

Revised 10-16-09

TOWN OF CAMP VERDE

USE PERMIT



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

USE PERMIT APPLICATION Fee: Current Fee Schedule

APPLICATION DATE _____ TAKEN BY _____
ASSESSOR'S PARCEL NO. _____ CLASSIFICATION OF UP _____
PRESENT ZONING _____ FEES _____
SUBDIVISION _____ HEARING DATE _____
ADDRESS OF PROPERTY _____

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

Signature of Owner

Date

AGENT _____ PHONE _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____

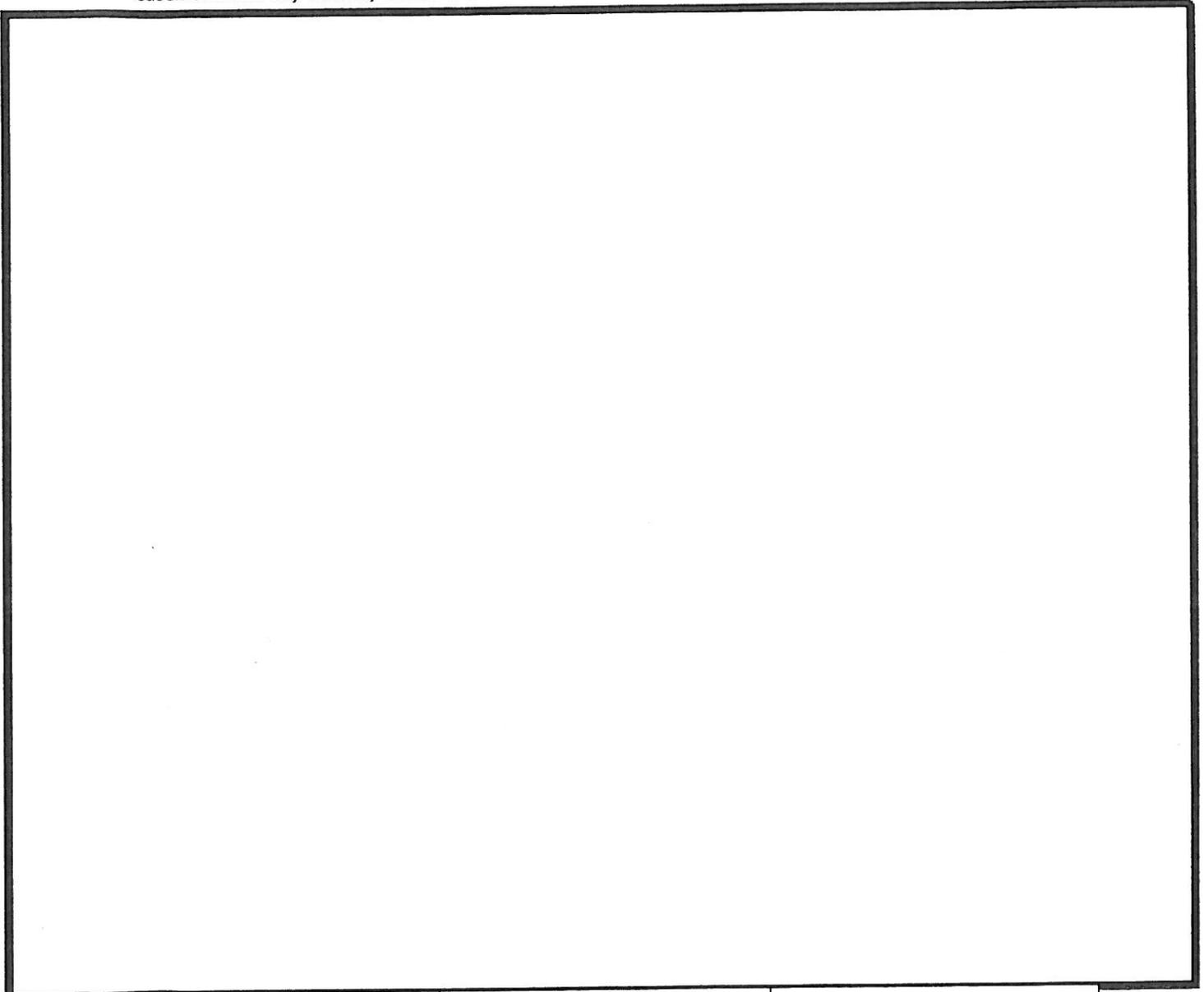
I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in it's normal scheduling.

Signature of Applicant

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

USE PERMIT APPLICATION PROCEDURES

A Use Permit is designed to allow specific uses in areas where the use would normally be prohibited and rezoning is not appropriate. Use Permits ensure that the use(s) is (are) compatible with the adjoining uses and can be integrated into the community.

The Town Council grants Use Permits. They may only be granted if the establishment, maintenance, and operation of the use will not be detrimental to the health, safety and general welfare of persons or property in the vicinity, or be injurious to property values in the Town.

When a Use Permit request involves a definite development scheme, you must submit a site and landscape plan, building elevations and other pertinent data as may be requested.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is recommended to familiarize yourself with the procedures, requirements, and Town policies as they relate to your request.

PUBLIC HEARING

A public hearing for the Use Permit application will be scheduled before the Planning and Zoning Commission. The Commission has regularly scheduled meetings on the first and second Thursday of each month from 6:30 p.m. to 9 p.m. in the Town Council Chambers. The Commission will forward its recommendation to the Town Council. The Use Permit will then be scheduled for a hearing before the Town Council. Town Council meetings are scheduled on the first, third and fourth Wednesdays of the month.

You will be notified by mail of the time and place of the public hearing. A copy of the staff report will be available at the Community Development Department, usually on the Friday prior to the Thursday meeting.

THE APPLICANT OR THEIR DESIGNATED REPRESENTATIVE MUST ATTEND THE MEETING WHEN THEIR APPLICATION IS BEING CONSIDERED. FAILURE TO ATTEND MAY RESULT IN POSTPONEMENT OF ACTION BY THE PLANNING AND ZONING COMMISSION.

TIME LIMITS

Upon approval by the Council, the permittee must obtain building permits within six months from the approval date and diligently pursue completion. Otherwise the permit becomes null and void, unless a longer time has been granted or an extension has been applied for prior to the expiration of the six-month period.

The Town Council will establish a time limitation for all Use Permits, however they may be granted on a temporary or permanent basis. A temporary Use Permit may be reviewed and extended upon its expiration, provided no material condition of the Use Permit has been altered.

If the use or uses for which the Use Permit was granted are discontinued for a continuous period of six months, the Use Permit will become void. In addition, violation of conditions established upon approval will void the Use Permit.

APPEAL

Decisions by the Community Development Director, which results in the voiding of a Use Permit, may be appealed to the Town Council within 30 days of notification of the Use Permit being voided.

TRANSFER

If the Use Permit was granted on a non-transferable basis, the new owner/operator needs to apply for a transfer of the Use Permit within 30 days of the change.

FILING FEES: Current Fee Schedule

Open Space Uses
Residential Uses
Commercial (RCD, RS, C1 & C2) Uses
Heavy Commercial/Industrial Uses
Heavy Industrial
Mobile Home Parks
Recreational Vehicle Parks
Mini-Storage
RV Storage
Mining
Off-Premise Signs

RENEWAL/AMENDMENTS

Before expiration

- 0-12 month term 100% of fee
- 13-24 month term 75% of fee
- 25-36 month term 50% of fee
- 37-48 month term 25% of fee
- 49 month or longer 15% of fee

CONTINUANCE OF HEARING – Current Fee Schedule

- Before Advertising
- After Advertising

USE PERMIT TRANSFER – Current Fee Schedule

- Before expiration

SUBMITTAL REQUIREMENTS FOR A USE PERMIT

1. HEARING APPLICATION– print or type the information requested on the application form.

2. REQUEST NARRATIVE- a written statement, letter or report, depending on the complexity of your proposal. Include information concerning the nature, scope, neighborhood impact, compatibility, etc. of your proposed use. The burden of proof is on you to show how your proposal meets the requirements and why it should be granted. Be as thorough possible.
3. SITE PLAN- where the request involves a definite development scheme, submit a plan view of your property, drawn to scale which includes at a minimum the following:
 - a. The boundaries and dimensions of the subject property.
 - b. The name and right-of-way width of all adjacent streets and alleys.
 - c. Locations and dimensions of all proposed or existing buildings involved. Provide building heights, type of unit(s), density and lot coverage.
 - d. The yards and spaces between existing and proposed buildings.
 - e. Location of any required and proposed buildings.
 - f. The required parking with location and number of spaces calculated and surface material noted.
 - g. The location and dimensions of all vehicular, service and pedestrian accesses and drives and maneuvering areas.
 - h. The location, size and dimensions of all signs.
 - i. The location and description of any storage or open land activities to take place outside the building.
 - j. Screening locations, dimensions and type.
 - k. The location of utilities to service the project.
 - l. Location and description of any amenities proposed.
4. BUILDING ELEVATIONS- the submittal of proposed building elevations is desirable, however the applicant may submit a narrative, which describes the general design characteristics of the project.
5. LEGAL DESCRIPTION- include a metes and bounds description of the subject property or reference to a recorded subdivision. If short, provide on the application. If lengthy, provide a separate attachment.
6. FINANCING- the applicant should be prepared to address questions regarding financing and phasing of the project.
7. A traffic impact analysis may be required based on the size and scope of the project. An ADOT access permit is required if access is proposed on a state highway.
8. Permission to enter property statement – signed and notarized.
9. The address and directions to the subject property.
10. Property owner or designated agent is required to conduct the neighborhood Meeting. This meeting must include notice to all property owners within 300 feet of the parcel in question.

APPLICANT'S USE PERMIT CHECKLIST

Following is a list of items that need to be completed and submitted to the Community Development Department. **No application will be accepted unless it is complete.**

Submittal Requirements:

- _____ 1. A pre-application meeting with a planning representative.
- _____ 2. Completed application, fee, and supporting documentation including:
 - _____ a. Request narrative or letter of intent
 - _____ b. Legal description
 - _____ c. Site plan
 - _____ d. Building elevation (if applicable)
 - _____ e. Traffic impact study or ADOT approval of site access (if applicable)
 - _____ f. Directions to property
 - _____ g. Filing fee

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 }

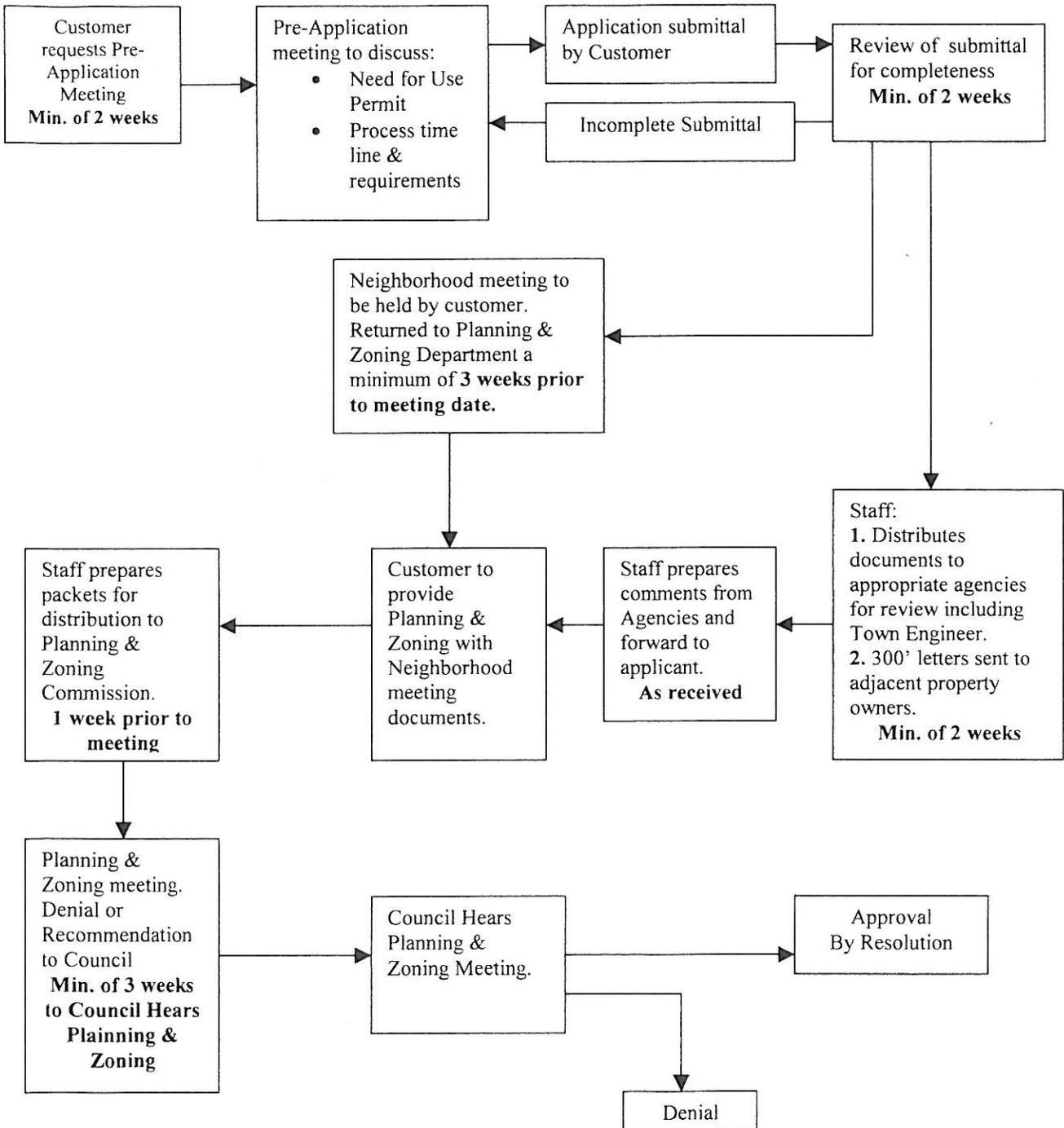
Signature of Document Signer No. 1

Signature of Document Signer No. 2

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

Signature of Notary

Use Permit Flow Chart





Arizona Department of Transportation

206 SOUTH 17TH AVENUE, MAIL DROP 004R
Phoenix, Arizona 85007

OUTDOOR ADVERTISING PERMIT APPLICATION

Sign Owner Name _____		Property Owner Name _____	
Address _____		Address _____	
City _____	Zip Code _____	City _____	Zip Code _____
Area Code _____	Office / Home Number _____	Area Code _____	Office / Home Number _____
Area Code _____	Fax Number _____	Lease Number (Optional) _____	

SIGN LOCATION

Highway Route _____	Milepost _____	County sign is in _____
Nearest city to sign site _____		Is proposed sign in city limits? <input type="checkbox"/> YES <input type="checkbox"/> NO
Direction of travel: <u>N</u> <u>S</u> <u>E</u> <u>W</u> (Circle one)		Direction to nearest off-premise sign on same side of road: <u>N</u> <u>S</u> <u>E</u> <u>W</u> (Circle One)
Distance to nearest sign in feet: _____		

IF SIGN SITE IS OUTSIDE CITY LIMITS, PROVIDE INFORMATION FOR THE FOLLOWING SIX QUESTIONS:

1. What is the name of the nearest commercial/industrial activity on the same side of highway? _____
2. What is the direction to commercial/industrial activity? N S E W (Circle One)
3. Is commercial/industrial activity within 1000 feet of sign and on the same side of highway? YES NO
4. Is sign within 3000 feet of a traffic interchange where a commercial/industrial activity is located? YES NO
5. Is the site within 500 feet of the highway widening at the exit or entrance ramps of an interchange? YES NO
6. Is the site within 500 feet of the entrance or exit to a rest area? YES NO

By signing this application, I acknowledge that the information given and statements made in this application are true and correct to the best of my knowledge and that I have been given permission in writing, by the property owner. I understand that any false or misleading information on this application, or any violation of the Arizona Outdoor Advertising Regulations, R17-3-701 and R17-3-701.01, shall result in the revocation of this permit. I further understand that within thirty days from the date the sign is installed, the official-issued decal shall be affixed on a permanent surface near the portion of the sign structure closest to the main traveled way and clearly visible from the highway. I also understand that the permit will be void if the sign is not erected in 120 days from the date of the permit. (Signs bearing permit decals for signs other than the sign for which they were issued shall be in violation). This application is subject to the condition that permittee comply with local governmental regulations relating to Outdoor Advertising. Ref: ARS § 28-7914

Sign Owner / Agent Name (Please print) _____ Signature _____

Date _____

ZONING INFORMATION TO BE COMPLETED AND SIGNED BY ZONING AUTHORITY:

County Assessor _____	Zoning Code where sign is to be placed _____
Book _____	Map _____
Parcel _____	
Zoning Official Name (Print) _____	Zoning Official Signature _____
	Title _____
Office Phone Number _____	Date _____

NOTE: Along with the application, the sign owner shall provide the following:

1. A signed lease or letter from the property owner granting permission to place the sign.
2. An 8 ½" x 11" diagram of proposed site showing landmarks, side roads, milepost markers, etc. sufficient to locate the site.
3. A check or money order in the amount of \$20.00 made payable to the Arizona Department of Transportation.
4. A complete legal description of sign site including book, map, parcel number, section, township, and range (may be obtained from zoning authority or County Assessor).
5. An 8 ½" x 11" sketch/drawing of the sign structure and facings including dimensions.

NOTE: Before submitting the application, please ensure the proposed site is marked with a stake and ribbon and that the sign owner's name is printed on the stake.