



Minor Subdivision

A Minor Subdivision is an amendment to the Zoning Code which deals with the division of land. A Minor Subdivision must meet one of the following: 1) Division of land whose area is two and one-half (2 ½) acres or less into two (2) or three (3) tracts of land. 2) Division of land into two (2) or three (3) tracts of land when a new street is not involved. 3) Division of land into two (2) parts when the boundaries of such property have been fixed by a recorded plat. In order for a parcel of land to obtain a Minor Subdivision, or to amend any other provisions of the Zoning Code, the following procedures must be followed:

SUBMISSION OF APPLICATION

Applications shall be made to the City of Williams Planning Department on forms provided by the City, and must be accompanied by Proposed Development Plans and the required supplementary information, as outlined in the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3.04 (Minor Subdivision). Applications will not be accepted until all required information is provided in full, and the Filing Fees have been paid. Applications must be signed by the property owner(s) of the subject property as well as the applicant if the applicant is other than the property owner(s).

Accepted applications filed by the submittal deadline will be scheduled for the next available Departmental Review Team Meeting.

FILING FEE

Payment of \$250.00 plus \$15.00 per lot is due upon submittal of the application for minor subdivision.

REVIEW AND APPROVAL PROCESS

Applications for minor subdivision will be reviewed by the City Planner, Departmental Review Team and City Engineer, and must be approved by the Departmental Review Team in accordance with the following procedure.

1. Applicant must submit a fully complete application to the City of Williams Planning Department.
2. The City Planner will forward the application information to the City Engineer and Department Heads for review, and will review the proposed minor subdivision for conformance with the City of Williams General Plan. The City Planner will prepare a staff report on the proposal for the Departmental Review Team.
3. The City Engineer will review the proposed minor subdivision for conformance with the Minor Subdivision Application Checklist. The City Engineer's findings will be shared with the applicant at a Departmental Review Team Meeting.
4. The City Planner will call a Departmental Review Team Meeting within 30 days of the submittal date. The applicant is requested to attend. Findings of the City Engineer, Department Heads and City Planner will be shared with the applicant. Applicant has opportunity to amend the application to satisfy all of the issues raised by the Departmental Review Team or submit a letter of appeal to the City Council which will explain which of the concerns are not being satisfied and why.
5. Upon Approval of the minor subdivision by the Departmental Review Team the applicant shall comply with all engineering plans and financial security agreements as required by the City of Williams Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3.04 (Minor Subdivision) and Chapter 10-7 (Financial Security for Completion of Public Improvements).

6. Upon approval of the above, the City Planner shall cause the original minor subdivision plat to be signed, and recorded with the Coconino County Clerk and Recorder.

General Regulations

Every minor subdivision shall conform to the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3.04 (Minor Subdivision) and Title 11 (Subdivisions), Article 11-3.02 (Definitions), Paragraph 18.

APPEALS

Any person aggrieved by a decision of the Departmental Review Team may file an appeal with the City Council regarding approval or denial of a minor subdivision request. Any person aggrieved by a decision of the City Council regarding appeal of approval or denial of a minor subdivision request may file an appeal of that decision with the Coconino County Superior Court.

**City of Williams
MINOR SUBDIVISION PROCESS**

**PLAN PREPARATION
AND APPLICATION**

**STAFF REVIEW
and FINDING**

**DEPARTMENTAL REVIEW
TEAM MEETING and
DECISION**

**RECORDING WITH
COCONINO COUNTY**

**APPEAL
CITY COUNCIL**

**APPEAL
COCONINO COUNTY
SUPERIOR COURT**

Submittal schedule can be viewed at www.williamsarizona.gov.

City of Williams

MINOR SUBDIVISION APPLICATION CHECKLIST

PROPOSED DEVELOPMENT PLANS

Proposed Development Plans and certain supplementary information must be submitted with all minor subdivision applications, in accordance with the requirements of the City of Williams Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3.04 (Minor Subdivision), which are outlined below. Information may be submitted to the reviewing engineer in electronic format.

This Checklist **must** accompany all applications, with the boxes **checked** for those items which are being provided. Exceptions to these requirements should be **requested in writing**; the boxes should be **left blank**, and will be initialed by the appropriate City Official upon determination that the proposed plans can be adequately reviewed without those items being provided by the applicant.

INFORMATION REQUIRED AT TIME OF APPLICATION (one copy of each, except as noted)

- 1. Completed application and fees
- 2. Proof of ownership (title policy) and owner's written authorization
- 3. Capacity and need for water, and sewer
- 4. Boundary closure
- 5. Traffic impact analysis (3 copies)
- 6. Drainage report (3 copies)
- 7. Soil report sealed by a registered engineer (3 copies)

PROPOSED DEVELOPMENT PLANS – FORMAT (25 copies)

Proposed Development Plans shall be clearly and legibly drawn, and shall be sized and scaled as follows:

- 1. The size of the sheet shall be no less than 8 ½ " x 11", and no more that 30" x 36".
- 2. The scale of the plans shall be 1" = 200' or larger.

PROPOSED DEVELOPMENT PLANS – CONTENTS (25 copies)

Proposed Development Plans must be stamped by a registered engineer, must contain a statement of compliance with all City codes and specifications, must be drawn to scale and must show the following:

- 1. Date, north arrow and engineer's scale
- 2. Name of project
- 3. Property address or location
- 4. Vicinity map showing ½ mile radius
- 5. Legal description complete
- 6. Registered surveyor's name and address
- 7. Total acreage
- 8. Signature blocks (see Williams City Code Chapter 10-6)
- 9. Zoning on and adjacent to site
- 10. Names and dimensions of adjacent streets
- 11. Proposed lots and approximate dimensions
- 12. Dimensions and square footage of each lot

-] 13. Lot and block numbers
-] 14. Proposed street names
-] 15. Location of survey monuments
-] 16. Bearings, distances, chords, radii, central angles, tangent lines, etc., for all lots, blocks, perimeter, and rights-of-way
-] 17. Existing/proposed adjacent street improvements showing pavement widths and intersecting streets
-] 18. Existing/proposed rights-of-way in and adjacent
-] 19. Existing/proposed easements in and adjacent
-] 20. Existing/proposed utility lines (including fire hydrants) and sizes in and adjacent
-] 21. Existing/proposed curb cuts in and adjacent
-] 22. Existing/proposed waterways and ditches in and adjacent
-] 23. Topography acceptable to the City Engineer
-] 24. Statement on how drainage will be handled
-] 25. Existing/proposed flood plain lines in and adjacent
-] 26. A statement: all, part, or none of the property is in the flood plain
-] 27. Existing/proposed structures and paved areas on the site
-] 28. All public sites to be reserved or dedicated (parks, streets, etc.)
-] 29. Number of employees for nonresidential uses
-] 30. Proposed use of site
-] 31. Gross and net residential densities of each parcel
-] 32. Latitude, longitude, and elevation of property corners

ADDITIONAL INFORMATION REQUIRED PROIR TO RECORDING (one copy of each to be submitted to City Planner after final City Council approval).

-] 1. Final street plans and profiles stamped by a registered engineer
-] 2. Final drainage plan stamped by a registered engineer
-] 3. Final utility plan stamped by a registered engineer
-] 4. Final landscape plan
-] 5. Financial security agreements (Williams City Code, Chapter 10-7)