



COMMUNITY DEVELOPMENT
 2500 North Fort Valley Road
 Building #1
 Flagstaff, AZ 86001
 Phone: 928-679-8850
 Fax: 928-679-8851

SUBDIVISION APPLICATION

Owner Information

Owner's Name _____
 Address _____
 City, State, Zip _____
 Phone _____
 Email _____

Applicant Information

Applicant's Name _____
 Contact Person _____
 Address _____
 City, State, Zip _____
 Phone _____
 Email _____

Project Engineer

Name _____
 Address _____
 City, State, Zip _____
 Phone _____
 Email _____

Stage of Development (select one)

- Preliminary Plat Final Plat
 Minor Subdivision Corrective Replat
 Minor Replat Amended Final Plat

Property Information

Assessor's Parcel(s) # _____

 Subdivision Name _____
 _____ Unit # _____
 Address/Location _____

 Total Site Acreage _____
 Existing Zoning _____
 Proposed Zoning _____
 Existing Land Use _____
 # of Lots Proposed _____
 Proposed Access _____
 Waivers Requested? Yes / No

Modifications After Approval

Complete if requesting a Corrective Replat, Minor Replat, or Amended Final Plat:

of Lots to be Modified _____
 Access or Easements to be Modified? Yes / No
 Substandard Parcels Requested? Yes / No
 Modifying Subdivision Boundaries? Yes / No
 Increasing Total Number of Parcels? Yes / No
 Open/Public Space to be Modified? Yes / No
 Approved Setbacks to be Reduced? Yes / No

OFFICE USE ONLY (Application Revised 7/16/19)

Received By _____ Date _____
 Receipt # _____ Fee _____
 Case # _____
 Related Cases: _____
 Appeal Filed By _____ Date _____
 Receipt # _____ Fee _____

COMMISSION RECOMMENDATION

Approval Denial
 Date _____

BOARD ACTION

Approved Denied
 Resolution/Ordinance # _____
 Date _____

SUBDIVISION APPLICATION

SUBMITTAL REQUIREMENTS*

PRELIMINARY PLAT (see Subdivision Ordinance Section 4.3 for further details)

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

- Pre-Application Meeting – Date _____
 - Filing Fees _____
 - Plat (one or several sheets drawn at a consistent scale not less than 1"=200' and not exceeding 24"x36" in size; one electronic copy and one paper copy); including:
 - Preliminary Open Space and Landscape Plan per the Zoning Ordinance
 - Preliminary FireWise Plan and Weed Mitigation Plan
 - Preliminary Grading and Drainage Plan
 - Subdivision Fencing Detail
 - Title Report
 - List of waivers from the Subdivision and Zoning Ordinance being requested
 - Citizen Participation Plan and Report**
 - Preliminary Drainage Report
 - Preliminary Geotechnical/Soils Report
 - Traffic Impact Statement/Analysis
 - "Intent to Serve" letters from applicable utilities
 - Wastewater Report
 - Draft Copy of the CC&Rs or Operation and Maintenance Plan for the Subdivision
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FINAL PLAT (see Subdivision Ordinance Section 5.3 for further details)

The Final Plat must meet all conditions of approval from previous public hearings and is included on

the consent agenda of the Board of Supervisors. This process applies after one of the following has been approved: a) Preliminary Plat; b) Minor Subdivision; c) Amended Final Plat. It is the final approval prior to development commencing.

- Filing Fees _____
 - Utility Documentation
 - Title Report
 - Engineer's Cost Estimate and Financial Assurance Document
 - Commitment of Water Service (if applicable)
 - Development Agreement (if applicable)
 - Improvement Plans and Final Reports
 - Final Plat (one or several sheets drawn at a consistent scale not less than 1"=200' and not exceeding 24"x36" in size; one electronic copy and one paper copy)
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MINOR SUBDIVISION (see Subdivision Ordinance Section 6.3 for further details)

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

- Pre-Application Meeting – Date _____
 - Filing Fees _____
 - See Final Plat submittal requirements
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CORRECTIVE REPLAT (see Subdivision Ordinance Section 6.4.A. for further details)

The Corrective Replat is administratively approved (by staff) without a hearing in the following situations: a) correcting drafting, graphic, or technical errors; b) combining or reconfiguring 10 or fewer lots so long as there is no change to subdivision boundaries, total number of parcels,

parcel sizes to the point of creating substandard lots for the zone, or easement and open space boundaries; and/or c) reducing a platted setback which exceeds Zoning Ordinance requirements (as long as it is not less than the minimum required for the zone).

- Filing Fees _____
- Survey with legal descriptions of the proposed **OR** Plat (showing all proposed changes)
- Split/Combo Form (if applicable)

MINOR REPLAT (see Subdivision Ordinance Section 6.4.B. for further details)

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

- Filing Fee _____
- Plat (showing all proposed changes)

AMENDED FINAL PLAT (see Subdivision Ordinance Section 6.4.C. for further details)

The Amended Final Plat must be approved at a public hearing of the Planning and Zoning Commission and Board of Supervisors. It must move on to the Final Plat process and be approved before development can begin. The Amended Final Plat process applies to the following: a) relocations of roads, rights-of-way, and easements; b) changes to subdivision boundaries or improvements, or amount of open or public space; c) any changes not covered by the Corrective or Minor Replat.

- Filing Fees _____
 - See Preliminary Plat and Final Plat submittal requirements
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**The Director of Community Development may require additional information or plans if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Subdivision exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.*

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

NOTE: The fee for making copies of plans will be determined at case intake.

CERTIFICATION & ACKNOWLEDGEMENT

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

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

I am responsible for contacting the Coconino County Planning and Zoning Division at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant **Date**

Signature of Property Owner (if not applicant) **Date**
