

02/2010

TOWN OF CAMP VERDE



Administrative Commercial APPEARANCE STANDARDS APPLICATION

**NOTE: Should your project fall within the "Downtown District",
additional criteria will apply**

02/2010

CASE NO. _____

TOWN OF CAMP VERDE
 COMMUNITY DEVELOPMENT DEPARTMENT
 473 S. MAIN STREET, SUITE 109
 CAMP VERDE, ARIZONA 86322
 (928) 567-8513 • FAX (928) 567-7401
APPLICATION FOR APPEARANCE STANDARDS
 Fee: Current Fee Schedule

APPLICATION DATE _____ TAKEN BY _____
 ASSESSOR'S PARCEL NO. _____ FEES _____
 PRESENT ZONING _____
 SUBDIVISION _____ LAND USE DESIGNATION _____

REQUEST:

OWNER _____ **PHONE** _____ **FAX** _____
ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____
CONTACT PERSON _____
 If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize
 _____ to act as my agent in the application.
 Name of Agent

AGENT _____ **PHONE** _____ **FAX** _____
ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____
CONTACT PERSON _____

 I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in it's normal scheduling.

Purpose

The Town of Camp Verde's Appearance Standard process is intended to provide an aesthetic direction for continuing development within town boundaries in order to help preserve the western rural appearance and small town sense of place described in the Town's General Plan. The Town Council approved Administrative Review for proposed building projects to help ensure that new construction is consistent with the General Plan's vision of the Town's past, present and future character.

To further this purpose, the Town, through the Community Development Director and Planning Staff, will review and shall act upon all development applications pertaining to commercial, industrial, multi-family, Planned Unit Developments and Planned Area Developments.

Applicability

Appearance Standards are required for all buildings and other vertical structures and signs erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the Town of Camp Verde.

Exceptions:

- a) Single Family detached dwellings, vertical structures and accessory structures that are not a part of a Planned Area Development or a Planned Unit Development; including manufactured homes.
- b) Temporary sales and construction offices.
- c) Public utility electrical transmission structures. Substations are considered voltage reduction facilities and are not exempt from the provisions of this Ordinance.

Application for Appearance Standards

APPLICATION CHECKLIST

Application materials shall be submitted to the Planning Staff by appointment. Staff will then review the application for completeness prior to acceptance.

The following materials must be included:

- Completed Application Form:** An application will not be accepted until complete.
- Directions to Property Form:** driving directions to subject property are required.
- Letter of Intent (narrative):** Please address the following in written form:
 1. Parcel number and location
 2. Introduce owners and applicants
 3. Land uses, development, future development, phasing and timeline.
 4. Significant historic or topographic features.

5. Impacts (hours, employees, traffic, dust, noise, odors, drainage, etc.)
 6. Plans for buffering impacts.
 7. Other pertinent issues identified during any prior course of review.
 8. Signature and date.
- **Folded Site Plan Copies:** 15 copies of a professionally rendered, scaled site plan elements, as indicated by staff. Site Plan shall be drawn at a readable standard engineering scale, which clearly illustrates all required information Site Plan size should be 24" x 36" for commercial projects.

SITE PLAN CHECKLIST

All applications shall be accompanied by a scaled site plan and or plat (depending on the nature of the application. All applications shall include the following:

- **Title:** Name of project and label. Include previous project name if any.
- **Parcel Numbers:** Include Assessor's parcel number(s).
- **Contact Info:** Name, address and phone number of the owner and/or developer.
- **Vicinity Sketch:** Map showing the location of the site in relation to the surrounding street system. Property boundaries clearly defined.
- **Scale:** Include scale and North arrow. Graphic scale and inches to feet. Preferably 1"=100'.
- **Page Size and Border:** Preferably 24"x36".
- **Adjacent Property Info:** Adjacent properties, parcel numbers and owners shall be identified. Show parcel lines of the adjacent parcels within a radius equal to the greatest depth or width of the subject parcel
- **Existing / Proposed Land Uses, Densities and Circulation Plan:** Represent the total number of acres, and the percentage of building cover, including dimensions, square footage and the average area per lot. Also identify nearby landmarks, buildings and driveways.
- **Dimensions:** Lot and building dimensions and required setbacks and spacing between all buildings or other structures (including signs). Dimensions and square footage of all buildings shown on plans. Height of buildings, walls and fences.
- **Building Elevations:** Provide elevations for all sides of the structure(s).
- **Building heights:** From natural grade to ridgelines and include finished floor elevations.
- **Streets, Alleys and Driveways:** Location and dimensions of all access points, street system, driveways, dedications and improvements.
- **Parking:** Per Section 108 of the Planning & Zoning Ordinance. Location, number of spaces, dimensions, circulation patterns, driveways, access ways and pedestrian walkways. Number of handicapped parking spaces. Staff will verify the required parking per the use intended.

- **Utilities:** The size and location of all existing and proposed public and private utilities, wells, septic systems, water and sewer connections and all other utility corridors. All easements must be shown. Please also list utility providers on the site plan and fire department or district.
- **Building Materials:** Exterior materials of all surfaces, walkways, buildings and other structures including roofing materials. Provide photo samples of each.
- **Colors:** One complete colored rendering must be included with the submittal. Color codes are to be stated on all sets of plans. Full color rendering of all elevations, landscaping and all signage.
- **Landscaping:** Landscaping, subject to Section 108 of the Planning & Zoning Ordinance. Include photos of all surfacing material around buildings and in all open spaces.
- **Exterior Lighting:** See Section 120 of the Planning & Zoning Ordinance. Location and general nature of all exterior lighting, including building and parking lot lighting. Indicate the height of the parking lot lights. Highlight any fixtures that do not feature full cut-off shielding. Attach a lumen calculation representing total lumens and lumens per fixture. Include spec sheets for each type of fixture.
- **Signs:** Per Section 118 of the Zoning Ordinance. Detail location of signs on site plan, as well as the design, dimensions and square footage, materials to be used, colors and provide color photos or color graphics depicting sign locations. Internally illuminated signs must have a dark or opaque background. Please note that a separate comprehensive sign application is required for signs and may include a possible footing application and electrical application if required.
- **Buffers and site screening:** Identify nature of buffering all adjacent uses and parking areas, including, screens, fencing and landscaping. Break up mass parking areas with plantings.
- **Walls and Fencing:** Material, colors, slats, and height.
- **Show the location of:** heaters, coolers, backflows and utility meters.

To reference sections of the Planning & Zoning Ordinance, please use the following:

Go to our website: cvaz.org

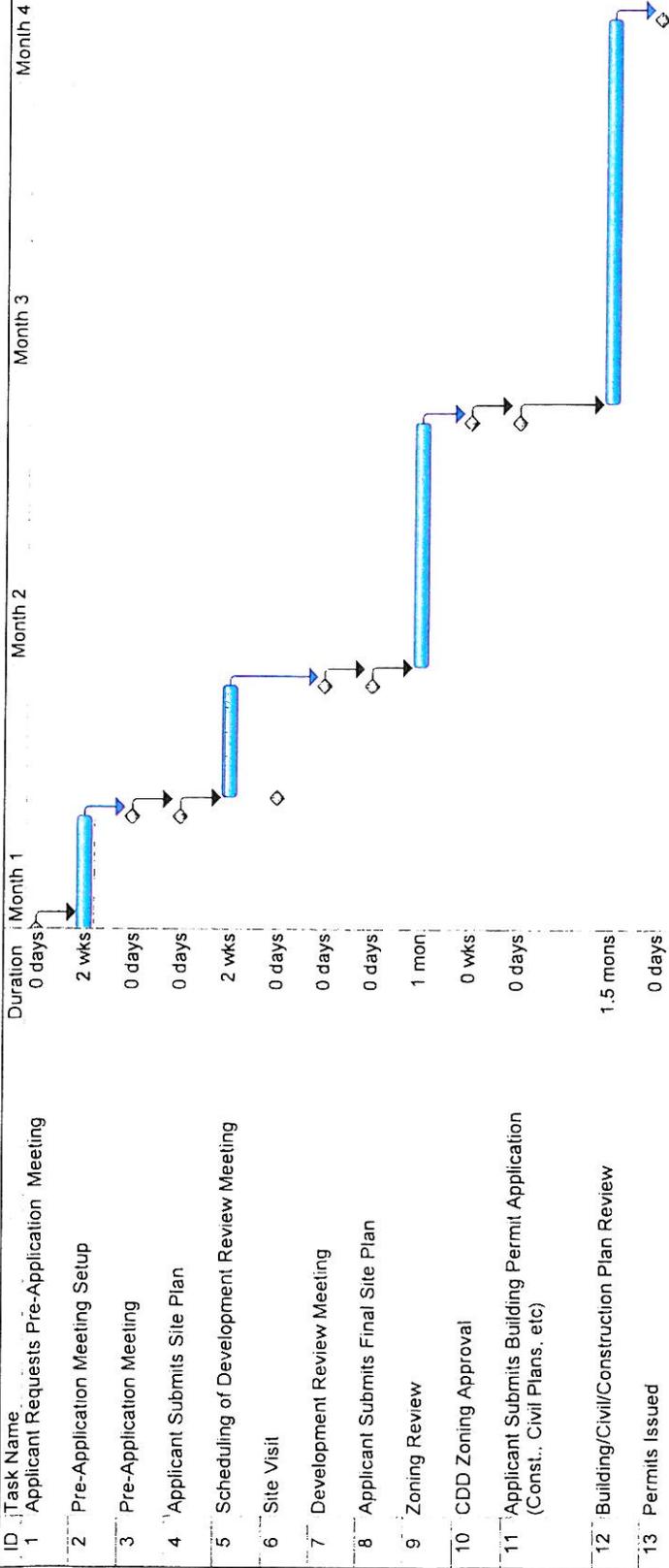
Once on our site, there is a blue menu on the left. Fifth from the bottom is "Planning & Zoning". Place your cursor on the words "Planning & Zoning" and a sub-menu will appear.

Click on the sub-menu item "Planning & Zoning Ordinances"

Our Ordinances will appear by "Section". Click on the sections referenced in this document to obtain further information.

Please feel free to contact our office should you have any questions or concerns.

Town of Camp Verde Commercial Development Timeline



*Chart does not include time necessary for applicant preparation of application materials