Print Form

COCHISE COUNTY
COMMUNITY DEVELOPMENT
"Public Programs...Personal Service"

Accessory Living Quarter/B&B/Administrative Lot Modification Project Application

Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the Owner or authorized Agent of the Owner of the property being developed.
2. I am applying for the meetings/ review(s) indicated below.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S. §13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the Owner, Applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. The submittal is subject to an administrative review of 10-business days (5-business days initial review, 5-business days resubmittal review) at which time I will receive written or electronic notice if the application is complete or, in the case of an incomplete application, a list of deficiencies that need to be corrected. An application will not pass the review for administrative completeness until all deficiencies have been corrected.
8. If the County does not issue a written or electronic notice of administrative completeness within the 10-business days, the application will be deemed administratively complete and the substantive review process begins.
9. The overall review time is 50-business days.
10. The substantive review process is 40-business days.

By signing below, I acknowledge that:

11. A complete response to any correspondence will be submitted to Cochise County for any subsequent reviews.

12. The Applicant or Agent will be sent written or electronic notice of a license approval or denial within the substantive review period.

13. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.

14. The Applicant or Agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.

15. The project review process and timeframe is suspended when a project triggers the requirement for an application for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors or the requirement for Notification of Surrounding Property Owners. If the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, or if the Surrounding Property Owners do not file written protest, then Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

By signing below, I acknowledge that:

16. An appeal protesting any denial of an application may be made to Cochise County Community Development Department, Planning Division Deputy Director, Beverly Wilson, 1415 Melody Lane, Bldg. E. Bisbee, Arizona 85603. The appeal shall set forth all relevant facts pertaining to the denial, and must be in writing. It must be filed within ten-days from the date of the denial letter.

17. If the County does not issue to the Applicant the written or electronic notice granting or denying a license within the **overall** time frame or within the mutually agreed upon time frame extension, the county SHALL refund the Applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30-working days after the expiration of the agreed upon time frame pursuant A.R.S. § 11-1605(J).

Signature Date

Print Name/Firm Owner ☐ Agent ☐

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Effective January 1, 2013

Submittal Review Timelines

Overall review time will be 50-business days.

Administrative Review:	**10-business days**	
1st review	**5-business days**	**Accepted or Notice of deficiencies**
2nd review	**5-business days**	**Acceptance or Denial Letter**
Substantive Review:	**40-business days**	
1st review	**20-business days**	**Approved or Correction Letter**
2nd review	**20-business days**	**Approved or Denial Letter**

(Business days are defined as complete 8-hour working days.)

REMINDER: The project review process and timeframe is suspended when a project triggers the requirement for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors or the requirement for Notification of Surrounding Property Owners. If either the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then the Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning, Zoning and Building Safety

1415 Melody Lane, Bisbee, Arizona 85603

(520) 432-9240
Fax 432-9278

APPLICATION FOR BED & BREAKFAST INN

Applicant's Name: _____

Mail Address: _____

Email Address: _____

Tax Parcel Number_____

Site Address: _____

Bed and Breakfast Inn definition – A single household dwelling occupied by an owner or a full time resident residing in the dwelling, accommodating no more than four (4) guest bedrooms that are rented to no more than twelve (12) transient guest lodgers at any one time who may be furnished meals.

To qualify as a Bed & Breakfast Inn, the structure must meet the definition above and:

- Meet all site development standards such as setbacks from the property boundaries;
- Be zoned RU, R, SM, SR, MR, or NB;
- There shall be no alteration to the exterior residential appearance of the dwelling;
- A bed and breakfast dwelling may include new residential construction, constructed for this purpose, provided that the exterior appearance of the dwelling is residential in character; and
- Individual guest rooms shall not have kitchens.

Required Submittals

1. This application;
2. A complete non-residential building/use permit application including site plan, construction plans and ROC form.
3. Application fees made out to Cochise County Treasurer.

How an Bed & Breakfast Inn Application is processed

1. Property owners within 300 feet of the subject property in Category A, B, or C Growth Areas, or 1,500 feet of the subject property in a Category D, Rural Area are notified of the application by mail.
2. They are given 15 days from the date of the mailing of the notice (postmarked date of envelope) to file a written protest.
3. This notification will include the application and a site plan. It will also describe the procedure for appealing the request.
4. If **no** protest is received, and all site development standards are met, the Zoning Inspector will issue the permit in the manner of a residential building permit.

5. **If a protest is received** then the application will be processed as a Special Use permit. The Planning and Zoning Commission at a public hearing will consider the Special Use permit. It usually takes approximately 8 weeks to process a Special Use permit. The fee is $300. A handout is available that describes the Special Use process.

Signature of Applicant (s) (if property owner):_____

Date_____

Signature of property owner (if different from Applicant):_____

Print Name of Property Owner: _____

Date: _____