



**COCHISE COUNTY**  
Arizona

**Development Services**

520-432-9300  
 developmentservices@cochise.az.gov  
 www.cochise.az.gov  
 1415 Melody Ln, Bdg F  
 Bisbee, Arizona 85603

**Tentative Plat Application**

Subdividing property in Cochise County is primarily regulated by the Cochise County Subdivision Regulations. The purpose of the regulations is to help promote orderly growth, while providing for adequate roads, utilities, water, and wastewater treatment, ensuring that structures are not built in areas subject to flooding, and ensuring an accurate legal description when dividing a large parcel into smaller lots for sale. The County Subdivision Committee and the Planning and Zoning Commission are responsible for reviewing and providing recommendations for all tentative plats.

**Applicant Info**

Name:

Address:

Phone:

Email:

Describe your relationship to this application (select one):

Property owner (skip next question)

Authorized agent

By typing their name below, the undersigned, registered property owner of the property subject to this application, hereby grants the authorized agent noted above to act on their behalf and take all actions necessary for the processing, issuance and acceptance of this permit or application.

Signature:

Date:

**Processing Fees**

Tentative Plat Fee \$650+ \$20 per lot (Covers 1st & 2nd review-\$150 for each additional review). Additional fees for review of drainage reports, traffic impact analysis reports, extensions, and waiver requests may also apply. Applicants may pay online with a credit card or mail a check to the Development Services Department at 1415 W Melody Ln, Building F, Bisbee, AZ 85603, payable to the Cochise County Treasurer.

**Required Submittals**

- This application, which serves as the Letter of Intent (attach additional sheets as needed)
- A tentative plat (see final pages of this application for requirements)
- Preliminary title report no more than thirty (30) days old
- A Hydrology and Hydraulic Report, prepared in accordance with all requirements of the the *Cochise County Floodplain Regulations*
- A traffic analysis report prepared in accordance with Section 4.06.070 of the Subdivision Regulations
- A copy of the ADWR application for an analysis of adequate water supply
- Copies of required 401, 404, NPDES, Intent to Clear and other required Federal and State permits or applications.
- Submittal of a field survey or report compliant with Arizona Reporting Standards for Cultural Resources for any request to alter, remodel, build or otherwise develop or landscape property designated as a landmark, historic property, or property within a designated historic district, if applicable
- Non-refundable processing fees

**Recommended Submittals**

- Draft of all proposed instruments creating covenants, restrictions, reservations, easements, homeowners' association, or other conditions
- Maintenance plan for common areas, if any
- Boundary Closures and line table
- Proposed method for securing improvements - this may include an assurance agreement, performance bond, irrevocable letter of credit, cash or certified check

**Property Info**

1. Subdivision Name:

2. Property Owner Name(s):

**Property Info Continued**

3. Parcel Number (APNs) included in proposed subdivision:

4. Reference by book, page, and date of recordation of any previous plats:

5. Zoning Designation(s) of Parcels:

6. Total Acreage:

7. Total Number of Lots Proposed:

8. Average Lot Size:

Minimum Lot Size:

9. Is this a residential or commercial subdivision?

10. Is this a rural subdivision, which is defined as a subdivision with an average density of one dwelling unit per two (2) acres or less dense?

Yes, the density is

No

11. Is this an alternative conservation subdivision, which meets the all the requirements of Section 4.12 of the Subdivision Regulations?

Yes, and I have completed the Alternative Conservation Subdivision attachment.

No

**Property Info Continued**

9. Identify the utility company/service provider for each of the following services and state if additional provisions or future connections are required in the space below.

Service	Utility Company or Service Provider
Water	
Sewer/Septic	
Electricity	
Fire Protection	
Nearest Public Elementary Schools	
Nearest Public Middle Schools	
Nearest Public High School	

10. Indicate whether all or any portion of the subdivision is within any the following: (select one or more)

- The vicinity of a military airport (ARS § 28-8461)
- A high noise or accident potential zone (ARS §28-8461)
- The vicinity of a public airport (ARS §28-8486)
- A designated PM10 area (particulate matter of 10 microns or less).
- None of the above apply

**Supplemental Questions**

1. What is the nearest incorporated city to this subdivision? Include the number of miles to that city. (Subdivisions with three miles of a city will be transmitted to city staff for review and may be subject to additional city requirements.)

**Supplemental Questions Continued**

2. Is this a phased subdivision? *(Select one)*

Yes. I have included the location and limits of each phase on the tentative plat. I understand, each phase can function independently of all other phases. I understand, all improvements shall be completed for a phase before any assurances guaranteeing improvements are released. The first phase shall include all improvements necessary to address the area-wide subdivision needs.

No, this is not a phased subdivision.

3. Regarding survey monuments and lot corner staking:

I understand my responsibilities and will comply with all requirements included in Section 4.09.110 of the *Subdivision Regulations*.

4. Describe the existing legal and physical access to the subdivision. *(At least two means of access is required unless the development includes 27 or fewer lots or for "rural subdivisions")*

5. What is the maximum block length in the subdivision? *(Block lengths shall not exceed fifteen-hundred (1500) feet except in "rural subdivisions")*

6. Is there direct access to streets that are identified or function as collectors and arterial streets from any individual lot?

Yes, I will record a one-foot wide vehicular non-access easement or restrictive covenant from the lot to the collector or arterial street.

No lots directly front an arterial or collector street.

**Supplemental Questions Continued**

8. Are there any sidewalks proposed?

Yes, they are designed in accordance with the *Standard Specifications and Details for Public Improvements for Pima County Association of Governments*, and their location is shown on the plat.

No, not applicable. The subdivision does not include any arterial streets, and/or all lots fronting local or collector streets are at least 0.5 acres in size.

9. Does the subdivision include one or more cul-de-sacs?

Yes, all cul-de-sacs terminate in a circular turnaround area with a radius of at least 50 feet. The length of cul-de-sacs do not exceed 600 feet in length from the entrance to the circumference of the turnaround area for a standard subdivision. *Cul-de-sacs up to 1,200 feet in length are allowed in "rural subdivisions."*

No cul-de-sacs are proposed.

10. Is there public transportation present or available to serve the subdivision? If so, describe the provider and location of the nearest stop(s).

11. Are an off-site improvements proposed? If so, briefly describe the improvements.

**Supplemental Questions Continued**

12. Are there any private streets proposed within the subdivision?

Yes, they are designed in conformance with the standards contained in *Cochise County Road Construction Standards & Specifications for Public Improvements*. All private streets function as local roads. Specify how the long-term maintenance for all private streets will be provided, either through a homeowners' association or otherwise.

No, this is not a gated subdivision. All roads will be public and will be constructed to meet the standards contained in *Cochise County Road Construction Standards & Specifications for Public Improvements*

13. Are there any street lights proposed within the subdivision?

Yes, their locations are noted on the plat and will comply with the *Cochise County Light Pollution Code*. Specify how the long-term maintenance for the street lights will be provided, either through a homeowners' association or a street light improvement district.

No, the average lot size in the subdivision is at least 0.5 acres and there is no common area proposed.

14. Has a Hydrology and Hydraulic Report been submitted with this application?

Yes, The classification and design of drainageways and designation of design storm frequencies is based on regulations contained in the *Cochise County Floodplain Regulations* and *Cochise County Road Construction Standards & Specifications for Public*

No, this requirement was waived by the County Engineer.

15. Describe all fire protections provisions for the subdivision. *(No subdivision with individual lot sizes of 36,000 square feet or less will be approved unless there are adequate provisions for fire protection service.)*

**Supplemental Questions Continued**

16. Is the subdivision adjacent to the boundaries of an existing fire district?

Yes, I have contacted the relevant fire district. I have requested that the subdivision be annexed into the service area pursuant to ARS § 48-262 if acceptable to the district. I have attached the annexation request to this application. What is the name of the fire district?

No, there are no adjacent fire districts. The subdivision will be served by a volunteer fire department. All property owners will be responsible for paying fire department fees, to be collected and paid to the fire department by the Homeowner's Association or through some other enforceable mechanism acceptable to the fire department until such time as they become a district. What is the name of the volunteer fire department?

No, there are no adjacent fire districts or fire service providers. The subdivision will use a private protection service.

No, there are no adjacent fire districts or fire service providers. A private protection service is also not proposed. All individual lots are at least 36,000 SF in size and I have included the following statement on the general notes in the plat, "A fire service provider is not available."

17. Indicate the placement of electric, telephone, internet, and cable services:

All will be underground.

All will be underground except for the following, which I have demonstrated it is infeasible from an engineering, operational or economic standpoint. I have attached evidence of infeasibility to this application.

18. Regarding utility easements:

I understand I am responsible for providing adequate easements for electricity, gas, communication equipment, water, drainage, sewage disposal, and flood control. I certify that no utilities will be placed within drainageways, drainage easements, grader ditches, and flow paths. All required utility connections shall be provided to the edge of each lot. Easements, at least 10 feet in width, are located along both sides of all street frontages within the subdivision.



**Supplemental Questions Continued**

19. Are there any individual sewage disposal systems, including septic systems, proposed within the subdivision? (select one)

Yes, all lots are at least 36,000 SF in size and are connected to a community water system **and** the subdivision boundaries are more than 400' from a sewage disposal system with excess capacity.

Yes, all lots are at least one-acre in size **and** the subdivision boundaries are more than 400' from a sewage disposal system with excess capacity.

No individual sewage systems will be used on lots in the subdivision.

20. Indicate the type of fencing that will surround the subdivision: *(Select one)*

This is a residential subdivision that borders an existing commercial or industrial establishment. An opaque solid wall or fence at least 6' tall from grade is provided. *(required)*

This is a residential subdivision that **does not** border an existing commercial or industrial establishment. An opaque solid wall or fence at least 6' tall from grade is provided. *(optional)*

This is a residential subdivision in a rural or remote area. I propose perimeter fencing and/or cattle guards on streets sufficient to protect the property and streets from the intrusion by livestock *(required if applicable)*

This is a **commercial** subdivision that borders a residentially-zoned area. An opaque solid wall or fence at least 6' tall from grade is provided. *(required)*

None of the above apply and I do not intend to provide screening, fencing, or cattle guards.

21. Is any property within the proposed subdivision currently designated as a landmark, historic property, or is the property within a designated historic district?

Yes, specify

No, not applicable

21. Subdivisions must incorporate water conservation measures consistent with the *Cochise County Zoning Regulations* and adopted building codes. Select one or more of the following measures, which are intended to conserve water, that will be included in your subdivision. All items selected must be included as notes on the tentative and final plats. ***(See following page and select all that apply)***

**Supplemental Questions Continued**

- Washing outdoor hard surfaces with water is prohibited.
- Turf is only allowed for publicly used common areas.
- Turf shall not be allowed in areas eight (8) feet wide or less.
- Turf or high water-use plants shall not be allowed on slopes that exceed twenty-five (25) percent.
- Only plants on the County approved list, as updated from time to time, or other drought tolerant plants approved by the County shall be used.
- Where irrigation is used, timers shall be installed.
- Rainwater harvesting and re-use shall be utilized, where practical.
- Sprinkler heads shall be installed no closer than eight (8) inches from impermeable surfaces.
- Impermeable covering shall not be applied to any soil surfaces.
- A minimum of a two (2) inch thick layer of porous mulch shall be applied to all irrigated, non-turf areas.

22. Describe any waiver request and provide a technical justification for the waiver, if applicable.

**Acknowledgments**

By checking this box, the applicant confirms the proposed subdivision is intended to meet or exceed all Cochise County standards relative to this tentative plat requirements.

By checking this box, the applicant confirms they have identified the need for any of any waivers from the provisions of the Subdivision Regulations or any other applicable County regulations and provided a technical justification for such waivers, if applicable.

**Acknowledgments for Multiple Interested Parties**

Interested Party Name	Address	Extent of Interest



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## Tentative Plat Requirements

A tentative plat is a preliminary plan for a proposed subdivision. All tentative plats are reviewed by the internal staff and the Planning and Zoning Commission to verify compliance with the County's Subdivision Regulations. After receiving tentative plat approval, the developer is authorized to prepare a final plat that addresses any conditions imposed during the tentative plat approval process. The final plat is subject to an additional application and associated processing fees. The following are the minimum required elements for inclusion within the tentative plat.

### Required Plat Elements: Cover Sheet

- Scale and north arrow (all pages) A scale of 1" = 40', 1"=50', 1"=100', or 1"=200' as necessary to show all required details.
- Metes and bounds legal description of all property being subdivided and parcel numbers.
- Key Map: Location of the subdivision within the context of the surrounding area and major roads.
- Key Map: The relationship of the sheets if the plat consists of two (2) or more sheets
- Name of the Subdivision and Subdivider and property owner if different.
- Name, registration number, seal, and signature of a professional land surveyor registered to practice in the State of Arizona.
- Date of plat (updated on subsequent revisions and noted as 2nd Revised Plat, etc.)
- Standard Note 1: This subdivision has private streets that are not maintained by Cochise County **(if applicable)**
- Standard Note 2: The minimum floor elevations including basements shall be (#) inches above the highest natural ground elevation at the building pad. No building shall be oriented in such a way as to block the natural storm runoff. All lots are subject to the requirements of the Hydrology and Hydraulic study prepared for this subdivision and on file with the Cochise County Environmental and Natural Resources Department.
- Standard Note 3: Existing platted streets not incorporated into the subdivision shall be abandoned separately through the Board of Supervisor's abandonment process.

**Required Plat Elements: Cover Sheet Continued**

- Standard Note 4: Individual sewage disposal systems are proposed (septic tank and leach field). Prior to building permit issuance, individual percolation or soil evaluations will be required for all lots. A minimum one-hundred (100) foot setback is required from all wells and fifty (50) feet from all lot lines **(if applicable)**
- Standard Note 5: If sewage disposal systems other than conventional leach field systems are required, Arizona Department of Environmental Quality (ADEQ) approval is required prior to construction of the system **(if applicable)**
- Standard Note 6: Dust and erosion control measures shall be employed during and post-construction and shall comply with the Cochise County Land Clearing Ordinance.
- Standard Note 7: Zoning is \_\_\_\_\_ and shall remain.
- Standard Note 8: There are \_\_\_\_\_ miles of streets proposed within the subdivision limits.
- Standard Note 9: State how access will be provided to emergency vehicles **(gated subdivisions only)**
- Additional Notes: Other notes in support of proposed covenants, conditions and restrictions such as building envelopes, landscaping restrictions and restrictions to certain types of structures and lot sizes may be included.

**Required Plat Elements: All Other Sheets**

- Scale and north arrow (all pages) A scale of 1" = 40', 1"=50', 1"=100', or 1"=200' as necessary to show all required details.
- Locations and widths of proposed streets and other rights-of-way. Street layout must be designed to control accelerated run-off and off-site erosion.
- Location of existing easements - include recording date.
- Location of proposed easements - state their purpose.
- Road cross-sections for all types of proposed streets in accordance with the applicable standard in the *Cochise County Road Construction Standards & Specifications for Public Improvements*.
- Sight distance triangles at all road intersections.
- One-hundred (100) year floodplain limits, boundaries of all areas subject to inundation or storm water overflow, and any significant washes.

**Required Plat Elements: All Other Sheets Continued**

- Required erosion setback lines
- Existing topographical contours for every two (2) vertical feet
- Limits of area to be cleared
- Typical and minimum lot depicting wash setbacks, buildable areas and defensible space setbacks, if applicable.
- Approximate lot lines for all new lots
- Boundary lines, distances and bearings for subdivision boundaries.
- Location of all proposed drainageways and detention basins.
- The location of existing structures, walls, ponds, tanks, wells, irrigation canals, laterals, ditches and dikes, streets, paths, trails and utilities denoting whether these items are to remain, be altered or removed.
- The location of common areas reserved or dedicated for parks, schools or other public uses, including private streets and conservation areas.
- For gated subdivisions: fencing and gating details
- If community mail boxes are proposed: Location and design of community mail boxes with pullout for vehicle parking for mail pickup.
- Location of fire hydrants, water tanks or other proposed fire protection elements.
- Area and number of tracts, if any, to be excluded from the proposed subdivision and their proposed use.
- Adjacent zoning district classifications, subdivisions with recordation reference, parcels and nearby streets.
- Depiction of other natural features such as significant vegetated areas, water recharge areas and washes, views, historical and archaeological sites and similar community assets.