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 TENTATIVE 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:**

TENTATIVE PLAT SUBMITTALS	Submitted
1. **Conservation Subdivision Only:** Existing Resource & Site Context Drawing submitted before Tentative plat and fees (Section 603.05.01)	☐
2. Tentative Plat Fee-$ 500 + $ 20 per lot (Covers 1st & 2nd review-$150 for each additional review)	☐
3. Health Department Fee-$200	☐
4. Fry Fire Department Review Fee $300 (If applicable-Separate check to Fry Fire Dept)	☐
5. Tentative Plat – 15 copies: 24" x 36" (Folded to 8.5" by 11") & 1 copy: 11" x 17" (Subsequent reviews of revised plats require one 11" x 17 " version and as many full-size copies determined necessary) (Sec. 203.03 & Article 4 General Requirements)	☐
6. Letter of Intent (Sec. 203.04) including justification of waivers (Sec. 207)	☐
7. Development plan if contiguous property is under same ownership (Sec. 403)	☐
8. Hydrology and Hydraulic Report (see *Floodplain Regulations for Cochise County* and *Cochise County Road Construction Standards and Specifications for Public Improvements)(Include land clearing methods)*	☐
9. Copy of Application to State Department of Water Resources (ADWR) for Determination of Water Adequacy (Sec. 408) (Note: If ADWR issues a Determination of Inadequacy, the Planning Commission must approve a waiver before the plat is submitted to the Board of Supervisors-Inadequacy Determinations are sometimes issued	☐

due to lack of information or high cost to provide water.)

10. Health Department Submittals (Sec. 408)-If proposing septic systems, soils evaluation for a minimum of 1/3 of the lots
11. Traffic Analysis (Sec. 405.01)
12. Preliminary title report no more than thirty (30) days old.
13. Copies of required 401, 404, NPDES, Intent to Clear and other required Federal and State permits or applications, if any.
14. 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 and completion of a field survey if determined warranted by these agencies.

Items recommended for submittal at Tentative Plat stage and required at final plat stage. Submittal at tentative plat may preclude changes at the final plat stage or prevent the necessity of returning to the Commission for further waivers.

1. Draft covenants, conditions and restrictions and homeowners' association bylaws, if any (required if private roads and common areas are proposed) (Secs. 416 & 417).
2. Maintenance plan for common areas, if any (Sec. 416)
3. 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.)
4. 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)
5. Method of ensuring improvements (Article 5)

WATER CONSERVATION

Sections 412.02 and 03 list specific water conservation measures required for subdivision landscaping and common use buildings. Section 412.01A also states that subdivisions shall conform to water conservation measures and policies adopted in the *Cochise County Zoning Regulations* and policies of the *Cochise County Comprehensive Plan* and other ordinances as adopted or as amended from time to time. Based on the following Comprehensive Plan policies in Section 102.1A, the developer may be asked to provide information on projected water use and include additional water conservation policies.

Major developments (which includes all subdivisions)shall indicate the design features that will be incorporated into the development to:

a. Minimize overall water use through water conservation measures such as drought-tolerant landscaping, low-flow fixtures, re-use, water harvesting, deed restrictions and other water conservation methods.
b. Address accelerated run-off due to construction and impervious surfaces.
c. Conserve and enhance recharge through methods such as the use of detention basins, protection of open space and minimizing disturbance of soils and other methods.

TENTATIVE 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	Regular	Conservation
1. Schedule an informal pre-application preliminary meeting (Regular Subdivision: Sec. 203.01) (Conservation Subdivisions: Section 603.05.01)		
2. Site Visit (Section 603.05.02)	NA	
3. Site Layout Meeting (Section 603.05.03)	NA	
4. Schedule a tentative plat submittal meeting (Sec. 203.02) 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		
5. Planning Department transmits application to Subdivision Committee & other interested parties		
6. Internal Subdivision Committee meeting held		
7. Written comments mailed to applicant		
8. Subdivision Committee meeting held with applicant		
9. 2nd submittal		
10. 2nd Subdivision Committee meeting		
11. 3rd submittal (Additional $150 fee required)		
12. 3rd Subdivision Committee meeting		
13. When the Subdivision Committee finds that all applicable requirements are satisfactorily met, the plat shall be set for action at the next scheduled Commission meeting if all required materials are received at least fifteen (15) working days in advance.		