

More Information is available on the web!!

**Main County Site:**

<http://pinalcountyz.gov>

Follow department links

**Planning & Development:**

<http://pinalcountyz.gov/departments/planningdevelopment>

Various applications available along with zoning and MLD Ordinances.

**Assessor:**

<http://pinalcountyz.gov/departments/assessor>

Look under FAQ (frequently asked questions) for more information.

**Recorder:**

<http://pinalcountyz.gov/departments/recorder>

Recorded document searches can be performed here.



This publication is a service from the  
Pinal County Board of Supervisors

And

Planning and Development Services

A	B	C	D	E
---	---	---	---	---

Planning & Development Services  
31 N. Pinal St.  
Building "F"  
Florence, Az 85232  
(520) 866-6442  
Fax (520) 866-6435

<http://pinalcountyz.gov/departments/planningdevelopment>



PINAL • COUNTY  
*wide open opportunity*

**PINAL COUNTY**

**PLANNING AND  
DEVELOPMENT**

**Your Guide To  
Minor Land  
Divisions**

ORDINANCE NO. 120606-RMLD

**Mission Statement**

***“WORKING TOGETHER TO PROVIDE  
QUALITY SERVICES, TO ENHANCE  
THE GROWTH AND BEAUTIFICATION  
OF PINAL COUNTY FOR A BETTER  
TOMORROW.”***

## Steps You Need to Take to Complete a Minor Land Division

- Obtain a title search for your property which shows a description of your property and all easements that affect your property (with DKT/BK & PG references) and documentation showing legal access to the property. (Schedule B.)
- Obtain the services of a professional that is licensed to survey in the State of Arizona.
- Provide the surveyor with a copy of the Title Search and whatever other information is needed to survey your property.
- You will also need a copy of the Minor Land Division Application, which may be obtained by asking for one in Building "F" in Florence (31 N. Pinal Street), or you can call 520-866-6679 and the application can be downloaded from county site, e-mailed, faxed, or sent via USPS mail to you.
- To submit your application, you will need to bring the following:

- Properly completed and **notarized** application.
- A copy of your recorded deed.
- Title Search, including Schedule B.
- Two copies of your survey which shows the parent parcel and how you wish to divide it.
- A copy of the legal description for each parcel that you are creating. This is provided by the surveyor.
- A check (payable to Pinal County, or cash in the amount of \$560 for the review fee.
- Just prior to submitting all of your information, please pay a visit to the Assessor's Office and to the Treasurer's Office. There is a portion of the application (Part B) that must be completed by each office. (**Note:** Pinal County request that all taxes are paid prior to submitting the Minor Land Division application.)

**Now it is time to come to Building "F" to submit your application and related information.**

## What's Next?

Your project will be reviewed. At the end of the review process, the surveyor will receive a fax/e-mail that will let them know what additional information needs to be added to the Mylar. (The Mylar is the original drawing of your survey which will be recorded.)

At the time the surveyor is contacted, you or your representative will also be contacted. You will then know that the initial review is complete.

You can then contact your surveyor to see when the Mylar will be ready for final review and approval.

## Final Review

When you have the Mylar, bring it to Building "F" for the final review.

Final review only takes a couple of minutes.

The Mylar will be checked against a checklist, which is generated during the review process.

At the end of the final review you will receive a signed, approved copy of the MLD application, which you take, along with your Mylar, to the Recorder's Office and record your survey.

## Costs

The cost of a Minor Land Division Application review is \$560, payable upon submittal of the application.

## Things You Need to Know!!

**IF YOU OWN AN ADJOINING PARCEL, OR HAVE PREVIOUSLY SOLD LAND ADJACENT TO YOUR PRESENT PROPERTY, THIS WILL BE COUNTED AS PART OF YOUR LAND DIVISION IN DETERMINING THE NUMBER OF LOTS.**

**THE RECORDING OF YOUR SURVEY DOES NOT DIVIDE YOUR PROPERTY!!** It takes a deeding action to divide your property. You can record a deed for each parcel from yourself to yourself, or you can wait until you sell a parcel. The recording of a deed will divide the property and initiate the process by which new parcel numbers are created.

### **HOW MANY TIMES CAN I DIVIDE MY PROPERTY?**

Under State Statute and Pinal County Minor Land Division Ordinance No. 120606-RMLD, you are allowed to create **five (5)** or fewer parcels. (Other regulations may apply if you own contiguous parcels.)

**CAN I DO MORE THAN ONE MLD?** As long as the parcel you wish to divide does not have a common boundary or point with any other parcel that you have already divided. (Other regulations may apply if the proposed MLD is within a previously platted subdivision.)

### **WHAT IS THE MINIMUM PARCEL SIZE?**

The zoning of the area in which the parent parcel is located will determine the minimum size that a parcel can be. One of the parcels may be 1% less than the required minimum size. For example: you are creating three (3) parcels and the required minimum is 1.25 acres. Two parcels must be 1.25 acres (54,450 sq. ft), but the third parcel can be 1.25 acres less 1% {54,450 - 544.50 (54,450 x .01)}, or 53,905 sq. ft.