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Section 1.1 Short Title

These regulations shall be known and may be cited as the “Coconino County Subdivision Ordinance” and will be referred to herein as “this Code”, or “this Ordinance”.

Section 1.2 Authority and Applicability

A. Authority.

1. This Ordinance is adopted pursuant to the authority contained in the Arizona Revised Statutes (A.R.S.) §11-821 et. seq or any successor statute thereof and shall govern the division and platting of land pursuant thereto. This authority includes actions to address unusual topographical or other exceptional conditions including the presence of Environmentally Sensitive Features. The Coconino County Subdivision Ordinance is a necessary and integral set of procedures and requirements developed in conjunction with the Zoning Ordinance, and necessary for the implementation of the County Comprehensive Plan.

2. The Board of Supervisors may disapprove any subdivision if: it is not consistent with the guiding principles of the Comprehensive Plan or specific Area Plan, or if conditions on the land pose a risk to public health and safety. Such conditions include, but are not limited to, periodic flooding, poor drainage conditions, or unstable and steep slopes.

B. Applicability.

1. These regulations shall apply to all land divisions, minor subdivisions, and all subdivision of land within the unincorporated territory of Coconino County.

2. Where this Ordinance imposes a greater restriction upon land, land improvement or development, and land use than is imposed by existing provisions of law, ordinance, contract or deed, this Ordinance shall control.
Section 1.3 Purpose and Intent

A. The primary purpose of this Ordinance is to protect and promote the public health, safety, and welfare and in so doing achieve the following objectives:

1. To provide requirements necessary for the purpose of implementing the goals and policies of the Coconino County Comprehensive Plan and to ensure compliance with the Zoning Ordinance.

2. To provide lots and parcels of proper size and reasonable utility that are appropriately designed for the purposes for which they are to be used. To promote the conveyance of land by accurate legal description, and to provide practical procedures for the achievement of this purpose.

3. To ensure adequate vehicular, pedestrian, equestrian access and bicycle circulation through coordinated street systems for multi-modal use with adequate capacity for the anticipated traffic which would utilize them. To ensure that the streets are designed to provide safe access to major thoroughfares, adjoining subdivisions, and public facilities. To help ensure that emergency services such as fire, ambulance and police services can be adequately provided to all developed land. To ensure accessibility and connectivity, with public access, to public lands.

4. To accommodate new development in a manner which will conserve and enhance the County's environmentally sensitive features through proper planning, skilled subdivision design, and sustainable low impact design methods.

5. To ensure safe provisions for water supply, sanitary sewage, drainage, storm water detention, power, and other utilities and facilities required to ensure health and safety.

6. To ensure that the costs of providing rights-of-way, street improvements, and utilities needed to serve new developments are born fairly and equitably by the subdivider rather than by property owners of the County at large and to ensure the reservation of adequate sites for schools, fire stations and other public facilities.

7. To promote a holistic approach to conserving the existing open space and recreation areas and requiring new open space and recreation areas through the subdivision process. To ensure accessibility and connectivity, with public access, to public lands.

B. In the interpretation and application of this Ordinance, it is intended that public and private interests work together towards balanced, mutual objectives in the subdivision of land.
Section 1.4 Figures, Tables, Maps, Glossary and Appendices

All appendices, figures, tables, exhibits and/or maps along with the glossary of terms within this Ordinance are hereby adopted and shall be incorporated herein as a part of this Ordinance.

Section 1.5 Conformance with the Comprehensive Plan

This Ordinance is intended to implement the guiding principles, goals, and policies of the Coconino County Comprehensive Plan and is hereby deemed to be in conformance with the adopted Comprehensive Plan. Any amendments to or actions pursuant to this Ordinance shall be in conformance with the County’s Comprehensive Plan, as it may be amended from time to time.
CHAPTER 2. ADMINISTRATION

Section 2.1 Responsibilities

A. Subdivider/Applicant.

1. The subdivider/applicant shall schedule a pre-application meeting with the Community Development Director and submit a Sketch Plan (minimum 24"x 36" in size) at least one (1) week prior to the scheduled pre-application meeting. See Chapter 4 for information on Sketch Plan submittal requirements.

2. The subdivider/applicant shall plan and design the subdivision and/or land division to comply with the requirements of the Zoning Ordinance as well as the regulations herein. See Chapter 4 for submittal requirements to the Technical Review Committee (TRC) and/or for the Land division and Minor Subdivision review by the Community Development Director.

3. The subdivider/applicant or their representative shall attend the Technical Review Committee (TRC) meeting where the application is discussed. After which, the subdivider/applicant shall cause the necessary changes to be made to the plans, reports, and drawings based on the comment and discussion at the TRC meeting. These changes shall be made prior to resubmitting the revised material to the Director for consideration and review by the Planning and Zoning Commission.

4. The subdivider/applicant shall conduct a “Citizen Participation Plan” in accordance with the Zoning Ordinance prior to any Commission meeting(s) on the preliminary plat; if required. See Sec. 4.5 B. of this Ordinance for specifics on when Citizen Participation Plan is required.

B. Community Development Director.

1. The Director is responsible for coordinating the administration of all provisions outlined in this Ordinance even when those provisions are requirements from other County agencies. The Director may delegate responsibility to other staff as necessary.

Adopted May 21, 2019
2. All applications for action under this Ordinance shall be filed initially with the Community Development Director or the Director’s designee for processing in accordance with this Ordinance.

3. The Director shall be the person charged with the enforcement of this Ordinance and shall coordinate the enforcement of the provisions of these regulations where and when the provisions are enforced by other County agencies.

4. The Director or designee shall serve as the chair of the Technical Review Committee (TRC) in matters of reviewing subdivision applications.

5. The Director shall review the applications for Land divisions for adherence to the provisions outlined in Chapter 6 of this Ordinance. The Director shall either approve or reject said applications, including prescribing conditions necessary to implement those provisions and the Purpose and Intent of this Ordinance.

6. The Community Development Director may enter into discussions with project proponents to negotiate a Development Agreement. The Development Agreement requires approval by the Board of Supervisors.

C. Technical Review Committee (TRC).

1. All preliminary plat applications may be reviewed, from a design and technical aspect, by the Technical Review Committee (TRC), which shall act in an advisory capacity to the Planning and Zoning Commission.

2. The TRC may hold meetings as needed to discuss and recommend, with all affected parties and the applicant, design issues and technical issues with the proposed subdivision. The TRC may include the following:

   a. Community Development staff representing the department’s divisions of Planning, Engineering, Environmental Quality, Building and Sustainable Building.

   b. Other County departments that may provide relevant input (i.e. County Parks and Recreation, Public Works).

   c. Representatives from the water, waste water, electric, gas and communication entities that service the area of the proposed development.

   d. Fire district(s) representatives that service the area of the proposed development.

   e. Staff/representatives from the State agencies of ADEQ, AGFD, and ASLD if applicable.

   f. Staff/representative from the Federal agency of the USFS, BLM and NPS if applicable.
g. Neighboring municipalities and tribal communities, if applicable.

h. Additional members may be consulted when deemed necessary by the Community Development Director.

D. Planning and Zoning Commission. The Planning and Zoning Commission is charged with the duty of reviewing the proposed subdivisions and providing the Board of Supervisors with a recommendation to approve, conditionally approve or disapprove subdivision preliminary plats, subdivision regulation waivers, and protected development rights plans. The Commission’s recommendation shall also include recommendations on the kinds, nature and extent of the improvements to be installed in the subdivision.

E. Board of Supervisors.

1. The Coconino County Board of Supervisors is hereby authorized to receive, process, and otherwise act upon applications for subdivision preliminary plats, final plats, subdivision regulation waivers, and protected development rights plans in accordance with this Ordinance.

2. Additionally the Board of Supervisors is hereby authorized to receive, process, and act upon appeals of the Community Development Director’s decision on land division applications.

3. The Board of Supervisors shall have final jurisdiction over all matters pertaining to the implementation of this Ordinance.

Section 2.2 Modifications and Waivers

A. Modifications to the design standards or waivers from the improvements required by this Ordinance may be sought in the case where there are extenuating and unusual circumstances with regard to the land, not caused by the property owner, and/or where strict compliance with the design standards and/or construction improvement requirements of this Ordinance would cause the property to be undevelopable. In such cases an applicant may request at the time, and in conjunction with, a preliminary plat application, a specific modification and/or waiver provided that the property would still meet the intent of this Ordinance and comply with the Comprehensive Plan.

B. A modification and/or waiver may not be requested solely on the basis of financial or monetary reasons.

C. The specific modification and/or waiver may be approved by the Board of Supervisors, in conjunction with the approval of the preliminary plat, when in the Board’s determination the following criteria 1 or 2 are met and in conjunction criteria 3 has been met:

1. That strict application of a specific design and/or improvement requirement would preclude subdivision development of the subject property.
2. That there are extraordinary circumstances applicable to the property due to its topography, shape, land ownership or adjacent development, or other circumstances not provided for in this Ordinance that dictate the need for this modification and/or waiver to ensure good subdivision design and development.

3. That the granting of this modification and/or waiver will not be detrimental to the public health, safety, and general welfare or injurious to other property in the area in which said property is situated and modification and/or waiver will still substantially meet the objectives and intent of the standards or requirements of this Ordinance.

D. The Community Development Director may approve the following specific waivers only in the case of minor subdivisions and only after determining that a criteria listed in Section 2.2 C above is found to exist.

1. A decrease of not more than 10% of the required minimum parcel size for individual lots which does not increase net density.

2. An increase of not more than 50% of the maximum length of any permitted cul-de-sac, subject to approval of the County Engineer and the local fire department/district, if any.

3. A waiver from paving to allow Aggregate Base Course (ABC) or milled asphaltic concrete if the subdivision is in the General (G) Zone and is proposing to maintain a typical lot size of a minimum of 10 acres and will be privately maintained.

Section 2.3 Prohibition of Circumvention

A. No person, as defined herein, shall sell, offer to sell, or divide any lot, piece, or parcel of land which constitutes a subdivision, as defined herein, or part thereof without first obtaining approval of the final plat by the Board of Supervisors and then having recorded said final plat with the County Recorder in accordance with this Ordinance.

B. No person shall divide any lot, piece, or parcel of land that is not within a subdivision but which constitutes a land division, as defined herein, without first obtaining approval by the Community Development Director and then having recorded said land split with the County Recorder in accordance with this Ordinance.

C. The County Recorder shall not record a final plat unless the plat has been approved and signed by the Board of Supervisors. The County shall not issue any permits for work on any lot, piece or parcel of land in violation of this Ordinance.

Section 2.4 Conflicting Provisions

A. Private Agreements. The provisions of this Ordinance are not intended to interfere with, abrogate, or annul any private agreements between persons, such as easements, deed restrictions or covenants, or other existing agreements which are more restrictive than the
provisions of this Ordinance. The County cannot enforce private agreements, covenants or restrictions as a part of this Subdivision Ordinance; unless and except when the County is a stated beneficiary party to the private agreement, covenant or restriction.

B. **Vested Rights.** Any subdivision for which a preliminary plat has been approved by the Coconino County Board of Supervisors prior to the adoption of this Ordinance may be completed in accordance with the plans, specifications and conditions upon which the plat was approved provided a final plat is signed and recorded within eighteen (18) months of the date of approval of the preliminary plat by the Board. The Board may grant extensions of this 18-month period.

C. Where, in any specific case, different sections of this Ordinance or any other County ordinance or code specify the use of different standards, different construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall apply.

### Section 2.5 Enforcement and Penalties

A. **Violations.** Any person who offers to sell, contracts to sell, completes a sale, or conveys a deed of a subdivision or any part thereof, before a Final Plat thereof has been duly recorded in the office of the County Recorder in full compliance with the provisions of this Ordinance is in violation of this Ordinance and is guilty of a class 2 misdemeanor. Further, any person who offers to sell, contracts to sell, completes a sale or conveys a deed of a parcel of land that is the result of a land division, for which no approval from the Community Development Director has been issued, is in violation of this Ordinance.

B. **Penalties.** Any person who commits a violation of this Ordinance may be assessed criminal penalties or a civil penalty not to exceed the fine chargeable for a class 2 misdemeanor.

C. **Injunctive Relief.** The imposition of any sentence or fine shall not exempt the offender from compliance with the requirements of this Ordinance. The Director may seek injunctive relief against a violator to prevent further violations or irreparable harm to persons or property.

D. **Withholding of Building Permits and Use Permits.** Any parcel of land which has been the result of a subdivision or land division that does not comply with this Ordinance shall not be a legal building site and no use permits and no building permit shall be issued for the erection or use of any structure or part thereof until said subdivision or land division is caused to comply with this Ordinance. Any permit issued in conflict with the provisions of this Ordinance, or that Ordinance in effect at the time, shall be void and of no effect.

E. **Daily Separate Violations.** Each day that a violation of this Ordinance continues to exist shall constitute a separate offense.
F. **Enforcement Authorities.** The Community Development Department shall be responsible for the enforcement of this Ordinance to further the promotion of the public health, safety, and general welfare.

**Section 2.6 Severability**

A. If any provision of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance not specifically included in said judgment. The Board of Supervisors of Coconino County hereby declares that it would have passed each provision of this Ordinance irrespective of the fact that one or more provision herein be declared invalid or unconstitutional.

B. If any court of competent jurisdiction shall adjudge invalid the application of any provision of this Ordinance to a particular property or structure, such judgement shall not affect the application of said provision to any other property or structure not specifically included in said judgment.

**Section 2.7 Filing Fees**

The Board of Supervisors may from time to time establish and set by resolution, administrative fees considered necessary to process subdivision applications, and to review improvement plans and construction documents. The developer shall, at the time of filing, pay to the County those established fees. These fees shall be non-refundable.
CHAPTER 3. SUBDIVISION TYPES

Section 3.1 Purpose and Principles

A. Purpose. The purpose of this chapter of the Subdivision Ordinance is to provide the development community and the citizens of Coconino County with an understanding of the different type(s) of subdivision developments that are possible and the different design methods available. The desire is to encourage new development that is flexible, creative and consistent with the County’s vision for growth.

B. Principles. The County’s Comprehensive Plan seeks to promote development that respects the natural environment by assimilating that development into the surrounding environment using a holistic and integrated approach with the integrity of the natural environment as a primary focus. The Comprehensive Plan identifies, respects, and honors the interconnectedness of nature. Therefore, Coconino County requires two (2) key elements in all development, regardless of the type or size of subdivision, or the design method used. These two (2) key elements, common in all development, are an integrated conservation design and a fire wise design. In addition, those subdivisions choosing to utilize either a conservation subdivision or cluster subdivision design method shall be required to provide open space as a major element.

1. Using an “Integrated Conservation Design” Approach. Regardless of the type or size of subdivision being developed an integrated conservation design shall be used when planning the subdivision. An integrated conservation design is vital to both habitat and wildlife movement areas, improving community character, and protecting environmentally sensitive features. The required Sketch Plan shall be developed from an environmental inventory based on a ground survey that indicates the location of all environmentally sensitive features on the site. The preliminary plat shall be developed based on the environmental inventory with open space, circulation and lot placement configured accordingly. The following four steps are involved in designing any subdivision using this integrated conservation design approach.

a. Identify Conservation Areas. The first step is identifying areas of the property where conservation should be considered. Complete an “Environmental Inventory Plan” that delineates the location of all environmentally sensitive features, potential hazard and/or safety issues, and the description and general ecological functions provided by the site and its features. The inventory shall include all environmentally sensitive features including water features, wildlife corridors, steep slopes, large-
diameter trees and snags, important habitat, and rock outcrops (see Glossary for definitions). The inventory shall also include cultural resources and scenic viewsheds (see Glossary for definitions). When developing under a conservation or cluster method, the Environmental Inventory Plan shall identify all items listed above, and shall also identify the location of the required open space; keeping in mind the potential to create areas and connections beyond the boundaries of the proposed development to maximize the benefit to wildlife and residents alike.

Example Site Before Development

Integrated Conservation Design identifies the environmentally sensitive features and natural assets of the site before drawing lot lines and roads

b. **Select Housing Locations.** Select housing sites that mitigate impacts to environmentally sensitive features, minimizes impact to native plants and soils and considers optimizing solar orientation. Also select locations that complement the location of the required open space, when applicable. Designing the lots around the open space ensures that each resident can take full advantage of the common open areas. Utilizing the conservation or cluster design method may make this simpler to achieve but it is not required.

c. **Connect the Dots.** Draw in a network of streets and trails that connect the community to existing legal access and, regional trail networks or public greenways. Access to all lots shall be both physically possible for a passenger vehicle as well as from either a dedicated public roadway or an approved private roadway. Access to all lots created through the subdivision process and/or the land division process shall be from within the subdivision property rather than individual lot access from the exterior boundaries regardless of the character, density or design method of the subdivision. The exception is when there are existing roads, permitted access, or easements that have been attained for this use/access. Approval of the U.S. Forest Service may be required, if applicable.

d. **Draw in the Lot Lines.** Finally, draw in the individual lot lines, tracts, and all required easements, special setbacks and/or building envelopes.
2. **Using a Fire Wise Approach to Development.** As part of the review and approval process for any subdivision the subdivider/applicant shall submit a site assessment and a “Fire Wise Plan” that follows the National Fire Protection Association’s (NFPA) Fire Wise Communities standards. The specific information required in this Fire Wise Plan can be found in Chapter 7 and Chapter 8 of this Ordinance. It shall be the responsibility of the individual homeowners to ensure that they likewise adhere to the fire wise design principles as they develop their lots within the subdivision.

3. **Open Space Guidelines and Hierarchy.** All subdivisions choosing to develop using the conservation or cluster design method shall be required to provide open space as prescribed in Section 3.3 below. Using the above *integrated conservation design* approach the location, intent, and design of the required open space shall be identified on a *subdivision*-wide basis using the following hierarchical layers to identify the least sensitive and most developable lands:

   a. In locations that best protects the identified environmentally sensitive features on and/or adjacent to the property, and
   
   b. In locations that best protect cultural resources, *heritage areas,* or *historic trails* on and/or adjacent to the property, and
   
   c. In those areas where there exists opportunities to create any connectivity to public lands, and a regional network of open space and/or trail easements that could maximize the benefit to both the residents and wildlife.
   
   d. In those areas where there exists an opportunity for connectivity to the trails and open space within adjacent developments, and
   
   e. In those areas where there exists the opportunities to conserve the scenic qualities of the areas, scenic viewsheds, or along those scenic highway corridors as identified in the Comprehensive Plan.

**Section 3.2 Conventional Types of Subdivisions and Densities**

A. Types of Subdivisions

1. **Ranchette and Rural Subdivision.** This type of subdivision is intended to accommodate a low density rural lifestyle with a range of densities from five (5) acre lots to less than thirty-six (36) acre ranchette lots; generally developed for a detached single dwelling unit, ranching, and agricultural land use within the General (G) and Agricultural Residential (AR) Zoning Districts.

2. **Suburban Subdivision.** This type of subdivision is intended to accommodate single family residential uses with a range of densities from (1) acre lots to five (5) acre lots;
semi-rural in character with limited ranching and agricultural uses within several single family residential zoning districts. Density will be determined by the availability of adequate water, sewer and infrastructure.

3. **Urban Subdivision and Condominiums.** This type of subdivision is intended to accommodate smaller single family development with lot sizes less than one acre as well as multi-family apartments and/or condominium developments.

4. **Commercial Subdivision.** This is a subdivision in which lot sizes shall be consistent with the Zoning Ordinance and generally permitted only when located within an approved Area Plan or within the area under the influence of the Flagstaff Metropolitan Regional Organization (FMPO) and the Regional Plan.

5. **Industrial Subdivision.** This is a subdivision in which the lot sizes are consistent with the Zoning Ordinance. This type of subdivision shall be permitted only where infrastructure is available and may be limited to locations within an approved Area Plan or within the area under the influence of the Flagstaff Metropolitan Regional Organization (FMPO) and the Regional Plan.

B. Conventionally designed subdivisions will not be required to provide open space but will be required to consider integrated conservation design and provide landscaping per the Zoning Ordinance.

C. Density shall be based on the zoning of the property with the opportunity for bonus density as delineated in **Table No. 2** unless the property is rezoned in order to achieve the increased density or utilizes the conservation or cluster subdivision development as outlined in **Section 3.3** below.

D. All subdivision types will have paved roads, whether privately maintained or public roads, with the exception of ranchette and rural subdivisions. This requirement may be waived for those suburban subdivisions between two and a half (2.5) to five (5) acres depending on the character of the subdivision.

**Section 3.3 Conservation and Cluster Subdivisions**

A. The County’s preferred method of development is either as a **Conservation Subdivision** or a **Cluster Subdivision.** The County prefers these two (2) design methods because they promote functional developments, minimize adverse impacts to the environment and surrounding community, and create subdivisions that promote the county’s expectations for sustainable development and implement its **Comprehensive Plan.**
The conservation/cluster subdivision (right) accommodates the same amount of development as its conventional counterpart (left); in this example 32 lots. The difference, however, is that the conservation/cluster design provides that a portion of the site be dedicated to open space, a permanent amenity shared by all property owners.

Conventional development may give each owner a 2½ acre lot but, a portion of that lot may be undevelopable and/or the lot may be surrounded on all four sides by neighbors, whereas the conservation/cluster design provides each resident uninterrupted views of the surrounding landscape and access to over 50 acres of land.

B. Both the conservation and cluster subdivision permit the development of lots that are smaller (up to a 75% reduction in size) than what the property zoning would otherwise require with the lots being clustered closer together and platted on the least environmentally sensitive portions of the site. Both design methods may be permitted without the need to rezone the property provided the overall density of the site’s current zoning remains the same and the development provides the minimum required open space at the percentages described in Table No 1 below and using the guidelines and hierarchy described in Section 3.1 B.3 above.

<table>
<thead>
<tr>
<th>Method</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservation Subdivision Design Method</td>
<td>50%</td>
</tr>
<tr>
<td>Cluster Subdivision Design Method</td>
<td>30%</td>
</tr>
</tbody>
</table>

C. The conservation design method should be utilized when the initial environmental inventory of the site identifies environmentally sensitive features on the site and/or slopes over twenty-five (25%) in which case the density should be transferred from the sensitive areas and steep slopes to the developable portion of the site.
D. The cluster design method may be used in any residential zoning district to reduce the area impacted by actual development and retain the rural and/or open character of the area. The site does not have to contain unique attributes or environmentally sensitive features.

E. When additional open space area is proposed in order to achieve bonus densities as outlined in Section 3.4 and Table No. 3 below, the guidelines and hierarchy outlined in Section 3.1.B.3 above shall be followed. All open space (required and bonus open space) shall be platted as restricted open space tracts to focus on the valued assets of the open space component(s).

**Section 3.4 Opportunities for Density Bonuses**

A. In conjunction with the approval of the Preliminary Plat, additional density may be achieved by the subdivider/applicant without the need to rezone the property. Approval of the bonus density request shall be based on the amount of open space, the amount of workforce housing provided and the use of privately maintained streets. These are public benefits that further implement the policies of the Comprehensive Plan.

B. The number of additional lots (bonus density) that may be achieved shall be based on the underlying zoning of the property but in no case shall it exceed a twenty-five (25%) percent increase without a zone change.

C. The overall infrastructure of the project shall be designed to adequately support the increase in the density. See Table No. 2 below for the maximum allowable lot percentage increase and the different types and/or combinations of density bonus point opportunities.

D. When lots smaller than the underlying zoning would allow are approved, a note on the final plat shall be provided and either “typical” building setback lines or the specific building envelopes for all lots shall be shown.

**TABLE 2: DENSITY BONUS OPPORTUNITIES (PERCENTAGE INCREASE IN DENSITY)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional ten (10%) percent open space provided*</td>
<td>5 %</td>
</tr>
<tr>
<td>Developed with privately maintained paved roads (no County maintenance)</td>
<td>10 %</td>
</tr>
<tr>
<td>Permanently restricted for workforce housing in a manner approved by the County (on half of the bonus lots).**</td>
<td>10 %</td>
</tr>
</tbody>
</table>

In bonus calculations, partial lots are rounded down.

*When additional open space is provided to achieve a bonus density, all open space in the subdivision shall be made accessible to the public.

**Workforce Housing lots (used for a density bonus) shall be managed by a staff approved housing authority or non-governmental organization through a Development Agreement.
CHAPTER 4. PRELIMINARY PLAT PROCEDURES AND REQUIREMENTS

Section 4.1 Overview of Subdivision Process ................................................................. 2
Section 4.2 Pre-Application Meeting......................................................................... 3
Section 4.3 Initial Preliminary Plat Application ......................................................... 4
Section 4.5 Preliminary Plat Resubmittal and Meetings............................................. 7
Section 4.6 Preliminary Plat Approval ..................................................................... 9
Section 4.1 Overview of Subdivision Process

A. All subdivisions proposed for property located wholly or partially within the unincorporated territory of Coconino County shall proceed through the following steps.

1. **Pre-Application Meeting**
   - Meeting scheduled & Sketch Plan per Sec 4.2 submitted by the subdivider/applicant (1 week prior).
   - Staff, subdivider/applicant & project engineer meet to discuss project, process & required application materials

2. **Initial Preliminary Plat Application**
   - Completed County application submitted by subdivider/applicant (see Application for specific details)
   - Staff, agencies & utilities review project & submit comments to Community Development Director

3. **Technical Review Committee (TRC)**
   - Subdivider/applicant, project engineer & TRC formally meet to discuss all review comments & requested changes compiled by County
   - Subdivider/applicant resubmits Preliminary plat & material that addresses all TRC comments

4. **Resubmit Preliminary Plat & Hold Public Meetings**
   - “Citizen Participation Plan” per Sec. 4.5 B. conducted by subdivider/applicant prior to the Commission meeting; if applicable.
   - Commission meeting(s) & Supervisor’s meeting for Preliminary plat approval

5. **Improvement Plans & Final Plat Submittal, Review & Approval**
   - Submittal of Improvement plans, Engineering Final Reports & Improvement
   - Submittal of documents, CC&R’s (if applicable), Title Report, fees, Cost Estimate & Financial Assurance, Development Agreements & written commitments.
   - Construction of improvements; submittal of test results and As-Built Plans; if applicable
   - Supervisor’s meeting for Improvement approval & recordation of Improvement

6. **Recordation of Final Plat & Subdivision Construction**
   - Construction of improvements; submittal of test results & As-Built Plans
   - Start of warranty period after County approval of the improvements

B. If a submittal is determined to be incomplete or inaccurate at or during any of the different steps of the process, the subdivider/applicant shall be required to correct the inaccuracy and/or produce the omitted information before proceeding any further through the process.
Section 4.2  Pre-Application Meeting

A. The pre-application meeting step is an investigatory meeting, to obtain advice and assistance from the County, which precedes the actual preparation of the preliminary plat by the subdivider/applicant. It is not intended as a complete analysis. Attendance of the subdivider/applicant’s engineer is strongly encouraged.

B. The subdivider/applicant shall contact the Community Development Department to schedule a pre-application meeting with the Director and submit their Sketch Plan at least one (1) week prior to the scheduled pre-application meeting.

C. Sketch Plan (minimum 24” x 36” in size) submittal requirements:

1. The Sketch Plan shall be developed through an integrated conservation design approach. Using a topographic base map, that may include aerial imagery (scaled no smaller than 1’= 200’). First identify and plot both the environmentally sensitive features of the subject property and the assets of the site. Then using this mapped environmentally sensitive features and the asset map, overlay the proposed Sketch Plan of the subdivision onto this base map. A digital file of this integrated Sketch Plan shall be submitted to the Director or designee.

2. The Sketch Plan shall include at a minimum the following information:
   a. The environmentally sensitive features and site assets identified in Sec. 4.2.C.1 above.
   b. The proposed open space area(s) and any area(s) with steep slopes, drainage and floodplain issues, perennial waters, and other valuable environmental assets; and
   c. The proposed building development areas including the proposed lot arrangement with tentative lot sizes identified; and
   d. The proposed access, roadway layout, and street improvements; and
   e. Make tentative proposals regarding the water supply system, sewage disposal, the defensible space of the subdivision boundaries based on a Fire Wise Plan and, if applicable, the wildland/urban interface; and
   f. Adjacent land ownership, including Federal or State lands, and existing land uses.

D. During the pre-application meeting, the subdivider/applicant makes known their intentions and the County staff provides informal guidance and direction as to areas of potential conflict with County Codes and Comprehensive Plan Goals and Policies, and details regarding platting procedures and requirements.

E. During this pre-application meeting, it may be determined that a change in zoning would be required for the subject land or part thereof, and in such case the subdivider/applicant shall initiate the necessary application request for rezoning. In the event that a change of zoning is
necessary, the *zoning* application and *subdivision* may be processed concurrently, but in no event will the *preliminary plat* be approved until the change of *zoning* is adopted by the *Board of Supervisors*.

F. If a *Comprehensive Plan* Amendment is required to accomplish what is being proposed, that amendment must be obtained prior to additional processing of the *subdivision* application.

**Section 4.3  Initial Preliminary Plat Application**

A. The *preliminary plat* shall be prepared through an integrated conservation design approach by or under the direction of a Professional Civil Engineer or a land surveyor registered to practice in the State of Arizona.

B. The information herein required shall be shown on the *preliminary plat*, which may be comprised of several sheets showing various elements, and may be shown graphically or by note on said plans. All mapped data for the same plat shall be drawn at the same standard engineering scale, said scale being not less than 200 feet to an inch (1" = 200'). Whenever practical, scales shall be adjusted to produce an overall drawing not exceeding 24" x 36" in size.

C. All *preliminary plat* applications shall comply with the submittal requirements as outlined on the County *Subdivision* Application and the required information and documents listed below; to be submitted along with the completed application and the required application fees.

1. An electronic copy of the *preliminary plat* and required supporting data.

2. A Title Report showing the current owner and a letter from the property owner giving authorization to process the application for the *subdivision* if the owner is not the *subdivider/applicant*.

3. Total *subdivision* acreage and overall dimensions (including lengths and bearings) of the *subdivision* boundary along with closure calculations in both print and electronic format. Individual *lot* lines and frontages shall be length-dimensioned.

4. The following identification and descriptive data shall be on the Plat:

   a. The proposed name of the *subdivision* and its location by section, township and range; reference by dimension and bearing to two (2) section corners and/or quarter section corners, and all *subdivision* boundaries.

   b. North point, small scale *vicinity map* showing relative location of the plat to adjacent roads or highways, scale, and date of preparation including dates of any subsequent revisions.
c. Name, contact information and Seal of Registered Land Surveyor and/or Civil Engineer preparing the preliminary plat and the Registered Civil Engineer designing project improvements therein.

5. The following existing conditions data shall be on the Plat:

a. Name, document number and/or book and page numbers of any recorded subdivision adjoining or having common boundaries with the proposed development.

b. Existing and proposed contours established by field survey or aerial mapping methods relating to NAVD88 vertical survey datum, or other datum approved in writing by the County Engineer or County Surveyor, to be shown on the same map as the proposed subdivision layout. Location and elevation of the bench mark used should also be shown on the project plans. Acceptable contour intervals are as follows:

i. for grades up to ten percent (10%), two (2) feet;

ii. for grades between ten percent (10%) to twenty percent (20%), five (5) feet;

iii. for grades over twenty percent (20%), ten (10) feet.

iv. identify all slopes between fifteen percent (15%) and twenty-five (25%) by a different shade and the disturbance intended for these slopes.

c. Contours shall be shown extending a minimum of one hundred (100) feet from beyond the external boundaries of the proposed development so to adequately reflect the character and drainage of the land.

d. Location by survey or aerial mapping methods of streams, lakes or other water features, including direction of flow and water level elevations, and location and extent of areas subject to inundation and whether such inundation is frequent, periodic or occasional. If any portion of the subdivided land is below the elevation of a locally determined or FEMA designated floodplain the floodplain, floodway, and area of inundation shall be shown. More specific Floodplain Regulations may be found in the Zoning Ordinance.

e. Location, widths and names of all existing public and/or private streets, roads, and highways adjacent to the plat as well as those providing legal access to the property.

f. Location of any (on-site) existing roads, structures, fences, existing improvements, railroad rights-of-way and other important features such as section lines, political subdivisions, or corporation lines.

6. The following proposed conditions data shall be on the Plat:

a. A Lot Statistical Table indicating the area and proposed use of all lots, parcels, and tracts within the subdivision; referenced by number and/or letter.
b. Information explaining the source of water, fire protection, sewage disposal, electric and telecommunication services, and refuse service. Statements as to the water supply and the type of wastewater facilities proposed for the development shall appear on the preliminary plat.

c. Street layout, including design cross section, preliminary curve data, curve lengths, grade, and proposed names of all roads, streets and highways in the proposed subdivision. Designation as privately maintained (preferred) versus offer for County maintenance in accordance with the Engineering Design & Construction Manual (EDCM). Typical cross sections to indicate thickness and type of surfacing and the thickness and type of base course as determined by the geotechnical/soils report subject to minimum thicknesses for County maintained roads. Refer to Chapter 7 & 8 herein and the EDCM for specific details.

d. The location for all lots, tracts, and easements indicated by number or letter and indicating their proposed uses and dimensions.

e. Designation of all land to be dedicated, provided, or reserved for public or semi-public uses, with use indicated.

7. If the subdivider/applicant is planning to plat the proposed development in phases it must be so indicated on their preliminary plat when submitted for technical review. If the subdivider/applicant later decides to phase the development, it may be necessary to re-submit for a second Technical Review Committee review.

8. List of specific waivers being requested.

9. A roster with the names and addresses of owners of property within 1,000 feet of the subdivision or to a distance determined by the Community Development Director if a wider noticing area is appropriate to reasonably notify surrounding property owners of the proposed subdivision.


13. A letter of “intent to serve” from appropriate water provider or proof of the ability to utilize individual or community water supply features. Include preliminary storage, distribution piping and fire protection methodology.
14. A report prepared by a Sanitary or Civil Engineer registered in the State of Arizona detailing the proposed method for handling wastewater and its effect on surface and groundwater. This report shall include the geological report and design report required for the ADEQ Approval for Sanitary Facilities for Subdivisions that will be submitted to ADEQ as part of the Final Plat process.

15. A Preliminary Open Space and Landscape Plan for all required open space and amenities, and required landscaping, revegetation and mitigation areas. See Chapter 4 of the Zoning Ordinance for more specific Landscape Plan details.

16. A Preliminary FireWise Plan and Weed Mitigation Plan; may be in a separate bound folder. Refer to Chapter 8 herein for more specific details.

17. A Preliminary Grading and Drainage Plan detailing cuts and fills for street, driveways and building pads for the subdivision.

18. A draft copy of the “Operation & Maintenance Plan” or Covenant, Condition and Restrictions, that indicates ownership and the mechanism used to adequately fund the maintenance of the open space area(s), roadways, stormwater management system, community water and wastewater systems; if applicable.

19. The subdivision fencing detail, if applicable, depicting the type of fencing being proposed; including elevations and general locations.

**Section 4.4 Technical Review Committee (TRC)**

A. Both the subdivider/applicant or authorized representative(s) and the project engineer shall attend the Technical Review Committee (TRC) meeting where the application is discussed.

B. The subdivider/applicant shall cause the necessary changes to be made to the plans, reports, and drawings based on the comments, discussion, and agreements at the TRC meeting.

C. These changes shall be made prior to resubmitting the revised material to the Director for review by the County and consideration by the Planning and Zoning Commission.

**Section 4.5 Preliminary Plat Resubmittal and Meetings.**

A. Resubmittal Material

1. The developer shall resubmit full-sized copies/sets of the preliminary plat and all other required or requested supporting data to the Community Development Director (see the County’s Submittal Requirement Checklist for the specific number of sets or copies).

2. The developer shall also submit an electronic/digital copy of each sheet/exhibit.
3. *Preliminary plats* that correctly contain all of the changes and information requested or required through the technical review process, as determined by the County, shall be scheduled for *Planning and Zoning Commission* meeting(s). Incomplete or incorrect resubmittals could cause delays in a *preliminary plat* being presented to the *Planning and Zoning Commission*.

4. Scheduling of the case for Commission hearing shall be determined by the Community Development Director and shall be dependent upon the completion of the Citizen Participation Plan if required, the completeness of data presented, Development Agreement if required, and other legalities that may be required if the *subdivision* involves rezoning and other land use exceptions.

B. Citizen Participation Plan (if applicable)

1. As a prerequisite to the Commission meeting(s) on a *preliminary plat* a developer may be required to conduct a Citizen Participation Plan including a “neighborhood meeting.” A Citizen Participation Plan shall be required for *subdivision* that:
   
   a. propose more than twenty (20) *lots*, or
   
   b. when *waivers* are being requested, or
   
   c. when the *lot* sizes may be smaller than required by the zoning district, including but not limited to, a conservation/cluster *subdivision*.

2. The Community Development Director may require a Citizen Participation Plan in other instances if determined necessary (i.e. size, location or complexity of a project). The purpose of the meeting would be to provide information to adjacent property owners and provide an opportunity for questions and concerns to be expressed.

3. A Citizen Participation Plan neighborhood meeting, when required, shall be held in a public location as close to the proposed development as possible. The *subdivider/applicant* shall submit documentation of the attendees and minutes of the meeting to the Community Development Director (refer to the Zoning Ordinance Chapter 5 for details).

C. Commission and Board of Supervisor Meetings

1. The Director shall cause the applicable public notification of the *Planning and Zoning Commission* meeting(s).

2. The *Planning and Zoning Commission* may hold a study session on a *preliminary plat* prior to the public meeting where the Commission shall consider the *preliminary plat* and the Community Development Department staff report and recommendations.

3. The Commission shall act as the advisory agency to the *Board of Supervisors*. The Commission may recommend approval, conditional approval, or denial of the plat. If the
Commission is to recommend approval, or conditional approval, said recommendation shall be based upon the plat’s conformity to all of the following findings:

a. That the proposed subdivision conforms to the goals, objectives and policies of the Coconino County Comprehensive Plan and its amendments.

b. That the design of the proposed subdivision will not cause damage to environmental features and will not present serious public health problems.

c. That the site of the proposed subdivision is physically suitable for the proposed type and density of development.

d. That the proposed subdivision is consistent with provisions and intent of zoning regulations applicable to the property.

e. That the proposed subdivision conforms with the standards set forth in this Ordinance and those outlined in the County Engineering Design and Construction Manual.

4. If the Commission finds that the preliminary plat requires revision, the plat may be continued pending revision, resubmittal, processing, and rescheduling for Commission recommendation. Preliminary plats needing only minor revisions may be submitted to the Board for consideration provided the revisions are noted both graphically and within the narrative of the Commission’s written recommendation to the Board.

5. If approved by the Board a notation of approval shall be stamped on two (2) copies of the plat, one (1) being returned to the subdivider/applicant and one (1) retained in the permanent file of the County.

6. If the preliminary plat is denied, the new filing of a plat for the same tract of land, or any part thereof, may not be refiled for at least six (6) month from the date of disapproval by the Board. The refiling of a plat shall follow the aforementioned procedure as a new application and shall pay a new filing fee.

**Section 4.6 Preliminary Plat Approval**

A. Significance of Approval. Preliminary plat approval by the Board of Supervisors constitutes authorization for the subdivider/applicant to proceed with preparation of the improvement (see Chapter 5 herein for details) and the engineering plans and specifications for improvements (see Chapter 7 and 8 herein for details). Preliminary plat approval is based upon the following terms:

1. Subject to the Basic Approval. The basic conditions under which approval of the preliminary plat is granted will not be substantially changed prior to the expiration date.

2. Expiration of Approval; Extension of Time. Approval of the preliminary plat is valid for a period of eighteen (18) months from the date of Board approval action. Preliminary
Preliminary plat approval may, upon written application to the Board by the subdivider/applicant, be extended for a specified time period if the subdivider/applicant is actively processing the Improvement. Additional extensions may be approved based on the Board’s review if in the opinion of the Board there is no change in conditions within or adjoining the preliminary plat that would warrant a revision in the design of the original preliminary plat and the County’s Zoning and/or Subdivision Ordinances or other development standards have not materially changed.

3. No Authority to Record. Preliminary Plat approval, in and of itself, does not assure approval of the improvement nor constitute authorization to record the plat.

4. Recordation of a phase of an approved preliminary plat does not give vested rights to the remainder or other expired phases of the preliminary plat, unless complete backbone infrastructure improvements and financial assurances are in place for the remaining phases. Creation of protected development rights must adhere to the requirements of Title 11, Chapter 9, Article 1 of the Arizona Revised Statutes. Time extensions that have been granted by the Board but have not yet expired on the remainder or other phases shall still be in effect.

B. Preliminary plat approval does not authorize the subdivider/applicant to construct roads or other improvements, begin site preparation and grading, or any similar such work unless authorized in writing by the Community Development Director and only after the following documentation has been obtained:

1. The County Engineer has approved the construction plans, engineer’s estimate and specifications for the proposed improvements, including but not limited to, roads, grading, utilities, drainage structures and facilities, and the firewise plan.

2. A Grading and Excavation Permit is issued before beginning any earth work.

3. Approvals to construct water and sewer facilities have been obtained from ADEQ, ADWR, and County Departments, as applicable.

4. All Financial Assurances have been submitted to, and accepted by, the County (see Chapter 8 herein for details).

5. Other pertinent permits from other required authorities have been obtained (e.g. AZPDES permits, encroachment permits, etc.).

6. See Section 5.2 for information relative to construction of improvements prior to or after final plat recordation.
CHAPTER 5. FINAL PLAT PROCEDURES AND REQUIREMENTS

Section 5.1 Improvement Plans and Final Plat Procedures

A. Following approval of the preliminary plat (Chapter 4) is the preparation and submittal of the subdivision improvement plans, final draft of the required reports, and the final plat. The improvement plans and reports for grading, roads, drainage, utilities and other related improvements must be submitted for review either prior to, or in conjunction with the final plat. Review and approval of the improvement plans and reports shall be completed by County staff in coordination with the appropriate agencies, districts, and utility companies. Approval of the final plat requires Board of Supervisor approval.

B. The final plat, improvement plans and reports shall be submitted to the Community Development Director.

Section 5.2 Development Options

A. There are two (2) development options related to the timing of the construction of the required subdivision improvements and the recordation of the final plat available to the subdivider/applicant.

B. Following the review and approval of all subdivision improvements plans and final reports, and after securing all permits, certifications and will serve letters from all agencies, utilities, and districts, the subdivider/applicant can choose one (1) of the two (2) development options to follow:

1. **Construction Followed by Final Plat**: With this option, construction of all required subdivision improvements precedes the approval and subsequent recordation of the final plat. The developer/applicant provides the required form of financial assurance and pays construction permit fees in accordance with Section 8.5. The County then issues a construction permit. All improvements and construction shall be inspected by the County Engineer for conformance with the approved subdivision improvement plans. The County Engineer will submit his or her opinion of the acceptability of construction and improvements to the Community Development Director prior to submission of the final
plat. Should the actual construction of improvements be found to be contrary to the improvement plans or contrary to good construction practices in the opinion of the County Engineer, the Community Development Director will recommend denial of the final plat.

2. **Final Plat Followed by Construction**: With this option, construction of subdivision improvements follows the recordation of the final plat. The developer/applicant provides the required form of financial assurance in accordance with Section 8.5 which guarantees construction of all of the required subdivision improvements. The Board of Supervisors approves and the developer/applicant subsequently records the final plat. The developer/applicant pays the construction permit fees and the County issues a construction permit for the subdivision improvements. In the event the subdivider/applicant fails to perform within the construction time period allotted by the Board, and after reasonable notice to the subdivider/applicant of default, the County may do or have done all work and recover all costs and expenses from the financial assurance instrument that are or will be incurred by the County.

**Section 5.3 Submittal Requirements**

A. **Document Submittal Requirements.**

1. **Utility Documentation.** The Subdivision Engineer shall submit a copy of the final plat and improvement plans to the utility agency or agencies, concerned with the installation of utilities within the subdivision for utility planning and review purposes. The Subdivision Engineer must state that utility service is to be underground; except those electric lines with a capacity greater than 12,500 KVA. A “will serve” letter from all of the respective utility companies and districts proposed to serve the subdivision shall be submitted to the Community Development Director; including water and sewer service provider if applicable.

2. **Covenants, Conditions & Restrictions (Deed Restrictions).** The subdivision deed restrictions (if applicable) shall be submitted to the Community Development Director for review as part of the final plat and improvement plan submittal package.

3. **Title Report.** The subdivider/applicant shall, at the time of filing the application(s) for the final plat and improvement plans, submit a Title Report, certifying that the subdivider/applicant has title for all of the land being subdivided. This may be the same title report submitted with the preliminary plat if said report is less than six (6) months old and there have been no changes.

4. **Filing Fees.** The subdivider/applicant shall, at the time of filing the application(s) for the final plat and/or improvement plans, pay the County the final plat application fee and/or improvement plan review and inspection fee, and the fee for recording the final plat and accompanying deed restrictions (see County Fee Sheet). If the recording fee is submitted
in the form of a check, it must be made payable to the Community Development Department.

5. **Engineers Cost Estimate & Financial Assurance Document.** Assurances conforming to the requirements set forth in **Chapter 8**, in the form acceptable to the County Attorney, and in the amount required by the County Engineer, based on the complete and approved applicant’s Engineer’s cost estimate, shall be deposited with the Community Development Director to guarantee construction of the required subdivision improvements (on-site and off-site).

6. **Commitment of Water Service.** The subdivider/applicant shall provide the documentation (written commitment) from the water provider that states they have the capacity and willingness to serve the subdivision with a water supply which meets all required system demands. If water supply is by individual wells, provide proof of legal authority to utilize such methodology (or community well). In circumstances where water is not available such shall be noted on the plat.

7. **Development Agreement.** If applicable.

**B. Improvement Plans & Reports.**

1. *Improvement plans* and the final version of all required reports may be submitted electronically and should reference or be submitted concurrently with the final plat for review.

2. A complete set of *improvement plans* and reports, prepared in compliance with the design standards of this Ordinance (**Chapter 7** and **Chapter 8**) and the latest adopted version of the Engineering Design and Construction Manual (EDCM), contents of the development agreement, all *preliminary plat* conditions, and any zoning conditions imposed by the Zoning Ordinance and/or the **Board of Supervisors** shall be submitted as one submittal package (see the County Submittal Requirement Checklist for the specific number of sets or copies to be submitted).

3. If the submittal is complete, the Director shall distribute the plans and reports to the appropriate County reviewing departments and agencies which shall make known to the Director their recommendations in writing.

4. It shall be the responsibility of the subdivider/applicant to submit the required *improvement plans and final plat* to the various utility companies serving the subdivision for their independent review.

**C. Final Plat Submittal.**

1. The final plat shall substantially conform to the approved preliminary plat, any special conditions of approval attached thereto by the **Board of Supervisors**, and the design standards of this Ordinance (**Chapter 7** and **Chapter 8**) and the EDCM.
2. *Final plats* shall be prepared by or under the direction of an Arizona-Registered Land Surveyor and must bear the seal and signature of that professional. In order to initiate the *final plat* approval process, the applicant shall file one (1) electronic copy and ten (10) paper copies of the *final plat* with the Community Development Director.

3. The *final plat* shall be filed with the Director at least thirty (30) working days prior to the regular meeting at which the applicant desires to be heard by the Board. Upon receipt of the *final plat* and supplemental materials outlined in Section 5.3 A and B above, the Director shall immediately review it for completeness and if the *final plat* is deemed not complete it will be returned to the subdivider/applicant. If the *final plat* is not in conformance with the *preliminary plat* or conditions attached thereto, it will be returned to the subdivider/applicant for compliance. If the *final plat* is complete and conforms to the approved *preliminary plat* and any conditions attached thereto, it will be transmitted to all reviewing departments and/or agencies.

4. If additional information or changes are recommended by any of the reviewing departments and/or agencies, a revised *final plat* must be submitted to the Director.

5. The *Final plat* will not be submitted to the *Board of Supervisors* for action until the *improvement plans* and final reports are approved.

### Section 5.4 Final Plat Form and Content

**A. Final Plat Form.**

1. The *final plat* shall be drawn, in black ink on mylar or other approved material that shall be reproduced in the form of blueline or blackline prints. Certificates, affidavits and acknowledgments shall be legibly stamped or printed upon the plat with black opaque ink. All signatures shall be signed in black waterproof ink.

2. The size of each sheet shall not exceed 24” x 36” in size, and shall include all affidavits, certificates and acknowledgments. If more than two (2) sheets are required, a key map shall be shown on the first sheet or on a separate sheet. Map size may be reduced to 18” x 24” upon approval of the Director.

3. A margin line shall be drawn completely around each sheet, leaving an entirely blank margin of two (2) inches on the left and one-half (½) inch for all other margins.

4. The plat shall be drawn to an accurate scale of not less than one (1) inch equals two hundred (200) feet.

5. The exterior boundary of the *subdivision* shall be indicated by a black border which has a heavier line weight than interior *lot* lines.

6. Each sheet shall be numbered, the relation of one sheet to another clearly shown, and the total number of sheets used shall be set forth on each sheet.
7. The subdivision name, scale and north arrow shall be shown on each sheet.

B. **Title Sheet.** Every final plat shall have a title sheet either as a separate page or if the size of a subdivision permits, the information prescribed below may be shown on the same sheet as the final plat.

1. A title, which includes the name of the subdivision and its location by Section, Township, Range, and County.

2. Below the title shall be a subtitle consisting of a general description of all the property being subdivided, by reference to subdivisions or to recorded document numbers.

3. Affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notarial seals required by law and by these regulations shall appear on the title sheet (see Section 5.4.D).

4. The basis of bearings needs to be shown on the title sheet of the final plat.

5. A vicinity map showing the proposed subdivision and surrounding subdivisions, with references to those adjacent subdivisions worded identically with original records including book and page or document recording numbers, whichever is applicable, and streets located within one-half (1/2) mile radius of the boundaries of the proposed subdivision shall appear on the title sheet.

6. Name, address, registration number, seal of the Arizona-Registered Land Surveyor responsible for preparing the plat, and the date of plat preparation.

7. Dedications: There shall be a statement of dedication of all right-of-way, alleys, drainage detention/retention basins and drainage ways, pedestrian/bicycle ways, equestrian trails and easements, and other easements for public use, including sanitation, utility, fire and other emergency related vehicles, executed by the person or persons holding title by deed to the lands, by persons holding any other title of record, by persons holding title as vendees under land contract, by spouses of said parties, lien holders and all other parties having an interest in the property. If land dedicated is mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written description of what is being dedicated or granted, to whom, and for what purpose. Signatures must be witnessed. The use of privately maintained streets is encouraged. If the plat contains private or privately maintained streets, provisions should be made for installation and maintenance of all street improvements, utilities and drainage ways. Easements shall be provided for purposes indicated, including refuse collection, fire and other emergency services.

8. Acknowledgment of Dedications: Execution of dedication shall be acknowledged and certified by a notary public.

C. **Final Plat Contents.** The final plat shall contain the following information:
1. The locations and names of streets; the center lines thereof, the courses, lengths, tangent points, radii and central angles, the total widths of each street right-of-way or easement line, and the width on each side of the center line, the width of the right-of-way being dedicated and the width of existing dedications, if any. Note: Final plats will not be approved before legal access has been obtained and the ability to provide physical access has been substantiated.

2. Scale (written and graphic), north point.

3. The location, width, and use of all pedestrian ways (including sidewalks as part of the street right-of-way, pedestrian pathways, and hiking trails) and how they are designated (private or public use).

4. The locations and dimensions of public or private open space areas and the net acreage, to the nearest one-hundredth (1/100) of an acre, contained therein. A description of common areas that may be reserved by deed restrictions and CC&R’s for the common use of the property owners in the subdivision.

5. The location, widths, and use of all existing easements to which the lots are subject, the date on which the easement was created, and the document recording number and/or Book and Page Number of the County Recorder's Records in which the easement appears. Easements for storm drains, sewers, water, utilities, and other similar purposes shall be denoted by broken lines. New or proposed easements being dedicated or granted shall be shown with adequate dimensioning on the plat and the use so indicated in the certificate of dedication.

6. Locations and widths of drainage easements. All drainage easements shall be shown on the plat and the limit of the floodplain if any portion of the land being subdivided is within the floodplain. No structure will be allowed in the easements that would obstruct drainage. The easement or right-of-way for major drainageways shall be granted drainage easements to the appropriate maintenance authority or dedicated right-of-way as determined by the County Engineer.

7. Location and widths of railroad rights-of-way.

8. Limitations on rights of access to and from streets and lots and other parcels of land.

9. Any remainder parcel(s) within or surrounded by the plat boundaries shall be noted as “Not a Part of This Subdivision” and shall be accurately described by bearings and distances. Proper street dedications adjacent to any proposed tracts or remainder parcels shall be provided by the subdivider by inclusion within the plat or by separate document noted on the plat.

10. Locations, widths and names of streets, and pedestrian ways adjacent to the proposed subdivision. Portions of any contiguous property between major road intersections shall not be excluded from the boundaries of the subdivision when needed or required for
dedication or improvement of any access, drainage, or flood control facility. Such areas may be indicated as excluded tracts after necessary dedications are shown.

11. Locations of boundary lines. The corners of the plat shall be located and tied to the monument lines of abutting streets; boundaries of the parcel(s) to be subdivided fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field.

12. The dimensions and net area of each lot shown in a list format on the appropriate sheet. No ditto marks shall be used. Sufficient data shall be shown to determine readily the bearing and length of each lot line. On lots containing one (1) acre or more, the final plat shall show net acreage to the nearest one-hundredth (1/100) of an acre and the total subdivision gross acreage.

13. Total number of lots, tracts and parcels, and the size (in square feet) of each lot, tract and parcel. All lots shall be numbered consecutively, commencing with the number "1", with no omissions or duplications. Exceptions: “tracts”, “parcels”, and private parks shall be so designated, lettered, or named, and clearly dimensioned. The use of tracts for recreation, utilities, cluster mail boxes, or similar uses shall be identified.

14. All dimensions in feet and decimals of a foot, to the nearest 100th. All distances shall be based on “ground” measurements and not “grid” or state plane distances.

15. The following surveying data:

   a. The radius, arc length and central angle of curves. If non-tangent show radial bearing or chord length and chord bearing.

   b. Suitable primary survey control points including section corners and survey monuments existing outside of the proposed subdivision.

   c. The location and physical description of all permanent survey monuments within the proposed subdivision.

   d. Ties to and names of adjacent subdivisions.

   e. Ties to any city and county boundary lines involved.

   f. Corners of the plat shall be noted and monuments found or set shall be indicated; two (2) separate corners of the subdivision shall be tied by bearing and distance to separate section corners.

16. Regulatory Flood Elevations (callout minimum finished floor elevation) on each lot that has any portion of the lot located within the floodplain. The elevation datum must also be noted.

D. Required Certifications, Signatures, and Final Plat Notes.
1. The following certifications are required on the plat; examples as to wording and form are available from the Community Development Department. Certifications shall be signed and either sealed and/or stamped as applicable.
   
a. Notary Acknowledgement Statement.

b. Surveyors Certification.

c. “Acceptance of Dedication”- a certificate for County authorities to accept dedication on behalf of the public for lands not covered in the dedication statement itself such as but not limited to open space areas.

d. Certificates from ADEQ for Approval of Sanitary Facilities for Subdivisions, this includes water, sewer and solid waste.

2. The following signatures are required on the plat; examples as to wording and form are available from the Community Development Department. Signatures shall be signed and dated, and if applicable attested.

a. Conveyance and Dedication Statement.

b. County Approval Signature Block (BOS, Clerk, Community Development Director, County Engineer).

3. The following notes may be required on the plat; examples as to wording and form are available from the Community Development Department.

a. Covenants, Conditions & Restrictions (Deed Restriction) information; recording cross-reference information.

b. Coconino County Recorder Block (must be on title page).

c. Easement statements, typical notes, and list of disclosures clarifying what entity the easements are granted to, for what purpose, and the maintenance responsibility, if applicable.

d. A statement shall be noted on the plat if the plat was approved as either a “conservation subdivision” or a “cluster subdivision” declaring that the tracts of open space shall remain as open space in perpetuity; include the total number of lots and the minimum lot size (sq.ft.) as approved by the Board.

e. The subdivision has no community water system and drinking water may be provided on individual lots with on-site drinking water tanks.

f. The method of US Postal Service mail delivery to the lots within the subdivision.
Section 5.5 Final Plat Approval Process

A. Final Plat Submittal.

1. The Community Development Director shall place the final plat on the next available regular agenda of the Board of Supervisors for review and action only after the following has been accomplished and/or received:

   a. All improvement plans, documents and final reports have been approved by the County Engineer and appropriate agencies, and

   b. Receipt of letters from all involved utility companies approving the improvement plans or actual installation of the improvements and confirming the availability of services, and

   c. All required certifications from those applicable Federal and State agencies have been received, and

   d. All certifications and approvals from all County agencies have been received, and

   e. Any drainage or other restrictive covenants have been signed, notarized and received from the developer, and

   f. Properly executed financial assurances have been provided and approved by the County (either for construction of improvements and/or assurances for warranty of improvements and restoration, depending upon options outlined in Section 5.2 herein), and

   g. Notification and a request for Board of Supervisors action is received by the Community Development Director from the County Engineer, and

   h. Proof of payment of all taxes due and payable to the Coconino County Assessor’s office.

   i. Two (2) original mylars, bearing the signatures of the owner or owners and duly acknowledged, have been received by the Community Development Director.

2. The Board shall approve the final plat if the following criteria are met:

   a. That the final plat substantially conforms to the approved preliminary plat or portion thereof.

   b. That all conditions required by approval of the preliminary plat have been met or satisfactorily guaranteed.

   c. That all improvements required by this Ordinance and those of the EDCM have either been properly installed and the financial assurance for the warranty period have been
received or the financial assurances for both the subdivision improvement construction and warranty period have been received.

d. The Board may accept or reject offers of dedication and maintenance of any facility depending upon adherence to County standards.

3. Upon approval of the final plat by the Board all of the County signatures required on the final plat shall be obtained by the Community Development Director.

B. Recordation.

1. In addition to the original mylar copies of the final plat submitted for recordation, applicants are required to submit the following digitally:

   a. Digital files should be submitted in AutoCAD or other approved computer aided drafting (CAD) software format with a digital survey plan submission form or directly to the Geographic Information Systems Department via e-mail as explained in the Digital Submission Requirements Document.

   b. The digital files should be named according to naming conventions explained in the submissions document.

   c. The CAD file should only have those layers as listed in the submission document.

   d. There shall be an indication of whether the submission is tied to control and to which control.

2. Prior to the recordation of the final plat and the deed restrictions the Subdivision Engineer shall certify either that:

   a. the subdivision has been monumented in accordance with the approved final plat and all lot closures, boundary closures, and centerline loop closures have been transmitted to the County Engineer; or

   b. that all interior corners have been set upon completion of improvements. Other monuments that have not been set at the time of recordation of the Final plat shall be included in the financial assurance instrument.

3. Whenever any part of a subdivision is subject to a lien for taxes or special assessments collected as taxes which are not yet payable, the final plat shall not be recorded until the owner or subdivider executes and files with the County Treasurer a cashier’s check to insure to the benefit of the County an amount commensurate to all aforementioned taxes and/or special assessments. The owner or subdivider shall provide a zero balance due document from the Treasurer to the Community Development Director.
4. The Community Development Director shall transmit the final plat, deed restrictions, and recording fees to the County Recorder’s Office for recording. One (1) recorded copy of the mylar shall be retained by the Community Development Department.
CHAPTER 6. ADMINISTRATIVE AND MINOR PROCESSES

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CHAPTER 6: ADMINISTRATIVE AND MINOR PROCESSES

Section 6.1 Overview of Administrative Process

A. Any land division, minor subdivision or corrective replat, where a zoning change is not sought or required may be reviewed and/or approved administratively and shall proceed through the following steps.

1. Application
   - Staff and subdivider/applicant meet to discuss the proposed land division, minor subdivision or corrective replat, the administrative process, and the required application materials.

2. Administrative / Entities Review
   - Completed County application submitted by subdivider/applicant (see Application(s) for specific details).
   - Staff, agencies and utilities if needed review project and submit comments to subdivider/applicant.

3. Improvement Plans, Legal Drawings & Documents
   - Submittal of legal drawing and/or final plat, and if applicable, improvement plans and engineering reports.
   - Submittal of documents, CC&Rs (if applicable), Title Report, fees, written commitments, and if applicable, Cost Estimate and Financial Assurance.
   - Review and approval of legal drawing/plat, plans, and reports.

4. Approval, Recordation, Construction & Warranty
   - Approval of Final Plat by Board of Supervisors if required.
   - Recordation of land division, minor subdivision or corrective replat by the subdivider/applicant.
   - Construction of improvements; submittal of test results and As-Built Plans; if applicable.
   - Start of warranty period after County acceptance; if applicable.

B. If a submittal is determined to be incomplete or inaccurate the subdivider/applicant shall be required to complete and/or correct the information before the “official” administrative review period may begin.

C. The administrative process for staff and/or agency review to be completed is thirty (30) days starting after the Director has determined the application submittal to be complete for a land division and sixty (60) days for all other administrative applications, unless otherwise noted or as required by Arizona Revised Statutes.
D. The Community Development Director shall provide for the administrative review of these application(s), as outlined in the following sections of this chapter, with the Director’s decision being based on the application meeting the delineated requirements and any conditions that may be imposed.

1. If the Director determines that the proposed application meets state statutes and the requirements of this Ordinance for the specific application, an official approval shall be issued with the applicant being notified in writing of the specific decision and any additional conditions or requirements, if applicable.

2. If the Director determines that the proposed application does not comply with state statutes and/or the minimum requirements of this Ordinance, a letter of denial shall be issued.

E. Appeals of any conditions of approval and/or denial of the application may be appealed to the Board of Supervisors. An appeal must be filed within thirty (30) days of the Director’s decision on the application.

F. No building permit(s), certificate of occupancy, or use permit will be issued until all conditions of approval are met. Any off-site improvements shall be completed and the work accepted by the County Engineer or designee before building permits are issued, unless the subdivider/applicant provides construction financial assurance.

**Section 6.2 Land Divisions**

A. The provisions of this section shall apply to all land divisions, as defined by this Ordinance, proposed for property located within Coconino County.

B. The adjustment of property lines between adjacent legally recorded lots or parcels in a subdivision is not considered to be a land division; but rather a corrective replat or a replat (refer to Section 6.4 herein).

C. A meeting with the Community Development Director or designee is recommended prior to preparation of the land division application. The application form, obtained from the Community Development Department, outlines the specific information and materials to be submitted along with the application and the processing fee. In addition, the following information shall also be included as part of the application submittal:

1. A legal description of the existing parcel.

2. A drawing or sketch plan showing the proposed land division; prepared by an AZ Registered Land Surveyor. The drawing or sketch should be fully dimensioned and prepared at a scale that maintains legibility (minimum of 8.5” X 11” but shall not exceed 24” x 36” in size). The scaled and dimensioned drawing or sketch plan shall show the following information.
a. The boundaries of the original parcel prior to the Land Division.

b. The proposed parcels showing the property boundary lines, land area of each proposed parcel in square feet or acreage, parcel width, and all existing and proposed easements for each parcel.

c. The rights-of-way adjacent to or within the property and the legal access to all proposed parcels, indicating if the access is a street (public and/or private) or an easement (public and/or private). Right-of-way and access easements shall be a minimum of 30 feet in width, a minimum 25-foot radius turnaround shall be provided at the end of each right-of-way or access easement over 150 feet in length.

d. The locations and dimensions of any existing structures on the site.

e. The setbacks of existing buildings from existing and proposed property lines.

f. Whether there is shared use of facilities between properties and a copy of any easement agreement or other legal document that permits the use of the shared facilities.

3. Documentation of the land division history of the parcel, such as but not limited to, Assessor’s maps and records, deeds, a title history search, or any other information that would credibly show the number of land divisions that have occurred from the original parcel.

D. The Director shall approve a land division if the parcels meet the minimum zoning requirements, the applicant demonstrates legal and physical access, and the applicant reserves the necessary utility easements to serve each parcel. However, if a Land Division doesn’t meet one or more of the criteria then the County may only approve the land division if the applicant provides an acknowledgement signed by the applicant confirming that no building or use permit will be issued by the County until the parcel has met all requirements. The Director may deny the application based on the following findings:

1. The land division would result in or constitute a subdivision, as defined in the Glossary of this Ordinance.

2. The parcels resulting from the land division would not meet all of the requirements of the Zoning Ordinance

3. Access to the proposed parcels would not be both legal as well as physically traversable by a two-wheel drive passenger motor vehicle and would not grant all necessary access to service and emergency vehicles, as required by the Zoning Ordinance.

4. The location of any existing building on any parcel resulting from the proposed application would not remain in compliance with the building setbacks per the applicable zoning in place at the time the existing building was constructed.
5. Any off-site access, through state, federal or other private property, necessary to traverse in order to reach the boundaries of the applicable property, has not been secured nor has a copy of a legal instrument(s) approving such access been included in the application.

E. If the Director determines that the proposed land division complies with all of the requirements outlined in Section 6.2 D above, the Director may approve the land division administratively; in which case the following information shall be transmitted to the County:

1. The subdivider/applicant shall submit to the Director, or designee, a digital submission of the land survey map, legal descriptions of the proposed parcels, and legal descriptions for all easements (including access, utility and drainage easements) prepared by an AZ Registered Land Surveyor; and

2. If access infrastructure or other off-site improvements are required, those specific required improvements shall be so noted on the survey map for the land division along with the statement that a complete set of improvement plans, prepared by an Arizona registered civil engineer, for the construction of the required improvements must be approved prior to the submittal for any building permits. These plans shall be prepared and the improvements constructed per the requirements outlined in Chapter 7 and 8 of this Ordinance and the Zoning Ordinance as applicable. Access right-of-way and easements shall be constructed with a minimum 20-foot wide all-weather surface capable of supporting a 42,000-pound emergency vehicle, as permitted by the Community Development Engineering Division.

3. A Land Division Permit shall be issued to the subdivider/applicant together with an approved copy of the land division map.

4. Both the Land Division Permit and the approved survey map shall be recorded at the County Recorder’s Office by the subdivider/applicant or a process approved by the Director.

5. Recordation must occur within six (6) months of approval by the Director, or approval shall lapse and become void.

6. No building permits shall be issued by the County until such recording has occurred and all infrastructure improvements have been completed.

F. Compliance with County ordinances and regulations not reviewed as part of the land division review process will be determined at the time of application for permits.

Section 6.3 Minor Subdivision

A. The provisions of this section shall apply to all minor subdivisions, as defined by this Ordinance, proposed for property located within Coconino County.
B. A meeting with the Community Development Director or designee is required prior to the submittal of the minor subdivision application.

C. The Director may provide for the administrative review of the proposed minor subdivision so long as the application conforms to all of the following requirements:

1. The design of the minor subdivision complies with the goals and policies of the Comprehensive Plan.

2. No change in zoning is required or requested for the proposed minor subdivision subject parcel.

3. The minor subdivision is not part of a master planned community, land division, or other subdivision larger than ten (10) total parcels.

4. No waivers are requested from the Engineering Design and Construction Manual, or Subdivision Ordinance or variances from the Zoning Ordinance; except for those waivers as listed in Section 2.2 D of this Ordinance. If the waivers delineated in Section 2.2 D are denied by the Director, the application will need to be processed through the preliminary stage as outlined in this Ordinance, rather than through the administrative review process.

5. The subdivider/applicant complies with any and all conditions of approval attached to the administrative approval by the Director.

D. The application form, obtained from the Community Development Department, outlines the specific information and materials to be submitted along with the application and the processing fee. In addition, the following information shall also be included as part of the application submittal:

1. All of the information required on a final plat as outlined in Section 5.3 of this Ordinance

E. Upon receipt of a complete application, the Community Development Director may review the application and final plat or schedule the minor subdivision for review by the Technical Review Committee (TRC); if determined necessary due to the size of the subdivision or complicated site issues.

F. The Director shall recommend approval or denial of the minor subdivision based on the comments from the TRC review, if applicable, and whether the application meets all of the following findings:

1. That the proposed minor subdivision conforms to the goals and policies of the Comprehensive Plan and its amendments; and

2. That the design of the proposed minor subdivision will not cause undue damage to environmentally sensitive features and will not present serious public health problems; and
3. That the site of the proposed minor subdivision is physically suitable for the proposed type and density of development; and

4. That the proposed minor subdivision is consistent with provisions and intent of zoning regulations applicable to the property; and

5. That the proposed minor subdivision conforms with the improvement and design standards set forth in this Ordinance.

G. The Community Development Director shall notify the applicant, in writing, of the administrative decision and any additional requirements and/or conditions for the minor subdivision. If the Director cannot make the findings, the applicant may resubmit the application under the standard subdivision review process as outlined in Chapter 4 herein.

H. If the minor subdivision is recommended for approval by the Director, the final plat will be processed as outlined in Chapter 5 herein, and will be included on the consent item agenda on the next available Board of Supervisor’s meeting.

I. Compliance with County ordinances and regulations not reviewed as part of the minor subdivision review process will be determined at the time of application for building permits when more detailed information is provided on the proposed development.

Section 6.4 Modifications to Final Platted Subdivision

A. Corrective Replat

1. A Corrective Replat shall be processed in accordance with the application form and fee schedule, obtained from the Community Development Department. Any recorded subdivision plat may be administratively corrected to:

a. Correct an error in any course or distance or other necessary item that was omitted

b. Correct a drafting, graphic, technical or similar-type of error

c. Combine or reconfigure ten or fewer parcels so long as the lot line adjustment(s) does not:

   i) Change the external subdivision boundaries;

   ii) Increase the number of parcels;

   iii) Create a substandard parcel(s);

   iv) Create changes to utility easements, right of ways, open space, or the access thereto from the reconfigured parcels.
d. Reduce a platted setback which exceeds Zoning Ordinance setback requirements. The reduced setback shall not be less than the Zoning Ordinance required setback for the Zoning District.

B. Minor Replat

1. A Minor Replat shall be processed in accordance with the application form and fee schedule, obtained from the Community Development Department. The following changes to a recorded final subdivision constitute a Minor Replat:

   a. Combine or reconfigure more than ten parcels so long as the lot line adjustment(s) does not:

      i. Change the external subdivision boundaries;

      ii. Increase the number of parcels;

      iii. Create a substandard parcel(s);

      iv. Create changes to utility easements, right of ways, open space, or the access thereto from the reconfigured parcels.

2. Minor Replats will be processed as outlined in Chapter 5 herein, and will be included on the consent item agenda on the next available Board of Supervisor’s meeting.

3. Minor Replats, processed in compliance with this Ordinance and approved by the Board, upon recordation, shall thereafter be titled “Minor Replat of ____.” Subsequently, if additional replats are proposed, the successive replats shall be titled in numerical sequence.

C. Amended Final Plat.

1. Any change to a recorded final subdivision plat other than modifications authorized by subsections (A) (Corrective Plats) or (B) (Minor Replats) shall require the submittal of an Amended Final Plat to be processed in the same manner as a new subdivision in accordance with Chapters 4 and 5 of this Ordinance.

2. Typical changes requiring an Amended Final Plat include, but are not limited to:

   a. Relocation of any roadway right-of-way line

   b. Relocation of any easement line or change in easement use

   c. Changes in any subdivision improvements

   d. Changes in the amount of land reserved for public use or the common use of parcel owners
e. Changes in the designation of roadways as “public” or “private”

f. Changes in subdivision boundaries

3. Amended Final Plats, processed in compliance with this Ordinance and approved by the Board, upon recordation, shall thereafter be titled “Amended Final Plat of ____.” Subsequently, if additional Amended Final Plats are proposed, the successive plats shall be titled in numerical sequence.

Section 6.5 Abandonment of Recorded Subdivision

A. Pursuant to provisions of A.R.S. Title 28, Chapter 20, Article 8, the abandonment of all or part of a recorded subdivision may be initiated by submitting an application for abandonment/reversion, and the application fee, with the Community Development Director. The application shall be signed by all owners of real property in said subdivision requesting abandonment of the streets, alleys and easements and giving the legal description and recording information thereof.

B. Within sixty (60) days upon receipt of a completed application for abandonment and after public notification pursuant to the Zoning Ordinance, the Planning and Zoning Commission shall conduct a public hearing for recommendation to the Board.

C. The Board of Supervisors shall conduct a public hearing to determine:

1. That said abandonment and/or reversion of acreage is in the interest of the general welfare of Coconino County, and

2. That said abandonment and/or reversion of acreage would not unduly inhibit access to adjacent properties by emergency vehicles, the public-at-large, nearby property owners and public utilities or affect adjoiners dependence on constructed infrastructure or utilities; and

3. That said abandonment and/or reversion of acreage would not eliminate public access ways which may be presently in uses or desirable for future use; and

4. That the subdivided lands to revert to acreage are under one contiguous ownership.

D. Whenever abandonment is approved for publicly owned right-of-way, the County shall convey said right-of-way to adjacent property owners in an equitable manner. Zoning for abandoned rights-of-way shall be the same as the properties to which they are conveyed.

E. In the case where parcels within a subdivision or the entire subdivision is abandoned the subdivided lands shall revert to acreage subject to utility easements for existing facilities.
F. After approval of the abandonment of the rights-of-way and easements, and/or the reversion to acreage by the Board of Supervisors the following shall be recorded with the County Recorder’s Office:

1. The abandonment Resolution

2. Any required deed(s) of conveyance.

3. A record of survey showing all lands approved for reversion to acreage, deed references to resolutions, right-of-way abandonment instruments, easements, and showing the subdivision removed from official maps.

G. If abandonment of a street, alley or public utility easement or other recorded easement in a previously recorded subdivision is necessary, either a replat of that area or a certificate of correction, as determined by the Community Development Director, shall be processed concurrently with the abandonment and recorded immediately subsequent to the recordation of the abandonment.

**Section 6.6 Condominium Conversions**

A. Conversions from an existing multi-family development, apartment, or non-residential building to a condominium with individual ownership of the airspace within the units and common ownership of the grounds and amenities may be processed as outlined in Section 6.3 above as a minor subdivision.

B. All condominium conversions shall comply with the provisions of the County Building Codes and the Zoning Ordinance.

C. In order for the condominium subdivision application to be considered complete, the developer shall provide to the County any plans, specifications, and/or analysis needed to show that the proposed conversion to a condominium product is in compliance with this Ordinance and the County Zoning Ordinance, including but not limited to grading plans, site plans, floor plans, elevations, and improvement plans.

D. The final plat for the condominium subdivision shall provide a dimensioned location of all buildings, the manner in which the airspace is to be divided in conveying the condominium, show all common property as tracts, and the designation of parking spaces for each unit, if applicable, shall be clearly defined.
CHAPTER 7: DESIGN STANDARDS

Section 7.1 General Requirements

A. All public and private improvements shown on the final plat and the improvement plans, and any additional improvements that may be required by the Board of Supervisors (BOS) as a condition for approval of the final plat, shall be the responsibility of the subdivider/applicant to construct unless otherwise approved by the Board. However, at the time the streets, highways, bicycle facilities or other ways are fully completed in accordance with the approved plat and written specifications made by the BOS, the County shall accept those improvements into the County maintenance system within one year of completion.

B. Land which is subject to periodic flooding, land which cannot be properly drained, land which has unstable soils or slopes, or land which is otherwise unsuitable for residential, commercial, or industrial uses shall not be subdivided without engineered mitigation. The Board of Supervisors may approve the subdivision of such land upon receipt of evidence, including subdivision construction assurances satisfactory to the Community Development Director, and in accordance with Chapter 8, that the construction of specific improvements will render the land suitable. The construction of subdivision improvements shall not commence until after improvement plan approval, and appropriate financial assurances have been secured to the satisfaction of the County Engineer, Community Development Director, and in accordance with Chapter 8.
C. Any contiguous property owned by the subdivider/applicant shall not be excluded from the boundaries of a subdivision when needed or required for traffic, drainage or flood control facilities for the contiguous subdivision.

D. Commercial and industrial subdivisions shall be designed in a manner so that the surrounding land uses are considered; sufficient access is provided; and adverse impacts buffered. In addition, the following standards shall apply to commercial and industrial subdivisions:

1. Commercial and industrial lots that back up to an existing or designated residential land use shall be designed with extra depth to accommodate the Zoning Ordinance required landscaped buffer strip adjacent to the common property line to mitigate potential noise and/or any adverse visual effects to the residential neighborhood from a permitted commercial or industrial use.

2. Privately maintained street right-of-way and pavement design shall be adequate to accommodate the type and volume of traffic anticipated to be generated by the development. Streets offered to the County for acceptance into the maintenance program shall be designed with strict accordance with the Engineering Design and Construction Manual (EDCM).

Section 7.2 Open Space and Landscape Standards

A. General Requirements.

1. The amount of required open space for subdivisions choosing to develop under the conservation and/or cluster subdivision methodology and standards shall be as prescribed in Chapter 3 of this Ordinance and shall be calculated upon the gross acres of the subdivision.

2. Open space areas within a conservation and/or cluster subdivision should be designed in such a manner as to be easily accessible to all lots to the maximum extent possible and the public if required.

3. All required open space should be located within identified tracts rather than located on individual lots. Vacant lots, undeveloped lots, and medians shall not be considered as open space for the purposes of meeting the open space requirements.

4. Open space tracts will be owned by a Property/Home Owners Association (P/HOA) unless otherwise dedicated to and accepted by a public entity or private land trust. An ownership mechanism such as an improvement district may be established by the subdivider/applicant to provide for the long-term maintenance responsibilities of these areas; unless otherwise provided for in some other approved manner.

5. Improvement of the open space, landscaping, and amenities shall be the responsibility of the subdivider/applicant and shall be part of the subdivision improvements. The open space area(s) may be used for a variety of purposes such as, but not limited to,
recreational facilities, stormwater facilities, and/or left natural in the case of environmentally sensitive features.

B. Specific Open Space Standards.

1. Existing water features, drainage ways, and detention basins shall qualify as open space if they are incorporated as or into the large open space design of the subdivision in their historic unaltered location as designated open space tracts. Any engineered alterations or improvements, as determined necessary for flood prevention purposes by the drainage report, shall be constructed with/of natural materials and done in a manner that leaves the water feature, drainage way, or basin with a natural appearing character (not ditch-like in design).

2. Steep slopes shall qualify as open space if left undisturbed. The subdivision design should connect these slope areas to the overall open space system as an amenity for all lots to visually, if not physically, enjoy whenever possible.

3. Important habitat such as grass meadows and wildlife corridors shall qualify as open space when retained in their open and natural character. These natural areas should be connected to the larger open space system of the subdivision and, if applicable, connected to other such natural areas adjacent to but outside of the subdivision. Minimal improvements such as, but not limited to, passive walking trails and wildlife viewing stations may be permitted as an amenity.

4. Trails or multi-use paths may be required in some open space areas if deemed appropriate by the Board of Supervisors, or the Director (for administrative approvals).
   a. If a trail listed on the Flagstaff Urban Trails System (FUTS) Master Plan passes through a subdivision project, the developer shall provide a corridor for the trail and construct the segment of the trail consistent with the FUTS design guidelines, or as directed by the Coconino County Parks and Recreation Department.
   b. Connections and/or access to the National Forest, County Natural Areas (CNA), nearby trails such as those in the Flagstaff Area Open Spaces and Greenways Plan (FOSGP), other plans, or other such public lands should be considered when designing the open space area(s) of any subdivision when such areas and/or trails are present or planned and adjacent to or within close proximity of the subdivision. Trail related improvements and amenities such as a connector trail(s), a trailhead, or improved access points within the subdivision to the greater trail system may be credited against the open space requirements and be included in calculations for bonus densities (refer to Chapter 3 herein). Access to public lands will not be restricted or obstructed, and accessible to the public.
   c. The location of any corridor, trailhead, or access point(s) to the greater trail system shall be in locations and designed in a manner acceptable to the County and or USFS.
d. Trails within a subdivision shall be placed in a “tract” and maintained by a P/HOA unless the open space and/or trail has been accepted, by the County, into the County park system for maintenance responsibilities. Dedication of a trail and/or trailhead to a local land trust, established for the purpose of trail development and maintenance, may also be acceptable. Any neighborhood parks and those portions of an individual development’s open space system should be developed adjacent to these larger regional areas, whenever possible, to provide linkages to the greater open space areas.

e. Vehicular access and parking shall be accommodated at a designated trailhead where determined to be appropriate and where feasible. Signage (wayfinding), public facilities, and limited public services, if permitted by the Zoning Ordinance, may be included in the design of a trailhead.

5. Installation of the required landscaping shall be in accordance with the landscape regulations of the Zoning Ordinance.

C. Specific Fencing Standards.

1. Any proposed subdivision fencing along the perimeter boundary of the subdivision or along open space areas within the subdivision shall be indicated on the preliminary plat and approved by the Board of Supervisors.

2. Fences along roadways, within wildlife movement areas, wildlife corridors, and within open space or environmentally sensitive feature areas shall be designed to allow for safe wildlife passage by having no fences or adhering to the current AGFD Wildlife Compatibility Fencing Guidelines. Roads that affect wildlife movement areas and corridors shall be equipped with advisory signage or other safety measures to alert the driving public to the satisfaction of the County Engineer.

3. Information on the removal or modification of existing barb wire fencing shall be required as part of the preliminary landscape and open space plan with the intent being to follow the AGFD Wildlife Compatibility Fencing Guidelines that allow for wildlife passage while still containing livestock and/or protecting subdivided property from intrusion by livestock.

Section 7.3 Fire Wise Design

A. To reduce the risk of wildfire damage and loss of property, life, and habitat in Coconino County all subdivisions shall be required to prepare a Preliminary Fire Wise Plan on a subdivision wide basis to be implemented as part of the subdivision improvements.

B. If used, all subdivision CC&R’s shall be required to contain language that addresses Fire Wise practices, including but not limited to, rules or regulations on specific vegetation, construction materials, and the property owners responsibilities.
C. If used, the subdivision CC&R’s shall address the following Fire Wise concepts at a minimum:

1. The individual property owner’s responsibility for the installation of Fire Wise landscape and vegetation management on their property.

2. Prohibition of certain construction materials that are not considered to be “Fire Wise-friendly.”

3. The property owner’s responsibility to adhere to Fire Wise practices within the following “home-ignition zones”:
   
   a. Home Zone - the home itself and within 5 feet of the foundation,
   
   b. 5 feet - 30 feet - includes decks, fences, out-buildings, and provides defensible space for fire suppression equipment in the event of an emergency,
   
   c. 30 feet - 100 feet - include fences, out-buildings, and provides survivable space in the event of a fire.

D. All subdivisions, regardless of type or density, shall be encouraged to provide for fire protection through either a fire district or association.

Section 7.4 Access Requirements

A. Every subdivision (residential, commercial and industrial) with more than 30 lots shall have at least two (2) separate and distinct access points both of which shall be improved and continuously maintained from the subdivision to a road maintained by an acceptable private entity, district, County, State, or Federal agency. A waiver for this may be requested through the Board of Supervisors. The improvement width and design of the access road(s) shall be in accordance with the EDCM unless privately maintained. U.S. Forest Service (USFS) roads are not considered as adequate access, unless approved as such by the Forest Service and a permanent written easement from the Federal Government is obtained.

B. Every lot shall have frontage onto an improved right-of-way that meets the road standards found in the EDCM if publicly maintained. Private roads or privately maintained roads may provide frontage to lots if the development is approved by the County Board of Supervisors with said roads. All private and privately maintained roads shall allow for emergency service and utility access.

C. Access shall conform to Access Management Guidelines in the EDCM.
**Section 7.5 Street Location and Arrangement**

A. The street pattern in the subdivision shall not cause adjacent properties to be landlocked or preclude access to public land. Certain roadway alignments, as determined by the Community Development Director or designee, may need to be extended to the subdivision boundary to provide future connections with adjoining unsubdivided or public lands. The street and multi-use path pattern shall be designed for efficient traffic flow, ensure community connectivity and provide adequate access to open space and public lands.

B. Streets shall be so arranged in relation to existing topography as to produce desirable lots of maximum utility, streets of reasonable gradient, and the facilitation of adequate drainage.

**Section 7.6 Street Design Standards**

A. **Subdivision Road Policy**: The intent of this policy statement is to define the policies Coconino County will adhere to when considering dispositions, dedications, establishment, and maintenance for various types of new subdivision roads created within the unincorporated territory of the County.

1. No road fund labor, equipment or material shall be used on roads that have not been established, statutorily dedicated, accepted, and approved for maintenance through Board of Supervisor’s acceptance into the maintenance inventory.

   Use of private and privately maintained local and minor collector roads are encouraged. Provisions for density bonuses are included for developments that utilize these types of roads (see Chapter 3). Major collector roads and arterials shall be designed and constructed in conformance with the EDCM and meet the requirements for inclusion into the County road maintenance inventory as outlined herein unless under the auspices of the State Route or Interstate system which are governed by Arizona Department of Transportation regulations.

   Road classifications in Coconino County are local roads, major and minor collector roads, and arterials. Application of use of the various classification categories is outlined in their respective definitions herein.

2. Road right-of-way must be established and statutorily dedicated and accepted by the Board of Supervisors as right-of-way held in trust for public use by the County for publicly maintained roads.

3. **County Maintained Roads Requirements**. All roadway and drainage improvements, dedicated to the public and accepted for maintenance into the County road inventory shall be designed and constructed in strict accordance with Subdivision Roads Standards contained in the County EDCM as adopted by the Board of Supervisors. All design and construction costs shall be borne by developer. Roads shall comply with structural section design parameters described in the EDCM, and during construction, shall be
continuously inspected by county inspectors which shall be funded entirely by the developer, owner, or subdivider.

4. **Private and Privately Maintained Roads Requirements.** The intent of the use of private and privately maintained roads is to allow for creativity of design of roadways which do not necessarily conform to the County EDCM, yet are designed and constructed in accordance with adequate engineering, geotechnical and construction methods which result in a safe travelling environment for their users.

Private and Privately maintained roads can lie within rights-of-way dedicated to the public yet not accepted by the County. They can also lie within private and privately owned parcels or tracts, or land encumbered by road easements.

All newly constructed private and privately maintained roads should be equipped with facilities for safe pedestrian or multi-modal use and shall provide for emergency vehicular use.

5. Typical funding mechanisms used for privately maintained roads include but are not limited to Community Facilities Districts, Road Associations, Road Improvement Maintenance Districts, and P/HOAs.

B. **General Design.** The specific design of all public roads within and pertinent to the subdivision shall conform to the specific standards for the “road type” established by the EDCM and this Ordinance in order to be considered for acceptance into the County maintenance program.

1. Local streets within the subdivision are encouraged to be privately maintained and designed with curb-separated sidewalks, separated multi-use paths and/or widened shoulders to meet the safety needs of the pedestrians and cyclists and to enhance the streetscape.

2. Privately maintained roads may adopt an alternative design to vary the number of drive lanes, narrow the width of drive lanes, or alter other design aspects provided the public’s safety is assured.

3. If the typical roadway drainage ditch shown in the EDCM proves to be inadequate for drainage on the specific site due to topography reasons the County Engineer may approve an altered drainage ditch size based on the drainage report for the specific project or roadway.

4. All roads constructed in Coconino County shall be capable of transporting fire and other emergency vehicles (regardless of any waivers that may be granted). All roads, including emergency access, must have all-weather capability, a minimum fourteen (14) feet of overhead clearance, and a twenty (20) foot or wider surface capable of supporting vehicles weighing 42,000 pounds or more.
C. **Private Streets.** Where privately maintained streets are utilized, such streets shall be placed into specific “street tracts” of land or dedicated to the public yet not accepted by the County, or approved roadway easements. Statements shall be contained on the *plat* and in the Deed Restrictions that those streets are declared private or privately maintained subject to the tract, unaccepted dedication, or easement authorizing use by emergency and public service vehicles and utilities, and shall remain the permanent responsibility of that development’s improvement district or *P/HOA*. If at any time the streets are dedicated to, and accepted by the County, the streets must first be improved by the developer or *P/HOA* to the minimum current standards specified by the County at the time of dedication in accordance with the EDCM.

D. **Cul-de-Sac Streets.** *Cul-de-sac* streets offered for acceptance into the County maintenance program shall conform to the EDCM standards for an unobstructed turn-around radius free from parked vehicles. The County Engineer may approve an equally convenient form of turning and backing areas where extreme conditions justify. The maximum length of cul-de-sac streets shall conform to the lengths specified in the EDCM. Consideration for length adjustment may be made per Section 2.2D(3) herein (minor subdivisions). Private or privately maintained cul-de-sac streets may adopt alternative designs provided the public’s safety is assured and approved by local fire department or district.

E. **Dead-end Streets.** Dead-end streets will not be approved except in locations, as recommended by the Community Development Director or designee, as being necessary to temporarily accommodate the current development until such time as future roadway extensions are made on or to adjoining unsubdivided property. In such cases it shall be constructed with an acceptable all-weather access emergency turn around.

F. **Private Access and Driveways.** Access from private property to any roadway (public or private or *privately maintained*) shall conform to the EDCM and shall be capable of supporting fire and other emergency vehicles. Width of residential driveways at the property line shall be a minimum of twelve (12) feet and a maximum of thirty (30) feet. The width and design of a shared access driveway will depend on the number of lots served and shall be approved by the Community Development Engineering Supervisor.

G. **Multi-use Paths.** Within all new developments multi-use or separated paths may be required based upon the type of subdivision and if provided, shall be in accordance with the EDCM. These paths shall be privately maintained.

H. **Alleys.** *Alleys* are not required but may be permitted in commercial and industrial subdivisions or may be desired in residential developments to facilitate detached rear loading garages. Where needed, and approved by the Board of Supervisors, they shall be a minimum of twenty (20) and a maximum of thirty (30) feet in width for commercial and industrial and a minimum of sixteen (16) and a maximum of twenty (20) foot in width for residential. Dead-end and “half” alleys shall be prohibited.

I. **Sidewalks.** Sidewalks are required for the Suburban, Urban, Condominium, and Commercial type subdivisions and shall conform to the EDCM and the American Disabilities Act (ADA)
as appropriate. Construction materials may be constructed of concrete or other approved hard surface depending upon the location and density of the subdivision, the type of street, and the location and availability of alterative pathways or ADA requirements. The minimum width for sidewalks shall be five (5) feet for local roads, and six (6) feet for collectors and arterials. All sidewalks shall be privately maintained.

J. **Street Intersections.** Shall conform to the EDCM and more specifically:

1. Street intersections shall be as nearly at right angles as possible and skews are as specified in the EDCM. Exceptions to these requirements may be considered by the County Engineer based on terrain and other conditions, as stated in the EDCM.

2. Street jogs of less than 150 feet shall be prohibited. Streets located on opposite sides of an intersecting street shall have their centerlines directly opposite each other.

3. Subdivision streets that are a continuation from a street in an adjacent parcel shall be aligned so that their centerlines coincide. The continuation of a street in contiguous territory may be required by the Planning and Zoning Commission where such continuation is necessary to maintain the function of the street, or a desirable existing pattern of streets and blocks in the surrounding area.

4. Street intersections with more than four legs and y-type intersections where legs meet at acute angles shall be prohibited unless specifically approved by the County Engineer.

K. **Street Grades.** Longitudinal street grades shall conform to the requirements set forth in the EDCM. Minimum grade shall be one-half (0.50%) percent. Ten (10%) maximum grade for local streets, however a maximum grade of twelve-and-a-half (12.5%) may be permitted where hillside conditions exist, for lengths only as approved by the County Engineer. Maximum grade for minor collectors is eight (8%) percent. Maximum grade for major collectors is six (6%). Provisions exist within the EDCM for modifications of the application of these grades subject to the approval of the County Engineer.

L. **Surface Treatment.** All roads and streets in all subdivision types shall be paved, whether privately maintained or public, with the exception of ranchette and rural subdivisions. The paving requirement may be waived for those suburban subdivisions between two and a half (2.5) to five (5) acres depending on the character of the subdivision, yet all unpaved streets shall conform to the requirements of section 7.6B(4) above. Streets offered for maintenance into the County road inventory shall conform to the EDCM and be surfaced in accordance with said EDCM. The placing of asphalt concrete shall be accomplished under generally accepted construction techniques provided for in the EDCM and its associated specifications.

M. **Structural Section.** The thickness of base and surface treatment for all roads and streets shall be designed by Arizona registered civil and geotechnical engineers. Streets offered for maintenance into the County road inventory shall conform to the EDCM and be based on geotechnical/soils report, pavement and base thickness design provided by the developer’s geotechnical and civil consultants and include design life, traffic, soils, drainage, and
maintainability characteristics. Under no circumstances will structural sections for County
maintained roads be less than the minimums stated in the EDCM.

N. **Utility Locations.** When located under the pavement, utility mains, utility services and/or
conduit shall conform to the EDCM and be installed before the final street surfacing is
installed. Said utilities shall be stubbed to each lot and identified.

### Section 7.7 Block Planning

A. Blocks less than (450) feet in length may be cause for denial of the *preliminary plat*.

B. Longer blocks may be provided when fronting on major streets in order to reduce the number
of intersections.

C. A block shall be wide enough to allow two (2) tiers of lots of minimum depth. The Board
may approve a single tier of lots of minimum depth if conditions justify it.

### Section 7.8 Lot Planning

A. Every lot shall be accessible to the street which it fronts; including grading, when necessary,
to ensure physically traversable access to the lot. That frontage portion of a flag lot used for
access purposes shall have a minimum width not less than twenty (20) feet.

B. Every lot shall contain a usable building site within the area unencumbered by the setbacks
required by the applicable zoning regulations.

C. The usable building site portion of a lot shall have slopes no greater than twenty-five (25%)
percent and shall not be within the floodway of the 100 year flood.

D. No lot shall be divided by a city, school district or other taxing agency boundary.

E. Every lot shall conform to the dimensional and setback requirements of the applicable zoning
regulations, except for those lots and subdivisions developed utilizing the cluster or
conservation design method, in which case it shall be so noted on the *final plat* with a
minimum lot and setbacks dimension provided as a “typical” or indicated on each individual
lot.

F. Corner lots shall generally be designed wider than interior lots to accommodate the increased
setback requirements of the Zoning Ordinance.

G. Side lot lines shall be substantially at right angles to the street lines or radial to curved street
lines insofar as practical, except where terrain makes such design impractical in the opinion
of the County Engineer.
H. No lot shall have *frontage* on two parallel streets; except where necessary to provide separation of residential development from traffic arterials or to overcome topographic or orientation difficulties. In such cases a one (1) foot non-vehicular access easement may be required.

I. Lots shall be laid out in a manner to provide positive drainage away from all buildings and building site areas.

J. In residential subdivisions, street and lot layout shall be designed to slow down and/or discourage through traffic on local streets.

**Section 7.9   Easement Planning**

A. *Utilities placed along County maintained streets shall be placed in the utility corridors within the right-of-way as defined in the EDCM. Utilities placed along private or privately maintained streets may be placed outside of the right-of-way, tract line or road easement.* They shall be a minimum of eight (8) feet in width along said right-of-way, tract line or road easement and placed along *lot* lines unless otherwise required by the utility company. All easements shall be labeled and shown on the *plat*. The County may stipulate grading and surface preparation for areas within utility corridors for County maintained streets.

B. Where a natural or manmade water feature, stream, creek or important surface drainage course abuts or traverses a *development*, granting of a drainage easement of a width sufficient to permit widening, deepening, relocating, or protecting and maintaining said water course shall be required. Maintaining authority shall be granted to the *P/HOA* unless otherwise accepted for maintenance by a drainage district or the County. All drainage easement widths shall be approved by the County Engineer and the Coconino County Flood Control District and shall conform to the *EDCM*.

C. Areas which are subject to the ponding of surface water and/or all detention areas shall be in tracts with drainage easements granted to the maintaining authority.

D. Land within a drainage way or within an easement for major power transmission (tower) lines or pipelines shall not be considered a part of the useable lot area.

**Section 7.10   Street Naming**

A. Street names should be consistent with the natural alignment and extension of existing named streets.

B. The developer shall propose the street names at the *preliminary plat* submittal stage.

C. Specifications for design, construction, location, and installation shall conform to “Manual on Uniform Traffic Control Devices” (MUTCD) standards. All street name and traffic
control signs in a subdivision shall be provided by the subdivider/applicant and installed by them at their expense.

D. Street names must be submitted and approved by 911 services responsible Fire Districts, GIS, and the United States Post Office.

**Section 7.11 Drainage**

A. Proper and adequate provisions shall be made for drainage of surface and storm waters entering the development and for the disposal of surface and storm waters generated by the subdivision. This shall apply equally to grading of private properties, tracts, and to the road/streets. Existing major water courses shall be maintained as drainage ways. Drainage shall meet the requirements of the EDCM and all drainage reports for the development. Streets may be used for drainage conveyance only in accordance with the EDCM.

B. Post development flows cannot exceed pre-development flows in peak runoff, or velocity and may not concentrate sheet flows without engineered mitigation.

C. If drywells are necessary they shall be spaced as far apart as possible and only fifty (50%) percent of the percolation capacity, as established by adequate testing, can be used in calculating the required number of drywells to be utilized. In addition a maintenance plan shall be prepared that provides for routine inspection and maintenance by a maintenance authority to the approval of the County Engineer. The County will not accept drywells for maintenance.

D. Basins shall be revegetated with native plant materials. Basin designs should allow for the creation of peninsulas, more “natural” contouring, and the placement of boulders and rock outcroppings.

E. Unless diversion of water is required to conform to a comprehensive drainage plan, off-site runoff shall be received and discharged at the locations which existed prior to development and as nearly as possible in the same manner which existed prior to development. Should diversion be required, sufficient work shall be done upstream and/or downstream to provide all affected properties at least at the same level of flood protection that existed prior to the diversion. The drainage report shall determine and indicate any changes in backwater that will be caused by the proposed development and any effects the backwater might cause. Drainage acceptance instruments or drainage easements may be required from affected upstream and downstream property owners at the discretion of the County Engineer.

F. Erosion protection of drainage swales shall conform to the EDCM and shall be provided through the use of native rocks of sufficient hardness and native plant materials.

G. The entrance and exit points and continuity of all natural water features within a subdivision and on the individual lots shall be preserved. Building sites must be designed to direct surface waters away from buildings and away from or through retaining walls.
Section 7.12 Sanitary Sewage Disposal

A. For Ranchette and Rural subdivision types that are planned to utilize individual on-site wastewater systems, every lot must be of sufficient size and character to accommodate such wastewater system and reserve area according to the standards and specifications of the Community Development Department and ADEQ.

B. Connection to a sewer collection system may be required for all Suburban and Urban subdivision types and any subdivision utilizing the conservation or cluster design method where the resulting lots are not of adequate size and/or conditions are such that individual wastewater systems will not adequately serve the development.

C. If an existing sewer collection system is not available, and individual wastewater systems are not permitted, then an engineered community treatment collection system may be required. Operation of the treatment system, including collection lines, treatment, disposal, and service lines to each lot within the subdivision shall require either the formation of a sanitary district or other entity with acceptable maintenance and financial authority, or annexation to an existing district. All dwelling units shall be required to connect to the development’s sewer collection system.

D. Commercial and Industrial subdivisions shall have adequate sanitary sewage disposal.

E. All subdivisions shall submit a sewer service plan and design report acceptable to the County Engineer, Coconino County Community Development Department, and the ADEQ. Under certain conditions, further permitting such as individual aquifer protection permits may be required by ADEQ.

F. Sanitary sewer lines may be required to be designed in a manner that would allow them easy extension to the boundaries of the plat to provide service connections to abutting unsubdivided land, if applicable.

Section 7.13 Water System

A. Domestic Water. The domestic water supply and distribution system shall be designed and approved by the provider and should achieve the following minimum requirements:

1. Each lot or dwelling unit shall be supplied with potable water in sufficient volume and pressure for domestic use. A subdivision wide distribution system may be required based on the type of subdivision, development method, and overall density.

2. The minimum required volume of water shall be 350 gallons per day per single family lot and 450 gallons per day for all other development; deliverable in a four-hour period. The minimum pressure shall be 20 psi with a workable pressure of 40-90 psi.
3. If the subdivider/applicant can demonstrate that each of the proposed lots can obtain water via an on-site well and that the underlying aquifer is sufficient in volume to serve all the lots, or on-site haul water tanks are acceptable, and fire suppression is adequately addressed and approved by the jurisdictional fire district, the requirement for a collective distribution system may be waived by the Board of Supervisors.

B. Fire Protection. The minimum requirement for fire protection (water supply and distribution system) shall be in accordance with the applicable fire district codes.

C. Design and construction of any and all facilities relating to the supply, storage, transmission, treatment and distribution of water (potable and fire protection) within or outside of any subdivision shall be accomplished under generally accepted design and construction techniques in accordance with the applicable standards of the water service provider, the International and State Fire Code, the County EDCM, and ADEQ.

D. Services: Service lines shall be stubbed out, to the right-of-way line or the utility easement whichever is greater for each lot as follows:

1. A minimum three-quarter (¾) inch service tap, pipe, and meter may be permitted to serve a single residential lot. The minimum service tap, pipe, and meter shall be one (1) inch when a residence is constructed with a fire sprinkler system.

2. All multi-family, commercial, and industrial subdivisions shall be constructed with a minimum of one (1) inch service tap, pipe and meters or larger based on the specific potable and fire protection needs of the development.

E. Water sampling points shall be provided at locations designated by the water service provider.

F. No vertical construction or structure shall be permitted within the subdivision until adequate fire protection for the subdivision is operable.

Section 7.14 Public Utilities

A. All electric lines, except those of greater than twelve thousand five hundred (12,500) KVA capacity, and all telephone lines, cable television lines, and other communication and utility lines necessary to serve the subdivision shall be installed underground, preferably benched in the sewer and water trenches. The developer of the property shall be responsible for the costs of the underground construction in conformity with the underground policy of the serving utility and those of the County.

B. When as a result of the subdivision development, it is necessary to relocate, renew or expand existing facilities within or adjacent to the platted area, the developer shall make the necessary arrangements with the serving utility for these installations to be placed underground at the time of development of the property as part of the required off-site and on-site improvements.
C. Service stubs to platted lots within the subdivision for underground utilities shall be placed to the right-of-way line or the public utility easement line whichever is greater.

D. The developer will need to refer to the specific “Design Criteria & Specifications” established by the utility companies.

E. The subdivider shall be responsible for compliance with the requirements of this section and shall make the necessary arrangements with each of the public utility companies involved for the installation of underground facilities. Letters from each of the public utility companies indicating that they “will serve” the subdivision and arrangements have been made shall be submitted to the Community Development Director at the time the subdivision final plat is filed.
CHAPTER 8: IMPROVEMENT INFORMATION & CONSTRUCTION REQUIREMENTS

Section 8.1 Improvement Plans & Reports — Preliminary Plat Stage

A. General: The Community Development Director or designee along with the County Engineer, on a case-by-case basis, may determine that some of the submittal requirements and design criteria may not be necessary and could therefore be waived as prescribed in the ECDM.

B. Preliminary Plans: The following plans, as required in Section 4.3 C of this Ordinance, shall include the following information:

1. Preliminary Landscape & Open Space Plan: The Plan shall be prepared by an Arizona Registered Landscape Architect, a Certified Nurseryman or other qualified professional and shall comply with the Zoning Ordinance and at a minimum contain the following:

   a. Identify the location of existing plant species and organic ground covers, social paths or designated trails, fencing, and water features; at a general rather than specific information level.

   b. Identify the location of proposed park(s) and/or open space areas, the proposed amenities and different types of uses (i.e. passive, active, landscaping, detention, environmentally sensitive features etc.).

   c. Identify the type and location of proposed plant species, inorganic ground covers, sidewalk and trail system, fencing, and water feature improvements such as but not limited to benches, wildlife viewing stations and shade structures; at a general rather than specific information level. For fencing provide a preliminary graphic representation as to what is intended relative to the fencing type, location and themes.
d. Include a plant palette, in list form, on the landscape plans that call out all proposed plant species and inorganic ground covers.

e. Identify existing and proposed lots, streets, fences, wells, or other features as may be applicable.

f. Identify the street intersection line of sight requirements of the County or State.

g. Identify the name of the developer, project engineer, and landscape architect/professional on the plan.

2. **Preliminary Fire Wise Plan:** The plan shall address County specific Fire Wise concepts for the subdivision and shall at a minimum contain the following:

   a. The type of Fire Wise landscaping to be utilized and that which will be limited or prohibited within the development, including trees, shrubs, and other landscaping. Any landscaping material permitted within the development shall meet the criteria for fire resistant landscaping as established from time to time by the Coconino County Cooperative Extension and/or the USFS/Coconino National Forest, the City of Flagstaff plant list or the Native Plants for Northern Arizona Landscapes as published by The Arboretum at Flagstaff.

   b. Existing areas for fuel reduction measures and the plan or funding mechanism for the long-term maintenance of these areas.

   c. Identify the Wildland-Urban Interface (WUI) zone(s), if applicable, and the specific subdivision assets or improvements that need to be addressed, including but not limited to: escape routes, water supply structures, power and communication lines that would be at risk from fire disturbance events.

3. **Preliminary Weed Mitigation Plan:** The plan, at a minimum, shall address the following weed management practices and requirements:

   a. An inventory of current weed infestations shall be provided and the prioritization treatment areas (including access points) shall be identified on the Preliminary Weed Mitigation Plan. Areas with invasive weeds (per USDA/USFS listed invasive plant species) shall be treated in accordance with the approved plans and approved methods prior to any construction.

   b. All construction equipment shall be cleaned before transporting to the subdivision and/or project site and when leaving to ensure that equipment is clean of dirt or any seed harboring media; to the greatest extent possible.

   c. Areas treated to remove invasive non-native species shall be revegetated with native species either as seed or plant materials that have been checked and certified as invasive weed-free and/or have a weed content of 0.5% percent.
d. After seed or plant materials are installed, those areas shall be mulched immediately
to prevent erosion, prevent new establishment of weed species, and to conserve water.
Straw material used as a cover material shall be certified as weed free.

C. Preliminary Reports: The following reports, as required in Section 4.3 of this Ordinance,
shall include the following information

1. Preliminary Drainage Report: In a separate bound folder shall comply with the
requirements of the Engineering Design and Construction Manual (EDCM).

2. Geotechnical/Soils Report: In a separate bound folder shall at a minimum contain the
following information:

   a. Identifies any special geologic and geotechnical hazards, and develops
      recommendations regarding the hazards, grading, foundations and pavement.

   b. The geotechnical hazards portion shall consider at a minimum expansive soils, soil
      creep, land sliding, and groundwater.

   c. The grading and foundations portion of the report shall include data regarding the
distribution and engineering characteristics of the various soil materials; data about
moisture content; an estimate of the percolation based on the soil type; an opinion
regarding the geotechnical feasibility of the development as planned;
recommendations about any needed mitigation measures for geotechnical hazards,
grading criteria and foundation design criteria and any other pertinent information.

   d. The pavement design portion shall include data regarding the distribution of various
subgrade materials and for each, design test such as R-value. The design procedure
and all assumptions used to determine the pavement section shall be presented. The
selected design procedure per the traffic and geotechnical report shall not result in a
lesser pavement section than the minimum required as identified in the EDCM.

3. Preliminary Traffic Impact Statement or Analysis: Prepared by an Arizona Registered
   Professional Engineer, with adequate experience in transportation engineering, shall be
   submitted in a separate bound folder and shall comply with the EDCM.

Section 8.2 Improvement Plans & Reports — Final Plat Stage

A. General Requirements.

1. The Community Development Director or designee along with the County Engineer, on a
   case-by-case basis, may determine that some of the submittal requirements may not be
   necessary and could therefore be waived.
2. It shall be the responsibility of the developer/applicant to have an Arizona Registered Professional, in the correct discipline, prepare a complete set of Improvement Plans and reports for construction of all required improvements. All plans and reports shall be dated, signed, and stamped/sealed by the professional who prepared them. Survey information must be prepared by and stamped by an Arizona Registered Land Surveyor. An approval signature block shall be included on the front page of all improvement plans.

3. Such plans shall be submitted to the Community Development Director or designee after Board of Supervisor approval of the preliminary plat and prior to any construction. All plans shall be based on the approved preliminary plat and prepared in conjunction with the final plat in accordance with all applicable County and/or State standards.

4. No improvements shall be constructed and/or installed until the improvement plans have been approved pursuant to this Ordinance. At risk grading permits may be issued once the grading and drainage plans and drainage report are approved and the financial assurance, acceptable in form and amount, is submitted to the Community Development Director and approved by the County.

5. All improvement plans and reports must be approved by the Director or designee before the Final Plat may be submitted to the Board for their consideration.

B. Final Plans. The improvements plans, required by Section 5.3.B, shall at a minimum include the following (see County Submittal Requirement Checklist for specific number of sets or copies):

1. Improvement Plan review fees and Final Plat review fee.

2. Final Plat
   a. All form and content, as delineated in Section 5.4, shall be shown on the submitted final plat.
   b. Closure reports for the boundary, street centerline loops, and lots/parcels of the subdivision.
   c. Subdivision Deed Restrictions or Covenants, Conditions and Restrictions (CC&Rs) if applicable.

3. Paving, Grading, and Drainage Improvement Plans.

4. Water and Sewer Improvement Plans
   a. Water and sewer improvement plans may be shown on the same set of improvement plans.
b. The water improvement plans shall have a signature block for the Water Provider. It shall be the responsibility of the developer/applicant to obtain approval signatures from the Water Provider.

c. ADEQ sewer and water approvals to construct must be provided.

5. Stormwater Pollution Prevention Plan (SWPPP) with Notice of Intent (NOI).

6. Final Landscape and Open Space Improvement Plans: Prepared by an Arizona Registered Landscape Architect, a Certified Nurseryman or other qualified professional shall comply with the Zoning Ordinance and at a minimum contain the following:

a. Identify the specific park and open space areas and include a list of all amenities, including but not limited to play/sports equipment, furniture, shade structures/covers, lighting, signage, parking or other facilities. Provide the manufacturer's information for any play equipment or furniture and provide cut-sheets for all lighting and signage as required by the zoning ordinance.

b. Plant Location: Identify the location of all retained and proposed plant species and inorganic ground covers in relation to existing or proposed sidewalks and trails, fencing and water features; except for retained plants in an open space area that is to be left in its natural state. For fencing and/or walls, provide a final graphic representation as to what is intended relative to the fencing and wall themes.

c. Plant Species: Include the approved preliminary landscape plan plant palette, in list form, on the landscape plans that call out all proposed plant species and inorganic ground covers.

d. Plant Sizes: Identify the specific sizes of all proposed plant and inorganic ground covers. This information shall be included within the plant palette list on the landscape plan.

e. Plant Quantities: Identify the exact quantities for each species of tree, shrub and ground cover per each size and species. This information shall be included within the plant palette list on the landscape plan.

f. Paths, Trails, Sidewalks: Identify the material type, width and depth of the surfacing of all proposed paths, trails and walks.

g. Walls, Fencing, Signage: Identify the type and location of any proposed perimeter subdivision walls/fencing and the entry signage. Indicate exact material types for all fencing and walls and entry signage proposed.

7. Final Weed Mitigation Plan and Forest Stewardship and Fuels Mitigation Plan.

8. Provide copies of all dry utility plans provided by the utility companies or others once approved by providing utility.
C. **Final Reports.** The specific reports, required by Section 5.3.B, shall at a minimum include the following (see County Submittal Requirement Checklist for specific number of sets or copies):

1. Final Drainage Report: The report shall be in compliance with the *EDCM* and not an addendum to the preliminary drainage report. The format and content shall be in accordance with that specified the EDCM.

2. Final Geotechnical/Soils Report (only if revised from original)

3. Final Traffic Impact Statement or Analysis: If the number of peak hour trips generated by the development is less than 100, a final traffic impact statement shall be provided. If the number of peak hour trips generated by the development is greater than 100 trips, a final traffic impact analysis study shall be provided. Both the TIS and TIA shall be in accordance with the requirements of the *EDCM*. Mitigating improvements may be required if the level of service (LOS) is negatively affected. See the EDCM for detailed information.

4. Final Engineer’s cost estimate.

5. Final Development Agreement (if applicable).

**Section 8.3 Review Process**


1. The *developer/applicant* shall be responsible for submitting a copy of the plat and all necessary materials directly to the respective “dry utility” providers (i.e. gas, electric and telecommunications) serving the development in order to have the utility *improvement plan* design work completed. The project engineer shall obtain the approved “dry utility” *improvement plans* from the respective utility providers and submit a copy of these plans to the County.

2. All other *improvement plans* and reports shall be submitted directly to the County in a coordinated manner. All fees for review of the improvement plan(s), reports, and other submittals shall be paid by the *developer* (see County Fee Schedule for specific fees).

3. The County staff will review the submittal for accuracy, completeness, compliance with conditions made by the *Board* and conformance with all County Codes.

4. Redline comments, including “dry utilities” design plans, will be returned to the Developer’s Engineer and Landscape Architect of record for corrections, additions, revisions and in the case of the “dry utilities” plan for conflict checks.

5. Subsequent submittals of the *improvement plans* and reports shall also include the latest redline set of plans/comments. It shall be the developer’s responsibility to coordinate
updates to the “dry utilities” design plan with the appropriate utility company after it has been checked by the developer’s Engineer for potential conflicts.

B. **Final Submittal Requirements**: Once all *improvements plans*, reports, calculations and *final plat* have been reviewed and approved the following final information and material(s) shall be submitted to the Community Development Director or designee (see County Submittal Requirement Checklist for specific number of sets or copies):

1. Engineers Cost Estimate.
2. Improvement Plan(s) mylar or reproducible cover sheet with signature blocks.
3. Electronic copy of the *improvement plans*.
4. *Final Plat* (paper prints).
5. Electronic copy of the *final plat* and plat boundary and individual *lot* closures.
6. Most current Title Report; if changes have occurred since the *Preliminary Plat*.
7. The required “Financial Assurance for Construction” (refer to Sec. 8.5 for specifics).
8. A copy of any and all required easements and/or agreements showing execution of said easements.
9. A letter of agreement from the serving utilities stating the availability of utilities and the approval of *improvement plans* for the *subdivision*.
10. CC&Rs, Development Agreement or any deed restrictions if applicable.

C. **County Recordation Submittal**: The following fees, documents and plans shall be submitted to the County after the *improvements plans* have been approved and the *Board* has approved the *Final Plat* (see County Submittal Requirement Checklist for specific number of sets or copies):

1. Recording fees (for Final Plat and CC&R’s) submitted to the County Recorder’s Office
2. Original, signed, Covenants, Conditions & Restrictions (if applicable) submitted to the County Recorder’s Office
3. Mylar of the *Final Plat*, (not ammonia process) for County Records submitted to the County Recorder’s Office
4. A complete set of As-Built plans (if applicable) submitted to the Community Development Director
Section 8.4 Developer Responsibilities.

A. The developer/applicant shall be responsible for the installation of the subdivision improvements which shall include, but may not be limited to, the following improvements:

1. Sanitary Sewer Systems; if applicable

2. Water Supply Systems; if applicable
   a. Prior to the recordation of any subdivision final plat affecting all or any portion of the property, the developer shall obtain written commitment from the water provider expected to serve the subdivision with water stating that they will serve the subdivision.
   b. In accordance with water service agreements to be entered into between the water provider and the developer prior to the delivery of water to the property, the developer will construct, to all applicable standards, the necessary water infrastructure to serve the property, which shall include such water treatment, storage, recharge, pumping and delivery systems as may be necessary for the water provider to remain designated as having an appropriate water supply for the property. Upon completion of the construction warranty period, the developer will convey the completed and accepted water service infrastructure to the water provider for operation and maintenance. Upon conveyance by the developer, and acceptance by the water provider of the water service infrastructure, the water provider shall, at its own cost and expense, operate and maintain such infrastructure.

3. Grading/Drainage/Storm Water Improvements

4. Streets (public and privately maintained) and Access Ways.
   a. All streets and easements within the boundary lines of the subdivision shall be improved to cross-sections, grades, and standards outlined in the County Engineering Design and Construction Manual (EDCM) for County maintained streets unless alternatively approved by the Board during the preliminary plat process. If the use of privately maintained streets are proposed, design in accordance with adequate engineering, geotechnical and construction methods which result in a safe travelling environment for their users shall apply.
   b. Traffic Signals and signage (where applicable and approved).

5. Alleys (where applicable and approved).

6. Utilities (electric, telephone, cable television, gas).
   a. The developer/applicant shall be responsible to make the necessary arrangements with each of the serving utility companies involved for the installation of the underground facilities, including payment of all deposits, fees and miscellaneous
expenses. Prior to the recordation of any subdivision final plat affecting all or any portion of the property, the developer shall obtain written commitment from the respective utility companies stating that they will serve the subdivision.

7. Street Lights and other outdoor lighting (where applicable and approved and in accordance with Zoning Ordinance standards)

8. Monuments:
   a. Survey monuments shall be required at all lot and tract corners, angle points, curve tangent points, street intersection center points, and street curve endpoints (along centerline) as approved by the County Engineer and in accordance with the ECDM.

9. Landscaping, Weed Mitigation, and Open Space Improvements.

10. Sidewalks and Multi-use Paths as required.

B. Phased Development. The water infrastructure and utilities for each phase of an approved multi-phased development shall be designed and constructed to function as looped systems in order to prevent the negative consequences of a dead-end system in the event future phases are not built.

Section 8.5 Financial Assurances

A. Assurances Required & Exceptions

In order to ensure the proper installation of all required improvements by the subdivider, assurances are required for grading, street, sewer, water, drainage, flood control and other improvements meeting established minimum standards of design and construction.

Assurances may be required for dry utilities, final monuments, or related support facilities, at the County’s discretion. In order to mitigate adverse impacts from construction or partial construction, at the County’s discretion, assurances may be required for restoration/remediation of disturbance, and/or any other item of concern. A warranty assurance, in an amount equal to ten percent (10%) of the engineer’s cost estimate, shall be required for all roads to be accepted into the County’s road maintenance system, and the warranty period shall be for one year from the date of the County’s final acceptance. In a phased development, the subdivider shall provide adequate assurances for all required improvements in each phase.

Exception: No construction assurances shall be required for construction of improvements that are completed and approved prior to submission of the applicant/developer’s final plat. However, when appropriate, the County may still require restoration/remediation and/or warranty assurances for improvements completed prior to submission of the final plat with the same conditions above.
B. Types of Assurances Accepted by the Board of Supervisors

1. Cash or certified check;

2. Surety or completion bond from an insurance company licensed in Arizona with a rating of good or higher from a rating agency and a copy of the rating;

3. Irrevocable letter of credit from a financial institution licensed to do business in Arizona;

4. A trust or escrow account with a financial institution or escrow company licensed in Arizona;

5. Any other form of assurance as deemed appropriate by the County.

C. Required Form of Assurances

1. All assurances shall be made in accordance with this Section and in a form approved by the County. All assurances, other than currency deposited with Coconino County, shall meet the following requirements:
   a. Specify which improvements are included;
   b. Be stipulated by and payable to Coconino County as the named beneficiary;
   c. Be accepted and signed by all parties;
   d. Include an expiration date not less than 90 days beyond the last improvement estimated completion and subsequent approval date (unless another date is appropriate for warranty or remediation assurances). If the construction schedule is extended, the engineer’s estimate and assurance expiration date and amounts may also require revision;
   e. State when and how the County may draw upon the funds;
   f. Be in an amount 10% greater than the estimated amount to complete all improvements (unless another amount is required for warranty or remediation assurances); and
   g. Include a registered engineer’s, landscape architect’s, architect’s, or contractor’s cost estimate to complete improvements.
   h. The Director may, at the subdivider’s expense, use a third party engineer to confirm the cost estimate.

2. In addition to the requirements for all assurances, the following specific assurance types shall include these additional requirements:
a. Irrevocable letter of credit: shall state that the irrevocable letter of credit is non-cancelable.

b. Trust or escrow account: shall directly pay for the improvements completed or release funds to the developer upon written verification from a registered engineer that the improvements have been completed in accordance with the plans and specifications.

D. Default

In the event the subdivider defaults or fails or neglects to satisfactorily install the required improvements within the time agreed upon for performance, the Board of Supervisors may declare the assurance forfeited and the County may, in its discretion, make or cause the required improvements to be made, using the trust funds or proceeds of the collection of the bond or other assurance to defray the expenses thereof. In addition, the Director of Community Development shall notify Arizona Department of Real Estate of the default.

E. Release of Assurances

1. Requests to release subdivision assurances shall be submitted in writing to the Director of Community Development and shall be reviewed by the appropriate departments within the County.

2. The departments shall make written recommendations within 30 days to the Director, who shall issue a final decision.

F. Substitute Assurances & Time Extensions for Performance

1. Requests for substitute assurances or assurance agreement time extensions shall be submitted in writing to the Director of Community Development.

2. The Director, in consultation with the County Engineer, shall provide a written recommendation to the Board of Supervisors for final decision.

Section 8.6 Assurances of Construction for Phased Development.

A. Agreement by Developer/Applicant. The subdivision improvements in an approved development may be constructed in practical increments in accordance with a Board of Supervisors’ approved Phasing Plan provided each phase is able to function independently with respect to provisions for drainage, traffic, circulation, utilities, and other elements of the total development plan.

B. The improvements shall be constructed in accordance with plans and specifications approved by the County, State agencies and utility providers.
C. The developer/applicant shall give adequate Financial Assurance for Construction for each phase in accordance with this Ordinance and to the satisfaction of the Community Development Director. If the construction schedule is extended the engineer’s estimate and assurance amounts may need to be revised.

D. Any work shown on approved plans that has been abandoned for a period of one hundred eighty (180) days, or not completed by the developer in accordance with an agreed upon time period, may be completed by the County which may recover the construction costs from the financial assurances in accordance with Section 8.5(D).

Section 8.7 Deferred Improvement Agreements

A. **Deferred**: Some improvements may be deferred when deemed appropriate by the Community Development Director and the Board of Supervisors. Deferral will be allowed when the County finds construction is impractical due to physical constraints, or the surrounding neighborhood is absent similar improvements. When improvements are deferred, the subdivider/applicant shall enter into an agreement with the County for installation of those required improvements at a future date as determined by the County. The agreement shall not relieve the developer/applicant from any other specific requirements of the subdivision final plat or this Ordinance. The agreement shall provide for the following:

1. The agreement shall be in a form and assurance amount acceptable to the Community Development Director and County;

2. Construction of required improvements shall begin within 90 days of the receipt of “notice to proceed” from the County;

3. In the event of default by the owner or successors, the County is authorized to cause the construction to be done and charge the entire cost and expense to the owner or successors, or pay for the construction using collection of the bond or other assurance for the deferred improvements, expenses may include interest from the date of notice of the cost and expense until paid;

4. This agreement shall be recorded, along with the subdivision final plat, in the office of the County Recorder at the expense of the owner and shall constitute notice to all successors of title to the real property of the obligation set forth, and also a lien in an amount to fully reimburse the County, including interest as above, subject to foreclosure in event of default in payment;

5. In event of litigation caused by any default of the owner or successors, the owner or successor agree to pay all costs involved, including reasonable attorney fees, which shall become a part of the lien against the real property;
6. In this case the term “owner” shall include not only the present owner but also heirs, successors, executors, administrators and assigns, with the intent that the obligations undertaken shall run with the real property and constitute a lien against it; and

7. Any other provisions deemed necessary by the County.

B. **Remainder Parcel(s):** Where a remainder parcel is made part of a *subdivision final plat*, the *developer/applicant* may enter into an agreement with the County to construct improvements within, and along exterior boundaries of the remainder parcel at a future date and prior to the issuance of a permit or other entitlement for *development* of said remainder parcel.

The *improvements* shall be at the *developer/applicant’s* expense. In absence of an agreement, the County may require completion of the construction *improvements* within a reasonable specified time following approval of the *subdivision final plat* upon a finding that completion of the *improvements* is necessary for the following reasons:

1. The public health and safety; or

2. The required construction is a mandatory prerequisite to the orderly *development* of the area.

## Section 8.8 Construction and Inspection

A. All improvements, whether public, private, or privately maintained, shall be constructed in accordance with all approved plans and specifications associated with the subdivision.

B. A preconstruction meeting with the developer, contractor, County representative(s), Engineer, utility company representatives, and other interested parties must be scheduled by the developer and take place before any construction is permitted. It shall be the responsibility of the developer to contact the Community Development Department during the course of construction to provide evidence to the satisfaction of the Director or designee that actual construction conforms to the approved *improvement plans*. All construction shall require a County construction permit.

C. Public utilities (dry utilities) must be installed either in the roadway rights-of-way, public utility easements (PUEs), or *easements* dedicated specifically by the landowner for such usage and maintenance.

D. All underground utilities to be installed in roadways and private *access ways*, shall be constructed prior to the surfacing of the roadways or private *access way*.

E. All utility companies, public and private, must inspect all trenches, pipes, lines and conduit installation prior to *backfill*.

F. Shading material shall be per the individual utility company standards and all *backfill* shall be compacted to ninety-five (95) percent or better if required by the geotechnical/soils report.
G. The County Engineer shall be notified forty-eight (48) hours prior to any construction on the project site.

H. The developer’s contractor shall request the County Engineer to perform inspections of the subgrade base prior to placement of the overlying materials. In addition the County Engineer will perform periodic inspections throughout the course of the construction. Continuous inspection by County representatives will be required for County maintained roads. These inspections or approvals do not signify that the County has accepted any of the improvements for maintenance.

I. The developer’s engineer shall submit monthly progress reports to the Community Development Directors designee throughout the construction. The monthly progress reports shall include the results of all tests taken during the month.

J. Testing during the construction phase of the project shall be performed as required by the County Engineer or designee and the involved utility companies’ policies.

**Section 8.9 Subdivision Improvement Acceptance.**

A. **General:** Upon satisfactory completion of all subdivision improvements and installation of monumentation the County Engineer will perform a final inspection, a review of the final reports, and a review of the “as-built” drawings.

B. **Final Inspection:** At completion of the project a final inspection shall be requested with the Director’s designee and/or the County Engineer. At the time of request for the final inspection one set of mylars or other reproducible media and an electronic copy of the “as-built” drawings shall be submitted along with a final engineers’ report and warranty statement to the Community Development Department. The “as-built” drawings shall be certified and contain the following statement:

“**I certify that the construction of the public improvements and the “as-built” plan preparation were performed by me or under my direct control and supervision and are in substantial conformance with the approved construction plans and specifications. The construction details as shown on the “as-builts” are accurate and complete to the best of my knowledge and belief.”**

Arizona Registered Engineer Date & Registration Number

C. **Final Report:** A final report shall be submitted upon completion of the project. The final report shall be compiled by the developer’s engineer and shall include the following:

1. A brief statement of the testing on the project and a statement as to whether the observations and tests indicate that the various materials in place comply with the plans and specifications.
2. A summary of all field density test and compaction tests on trench *backfill*, on road subgrade and base material and on any fill material.

3. Asphalt and pavement mix design and all results of density, thickness, gradation, asphalt content and compaction tests.

4. All concrete mix designs and all test results on air content, slump, unit weight, compressive strength at seven (7) and twenty-eight (28) days.

5. All line pressure, bacteria and manhole test information; if applicable.

6. Any other tests or information that may be required as a part of the specifications or that may add to the integrity of the report.

D. **Procedure**: The following procedure will be followed for final approval of the *improvements*:

1. The County Engineer or designee shall make a final inspection of all public *improvements* in the project. The *developer* will be notified of any items that are not in conformance with the County specifications, and shall bring the items into conformance.

2. The “as-built” plans and final report will be reviewed by the County Engineer or designee. Any additional information needed will be noted and the plans will be returned to the *developer* for revision and resubmittal as mylars.

3. When the public *improvements* have passed the final inspection, the “as-built” plans and final report have been stamped and approved and the warranty statement provided, the Community Development Director or designee shall issue a letter of approval of *improvements* to the *developer* and to other County Departments. For improvements offered for acceptance into the County maintenance system, the letter of approval shall contain a recommendation to the *Board* that such specified improvements be accepted for County maintenance.

4. Upon issuance of the letter of approval by the Director, roads that are to become County maintained roads, and were constructed in accordance with the approved plans and specifications, shall be accepted by the County for maintenance in its road system no later than one year from the date of completion. The date of acceptance by the County for public maintenance of specified *improvements* will be the start of the warranty period.

E. **Warranty Period**:

At a minimum a warranty period of one (1) year after completion for all utilities, roadway pavement and structure, landscaping and other such improvements shall apply to all *subdivisions*. During the warranty period the *developer* is responsible for repair work to all *subdivision* improvements. For improvements offered for acceptance into the County maintenance system, the warranty period of one (1) year shall begin upon formal acceptance of the improvements.
GLOSSARY OF TERMS

A. **General Terms.** For the purpose of carrying out the intent of this Subdivision Ordinance, certain terms or words used herein shall be interpreted or defined as follows:

1. Words used or defined in one tense or form shall include other tenses and derivative forms; words used in the singular include the plural; and words in the plural include the singular.

2. The word “shall” is mandatory.

3. The word “may” is permissive.

4. The word “person” includes an individual, tenant, lessee, firm, co-partnership, joint venture, corporations, associations, estate, trust, receiver, or and any other group or combination acting as a singular entity, including the federal government, a Town, another county, or a school district, except as exempt by law.

5. The following words or terms when applied in this Ordinance may be used interchangeably unless contrary to the circumstances: lot or parcel; and “building” applies to the word “structure”.

B. **Abbreviations.** The following abbreviations and/or acronyms shall have the following meaning:

- ADEQ  Arizona Department of Environmental Quality
- ADOT  Arizona Department of Transportation
- ADWR  Arizona Department of Water Resources
- AGFD  Arizona Game & Fish Department
- ARS §  Arizona Revised Statutes
- ASLD  Arizona State Land Department
- BLM    Bureau of Land Management
- EDCM  Engineering Design and Construction Manual for Coconino County
- FUTS  Flagstaff Urban Trail System
- NPS   National Park Service
- P/HOA Property/Home Owners Association
- USFS  U.S. Forest Service
- USACE U.S. Army Corps of Engineers

C. **Specific Terms.** The following additional words and phrases shall, for the purpose of this Ordinance, have the following meanings:

36-Acre Lot Development, 36-Acre Ranchettes, Ranchette Development: A division of land into parcels of 36 acres or more, designated in the Arizona Revised Statutes (ARS) as “un-subdivided lands”.

Adopted May 21, 2019
**A**

**Abandoned:** Streets, roads or other public rights-of-way which the Board of Supervisors by proper actions and public hearings abrogates all rights to said lands and rights-of-way.

**Abut:** To physically touch or border upon or to share a common boundary, property line, or right-of-way. Parcels having only one common corner are not considered abutting parcels.

**Access or Access Way:** The place, means, or ways by which pedestrians, vehicles, or other travel modes have safe, adequate, and usable ingress/egress to a property or use. A private access is an access not in public ownership and controlled by means of deed, dedication, or easement.

**Access, Physical:** The ability to access to and from a lot can physically be accomplished by a pedestrian, passenger vehicle or other travel modes on a strip of land that is a minimum of (twenty feet in width and on a grade of 10% or less). This is not just an access easement on paper but access that is truly and physically available.

**Adjoining Lot or Land:** A lot or parcel of land that shares all or part of a common lot line with another lot or parcel of land.

**Administrative Decision:** Any decision on a development application made by the Community Development Director or authorized designee/representative pursuant to this Ordinance.

**All-American Road:** A Scenic Byway road that meets at least two of the six “intrinsic qualities” required by the Byway designation. All-American Road designation means that a road has qualities that are unique and important enough to be a tourist destination unto itself.

**Alley:** A public or private access way designed to serve as a secondary means of vehicular access to the side or rear of the abutting lots whose principal frontage is on a dedicated or approved private street, and not intended for general traffic circulation.

**A.L.T.A.:** American Land Title Association.

**Applicant:** The owner of land proposed to be subdivided or his authorized agent.

**Approval, Conditional:** An affirmative action by the Board of Supervisors indicating that approval will be forthcoming upon satisfaction of certain specified stipulations.

**Approval, Preliminary:** Unconditional approval of the Preliminary Plat by the Planning and Zoning Commission as evidenced in its meeting minutes and noted upon prints of the Plat; constitutes authorization to proceed with final Engineering Plans and Final Plat preparation.

**Approval, Final:** Unconditional approval of the Final Plat by the Board of Supervisors as evidenced by certification on the Plat by the Board Chair and the County Clerk; constitutes authorization to record a plat.

**Area Plan:** Area Plans are official planning documents for particular parts of the county. They are the result of a locally-driven planning process that influences the type of
development, where certain land uses are allowed and under what circumstances, and how the Community Development reviews the projects. All existing area plans are available on the County’s website under Community Development Department.

**Arterial roads**: constitute routes which link towns and large traffic generators with corridor movements having trip lengths and travel densities greater than those predominantly served by collector or local systems. They provide for relatively high travel speeds and minimum interference to through movement. Average daily traffic is typically in the range of 2500-6000 VPD.

**As-built Plans:**

**Average Lot Size**: The total area of all lots divided by the total number of lots.

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**B**

**Backfill**: The placement of fill material within a specified depression, hole or excavation pit below the surrounding adjacent ground level.

**Bicycle Lane**: A paved area located within a street right-of-way and between the curbs that is designated for bicycle or other non-motorized traffic.

**Bicycle Trail**: A paved or improved surfaced trail, located outside of a street right-of-way, utilized for bicycle, pedestrian or other non-motorized traffic. Public utility maintenance vehicles may be permitted use if joint access is allowed.

**Bicycle Path**: A paved area located within a street right-of-way but not between curbs that is designated for bicycle or other non-motorized traffic.

**Block**: A tract, parcel of land, or group of lots entirely surrounded by public or private streets or by a combination of streets and public parks, railroad rights-of-way, streams, washes, or boundary lines of municipalities, federal or tribal jurisdictions thereof creating a physical barrier of sufficient magnitude as to interrupt the continuity of development.

**Board**: The Coconino County Board of Supervisors (BOS).

**Buildable**: A lot or parcel that has the area, shape, slope, street frontage, or other attribute in order for a permitted use, based on the lot or parcel’s Zoning District, to be developed, without the need for any variance from the County Zoning Ordinance.

**Buildable Area**: The portion of a lot that is within the envelope formed by the required setbacks.

**Building Setback Line**: The minimum distance, as prescribed by these regulations and the Coconino County Zoning Ordinance, between any property line and the closest point of the foundation of any building or structure related thereto.

**Bus Stops (School)**: Areas designated by the School District(s), serving Coconino County, as needed for the convenience and safety of the students and public.
**Chord:** A straight line joining two points on a curve.

**Collector Roads:** are roads that connect residential and local roads with arterials. Collectors provide less mobility than arterials at lower speeds and for shorter distances. They balance mobility with land access. Average daily traffic is between 500 and 1000 VPD and for minor collector roads and between 1000 and 2500 VPD for major collector roads.

**Commission:** The Coconino County Planning and Zoning Commission.

**Common Access:** A commonly shared or used pedestrian or vehicular way that connects or serves two (2) or more properties.

**Common Law Dedications:** is a dedication to the public by an entity without involvement of the County Board of Supervisors. The public has right of use but without statutory dedication or acceptance thereof by County, it is not held in trust for public use by the County and not necessarily accepted into the County’s road maintenance inventory.

**Common Ownership:** Ownership by one or more individuals in any form of ownership.

**Common Promotional Plan:** A plan, undertaken by a person or a group of persons acting in concert, to offer lots for sale or lease. If the land is offered for sale by a person or group of persons acting in concert, and the land is contiguous or is known, designated or advertised as a common unit or by a common name, the land is presumed, without regard to the number of lots covered by each individual offering, as being offered for sale or lease as part of a common promotional plan. Separate subdividers selling lots or parcels in separately platted subdivisions within a master planned community shall not be deemed to be offering their combined lots for sale or lease as part of a common promotional plan.

**Comprehensive Plan:** A statement of the County’s desired future, intended to serve as the primary decision-making guide for growth and development in the County.

**Condominium:** A lot or parcel, portions of which are designated for separate ownership with the remainder of which is designated for common ownership solely by the owners of the separate portions. A lot or parcel is not a condominium unless the undivided interests in the common elements are vested in the unit owners.

**Condominium Conversion:** The development of land and existing structures as a condominium, regardless of the present or prior use of such land or structure, and regardless of whether substantial improvements have been made to such structures.

**Conservation Easement:** A legal property interest or right granted by the landowner to another party to maintain or limit use of the land to conservation purposes, typically to protect archaeological sites, ecologically significant lands, preserve open space including rangeland and forest land, and to maintain its natural state and preclude future development.

**Conservation and/or Cluster Subdivision:** 1. A subdivision designed to promote the establishment of conservation natural areas and where possible and practical, support interconnected, continuous and integrated open space systems within an area, particularly...
when located adjacent to public land and Environmentally Sensitive Features (as defined herein). 2. The development technique that concentrates buildings and/or lots on a portion of the site to allow the remaining land to be permanently retained for recreation, open space, habitat, and/or conservation of environmentally sensitive features.

**Construction Plans:** A set of Engineered Plans which typically include detailed drawings, an associated list of bid items necessary for project construction, road profiles and cross sections, and other related documentation needed to wholly complete a construction project.

**Conventional Subdivision:** Development other than as a Conservation and/or Cluster Subdivision.

Left: 24 Conventional Parcels, No Open Space; Right: 24 Clustered Parcels, 50% Open Space

**County:** Coconino County, Arizona represented by the Board of Supervisors.

**Cul-De-Sac:** A street having only one outlet for vehicular traffic with a turn-around at the opposite end which is not intended to be extended or continued to serve future subdivisions on adjacent lands.

**Cultural Resources:** An aspect of a cultural system that is valued by or significantly representative of a culture, or that contains significant information about a culture.

**Cut:** The removal of soil, rock, or other materials from a location which shapes and lowers the grade at the location.

**D**

**Dead End Street:** A street open at one end only, without provision for turning around, and which may be further extended into adjoining property.

**Dedication:** The deliberate appropriation of land by its owner(s) for any general or public use, reserving to himself no special rights. The act of dedication in itself does not automatically convey such lands, rights-of-way, or easements into public ownership; they must be legally accepted by the Board of Supervisors for public use provided construction of improvements meets County specifications.

**Defensible Space:** The area between a structure and a potential oncoming wildfire where the vegetation has been modified to reduce the threat of fire spread. This area provides an opportunity to “defend” the structure.

**Density:** The total number of dwelling units permitted on an acre of land exclusive of all streets and rights-of-way that restrict the surface use of the property in question.
Density Bonus: An additional number of units or development capacity allowed in exchange for providing certain public benefits or amenities, such as open space, privately maintained roads, or workforce housing.

Density Transfer: Permitted unused allowable densities in one area to be used in another area of the same development. (Examples: within a subdivision clustering of homes on smaller lots to retain larger open space areas; within the floodplain area to cluster homes at a higher elevation to retain undisturbed floodplains.).

Design: Street alignment, grades and rights-of-way widths; drainage alignments, easements and rights-of-way; sanitary sewers and water system designs and grades; other utilities; and, lot layout.

Developer (See also Subdivider): A person, firm, partnership, joint venture, association, corporation, or entity that desires to improve or otherwise engage in any development of property within Coconino County, including the owner of the property and any representatives acting on behalf of the owner.

Development: Any human-made change to improved or unimproved land.

Development Agreement: A voluntary contract between a local jurisdiction and a person who owns or controls property within the jurisdiction, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property. Although the agreements are voluntary, once made they are binding on the parties and their successors.

Director: The Director of Community Development of Coconino County and the staff/official responsible for the processing of applications required by this Ordinance and for the administration and enforcement of this Ordinance.

Disturbed Site: An area of land that has been subject to clearing, cutting, excavating, filling, or grading; a site that has altered land topography or vegetative cover.

Drainage: (terms specifically related to drainage can be found in the Coconino County Engineering Design & Construction Manual).

Drought Tolerant: Plant species that thrive in local soils and climate with little to no maintenance or watering by people. Native and non-native plants can be drought tolerant.
Environmentally Sensitive Features: Elements in the landscape that play a particularly large role in supporting wildlife and plant diversity, and are at the same time especially sensitive to degradation.

1. Water Features: (include Floodplains, Riparian Areas, Rivers/Streams, Springs/Seeps, and Wetlands as defined below).
   a. Floodplains: The area along a perennial or ephemeral stream or river that fills with water periodically. Floodplains can include riparian areas and sometimes have a distinct vegetative community that included water-loving plants. However, in Coconino County, many floodplains are simply characterized by grassy areas. (See the Zoning Ordinance for Floodplain Management Regulations.)
   b. Riparian Areas: The ecosystem located along a perennial or ephemeral river. Usually characterized by water-loving plants/trees, riparian areas run parallel to streams and rivers.
   c. Rivers/Streams: The lowest point within a watershed where water moves downstream. Streams and rivers in Coconino County can be perennial or ephemeral.
   d. Springs/Seeps: Fixed locations where groundwater emerges from the earth perennially or ephemerally. These features usually have a distinct water-loving plant community associated with them which can include mesic grasses, reeds, rushes, sedges, cattails and a variety of shrubs and trees.
   e. Wetlands: An area that is saturated by water perennially or seasonally and have a distinct vegetation community associated with water. The term wetlands encompass both the aquatic environmental associated with the pond or lake and the distinct vegetative community around the periphery which can be characterized by mesic grasses, reeds, rushes, sedges and/or cattails. (See the USACOE for regulations.)

2. Wildlife Corridors: As defined by the Coconino County Wildlife Connectivity Assessment or expert opinion by the Arizona Game and Fish Department.

3. Steep Slopes: Improved or unimproved lands, any lot, parcel, tract of land where the existing natural terrain has an average cross-slope of twenty-five (25%) percent or greater and/or unstable slopes.

4. Large-diameter Trees and Standing Snags: (20 inches Diameter at Breast Height). A live or dead standing tree of any species that has a diameter of 20 inches or more when measured at 4.5 ft above ground level.

5. Important Habitat: Habitat that supports federally endangered plant or animal species, Species of Greatest Conservation Need (SGCN) in Arizona, or sensitive plant species.
6. **Rock Outcrops**: Rock outcrops and volcanic extrusions connected to bedrock, not piles of loose rock, larger than 25 feet in their longest dimension.

**Establishment by Board Action**: is the formal process that occurs by the Board of Supervisors for the purpose of construction or improvement of a public road per Arizona Revised Statutes (A.R.S. 28-6701, 6702, and 6703.) Upon establishment, County funds may be expended for the improvement of a public road. Establishment is a statutory requirement prior to expending County funds for the improvement or construction of a public road.

**Exception**: Any parcel of land that is not owned by the developer or not included in the recorded plat. All such exceptions must be noted on the final plat as “not a part of this subdivision”.

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**F**

**Figure**: Any graphic representation noted as “Figure” within this Ordinance that is used to illustrate and exemplify certain standards and regulations contained within the language of this Ordinance. If a figure and text of the Ordinance conflict, the written text of the Ordinance shall control.

**Fill**: Soil, rock or other material, deposited at a location by man that raises the grade at that location.

**Fractional Interest**: An undivided interest in improved or unimproved land, lots or parcels of any size created for the purpose of sale or lease and evidenced by a receipt, certificate, deed, or other document conveying such interest. Undivided interests in land, lots or parcels created in the names of a husband and wife as community property, joint tenants or tenants in common, or in the names of other persons who, acting together as part of a single transaction, acquire such interests without a purpose to divide such interests for present or future sale or lease shall be deemed to constitute only one fractional interest.

**Frontage**: That portion of a lot or parcel contiguous with a street or highway.

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**G**

**Grade, Natural**: The elevation of the ground surface in its natural state, before man-made alterations.

**Greenway**: A linear open space established along a natural corridor for conservation, recreation, or circulation purposes.

**Groundwater**: The water under the surface of the earth regardless of the geologic structure in which it is standing or moving. Groundwater typically discharges via wells or springs.
H

**Habitat**: The physical and biological environment where an organism lives. Habitat includes such components as cover, food, shelter, water, and breeding sites.

**Habitat Connectivity**: Physical and biological conditions that join blocks of habitat so that animals can move between them. Such connectivity can be severed by natural causes, but most often is severed by human modification of the landscape.

**Habitat Fragmentation**: The division of contiguous tracts of wildlife habitat into progressively smaller patches which is typically a result of human structures such as roads and development.

**Hauled Water**: Water transported by tank from its source to an area where it is otherwise unavailable.

**Health Authority**: The Coconino County Public Health Services District or its authorized agent.

**Heritage Area**: An area or site where cultural monuments, natural areas or features, historic trail systems, or historic land use patterns may have cultural significance, provide a physical link to historic events, or be of exceptional value.

**Hillside**: Those lands where the natural terrain has an average cross slope of fifteen (15%) percent or greater. However, a fifteen (15%) percent or greater slope, created by a natural wash on land that otherwise would not be classified as hillside land shall be exempt from the hillside regulations.

**Historic Trail**: A nationally or regionally significant historic route, along with the remnants and artifacts of its historical use.

**Horizontal Property Regime**: See Condominium.

I

**Improvements**: Required installations, pursuant to this Subdivision Ordinance and any zoning conditions, including but not limited to: grading, sewer, water, utilities, streets, curbs, gutters, sidewalks, trails, alleys, street lights, traffic control devices and landscaping; as a condition to the approval and signing of the final plat, before recordation.

**Improvement District**: A local unit of government (other than a city or county), authorized and regulated by statute, that is established for road improvements, water control, irrigation, fire, hospital, sanitary districts, and regional air quality control with taxing authority.

**Improvement Plans**: A set of plans setting forth the profiles, cross-sections, details, specifications, and instructions and procedures to be followed in the construction of public or private improvements in Coconino County that are in accordance with the approved preliminary plat, and zoning conditions, and prepared and bear the seal of an Arizona - Registered Land Surveyor, Engineer, Architect or Landscape Architect.
approved by the County Engineer, other applicable County Departments, and all applicable utilities.

**Improvement Standards**: A set of regulations and figures, known as the Coconino County Engineering Design & Construction Manual or other germane jurisdictions, setting forth the details, specifications and instructions to be followed in the planning, design and construction of public improvements in Coconino County, as required by the County.

**Individual Wastewater Disposal System**: A septic tank or any other approved engineered system which treats and disposes of sewage effluent on the property from which sewage is generated.

**Inholding**: Privately owned land that is completely surrounded by an incorporated community or by congressionally designated lands, such as BLM, USFS, NPS, or a sovereign tribal nation.

**Inter-Basin Transfers**: The transfer of water from one groundwater basin to another.

**Integrated Conservation Design**: A development concept that considers site characteristics and layout in the larger context of surrounding parcels. Integrated conservation design preserves important and unique natural features such as open space, viewsheds, steep slopes, scenic corridors, and wildlife habitat.

**Invasive, Non-Native Species**: A plant or animal species not historically found in the local area. When introduced into an area (often on disturbed sites, in the case of plants), these species proliferate and can replace native species, resulting in reduced biodiversity. See also: Noxious Weeds.

**Irrigation Facilities**: Includes laterals, ditches, conduits, pipes, gates, pumps and all equipment necessary for the supply, delivery and drainage of irrigation water and the construction, operation and maintenance of such.

**J**

**K**

**L**

**Land Division**: Improved or unimproved lands which are divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into five or fewer lots, parcels or fractional interests, any of which is ten acres or smaller in size, including residential condominiums and tax assessor parcels.

**Landscaping**: The placement of vegetative cover, trees, rocks, or other materials to improve environmental quality, mitigate land use impacts, and enhance the visual appearance of development. See also: Xeriscape.
Legal Access: As defined in Arizona Revised Statutes or by the Arizona Department of Real Estate, or as insurable by a title company.

Legal Description: A description of real property prepared and sealed by a Land Surveyor licensed by the Arizona Board of Technical Registration to practice Land Surveying in the State of Arizona.

Local road: see residential road

Lot: Any lot, parcel, tract of land, or combination thereof, shown on a plat of record (subdivision) or recorded by metes and bounds, having frontage on a public or private street or on a permanent roadway easement which adjoins a street, and intended for transfer of ownership or intended or used for building development.

Lot Area. The total area within the boundary lines of a lot.

Lot Depth: The average horizontal distance between the front and rear lot lines measured in the mean direction of the side lot lines.

Lot, Flag: An interior lot that is set back from the roadway, behind other lots, and only accessible by a long narrow access drive.

Lot, Key: A lot where the side property line abuts the rear property line of one or more lots and where said lots are not separated by an alley or any other public way.

Lot Line: Any line bounding a lot as herein defined.

Lot Line, Front: In the case of an interior lot: a line separating the lot from the street right-of-way. In the case of a corner lot: the narrower of the two (2) lot lines adjoining a street right-of-way.

Lot Line, Rear: The lot line(s) not abutting a street which is opposite and most distant from the front lot line.

Lot Line, Side: The boundary of a lot that is not a front or rear lot line.

Lot, Through: A lot having a pair of opposite lot lines abutting two streets, and is not a corner lot. On such lot, both lot lines are front lot lines, except where a non-vehicular access easement has been established on such a lot, the front lot line shall be considered as that lot line not containing the non-access easement.

Lot Width: The horizontal distance between the side lot lines, measured at right angles to the lot depth at a point midway between the front and rear lot lines.

Low-Impact Development (LID): A land planning and engineering design approach to manage stormwater runoff; a set of tools such as swales, detention basins, and impervious pavement that retain stormwater on-site.

M

Master Plan: A plan for the development of a community or other large land area, the platting of which is expected to be undertaken in progressive stages, that provides information and graphics meeting the requirements of this Ordinance for the purpose of
implementing an integrated development scheme for all phases of the proposed development.

**Master Planned Community**: A development that consists of two or more separately platted subdivisions and that is either subject to a master declaration of covenants, conditions or restrictions, is subject to restrictive covenants sufficiently uniform in character to clearly indicate a general scheme for improvement or development of real property or is governed or administered by a master owner's association.

**Minor Subdivision**:

1. Improved or unimproved lands which are divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into ten (10) or fewer lots or parcels, each of which is or will be thirty-six (36) acres or less in area measured to the centerline of contiguous roads or easements, if any are contiguous to the lot or parcel.

2. A minor subdivision is not a phase of a master planned development.

**Moderate Income**: Households whose incomes are below 95 percent of the median income for the area, as determined by HUD, with adjustments for smaller or larger families. HUD may establish income ceilings higher or lower than 95 percent of the median for the area on the basis of HUD’s findings that such variations are necessary because of prevailing levels of construction costs, fair market rents, or unusually high or low family incomes.

**Mountainside Development Area**: Those lands where the natural terrain has a slope of fifteen (15%) percent or greater. However, a fifteen (15%) percent or greater slope, created by a natural wash on land that otherwise would not be classified as Mountainside land shall be exempt from the Mountainside regulations.

**Multimodalism**: A holistic view of circulation in which individual modes work together or within their own niches to provide users with the best choices of service. Multimodalism considers how policies for a single mode affect all other modes.

**Multi-use Path**: A hard surfaced trail designed for all types of non-motorized use. These trails should be constructed of either concrete or an all-weather surface such as asphalt, decomposed granite or other similar, approved material.

**N**

**Native Species**: A species that evolved in and occurs naturally in a particular region or environment.

**Noxious Weeds**: Invasive, non-native plants that pose significant threats to agricultural lands and natural ecosystems. See the Coconino County list of Noxious and Invasive Weed Species for specific details. Control and eradication of these species is required in Coconino County.
Open Space: A primarily undeveloped landscape that provides scenic, ecological, or recreational values or that is set aside for resource protection or conservation; an area of managed production such as forestland, rangeland, or agricultural land that is essentially free of visible obstructions. Open space shall be primarily left in existing, native topography and vegetation with irrigated areas comprising less than half of the area.

Owner: The person or persons holding title by deed to land, or holding title as vendees under land contract, or holding any other title of record.

Parcel Map: A map of a minor land split or a minor subdivision, duly recorded in the Coconino County Recorder’s Office.

Parkway or Planting Strip: A strip between the sidewalk and the street right-of-way line, or between the pavement of a frontage road and the major street, limited access highway or freeway it parallels, which is intended to be planted with trees, shrubs or other vegetation.

Pedestrian Ways: Right-of-way or easement dedicated and accepted for public use, which provides pedestrian access to adjacent lands. Not intended for use by vehicular traffic.

Permanent Access: As required under A.R.S. 32-2101, Article 4, means permanent access from the subdivision to any federal, state or county highway.

Planning and Zoning Commission: The duly appointed members of the Planning and Zoning Commission of Coconino County, Arizona.

Plat: A map of a subdivision.

1. Corrective Plat: A plat recorded to indicate minor changes made to a previously recorded plat.

2. Final Plat: A map of all of or part of a subdivision, including supporting data, in substantial conformance to an approved preliminary plat and all conditions placed upon it by the Commission or Board of Supervisors, prepared by a registered land surveyor, in accordance with this Ordinance and the Arizona Revised Statutes.

3. Preliminary Plat: A preliminary map, including supporting data, indicating a proposed subdivision development, prepared by a registered civil engineer and a registered land surveyor, in accordance with this Ordinance and the Arizona Revised Statutes. A preliminary site plan for a condominium development shall be considered a preliminary plat.

4. Recorded Plat: A Final Plat bearing all of the certificates of approval required by this Ordinance and the Arizona Revised Statutes and duly recorded in the Coconino County Recorder's Office.
5. **Replat (Re-Subdivision):** The changing of design, lot lines, size of lots or road alignment of any recorded and approved subdivision in Coconino County, Arizona.

**Potable Water:** Water which meets Environmental Protection Agency Drinking Water Standards for human consumption or which can feasibly be economically or technologically treated to meet such standards.

**Private Access Way.** A private way of access dedicated as a tract to one (1) or more lots or air spaces, which is owned and maintained by an individual or group of individuals and has been improved in accordance with County standards and plans approved by the County Engineer. A private access way is intended to apply where its use is logically consistent with a desire for control of access or where special design concepts may be involved, such as within a Conservation/Cluster Subdivision and/or condominiums.

**Protected Development Right:** The right to undertake and complete the development and use of the property under the terms and conditions of an approved and established protected development right plan, without compliance with subsequent legislative or administrative changes in land use regulations and development standards except as provided by A.R.S. §11-1204.

**Protected Development Right Plan:** A plan submitted by a landowner, which, if approved by the Board of Supervisors and if identified as a protected development right plan at the time it is submitted, grants the landowner, for a specified period of time, a protected development right to undertake and complete the development as shown on the plan. The protected development right plan shall be submitted to the county for site development approval. A protected development right plan for a phased development shall be in the form of a plan for a master plan development. A protected development right plan for a non-phased development must provide the final site development approval needed for issuance of a building permit.

**QR Recorder:** The Recorder of Coconino County, Arizona.

**Reserve Strip:** A strip of property, contiguous to a public way, which is offered to the County for street purposes but which offer is rejected by the County until additional adjacent right-of-way is acquired, and across which the access rights are abandoned until such time as additional adjacent right-of-way is acquired by the County.

**Residential or Local Road:** provide limited mobility and are the primary access to residential areas, small businesses, and other local areas. Average daily traffic for residential or local roads is typically within the range of 100-500 vehicles per day (VPD).

**Right-of-Way:** A strip of land acquired by reservation, dedication, purchase, prescription, or condemnation that is intended to be occupied by a road, cross-walk, railroad, power line, pipeline, water line, sanitary storm sewer, or other similar structure.

**Roadway Easement.** A recorded conveyance to the public or specific group of users over a described area for roadway related uses.
Road Improvement & Maintenance District (RIMD): Established to create, improve and provide maintenance for a road that is not built to County standard. Roads improved and maintained through this type of district must be public roads. The district is governed by a local elected board.

S

Scenic Highway/Route: A highway, road or similar route that, in addition to its transportation function, provides opportunities for the enjoyment of natural and manmade scenic resources and access, or direct views to areas or scenes of natural beauty or historic or cultural interest.

Sewage Disposal, Community: A sewage disposal system publicly or privately owned and operated which has appropriate legal approval to collect treat and dispose of domestic and/or industrial wastes.

Site Plan: A plan, prepared to scale, showing accurately and with complete dimensioning, all of the buildings, structures and uses and the exact manner of development proposed for a specific parcel of land.

Sketch Plan. A preliminary presentation of a proposed subdivision or site plan showing, at a minimum, the proposed streets, alleys, lots and tracts of sufficient accuracy to be used for discussion purposes and identification of any items of controversy or issues of concern. Sketch plans may be drawn on an aerial photo or satellite map and shall be drawn in relation to existing and planned development and the streets immediately adjacent to the proposed subdivision or site.

Standard Specifications: Specifications of the County established by the County Engineer, recommended by the Planning and Zoning Commission and adopted by the Board of Supervisors pertaining to the design and installation of subdivisions and all other improvements.

Statutory Road Right-of-Way Dedications: is an offer of dedication of land to the Public which the County accepts as fee title by an action of the Board of Supervisors. The land within the right-of-way being held in trust for public use by the County.

Streetscape. A design term referring to all the elements between the buildings on either side of the street that, as a group, define its character, including building frontage/façade, street paving, landscaping (including trees and other plantings), sidewalks, street furniture (benches, kiosks, trash receptacles, fountains etc.) signs, awnings and colonnades, and street lighting.

Subdivider: The individual, firm, corporation, or partnership, association, limited liability company, syndicate, trust or other legal entity that files the application and initiates proceedings for the subdivision of land in accordance with the provisions of this Ordinance and statutes of the State of Arizona; and said subdivider need not be the person or persons holding title by deed to land, or holding title as vendees under land contract or holding any other title of record, but they must be authorized agents.
Board of Supervisors may itself prepare or have prepared a plat for the subdivision of land under County ownership.

**Subdivision or Subdivided Lands:**

1. Improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests.

2. Includes a stock cooperative, lands divided or proposed to be divided as part of a common promotional plan and residential condominiums as defined in A.R.S. title 33, chapter 9.

3. Does not include:
   
   (i) Leasehold offerings of one year or less.
   
   (ii) The division or proposed division of land located in this state into lots or parcels each of which is or will be thirty-six acres or more in area including to the centerline of dedicated roads or easements, if any, contiguous to the lot or parcel.
   
   (iii) The leasing of agricultural lands or apartments, offices, stores, hotels, motels, pads or similar space within an apartment building, industrial building, rental recreational vehicle community, rental manufactured home community, rental mobile home park or commercial building.
   
   (iv) The subdivision into or development of parcels, plots or fractional portions within the boundaries of a cemetery that has been formed and approved pursuant to this chapter.
   
   (v) A sale or lease of a lot, parcel or fractional interest that occurs ten or more years after the sale or lease of another lot, parcel or fractional interest if the other lot, parcel or fractional interest is not subject to this article and is treated as an independent parcel unless, upon investigation by the commissioner, there is evidence of intent to subdivide.

**Survivable Space:** The area surrounding a structure that has been designed or modified to increase its likelihood of surviving a wildfire without active intervention by fire protection services.

**T**

**Technical Review Committee (T.R.C.):** A committee comprised of representatives of Coconino County departments, the various federal and state agencies, and the utilities who regulate or are affected by development of land in Coconino County and who review
a plat for compliance with the ordinances, rules, and regulations of their respective subject area.

**Trail Easement:** The property interest or right granted to a non-owner to travel across a specific portion of land for a specific or limited purpose.

**Trailhead:** A designated public access point to a trail that may feature informational signs as well as parking and restroom facilities.

**Trail, Unpaved:** A designated trail designed to accommodate primarily equestrians, off-road bicycles, and pedestrian users.

**Transfer of Development Rights (TDR):** A transfer of the right to develop or build from one portion of a property to another portion, or from one property to another property.

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**U**

**Utility Services:** Service to the public of water, sewer, electric, gas, communications, cable television, drainage, flood control, or other facilities, owned and operated by any person, firm, corporation, municipal or County department or board, duly authorized by State or County regulations. The foregoing shall be deemed to include facilities and appurtenances to the above uses but shall not include public utility offices.

**Utility, Public:** Any agency under public franchise or ownership, or under certificate of convenience and necessity that provides the public with electric, gas, heat, communication, rail transportation, water, sewage collection, or other similar service.

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**V**

**Vacated:** See also: Abandoned.

**Vicinity Map:** A map, chart or diagram showing the geographical location of a proposed development in relationship to the surrounding region as indicated by streets, highways, and other physical features.

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**W**

**Water Supply System:** The system for the collection, treatment, storage, and distribution of potable water from the supply source to the consumer.

**Water System, Community:** A water system publicly or privately owned and operated which has appropriate approval and legal authorization.

**Weed Management Area (WMA):** A geographic area with a group of federal, state, city and county managers and other stakeholders formed to address the problem of introduction and spread of invasive, non-native plants.

**Wildland-Urban Interface (W/UI):** The area in and around a community where the immediate or secondary effects of a wildfire would threaten a community’s
environmental, social, and economic values, causing serious detriment to the area’s overall health and viability.

**Wildlife Corridor**: An often limited or constrained area providing connectivity to larger animal habitats. An area used repeatedly by wildlife to move from one tract of habitat to another. Wildlife Corridors are defined by the *AGFD Coconino County Wildlife Connectivity Assessment* and/or AGFD expert opinion. See also: Wildlife Movement Area.

**Wildlife Movement Area**: A broad habitat area that allows animals to move from one region to another in relative safety. See also: Wildlife Corridor.

**Workforce Housing**: A lot and/or dwelling unit which the occupancy of is restricted to a person eighteen (18) years of age or older together with such person's family, if any, who at the time of initial occupancy: 1) meets the definition of “moderate income” and, 2) earns his or her living by working in Coconino County, Arizona, an average of at least thirty (30) hours per week (or is retired or disabled) and 3) resides full-time and year-round in Coconino County.

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**Zoning**

*Zoning*: The dividing of the County into districts or zones and the establishment of regulations of governing the use, placement, spacing, and size of land and buildings within each zone or district.

**Zoning Ordinance**: The Coconino County Zoning Ordinance as adopted by the Board of Supervisors

**Zoning Clearance**: The approval by the Community Development Director of an application and/or plat that is in conformance with this Ordinance