



Land Use Application Form

1. Application is made for:

- | | | |
|---|------------------------------------|------------------------|
| Zoning Map Change | Use Permit | General Plan Amendment |
| Conceptual Plan Review | Preliminary Plat | <u>Final Plat</u> |
| PUD Zoning | Variance | Sign |
| Street Abandonment | Minor Land Division | Wireless Tower |
| Appeal | Verification of Non-Conforming Use | Utility Exemption |
| Site Plan Compatibility 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: _____

Phone: _____ Phone: _____

E-mail: _____ E-Mail: _____

4. Property Description:

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: _____



Final Plat Review Process

Staff Use Only	
Application Number:	_____
Received By:	_____
Date:	_____
Fees Paid:	_____
Complete:	Y N

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Within a reasonable period of time, staff may either certify the application is complete in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The Applicant will then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the Community Development Department.

The Community Development Department will send a written notice to all referral agencies from which comments were received during the preliminary plat review.

The final plat will be presented to the Town of Camp Verde Town Council for its review and action according to the Final Plat review criteria. For additional information regarding the Final Plat Review Criteria and Process please see the Planning and Zoning Ordinance, Part 5 "Subdivision & Land Division Regulations" Section 506.

The Final Subdivision Plat process includes submittal of complete engineering design drawings for construction and studies to assure lot development with appropriate grading and drainage, streets, water, sanitation, utilities and other necessities. After review by the Town Engineer and other designated staff, the Final Plat is presented to the Town council for approval; the Final Plat is subsequently recorded with the Yavapai County Recorder. This process also includes the approval of the construction plans and assurance, inspection(s) and release of assurances for the required site improvements.



Staff Use Only	
Application Number:	_____
Received By:	_____
Date:	_____
Fees Paid:	_____
Complete:	Y N

Final Plat

Application Instructions

The purpose of the final plat is to complete the subdivision of land consistent with the Development Standards of the Town of Camp Verde. The application for final plat shall substantially conform to the Preliminary Plat previously approved by the Town. Application must be submitted within 24 months from date of Council action.

The following items must be included in the Final Plat Application packet. Incomplete applications will not be accepted for processing and Preliminary Plat approvals will expire if the Final Plat application is not made within the 24 month timeframe.

Required for a Final Plat

Progressive Units Option: For any approved Preliminary Subdivision Plat, the Final Plat may be submitted for approval progressively in units, each processed as a separate Final Plat. Upon recording of a Final Plat for the first Unit of an approved Preliminary Plat, subsequent Final Plat Units may be prepared where the subdivider is proceeding in accordance with the development schedule approved with the Preliminary Plat and/or where there have been no material changes to these regulations. Tow improvement standards or adjoining land-uses that warrant a review and possible redesign of the Preliminary Plat.

Copies, Application and Fees: The subdivider shall submit an appropriate number of copies as determined by the Community Development Department, including one in digital form, of the Final Subdivision Plat, an application with fees as specified in the Planning & Zoning Fee Schedule, the specified number of copies or engineering construction drawings and other studies and documents as hereinafter required. Processing will not commence until all required documents are received.

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

The required quantities are shown next to each item.

Submitted application must have original signatures.

Information required: The Final Subdivision Plat shall be prepared to contain the information required by Part 5 Section 505B. Preliminary Plat Submittal Requirements, Updated as necessary to a Final Plat, and the additional Final Plat supplementary Requirements that follow:

Staff Use
only

- | | | | |
|----|--|---|---|
| 1. | Pre-Application meeting with Staff | Y | N |
| 2. | Application fee as per the current fee code. | Y | N |
| 3. | Completed Land Use Application form | Y | N |
| 4. | Written Legal description of property | Y | N |
| 5. | Directions to property | Y | N |
| 6. | Letter of Intent | Y | N |
| 7. | Final Subdivision Plat Submittal Requirements (See Part 5 Section 506)
(24" high X 36" wide) (25 folded copies) | Y | N |
| | Title (The title should include "Final Plat" and the proposed name of the subdivision) | | |
| | -Boundary Lines | | |
| | -Areas | | |
| | -Streets, Easements | | |
| | -Streets and Easements | | |
| | -Subdivision and Public Use Boundaries | | |
| | -Adjacent Land | | |
| | -Excepted Parcel(s) | | |
| | -Lot, Block and Street Layout | | |
| | -Drainage | | |

(Continued on page 3)



Final Plat

Application Instructions (continued)

	Staff Use Only
8. Additional Final Plat Submittal Requirements: (See Part 5 Section 506C)	Y N
-Title Report (2 copies)	
-Deed Restrictions (CC&R's) (1 copy)	
-Engineered Design/Construction Plans	
Copies:	
15 Final Plats	
4 Sewer Plans	
6 Water Plans	
3 Street Improvement Plans	
2 Grading Plans	
7 sets of construction improvement plans	
7 prints of plans for all off-site improvements	
-Construction Cost Estimate (2 copies)	
-Maintenance Provisions	
-1 Mylar and 1 bond copy of Final Plat for addressing to be scaled at 1"=300' submitted with the final review and prior to the Town approval of the Final Plat	
9. Final Plat Ratification, Dedication and Certifications (See Part 5 Section 506D)	Y N
-Certification/Ratification by Interested Parties	
-Certification of Dedication for Public Use Parcels	
-Dedication and Acknowledgement of Private Streets and Facilities	
-Land Surveyor's and Engineer's Certificates	
-Certification and Acknowledgement by Town Officials	
-Certification of Town Council Approval	
-Certification of Assurance	
-Statement of Water Adequacy	
NOTE: When a Final Plat, construction plans and all required supporting documents are acceptable to the Town Engineer and the Community Development Director, the subdivider upon written notice by the Community Development Department, shall deposit (2) reproducible Mylar sets of the Final Plat completely executed and sealed by the Surveyor preparing the Plat and any and all other parties required to execute the dedication statements (Notarization required). Once the executed Final Plat has been received by the Community Development Department then, the Town Engineer and the Community Development Director, once finding all to be in order, shall sign the Final Plat in their designated areas, The Final Plat shall then be transmitted to the Town Clerk for action by the Town Council. The Community Development Department will then notice the subdivider of the date and time that the Town Council will consider action on the Final Plat.	



Final Plat

Application Instructions **(continued)**

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Certification and Dedication Statements: (On Final Plat)

- Dedication statement dedicating (all streets, alleys, crosswalks, pedestrian ways and other easements for public or private use by person(s) holding title in the subdivision with a witness signature block for the development owner or officer of the Corporation.
- Dedication statement of all drainage easements related to the type of drainage facility and method of maintenance by person(s) holding title in the subdivision and describing each tract and its uses.
- Acknowledgement of dedication by notary.
- Certification signed and acknowledged by all parties having record title interest consenting to the preparation and recordation of plat.
- Certification for execution by land surveyor of record, titled "Certificate of Land Surveyor"
- Engineer's information – name & registration number of registered professional civil engineer(s) who prepared Preliminary Plat.
- Certificate for signature by Town Engineer and Community Development Director.
- Certificate to be signed by Town Clerk
- Certificate of assured water supply

Improvement Construction Prior to Final Plat Approval or Recordation
(see Part 5 Section 507A)

Financial Assurances Required
(see Part 5 section 507B)



Final Plat

Application Instructions
(continued)

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"Natural ground conditions may convey flows through individual lots; caution should be exercised in selecting a building site. Property owners may wish to contact the Yavapai County Flood Control District for additional direction".

"Easements are hereby granted to the Town of Camp Verde and the property owner(s)/home owners is (are) [or The Home Owners Association is] responsible for maintaining the drainage easement as it was intended by the approved plat and engineering plans. Drainage facilities and drainage easements conforming to natural or manmade watercourses and shall not be altered or moved by the property owner(s) from the location existing at the time of approval of this plat unless approved by the Town of Camp Verde."

These natural or man-made watercourses will require periodic maintenance to convey on-site or off-site discharges. Periodic maintenance will consist of the removal of sediment, vegetative material or other buildup that has caused the watercourse not to function as it was originally intended since the original approval of this plat."

"If the drainage easements are not adequately maintained by the property owner(s) the Town of Camp Verde shall not be responsible or liable for any damages, however, it has the authority to come onto the site and maintain the drainage easements. If the Town has to maintain the easement in the interest of health, safety, and the general welfare, the responsible property owner(s) [or Home Owners Association] will be billed. Should court action be necessary to collect these bills the property owner(s) shall be responsible for attorney's fees and costs."

