



**SUBDIVISION MAJOR PLAT AMENDMENT APPLICATION**

**APPLICANT**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**PROPERTY INFORMATION**

Assessor's Parcel # \_\_\_\_\_  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_  
Subdivision Name \_\_\_\_\_  
Unit # \_\_\_\_\_ Lot # \_\_\_\_\_  
**Physical Address/Location** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number of Lots Proposed \_\_\_\_\_  
Total Site Acreage \_\_\_\_\_  
Existing Access and Utility Easements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAJOR PLAT AMENDMENT REQUEST**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL CHECKLIST**

- Major Plat Amendment application.
- A non-refundable processing fee of \$350.00.
- Proof of ownership.
- An amended plat map that has been prepared and signed by a Registered Land Surveyor, titled "AMENDED PLAT OF (Subdivision Name)" indicating original & revised lot lines, legal access to all lots, all easements, and roadways. and a certification block for Planning and Zoning and the Board of Supervisors signature.
- ADOT permit granting ingress / egress assess
- Site plan showing all structures and setbacks
- A list of names & addresses of ALL property owners within 300 feet of subject property.
- All required items need to be submitted to Planning and Zoning at least 30 days prior to the next scheduled meeting.

**CERTIFICATION & SIGNATURE**

Submittal of this application constitutes consent of the applicant in granting the Planning and Zoning Department access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

**Signature of Applicant**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Property Owner** (if not the applicant)

\_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Received By \_\_\_\_\_ Date \_\_\_\_\_  
Receipt # \_\_\_\_\_ Fee \_\_\_\_\_  
Subdivision Name \_\_\_\_\_  
Related Subdivisions \_\_\_\_\_

**COMMISSION ACTION**

Approved     with conditions     Denied

Chairman \_\_\_\_\_ Date \_\_\_\_\_

**BOARD ACTION**

Approved     with conditions     Denied

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

December 1, 2021

## **SECTION 10.B MAJOR PLAT AMENDMENT**

This ordinance applies to any change or amendment to property within a subdivision that does not qualify as a Minor Plat Amendment or Abandonment.

### **Rules and guidelines**

1. The Lots being amended must:
  - a. be contiguous
  - b. have the same owner(s), or if it involves lots owned by different owners, all owners must join in the application.
  
2. The Major Amendment shall:
  - a. not prohibit or unduly inhibit access by the public, nearby property owners, and public utilities.
  - b. not eliminate public access ways, easements, and dedications which may be presently in use or desirable for future use as determined by the Planning and Zoning Commission.

### **Procedure for Major Plat Amendment**

1. The applicant must file an application for Major Plat Amendment with Community Development Department
  - a. The application shall include an amended plat map.
    - i. The amended plat and the survey upon which it is based shall comply with the current Arizona Boundary Survey Minimum Standards.
    - ii. The amended plat shall be titled "AMENDED PLAT OF ~" and shall contain a certification block for the signature of the Board of Supervisors. If more than one (1) amended plat is necessary, the successive plats shall be titled "SECOND AMENDED PLAT OF ~", and follow in numerical order.
  - b. The Applicant shall pay the application fee.
  - c. Upon receipt, review and acceptance of the application by the Community Development Director, the proposed amendment shall be scheduled before the Planning and Zoning Commission within forty-five (45) days.
  
2. Notification to neighbors
  - a. The Community Development Director shall send a letter to each property owner within 300 feet of the applicant's property at least 15 days before the Planning and Zoning Commission hearing. The letter shall describe the applicant's proposed amendment, the date of the Planning and Zoning Commission hearing, as well as an 8 ½" x 11" copy of the amended plat map.
  
3. Public hearing before the Planning and Zoning Commission
  - a. No later than 15 days before the public hearing, the County shall publish a notice in a

local newspaper and post a notice at the subject property.

- b. The Planning and Zoning Commission shall recommend approval, denial, approval subject to conditions, or table the proposal to a later date.
- c. After receiving a recommendation from the Planning and Zoning Commission, a public hearing shall be scheduled before the Board of Supervisors.

4. Public hearing before the Board of Supervisors

- a. No later than 15 days before the public hearing, the County shall publish a notice of the hearing in a local newspaper and post a notice at the subject property.
- b. The Board shall approve, deny, approve with conditions, or table the proposal.
- c. If approved, the Board shall sign the application and amended plat map.

5. Recordation

- a. The application and Amended Plat Map must be recorded at the Recorder’s Office.

**Note**

The Planning Director, Planning and Zoning Commission, or Board of Supervisors may request additional information to aid in making a decision.

**Certification Block**

Apache County Approval:

Approved and recommended by the Apache County Planning and Zoning Commission

\_\_\_\_\_  
Chairman, Planning and Zoning

\_\_\_\_\_  
Date

Approved and accepted by the Apache County Board of Supervisors of Apache County this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
Chairman of the Board of Supervisors

Attested to: \_\_\_\_\_