

Gila County Community Development Division  
Planning & Zoning Department

**MINOR LAND DIVISION PROCEDURES**

1. Your land division must meet the definition of a Minor Land Division. Division of one parcel of land into five (5) or fewer separate parcels, lots or fractional interests any of which is less than ten (10) acres in size. As defined by State Law, division of one parcel into six or more parts is considered a subdivision and must meet Subdivision Regulation requirements. **If you own an adjoining parcel or have previously sold land adjacent to your present property, this will be counted as a part of your land division in determining number of lots.**

2. **You** will need to have the property's **tax parcel number**. Check with the Planning and Zoning Office to determine zoning, setback and legal access requirements before having a registered land surveyor prepare your map. If there is no sewer system, each parcel must have a minimum size of 10,000 sq. ft.; parcels relying on both a well and septic tank must have at least one acre. Lots which do not meet minimum zoning and legal access requirements will not be approved.

3. **The following information is required on the recording document.**

- a. A legal description of the property prepared by a qualified Registered Land Surveyor as established by the Arizona State Board of Technical Registration.
- b. A scaled plat drawn by a qualified Registered Land Surveyor as established by the Arizona State Board of Technical Registration showing the existing and proposed boundaries, access and utility easements (Utility easements must be at least eight (8') feet).
- c. Names, addresses, and telephone numbers of all parties of interest to the division.
- d. A description of access to the parcels proposed to be divided and method by which such access is to be granted. (Access easements must be at least twenty four (24') feet wide).
- e. The current zoning of the parcels proposed to be divided. Lots which do not meet minimum zoning and legal access requirements will not be approved.
- f. The plat must comply with State and County standards as outlined in the "Gila County Record of Survey-Minor Land Division Map Guidelines."
- g. The applicant provides a statement from a registered land surveyor 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.
- h. Area and dimensions of all proposed lots, parcels or fractional interests.

A scaled site plan on blue-line or other reproduction showing the location of all; existing improvements and structures (wells, septic tanks, fences, etc) showing setbacks and distances between structures, on both the remaining parcels and parcels to be created by the proposed division.

4. Your map must be prepared by a qualified Arizona Registrant as established by the Arizona State Board of Technical Registration. The map must comply with state and county standards. If you are mailing the information, please allow sufficient time for review. Have your surveyor send one copy of the completed map to the County Community Development Office located in Globe, a completed application that contains the property owner's original signature and the processing fee. **DO NOT SEND THE ORIGINAL MYLAR COPY AT THIS TIME.** The Planning and Zoning Office and Engineering Department will review the map for compliance. If corrections are needed, the Planning and Zoning Office will notify your surveyor. When the map is approved, your surveyor will be notified to send the original Mylar map to the Gila County Community Development Division Office together with a twenty four dollar (\$24) per sheet check payable to the Gila County Recorder for recording of document(s). The Planning and Zoning Office will submit recording document to the Records Office and the receipt will be mailed to your surveyor.



**SETBACK CERTIFICATION FOR MINOR LAND DIVISIONS**

\_\_\_\_\_ I hereby certify that all structures, if any, located on the subject property of this Minor Land Division adheres to the setbacks required by Gila County. All easements, Public utility easements and access to properties are shown on recording document and are approved by the owner. (Attach endorsed site plan with measurements).

\_\_\_\_\_ All parcels are vacant land. (Endorsed site plan stating property is vacant is still required)

\_\_\_\_\_ Date \_\_\_\_\_  
Property Owner

\_\_\_\_\_ Date \_\_\_\_\_  
Registered Land Surveyor as Agent for the Property Owner

This certification will be attached to the Minor Land Division Application and placed in the designated parcel files.