

MINOR LAND DIVISION PERMIT (MLD)

What Exactly Applies to Your Situation?

If Outside a Platted Subdivision –A land split/lot line adjustment permit is required to split or reconfigure property outside of a platted subdivision, or within unsubdivided lands where special circumstances apply.

If Within a Platted Subdivision – Please ensure that the scenarios below do not apply to you:

- If Splitting/Combining to the original platted parcels within a platted subdivision, please contact the Yavapai County Assessor's Office – Parcel Maintenance Division at 928-771-3259.
- To create additional parcels (increase density) beyond what was originally approved and platted within a platted subdivision, a Revised Final Plat must be done and not a Land Split/Minor Land Division. You can contact your local surveyor for additional questions on this type of Revised Final Plat.

If Splitting parcels into five (5) or fewer lots any of which is ten (10) acres or smaller—apply for the Minor land Division Permit using the OpenGov Permit Portal.

- If unknown, contact the Assessor's Office and apprise yourself of the parcel history to ensure splits by a person or group of persons have not resulted in more than five parcels. Per Yavapai County Planning & Zoning Ordinance Section 546 C.5.c: *It shall be unlawful for a person or group of persons acting in concert to attempt to avoid the provisions of this Section or the subdivision laws of the State of Arizona by acting in concert to divide a parcel of land into six (6) or more lots or sell or lease six (6) or more lots by using a series of owners or conveyances. This prohibition may be enforced by the County or by the State Real Estate Department pursuant to Title 32, Chapter 20.*

WHAT TO EXPECT: WHEN SUBMITTING YOUR MLD

- Please read this document in its entirety before using the online portal to apply for a permit.
- Permit applications need to be submitted through the OpenGov Online Permit Portal.
- Do not mail paper copies of the Minor Land Division Permit to Development Services. All paper copies received will be sent back to the sender.

Note: The issuance and recording of a Minor Land Division Permit does not create the split, adjust acreage, verify legal descriptions, create new parcels or new tax parcel numbers. This Minor Land Division Permit (MLD) ensures that each lot meets building requirements from Yavapai County Development Services. To create your split, obtain new ownership and parcel numbers please contact the **Yavapai County Assessor's Office - Parcel Maintenance Division at 928-771-3259** for more information on the process to split the land.

Permit Timing: Building permits will not be issued until the Minor Land Division permit process is fully completed with our office. You are responsible for providing all necessary recorded documentation to Development Services, including returning the recorded copy to our office to complete the file. Once finalized, you may apply for additional project permits.

Be Prepared: Before starting your online application, please review the MLD Permit Submittal Requirements to gather all necessary materials. Ensure all required files are converted to PDF format prior to beginning the application process.

Registration:

- First-time users must create an account in OpenGov.
- Keep track of your login email and password for future access to your portal and application updates.

What to Expect: Access the application by navigating to [Discover Online Services](#) → [Planning Department](#) → [Planning Application](#) → [Apply Online](#) . Fill in all required contact and project information.

Select Type: Choose Minor Land Division from the Application Type drop-down menu.

Upload & Submit: Attach all required files and submit your application.

Review – You can track the real-time status of all your applications and projects directly from your dashboard. You will also receive email notifications at your registered address whenever additional information is required.

Completeness Review – After submission, an assigned Planner will review your documents for completeness according to the Yavapai County Zoning Ordinance guidelines and standard review timelines. Once your application is deemed complete, you will receive an email requesting payment.

Pay – After staff has processed your documents and deemed the application technically complete, you will receive a notification through the portal to pay fees. All fees are based on the approved amounts set by the Board of Supervisors listed in the *Yavapai County Planning & Zoning Ordinance*.

Communication – Monitor your application in real time through the portal. Select [My Account](#) → [Dashboard](#) to check your status in the queue.

Additional Information

- For more information on the Planning & Zoning Ordinance visit the Codes & Ordinances page that can be found on the Development Services main website at www.yavapaiaz.gov.
- Signatures on the Minor Land Division Permit must match the owner(s) on the file according to the Assessor's Office.
- If part of a corporation or LLC proof of authorization is required.
- To create or modify a property address, please contact the Addressing Unit at 928-771-3220 or by email at web.addressing@yavapaiaz.gov
- For all New Assessor's Parcel numbers whether by splitting or combining existing parcels contact the **Yavapai County Assessors - Parcel Maintenance Division** [928-771-3259](tel:928-771-3259).