

INSTRUCTIONS FOR THE COCONINO COUNTY LAND DIVISION COMBINATION / SPLIT REQUEST FORM

This form is designed to provide the information needed by the various departments to efficiently process your land rearrangement. To this end forms older than the current form, dated 2/28/17 will not be accepted.

General Information

The parcels to be rearranged must be adjacent. They must be in the same Tax Area. They need to be zoned the same. Property taxes must be paid to date. Property cannot be combined or split if back taxes are due.

This request will **NOT** be processed if you fail to provide legal descriptions to account for entire parent parcels, fail to obtain all approvals or if properties to be combined are not the **exact** identical ownership per Assessor tax records. (All properties involved **must be of identical ownership**, according to the tax records. This form **does not** convey title.) Conveying deeds can be recorded at the same time as the Land Division Combination Split form is. If there is an encumbrance or deed of trust on any of the parcels being split or combined, it is your responsibility to notify the lending institution of this change in the event they are impounding monies for the payment of taxes. A survey showing original and new parcels, easements and Right of Ways for legal and physical access including recording information, on, through or adjoining subject properties and improvements may be included or recorded separately as a reference. Physical access is within the boundaries of the legal access and is transversable by a two-wheel drive car. Surveys do **not** split the property.

Extra pages for any of the information requested can be attached. Clearly identify what the attachment is.

Return Address

where the form is to be sent when the Recorder's office is done.

Processed for Tax Year

is filled in by the Community Development representative. When property boundaries are changed, the Assessor is required to assign a new parcel number in a future valuation year according to statutory and constitutional requirements. This is done so the property owner can be notified of the parcel value and given an opportunity to appeal that value. It is the owners' responsibility to see that the taxes are paid on the original parcels up to the valuation year of the new parcels. The valuation year will be noted on the application for your records.

SPLIT COMBINE

Mark one or both based on what type of action is required. A "lot line adjustment" is both a split and a combination.

Parcel Numbers

List the Assessor parcel numbers being rearranged. Mark the parcels' current usage; residential, vacant, agricultural, commercial or rental.

The parcels cannot be part of a horizontal regime or condominium unless the subdivision plat is amended.

You can divide a parcel up to a total of five (5) parcels. Adjacent parcels or previously sold adjacent land will be counted as part of your land division in determining the number of parcels allowed.

APPROVALS AND SIGNATURES

Your application will be reviewed by these government offices.

Owner Signatures

Sign and print the owners name **EXACTLY** the way it is on the current deed. If the owner of record is a corporation, trust or estate then the Agent for Owner section (next section) must be filled out.

"EXACTLY the way it is on the current deed" means that and no variations.

John Smith is **not** the same as John A. Smith

John Smith is **not** the same as John Smith Jr.

John Smith is **not** the same as John Smith and Jane Smith

John Smith is **not** the same as John Smith and Jane Doe

John Smith is **not** the same as John Smith Company

John Smith is **not** the same as John Smith Trust

Provide a contact mailing address, daytime phone number and / or an email address.

Agent for owner signatures

If the owner of record is a corporation, trust or estate then the Agent for Owner section must be filled out and a notarized authorization or a copy of the court order must be attached. Provide a contact phone number, E-mail address and mailing address.

LEGAL DESCRIPTION(s) for CURRENT parcels

Provide Assessor's parcel number, street address, tax area, county zone, legal description of existing parcels from the current deed and existing access and utility easements. The tax area code and county zone can be found from the Coconino county parcel viewer. The zone is a layer that can be added from the options in the upper right corner. The tax area code is the AREA ID from the Link to Treasurer's Page. Additional parent parcels may be described by attaching sheets continuing the number sequence and in the same format.

LEGAL DESCRIPTION(s) for newly created parcels

Provide the legal description of the new parcel, proposed access and utility easements, an address that will be considered by the addressing specialist to be retained for the parcel, improvement location and an address for the tax bill.

Dedication of proposed easements must occur through a separate instrument.

Additional new parcels may be described by attaching sheets continuing the letter sequence and in the same format.

Return Address:



Processed for Tax year _____

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Coconino County Land Division Combination / Split Request Form

To efficiently process, forms older than February 28, 2017 will not be accepted. If part of a County Land Division Permit, recording is required. This request will **NOT** be processed if you fail to provide legal descriptions to account for entire parent parcels, fail to obtain all approvals or if properties to be combined are not the exact identical ownership per Assessor tax records. (All properties involved must be of identical ownership, per the tax records. This form does not convey title.)

As the OWNER of RECORD, you are hereby authorized to:

SPLIT

COMBINE

Check appropriate usage.

<u>Parcel Number(s)</u>	<u>Residential</u>	<u>Vacant</u>	<u>Agricultural</u>	<u>Commercial</u>	<u>Rental</u>

APPROVALS AND SIGNATURES:

<u>Department</u>	<u>Signature</u>	<u>Date</u>
City Planning & Zoning or County Community Development		
Treasurer's Office		
Recorder's Office		

Owner of Parcel #1 (per Assessor records)

Date:

Print Name				
Signature				
Daytime Phone				
E-mail				
<u>Contact Address</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>

Owner of Parcel #2 (per Assessor records)

Date:

Print Name				
Signature				
Daytime Phone				
E-mail				
<u>Contact Address</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>

Owner of Parcel #3 (per Assessor records)**Date:**

Print Name				
Signature				
Daytime Phone				
E-mail				
<u>Contact Address</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>

Agent for Owner #1 if applicable (notarized authorization attached)**Date:**

Print Name				
Signature				
Daytime Phone				
E-mail				
<u>Contact Address</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>

Agent for Owner #2 if applicable (notarized authorization attached)**Date:**

Print Name				
Signature				
Daytime Phone				
E-mail				
<u>Contact Address</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>

Agent for Owner #3 if applicable (notarized authorization attached)**Date:**

Print Name				
Signature				
Daytime Phone				
E-mail				
<u>Contact Address</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>

Legal Description(s) for CURRENT parcels: May provide Attachments**Assessor's Parcel #1**

Street Address:	
Tax Area Code:	
Zone:	
Legal description of existing Parcel #1 from current deed:	
Existing access and utility easements:	

Assessor's Parcel #2

Street Address:	
Tax Area Code:	
Zone:	
Legal description of existing Parcel #2 from current deed:	
Existing access and utility easements:	

Assessor's Parcel #3

Street Address:	
Tax Area Code:	
Zone:	
Legal description of existing Parcel #3 from current deed:	
Existing access and utility easements:	

ADDITIONAL PARENT PARCELS MAY BE DESCRIBED BY ATTACHING SHEETS CONTINUING THE NUMBER SEQUENCE AND IN THE SAME FORMAT

**Legal Description(s) for NEWLY created parcels: May Provide attachments
New Parcel "A"**

Legal Description:					
Proposed access and utility easements:					
If possible, which current address is to be retained for this parcel?					
<u>Address for tax notice</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>	

New Parcel "B"

Legal Description:					
Proposed access and utility easements:					
If possible, which current address is to be retained for this parcel?					
<u>Address for tax notice</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>	

New Parcel "C"

Legal Description:					
Proposed access and utility easements:					
If possible, which current address is to be retained for this parcel?					
<u>Address for tax notice</u>	<u>City</u>	<u>State</u>	<u>Country</u>	<u>Postal Code</u>	

IF IMPROVEMENTS EXIST, ON WHICH NEWLY CREATED PARCELS WILL THEY BE LOCATED. PROVIDE DRAWINGS OF IMPROVEMENT LOCATION.

ADDITIONAL NEW PARCELS MAY BE DESCRIBED BY ATTACHING SHEETS CONTINUING THE LETTER SEQUENCE AND IN THE SAME FORMAT