

Revised 10-16-09

TOWN OF CAMP VERDE

Conceptual Review APPLICATION



CASE NO. _____

PROJECT NO. _____

TOWN OF CAMP VERDE
 COMMUNITY DEVELOPMENT DEPARTMENT
 473 S. MAIN STREET, SUITE 108
 CAMP VERDE, ARIZONA 86322
 (928) 567-8513 • FAX (928) 567-7401

SUBDIVISION PLAT APPLICATION Fee: Per current fee schedule

<p>REQUEST:</p> <p>PRELIMINARY PLAT _____</p> <p>FINAL PLAT _____</p> <p>CONCEPTUAL PLAN _____</p> <p>AMENDED PLAT _____</p> <p>RESUBDIVISION _____</p> <p>REVERSION TO ACREAGE _____</p> <p>SUBDIVISION NAME _____</p> <p>TRACT _____</p>	<p>APPLICATION DATE _____</p> <p>ASSESOR'S PARCEL NO. _____</p> <p>PRESENT ZONING _____</p> <p>TAKEN BY _____</p> <p>FEES _____</p> <p>HEARING DATE _____</p>
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OWNER/DEVELOPER _____ PHONE _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____

ENGINEER _____ PHONE _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____

PROPOSED LAND USE	NET ACREAGE (SQ FT.)	NO. LOTS OR TRACTS	MINIMUM LOT SIZE	MINIMUM LOT WIDTH	OTHER
SINGLE FAMILY					
MULTIPLE FAMILY					
MANUFACTURED HOME					
COMMERCIAL					
INDUSTRIAL					

RESIDENTIAL DENSITY (SEE REVERSE SIDE) _____ LINEAR FT OF STREETS _____

TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPARTMENT
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 20 feet of the property.

PERMIT #	ASSESSOR'S PARCEL #	ADDRESS

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 20 feet of any proposed or existing structure has been indicated.



INDICATE
NORTH

Scale: _____

Approved By: _____

Date: _____

Signature of Owner or Authorized Representative

Date

Requirements and Procedures For Conceptual Review Application

- A. The purpose of the Conceptual Plan is to determine the feasibility of the proposed development and the capacity of the land to support such development.
- B. To avoid unnecessary and costly revisions, the subdivider shall as specified by these regulations submit a Conceptual Review Plan of the proposed development after discussion with the Planning staff. The Conceptual Plan shall be circulated to and reviewed by the Town and related reviewing agencies to discover development opportunities or apparent constraints prior to accepting a Preliminary Subdivision Plat submittal. A Conceptual Plan submittal shall be a precursor to a Preliminary Plat under the following circumstances.
 - 1) Area to be subdivided is greater than 100 acres in size and/or comprises an entire neighborhood.
 - 2) Development tract adjoins different zoning classification(s) with higher intensity/density designation.
 - 3) Project development to occur in multiple phases.
 - 4) Difficult development constraints
 - a. Topography
 - b. Limited or difficult access
 - c. Limited existing or available utilities
 - d. Within FEMA Flood plain or encumbered by numerous washes or arroyos exhibiting unique drainage constraints
 - e. Sewer not available, or effluent disposal opportunities are limited or constrained

Map Contents

- A. Vicinity Map
- B. Name of Development and sketch plan
- C. Legal Description
- D. Reference by dimensions section corners, quarter corners
- E. Boundaries of development clearly identified
- F. North arrow

- G. Scales (both graphic and equivalent inch to feet) using standard engineering intervals. Not to exceed 1" = 200', prefer 1" = 100'. Sheet size no smaller than 24"x36"; longer than 42" on a side.
- H. Date of preparation plus date of any amendments since original submittal.
- I. Names, addresses, phone numbers and notation of relationship to development for landowners, subdivider/development agents, engineers, surveyors, land planners, landscape architects, architects, hydrologists or others responsible for design (include registration numbers)
- J. Topography by contours relating to USGS survey datum (shown on the same map as proposed development) include benchmark used. Base information must be sufficient in order to review. Topography shall be depicted 300' beyond project boundary. Topographical information for densities beyond a threshold of 2.42 units per acre (18,000 square foot lots) shall be consistent with Preliminary Plat requirements as outlined under Article 401 of Subdivision Regulations.
- K. Proposed land uses and densities by area as well as ownership patterns surrounding land uses and zoning within 300'.
- L. Proposed vehicular, pedestrian and recreational stock traffic circulation plan (access, continuity, traffic flow capacities, secondary emergency access threshold, etc.)

Traffic concept plan to include:

- 1) Overall area map where necessary showing existing and proposed roads and their classification (arterial, collector, residential street) within ½ mile of project boundaries. Scale not to exceed 1" = 2,000'.
- 2) Identify legal primary and secondary access opportunities, as well as existing or proposed street right-of-way widths.
- 3) In narrative form, identify general traffic impacts to adjacent property and existing roads, as well as high traffic generation points on site.
- 4) Identifying existing or proposed trail networks and open space features affected by or intended to be implemented as part of future subdivision design.

(NOTE: The Plan may be graphic and/or narrative)

- M. Drainage Concept Plan
 - 1) Illustrate and discuss in narrative form the proposed methods of handling storm drainage and floodplains that affect property.
 - 2) Depict general pre and post development drainage patterns and flow direction(s).
 - 3) Identify potential detention facilities, where necessary.
- N. Identify in chart or note form on the Conceptual Plan Map the following:
 - 1) Total acreage, acreage for each use and each phase.
 - 2) Number units/lots for each type of use and phase.

- 3) Average area per lot/unit proposed.
 - 4) Percent open space, if any, exclusive of right-of-way, roadways, building envelopes, and parking areas.
 - 5) Water source (if new source indicate potential well field and storage tank on Conceptual Plan)
 - 6) Method of refuse removal
 - 7) Sewer service provider and type, if available
 - 8) Fire District
 - 9) Proposed utilities available and provider
 - 10) Identify site conditions, i.e., rock outcroppings, major drainage features, etc.
- O. Requested variances and waivers or known deviations from design standards.

Additional Requirements

Eighteen (18) copies of the Conceptual Plan shall be submitted to the Planning and Zoning Department. Within fifteen (15) working days from deposit of the Conceptual Plan, the Plan shall be evaluated and discussed in a formal meeting between the applicant(s), reviewing agency representatives and the Planning staff. Upon receipt of reviewing agency comment, the Planning Director or staff designee shall compile agency comments and respond to the applicant or agent as the proposed project relates to the following:

- A. General Plan or Specific Area Plan(s)
- B. Suitability of the site for development, proposed/existing and potential development opportunities and constraints.
- C. The improvements, design and dedication required by Town improvement Standards.
- D. Zoning requirements
 - 1) In accordance with A.R.S. Section 9-474 through 479 if the plat is within three (3) miles of the corporate limits of a city or town having subdivision regulations, the Planning Director shall submit a copy of the Conceptual Plan to said community for review.
- E. Drainage requirements

A phase 1 drainage report in accordance with the requirements of the Yavapai County Flood Control District shall be submitted as set forth herein in conjunction with a conceptual plan.

 - 1) Drainage Report
 - a. The developer or subdivider shall submit a Phase 1 Drainage Report prepared by a registered Arizona professional engineer consistent with the Flood Control District requirements.

The purpose of a Phase 1 Drainage Report is to review at a conceptual level the feasibility and design characteristics of the proposed subdivision.

The drainage study shall identify off-site contributing drainage areas on a 7 1/2' U.S.G.S. Quad Map; analyze existing hydrology conditions and approximate developed hydrology conditions to make decisions related to detention; illustrate location of proposed drainage facilities to convey run-off through the site (no sizing of facilities needed); and provide text generally describing the drainage aspects of the site, methods for handling run-off, hydrological methods, and floodplains that affect the property.

Approval of Conceptual Plan

On or before the twentieth day after the Conceptual Plan submittal date, the Planning Director shall determine whether or not the Conceptual Plan meets the purposes of these regulations and related Town Ordinances and design specifications and shall, where the Director deems it necessary, make specific recommendations to be incorporated by the applicant into a revised Conceptual Plan and Preliminary Plat submittal. No response from reviewing agencies as having no objection to the continued processing of the application.

Denial of Conceptual Plan

If the Planning Director determines that the Conceptual Plan submittal is not consistent with the Town's General or Specific Area Plan(s) and/or determines that the proposed development does not meet Town improvement/design specifications the Planning Director may deny the Conceptual Plan application or request modifications to be incorporated into a revised Conceptual Plan prior to authorizing a Preliminary Plat submittal.

Appeal

If the project developer objects to a decision by the Director to deny a Conceptual Plan or recommended modification to same, the Director's decision may be appealed to the Planning and Zoning Commission. Upon receipt of a written statement of objection, the matter shall be placed on the agenda for the next available Planning and Zoning Commission Meeting. If the developer objects to the recommendations of the Planning and Zoning Commission the Commission's recommendation may be appealed to the Board of Appeals.