days	60 days	90 days
Planned Area Development Application	30 days	60 days	90 days
Preliminary Plat Application	20 days	30 days	50 days
Sketch Plan Application	10 days	20 days	30 days
Final Plat Application	20 days	30 days	50 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

TOWN OF DEWEY-HUMBOLDT

DEVELOPMENT APPLICATION

PROJECT DESCRIPTION:

<input type="checkbox"/> General Plan Amendment - Major	<input type="checkbox"/> General Plan Amendment – Minor	<input type="checkbox"/> Pre-Application
<input type="checkbox"/> Community Master Plan	<input type="checkbox"/> Major Use / Site Plan	<input type="checkbox"/> Preliminary plat
<input type="checkbox"/> Commercial Design Review	<input type="checkbox"/> Annexation	<input type="checkbox"/> Zoning Clearance
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Abandonment	<input type="checkbox"/> Rezone
<input type="checkbox"/> Land split (3 parcels max)	<input type="checkbox"/> Lot Combine	<input type="checkbox"/> Variance
<input type="checkbox"/> Area Plan / Amendment	<input type="checkbox"/> Final Plat / Amendment	<input type="checkbox"/> Land Use District
<input type="checkbox"/> Other _____		

LEGAL DESCRIPTION:

Property Address: _____

Number of Lots / Units Proposed: _____

Assessor's Parcel Number: _____ Parcel Size (Acres): _____

Existing Land Use District: _____ Proposed Land Use District: _____

Plat Name: _____ Block: _____ Lot: _____ Tract: _____

DESCRIBE UTILITIES AVAILABLE TO PROPERTY:

<input type="checkbox"/> Water _____	<input type="checkbox"/> Gas _____	<input type="checkbox"/> Sewer _____
<input type="checkbox"/> Phone _____	<input type="checkbox"/> Electric _____	<input type="checkbox"/> Cable _____

Describe Public Access to Property:

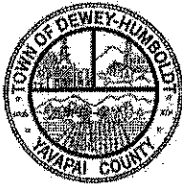
FEES

Base Fees: _____ Other Fees: _____ Other Fees: _____ Subtotal: _____ Total: _____

*APPLICANT / CONTACT INFORMATION:	OWNER INFORMATION:
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Signature of owner or representative

*If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.



TOWN OF DEWEY-HUMBOLDT
"Arizona's Country Town"

Land Split Procedure Checklist
Community Development Department
2735 S Hwy. 69, P.O. BOX 69
HUMBOLDT, AZ 86329

www.dhaz.gov

Phone: 928-632-7362 Fax: 928-632-7365

STEPS FOR COMPLETING A LAND SPLIT

- Determine the number of Land Splits that have already occurred. Land Splits are limited to the creation of 3 parcels within the original parcel without prompting subdivision requirements (this includes contiguous parcels owned by same owner).
- If the parcel to be split is located within a recorded subdivision the application shall be heard before the Town Council pursuant to Town of Dewey-Humboldt Code of Ordinances Section 152.11(B)(1).
- Determine the zoning district for the parcel to be divided (<http://www.co.yavapai.az.us/>).
- Make sure that the Land Split conforms to the Town's minimum zoning requirements (i.e., parcel size, ingress/egress, setbacks, etc.). You must provide proof to indicate that the proposed parcels will have irrevocable ingress and egress rights to the nearest public right-of-way.
- Complete a Sketch Plan of the Land Split proposal; if questionable, have the property surveyed to confirm compliance to the zoning regulations. Attached is a recommended form for the Sketch Plan and requirements.
- Obtain a Title Report (including Schedule B) or copy of one less than 6 months old.
- Complete the Development Application and submit it with the Sketch Plan and a current Title Report (including Schedule B) to the Town for initial staff review. Following the review, the application will be tentatively approved or a letter of denial will be issued.
- Upon a successful review of the Sketch Plan by Town staff, the applicant must then provide a scaled Final Map of the proposed Land Split prepared by an engineer or land surveyor duly licensed by the State of Arizona. The scaled Final Map will be checked for compliance with the Town's Land Split regulations.
- Take the approved application, Land Split Final Map, and associated legal documentation to the Yavapai County Assessor's Office (928-771-3220) and Recorder's office (928-771-3244) at 1015 Fair Street, Prescott, to finalize the process.

CHECKLIST

Graphic Requirements per Section 3.C. Dewey-Humboldt Land Subdivision Regulations Requirements for the Sketch Plan: Minimum 18" x 24" Plan Size

A Sketch Plan is drawing or sketch showing the proposed Land Split. The drawing should be fully dimensioned and prepared at a scale which maintains legibility. The drawing or sketch may be drawn on the sheet provided with the application or be of a size large enough to convey the required information as follows:

1. Legal description or Assessor's Parcel Number.
2. The boundaries of the original parcel prior to the Land Split.
3. Proposed parcels (lots) fully dimensioned.
4. The rights-of-way adjacent to or within the property, including streets and easements.
5. The locations and dimensions of existing structures.
6. The setbacks of existing buildings and structures from existing and proposed property lines.
7. The placement of existing wells and septic systems will be identified on the Final Map

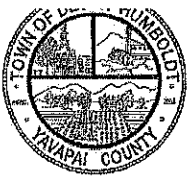
Requirements for the Final Map:

The Final Map shall be prepared by an Arizona-Licensed Engineer or Land Surveyor on Mylar film as is acceptable to the Yavapai County Recorder. The size of the map shall be a minimum of 18 inches by 24 inches or 24 inches by 36 inches with a left margin of 2 inches and shall include the following information:

1. Name, address and telephone number of the property owner(s)
2. Name, address and telephone number of the engineer or land surveyor preparing the map including professional seal.
3. General Plan and Zoning District designations for the site.
4. Graphic and written scale, north indicator (up or to the right), location map (n.t.s.) and the date of preparation.
5. Legal descriptions including area (square feet & acres) for each parcel.
6. The boundaries of the original parcel prior to the Land Split.
7. Proposed parcels (lots) fully dimensioned.
8. The rights-of-way adjacent to or within the property, including streets and easements.
9. The locations and dimensions of existing structures.
10. The setbacks of existing buildings and structures from existing and proposed property lines.
11. The placement of existing wells and septic systems.

Design Considerations:

1. Topography of land – Suitable areas for locating building pad, septic systems and wells.
2. Locations of washes and floodplains
3. Locations of easements – Allow for setbacks from road easements (setbacks are measured from the road easement line, but not utility easements).
4. Placement and spacing of driveway encroachments onto public rights-of-way.



Town of Dewey-Humboldt Community Development Department

SKETCH PLAN SUBMITTAL GUIDELINES

This is a guide to be used in submitting a Sketch Plan application in the incorporated areas of Dewey-Humboldt, Arizona.

Complete Applications

Submittal of an application does not guarantee the item will be scheduled for a Sketch Plan meeting. **Only applications** that are determined to be **entirely complete** according to the Community Development Coordinator will be scheduled for a Sketch Plan meeting.

General Information

Prior to submitting an application, please **be sure** of all the following information:

1. The legal description of your property is correct;
2. You are the legal owner of the property, or have a letter of authorization to represent the property owner;
3. You have discussed your application with the Community Development staff (required pre-application);
4. You have completely and accurately described the existing and proposed future uses of the property for your application;
5. You have completed and have signed and/or notarized all applicable forms required for your application;
6. You have completed the enclosed checklist of required items.

Purpose of the Sketch Plan:

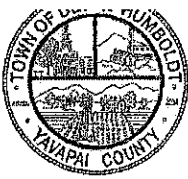
The purpose of the sketch plan is to determine the feasibility of the proposed development and the capacity of the land to support such development. The subdivider shall as specified by submit a sketch plan of the proposed development after a pre-application meeting with Community Development Department staff.

A sketch plan submittal is a precursor to any plat submittal in order to consider the following circumstances:

1. Development adjoins different existing zoning classification(s).
2. Project development is to occur in multiple phases.
3. Difficult development constraints exist such as:
 - a. Topography.
 - b. Limited or difficult access.
 - c. Limited existing or available utilities
 - d. Within FEMA Floodplain or encumbered by numerous washes or arroyos exhibiting unique drainage constraints.
 - e. Water availability and sewerage disposal opportunities are limited or constrained
4. The development is part of a Planned Area Developments (PAD).

Filing Fees

All Sketch Plan application filing fees are **non-refundable** and must be paid at the time of application submittal. Fees are based on the complexity of the proposed use, acreage involved, and changes in density.



Town of Dewey-Humboldt Community Development Department

AGENCIES INVOLVED IN THE REVIEW OF DEVELOPMENT PROPOSALS

You may want to contact these Departments/Agencies prior to submittal to see if they have any requirements.

Town of Dewey-Humboldt

Community Development 2735 S. Hwy 69, Humboldt (928) 632-7362	Public Works 2735 S. Hwy 69, Humboldt (928) 632-7362
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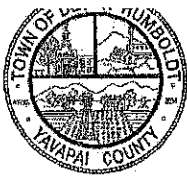
OTHER COUNTY/STATE AGENCIES THAT MAY ALSO BE INVOLVED WITH THE REVIEW PROCESS:

Yavapai County Flood Control District 1120 Commerce Dr., Prescott (928) 771-3197	Yavapai County Environmental Health 930 Division St., Prescott (928) 771-3122
Yavapai County Recorder's Office 1015 Fair St., Prescott (928) 639-5807	Yavapai County Assessor's Office 1015 Fair St., Prescott (928) 639-8121
Yavapai County Sheriff's Office 255 E. Gurley Street, Prescott (928) 639-8100	Central Yavapai Fire District 8555 E Yavapai Road Prescott Valley, AZ 86314
Arizona Dept of Transportation (ADOT) 1109 Commerce Dr., Prescott (928) 771-5861	Arizona Dept of Environmental Quality (ADEQ) 1110 W. Washington St., Phoenix (602) 771-2300
Arizona Dept of Water Resources (ADWR) 1316 Iron Springs Rd., Prescott (928) 778-7202	Arizona State Land Trusts 1616 W Adams Street Phoenix, AZ 85007

OTHER FEDERAL AGENCIES THAT MAY ALSO BE INVOLVED WITH THE REVIEW PROCESS:

Bureau of Land Management	U.S. Forest Service
Environmental Protection Agency	Federal Aviation Administration

If the property that you are proposing to develop is adjacent to Arizona State Trust Lands or lands under the jurisdiction of the Bureau of Land Management, U.S. Forest Service, etc., the neighboring agency will also be involved in the review of your proposal. Other factors such as significant archaeological sites or endangered wildlife occurring on the property, proposed structures that could affect aircraft, etc., could involve other agencies in the review as well.



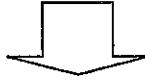
**Town of Dewey-Humboldt
Community Development Department**

SKETCH PLAN APPLICATION PROCESS

PRE-APPLICATION MEETING

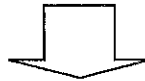


APPLICATION SUBMITTED AND FEES PAID

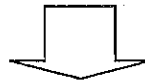


AGENCY REVIEW

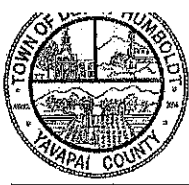
PUBLIC WORKS ENVIRONMENTAL UNIT FLOOD CONTROL BUILDING & SAFETY	AND	OTHERS, I.E.: ADOT FOREST SERVICE FIRE DISTRICT COMMUNITY ASSOC.
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SKETCH PLAN MEETING



FOLLOW UP LETTER FROM PLANNING STAFF



Town of Dewey-Humboldt Community Development Department

Town of Dewey-Humboldt Community Development Sketch Plan Application Checklist

APPLICANT: _____

PARCEL#: _____

No application is to be submitted or accepted unless it is complete including, but not limited to, the following:

- ___ 1) A mandatory pre-application meeting with the Community Development Representatives on (DATE) _____;
- ___ 2) Hearing application submittal form filled out completely;
- ___ 3) Letter of Intent detailing the proposed use(s) and time period requested (if applicable);
- ___ 4) A legal description of the property/lease area identified on the application; if too lengthy, please attach;
- ___ 5) Letter of authorization signed and notarized if required;
- ___ 6) Requested variances and waivers or known deviations from design standards;
- ___ 7) Eighteen (18) copies of the sketch plan drawn in conformance with the checklist (landscape plan, building elevations, and other pertinent data if requested).
- ___ 8) Conformance with General Plan;
- ___ 9) Does the request require a Major or Minor General Plan Amendment?
- ___ 10) Environmental Unit status check (Yavapai County);
- ___ 11) A Phase I Drainage report as outlined in Section 2.3 of the Yavapai County Drainage Criteria Manual (see the Flood Control District for copies of these requirements);
- ___ 12) Traffic Concept Plan (graphic and/or narrative) to include the following:
 - Overall area map (where necessary) showing existing and proposed roads and their classification (arterial, collector, residential) within ½ mile of project boundaries. Scale not to exceed 1" = 2,000'
 - Identify legal primary and secondary access opportunities, as well as existing or proposed street right-of-way widths
 - In narrative form, identify general traffic impacts to adjacent property and existing roads, as well as high traffic generation points on-site
 - Identify existing or proposed trail networks and open space features affected by, or intended to be, implemented as part of future subdivision design;
- ___ 13) A filing fee in the amount of \$ _____. (Determined by the Town fee schedule as adopted by the Town Council).