

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

The parcels to be rearranged must have:

1. Same Tax Area
2. Zoned the same
3. Property taxes paid in full

All tax liability must be paid in full before a property can be split or combined

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.**

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 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.

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.

Agricultural Valuation

All agricultural valuations will be removed. If the owner intends to re-qualify for an agricultural valuation, then **all new documents and applications are required to be submitted**. The information will be reviewed by the Assessor's office and a decision sent on whether it qualifies.

APPROVAL AND SIGNATURES

Your application will be reviewed by various 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 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.

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 Navajo county parcel search. 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, 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.

Fees

The processing fee of a two-parcel combination or split is \$200, then \$50 for each additional parcel. Payment needs to be made out to the “**Navajo County Assessor’s Office**”.

Recording fee of \$30 that needs to be made out to the “**Navajo County Recorder’s Office**”.

The processing fee would be waived if the split was the process of a Minor Land Division Ordinance.

Payment Options

Payment can be sent with the form using cash, check, or money order; or by debit/credit card after the form is approved do not put your card information on the form. Please send payment(s) to:

Navajo County Assessor’s Office

P.O. Box 668

Holbrook, AZ 86025

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:

Parcel Number	Residential	Vacant	Agricultural	Commercial	Rental
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

check appropriate usage

Approval and Signatures

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

Owners of Parent Parcel (per Assessor records)

Print Name	Additional Details

LEGAL DESCRIPTION(s) for NEWLY created parcels. May Provide Attachments.

New Parcel "1"

Legal Description	
Proposed Access and utility easements	

New Parcel "2"

Legal Description	
Proposed Access and utility easements	

New Parcel "3"

Legal Description	
Proposed Access and utility easements	

Attach additional sheets if space is needed for Legal Descriptions by using the same sequence in the above format.

If improvement exists, 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 _____