

## SUBDIVISION OPTIONS

There are six (6) types/stages of subdivisions, each listed within this brochure. Every type/stage has different requirements and submittal items, as well as a [unique application process](#). Preliminary Plats have a public hearing by the Planning and Zoning Commission while Minor Subdivisions can be administratively approved by staff before moving to the next steps. The Board of Supervisors must approve a Final Plat prior to site development, while Corrective and Minor Replats allow for minor changes after final approval. An Amended Final Plat is reviewed by the Board of Supervisors on their Consent Agenda.

## WHERE CAN I FIND THE REGULATIONS?

The Coconino County Board of Supervisors adopted an updated and enhanced Subdivision Ordinance in May 2019 that clarifies standards of development as well as incentives for conservation design in accordance with the values and vision of the Coconino County Comprehensive Plan. The Subdivision Ordinance can be viewed online.

## PRELIMINARY AND FINAL PLAT PROCESS

A new subdivision request will typically follow the following process:

1. *Pre-Application Meeting with Planning Staff*
2. *Initial Preliminary Plat Application*
3. *Technical Review Committee (TRC) Meetings*
4. *Resubmit Preliminary Plat and Hold Public Meetings/Hearings*
5. *Improvement Plans and Final Plat Submittal, Review, and Approval*
6. *Recordation and Subdivision Construction OR Modification of Plat via Corrective Replat, Minor Replat, or Amended Final Plat process*

## MODIFICATION OF PLAT AFTER APPROVAL

Once a Final Plat is approved, it is recorded and the applicant/developer may begin construction. If changes to the approved Final Plat are needed, there are three options for requesting modifications detailed within this brochure.

## FINDINGS OF FACT

Pursuant to Section 4.5 .C. of the Coconino County Subdivision Ordinance, the Planning and Zoning Commission and Board of Supervisors must make the following Findings in order to approve a Subdivision:

1. That the proposed subdivision conforms to the goals, objectives and policies of the Coconino County Comprehensive Plan and its amendments.
2. That the design of the proposed subdivision will not cause damage to environmental features 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 with the standards set forth in this Ordinance and those outlined in the County Engineering Design and Construction Manual.

## WHAT IS THE FEE FOR A SUBDIVISION?

Different types/stages of a subdivision require different filing fees as adopted by the Coconino County Board of Supervisors. Please see a staff planner for more information.

## Coconino County Community Development

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## Applying for a SUBDIVISION



Coconino County  
Community  
Development

# SUBDIVISIONS in Coconino County

## SUBDIVISION TYPES/STAGES

1. Preliminary Plat
2. Final Plat
3. Minor Subdivision
4. Corrective Replat
5. Minor Replat
6. Amended Final Plat

### 1. PRELIMINARY PLAT—Section 4.3\*

The Preliminary Plat must be approved at a public hearing of the Planning and Zoning Commission and the Board of Supervisors. It must move on to the Final Plat process and be approved before development can begin. The Preliminary Plat process applies to the following: a) subdivisions consisting of 11 or more lots; b) when certain waivers are requested (except those as listed in Subdivision Ordinance Section 2.2.D.); c) when a zone change is also requested.

### 2. FINAL PLAT—Section 5.3\*

The Final Plat must meet all conditions of approval from previous public hearings and is included on the consent agenda of the Board of Supervisors. This process applies after one of the following has been approved: a) Preliminary Plat or b) Minor Subdivision. It is the final approval prior to development commencing.

### 3. MINOR SUBDIVISION—Section 6.3\*

A Minor Subdivision is a preliminary plat that is administratively approved (by staff). It moves on to the Final Plat process after approval. The Minor Subdivision process applies to the following: a) subdivisions consisting of 10 or fewer lots; b) when no zone change is required/requested; and c) when no waivers are requested (except those in Subdivision Ordinance Section 2.2.D.).

### 4. CORRECTIVE REPLAT—Section 6.4.A.\*

The Corrective Replat is administratively approved (by staff) without a hearing in the following situations: a) correcting drafting, graphic, or technical errors; b) combining or reconfiguring 10 or fewer lots so long as there is no change to subdivision boundaries, total number of parcels, parcel sizes to the point of creating substandard lots for the zone, or easement and open space boundaries; and/or c) reducing a platted setback which exceeds Zoning Ordinance requirements (as long as it is not less than the minimum required for the zone).

### 5. MINOR REPLAT—Section 6.4.B.\*

The Minor Replat is included on the consent agenda of the Board of Supervisors. The Minor Replat applies when combining or reconfiguring 11 or more lots as long as there is no change to: a) subdivision boundaries; b) total number of parcels; c) parcel sizes to the point of creating substandard lots for the zone; or d) easement and open space boundaries.

### 6. AMENDED FINAL PLAT—Section 6.4.C.\*

The Amended Final Plat is reviewed on the Board of Supervisors' consent agenda; if approved, the Amended Final Plat is then recorded. The Amended Final Plat process applies to the following: a) relocations of roads, rights-of-way, and easements; b) changes to subdivision boundaries or improvements, or amount of open or public space; c) any changes not covered by the Corrective or Minor Replat.

\*Sections refer to the [Subdivision Ordinance](#)

**\* A Citizen Participation Plan and Report are required for a Subdivision Application in the following situations: a) when 20 or more lots are proposed for a subdivision; b) when waivers are being requested; and/or c) when lot sizes may be smaller than required by the zoning district, including but not limited to a conservation/cluster subdivision.**

## PRELIMINARY PLAT and MINOR SUBDIVISION APPLICATION REQUIREMENTS & SUBMITTAL ITEMS

- Pre-Application Meeting with Planning Staff
  - Filing Fees
  - Plat (one or several sheets drawn at a consistent scale not less than 1"=200' and not exceeding 24"x36" in size; one electronic copy and one paper copy), including but not limited to: a) Preliminary Open Space and Landscape Plan per the Zoning Ordinance; b) Preliminary Firewise Plan and Weed Mitigation Plan; c) Preliminary Grading and Drainage Plan; and d) Fencing Detail
  - Title Report
  - List of waivers from the Subdivision and Zoning Ordinance requested by the applicant
  - Citizen Participation Plan and Report\*
  - Drainage and Geotechnical/Soils Reports
  - Traffic Impact Statement/Analysis
  - Wastewater Report (if applicable)
  - Draft Copy of the CC&Rs or Operation and Maintenance Plan for the Subdivision
  - Utility ("Intent to Serve") Documentation
  - Engineer's Cost Estimate and Financial Assurance Document\*\*
  - Development Agreement (if applicable)\*\*
  - Improvement Plans and Final Reports\*\*
  - Other plans, reports, and documentation as requested by the Technical Review Committee (TRC) and Department Director
- \*\* = needed during Final Plat process