

# Project Submittal Application

**City of Nogales**  
 Public Works Department  
 1450 N. Hohokam Drive, Nogales, AZ 85621  
 Nogales Information and Development Center (NIDC)  
 Phone: (520) 287-7245 Fax: (520) 287-6946  
[www.nogalesaz.gov](http://www.nogalesaz.gov)



**Project Information - \*Required**

Project Name:	
Project Address:	Suite No.: <input type="checkbox"/>
Proposed Use of Building/Suite:	Existing Zoning: <input type="checkbox"/>
Legal Description: <input type="checkbox"/> Attached	Parcel No.: <input type="checkbox"/>

Description of Work/Request:

\*Project Valuation : \$

**Applicant and Property Owner Information - \*Required**

Company or Firm Name:	Telephone 1: ( ) Ext: _____		
Applicant's Name:	Telephone 2: ( ) Ext: _____		
Applicant's Street Address :	Fax: ( )		
City:	State:	Zip:	Email Address(es):

*Applicant Signature:		Date:
Property Owner Name:		Owner's Telephone:
Property Owner's Street Address:		City, State: Zip:
*Property Owner's Signature: or attached Property Owner's Authorization Letter <input type="checkbox"/>		Date:

**Contractor License Information - \*Required**

Name:	ROC Lic. No.:	City Lic. No.:		
Address:	City, State:	Zip:		
Contractor's License Type:	General <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>	Plumbing <input type="checkbox"/>
*Contractor's Signature:		Telephone: ( )	Date:	

Application is hereby made to the Community Development Department for permit (s) subject to the conditions and restrictions set forth on this application. By signing above, Applicant/Owner hereby certify that he/she has read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, and County, City laws regulating construction or the performance of construction.

Every building permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance or if work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. (such time periods shall be evidenced by called city inspections) (2010 ADA, 2018 IBC, 2018 IFC, 2018 IRC, 1997 UCADB, 2017 NEC, Development Standards Code).

**For City Use Only**

<b>Tracking Nos.:</b> BLD _____ STR _____ ENG _____ FIR _____ PLN _____ SPR _____ RTAG _____ YTAG _____ UTL _____ PRE _____	<b>Application Type:</b> _____ Building      _____ Signs _____ Planning      _____ Admin _____ Engineering      _____ Utilities _____ Fire      _____ Other	<b>Received By:</b>  <b>Date Stamp:</b>	<b>Attachments:</b> <input type="checkbox"/> Spec Book(s) <input type="checkbox"/> Structural Calcs <input type="checkbox"/> Truss Calcs <input type="checkbox"/> Hydraulic Calcs <input type="checkbox"/> Parking Analysis <input type="checkbox"/> Lighting Cut Sheet <input type="checkbox"/> Narrative Letter <input type="checkbox"/> Asbestos Report <input type="checkbox"/> Address Request	<input type="checkbox"/> Soils Report <input type="checkbox"/> Traffic Report <input type="checkbox"/> Prop Owner Letter <input type="checkbox"/> Color Board <input type="checkbox"/> Hazmat Form <input type="checkbox"/> FHIS / FUP <input type="checkbox"/> Site Plan <input type="checkbox"/> Assessor 300ft Radius adjacent Prop <input type="checkbox"/> Traffic Control
	<b>Santa Cruz County Assessors Code:</b>	<b>Total Valuation:</b>  <b>Total Submittal Fees:</b>		

**Submittals are Subject to Dissemination to the Public**



# Planning & Zoning Lot Split/PAD/Subdivision Requirements Check List

In order for the Planning and Zoning Department to begin processing a lot split application submittal, ALL of the following items must be submitted.

The Planning and Zoning Department will not accept partial submittals.

1. \_\_\_\_\_ Project Submittal and completed application form.
2. \_\_\_\_\_ Legal description of existing parcel with land surveyor’s stamp.
3. \_\_\_\_\_ Legal descriptions of new parcels with land surveyor’s stamp.
4. \_\_\_\_\_ Record of survey (24 x 36 inches) with land surveyor’s stamp.
5. \_\_\_\_\_ Standard preliminary title report or other proof of legal access to new lots.
6. \_\_\_\_\_ Statement by licensed surveyor or engineer regarding physical access to new lots traversable by a two-wheel drive passenger motor vehicle.

**NOTE:**

1. A lot, parcel, or tract of land cannot be split/divided into more than three (3) lots, parcels, or tracts. A fourth lot, parcel, or tract requires the splits to follow the subdivision rules and regulations.
2. The lots, parcels or tracts cannot contain less than the required minimum square footage of the existing zoning requirements.

**FEES:**

1. Single Family Residential Zone	\$150.00	Per Each Lot / Parcel
2. Multi-Family Residential Zone	\$200.00	Per Each Lot / Parcel
3. Commercial/Industrial Zone	\$400.00	Per Each Lot / Parcel

PROPERTY INFORMATION

Parcel Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Area of Existing Parcel: \_\_\_\_\_ Proposed Number of Parcels: \_\_\_\_\_  
(Total number including any to be retained by owner)

Area of  
New  
Parcels

Parcel 1 _____	Parcel 2 _____	Parcel 3 _____
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This application form and the submittal Requirements checklist must be submitted along with ALL of the items listed on the Submittal Requirements checklist to the City of Nogales Planning & Zoning Department, located at 1450 N. Hohokam Drive, Nogales, AZ 85621. The Department has 30 days in which to review the submittal and issue a Lot Division Permit. By signing the Project Submittal Form, I/we acknowledge this and agree to comply with the provisions of the City of Nogales Development Standards Code.