



MINOR LAND DIVISION PROCEDURAL GUIDE

General Information

The purpose of a Minor Land Division (MLD) is to allow for the division of land into two or three tracts or parcels when a plat is not necessary. The MLD is subject to the provisions of Chapter 17-5, Section 6 in the Marana Town Code.

The MLD shall provide for the dedications of land, rights-of-way and easements and construction of offsite and onsite improvements as necessary to protect the general health, safety and welfare of the public. Such improvements are required to implement the provisions of the General Plan and the Town's growth management objectives.

The MLD shall be in conformity with the lot, street, block, alley, and easement design standards and improvement requirements specified for subdivisions in subsection 17-5-3-C of Chapter 17-5. All lots created by a MLD shall conform to existing zoning and the Town General Plan and any applicable Area or Specific Plans.

Pre-application Meeting

The MLD submittal will be discussed at a pre-application meeting which is required for any MLD submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call (520) 382-2600 to schedule the pre-application meeting.

The following information must be provided prior to the pre-application meeting:

- Submittal fee
- Site Plan – Include the following
 - o Proposed lot layout
 - o Existing and proposed streets
 - o Utility Location
 - o Ingress/Egress Easements
- Project Narrative
 - o Project name
 - o Location of the property
 - o Gross site acreage
 - o Existing property boundaries
 - o Lot size

Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review.

Review comments are made available on-line as they are completed. The applicant is responsible for submitting a revised plan that addresses all review comments.

A MLD is approved administratively, signed by the Town Engineer and the Planning Director and recorded in compliance with the Pima County Recorder's Office requirements.

Once the MLD is recorded, the owner will be responsible for recording the corresponding legal descriptions creating the new lots according to the Pima County lot split process.