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March 8, 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 Staff is proposing to amend Chapter 6 of the Town Code to establish and provide clarification on which type of lot splits, lot line adjustments, and easement modifications may be processed administratively by staff.

Language will be added to the code to:

1. Define lot line adjustments, exempt lot splits, and replats, and
2. Identify which land modifications may be processed administratively by staff.

The Town Council will review the proposed Code amendments at the March 28, 2019 work session and April 25, 2019 public meeting. The Council meeting agendas will be posted approximately a week 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*

George Burton  
Planner