

# FAQ

## Where do I start?

If you are a landowner that is interested in a minor land division, let us know! This brochure, as well as our permit and website contain a lot of the information you will need to get started, including a helpful checklist. However, if you have additional questions, we are here to help. Our contact info is provided on the back of this brochure.

## How much does a minor land division permit cost?

2-Lots \$300, 3-Lots \$350, 4-Lots \$400, 5-Lots \$450  
Each application shall be accompanied with the processing amount indicated above. Checks are payable to the Cochise County Treasurer. Additional recording and assessing fees may still apply.

## How long will this process take?

The Development Services Department shall complete it's review within thirty (30) days from the date an application is accepted.

## What happens if my permit is not approved?

Regardless of whether your permit application is approved, you may still record a minor land division. Be advised that should you choose to record a Minor Land Division without a Minor Land Division Permit any deficiencies are required to be noticed in full, detailed description in all deeds. In consequence, any and all Cochise County Development permits may be denied until such time as deficiencies relative to this parcel are corrected.

## What do I do with this permit?

Simply take the completed, processed Minor Land Division Permit to the County Recorder's Office along with any attached supplementary information. Recordation must occur within six (6) months of the approval by the Development Services Department, or the approval is considered void. Once the minor land division has been recorded, all paperwork must be forwarded to the County Assessor's office for processing. The Assessor's office will map the changes and assign new parcel numbers. Reverification of owner's signature, legal descriptions, and map will occur at this time.



# CONTACT US

For more information about minor land division, please contact us!

Bisbee Office  
1415 Melody Lane, Building F  
Bisbee, AZ 85603  
P: 520-432-9300

Sierra Vista Office  
4001 E. Foothills Drive  
Sierra Vista, AZ 85635  
P: 520-432-9300

<https://www.cochise.az.gov/development-services/home>

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# MINOR LAND DIVISION

## INFORMATION GUIDE



# WHAT IS MINOR LAND DIVISION?

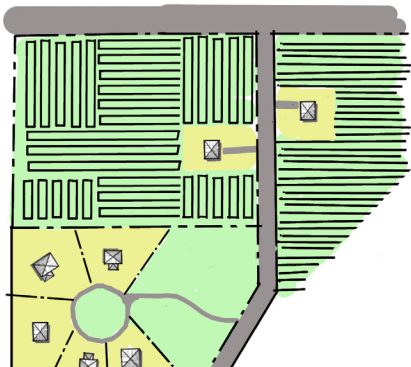
Subdividing property in Cochise County is regulated by the Minor Land Division Regulations and the Cochise County Subdivision Regulations, depending on how many parcels are created by the proposed subdivision as well as the size the parcels.

The minor land division process applies when a large parcel is divided into 5 or fewer smaller parcels, any of which is 10 acres or smaller. The County subdivision process applies when a large parcel is divided into 6 or more smaller parcels, any of which is 36-acres or smaller.

## Purpose of the Minor Land Division Process

The purpose of the minor land division process is to divide a large parcel into smaller lots for sale in a manner that:

- Promotes orderly growth and sensitive design;
- Ensures all lots are accessible by car, have appropriate easements and can meet the minimum requirements of underlying zoning.



# REQUIREMENTS

Names, addresses, and telephone numbers of all parties of interest to the division

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

Survey Map: The legal descriptions and map shall be prepared by a Registered Land Surveyor (R.L.S) and comply with all state and County standards in a size and format acceptable to the County Recorder and shall include:

- A standard engineering scale not to exceed 1" = 200' (one inch equals 200 feet). Scale used must be indicated.
- A north arrow.
- Area and dimensions of all proposed lots, parcels or fractional interests.
- The current zoning of the parcels proposed to be divided.
- A public or private road, or a private driveway easement, as defined by the Cochise County Road Design & Construction Standards & Specifications for Public Improvements shall provide legal access to each parceld by the County Board of Supervisors prior to sale of any of the divided lots.

Location and width of all easements within and bordering the minor land division. **Note: Dedication of proposed easements must occur through a separate instrument.**

Location, width and designation of roads bordering the property, indicating whether they are public or private.

# SUBMITTALS

- Verification by Development Services staff of appropriate zoning or receipt of an application for rezoning.
- The original deed showing the legal description of the existing parcel.
- A new deed(s) showing a legal description of each proposed parcel, along with any access or utility easements.
- A legal description and survey from a registered surveyor or engineer with dimensions showing existing and future parcel lines, structures, utilities (including septic system, if applicable), fence lines, easements, and location of bordering roads.
- A statement from an Arizona licensed surveyor or engineer, 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.
- A non-refundable processing fee.