Print Form

COCHISE COUNTY
COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Tentative / Final Plat 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 submittal will be deemed administratively complete and the substantive review process begins.
9. The overall review time is 160-business days for Option 1, and 220-business days for Option 2.
10. The substantive review process is 150-business days for Option 1, and 210-business days for Option 2.

The Applicant must choose one of the following options for the substantive review:

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

( ) A supplemental request option allowing up to 3-subsequent reviews.

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 Planning and Zoning Commission, and/or the Board of Supervisors. 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.

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, 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).

Signature Date

Print Name/Firm Owner ☐ Agent ☐

Residential Project Guide

Effective January 1, 2013

Submittal Review Timelines

Overall review time for Option 1 will be 150-business days.

Overall review time for Option 2 will be 210-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 Option 1:	**150-business days**	
1st review	**75-business days**	**Approved or Correction Letter**
2nd review	**75-business days**	**Approved or Denial Letter**

Substantive Review Option 2: 210-business days (Subsequent Review Process only available if requested by the Applicant).

1st review	**75-business days**	**Approved or Correction Letter**
2nd review	**75-business day**	**Approved or Correction Letter**
3rd review	**30-business days**	**Approved or Correction Letter**
4th review	**30-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. 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.

COCHISE COUNTY SUBDIVISION FINAL PLAT APPLICATION

Subdivision Name: _____

General Location: _____

Owner's Name: _____

Address: _____

Phone: _____ Email address: _____

Agent's/Project Engineer's Name: _____

Address: _____

Phone: _____ Email address _____

Type of Subdivision: ☐ **Regular** ☐ **Conservation** ☐ **Other (non-residential)**

Total Acreage: _____ **Total # Lots:** _____

To be Completed by County Staff

Docket Number: S- - Date Plat Accepted as complete:

FINAL PLAT SUBMITTALS

	Submitted
1. Final Plat Fee-$ 500 + $ 10 per lot (50% to Highway & Floodplain) (Covers 1st & 2nd review-$150 for each additional review)	☐
2. Final 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 as many full-size copies as determined necessary) (Sec. 303.02 & Article 4 General Requirements)	☐
3. Letters of intent to serve from utility companies and fire protection agencies	☐
4. Improvement Plans/Signage Plan for at a minimum phase I (It is recommended that these plans be submitted in advance of the final plat) (Sec. 419)	☐
5. Improvement Plans Review Fee-$125 per sheet (To Highway & Floodplain) (Sec. 413, depict land clearing methods approved with the tentative plat or Hydrology and Hydraulic Report) (Note: Improvement/Utility plans must also be submitted to and approved by the utility companies and fire service provider if any before final plat approval.)	☐
6. Revised final Hydrology and Hydraulic Report, if required.	
7. Revised Traffic analysis if required	
8. Final covenants, conditions and restrictions and homeowners' association bylaws, if any (required if private roads and common areas are proposed) (Secs. 416 & 417)	☐
9. Maintenance plan for common areas, if any (Sec. 416)	☐

10. ADEQ *"Notice of Intent to Discharge and Provisional Verification of General Permit Conformance"* for the sewage disposal system (Sec. 408.01)
11. ADEQ *"Certificate of Approval to Construct"* the water delivery system, if applicable (Sec. 408.02)
12. Copy of the ADWR Determination of Water Adequacy (Sec. 408) (Note: If ADWR issues a determination of inadequacy, the plat must be returned to the Planning Commission for a waiver.)
13. Boundary Closures and line table (203.03 B 1 & 13) (The Assessor recommends that these items be submitted with the tentative plat to minimize changes in the final plat)
14. Method of ensuring improvements (Article 5)
15. Other items required as Tentative Plat conditions or by the Subdivision Committee
16. Documentation that property taxes are current
17. Confirmation that improvement plans have been approved by the utility companies and fire protection service if applicable (Needed before final plat approval but not at time of submittal)

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

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

FINAL 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. This checklist is provided to inform the applicant of the review process and for County staff to track the process. Section 103 lists the general review criteria used to evaluate a subdivision for recommendation to the Planning and Zoning Commission and Board of Supervisors.

STEPS IN PROCESS	DATE
1. Schedule a final 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 that final plat is in substantial conformance with the tentative plat (Sec. 302)	
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. 2nd submittal	
7. 2nd Subdivision Committee meeting	
8. 3rd submittal (Additional $150 fee required)	
9. 3rd Subdivision Committee meeting	
10. When the Subdivision Committee finds that all applicable requirements are satisfactorily met, the plat shall be set for action at the next scheduled Board meeting if all required materials are received at least fifteen (15) working days in advance of the meeting.	

COCHISE COUNTY PLANNING DEPARTMENT

1415 Melody Lane, Bisbee, Arizona 85603

(520) 432-9240
Fax 432-9278

Susan Buchan, Director

Section 103 of the Subdivision Regulations lists the items that the Commission and Board of Supervisors must take into consideration when approving a subdivision tentative or final plat. Please describe how the following issues are addressed in the letter of intent or attach an explanation to the Tentative Plat Application

- ☐ Is in accordance with applicable Zoning and Subdivision Regulations.
- ☐ Is in general conformance with the Comprehensive Plan and other applicable adopted plans.
- ☐ Is designed to be harmonious with the terrain and surrounding area with due regard shown for significant natural features such as trees or other significant vegetated areas, water recharge areas and washes, views, historical and archaeological sites and similar community assets.
- ☐ Has adequate public access and minimizes traffic conflict on arterial and county collector streets.
- ☐ Has subdivision streets that are coordinated with existing and planned streets and access is reserved for future development of nearby properties.
- ☐ Has a demonstrated sufficient supply of potable water that does not result in an unreasonable depreciation of an existing water supply.
- ☐ Would not create water pollution.
- ☐ Has an adequate sewage disposal system.
- ☐ Is designed to include reasonable methods to minimize water use.
- ☐ Is designed to include adequate methods to control dust during construction and control accelerated run-off, off-site erosion and to conserve water.
- ☐ Has adequate fire protection.
- ☐ Would not result in an unreasonable burden on the ability of County or other local governments or public service agencies to provide for streets, water, sewage, fire, police, hospital, solid waste, education, housing, recreation and other services.
- ☐ Is designed to include safety factors to address flooding, poor drainage, steep slopes, rock formations or other features likely to be harmful to the public health, safety, convenience or general welfare.
- ☐ Is designed with due regard for natural, historic and cultural resources.
- ☐ Has screening or buffering from incompatible existing commercial or industrial uses bordering the subdivision.
- ☐ Has provided adequate securities to ensure completion of subdivision on-site and off-site improvements.
- ☐ Is not subject to liens for delinquent taxes.