



SUBDIVISION APPLICATION

Owner Information

Owner's Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Applicant/Developer Information

Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Property Information

Assessor's Parcel #'s _____

Subdivision Name _____

Unit # _____

Address/Location _____

Number of Lots Proposed _____

Total Site Acreage _____

Existing Land Use _____

Existing Zoning _____

Proposed Zoning _____

Proposed Access _____

Stage of Development

Preliminary Plat _____

Final Plat _____

Amendment _____

Revision _____

CERTIFICATION & ACKNOWLEDGEMENT

I am applying for a Subdivision and this application is complete and accurate. I understand that by applying for this approval, I am requesting inspection of the permitted development and grant the Coconino County Community Development Department and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Subdivision approval is a supplemental permit and other permits may be required for this project. All required permits must be obtained prior to any construction. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development Department at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

Appeal Filed By _____ Date _____

Receipt # _____ Fee _____

COMMISSION ACTION

Approved with Conditions Denied

Resolution # _____ Date _____

BOARD ACTION

Approved with Conditions Denied

Ordinance # _____ Date _____

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SUBMITTAL REQUIREMENTS*

- ◇ Pre-application meeting with a staff planner of the Community Development Department.
Date of meeting _____
- ◇ Non-refundable filing fee as shown below (the purpose of this fee is to pay for legal noticing and application processing):
 - ◇ Preliminary Plat.....\$500 plus \$10 per lot/unit
 - ◇ Final Plat.....\$200, plus \$5 per lot/unit
 - ◇ Amendment or Revisions to a Final Plat.....\$200
 - ◇ Subdivision of 10 lots or less.....No Fee
- ◇ A *typewritten* narrative describing the request and conformance to the Findings for a Subdivision (*see below*).
- ◇ A *typewritten* list of names and addresses of all property owners within 300 feet of the subject property.
- ◇ A list of specific waivers being requested, if any.
- ◇ Forty (40) copies of the proposed subdivision plat prepared in accordance with the Coconino County Subdivision Ordinance. In the case of a final plat or an amended or revised plat, the applicant shall file on reproducible original and twenty copies.
- ◇ Forty (40) copies of any additional plans or drawings as determined by the staff planner during the pre-application meeting.

*NOTE- The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Subdivision exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.

FINDINGS

Pursuant to Section 3.11 of the Coconino County Subdivision Ordinance, if the Planning & Zoning Commission is to recommend approval or conditional approval, said recommendation shall be based upon the plat's conformity to all of the following findings. Applicants for a subdivision preliminary plat must provide an explanation of how their request meets the following criteria.

1. That the proposed subdivision conforms to the goals and policies of the Coconino county Comprehensive Plan and its amendments.
2. That the design of the proposed subdivision will not cause substantial environmental damage and will not present serious public health problems.
3. That the site of the proposed subdivision is physically suitable for the proposed type and density of development.
4. That the proposed subdivision is consistent with provisions and intent of zoning regulations applicable to the property.
5. That the proposed subdivision conforms to the improvement and design standards set forth in the Zoning Ordinance.