



GRAHAM COUNTY PLANNING & ZONING/COMMUNITY DEVELOPMENT

921 Thatcher Boulevard, Safford, AZ 85546

Phone: (928) 428-0410

Fax: (928) 428-8825

Graham County Minor Land Division Affidavit Process

Items **required** for Minor Land Division review:

- Verification by Planning & Zoning of appropriate zoning or an application for rezoning.
- A **completed** and notarized Minor Land Division Affidavit sheet.
- A signed Acting in Concert statement sheet.
- The original deed showing the legal description of the existing parcel.
- A new deed(s) showing a legal description of each proposed parcel, along with any access or utility easements.
- A survey from a licensed surveyor or engineer with dimensions showing existing and future parcel lines, structures, utilities (including septic system, if applicable), fence lines, and all easements. **Do not record until split is approved.**
- Treasurer's Office staff initials on the Minor Land Division Affidavit, verifying that the taxes are currently paid up.

Graham County Planning and Zoning has **10 business days** to review the packet. A comprehensive review of the packet cannot be properly completed at the time of receipt. Any incomplete packets will not be accepted.

Definition and Regulations of a Minor Land Division Affidavit

When a parcel of land is split (into a maximum of 5 splits) the final product, or any part thereof, being under 36 acres, a Graham County Minor Land Division Affidavit must be applied for and reviewed by the Planning and Zoning Department. With the approval of the Planning and Zoning Department, all information received then will need to be recorded with the Graham County Recorder's Office at the applicant's expense.

The Graham County Planning and Zoning Regulations are found in the Planning and Zoning Ordinance in Article 5.13, which can be found on the Graham County website: www.graham.az.gov or by contacting the Planning and Zoning department at (928) 428-0410. For reference of the law that pertains to the Minor Land Division process see the Arizona Revised Statutes, A.R.S. 11-831. You may review these items to familiarize yourself with the process. If you feel we are in error and would like to speak to the state concerning questions you have, you can contact Arizona Department of Real Estate at (602) 468-1414 ext. 500.

Definition of Acting in Concert Statement Sheet

It shall be unlawful for a person or group of persons, acting in concert, to attempt to avoid the provisions of the subdivision laws of this state by dividing a parcel of land into 6 or more lots or sell or lease 6 lots by using a series of owners or conveyances. This prohibition may be enforced by any county where the division occurred or by the Arizona State Real Estate Department pursuant to Title 32, Chapter 20. According to the Arizona State Real Estate Department, a person or group of persons may include friends, relatives, in-laws, business partners, etc.



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**THIS DOCUMENT MUST BE RECORDED WITH YOUR
MINOR LAND DIVISION DOCUMENTS**

Dear Applicant,

Thank you for your application for a Minor Land Division in Graham County.

You are urged to consult early and informally with the Planning & Zoning Director, the County Engineer, the County Health Department, and any other technical staff for advice and assistance prior to applying for rezoning, building permits, or improvements of any kind on the property. For example, the following are a few requirements that must be met:

1. Appropriate zoning must be approved by the Board of Supervisors prior to property improvements, potentially taking up to 90 days.
2. Prior to the issuance of a building permit, a Drainage Plan, which addresses onsite and offsite drainage impact, must be presented and approved by the County Engineer.
3. A building permit must be obtained prior to any improvement activity.
4. Before requesting the issuance of a Certificate of Occupancy, any required drainage improvement must be completed, inspected, approved, and easements recorded in accordance with the approved Drainage Plan.
5. Prior to the issuance of a Certificate of Occupancy the physical access, as indicated on the legal survey (if required) or as indicated on the approved site plan, must be completed and must satisfy the requirements for fire apparatus access in accordance with the International Fire Code adopted by Graham County.

We look forward to working with you on your project. Following these guidelines will greatly enhance your experience with the County and result in a timely completion of your project.

Planning & Zoning/Engineering Department



GRAHAM COUNTY MINOR LAND DIVISION AFFIDAVIT



You are required by the Graham County Zoning Ordinance to complete this affidavit when you split a parcel of land into two (2) to five (5) new parcels. This affidavit applies only to parcels in the unincorporated areas of Graham County. You must fill out an affidavit identifying the new parcels being created; then return this form to the Planning Department for review. **THIS COMPLETED FORM MUST BE RECORDED WITH THE NEW DEED AND THE MAP AT THE GRAHAM COUNTY RECORDER'S OFFICE.**

ORIGINAL PARCEL BEING SPLIT:

Assessors Parcel Number (APN) _____. What zone is the ORIGINAL PARCEL? _____.

Size of ORIGINAL PARCEL (sq. ft. or acreage) _____. Total number of PARCELS created _____.

(5 maximum parcels can be created, including the original parcel)

Survey must show any existing structures, utilities such as any wells, septic systems, service lines and their relationship to the proposed parcels being created.

PROPERTY TAXES MUST BE PAID IN FULL BEFORE A PARCEL CAN BE SPLIT.

Are property taxes paid in full on this parcel? Yes No **Treasurer's Staff Initials** _____

LEGAL ACCESS TO NEW PARCEL:

Each NEW PARCEL must have Legal Access, OR the Lack of Legal Access must be noted on the Deed.

Does this NEW PARCEL have Legal Access? Yes No

If yes, is the Legal Access a: Public Dedication (street, roadways) Public Easement Private Easement

If no, has the Legal Access been shown on the deed? Yes No

ZONING FOR NEW PARCEL:

Each NEW PARCEL must meet *minimum county zoning requirements such as size, use of property, etc.*, with any deficiencies being noted on the Deed. For zoning questions, contact P & Z staff at (928) 428-0410.

Do NEW PARCELS meet minimum size requirements of County Zoning regulations? Yes No

If no, has deficiency of zoning size requirement been shown on Deed? Yes No

Review by Planning Office: Approved ____ **Denied** ____ **Date:** _____ **Staff Initials:** _____

Comments: _____

Name and address of contact: _____

City, State, Zip _____ Phone Number: _____

VERIFICATION AND ACKNOWLEDGEMENT:

We, the owner(s) of the parcel being split as described above, hereby certify under oath that the information set forth above is true and correct. We (I) assume all liability for accuracy of property lines.

Dated this _____ day of _____, 20____.

 Signature of Owner

State of Arizona
County of Graham

 Signature of Owner

Acknowledged by: _____ before me on this _____ day of _____, 20____.

My Commission will expire: _____

 Notary Public



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Will Wright

COMMUNITY DEVELOPMENT DIRECTOR

**MINOR LAND DIVISION
“ACTING IN CONCERT” STATEMENT**

I, _____ acknowledge by signing this statement that I am not **“Acting in Concert”** with any person or group of persons to attempt to avoid the provisions of the subdivision laws of the State of Arizona to divided a parcel of land or sell illegal subdivision lots by using a series of owners or conveyances or by any other method which ultimately results in the division of the lands into an illegal subdivision or the sale of an illegal subdivision or the sale of illegally subdivided lots.

“Acting in Concert” means evidence of collaborating to pursue a concerted plan.

Persons **“Acting in Concert”** include but are not limited to, business partners, relatives, etc.

Signature

Date

Penalty is \$1000 per infraction from the Arizona Department of Real Estate – State of Arizona Revised Statute 32-2185.09.

Engineering & Surveying Companies in Graham County

Alta Arizona – 520-398-6651

Amox Land Surveyors
Jessica Nesbitt, R.L.S.– 520-221-1223
ted@amoxlandsurveyors.com

Bisbee Land Surveying – 520-366-1211
Glen Summers, R.L.S.

Bowman – 928-428-3898

GEM Surveying – 602-758-7530
John Esquibel, R.L.S.
johnesquibel39@gmail.com

Gray Ghost, LLC – 928-322-7065
Tom Palmer, P.E., R.L.S.
tom@grayghostllc.com

Heath Brown, P.E. – 928-792-6754
hbrown@engineer.com

Jevas Engineering – 928-965-6616
Brian Jevas, P.E., R.L.S.

S7 Survey LLC – 928-965-7054
Chris Scorse, R.L.S.

Souder-Miller & Associates – 928-428-9141
Darryl Coster, A.L.S.; Alonzo Martinez, A.P.E.
darryl.coster@soudermiller.com

Structural Engineering Solutions, LLC – 480-231-1928
Thomas Paige, P.E.

Thiessen Surveying Services – 928-965-6979
Ray Thiessen, R.L.S.
raythiessen@hotmail.com

W3 Engineering – 602-291-6676
Pradeep Karna, P.E. , P.M.P.
engineers@w3engineer.com
www.w3engineer.com

**Any Licensed Arizona Civil Engineer or Surveyor

*R.L.S. = Registered Licensed Surveyor; A.L.S. = Arizona Licensed Surveyor

*P.E. = Civil Engineer; A.P.E. = Arizona Civil Engineer

*P.M.P. = Project Management Professional

Rev. 05/12/2021

CHAPTER 5

FIRE SERVICE FEATURES

SECTION 501 GENERAL

501.1 Scope. Fire service features for buildings, structures and premises shall comply with this chapter.

501.2 Permits. A permit shall be required as set forth in Sections 105.6 and 105.7.

501.3 Construction documents. Construction documents for proposed fire apparatus access, location of fire lanes and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.

501.4 Timing of installation. When fire apparatus access roads or a water supply for fire protection is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when approved alternative methods of protection are provided. Temporary street signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles in accordance with Section 505.2.

SECTION 502 DEFINITIONS

502.1 Definitions. The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meanings shown herein.

FIRE APPARATUS ACCESS ROAD. A road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term inclusive of all other terms such as fire lane, public street, private street, parking lot lane and access roadway.

FIRE COMMAND CENTER. The principal attended or unattended location where the status of the detection, alarm communications and control systems is displayed, and from which the system(s) can be manually controlled.

FIRE DEPARTMENT MASTER KEY. A limited issue key of special or controlled design to be carried by fire department officials in command which will open key boxes on specified properties.

FIRE LANE. A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus.

KEY BOX. A secure, tamperproof device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency.

SECTION 503 FIRE APPARATUS ACCESS ROADS

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exception: The fire code official is authorized to increase the dimension of 150 feet (45 720 mm) where:

1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
3. There are not more than two Group R-3 or Group U occupancies.

503.1.2 Additional access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.1.3 High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 23.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.7.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

503.2.2 Authority. The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire or rescue operations.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

APPENDIX D

FIRE APPARATUS ACCESS ROADS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

SECTION D101 GENERAL

D101.1 Scope. Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the *International Fire Code*.

SECTION D102 REQUIRED ACCESS

D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34 050 kg).

SECTION D103 MINIMUM SPECIFICATIONS

D103.1 Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm). See Figure D103.1.

D103.2 Grade. Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as approved by the fire chief.

D103.3 Turning radius. The minimum turning radius shall be determined by the fire code official.

D103.4 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

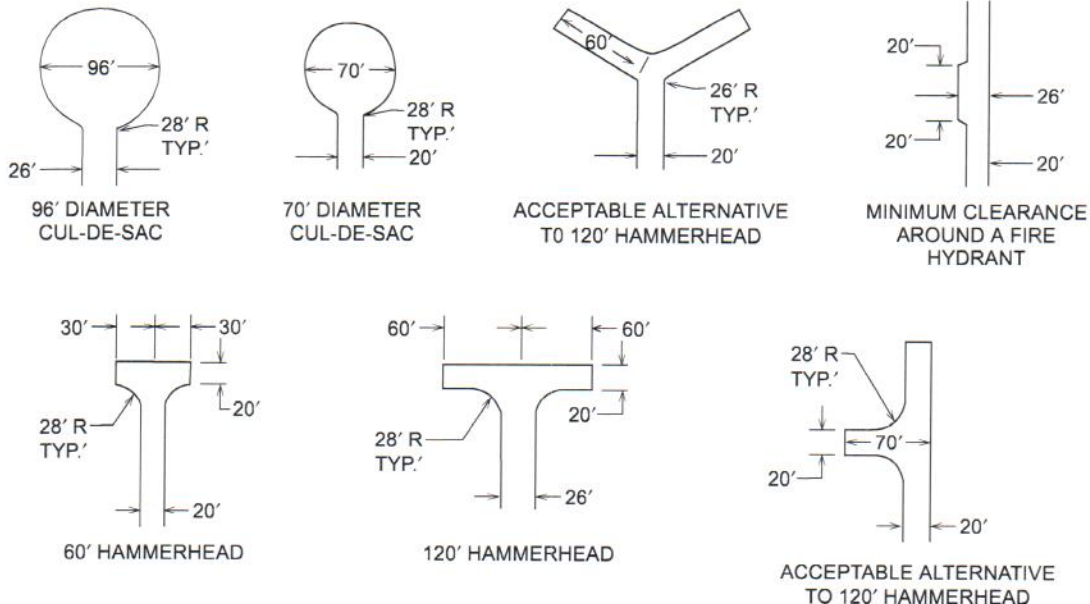
**TABLE D103.4
REQUIREMENTS FOR DEAD-END FIRE
APPARATUS ACCESS ROADS**

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
Over 750	Special approval required	

For SI: 1 foot = 304.8 mm.

D103.5 Fire apparatus access road gates. Gates securing the fire apparatus access roads shall comply with all of the following criteria:

- The minimum gate width shall be 20 feet (6096 mm).



For SI: 1 foot = 304.8 mm.

**FIGURE D103.1
DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND**