

**FEE ORDINANCE NO. 037-09  
(Docket R-08-03)**

**AMENDING THE PLANNING AND ZONING DEPARTMENT'S FEE SCHEDULE AND ATTACHMENT A OF ORDINANCE NO. 035-06 WHICH CONSTITUTES THE HIGHWAY AND FLOODPLAIN DEPARTMENT'S "USE OF PUBLIC RIGHTS-OF-WAY FEE SCHEDULE", AMENDING CURRENT FEES AND IDENTIFYING NEW FEES FOR REVIEW OF SUBDIVISION, RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT PLAN, REZONING, MASTER DEVELOPMENT PLAN, COMPREHENSIVE PLAN AMENDMENTS, AND COMPLEX SPECIAL USE PERMIT APPLICATIONS AND REVIEW OF PLATS, IMPROVEMENT PLANS, TRAFFIC STUDIES, DRAINAGE REPORTS AND REQUIRED COORDINATION MEETINGS AND INSPECTIONS ASSOCIATED WITH THOSE PROJECTS**

**WHEREAS**, A.R.S. § 11-251.08 gives the Cochise County Board of Supervisors the authority to charge fees to cover the expense of providing services to Applicants; and

**WHEREAS**, the Planning Department and the Highway and Floodplain Department have Board-adopted fee schedules for review of subdivision plats, Improvement Plans and other related review of subdivision and development plan applications and the fees charged for those services do not cover the current County costs of providing those services; and

**WHEREAS**, the fee schedules do not have a specific fee for additional services provided to Applicants for subdivisions and development plans such as for the review of drainage reports, traffic impact analyses, coordination meetings and field inspections by County staff or the County's consulting engineer; and

**WHEREAS**, applications for subdivisions, non-residential development plans, master development plans, Comprehensive Plan amendments, and some applications for rezonings and special use permits, require the review of drainage reports, traffic studies, improvement plans and require agency comment and coordination meetings which are not supported by fees and for which the costs to the County burden the Departments' and County budget; and

**WHEREAS**, on December 10, 2008, the Planning and Zoning Commission and on January 13, 2009, the Board of Supervisors requested that Applicants bear the full cost of County and County-consultant review, analysis, comment and coordination of subdivision, development plan, master development plan, and complex rezoning and

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special use applications in the form of fees that capture these costs, including overhead costs for such services; and

**WHEREAS**, the proposed amendments to the Planning and Zoning Fee Schedule related to review, coordination and processing of subdivision, development plan, master development plan, rezoning and special use permit applications are described in Exhibit A to this Resolution; and

**WHEREAS**, the similar proposed amendments to the Highway and Floodplain fee schedule found as Attachment A "Use of Public Rights-of-Way Fee Schedule" to Ordinance Number 035-06 entitled "Regulating Obstructions, Excavation, and Use of Publicly Maintained Rights-of-Way" are described in Exhibit B to this Resolution; and

**WHEREAS**, the Board of Supervisors held a duly noticed public hearing on the proposed amendments to the fee schedules and made the following Findings of Fact: (a) That all public notices have been advertised and posted according to regulations; (b) the specific tasks involved in reviewing, analyzing, coordinating and processing individual applications for subdivisions, development plans, master development plans, rezonings and special use permits have become more complex and require greater technical expertise and time for review and analysis than the current fee schedule assumes; (c) the costs for County staff wages and benefits, fuel, notices and other support services, equipment and materials necessary to process these applications have increased since the last fee schedule was adopted; and (d) County workload in reviewing, commenting on and coordinating the processing of subdivisions, improvement plans, master development plans, complex rezonings, and other development projects varies, as does County staff levels for technical reviews from time to time and, when this occurs, it is necessary to transmit applications to engineer consultants for review, analysis, comment and coordination and the current fee schedule does not allow cost recovery for consultant review and comment on projects; and

**WHEREAS**, the intent of the amendments is to facilitate appropriate cost recovery of required technical review of subdivision plats, improvement plans, traffic studies, drainage reports and to recover costs of required meetings and inspections for County staff and, when qualified County staff is not available for their review in a timely fashion, for County consultant review for applications; and

**WHEREAS**, County staff will meet with subdivision Applicants prior to their submitting applications and will transmit in writing to them an estimate of the studies, plats and reports expected to be needed to constitute a completed Application, along with an estimate of the fees required for County and/or County consultant review of those materials,

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**NOW, THEREFORE, BE IT RESOLVED** that the Cochise County Planning and Zoning Fee Schedule and the Highway and Floodplain Attachment A to Ordinance 035-06 "Use of Public Rights-of-Way Fee Schedule" shall be amended as contained in Exhibits A and B.

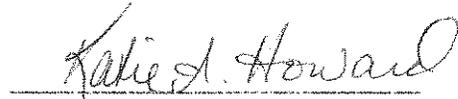
**PASSED AND ADOPTED** by the Board of Supervisors of Cochise County, Arizona, this 13<sup>th</sup> day of January, 2009.



Richard Searle, Chairman,  
Cochise County Board of Supervisors

**ATTEST:**

**APPROVED AS TO FORM:**



Katie Howard,  
Clerk of the Board



Britt Hanson,  
Chief Deputy Attorney

**EXHIBIT A TO ORDINANCE 037-09  
Docket R-08-03  
PLANNING AND ZONING FEE SCHEDULE**

**PLANNING & ZONING FEE SCHEDULE**

This *Planning & Zoning Fee Schedule* contains the County adopted Planning and Zoning fees, the fees related to the *State of Arizona* Manufactured Home and Factory-Built Building programs, the County's Rehabilitated Mobile Home program, and the County's Rural Residential Owner-Builder fees.

All construction projects subject to the *Cochise County Building Safety* that are not listed in the flat fees section below are subject to the applicable fees contained on the separate *Use related Building Code Residential and Commercial fee schedule*.

SEPTIC TANK PERMIT  
\$350

This fee applies to standard septic systems only. For all other systems, see Health Dept. fee schedule.

FLOODPLAIN USE PERMIT (if applicable)  
Single Family Dwelling/Manufactured/Mobile Home/Principal Structures \$150  
Accessory Structures \$ 40

RIGHT-OF-WAY PERMIT (if applicable)  
\$100

RESIDENTIAL PERMIT REVIEW FEE  
\$ 15

This fee must accompany all permit applications and is non-refundable.

RURAL ADDRESSING REVIEW FEE  
\$ 15

This fee must accompany all permit applications and is non-refundable.

RESIDENTIAL PERMIT REVISION FEE

\$ 15

For modifications/revisions of issued permits.

MANUFACTURED/MOBILE HOME INSTALLATION PERMIT

\$120

Fee includes two inspections.

REHABILITATED MOBILE HOME CERTIFICATION FEE

\$180

FACTORY-BUILT BUILDING INSTALLATION PERMIT

\$400

ZONING FENCE PERMIT – UNDER 6' HIGH ON A CORNER LOT

\$25

TEMPORARY RV PERMITS

\$ 30

LOT DEVELOPMENT MODIFICATION FEE

\$75

**RURAL RESIDENTIAL OWNER-BUILDER BUILDING PERMIT FEES**

LIMITED INSPECTION WITH PLAN REVIEW OPTION

Single-Family Dwelling

\$325

+ plan review

Residential Accessory Buildings

Up to 500 s/f

\$ 50

Over 500 s/f

\$100

NO INSPECTION – NO PLAN REVIEW OPTION

Single-Family Dwelling  
 \$ 75  
 Residential Accessory Buildings  
 Less than \$2,500 in value  
 \$ 25  
 \$2,500 or more in value  
 \$ 35

**ZONING PERMITS SURCHARGE**

For construction begun without a permit.  
 Permit Issued Before First Enforcement Letter:  
 \$ 25  
 Permit Issued After First Enforcement Letter:  
 \$100  
 Permit Issued After Second Enforcement Letter:  
 \$200  
 Permit Issued After Notice of Hearing:  
 \$400

**BUILDING CODE PERMITS SURCHARGE**

For construction begun without a permit.  
 Permit Fee Minus Plan Review

Additional

Hearing Officer Appeal Fee

\$300

\$1000 Exemption - if proposed construction is less than \$1000 in market value (defined as the normal retail value of materials and labor performed) a permit is not required. It is suggested, however, that you contact the Planning Department at (520) 432-9240 to ensure that the size and placement of the structures comply with the Zoning Regulations and other pertinent County requirements).

**FLAT RATE FEES FOR NEW RESIDENTIAL ACCESSORY STRUCTURES**

Detached Garages\*(1) (up to 1000 s/f)  
 \$100  
 Detached Carports (501 to 1000 s/f)\*(5)  
 \$100  
 Sheds and Outbuildings (501 s/f to 1000 s/f)\*(5)  
 \$100  
 Sheds and Outbuildings (121 s/f up to 500 s/f)  
 \$50

Carports*(2) ( <i>attached or detached</i> ) / Porches / Decks (up to 500 s/f)	\$50
Carport Enclosure and Patio Enclosures*(3) <i>All Patios</i>	\$50
Animal Shade Covers with No Enclosed Walls (121 s/f and greater)*(4)	\$50
Walls (non-retaining) and Fences over 6' high*	\$50

\* Notes:

- 1) *Flat Fee* listed for *Detached Garages* are for basic garages only but it may include one bathroom. Any living space, such as a Bedroom or an Office area, is not allowed under the *Flat Fee* and will be valued at the standard \$52.00 s/f.
- 2) *Flat Fee* listed for a *Carport* is for the Cover (roof) and up to two sides.
- 3) *Flat Fee* listed for *Patio Enclosures* are for the Cover (roof) and / or the Exterior Walls (with any material, windows or doors). If the space is a *Conditioned Living Space (Heat and / or Cooling)* it needs to be valued as a remodel and the *Flat Fee* does not apply.
- 4) *Animal Shade Covers* are a roof and supports only and are not a complete building.
- 5) *Detached Garages, Sheds, Outbuildings, Carports, Decks, Patios and Porches* greater than sizes listed under the '*Flat Fees*' will be valued at \$31.46 s/f.
- 6) Walls are exempt up to 6' high except on a corner lot where they are exempt up to 3' high.

**FLAT RATE FEES - TRADE PERMITS (RESIDENTIAL & COMMERCIAL):**

Swimming Pool (includes Barrier)	\$100
Spa	\$50
Fireplace	\$50
Service Entry (Electrical)	\$50
Misc. Mechanical, Plumbing, Electrical & Fire	\$50

**MISCELLANEOUS FEES (RESIDENTIAL & COMMERCIAL):**

Replacement of Job Permit / Sign-Off Card

\$75

Re-Inspection Fee

\$75

Re-Inspection Fee for Manufactured/Mobile Home/Factory-Built Building

\$80

Building Permit Renewal Fee

\$50

Investigation Fee

\$50

Courtesy / Utility Compliance Fee

\$25

Inspections for which no Fee is specifically listed  
hour (1 Hr. Min.)

\$50 per

Inspections outside normal business hours  
hour (1 Hr. Min.)

\$100 per

**SIGN PERMITS**

Billboards 300 square feet or more

\$100

Signs less than 15 square feet in size

\$ 30

All other sign permits

\$ 60

**COMMERCIAL PERMIT REVIEW FEE**

Non-refundable: will be applied toward building/use permit fee.

\$100

**NON-RESIDENTIAL USES**

Change of Use

\$150

Accessory structures

\$100

All other nonresidential uses:

Floor area

0 - 9,999 square feet

\$150

10,000 square feet and greater

\$300

Review of drainage reports, traffic analyses or other engineering reports: Same fee as listed under Subdivisions.

Non-residential Development Comment Resolution Meetings

\$150 each. However, if the County's consulting engineer commented on the Development Plan and participates in the meeting, the developer will pay the full costs charged to the County by the consulting engineer, typically an additional \$350 per meeting which includes travel expenses.

**TEMPORARY USES**

\$30

**MOBILE HOME AND RV PARKS**

\$200

+ \$10/space

**COMPREHENSIVE PLAN AMENDMENTS**

Establishment of new growth area

\$500

Expansion of existing growth area and/or amendment of plan area designation

\$200

Review of drainage reports, traffic analyses or other engineering reports: Same fee as listed under Subdivisions.

**MASTER DEVELOPMENT PLANS**

0 - 10 acres

\$400

11 - 40 acres

\$500

41 - 100 acres

\$600 + \$10/acre

101 + acres

\$800 + \$10/acre

maximum \$8,000;

However, if special advertising or environmental analysis is required, applicant will pay actual additional costs.

Review of drainage reports, traffic analyses or other engineering reports: Same fee as listed under Subdivisions.

**AMENDMENT OF CONDITIONS OR POLICIES OF ADOPTED MDP**

Other than substantial amendments requiring re-advertising.

\$200

**BOARD OF ADJUSTMENT**

Variances  
\$300

Appeal of Interpretation/Decisions of Zoning Inspector  
\$150

Fee will be refunded if the appeal is upheld.

**ZONING AMENDMENTS**

Amendment of Zoning Regulations amendment) \$250	(per
Rezoning to Less Intensive District \$250	
Rezoning in Conformance with Adopted Master Development Plan \$250	
Other Rezoning:	
to SM-174, SM-87 \$250	
to RU-2 (\$1,000 max.)	\$350 + \$2/acre
to SR, R, SM-36, SM-18, SM-9 (\$2,500 max.)	\$400 + \$10/acre
to All Other Districts (\$3,500 max.)	\$400 + \$15/acre
Review of drainage reports, traffic analyses or other engineering reports: Same fee as listed under Subdivisions.	

**SPECIAL USES**

Special Use Permit + permit fee	\$300 (hearing fee)
Special Use Permit with Concurrent Rezoning Application fee) + permit fee	\$75 (hearing
Subsequent Appeal to the Board of Supervisors \$300	

Review of drainage reports, traffic analyses or other engineering reports: Same  
fee as listed under Subdivisions.

**MODIFICATIONS OF APPROVED CONDITIONS OR REQUESTS FOR  
EXTENSIONS OTHER THAN AS SPECIFIED HEREIN**

\$150

**SUBDIVISIONS**

Tentative Plat Fee	<p>\$650+ \$20 per lot (Covers 1<sup>st</sup> &amp; 2<sup>nd</sup> review-\$150 for each additional review). Covers the costs of County staff participation in one Subdivision Committee meeting. However, if the County's designated consulting engineer commented on the plat and participates in the meeting, the subdivider will pay the full cost charged to the County by the consulting engineer, typically \$350 per meeting which includes travel expenses. See below if additional such meetings are required.</p>
Final Plat Fee	<p>\$650 + \$10 per lot (50% to Highway &amp; Floodplain) (Covers 1<sup>st</sup> &amp; 2<sup>nd</sup> review-\$150 for each additional review). Covers one Subdivision Committee meeting. However, if the County's designated consulting engineer commented on the plat and participates in the meetings, the subdivider will pay the full cost charged to the County by the consulting engineer, typically \$350 per meeting which includes travel expenses. See below if additional such meetings are required.)</p>
Minor Expedited Subdivision Fee	<p>No <u>initial</u> Fee, although other fees will apply</p>
Improvement Plan Review Fee	<p>No charge if Improvement Plans are self-certified by a professional Civil Engineer registered to practice in the State of Arizona. If plans are submitted for County review, the fee would be \$126 per sheet if qualified County staff is available to review them. If necessary, the County will submit plans to the County's designated consulting engineer for their review and the full cost of this review will be paid by the subdivider, typically \$200 per sheet. The subdivider may elect to pay a fee for an "expedited review" of the plans by the County's consulting engineer; the cost for this review would be double the normal fee charged by the consultant, typically \$400 per sheet, and the timeframe for the consultant's expedited review would be half the normal time, typically, less than one week.</p>
Drainage Report Review	<p>\$350 for the 1<sup>st</sup> and 2<sup>nd</sup> review plus \$116 for each additional review of subsequent revised reports if the reports are reviewed by County staff. If necessary, the County will submit the report to the County's designated consulting engineer and the full cost of their review will be paid by the subdivider/developer, typically \$500 per review.</p>
Traffic Impact Analyses (TIA) Or Traffic Study Review	<p>\$320 for the 1<sup>st</sup> and 2<sup>nd</sup> review, plus \$107 for review of each subsequent revision if the report is reviewed by County staff. If necessary, the County will submit the</p>

report to the County's designated consulting engineer and the full cost of their review will be paid by the subdivider/developer, typically \$500 per review.

Subdivision Committee Meetings	No charge for pre-application review of basic or conceptual plats by County staff. The initial Tentative Plat and the Final Plat fee covers the costs of one required Subdivision Committee Meeting each. Any additional necessary Subdivision Committee meeting(s) will require an additional \$150 per meeting for County staff participation. If the County's consulting engineer commented on the plat and participates in the meeting, the subdivider will pay the full costs charged to the County by the consulting engineer, typically an additional \$350 which includes travel expenses.
Tentative Plat Time Extensions	\$500
Waivers from Subdivision Regulations	\$100 per waiver
Amended Plats	\$300
Assurance Agreement Time Extensions	\$500
Substitution of Assurance Agreement	\$300
Plat Abandonments	\$300
Appeals	\$300
Inspection of Private Roads	\$50 per hour

#### **COPIES OF DOCUMENTS**

SUBDIVISION REGULATIONS	\$5
ZONING REGULATIONS	\$15
ORDINANCES	\$2
PLANS AND AREA PLANS	\$15
BASE MAPS	\$3.50 each
ASSESSOR'S MAPS	\$ .50 each
XEROX COPIES 8 1/2 X 11	\$ .15 each
11 X 17 enlargement/reduction	\$ .25 each

(Additional charge for special maps which require research)

**RURAL ADDRESSING FEE'S**

FILING OF ROAD NAMING/RENAMING PETITION This fee is waived if action is initiated by Rural Addressing.	\$150
FEE PER ROAD SIGN CHANGED BY PETITION This fee is waived if action is initiated by Rural Addressing.	\$135
ATLAS CD	\$20

Adopted 09/14/87, Resolution 87-77  
 Amended 11/21/88, Resolution 88-98  
 Amended 08/02/93, Ordinance 008-93 and Ordinance 009-93  
 Amended 10/18/93, Ordinance 010-93  
 Amended 06/05/95, Ordinance 019-95  
 Amended 10/04/99, Resolution 99-68  
 Amended 12/18/01, Resolution 01-80  
 Amended 05/27/03, Resolution 32-03  
 Amended 08/05/03, Resolution 03-52  
 Amended 06/22/04, Resolution 04-41  
 Amended 01/13/09, Resolution 09-\_\_\_\_

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**EXHIBIT B TO ORDINANCE**  
**Docket R-08-03**  
**ATTACHMENT A TO ORDINANCE 035-06**  
**HIGHWAY AND FLOODPLAIN**  
**USE OF PUBLIC RIGHTS-OF-WAY FEE SCHEDULE**

**Ordinance 035-06 ATTACHMENT A**  
**USE OF PUBLIC RIGHTS-OF-WAY FEE SCHEDULE**

<b>FILING FEE*</b>	<b>ITEM DESCRIPTION</b>	<b>ADDITIONAL FEE*</b>	<b>PER UNIT</b>
\$25.00	Utility trenching: Less than 200 Feet 200 – 400 Feet 401 – 600 Feet 601 – 1000 Feet 1001 and above	\$25.00 \$40.00 \$50.00 \$75.00 \$75.00 + \$.10 Per Foot Over 1001	
\$25.00	Power poles or other utility Structures	\$10.00	Each
\$0	Special Inspection Fee	\$100 for each Inspection	Each
	Work Begun Without a Permit	Regular permit fee plus \$50.00/hour Surcharge for additional work associated with processing the permit (research, inspections, etc.)	
\$0	Informational Permit	\$0	Each
\$35.00	Non-Construction in Right-of-Way	\$0	Each
\$0	Engineer Review of Improvement Plans for Public and/or Private Improvements	No charge if Improvement Plans are self-certified by a Professional Civil Engineer registered to practice in the State of Arizona. If plans are submitted for County review, the fee would be \$126 per sheet if qualified County staff is available to review them. If necessary, the County will submit plans to the County's designated consulting engineer for their review and the full cost of this review will be paid by the developer, typically \$200 per sheet. Please note that there will only be one charge for review of Improvement Plans, not one from Planning and Zoning and one from Highway and Floodplain. The developer may elect to pay a fee for an "expedited review" of plans by the County's consulting engineer; the cost for this review would be double the normal fee charged by the consultant, typically \$400 per sheet, and the timeframe for the consultant's expedited review would be half the normal time, typically, less than one week.	
\$0	Drainage Report Review	\$350 for 1 <sup>st</sup> and 2 <sup>nd</sup> review, and an additional \$116 for each additional review of subsequent revised reports if the reports are reviewed by County	

		staff. If necessary, the County will submit the report to the County's designated consulting engineer and the full cost of the review will be paid by the developer, typically \$500 per review. Please note that there will only be one charge for review of Drainage Reports, not one from Planning and Zoning and one from Highway and Floodplain.	
\$0	Non-Residential Development Comment Resolution Meetings	The fee for each comment review meeting is \$150 if the County's consulting engineer staff does not participate in the meeting. The fee will also include the full cost charged to the County by the County consulting engineer if the County consulting engineer reviewed and commented on the development and participates in the meeting, typically an additional \$350 which includes travel expenses. Please note that there will only be one charge for this meeting, not one from Planning and Zoning and one from Highway and Floodplain.	Per meeting
\$0	Subdivision Phase Inspection Fee	\$100 per Inspection/meeting with a Maximum of \$1,000.00 for Subdivisions with 27 or Fewer Lots; this includes the required weekly on-site inspection meeting for developments subject to self-certified Improvement Plans. However, if County inspections deem that there is a conflict or nonconformance between County standards and the self-certified Improvement Plan construction activity, a subsequent in-field meeting with the County inspector and County Development Engineer must take place at an additional fee of \$123 per meeting/inspection.	Each
\$0	Inspection fee for non-subdivision improvements intended to be public	\$100 per inspection	Each
\$25.00	Driveways	\$75.00	Each
\$25.00	Private Road Access	\$100.00	Each

\*When the Applicant is another Cochise County Department, a permit is required, but no fees shall be charged.