



## Development Application Information

We welcome you to the Cocopah Reservation and would like to take this opportunity to inform you of the requirements of conducting business on the Reservation.

### **APPLICATION**

To start your Development License process, you will need to fill out and take the attached application to the Planning Department located at 14515 S. Veterans Drive, Somerton, AZ 85350. Your application will be forwarded to the required Department(s) for inspection and approval. Their job is to make sure that your business is compliant with all regulations for commercial and residential neighborhoods. A separate license is necessary for each business location as provided by the Cocopah Tribe.

### **LICENSE**

Our office will contact you after your application has been approved. You can pick up your license at The Planning Department within five business days after approval. The license must be displayed so that it can be easily seen at your business location.

### **BUSINESS LICENSE (Vendor/Mobile Food Vendor)**

Many people are unaware that even small, home-based businesses located inside the Reservation or those that come onto the Reservation to conduct business are required to be licensed. Temporary (or itinerant) business, special events, carnivals, door-to-door sales have regulations that apply to them specifically.

**All Vendors/Mobile Vendors may operate within residential areas only during the time period between 9am and one-half hour after sunset.**

Business license fee is \$50.00 per calendar year and license fees are non-refundable.

This application must be filed before you can lawfully engage in business on the Cocopah Reservation. A separate license is necessary for each business location as provided by the Cocopah Tribe. All business licenses are subject to a 1 year term only. Applicants have the option to renew the license when the term has expired to continue business. This license is not transferable and shall be valid until the end of a 1 year term, the owner requests cancellation in writing or revoked by the Cocopah Indian Tribe whichever occurs first. All business located on the reservation must comply with applicable ordinances, regulations, and requirements affecting public peace, health, and safety.

If there are questions about the application process or assistance is needed please contact the Planning Department at 928-627-2102.



**COCOPAH INDIAN TRIBE**  
**Planning Department**  
 14515 S. Veterans Drive  
 Somerton, Arizona 85350  
 (928) 627-2102  
 (928) 627-3173 FAX

## DEVELOPMENT APPLICATION FORM

TO BE COMPLETED BY APPLICANT (PLEASE COMPLETE ALL THAT APPLY)		
<b>APPLICANT NAME:</b>	<b>OWNER NAME:</b>	<b>CONTRACTOR NAME:</b>
BUSINESS NAME:	BUSINESS NAME:	BUSINESS NAME:
ADDRESS:	ADDRESS:	ADDRESS:
CITY:	CITY:	CITY:
STATE/ZIP CODE:	STATE/ZIP CODE:	STATE/ZIP CODE:
PHONE:	PHONE:	PHONE:
EMAIL:	EMAIL:	EMAIL:
DESIGNATED AGENT / CONTACT (check one): <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Contractor		TRIBAL MEMBER: <input type="checkbox"/> Yes <input type="checkbox"/> No
BRIEF DESCRIPTION OF PROJECT / BUSINESS / EVENT:  <input type="checkbox"/> Residence <input type="checkbox"/> Commercial Activity <input type="checkbox"/> Community Activity <input type="checkbox"/> Other (explain)		
PROPOSED PROPERTY / BUSINESS ADDRESS OR LOCATION:		
MASTER LESSOR / LEASE NO. (if different then applicant):	BUILDING SIZE(square feet)	SITE SIZE (acres/square feet)
EXISTING DISTRICT TYPE / USE OF LOCATION:	PROPOSED DISTRICT TYPE / USE OF LOCATION:	
ESTIMATED DATE OF CONSTRUCTION / OCCUPANCY / EVENT OR SERVICE DURATION:		
APPLICATION TYPE (CHECK ONE): <input type="checkbox"/> Land Use/Building Permit <input type="checkbox"/> Building Relocation Permit <input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Burn Permit <input type="checkbox"/> Vendor/Mobile Food Vendor Permit <input type="checkbox"/> Sign Permit <input type="checkbox"/> Modification of Standards	
I swear that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts and failure to pay and renew in a timely manner will subject me to the remedies as prescribed by the Cocopah Tribal Council and Cocopah Ordinances. I also agree to comply with all Federal, County and Tribal laws as pertains to this business.		DATE
APPLICANT SIGNATURE		
TO BE COMPLETED BY PLANNING STAFF		
PROJECT NAME:	FILE NUMBER:	DATE:

RECEIVED BY (NAME/DEPARTMENT):	FEE PAID: ____ YES ____ NO	____ APPROVED ____ DISAPPROVED
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**DEVELOPMENT APPLICATION FORM  
(SUBMITTAL CHECKLIST)**

To be completed by staff		Staff shall indicate all "Required" submittal items based on the desired application type. Applicants are encouraged to schedule a "Preliminary Application Meeting" with staff prior to submittal to confirm submittal requirements. Applicant must submit all items checked "Required" by staff to begin the formal review process
Required	Received	
		<b>Completed Application Form:</b>
		<b>Fee Payment:</b> Per Cocopah approved fee schedule
		<b>Project Narrative (8.5x11 sheet size):</b> Provide a detailed description of the proposed project, use, or event, including; current use of the property/building, any building and construction that will take place as part of the project, how the project integrates Cocopah cultural traditions, specific activities that will be conducted on the property after the project is completed, specific items that will be sold and times of planned activity, and adjacent permitted or existing land uses.  For land use, conditional use and modification of standards applications, the applicant should also detail how the request is compatible with adjacent permitted or existing uses, any special or unique circumstances that cause the need for the request, and any specific mitigation measures that will be provided to improve the compatibility of the project with surrounding uses.
		<b>Aerial/Context Plan (11x17 minimum sheet size):</b> Provide an aerial map that shows the project boundary, adjacent property boundaries, and land uses for an area at least 600 feet in all directions from the project boundary.
		<b>Site Plan (24x36 sheet size drawn to scale):</b> <ul style="list-style-type: none"> <li>• Project property boundary lines and adjacent improvement(s) and streets within 300 feet of the site boundaries.</li> <li>• Cocopah parcel boundaries/number</li> <li>• Site dimensions, width and depth.</li> <li>• Scale and north arrow.</li> <li>• Project Data Summary Table (include all that apply): <ul style="list-style-type: none"> <li>– Land use district designation.</li> <li>– Existing and proposed use(s).</li> <li>– Site size in square feet and acreage (gross and net).</li> <li>– Total building square footage (gross and net).</li> <li>– Number of spaces required and provided.</li> </ul> </li> <li>• Location and dimension of all public services or utilities contained within the project boundaries.</li> <li>• Label all streets.</li> <li>• Proposed and required building setbacks.</li> <li>• Proposed and existing buildings, parking, and landscaping.</li> <li>• Dimension distance between buildings and property lines.</li> <li>• Parking lot and spaces</li> <li>• Proposed location of sign(s).</li> <li>• On-site lighting locations.</li> <li>• Location of other site improvements such as walls, yards, outside storage areas, refuse container/area, fire hydrants, loading areas, etc.</li> <li>• Physical features and contours. If applicable, indicate any existing irrigation ditches on or adjacent to subject property.</li> <li>• Registered Architect or Civil Engineer seal and signature is required.</li> <li>• Plan to be submitted in AutoCad (.DWG) format.</li> </ul>

**DEVELOPMENT APPLICATION FORM  
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		<b>Master Plan (11x17 minimum sheet size drawn to scale):</b> For larger developments that will be constructed in phases, provide a map that generally identifies planned land uses, circulation and drainage design for the overall project
		<b>Phasing Plan (11x17 minimum sheet size drawn to scale):</b> For larger developments provide a map that identifies the individual phases of the project
		<b>Legal Description and Survey Map:</b> Submit a written legal description and survey map for the site, sealed and signed by a registered surveyor or engineer.
		<b>Construction Plans and Specifications:</b> (Building, Structural, Grading, Drainage, Electrical, Utility) Provide all plans that meet the Cocopah Tribe Building Code standards.
		<b>Water / Sewer Plans (24x36 sheet size drawn to scale):</b> Provide plans and specifications prepared by a licensed engineer or equivalent for water and sewer (i.e. well and septic plans) disposal for the project
		<b>Sign Plan (24x36 sheet size drawn to scale):</b> Provide plans and specifications that show a scaled drawing of the sign(s), dimensions of the sign(s), the information to be included on the sign, the proposed location(s) of the sign(s), the size and linear frontage of all existing buildings involved in the application, and the names of all streets upon which the project site abuts.
		<b>Environmental / Cultural Survey:</b> Coordinate with the Cocopah Cultural Resources and Environmental Protection Departments to assess the potential environmental and cultural impacts of the proposed project. Survey may include, but is not limited to, assessment of impact on unique or sensitive geographic and vegetative characteristics, impact on specific endangered or threatened species, or on its habitat, and impact on any known or unknown cultural, religious or historical resources that are important to the Tribe.

<b>Additional Supporting Documentation</b>		
		Landscape Plans
		Elevations
		Food Vendor Inspection and Vehicle Inspection (if applicable)
		Traffic Study
		Geotechnical Report
		Certificate of General Liability
		Proof of Business License
		Copies of Existing Lease Documents