



# COCHISE COUNTY JOINT PERMIT APPLICATION

Cochise County Community Development, 1415 Melody Ln., Bldg. E, Bisbee, AZ 85603 (520) 432-9240. Fax (520) 432-9278, www.cochise.az.gov

## FOR DEPARTMENTAL USE ONLY

### PLEASE PRINT OR TYPE PARTS A-F BELOW

#### PART A: DESCRIPTION OF PROPERTY

Tax Parcel Identification # \_\_\_\_\_  
 Subdivision \_\_\_\_\_  
 Site Location/Address/City \_\_\_\_\_  
 Property Owner Name \_\_\_\_\_  
 Mailing Address/City/Zip Code \_\_\_\_\_  
 Name of Applicant (if not property owner) \_\_\_\_\_  
 Mailing Address/City/Zip Code \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_ Fax Number \_\_\_\_\_

#### PART B: PROPOSED PROJECT

Replacement Manufactured Home Yes  No  Year of Manufactured Home \_\_\_\_\_  
 Gross Floor Area of Proposed Project \_\_\_\_\_ Structure Height \_\_\_\_\_  
 Estimated Value of Proposed Project \_\_\_\_\_ If constructing an addition/improvement to existing structure, what is the assessed value of existing structure? \_\_\_\_\_

#### PART C: HEALTH SERVICES SECTION

1. Sewer  or Septic System   
 TO BE COMPLETED IF ON SEPTIC SYSTEM ONLY:  
 Septic System: New  Existing  No. of Bedroom(s)/Den(s) \_\_\_\_\_  
 Indicate who will perform work: Owner  Contractor

If contractor, list name and license # \_\_\_\_\_

2. Water Supply: Public  Community Well  Private Well

#### PART D: FLOODPLAIN SECTION

1. Will watercourse be altered/relocated as a result of proposed use? Yes  No   
 2. Proposed wash crossing: Bridge  Culvert  Dip  Fill  None   
 3. If alteration or wash crossing, explain on site plan and note if Temporary  or Permanent   
 4. Any washes within 300' of the project? Yes  No

#### PART E: HIGHWAY RIGHT-OF-WAY SECTION

1. Are any of the following existing on your property?  
 Electricity  TV Cable  Telephone  Sewer  Gas  Culvert  Driveway   
 2. Installation to property required:  
 Electricity Underground  Overhead  TV Cable Underground  Overhead   
 Telephone  Sewer  Gas  Culvert  Driveway  Water Line   
 Other \_\_\_\_\_

#### PART F: CERTIFICATION SIGNATURE

I hereby certify that I am the owner or duly authorized owner's agent and that all information on this application and the attached site plan is accurate. I understand that if any of this information is false, it may be grounds for revocation of this permit. I further certify that I will comply with all County, State and Federal regulations applicable to said property, and acknowledge that I am not authorized to begin work until I have received a numbered permit. I FURTHER AUTHORIZE COUNTY EMPLOYEES AND APPROPRIATE REGULATORY AGENCIES TO ENTER ONTO SAID PROPERTY TO MAKE REASONABLE INSPECTIONS FOR COMPLIANCE.

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

Assigned County Address \_\_\_\_\_

Building Code  Construction Plans submitted: Yes  No  SV Sub-Watershed   
 Owner Built: Limited  Non Code  Hubbard Zone  Tombstone Aqueduct  BST   
 Growth Area \_\_\_\_\_ Plan Designation \_\_\_\_\_ Tn. \_\_\_\_\_ Rg. \_\_\_\_\_ Sec. \_\_\_\_\_

Zoning District \_\_\_\_\_ Map Ref. \_\_\_\_\_ Supervisor District \_\_\_\_\_  
 Flood Zone \_\_\_\_\_ Panel # \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Lot Area \_\_\_\_\_ Setbacks: N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

#### PERMIT PROCESSING INFORMATION

Right-of-Way Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Permit Required Y  N   
 Flood Control Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Permit Required Y  N   
 Health Services Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Permit Required Y  N   
 RAD Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Review Required Y  N

Permit Type	Permit No.	Date Received	Fee	Receipt No.	Description
Bldg Code					
Bldg Code					
Bldg Code					
Non-Bldg Code					
Non-Bldg Code					
Manufactured Home/FBB					
Health					
Right-of-Way					
Flood Control					
RAD					
Review (Res/Comm)					
Surcharge/Other (specify)					
Other (specify)					
Total					

Permit approved for issuance by Permit Coordinator

Signature: \_\_\_\_\_

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



# COCHISE COUNTY COMMUNITY DEVELOPMENT

*"Public Programs...Personal Service"*

## Residential 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. Overall time frames are 60-business days. If the Applicant agrees to Review Option 2 (see below) the overall time frame is 70-business days.
8. 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.
9. If the County does not issue a written or electronic notice of administrative completeness within the 10-business days, the submittal will be deemed administratively complete and the substantive review process begins.
10. The substantive review process is 50-business days for Option 1, and 60-business days for Option 2. The Applicant must choose one of the following options for the substantive review:

OPTION 1: (  ) A single review option that allows for one comprehensive review and complete comprehensive correction letter requesting information; or

OPTION 2: (  ) A supplemental request option allowing up to 4-subsequent reviews.

**Highway • Floodplain** • 1415 Melody Lane, Bldg F • Bisbee, Arizona 85603 • 520-432-9300 • F 520-432-9337 • 1-800-752-3745  
**Planning • Zoning • Building** • 1415 Melody Lane, Bldg E • Bisbee, Arizona 85603 • 520-432-9240 • F 520-432-9278 • 1-877-777-7958

December 2012

By signing below, I acknowledge that:

11. A complete response will be submitted to Cochise County for any subsequent reviews.
12. The Applicant or Agent will be sent written or electronic notice of a permit approval or denial within the substantive review period.
13. All required permits must be obtained prior to any construction and 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 Board of Adjustment, Planning and Zoning Commission, and/or the Board of Supervisors. If either the Board of Adjustment, Planning and Zoning Commission, and/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.

By signing below, I acknowledge that:

16. An appeal protesting any denial of an application can be made to Cochise County Community Development Department, Planning Division Deputy Director, Beverly Wilson, at 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).

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Signature

Date

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Print Name/Firm

Owner  Agent

# Residential Project Guide

Effective January 1, 2013

## Submittal Review Timelines

Overall review time for Option 1 will be 60-business days.

Overall review time for Option 2 will be 70-business days.

### Administrative Review: 10-business days

1 <sup>st</sup> review	5-business days	Accepted or Notice of deficiencies
2 <sup>nd</sup> review	5-business days	Acceptance or Denial Letter

### Substantive Review Option 1: 1-50-business days

1 <sup>st</sup> review	30-business days	Approved or Correction Letter
2 <sup>nd</sup> review	20-business days	Approved or Denial Letter

### Substantive Review Option 2: 1-60-business days (Subsequent Review Process only available if requested by the Applicant).

1 <sup>st</sup> review	30-business days	Approved or Correction Letter
2 <sup>nd</sup> review	10-business day	Approved or Correction Letter
3 <sup>rd</sup> review	10-business days	Approved or Correction Letter
4 <sup>th</sup> review	10-business days	Approved or Denial Letter

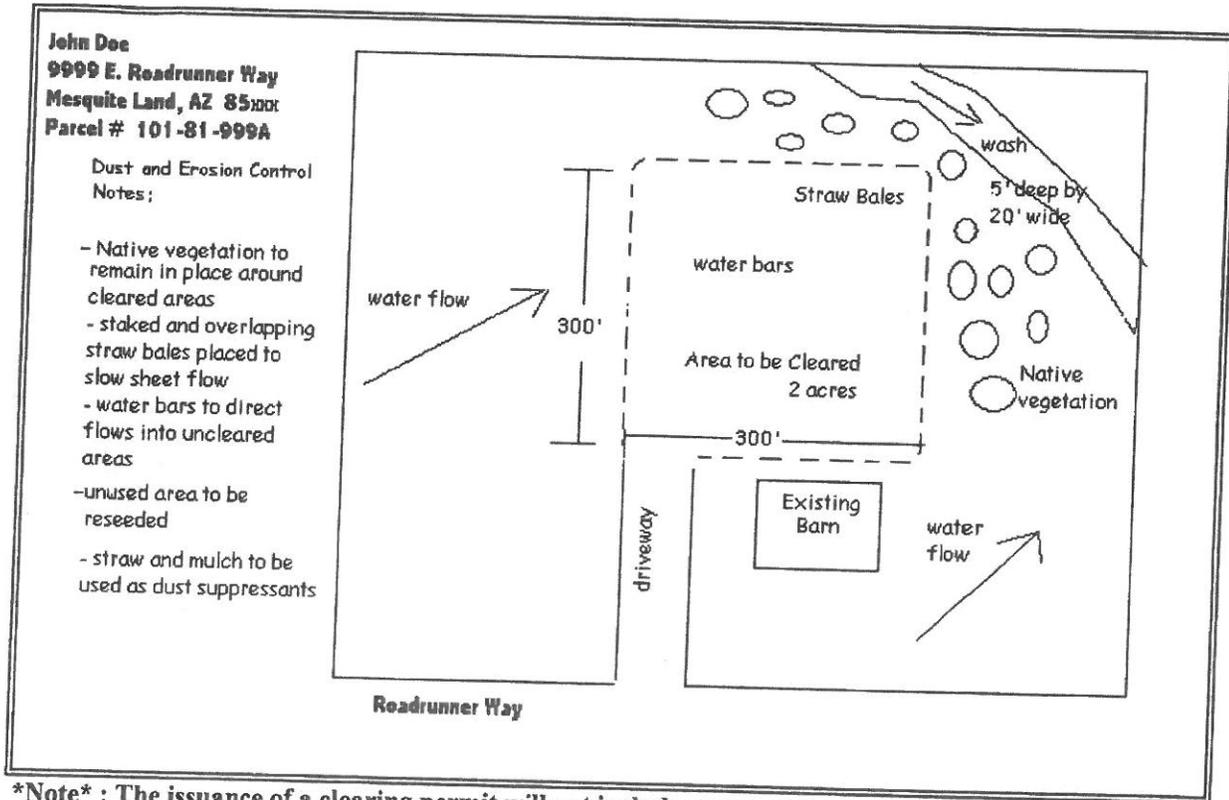
(Business days are defined as complete 8-hour working days.)

**REMINDER:** The project review process and timeframe is suspended when a project triggers the requirement for approval by an Outside Agency, the Board of Adjustment, Planning and Zoning Commission, and/or the Board of Supervisors. If either the Board of Adjustment, Planning and Zoning Commission and/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.



### Sample Site Plan for a "Clearing-Only" Permit

This sample is for illustration purposes *only*. A site plan for a clearing-only permit can be drawn on a regular 8 1/2" by 11" sheet of white paper or larger if necessary. At a minimum, the site plan should include: applicant's name; parcel number; assigned rural address; adjoining roads; parcel boundaries; north arrow; existing structures and driveway access; washes within 300' feet of clearing, including depth, width, and direction of flow; on-site drainage; area to be cleared shown with a dashed line, the number of acres and approximate dimensions of clearing in feet; dust and erosion control measures (location of straw bales, water bars, areas to be reseeded, dust suppressants to be applied during construction, etc.).



**\*Note\* :** The issuance of a clearing permit will not include approval for any proposed uses other than clearing. Applicants will be responsible for compliance with all applicable Zoning and Floodplain Regulations regarding structures, improvements, expansions, construction, floodplains and for maintaining dust and erosion control measures until area is stabilized. Compliance with the State's Native Plant Law is the applicant's responsibility and will not be superseded by the issuance of a County Clearing Permit.

**For Office Use Only:**

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Flood Zone (per FEMA maps): \_\_\_\_\_

Application and Site Plan Reviewed:

\_\_\_\_\_  
 Initials                      date

\_\_\_\_\_  
 Initials                      date

**Floodplain (if applicable)**

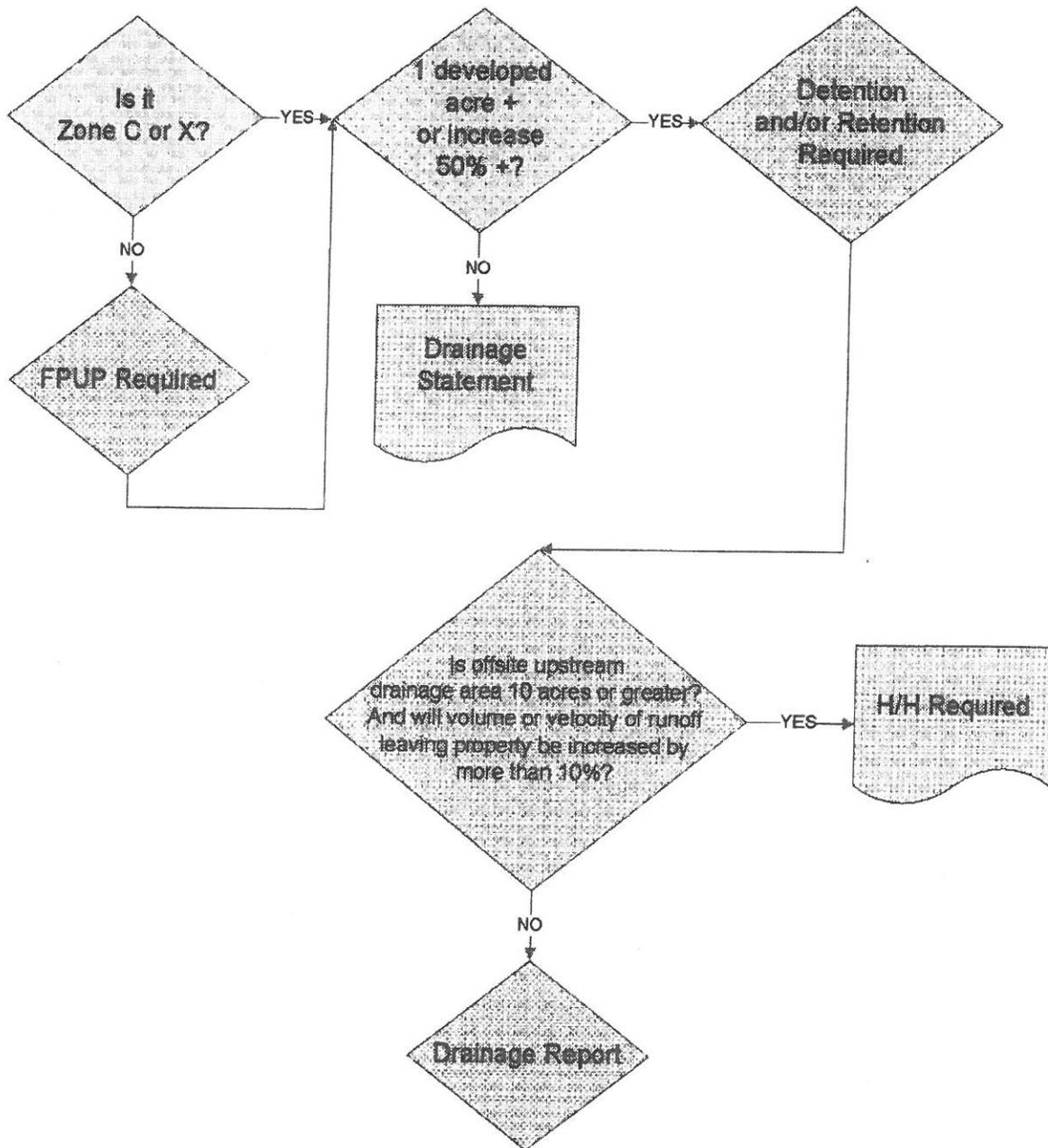
**Planning and Zoning**

**Notes:**

Permit Approved (initials, date): \_\_\_\_\_

Permit No.: CLP- \_\_\_\_\_

# FP Requirements For Commercial Development



## **8.1 DEVELOPMENT PROPOSALS AND FLOODPLAIN USE PERMIT REQUIREMENTS**

Proposals for development of properties will be reviewed to determine if a Floodplain Use Permit will be required. A Floodplain Use Permit will be required prior to any new residential construction, including the placement of manufactured homes, or commercial construction or substantial improvement proposed for properties within Federal Emergency Management Agency mapped 100-year floodplains, or other mapped floodplains as adopted by the Board. Applicants will submit to the Floodplain Management Division a completed application and appropriate fee.

The following information at a minimum will be required before a permit can be issued:

1. A completed Building Use Permit Application with a site plan. The application and site plan must be complete and legible. All watercourses or drainageways must be shown on the site plan with distances to existing and proposed construction. The plan must include a simple drainage plan schematic, with flow arrows indicating existing and proposed drainage patterns.
2. If the parcel is a recent split and has not been assigned a parcel number by the Assessor's office, show the location of the split parcel relative to the parent parcel.
3. If proposed construction is an improvement, addition or repair to an existing residence or commercial structure, supply the value of the improvement and the value of the original structure.
4. Description of proposed building materials and construction methods for fences and walls.
5. Explanation, location and extent of any proposed fill to be placed within the 100-year floodplain.

## **9.1 Subdivision Hydrology and Hydraulic Report Requirements**

For all subdivision proposals, the developer will submit two copies of the hydrology and hydraulic reports to the Flood Control District for review and approval. Hydrology and hydraulic reports will have a professional appearance and be prepared and sealed by an Arizona registered engineer. These reports will meet the requirements of ADWR, Standard 1-97, Requirements for Flood Study Technical Documentation, and as amended, and shall include the following:

- Any proposed changes to the floodplain limits. Any such changes must be submitted to FEMA for a Letter of Map Revision (LOMR)
- Details of the hydrologic and hydraulic effects that the proposed development will have on the developing and adjacent parcels, and the methods to be used to mitigate increased stormwater runoff generated by the development. The report must include an analysis of whether a detention/retention basin design should be required and the effects of fences and walls. The base flood is to be used for all of these calculations.
- Required elevations for structures and erosion/floodplain setbacks for any lots or portions of lots located in any part of a 100-year floodplain. These must also be indicated on the final plat.
- The design parameters for the streets within and accessing the subdivision, and any culverts, as necessary to ensure that flow depths over them do not exceed one foot in depth during the Base Flood.
- A statement that the development will not create any adverse drainage impacts to neighboring properties.

## 9.2 Non-residential Development Requirements

In addition to requirements in Section 8, proposals for commercial and non-residential development of properties will be reviewed to determine if a Floodplain Use Permit will be required; whether a Drainage Report is required; or whether a Hydrologic & Hydraulic Study is necessary.

- Drainage Reports

Where more than 1 acre of land is being disturbed or where imperviousness increases more than 50% from the existing conditions, a drainage report will be required in addition to a floodplain use permit, if required. This report shall be stamped by an Arizona registered professional civil engineer and shall include and/or address the following:

- A schematic depicting the existing and proposed drainage patterns, identifying the existing 100-year floodplain limits and any proposed changes to the floodplain limits.
- Details of the hydrologic and hydraulic effects that the proposed development will have on the developing and adjacent parcels, and show methods to be used to mitigate increased stormwater runoff generated by the development. The report must include an analysis of the effects of fences and walls.
- For any lots or portions of lots located in any part of a 100-year floodplain, identify lowest floor elevations for all buildings as necessary to ensure that they are a minimum of 12 inches above the Base Flood level.
- Note building setbacks from the primary banks of all watercourses.
- A statement that the development will not create any adverse drainage impacts to neighboring properties.



**Arizona Department of Agriculture (ADA)**  
 Licensing and Registration Section  
 1688 West Adams, Phoenix, Arizona 85007  
 Phone: (602) 542-6408  
 Fax: (602) 542-0466

**Notice of Intent to Clear Land**

**ARS § 3-904**

Pursuant to A.R.S. § 3-904 the undersigned, as Owner of the Property described herein, gives this Notice of Intent to Clear Land of protected native plants.

1. **Owner/landowner's agent.** The owner or landowner's agent of the Property upon which protected native plants will be affected:

Owner's Name \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Agent's Name \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2. **Property.** The description and location of the Property upon which protected native plants will be affected:

County \_\_\_\_\_

Name of Property/Project \_\_\_\_\_

Address \_\_\_\_\_

Physical Location (attach map) \_\_\_\_\_

(Note: Map must also show surrounding land for 1/2 mile in each direction)

Tax Parcel ID Nos. \_\_\_\_\_

Legal Description (or attach copy) \_\_\_\_\_

Number of Acres to be Cleared \_\_\_\_\_

3. **Owner's Intent.** Landowner's intentions when clearing private land of protected native plants.

Owner intends to allow salvage of the plants, and agrees to be contacted by native plant salvagers.

Owner intends to transplant the plants onto the same property, or to another property he also owns.

Owner has already arranged for salvage of the plants.

Owner does not intend to allow salvage of the plants.

Other \_\_\_\_\_

4. **Approximate starting date.** \_\_\_\_\_

(See notice period listed on reverse side)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notice to salvagers: Consent of the landowner is required before entering any lands described in this notice.**

**Explanation Of This Form**

**1. Notice of Intent to Clear Land.**

The majority of the desert plants fall into one of five groups specially protected from theft, vandalism or unnecessary destruction. They include all of the cacti, the unique plants like Ocotillo, and trees like Ironwood, Palo Verde and Mesquite. In most cases the destruction of these protected plants may be avoided if the private landowner gives prior notice to the Arizona Department of Agriculture.

**2. Notice Period.**

When properly completed, this form is to be sent to the Department within the time periods described below. Landowners/ developers are encouraged to salvage protected native plants whenever possible.

**3. Information to Interested Parties.**

The information in this notice will be posted in the applicable county office of the Department and mailed to those parties (salvage operators, revegetation experts) who have an interest in these plants and may approach the landowner with the possibility of saving the plant(s) from unnecessary destruction.

**Notice to Landowner:**

- 1. The owner may not begin destruction of protected native plants until he receives confirmation from the Arizona Department of Agriculture and the time prescribed below has elapsed. The "Confirmed" stamp only verifies that the Notice has been filed.

<u>Size of area over which the Destruction of Plants will occur</u>	<u>Length of Notice Period</u>
Less than one acre	20 days, oral or written
One acre or more, but less than 40 acres	30 days, written
40 acres or more	60 days, written

- 2. If you are clearing land over an area of less than one acre, oral notice may be given by calling the applicable county office at the telephone number given below.
- 3. If the land clearing or plant salvage does not occur within one year, a new Notice is required.
- 4. This Notice must be sent to the applicable district office of the Department of Agriculture at the address given below:

**Kingman Area**  
Junction of Hwy 68 and 93  
(928) 565-2222  
Permits sold Mondays 8:00 a.m. - 10:00 a.m.

**Phoenix Office**  
1688 W. Adams  
Phoenix, AZ 85007  
(602) 364-0935

**San Simon area**  
Milepost 383.3 Westbound I-10  
(520) 845-2437  
Permits sold on Wednesdays 10:00 a.m. - 12:00 p.m.

**Nogales Office**  
2771 N. Grand Ave.  
Nogales, AZ 85621  
(520) 281-0783

**Tucson Office**  
400 W. Congress Ste. 124  
Tucson, AZ 85701  
(520) 628-6317

**Yuma Office**  
3893 S 4th Ave.  
Yuma, AZ 85365  
(928) 341-1680

**Notice to salvagers: Consent of the landowner is required before entering any lands described in this notice.**