

**COCHISE COUNTY**  
**MINOR EXPEDITED RESIDENTIAL SUBDIVISION PLAT APPLICATION**

**Subdivision Name:** \_\_\_\_\_

**General Location:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Agent's/Project Engineer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address \_\_\_\_\_

(Letter authorizing agent to represent owner attached) \_\_\_\_\_

**Total Acreage:** \_\_\_\_\_

**Total # Lots:** \_\_\_\_\_

<b>To be Completed by County Staff</b>
<b>Docket Number: S-                      -                      Date Plat Accepted as complete:</b>

**PLAT SUBMITTALS**

A combined tentative/final plat is allowed using the final plat requirements in Sections 601, 303.02 & Article 4 General Requirements as the starting point for requirements.

	<b>Submitted</b>
1. Plat Fee (None)	<b>NA</b>
2. Health Department Fee-\$200	_____
3. Fry Fire Department Review Fee \$300 (If applicable-Separate check to Fry Fire Dept)	_____
4. Letter of Intent (Section 203.04)	_____
5. Plat –15 copies: 24” x 36” (Folded to 8.5” by 11”) & 1copy: 11” x 17” (Subsequent review of revised plats require one 11” x 17 “ version and <b>as many full-size copies as determined necessary</b> )	_____
6. Improvement Plans/Signage Plan (Sec. 419) 3 Copies	_____
7. Improvement Plans Review Fee-\$125 per sheet (Goes to Highway & Floodplain)	_____
8. Letters of intent to serve from utility companies and fire protection agencies serving the subdivision	_____
9. Confirmation that improvement plans have been submitted to utility companies and the fire service provider if any. Note: confirmation that improvement plans have been approved by the utility companies and fire protection service is required before approval by the Board of Supervisors.	_____
10. Health Department Submittals (Sec. 408)-If proposing septic systems, Septic System Perc. test report for a minimum of 1/3 of the lots	_____
11. Drainage Report	_____

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- 12. Covenants, conditions and restrictions and homeowners' association bylaws, if any (required if private roads and common areas are proposed) (Secs. 416 & 417) \_\_\_\_\_
- 13. Preliminary title report no more than thirty (30) days old. \_\_\_\_\_
- 14. Copies of required 401, 404, NPDES, Intent to Clear and other required Federal and State permits or applications, if any. \_\_\_\_\_
- 15. Maintenance plan for common areas, if any (Sec. 416) \_\_\_\_\_
- 16. ADEQ "Notice of Intent to Discharge and Provisional Verification of General Permit Conformance" for the sewage disposal system (Sec. 408.01) \_\_\_\_\_
- 17. ADEQ "Certificate of Approval to Construct" the water delivery system, if applicable (Sec. 408.02) \_\_\_\_\_
- 18. Copy of the ADWR Determination of Water Adequacy (Sec. 408) (Note: If ADWR issues a determination of inadequacy, the Planning Commission must approve a waiver.) \_\_\_\_\_
- 19. Boundary Closures and line table (203.03 B 1 & 13) (The Assessor suggests that these items be submitted with the Tentative Plat to minimize changes in the final plat) \_\_\_\_\_
- 20. Method of ensuring improvements (Article 5) \_\_\_\_\_
- 21. Other items required as conditions by the Subdivision Committee \_\_\_\_\_
- 22. Documentation that property taxes are current \_\_\_\_\_
- 23. If required in an adopted County land-use plan, documentation from the Arizona State Museum, the State Historic Preservation Office (SHPO), or a qualified archaeologist, as to whether there are any known historical or archaeological sites within the area to be developed and completion of a field survey if determined warranted by these agencies. \_\_\_\_\_

**Items to be submitted after the plat is approved by the Subdivision Committee and before the plat is presented for Board of Supervisors' action.**

- 24. Two (2) signed copies of a Mylar version and three (3) signed blue line copies of the final plat \_\_\_\_\_
- 25. Mylar version of the improvement/signage plans \_\_\_\_\_
- 26. One copy on a CD or 3.5 inch Floppy Disc compatible with the County's current version of AutoCAD of the final plat \_\_\_\_\_
- 27. Recording Fees for plats and documents (Check with Recorder's office 432-8350) \_\_\_\_\_
- 28. Original signed versions of Assurance Agreement, C, C & R's, maintenance agreements and other items to be recorded with the final plat, if any. \_\_\_\_\_

**PLAT PROCESS**

The initial review from acceptance of a complete application to the first Subdivision Committee meeting with the applicant takes approximately 6 weeks depending on the complexity of the project. The time frame of subsequent reviews is as needed depending on the complexity of the revisions. It is difficult to predict the actual time needed to complete the subdivision process because each revision must be reviewed by the Subdivision Committee.

<b>STEPS IN PROCESS</b>	<b>DATE</b>
1. Schedule a plat submittal meeting (Sec. 303.01) Allow about 2 hours for this meeting. The Planner will go over an extensive checklist to ensure that the plat and other submittals are complete.	
2. Planning Department transmits application to Subdivision Committee & other interested parties	
3. Internal Subdivision Committee meeting held	
4. Written comments mailed to applicant	
5. Subdivision Committee meeting held with applicant	
6. 2 <sup>nd</sup> submittal	
7. 2 <sup>nd</sup> Subdivision Committee meetings	
8. When the Subdivision Committee finds that all applicable requirements are satisfactorily met and improvement plans approved, the plat shall be set for action at the next available Planning Commission, if all required materials are received at least fifteen (15) working days in advance of the Commission meeting, followed by Board action as soon as possible after Commission action.	