



Town of Queen Creek  
 Development Services Department  
 22358 S. Ellsworth Rd.  
 Queen Creek, AZ 85142  
 480-358-3000

## LOT SPLIT/ LOT TIE/ LOT LINE ADJUSTMENT APPLICATION

*Please note: All submittals must be received before 5 p.m. Monday through Thursday.*

FEE PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Case No.: R \_\_\_\_\_ - \_\_\_\_\_

### GENERAL INFORMATION

<b>Property Owner</b>		<b>Applicant</b>	
Property Owner Address		Applicants Address	
City	Zip	City	Zip
Home or Work #	Cell #	Home or Work #	Cell #
Email		Email	

<b>Address of Property Requesting to be split/tied/adjusted:</b>	<b>Assessor's Parcel Number(s);</b>
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**Legal Description of Property Under Construction:**

**Current Zone(s):**

### PLEASE PROVIDE THE FOLLOWING (ATTACH ADDITIONAL SHEETS):

1. Mailing labels, with names and addresses of all property owners within nine hundred (900) feet of the external boundaries of the Subject Property.
2. Five (5) drawings of proposed Lot Split showing:
  - A. Property lines, easements and dimensions
  - B. All existing improvements ie. buildings, fences, utilities, and driveways.
3. Narrative addressing the purpose/need for lot split.
4. Title report dated no more than 30 days prior to application date.
5. Boundary closure(s) of all existing and newly created parcels.

### SIGNATURES

**I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.**

_____	_____
Signature of Property Owner/Authorized Agent	Signature of Applicant
_____	_____
Print Name of Property Owner/Authorized Agent	Print Name of Applicant
_____	_____
Date	Date

**FEES: \$350.00**

**NOTE: ALL FEES ARE NON-REFUNDABLE**

ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable. C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.D. A municipality shall not request or initiate discussions with a person about waiving that person's rights. E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02. Per A.R.S. 9-495, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: Demands payment of a tax, fee, penalty, fine or assessment, Denies an application for a permit or license that is issued by the Town, or requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the Town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five business days after the Town receives that communication.  
 Resolution 725-08, Ordinance 357-06

### FOR STAFF USE ONLY

_____	<b>FEES PAID</b>	_____	<b>FEES OUTSTANDING: \$</b> _____	_____	<b>OUTSTANDING FEES PAID ON:</b> _____
Staff Initials		Staff Initials		Staff Initials	