



Development Services

 520-432-9300
 developmentsservices@cochise.az.gov
 www.cochise.az.gov
 1415 Melody Ln, Bdg F
Bisbee, Arizona 85603

Minor Land Division Permit

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 legal instrument.

Property Owner Info

Name:

Address:

Phone:

Email:

Describe your relationship to this application (select one):

Property owner (skip to property info)

Authorized agent

By typing their name below, the undersigned, registered property owner of the property subject to this application, hereby grants the authorized agent noted above to act on their behalf and take all actions necessary for the processing, issuance and acceptance of this permit or application.

Signature:

Date:

Authorized Agent Info (if applicable)

Name:

Address:

Phone:

Email:

Processing Fees

2-Lots: \$300, 3-Lots \$350, 4-Lots: \$400, 5-Lots: \$450. Applicants may pay online with a credit card or mail a check to the Development Services Department at 1415 W Melody Ln, Building F, Bisbee, AZ 85603, payable to the Cochise County Treasurer.

Property Info

Parcel Number (APN):

Parcel Zoning Designation:

Size of the Existing Parcel in Acres or SF:

Number of New Lots Proposed:

Required Submittals

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

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.

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.

A non-refundable processing fee.

Certification, Signatures Required (Property Owner)

The property owner hereby certifies by typing their name below that all the information contained in this application and accompanying plans and documents is true and correct. The owner further 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 acknowledgment 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:

Certification, Signatures Required (Property Owner) Continued

The property owner hereby acknowledges that by typing their name below they are not “Acting in Concert” with any person or group of persons in an attempt to avoid the provisions of the subdivision laws of the State of Arizona to divide 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:

Yes, each new parcel has legal access. If no, explain the deficiency:

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:

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

Notice is hereby given that the parcels of real estate created by the division recorded pursuant to this document either do not conform to the zoning regulations in force at the time of recordation, do not have adequate provision for access to public utilities, or 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.