

Telephone: (520) 432-9300  
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**COCHISE COUNTY**  
**HIGHWAY AND FLOODPLAIN DEPARTMENT**



**1415 W. MELODY LANE, BISBEE, AZ 85603**

Your County questions answered at: [www.cochisecounty.com](http://www.cochisecounty.com)

**PUBLIC/PRIVATE PARTNERSHIP  
PROGRAM  
RESOLUTION 06-48**

The Criteria and Procedures of this program are intended to address existing problems on low volume, dirt roads by providing a means by which residents may contribute to projects for road improvements. The road(s) must be open and in use and have direct access to a County maintained road or another road that is maintained by a governmental entity.

The process is not intended to relieve present and future developers of their current obligations to provide necessary on-site and off-site improvements which are associated with that development and required under existing law.

Attached are the following:

1. Resolution 06-48 which includes the "Criteria and Procedures".
2. Application form
3. Notification Procedures
4. Petition for property owners
5. Frequently Asked Questions

Thank you and do not hesitate to call this department with questions concerning this program.

COCHISE COUNTY HIGHWAY/FLOODPLAIN DEPARTMENT

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Cchfpml2/Admin/Forms/Public/Private Partnership

Revised June 2006

## **FREQUENTLY ASKED QUESTIONS:**

### **1. What does the \$100.00 application fee cover?**

The \$100.00 application fee is a minimal cost to the residents for staff to prepare a Brief Initial Analysis. This fee covers research done by the Right-of-Way division and the Inspection section to assess the current legal status of the road along with any possible right-of-way encroachments that would need to be addressed during the project and the preparation of the cost estimate range.

### **2. After we receive the initial cost estimate range, what happens next?**

The Brief Initial Analysis will provide you a basic idea of the potential cost of the project. If you decide to proceed, then a more thorough survey and engineering report shall be completed to come up with a final cost. For residents on maintained roads, there is no additional fee.

Residents living on non-maintained roads, would be required at this point to deposit \$3,000 to go towards the cost of a more thorough survey and engineering report. Please see the attached Criteria and Procedures for further information this issue.

### **3. Can more than one road be improved per project?**

As you can see on the application, more than one road can be proposed for improvements. However, the roads must connect to each other and must connect to a road maintained by the County or another governmental entity. The maximum length for any one project shall generally not exceed one mile.

### **4. Does the County become involved with collecting the funds for the project?**

While this aspect is very frustrating to the applicant and residents who assist the applicant, it is the property owners' responsibility to collect the funds that would total the amount necessary from the residents according to the County Engineer's Estimate Report. The County does not get involved with this process nor does the County accept "payments" on a project.

### **5. How should the check(s) be made out?**

As stated above, **all** of the **total amount due** from residents must be submitted at one time. This can be handled with one check or a check from each resident on the road. The check(s) can be made out to the Cochise County Treasurer with the project name in the memo section.

### **6. What about driveway culverts?**

The County does not install or maintain driveway culverts. However, if culverts are recommended, residents must purchase the culverts and the County will install them at the time of construction. **This is the only time the County will install driveway culverts.**

**7. Can a project be completed without dedication of necessary right-of-way?**

No. Adequate public right-of-way **MUST** exist or **MUST** be provided at no cost to the County in order for a project to be processed and completed.

Thank you for taking interest in this very worthwhile program and if there is anything this department can do in the way of making this a more positive endeavor, please do not hesitate to contact this office at 1-520-432-9300 or 1-800-752-3745. We also strongly suggest visiting our web page at [www.cochisecounty.com](http://www.cochisecounty.com).

# COCHISE COUNTY

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## PUBLIC/PRIVATE PARTNERSHIP

### Notification Procedures

It is the responsibility of the applicant(s) to notify **all** property owners adjoining the road/section of road/roads referred to on the "Application for a Public/Private Partnership and to provide each property owner with copies of pertinent documents.

Property ownership is based upon the current assessment roll that can be acquired from the Cochise County Assessor's office located at 1415 Melody Lane, Bldg. B, Bisbee, AZ 85603. Phone number (520) 432-8650. Their e-mail address is [assessor@co.cochise.az.us](mailto:assessor@co.cochise.az.us). This will provide current names and addresses of property owners.

Applicants must provide **one** of the following for each property owner:

1. Signature on the attached petition designating **support** of the proposed project.
2. Signature on the attached petition designating **non-support** of the proposed project.
3. Registered/Certified Return Receipt indicating that an attempt was made to contact a property owner if no response is received.

Complete the application and proof of compliance with notification procedures to each property owner as stated above and mail to this department along with the \$100.00 application fee.

The application fee of \$100.00 is non-refundable.

**Application for Public/Private Partnership Road Improvements**

Contact Person Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(Office Use Only)

Phone Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Check Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Please describe the exact location of the road(s). Attach a map, if available:  
(Maximum length for each project - generally one mile)

Road Name : \_\_\_\_\_

Location: \_\_\_\_\_

Length of Road: \_\_\_\_\_

Termini: From \_\_\_\_\_

To: \_\_\_\_\_

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Road Name: \_\_\_\_\_

Location: \_\_\_\_\_

Length of Road: \_\_\_\_\_

Termini: From \_\_\_\_\_

To: \_\_\_\_\_

(If additional space is required, please attach a separate sheet.)

**Note: This process will be initiated upon submission of (1) a completed application, (2) a check in the amount of \$100.00 (not refundable) made payable to: Cochise County Treasurer, (3) proof of notification to each adjoining property owner.**

Mail or bring in the above to:

Cochise County Highway and Floodplain Department  
Attention: Public/Private Partnership  
1415 Melody Lane, Bldg. F  
Bisbee, AZ 85603

**The portion below must be completed prior to submission of the application:**

“I have received and read a copy of Resolution 06-48 and understand the criteria and procedures attached.”

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(If you have any questions, please submit them to the above address or call: (520) 432-9300; toll free at 1(800) 752-3745; or e-mail at [highways@co.cochise.az.us](mailto:highways@co.cochise.az.us)).

Cchfpml2/Admin/Forms/Public/Private Partnership

Revised June 2006

Petition of **Support** for Public/Private Road Improvements For: \_\_\_\_\_

(Road Name)

**TO BE SIGNED BY LEGAL/ADJACENT PROPERTY OWNERS ONLY.**

1.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
2.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
3.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
4.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
5.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
6.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
7.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
8.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
9.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip
10.	Print Name	Signature	Phone	Tax Parcel No.
	Address	City	State	Zip

This form must be submitted with the application fee.

(Attach Additional Sheet If Necessary.)

**Petition of Non-Support for Public/Private Road Improvements**  
**For:** \_\_\_\_\_

\_\_\_\_\_  
(Road Name)

**TO BE SIGNED BY LEGAL/ADJACENT PROPERTY OWNERS ONLY.**

11.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
12.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
13.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
14.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
15.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
16.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
17.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
18.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
19.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip
20.	_____	_____	_____	_____
	Print Name	Signature	Phone	Tax Parcel No.
	_____	_____	_____	_____
	Address	City	State	Zip

This form must be submitted with the application fee.

(Attach Additional Sheet If Necessary.)