



Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0050 ◆ Fax: 928.567.7401 ◆

◆ www.campverde.az.gov ◆

ACCESSORY DWELLING UNIT RENTAL PERMIT APPLICATION

This application is to confirm that the Accessory Dwelling Unit (ADU) is compliant with zoning and building codes. Inspection of the property may determine the need for separate permits for any building, electric, plumbing, or mechanical, as applicable.

ADU Rental Requirements:

1. Rental of ADUs are only permitted with an ADU Rental Permit.
2. Both existing and new ADUs must meet all applicable Building and Zoning Codes; an inspection will be required prior to issuance of an ADU permit.
3. Building and Zoning Code violations may invalidate an ADU permit.
4. A maximum of one ADU is permitted per parcel. Detached ADUs will not be allowed on parcels with a duplex or attached ADU.
5. ADUs must meet the applicable Zoning District requirements as to construction type and setbacks.
6. The property owner or a family member must reside on the premises.
7. One parking space is required for the ADU.

In order to process an accessory dwelling unit rental permit, the following information must be submitted:

- Completed Application Packet** including project information, property information, property owner information, applicant information, designation of agent, contractor information, and plot plan sketch.
- Detailed Site Plan** drawn to scale on 8 ½" x 11" size paper or larger showing:
 - Assessor's Parcel Number and Project Address
 - Scale Used (May Be Engineer Or Architect's Scale)
 - Direction of North
 - Parcel Diagram (Including Property Lines and Dimensions)
 - Label front of property.
 - Label adjacent streets or alleys.
 - Indicate location and dimensions of easements that apply with proof of legal access.
 - Indicate ingress/egress (driveway locations).
 - Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
 - Indicate location of existing and/or proposed parking for current residence and ADU.
 - Indicate location of septic tank and leach lines (including dimensions, size and setback or distance from proposed building).
 - Indicate location of well.
 - Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building).
- Fees will be collected upon submittal of application in accordance with the current adopted fee schedule.**

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939





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OFFICIAL USE ONLY:

PERMIT NUMBER: _____

TIME/DATE STAMP: _____

APPLICATION ACCESSORY DWELLING UNIT RENTAL PERMIT

PROPERTY INFORMATION:

PARCEL NUMBER: _____ - _____ - _____ PHYSICAL ADDRESS: _____

DITCH INFORMATION (IF APPLICABLE):

DITCH NAME: _____ PROPOSED PROJECT'S DISTANCE FROM DITCH: _____

SANITATION SERVICE PROVIDED BY:

CAMP VERDE WASTE WATER (SEWER) PERMIT # _____ SEPTIC SYSTEM PERMIT # _____

Note: Sewer connection permits must be obtained directly from the Camp Verde Waster Water Division. Please contact the Waste Water Division at (928) 567-6794. Septic permits must be obtained directly from Yavapai County Development Services. Please contact Yavapai County at (928) 639-8151 or www.yavapai.us.

WATER SERVICE PROVIDED BY:

CAMP VERDE WATER COMPANY VERDE LAKES WATER COMPANY WELL – PERMIT NUMBER: _____

PROPERTY OWNER INFORMATION:

OWNER(S) NAME: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: (_____) _____ - _____ E-MAIL: _____

Note: If you recently purchased this property and Yavapai County does not yet reflect you as the current property owner, you will be required to show proof of ownership documentation at the time of application submittal.

APPLICANT INFORMATION:

OWNER FAMILY MEMBER (RESIDENT) AGENT

APPLICANT NAME: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: (_____) _____ - _____ E-MAIL: _____

Attention Applicant: If you are not the property owner, you must have something in writing from the property owner granting you permission to act on their behalf as agent. Or the following Designation of Agent clause must be signed by the property owner:

DESIGNATION OF AGENT

WHEREAS, the above property owner is seeking to rent an accessory dwelling unit situated on real property within the municipal limits of the Town of Camp Verde, Yavapai County, Arizona, which will require the filing, processing, and payment of certain zoning, construction and inspection permits and reports, both from the Town and related agencies, and WHEREAS, the owner elects to designate an agent with authority to file and process all necessary permits and information related to property zoning and improvement, including the authority to pay fees and consent to inspections, NOW THEREFORE, the undersigned owner hereby designates:

_____, whose address is: _____,
as agent to file the permit applications and related documents with the Town of Camp Verde, with such authority to continue until the application process is complete or as may be earlier revoked in writing.

OWNER NAME: _____ SIGNATURE: _____ DATE: _____

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I DECLARE that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to comply with all provisions of the Ordinances of the Town of Camp Verde. I realize that the information that I have stated hereon forms a basis for the issuance of the Accessory Dwelling Unit Rental Permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the Town Code or any other ordinance or to excuse the owner or his successors from complying therewith. Any improvements that may be deemed necessary will require the submittal of permits for building, electrical, plumbing, or mechanical, as applicable. I hereby certify that I am the OWNER at this address or that, for the purposes of obtaining this approval, I am acting on behalf of the owner.

NAME: _____ SIGNATURE: _____ DATE: _____

BUILDING CODE REQUIREMENTS:

2012 INTERNATIONAL BUILDING CODE (IBC) & APPENDIX J	2012 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
2012 INTERNATIONAL EXISTING BUILDING CODE (IEBC)	2012 INTERNATIONAL FIRE CODE (IFC) & APPENDICES B, C, D
2012 INTERNATIONAL FUEL GAS CODE (IFGC) & APPENDICES A, B, C, D	2012 INTERNATIONAL MECHANICAL CODE (IMC) & APPENDIX A
2011 NATIONAL ELECTRICAL CODE (NEC)	2012 INTERNATIONAL PLUMBING CODE (IPC) & APPENDIX F
2012 INTERNATIONAL RESIDENTIAL CODE (IRC) & APPENDICES M, N, Q	2012 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISpsc)
TOWN CODE CHAPTER 7 – BUILDING	

Note: Applicant assumes all responsibility for complying with any deed restrictions (CC&R's) that may apply to the property.

Please see attached Building Inspection Form.

Building Inspection Approval: _____ Date: _____

OFFICIAL USE ONLY:

Building Inspection	\$
Zoning Clearance	\$
Total:	\$
Receipt #:	
Application Taken By:	

ZONING CLEARANCE:

Please see attached Zoning Clearance Permit Form.

Zoning Clearance Approval: _____ Date: _____

Community Development Director Approval:

_____ Date: _____

PLOT PLAN SKETCH:

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

PARCEL NUMBER: _____

INDICATE NORTH:



SCALE: _____

I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within twenty (20) feet of any proposed or existing structure has been indicated.

NAME: _____ SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY:

PERMIT NUMBER: _____ APPROVED BY: _____ DATE: _____