

Revised 10-16-09

TOWN OF CAMP VERDE

GENERAL PLAN AMENDMENT PROCESS GUIDE



APPLICATION FEE: Current fee Schedule

Date Recv'd _____
CASE No. _____
PROJECT NO. _____
Fees: _____
Recv'd By _____

**TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPT.
473 S. MAIN STREET, SUITE 108
CAMP VERDE, AZ 86322
(928) 567-8513 – FAX (928) 567-7401**

GENERAL PLAN AMENDMENT APPLICATION

APPLICANT INFORMATION <input type="checkbox"/> AGENT <input type="checkbox"/> OWNER
Applicant Name _____ Mailing Address _____ City/Town _____ State _____ Zip _____ Phone _____ Cell _____ Fax _____
PROPERTY INFORMATION
Physical Address _____ Parcel No. _____ Legal Description _____ Current Zoning _____ Proposed Property Use _____
OWNER INFORMATION
Owner Name _____ Mailing Address _____ City _____ State _____ Zip _____ Phone _____ Cell _____
TYPE OF GENERAL PLAN AMENDMENT REQUESTED
<hr/> <hr/> <p>Please attach the following:</p> <ol style="list-style-type: none"> 1. A signed letter of intent containing a narrative describing the proposed amendment. 2. The property owners written authorization. 3. Graphic depiction of the proposed land use amendment. 4. Explanation of how the request fits proposed development patterns, timing of the land use, proposal, comparison to the existing map and text, and benefits to the public. 5. Written analysis for the request, including but not limited to: <ol style="list-style-type: none"> a. Detailed description of proposed amendment. b. Impact on public infrastructure. c. Relationship to other adopted planning documents. d. Anticipated impact on area transportation (impact analysis). e. Unique characteristics of the proposal, such as impacts on the environment or water resources.

The undersigned swears and affirms that the information herein is true and accurate and acknowledges that the filing of an application containing false or incorrect information with the intent to avoid the licensing or tax requirements of the State or this Town is "unsworn falsification", a criminal misdemeanor Section 2704 of the Title 13, Arizona Revised Statutes.

Applicant Signature _____

Date _____

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

Town of Camp Verde General Plan Amendment Items Required for Submittal

1. Complete General Plan Amendment Application
2. Request Narrative – including answers to the following:
 - Does the proposed amendment further the goals and policies of the General Plan?
 - Does the proposed amendment meet the changing needs of the community?
 - Does the proposed amendment comply with existing state and federal law?
 - Is the amendment required because the land use map does not provide an alternative area for the uses proposed?
 - Is the proposed amendment an improvement to the General Plan?
 - Does the amendment benefit the entire community as opposed to a particular party in response to short term development opportunities?
 - Is the amendment justified by similar development in the area?
 - Will the community not be adversely affected by:
 - a. Altering accepted land use patterns?
 - b. Requiring unscheduled infrastructure improvements?
 - c. Creating increased traffic on adjacent roadways?
 - d. Incompatibility with existing and anticipated neighboring land uses?
 - Is the proposal compatible with the intent of the General Plan?
3. Location Map – 30 copies
 - Parcel number
 - Boundaries & dimensions of subject property.
 - Zoning of adjacent and contiguous properties.
4. Land Use Map – 30 copies
 - Parcel number
 - Boundaries & dimensions of subject property
 - Land Uses of adjacent and contiguous properties.
5. Legal Description
6. The address and directions to property.
7. Application fee: Current Fee Schedule

Note: Major General Plan Amendments applications must be received no later than May 31st and will be heard in September.

Neighborhood Meeting Requirements

Property owner or designated agent must provide the Community Development Department the following information on the neighborhood meeting within 10 days prior to the Planning & Zoning Commission Meeting.

- a. A copy of the letter sent out to all property owners within 300 feet.
- b. Post the actual property with meeting date and time. Provide the Planning & Zoning Department with a photo of the posted property, indicating the date, time and place for the neighborhood meeting, as well as description of the proposed land uses.
- c. The applicant shall provide an affidavit attesting to this notification being accomplished. **(notarized)**
- d. Provide a sign in sheet of all that attended the meeting.
- e. Provide a summary of the meeting in the form of an affidavit, including a list of attendees and the issues and concerns discussed, must be prepared by the applicant and a copy submitted to the Planning Department within 15 days after the neighborhood meeting. **(notarized)**
- f. Provide a statement of how the applicant will address these issues.

Affidavit

I _____ owner of parcel _____ have notified my neighbors within 300' of my residence, by sending letters on _____ to notify them of the neighborhood meeting that I conducted on the _____ day of _____ 2009.

I posted my property with meeting date and time on the _____ day of _____ 2009.

I _____ owner of parcel _____ have provided a summary of Neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde within 15 days attesting to the issues and concerns discussed at the Neighborhood Meeting held on the _____ day of _____ 2009.

Summary

Statement: _____

If Summary statement is too long, attach a copy.

State of Arizona }

County of Yavapai }

Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 2009.

Signature of Notary

Dear Applicant,

The Mayor and Common Council of the Town of Camp Verde, passed Resolution 2005-634 supporting the expansion of the Camp Verde Fire District to the incorporated limits of the Town of Camp Verde. As part of that Resolution, it is now required that all applicants for either a Zoning Map Change or General Plan Amendment shall submit the following:

- Provide a letter from the Camp Verde Fire District stating that you are already in the Camp Verde Fire District, or
- Submit with your application a copy of a request letter to be annexed into the Camp Verde Fire District. This letter needs to be dated stamped and signed by the receiving Camp Verde Fire District Representative.

Should you have any questions or concerns, please feel free to contact our office.

Town of Camp Verde
Community Development
(928) 567-8513

Date:

Property Owner:

Mailing Address:

To Whom It May Concern:

I would like to annex my property at _____
parcel # _____ into Camp Verde Fire District. If you have any
questions please feel free to contact me at the above phone number.

Sincerely,