YAVAPAI COUNTY DEVELOPMENT SERVICES
www.yavapaiaz.gov

Yavapai County Development Services
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MINOR LAND DIVISION PERMIT (MLD)

Yavapai County Development Services does not review divisions located within incorporated towns or cities; please check with the respective municipality for its requirements.

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 is required. A Land Split or Minor Land Division cannot be used for this purpose. Contact your registered land surveyor with questions about this type of Revised Final Plat.

If you are dividing a parcel into five (5) or fewer lots and any resulting lot is ten (10) acres or smaller, apply for a Minor Land Division Permit through the OpenGov Permit Portal.

- **Verify Parcel History:** Review the parcel history to confirm that prior divisions by a person or group of persons acting together have not resulted in more than five parcels. If the parcel history is unknown, contact the Yavapai County Assessor's Office, a paralegal, or a title company for assistance. 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. https://countyofyavapai.portal.opengov.com/
- Keep track of your login email and password for future access to your portal and application updates.

What to Expect: To access the application in the OpenGov portal, select **Discover Online Services** → **Explore Planning Department** → **Apply Online** → **Minor Land Division** → **Apply Online**.

Required Fields: Complete all required contact and property-location fields. If the Minor Land Division (MLD) includes more than one parcel, select **+ Additional Locations** and enter the information for each parcel. Review and complete every required field and acknowledgement, including those confirming your acceptance of the responsibilities associated with the MLD application. Read all instructions and acknowledgements carefully before submitting; you are responsible for providing complete and accurate information.

Upload & Submit: Upload all required documents in the specified file format. Confirm that each file is complete, legible, and attached to the correct field, then submit your application.

Review: Track the real-time status of your applications and projects from your OpenGov dashboard. If additional information or documentation is required, a notification will be sent to the email address associated with your account.

Completeness Review: After submission, an assigned planner will review your application and supporting documents for completeness in accordance with the Yavapai County Planning & Zoning Ordinance and applicable review timelines. If additional information or corrections are required, you will be notified through the portal.

Pay: Once staff determines that your application is complete and ready to proceed, you will receive a portal notification and email with instructions to pay the required fees. Fees are based on the amounts approved by the Yavapai County Board of Supervisors and listed in the *Yavapai County Planning & Zoning Ordinance*.

Communication: Monitor your application and respond promptly to requests through the OpenGov portal. To view your current status in the review queue, select **My Account** → **Dashboard**. Check the portal and the email address associated with your account regularly for updates.

Additional Information

- For more information about the Planning & Zoning Ordinance, visit the Codes & Ordinances page on the Development Services website at www.yavapaiaz.gov.
- All signatures on the Minor Land Division Permit must match the property owner's name or names

shown in the Yavapai County Assessor's Office records.

- If the property is owned by a corporation or limited liability company (LLC), documentation authorizing the signer to act on behalf of the entity is required.
- To create or modify a property address, contact the Addressing Unit at 928-771-3220 or web.addressing@yavapaiaz.gov.
- For new Assessor's Parcel Numbers resulting from the division or combination of existing parcels, contact the Yavapai County Assessor's Office, Parcel Maintenance Division, at **928-771-3259**.