



**Santa Cruz County**  
**Community Development Department**

**LAND DIVISION**  
**Submittal Requirements Check List**

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930

**Partial submittals will not be processed and will create a delay.**

**Application and certification form must be signed by the property owner, or a letter of authorization with original signature from the property owner must be submitted with the application.**

**Submittal Requirements; Article 15, Section 1507.**

1. Completed application form.
2. Legal description of existing parcel with Arizona registered land surveyor's stamp.
3. Legal descriptions of new parcels with Arizona registered land surveyor's stamp.
4. Record of Survey (18 x 24 inches) with Arizona registered land surveyor's stamp.
5. Standard preliminary title report or other proof of legal access to new lots.
6. Statement by Arizona registered land surveyor or Arizona registered engineer stating that the physical access to each new lot is traversable by a two-wheel drive passenger motor vehicle.
7. 11" x 17" Aerial photo with street names and showing existing parcel outline.
8. All existing parcel numbers labeled on Record of Survey map.
9. Approval letter or e-mail of approval from the Santa Cruz County Environmental Health Department.
10. Electronic pdf files of all documents.



Santa Cruz County  
Community Development Department

LAND DIVISION PERMIT APPLICATION

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930

Tracking Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

*Office Use Only. Do Not Write Above This Line.*

APPLICANT INFORMATION:

Applicant Name: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_  
(if different, provide proof of agency)

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

PROPERTY INFORMATION:

Parcel Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Area of Existing Parcel: \_\_\_\_\_ Proposed Number of New Parcels: \_\_\_\_\_  
(**total** number including any to be retained by owner)

Area of  
New  
Parcels

Parcel 1 \_\_\_\_\_ Parcel 2 \_\_\_\_\_ Parcel 3 \_\_\_\_\_ Parcel 4 \_\_\_\_\_ Parcel 5 \_\_\_\_\_

This application form and the Submittal Requirements checklist must be submitted along with ALL of the items listed on the Submittal Requirements checklist to the Department of Community Development at the Gabilondo-Zehentner Centennial County Service Center at 275 Rio Rico Drive, Rio Rico, AZ 85648. The Department has 30 days in which to review the submittal and issue a Lot Division Permit. By signing this application form, I/we acknowledge this and agree to comply with the provisions of Arizona Revised Statutes §11-809 (see reverse) et seq. as relates to land divisions and disclosure requirements.

Signature of Property Owner

Date

Signature of Applicant

Date

Print Name

Arizona Revised Statutes §11-809. [Review of land divisions; definitions](#)

A. The board of supervisors of each county may adopt ordinances and regulations pursuant to this section for staff review and approval of land divisions of five or fewer lots, parcels or fractional interests, any of which is ten acres or smaller in size. The county may not deny approval of any land division that meets the requirements of this section. If review of the request is not completed within thirty days after receiving the request, the land division is considered to be approved. At its option, the board of supervisors may submit a ballot question to the voters of the county to allow the voters to determine the application of subsections B and C to qualifying land divisions in that county.

B. An application to split a parcel of land shall be approved if:

1. The lots, parcels or fractional interests each meet the minimum applicable county zoning requirements of the applicable zoning designation.
2. The applicant provides a standard preliminary title report or other acceptable document that demonstrates legal access to the lots, parcels or fractional interests.
3. The applicant provides a statement from a licensed surveyor or engineer, or other evidence acceptable to the county, stating whether each lot, parcel or fractional interest has physical access that is traversable by a two-wheel drive passenger motor vehicle.
4. The applicant reserves the necessary and appropriate utility easements to serve each lot, parcel or fractional interest created by the land division.

C. An application to split a parcel of land that does not comply with one or more of the items listed in subsection B shall still be approved if the applicant provides an acknowledgment that is signed by the applicant and that confirms that no building or use permit will be issued by the county until the lot, parcel or fractional interest has met the requirements of subsection B. The county may grant a variance from one or more of the items listed in subsection B.

D. Any approval of a land division under this section may:

1. Include the minimum statutory requirements for legal and physical on-site access that must be met as a condition to the issuance of a building or use permit for the lots, parcels or fractional interests.
2. Identify topographic, hydrologic or other site constraints, requirements or limitations that must be addressed as conditions to the eventual issuance of a building or use permit. These constraints, requirements or limitations may be as noted by the applicant or through county staff review, but there shall be no requirement for independent studies.

E. If the requirements of subsections A through D do not apply, a county may adopt ordinances and regulations pursuant to this chapter for staff review of land divisions of five or fewer lots, parcels or fractional interests but only to determine compliance with minimum applicable county zoning requirements and legal access, and may grant waivers from the county zoning and legal access requirements. The county may not deny approval of any land division that meets the requirements of this section or where the deficiencies are noticed in the deed. A county may not require a public hearing on a request to divide five or fewer lots, parcels or fractional interests, and if review of the request is not completed within thirty days from receipt of the request, the land division shall be deemed approved. If no legal access is available, the legal access does not allow access by emergency vehicles or the county zoning requirements are not met, the access or zoning deficiencies shall be noticed in the deed. If a county by ordinance requires a legal access of more than twenty-four feet roadway width, the county is responsible for the improvement and maintenance of the improvement. If the legal access does not allow access to the lots, parcels or fractional interests by emergency vehicles, neither the county nor its agents or employees are liable for damages resulting from the failure of emergency vehicles to reach such lot, parcel or fractional interest.

F. It shall be unlawful for a person or group of persons acting in concert to attempt to avoid the provisions of this section or the subdivision laws of this state by acting in concert to divide a parcel of land into six or more lots or sell or lease six or more lots by using a series of owners or conveyances. This prohibition may be enforced by any county where the division occurred or by the state real estate department pursuant to title 32, chapter 20.

G. In this section:

1. "Legal access" means a public right of vehicular ingress and egress between the lots, parcels or fractional interests being created.
2. "Minimum applicable county zoning requirements" means the minimum acreage and dimensions of the resulting lot, parcel or fractional interest as required by the county's zoning ordinance.
3. "Utility easement" means an easement of eight feet in width dedicated to the general public to install, maintain and access sewer, electric, gas and water utilities.



**Santa Cruz County  
Community Development Department**

**Planning & Zoning and Building Department**

275 Rio Rico Drive • Rio Rico, AZ 85648 • 520-375-7930

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**Applicant's Certification and Acknowledgement**

TAX PARCEL NUMBER \_\_\_\_\_

By signing below, I hereby certify and acknowledge that:

I am the Owner, or authorized agent of the Owner, of the property being developed.

My submitted application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment or both. A.R.S. §13-2310

I understand that an incomplete or inaccurate permit application or site plan, or failure to respond to requested corrections, may result in delays, additional permit and plan review fees, return of the submittal, or denial of the application.

I request all meetings, reviews or inspections that are necessary to process my application, and if my permit is approved and issued, I request all inspections necessary to monitor progress, and document completion at all stages of the work related to my permit.

My application is subject to an administrative completeness review of fifteen (15) business days, during or after which time I will receive written or electronic notice that my application is complete, or, in the case of an incomplete application, a list of deficiencies that I need to correct. My application will not be transmitted for substantive review until all deficiencies have been corrected and my revised full application has been submitted to the County.

If the county does not issue a written or electronic notice of administrative completeness within fifteen (15) business days, per A.R.S. §11-1605(F), my application will automatically be deemed administratively complete and transmitted for substantive review.

I understand that I have thirty (30) business days to respond to a Notice of Deficiencies during the administrative completeness phase. My failure to respond within this timeframe may result in my permit application being voided. I have the right to re-apply if my permit application is voided. A.R.S. §11-1605(F)

I understand and acknowledge that the total County review timeframe during the administrative completeness review phase is a total of forty-five (45) business days.

My application is subject to a substantive review period of forty-five (45) business days. I will receive written or electronic notice if my permit is approved or if corrections or additional information are needed. My permit will not be approved or issued until all additional information is provided, all requested corrections are completed and all permit fees have been paid.

I understand that I have sixty (60) business days to respond to a Request for Corrections or to a Request for Additional Information during the substantive review phase. My failure to respond within this timeframe may result in my permit application being denied. I have the right to re-apply if my permit application is denied. A.R.S. §11-1605(G)

I understand and acknowledge that the total County review timeframe during the substantive review phase is a total of one-hundred-five (105) business days.

I understand and acknowledge that my permit application, with a combined administrative completeness review and the substantive review, have a total potential overall County permit application processing time of one-hundred-fifty (150) business days. If my application cannot be approved within this timeframe, or within a written mutually agreed upon extension timeframe, my application may be voided or denied. A.R.S. §11-1605(I) & (J)

I acknowledge that my total response timeframe during the administrative completeness phase is a total of sixty (60) business days, and during the substantive review phase a total of one-hundred-twenty (120) business days. If I request the full extensions allowed for my response of an additional ninety (90) business days, my permit application may have a total potential overall applicant response time of two-hundred-seventy (270) business days. If I am unable to complete my application within this timeframe, my application may be voided or denied. A.R.S. §11-1605(G)

I understand that the substantive review time frames and overall time frames do not include the time required for an applicant to obtain other non-county licenses or to participate in meetings as required by law. A.R.S. §11-1605(C)(9)

I am aware that all required permits, including required permits from outside agencies MUST be obtained before the County will issue my requested permit. Failure to obtain required permits from outside agencies may result in fines or other penalties. I understand that it is my responsibility to plan for outside agency timeframes for necessary approvals or permits.

If my permit application is denied, I can appeal this decision, in writing, to the Santa Cruz County Zoning Inspector at the Santa Cruz County Community Development Department, 275 Rio Rico Drive, Rio Rico AZ 85648, 520-375-7930. An appeal must be received at the Santa Cruz County Community Development Department within thirty (30) business days from the issuance of the permit, or written or electronic notice of permit denial. I acknowledge that my appeal request must include a justification of my appeal. A.R.S. §11-1605(J)(2)

I may have other rights and obligations in the Regulatory Bill of Rights, as set forth by A.R.S. §11-1602-1610, including the right to request, in writing, a clarification of this statute, as applied by the County, to my permit application.

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Signature

Date

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Print Name/Company

Owner

Agent (see below)

If Agent, Owner must complete the following, or submit a letter of authorization.

I, \_\_\_\_\_, Owner of the property for which this application is being submitted,

APN \_\_\_\_\_, do herein authorize \_\_\_\_\_

to submit Zoning applications and Building Permits on my behalf.

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Owner Signature

Date

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Owner Printed Name