



**Cochise County**  
**Community Development**  
**Planning, Zoning and Building Safety Division**  
*Public Programs...Personal Service*  
[www.cochise.az.gov](http://www.cochise.az.gov)

## Special Use Project Application

### Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the Owner or authorized Agent of the Owner of the property being developed.
2. I am applying for the meetings/ review(s) indicated below.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S. §13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the Owner, Applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. The submittal is subject to an administrative review of 10-business days (5-business days initial review, 5-business days resubmittal review) at which time I will receive written or electronic notice if the application is complete or, in the case of an incomplete application, a list of deficiencies that need to be corrected. An application will not pass the review for administrative completeness until all deficiencies have been corrected.
8. If the County does not issue a written or electronic notice of administrative completeness within the 10-business days, the application will be deemed administratively complete and the substantive review process begins.
9. The overall review time is 130-business days.
10. The substantive review process is 120-business days.

**Planning, Zoning and Building Safety**  
 1415 Melody Lane, Building E  
 Bisbee, Arizona 85603  
 520-432-9300  
 520-432-9278 fax  
 1-877-777-7958  
[planningandzoning@cochise.az.gov](mailto:planningandzoning@cochise.az.gov)

**Highway and Floodplain**  
 1415 Melody Lane, Building F  
 Bisbee, Arizona 85603  
 520-432-9300  
 520-432-9337 fax  
 1-800-752-3745  
[highway@cochise.az.gov](mailto:highway@cochise.az.gov)  
[floodplain@cochise.az.gov](mailto:floodplain@cochise.az.gov)

By signing below, I acknowledge that:

11. A complete response to any correspondence will be submitted to Cochise County for any subsequent reviews.
12. The Applicant or Agent will be sent written or electronic notice of a license approval or denial within the substantive review period.
13. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.
14. The Applicant or Agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.
15. The project review process and timeframe is suspended when a project triggers the requirement for an application for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors. If either the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

By signing below, I acknowledge that:

16. An appeal protesting any denial of an application may be made to Cochise County Community Development Department, Planning Division Deputy Director, Beverly Wilson, 1415 Melody Lane, Bldg. E. Bisbee, Arizona 85603. The appeal shall set forth all relevant facts pertaining to the denial, and must be in writing. It must be filed within ten-days from the date of the denial letter.
17. If the County does not issue to the Applicant the written or electronic notice granting or denying a license within the **overall** time frame or within the mutually agreed upon time frame extension, the county SHALL refund the Applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30-working days after the expiration of the agreed upon time frame pursuant A.R.S. § 11-1605(J).

Ashley Baker      Samantha Goertch      10-26-18  
Signature      Date

Ashley Baker      Samantha Goertch ✓  
Print Name/Firm      Owner       Agent

COMMERCIAL USE/BUILDING PERMIT/SPECIAL USE PERMIT QUESTIONNAIRE  
(TO BE PRINTED IN INK OR TYPED)

TAX PARCEL NUMBER 101-40-001

APPLICANT Ashley Baker & Samantha Goerlich

ADDRESS \_\_\_\_\_

CONTACT TELEPHONE NUMBER (520)405-5025 (215)713-4274

EMAIL ADDRESS: abaker138@gmail.com srgoerlich@yahoo.com

PROPERTY OWNER (IF OTHER THAN APPLICANT) \_\_\_\_\_

ADDRESS PO box 1597

Bisbee, AZ 85603

DATE SUBMITTED October 26, 2018

Special Use Permit Public Hearing Fee (if applicable) \$ \_\_\_\_\_

Building/Use Permit Fee \$ \_\_\_\_\_

Total paid \$ \_\_\_\_\_

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**PART ONE - REQUIRED SUBMITTALS**

1. Cochise County Joint Application (attached).
2. Questionnaire with all questions completely answered (attached).
3. A minimum of (6) copies of a site plan drawn to scale and completed with all the information requested on the attached Sample Site Plan and list of Non-residential Site Plan Requirements. **(Please note that nine (9) copies will be required for projects occurring inside the Uniform Building Code enforcement area. In addition, if the site plan is larger than 11 by 17 inches, please provide one reduced copy.)**
4. Proof of ownership/agent. If the applicant is not the property owner, provide a notarized letter from the property owner stating authorization of the Commercial Building/Use/Special Use Application.
5. Proof of Valid Commercial Contractor's License. (Note: any building used by the public and/or employees must be built by a Commercial Contractor licensed in the State of Arizona.)
6. Hazardous or Polluting Materials Questionnaire, if applicable.

**OTHER ATTACHMENTS THAT MAY BE REQUIRED DEPENDING ON THE SCOPE OF THE PROJECT**

1. Construction Plans (possibly stamped by a licensed Engineer or Architect)
2. Off-site Improvement Plans
3. Soils Engineering Report
4. Landscape Plan
5. Hydrology/Hydraulic Report

6. Traffic Impact Analysis (TIA): Where existing demonstrable traffic problems have already been identified such as high number of accidents, substandard road design or surface, or the road is near or over capacity, the applicant may be required to submit additional information on a TIA.
7. Material Safety Data Sheets
8. Extremely Hazardous Materials Tier Two Reports
9. Detailed Inventory of Hazardous or Polluting Materials along with a Contingency Plan for spills or releases

The Commercial Permit Coordinator/Planner will advise you as soon as possible if and when any of the above attachments are required.

## PART TWO - QUESTIONNAIRE

In the following sections, thoroughly describe the proposed use that you are requesting. **Attach separate pages if the lines provided are not adequate for your response.** Answer each question as completely as possible to avoid confusion once the permit is issued.

### SECTION A - General Description (Use separate sheets as needed)

1. What is the existing use of the property?

vacant land

What is the proposed use or improvement?

To build a community workshop space & education center for permaculture, natural building, and the arts. Our structures will be built using sustainable building methods, with water harvesting systems built into each one. The structures include classroom spaces, an office building, gardening areas, storage, an indoor/outdoor kitchen area, and stand-alone bathrooms.

2. Describe all activities that will occur as part of the proposed use. In your estimation, what impacts do you think these activities will have on neighboring properties?

We will offer educational workshops to the local Cochise County community & to tourists. Classes will be based around permaculture (incl. water harvesting, gardening, and terra-forming) as well as the arts (incl. sculpture, 2D art, eco crafts, & performing arts).

3. Describe all intermediate and final products/services that will be produced/offered/sold.

Art produced in our facilities will be for sale in local Bisbee businesses & produce from our garden center will be sold at local farmers markets, businesses & also donated to community food banks.

4. What materials will be used to construct the building(s)? (Note, if an existing building(s), please list the construction type(s), i.e., factory built building, wood, block, metal)

We plan to use sustainable building methods such as straw bale, super adobe, hyper adobe, and cob construction for all of our buildings.

5. Will the project be constructed/completed within one year or phased? One Year \_\_\_\_\_

Phased  if phased, describe the phases and depict on the site plan.

Our total proposed time frame for project completion is 4 years. In Phase 1, we will be developing (Site A) our community area & in Phase 2, we will build our workshop area (Site B). Each phase of our project is projected to take 2 years.

6. Provide the following information (when applicable):

A. Days and hours of operation: Days: 7 Hours (from 7 AM to 7 PM)

B. Number of employees: Initially: 4 Future: 12  
 Number per shift Seasonal changes we will shut down operations every December. During construction, spring & fall will be our busiest seasons & afterwards, Summer  
 C. Total average daily traffic generated: will be our busiest workshop/teaching season.

(1) How many vehicles will be entering and leaving the site.

Up to 12 during construction. Up to 40 during operation.

(2) Total trucks (e.g., by type, number of wheels, or weight)

We will have an average of 4 large truck deliveries per year during our construction phases only.

(3) Estimate which direction(s) and on which road(s) the traffic will travel from the site?

From Arizona Street: East onto Swan Road, North onto Beechcraft Blvd., North onto S Bonanza Ave., and East onto Aviation (which will be extended to reach the southern edge of our property.) Road repair outline attached.

(4) If more than one direction, estimate the percentage that travel in each direction

Route is ~2.4mi, with all traffic traveling in & out daily.

(5) At what time of day, day of week and season (if applicable) is traffic the heaviest

During construction, traffic will be heaviest in the morning & afternoon. Work will be Monday-Friday with occasional weekend work. During operation, weekends will be our busiest workshop days.

Circle whether you will be on public water system or private well. If private well, show the location on the site plan.

Estimated total gallons of water used: per day 0 per year 0

Will you use a septic system? Yes  No  If yes, is the septic tank system existing?

Yes  No  Show the septic tank, leach field and 100% expansion area on the site plan.

G. Does your parcel have permanent legal access\*? Yes  No  if no, what steps are you taking to obtain such access?

\_\_\_\_\_  
 \_\_\_\_\_

\*Section 1807.02A of the Cochise County Zoning Regulations stipulates that no building permit for a non-residential use shall be issued unless a site has permanent and direct access to a publicly maintained street or street where a private maintenance agreement is in place. Said access shall be not less than twenty (20) feet wide throughout its entire length and shall adjoin the site for a minimum distance of twenty (20) feet. If access is from a private road or easement provide documentation of your right to use this road or easement and a private maintenance agreement.

H. For Special Uses only - provide deed restrictions that apply to this parcel if any.

Attached \_\_\_\_\_ NA

8. Identify how the following services will be provided:

Service	Utility Company/Service Provider	Provisions to be made
Water	None	well for emergency use only. (water catchment)
Sewer/Septic	None	compost bathrooms w/ septic attached.
Electricity	None	solar
Natural Gas	None	None
Telephone	None	None
Fire Protection	None	(well for emergency use)

### SECTION B - Outdoors Activities/Off-site Impacts

1. Describe any activities that will occur outdoors.

We will have a performing arts workshop area that includes an outdoor stage. We are also planning an outdoor workshop area for gardening & permaculture, and an indoor/outdoor Kitchen & Dining area.

2. Will outdoor storage of equipment, materials or products be needed? Yes  No  if yes, show the location on the site plan. Describe any measures to be taken to screen this storage from neighboring properties. Outdoor storage will be a clean, well organized, fenced-off & covered area for recycled building materials, soil, tools, & plants. This area will not be visible or otherwise detectable from neighboring properties.

Will any noise be produced that can be heard on neighboring properties? Yes  No  if yes; describe the level and duration of this noise. What measures are you proposing to prevent this noise from being heard on neighboring properties?

To prevent any noise from being heard by neighboring properties, we have placed our performing arts workshop area towards the inside of our property & faced the stage towards vacant/state land.

3. Will any vibrations be produced that can be felt on neighboring properties? Yes  No  if yes; describe the level and duration of vibrations. What measures will be taken to prevent vibrations from impacting neighboring properties?

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4. Will odors be created? Yes  No  If yes, what measures will be taken to prevent these odors from escaping onto neighboring properties?

We will have a (fenced off) outdoor composting area attached to our garden center. This area is set back from neighboring properties & will be fully contained. Saw dust will be added to the compost to help control any odors.

5. Will any activities attract pests, such as flies? Yes  No  If yes, what measures will be taken to prevent a nuisance on neighboring properties?

Composting & Gardening areas will attract pests, but will be completely fenced/walled off from being accessed. These areas will be set back a good distance from neighboring properties.

6. Will outdoor lighting be used? Yes  No  If yes, show the location(s) on the site plan. Indicate how neighboring properties and roadways will be shielded from light spillover. Please provide manufacturer's specifications.

7. Do signs presently exist on the property? Yes  No  If yes, please indicate type (wall, freestanding, etc.) and square footage for each sign and show location on the site plan.

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_

8. Will any new signs be erected on site? Yes  No  If yes, show the location(s) on the site plan. Also, draw a sketch of the sign to scale, show the copy that will go on the sign and **FILL OUT A SIGN PERMIT APPLICATION** (attached).

9. Show on-site drainage flow on the site plan. Will drainage patterns on site be changed?

Yes  No

If yes, will storm water be directed into the public right-of-way? Yes  No

Will washes be improved with culverts, bank protection, crossings or other means?

Yes  No

If yes to any of these questions, describe and/or show on the site plan.

10. What surface will be used for driveways, parking and loading areas? (i.e., none, crushed aggregate, chipseal, asphalt, other)

Driveways, parking, and loading areas will be covered in crushed aggregate as a measure to control dust erosion.

11. Show dimensions of parking and loading areas, width of driveway and exact location of these areas on the site plan. (See site plan requirements checklist.)

12. Will you be performing any off-site construction (e.g., access aprons, driveways, and culverts)?  
Yes  No  If yes, show details on the site plan. **Note: The County may require off-site improvements reasonably related to the impacts of the use such as road or drainage improvements.**

### **SECTION C - Water Conservation and Land Clearing**

1. If the developed portion of the site is one acre or larger, specific measures to conserve water on-site must be addressed. Specifically, design features that will be incorporated into the development to reduce water use, provide for detention and conserve and enhance natural recharge areas must be described. The Planning Department has prepared a *Water Wise Development Guide* to assist applicants. This guide is available upon request. If the site one acre or larger, what specific water conservation measures are proposed? Describe here or show on the site plan submitted with this application.

We will be incorporating water catchment into every structure and will divert overflow to drain into the natural landscape in a manner to conserve the landscape from any un-natural erosion. We plan to rejuvenate the natural landscape, which has been damaged by open range cattle grazing by planting (strictly) native vegetation, and fencing off the entire property with high-tension barbed wire fencing to prevent any further damage.

2. How many acres will be cleared? less than three  
If more than one acre is to be cleared describe the proposed dust and erosion control measures to be used  
(Show on site plan if appropriate.) Large areas for parking will be cleared and covered with crushed aggregate for dust control. other areas will be cleared in small patches for structures and garden areas.

#### SECTION D - Hazardous or Polluting Materials

Some businesses involve materials that can contaminate the soil, air, water, waste disposal system or environment in general. Precautions must be taken to protect the environment when such products are distributed to or from the site, stored, manufactured, processed, disposed of, or released as raw materials, products, wastes, emissions, or discharges (When sold or incorporated in a product these materials are required to have Material Safety Data Sheets (MSDS) supplied by the manufacturer.) Examples of such products include but are not limited to paint, solvents, chemicals and chemical wastes, oil, pesticides, herbicides, fertilizers, radioactive materials, biological wastes etc.

Does the proposed use have any activities involving such materials?

Yes \_\_\_ No  If yes, complete the attached *Hazardous or Polluting Materials Use Questionnaire*.

**Note:** Depending on quantities, this question does not apply to ordinary household or office products or wastes such as cleansers, waxes or office supplies. Answer YES only if the materials are involved in the commercial or special use process or if landscaping or maintenance chemicals (pesticides, fertilizers, paints, etc.) will be present in quantities greater than 50 pounds (solids) or 25 gallons (liquids).

If you answer NO to this question but in the County's experience, the type of business proposed typically uses such materials, you will be asked to complete the *Hazardous or Polluting Materials Questionnaire* prior to processing this Commercial Use/ Building/ Special Use Permit.

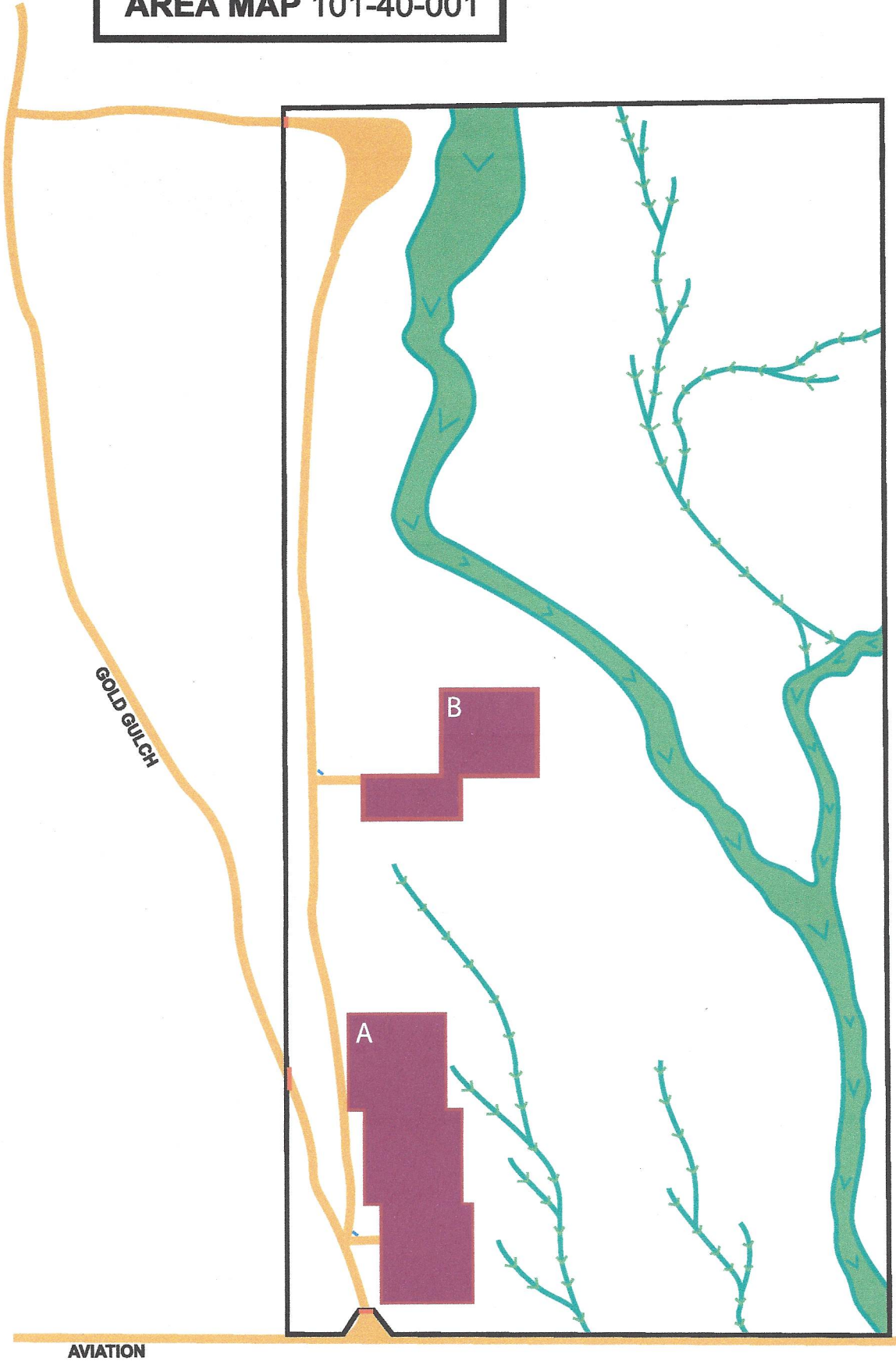
**Applications that involve hazardous or polluting materials may take a longer than normal processing time due to the need for additional research. The Arizona Department of Environmental Quality Compliance Assistance Program can address questions about Hazardous Materials (1-800-234-5677, ext. 4333).**

#### SECTION E - Applicant's Statement

I hereby certify that I am the owner or duly authorized owner's agent and all information in this questionnaire, in the Joint Permit Application and on the site plan is accurate. I understand that if any information is false, it may be grounds for revocation of the Commercial Use/ Building/ Special Use Permit.

Applicant's Signature Ashley Baker Samantha Goerlich  
Print Applicant's Name Ashley Baker Samantha Goerlich  
Date signed 10/26/18

**AREA MAP 101-40-001**



**KEY**

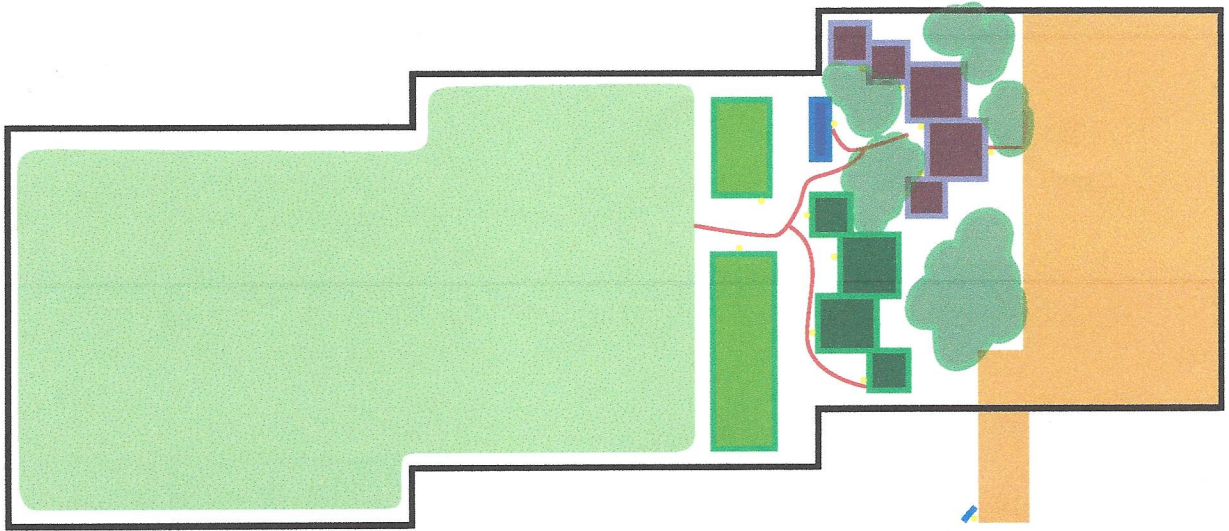
- High Tension Barbed Wire
- Dirt Roads
- Watershed
- Building Site
- Metal Gate
- Signage

330'

N

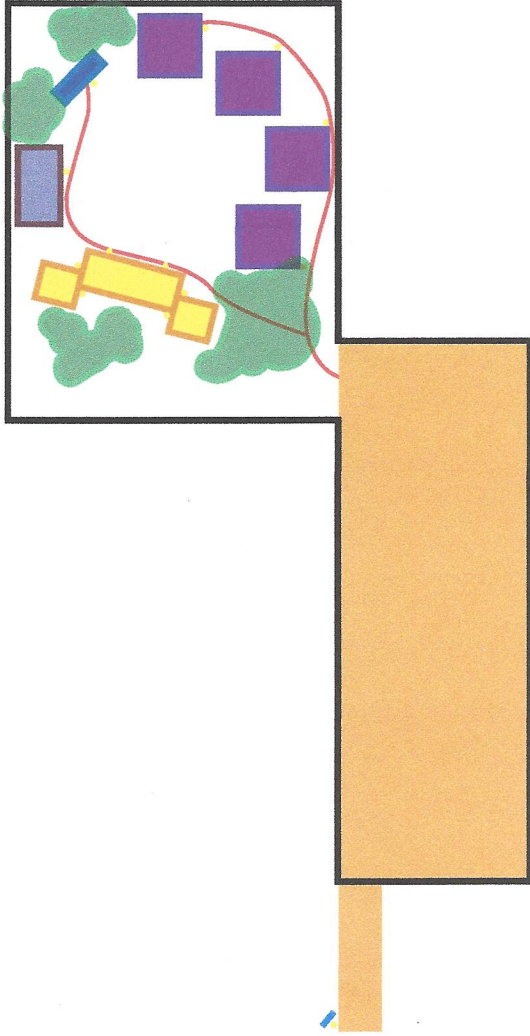
# BUILDING SITE A

3 Acres



# BUILDING SITE B





1.5 Acres



## KEY

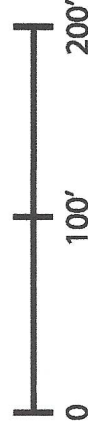
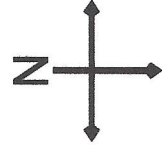
-  Site Boundary
-  Parking
-  Walking Trails
-  Landscaping
-  Bathrooms
-  Signage\*
-  Lighting\*\*

### SITE A

-  Office/Visitor Center
-  Permaculture Facilities
-  Green Houses
-  Nursery

### SITE B

-  Workshops
-  Kitchen
-  Amphitheater



\*Signage will be less than 5 feet off the ground and 5 feet in width.

\*\*Lighting will be motion sensed and less than 10 watts

# ROAD PLAN

*Arizona St >> Swan Rd >> Beechcraft Blvd >> Bonanza Ave >> Aviation Ave*

Swan Road is maintained by the county until the final bend where it meets Beechcraft Blvd. From there, the entire length of the travel distance will be reshaped to redirect the shallow arroyos for proper water drainage. There is an existing gravel bridge that was brought in as an amendment on Beechcraft Blvd. This technique will be applied to (2) areas on Aviation Road where there are exposed water lines that lead to residences. This technique ensures a buffer to protect the lines from damage while also redirecting stormwater away from the residences. One (12-24") culvert will be installed on Aviation Road. Once these amendments have been made to the roads and after the first season of monsoons, the amendments will be assessed to see if further actions need to be made such as the addition of culverts and/or gravel. These roads will be maintained yearly at the end of monsoon season and as needed.

