

TOWN OF CAMP VERDE

ZONING MAP
OR
DENSITY DISTRICT CHANGE
PROCESS GUIDE & 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
CHANGE OF ZONING MAP OR DENSITY APPLICATION
FEE: Current Fee Schedule

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

CHANGE OF ZONING MAP OR DENSITY DISTRICT APPLICATION PROCEDURES

The Town of Camp Verde Planning and Zoning Ordinance was adopted to permit a reasonable and appropriate use of land within the Town limits. The objectives of the ordinance are (1) to provide for and encourage orderly community growth and thereby safeguard the general public welfare; (2) to regulate the use of private property, thereby protecting the community against the harmful invasion of buildings and structures; and (3) to protect property values by not allowing incompatible uses to locate near existing developments.

From time to time, changes in zoning classification or density are justified due to changes in circumstances, conditions or emerging development patterns. Rezoning requests are evaluated on their impact on adjacent properties and how the request will affect the neighborhood and serve the needs of the community.

PRE-APPLICATION CONFERENCE

A pre-application meeting with a planner is required to familiarize you with procedures, requirements and rezoning feasibility. A pre-application conference can be arranged by contacting the Planning Division at (928) 567-8513.

SUBMITTAL REQUIREMENTS FOR A ZONE OR DENSITY CHANGE

1. HEARING APPLICATION – print or type the information requested on the application form.
2. REQUEST NARRATIVE – a written description or letter of intent of your request, including all information necessary to substantiate the validity of your request. The burden of proof is on you to adequately address issues including need, proposed use, impact on adjoining properties, neighborhood compatibility, etc.
3. LEGAL DESCRIPTION – include a metes and bounds description of the entire parcel or parcels proposed for rezoning or reference to a recorded subdivision. If short, provide on the application. If lengthy, provide as a separate attachment.
4. SITE PLAN – submit twenty-five (25) copies of a plan view of your property, drawn to scale which includes at a minimum the following as applicable:
 - 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 as well as type of units, density and lot coverage calculations.
 - d. The yards and spaces between existing and proposed buildings.
 - e. Location of any required and proposed landscaping.
 - 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, drives and maneuvering areas.
 - h. The location, size, dimensions of all signs.
 - i. The location and description of any storage or open land activities to take place outside the buildings, including the square footage of such activities.
 - j. Screening locations, dimensions and type.
 - k. The current location of all utilities to service the project, including electric, telephone, water and sewer.
 - l. The location and description of the amenities proposed.
5. Provide at least one 8 1/2" X 11" for each map or a power point for presentation at public hearings as deemed necessary by the Community Development Director.
 6. **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.
 7. **FINANCING** – the applicant should be prepared to address questions regarding financing and phasing of the project.
 8. The Town of Camp Verde Engineer's approval (if access is proposed on a dedicated Town road) or ADOT approval (if access is proposed on a state highway). The applicant should be prepared to address issues regarding traffic generation and impact. A traffic impact analysis may be required if determined to be necessary, based on the size and scope of the project.
 9. Yavapai County Environmental Health statement signed by a sanitarian.
 10. Yavapai County Flood Control District statement regarding the flood status of the subject property, verifying the property being outside the regulatory floodplain or special requirements.
 11. The address and directions to the subject property – for purposes of preparing the hearing notice and posting the property.

12. FILING FEE – Current Fee Schedule, non-refundable, paid when the application is submitted.

Residential to residential
Residential to commercial or commercial to industrial
PAD and PUD with Preliminary Site Plans or Master

PLEASE NOTE: A REQUEST WILL NOT BE SCHEDULED ON AN AGENDA UNTIL THE APPLICATION IS COMPLETE. SUBMITTAL OF AN APPLICATION AND PAYMENT OF A FEE DOES NOT CONSTITUTE A COMPLETE APPLICATION UNTIL THE APPLICATION IS VERIFIED AS COMPLETE AND CONFIRMATION HAS BEEN GIVEN BY THE PLANNING DIVISION TO THE APPLICANT VERBALLY.

NOTIFICATION

Property owners within 300 feet of the property in question will be notified by the Community Development Department by first class mail at least fifteen days prior to the hearing. The list of property owners will be compiled from the most current ownership records of the Yavapai County Assessor's office. Secondly, notice is published in a newspaper of general circulation and the property is posted at least fifteen days prior to the hearing.

PUBLIC HEARING

The Town of Camp Verde Planning and Zoning Commission is comprised of seven citizen volunteers appointed by the Mayor and Town Council. The Commission has regularly scheduled meetings on the first Thursday of each month at 6:30 P.M. in the Town Council chambers. The deadline for applying for a zoning map change is approximately eight weeks prior to the date of the hearing.

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.

At the public hearing, the Chair of the Commission will request a brief staff presentation and analysis of your request including background and comments. After the staff report, you or your representative will have the opportunity to present your request. As this is a public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard. Following any additional discussion by the Commission, action will be taken by the Commission in the form of a motion and a vote to forward a recommendation to the Town Council, citing the reason(s) for the recommendation.

After this hearing, whether approval or denial is recommended, the request will be forwarded with the Planning and Zoning Commission recommendation to the Town Council. The Town Council may adopt the Planning and Zoning Commission's recommendations without a second public hearing if there is no objection, request for public hearing or other protest. The rezoning or density change becomes effective thirty days after adoption of the ordinance amending the zoning map is adopted by the Town Council.

If a zoning map or density change is denied, no further application for substantially the same zoning for the same parcel can be filed until a period of one year has passed.

ZONING MAP CHANGE CHECKLIST

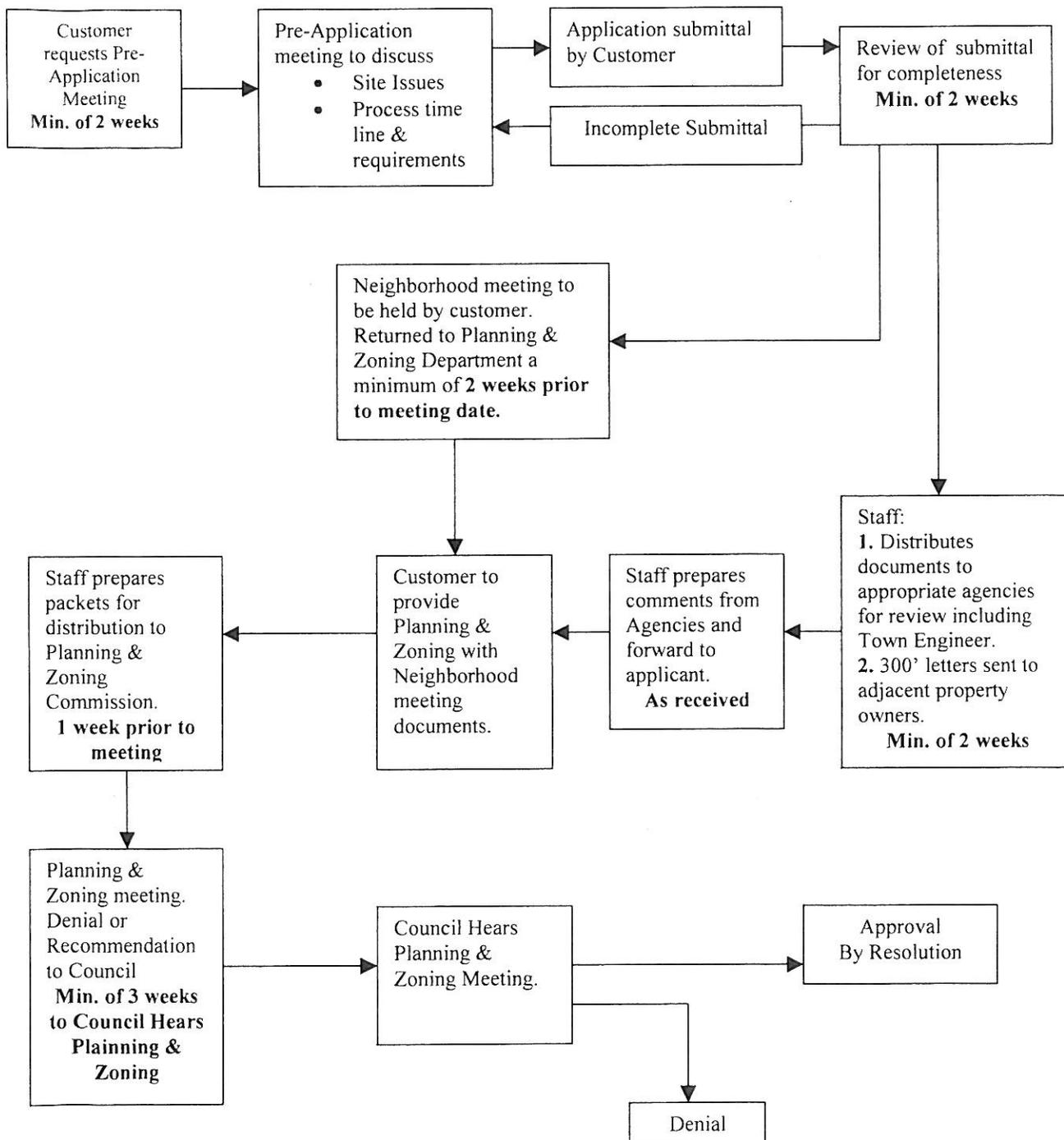
APPLICANT _____ PARCEL# _____

No application is to be submitted or accepted unless it is complete including the following:

SUBMITTAL REQUIREMENTS:

1. A mandatory pre-application meeting with a planning representative of the Town of Camp Verde on (date) _____.
2. Completed application, fee and supporting documentation received. Date _____.
 - a. Request narrative or letter of intent.
 - b. Legal description.
 - c. Site plan.
 - d. Building elevations (if applicable).
 - e. Town Engineer or ADOT approval of site access.
 - f. Yavapai County Environmental Health statement.
 - g. Yavapai County Flood Control District statement.
 - h. Permission to enter property statement.
 - i. Directions to property.
 - j. Filing fee. \$_____
3. Assign ZMC # and log.
4. Prepare application file
5. Notify property owners within 300 feet (Date) _____.
6. Place legal advertisement. (Date) _____.
7. Post property. (Date) _____.
8. Distribute application for review:
 - a. Public Works Director
 - b. Town Engineer
 - c. Parks and Recreation Director
 - d. Building Inspector
 - e. Fire Department
 - f. Yavapai County Flood Control District
 - g. Yavapai County Environmental Services
 - h. ADOT (if applicable)
 - i. Other:_____.
9. Post notice of public hearing and agenda.
10. Send notice of meeting to applicant.
11. Public Hearing held: Planning and Zoning Commission (Date) _____.
12. Copy of Commission minutes to file.
13. Town Council meeting (Date) _____.
Ordinance # _____ Resolution # _____
14. Send letter and Ord./Res. Copy to applicant.

Zoning Map Change Flow Chart



If General Plan Amendment is required, it will be a minimum of (4) months until the Zoning Map Change can be heard. Zoning is always heard one month after General Plan Amendment.

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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.
- g. Notarized Affidavit

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

RESOLUTION 2005-634

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA
SUPPORTING THE EXPANSION OF THE CAMP VERDE FIRE DISTRICT
TO THE INCORPORATED LIMITS OF THE TOWN OF CAMP VERDE

WHEREAS, the Mayor and Council have an abiding interest in protecting the public health, welfare and safety by encouraging the provision of adequate fire protection services; and

WHEREAS, the Mayor and Council have determined that expanding the Camp Verde Fire District boundaries to within the incorporated boundaries of the Town to the extent that providing fire protection by the Camp Verde Fire District is the most efficient method of providing fire protection is in the best interests of residents of Camp Verde. It remains the choice of the private property owners to join a fire district.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

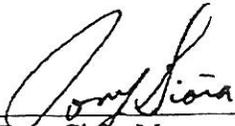
SECTION 1: The Mayor and Council do hereby express their support for expanding the boundaries of the Camp Verde Fire District to include such property within the incorporated boundaries of the Town as now exist or may exist in the future to the extent that providing fire protection by the Camp Verde Fire District is the most efficient method of providing fire protection.

SECTION 2: To further the goal stated in Section 1, it is the intention of this Council to require, as part of any rezoning or amendment to the Town General Plan, an agreement by the applicant to include the property subject to the Council's approval in the Camp Verde Fire District as soon as is possible to do so, but only if providing fire protection by the Camp Verde Fire District is the most efficient method of providing fire protection.

SECTION 3: The Mayor and Council hereby authorize all rights-of-way owned or otherwise legally controlled by the Town to be included in the Camp Verde Fire District, except for areas that may be served by the Verde Valley Fire District.

SECTION 4: The Town Staff are hereby authorized to pursue such action as is necessary to fulfill the intents of this Resolution, including entering into an Intergovernmental Agreement with the Verde Valley Fire District concerning fire protection offered property owners within the Town by the Verde Valley Fire District.

PASSED AND ADOPTED by majority vote of the Mayor and Common Council at their regular meeting of September 7, 2005.

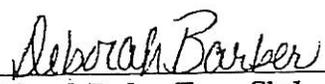


Tony Gioia, Mayor

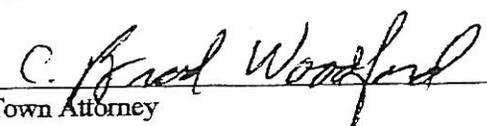
Date: 9/7/05

Attest:

Approved as to form:



Deborah Barber, Town Clerk



Town Attorney

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,