



# Planning & Development Department Department Directive



<b>DD Number:</b>	DD-2001-14	<b>Initiator:</b>	Tom Ewers
<b>Supersedes:</b>	NA	<b>Manager:</b>	Tom Ewers <i>TE</i>
<b>Date Initiated:</b>	05/29/2001	<b>Director:</b>	Joy Rich <i>JR</i>
<b>Effective Date:</b>	06/29/2001	<b>Responsible Authority:</b>	Current Planning/Plan Review

**PURPOSE:** To clarify requirements and procedures for **combining separate lots** under single ownership into a single parcel in order to obtain a zoning clearance or building permit for a building or structure.

## REFERENCE:

- Maricopa County Zoning Ordinance contains definitions and requirements for lots, yards and required setbacks from property lines which differ according to applicable zoning district.
- 1997 Uniform Building Code, section 503.1: General. Buildings shall adjoin or have access to a public way or yard on not less than one side. Required yards shall be permanently maintained.
- 1994 Uniform Plumbing Code, section 609.5: Location. Except as provided in Section 609.6, no building (water) supply shall be located in any lot other than the lot which is the site of the building or structure served by such building supply.
- 1994 Uniform Plumbing Code, section 721.1: Location. Except as provided in Section 721.2, no building sewer shall be located in any lot other than the lot which is the site of the building or structure served by such sewer.

## POLICY/PROCEDURE:

Sometimes building permit applications are submitted with site plans that show the building crossing a property line on properties under single ownership but comprised of separate lots with separate parcel numbers. The Maricopa County Zoning Ordinance requires buildings to meet certain setbacks from property lines, which obviously cannot be achieved when a building crosses a property line. Maricopa County Addressing Regulations require us to assign a single address and single parcel number to a single building. The above-referenced codes do not allow buildings or water or sewer services to cross property lines.

**When an application for a building or structure permit is submitted that includes more than one parcel for the site, we will require that the separate parcels be combined by recorded deed into a single parcel and that a new single tax parcel number be assigned.**

In order to combine one or more parcels into a single parcel, the property owner will need to record a new deed that legally describes all the property to be included in the single lot and states on the face of the deed that the purpose of the deed is to combine all of the legally described properties into a single parcel. This deed will need to be recorded at the Maricopa County Recorder's Office and the owner should ask for a certified copy of the deed at time of recording. Then the owner must take the new deed to the Maricopa County Assessor's Office in order to have a new single tax parcel number assigned. Once the new deed and parcel number information is provided to our office along with seven copies of the new revised site plan, we can continue the plan review process.

The Maricopa County Zoning Ordinance also prohibits encroaching on easements. When combining lots into a single parcel any intervening easements will need to be abandoned.