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June 6, 2019

George Burton  
Planner  
Town of Paradise Valley  
6401 E Lincoln Drive  
Paradise Valley, AZ 85253

**RE: Chapter 6 Town Code Amendments – Administrative Land Modification**

Dear Resident, Builder, Architect, or Affected Land Owner:

The Town Code currently lacks clarity regarding which land modifications may be processed administratively. As a result, the Town of Paradise Valley is proposing to amend Chapter 6 of the Town Code to:

1. Codify the Town's current land modification process and define administrative land modifications, easement modifications, lot line adjustments, exempt lot splits, and replats;
2. Allow staff to process code compliant easement modifications on residential properties, and
3. Identify that lot line adjustments, lot splits, and easement modifications on Special Use Permit properties must be reviewed and approved by Town Council.

The Town Council will review and take action on the proposed Code amendments at the June 13, 2019 work session and public meeting. The Council meeting agendas will be posted several days before the scheduled meeting date and you may view the proposed amendments on the Town's website at <https://paradisevalleyaz.legistar.com/Calendar.aspx>. If you would like to receive a copy of the proposed amendments or have any questions, please contact me at [gburton@paradisevalleyaz.gov](mailto:gburton@paradisevalleyaz.gov) or 480-348-3525.

Sincerely,

*George Burton*

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