

## **INSTRUCTIONS FOR THE NAVAJO COUNTY LAND DIVISION SPLIT REQUEST FORM**

**This form is designed to provide the information needed by the various departments to efficiently process your land rearrangement.**

### **General Information**

Property taxes must be paid to date. Property cannot 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 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 Split form.***

If there is an encumbrance or deed of trust on any of the parcels being split, 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 accessible 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 has completed the recording process.

### **Processed for Tax Year**

This portion is filled in by the Assessor's Office 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.

### **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. Please verify the maximum number of splits permitted prior to filling a subdivision plat with the jurisdiction in which your property is located prior to applying for a property split. 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

**Agent for owner signature** 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.**

**Payment to the Navajo County Assessor's Office and the Assessor's Office Rep signature must be completed prior to Recording of form.**

## **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.**

**The cost of a Split is \$200.00 for a two parcel Split and \$50.00 for each additional parcel**

- ***Payment must be received by Navajo County Assessor's Office and Assessor's Office Rep signature completed prior to recording***

**The normal recording fee will be imposed by the Navajo County Recorder's Office**

**The cost of the split process would be waived if the split was processed with the Minor Land Division Ordinance**

**Return Address:**

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



Processed for Tax year \_\_\_\_\_

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## Navajo County Land Division Split Request Form

This form must be recorded at the Navajo County Recorder Office. If part of a County Minor Land Division Application, the form will be recorded with application. 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 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 the parcel below:

Check appropriate usage.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Rental

### APPROVALS AND SIGNATURES:

Department	Signature	Date
City Planning & Zoning or County Community Development		
Treasurer's Office		

Owners of Parent Parcel (per Assessor records)		Date:
Print Name		

LEGAL DESCRIPTION (s) for NEWLY created parcels: May Provide attachments

**New Parcel "1"**

<b>Legal Description:</b>	
<b>Proposed access and utility easements:</b>	

**New Parcel "2"**

<b>Legal Description:</b>	
<b>Proposed access and utility easements:</b>	

**New Parcel "3"**

<b>Legal Description:</b>	
<b>Proposed access and utility easements:</b>	

**ATTACH ADDITIONAL SHEETS IF MORE ROOM IS NEEDED FOR LEGAL DESCRIPTIONS BY ATTACHING SHEETS CONTINUING THE LETTER SEQUENCE AND IN THE SAME FORMAT**

**IF IMPROVEMENTS EXIST, PROVIDE DRAWINGS OF IMPROVEMENT LOCATION ON NEWLY CREATED PARCELS.**

OWNER SIGNATURES \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURES \_\_\_\_\_ DATE \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

OWNER EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

ASSESSOR REP SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PAYMENT RECEIVED \_\_\_\_\_