



# Land Use

Project #: \_\_\_\_\_

## Application Form

**1. Application is made for:**

- |                        |                                    |                        |
|------------------------|------------------------------------|------------------------|
| Zoning Map Change      | Use Permit                         | General Plan Amendment |
| Conceptual Plan Review | Preliminary Plat                   | Final Plat             |
| PUD Zoning             | Variance                           | Sign                   |
| Street Abandonment     | Minor Land Division                | Wireless Tower         |
| Appeal                 | Verification of Non-Conforming Use |                        |

Development Standards Review (Commercial)

Other: \_\_\_\_\_

**2. Project Name:** \_\_\_\_\_

Please print or type legibly

**3. Contact information:** *(a list of additional contacts may be attached)*

Owner Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**4. Property Description:** Parcel Number \_\_\_\_\_ Acres: \_\_\_\_\_

Address or Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**5. Purpose:** *(describe intent of this application in 1-2 sentences)*

\_\_\_\_\_  
\_\_\_\_\_

**6. Certification:**

*I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_ AND

*I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**Development Standards Review Commercial**

**Application Instructions Page 1 of 2**

<b>Staff Use Only</b>	
Application Number:	_____
Received By:	_____
Date:	_____
Fees Paid:	_____
Complete:	Y    N

*Prior to submittal of the Development Standards Review, applicants must meet with Town Staff to discuss goals for the property, Town vision/expectations as identified in the General Plan, requirements of the Land Use Code, character/quality of development the Town is seeking, Town regulations and standards, the application/review process, submittal requirements, and a proposed schedule.*

**Required for a Development Standards Review**

**Complete sets of these documents are required at the time of application.**

**The required quantities are shown next to each item.**

	<b>Staff Use only</b>
1. Pre-Application meeting with Staff.	Y N
2. Application fee as per the current fee code.	Y N
3. Completed <b>Land Use Application</b> form.	Y N
4. Directions to property.	Y N
5. Letter of Intent.	Y N
6. <b>Site Plan drawn to scale (not to exceed 1"=200', 1"=100' Preferred), and fully dimensioned, including: (25 folded copies sized 24"x36" &amp; 1 copy 11"X17" reduction) (see Part 4 Section 400 D of the Planning &amp; Zoning Ordinance)</b>	Y N
-Property boundary lines.	
-Adjacent streets, alleys, sidewalks or trails.	
-Existing and/or proposed points of vehicular access.	
-Existing major terrain features and topographic contours and proposed grading changes.	
-Existing and/or proposed drainage ways and detention areas as needed.	
-Existing and/or proposed easements for utility lines, drainage, ingress and egress.	
-Locations of existing and proposed buildings, signs with detailed and dimensioned color graphics, light posts, fences, walls and other structures, all fully dimensioned and with dimensions between structures and to lot lines.	
-An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. Method of shielding shall be indicated.	
-Location and layout of on-site parking spaces and driveways, and loading areas and access amenities.	
-Locations, dimensions and materials planned for walkways, landscaping and other outdoor amenities.	
-Locations, types and sizes of devices proposed for screening of refuse collection areas, outdoor mechanical equipment and storage, parking and loading areas.	
-Locations, types and sizes of materials or structures for buffering of adjacent residential uses.	
-North arrow and scale of drawing.	
-Notations showing: proposed primary and accessory uses; owner/developer's name, address and contact data; engineer, architect, planner or other preparer of the Site Plan.	
-Notation that site improvements shall be designed in compliance with the Town of Camp Verde Engineering Design and Constructions Standards.	
-Other materials as may be requested by the Community Development Director.	

**NOTE:**

**Within a reasonable period of time, Staff shall either certify the Development Standards Review Application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to Community Development. Once the application is deemed complete payment will be accepted and the application process will begin.**

## Development Standards Review (commercial)

**(Commercial)**

**(continued instructions)**

**Page 2 of 2**

Appearance Compatibility Drawings are required for non-residential and multi-family developments. Appearance Compatibility Drawings include the following:

-25 folded copies sized at 24" x 36" & 1 copy 11" X 17" reduction of all required drawings.

-Dimensioned, scaled (preferred scale of 1/8"=1') elevations of any building facade facing a street.

-Dimensioned, scaled (preferred scale of 1/8"=1') elevation and plan drawings of outdoor lighting structures and signs including detailed dimensioned and color graphics. A scaled (preferred scale of 1"= 90') outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. Method of shielding shall be indicated.

-Dimensioned, scaled (preferred scale of 1"= 60') landscape and irrigation plans depicting the locations, size and type of plant (Low water use drought tolerant plants see Section 402.B.1.d and irrigation materials to be installed in the following areas:

- a. Areas along or between sidewalks and streets, and within parking areas
- b. Landscaping used as screening materials between non-residential and residential uses, and/or to screen non-residential parking areas from adjoining residential uses

-Descriptions of the proposed buildings/structures compatibility with the character of buildings in the vicinity (i.e., adjacent on the sides or across the street frontage, other than across I-17), and with the western/rural small-town image of Camp Verde (for examples of desirable building types please refer to Visual Library document available at the Community Development Department) and on the Town of Camp Verde Website. compatibility descriptions may be written or graphic (photographs of existing comparison buildings are recommended), and shall address the following features:

- o height, scale, proportion and profile
- o building façade patterns and architectural details
- o surface texture, materials and color



**Town of Camp Verde Community Development**  
**“Development Standards”**  
**INTERNAL REVIEW OVERVIEW &**  
**FLOW CHART**

## **Commercial and/or multifamily structures**

This information also applies to major modification such as additions, expansion, remodeling or renovations of existing building. In addition “Development Standards” also applies to any change of use and/or change of Zoning Designations from Single-Family Residential to Multi-Family or to any Non-Residential use. Any and all of the above will be required to meet the Town’s Development Standards.

Reviews for submitted Project Plans are process as follows in the attached “Flow Chart”.

All plans submitted must be complete as determined by the submittal requirements as listed in Part 4, Section 400.D of the Planning & Zoning Ordinance.

**NOTE:**

*Within a reasonable period of time, Staff shall either certify the Site Plan Compatibility Review Application complete and in compliance with the “Development Standards” submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to Community Development. Once the application is deemed complete payment will be accepted and the application process will begin.*

# Development Standards

## Submittal Review Flow Chart

