



Development Services



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1415 Melody Ln, Bdg F
Bisbee, Arizona 85603

Minor Land Division Application

A minor land division permit is required when a parcel of land, in unincorporated Cochise County, is divided into a maximum of five (5) lots, any of which is ten (10) acres or smaller in size. All information received will be used to record and process the parcel division with the Cochise County recorder's office and assessor's office. Additional fees may apply. Note: Approval of location of proposed easements does approve the legality of access. Dedication of proposed easements must occur through a separate instrument.

Applicant Info

Name:

Address:

Phone:

Email:

Parcel Info

Parcel Number (APN):

Parcel Zoning Designation:

Size of the Parcel in SF or Acres:

Processing Fees

Each application shall be accompanied with the processing amount indicated by this form.

Checks are payable to the Cochise County Treasurer.

2-Lots: \$300, 3-Lots \$350, 4-Lots: \$400, 5-Lots: \$450

Required Submittals☐

The original deed with the existing legal description of the existing parcel

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A legal description and survey map from a registered land surveyor or engineer, with dimensions, showing existing and future parcel lines, existing structures, utilities (including wells and/or septic, if applicable), fence lines, easements, and location of bordering roads.

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A statement from a registered land surveyor, or other evidence acceptable to the county, stating whether each lot, parcel, or fractional interest has physical access that is traversable by a two-wheel drive passenger motor vehicle.

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A non-refundable processing fee.

Certification, Signatures Required

Applicant hereby certifies that information contained in this application and accompanying plans and documents is true and correct. The owner hereby acknowledges that a minor land division permit application that does not comply with one or more of the items listed in the Cochise County Zoning Regulations may still have a minor land division permit issued if the applicant signs and records an acknowledgement that no building permit, zoning clearance or use permit will be issued until the lot, parcel or fractional interest meets the minimum noted requirements.

Signature:

Date:

Applicant hereby acknowledge by signing this statement that I am not “Acting in Concert” with any person or group of persons to attempt to avoid the provisions of the subdivision laws of the State of Arizona to divided a parcel of land or sell illegal subdivision lots by using a series of owners or conveyances or by any other method which ultimately results in the division of the lands into an illegal subdivision or the sale of an illegal subdivision or the sale of illegally subdivided lots.

“Acting in Concert” means evidence of collaborating to pursue a concerted plan.

Persons “Acting in Concert” include but are not limited to, business partners, relatives, friends, etc.

Signature:

Date:

FOR STAFF☐

Yes, each new parcel meets the minimum applicable County zoning requirements of the applicable zoning designation.

If no, explain the deficiency:

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Yes, each new parcel has legal access.

If no, explain the deficiency:

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Yes, each parcel has physical access that is traversable by a two-wheel drive passenger motor vehicle.

If no, explain the deficiency:

Permit Number:

Date Received:

Date Finalized:

Reviewed By:

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Notice is hereby given that the parcels of real estate created by the division recorded pursuant to this document is in conformance with all the provisions of the Minor Land Division Ordinance of Cochise County and meets all statutory requirements for recording.

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Notice is hereby given that the parcels of real estate created by the division recorded pursuant to this document either does not conform to the zoning regulations in force at the time of recordation, does not have adequate provision for access to public utilities, or that no legal access exists in accordance with the provisions of the Minor Land Division Ordinance of Cochise County. In consequence, any and all Cochise County Development permits may be denied until such time as deficiencies relative to this parcel are corrected.