Revised 6/2011

# Land Use Application Form

**Project #:**_____

**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 | |
| 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:_____

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:_____

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

# Minor Land Division

## *Application Instructions*



*Minor Land Division: Any parcel or tract of land containing 2.5 acres or less split into two or three separate lots, tracts or parcels of land, creating no more than three parcels, lots or tracts in total, and where no new street is involved, must have a Minor Land Division Permit approved by the Community Development Department.*

### Required for a Minor Land Division

***Complete sets of these documents are required at the time of application.***
***The required quantities are shown next to each item.***

| | | 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 |

**(See Part 5 Section 502 A & B)**

**ORIGINAL PARCEL BEING SPLIT:**

Assessor's Parcel Number: _____ If within a subdivision, Subdivision Name:_____

Size of Original Parcel: _____.

How many TOTAL PARCELS will be created with this land division, including the original parcel? _____

Location/address of subject parcel: _____.

**LEGAL ACCESS TO ALL PARCELS CREATED:**

Each parcel must front onto a legal roadway as provided for in Part 5, Section 502, B Access and Easement Standards of the P&Z Ordinance.

What is the legal access to the newly created parcels? _____.

Street _____ Public Easement _____ Private Easement _____

Can you legally utilize the private easement? Yes_____ No_____ Comments_____

Does access meet zoning requirements (e.g. width, surface improvement and maintenance agreement, etc.)?

_____

**ZONING REQUIREMENTS FOR NEWLY CREATED PARCELS:**

Each newly created parcel must meet the Town of Camp Verde's zoning requirements in Part 5 Section 502 A regarding size, and width/depth dimensional requirements.

Do **ALL** the parcels created meet these requirements?

Applicant Comments _____

What is the zoning for the Original Parcel? _____.

It is important to note that all land and/or structures involved in this process must comply with the Town's Planning and Zoning regulations, as outlined in Part 5 Sections 502 A & B.

**VERIFICATION AND ACKNOWLEGEMENT**

We, the undersigned, acknowledge we are the owner(s) of the land being divided as described in this application, and hereby certify under oath that the information set forth in this application is true and correct by our signature.

Property Owner Signature _____ Printed Name_____

Additional Owners signatures _____ Printed Name _____

Name of Contact Person _____ Telephone Number _____

Mailing Address _____

**Planning Official Review and Comments:**

**Approval:** _____ **Denial:** _____

**Comments:** _____

***Please attach map drawn to scale showing original parcel, proposed parcels with legal descriptions, location of all structures on property including wells, septic systems, easements and indicating setbacks; and legal access to all proposed lots or parcels.***

# SECTION 502 - LAND DIVISIONS AND ACCESS/EASEMENTS

## A. Land Division

Land Division may result in new roadways, additional homes and the need for Town services. It is important for the public welfare that land division has proper guidance and control. In no way is it intended by this subsection to prohibit the division of land as authorized by Arizona State Law and the Town's subdivision regulations that pertain to the creation of four or more lots, parcels or tracts of land, or to the creation of two or more lots, parcels or tracts where a new street is involved. Any lot or parcel established within the Town limits will be subject to review by the Community Development Department and may require a Minor Land Division permit, lot line adjustment or subdivision plat as described herein.

1. Land Division: Any parcel or tract of land containing 2.5 acres or less split into two or three separate lots, tracts or parcels of land, creating no more than three parcels, lots or tracts in total, and where no new street is involved, must have a Minor Land Division Permit approved by the Community Development Department.
    a. This approval will ensure the newly created lots or parcels:
        1) Comply with applicable zoning regulations;
        2) Are not creating land-locked parcels;
        3) Do not constitute a subdivision; and
        4) Ensure access is provided to all newly created parcels.
    b. A minor land division permit is required if property is split by:
        1) Recording a contract of sale;
        2) Recording a deed of conveyance; and/or
        3) Requesting a split of a tax assessor parcel.
    c. Upon receipt of a complete Minor Land Division Permit application, the Community Development Director shall respond to the permit request within ten working days. A denial can be based on any one of the following:
        1) The parcels resulting from the division do not conform to size, width/depth requirements and other zoning regulations;
        2) A parcel or adjacent property becomes landlocked and does not have legal access; and/or
        3) The division of land would result in a subdivision as defined by the subdivision regulations.
    d. The application shall include:
        1) A legal description of the property;
        2) A comprehensive list of all property owner(s) and buyer(s), as well as any other parties of interest to the land division;

3) A description of how the newly created parcels will be accessed, including any of the following:

   a) A recorded easement or a proposed easement to be recorded when the lot is split; or

   b) Fronts onto a dedicated right-of-way or street.

4) A map, drawn to scale, showing the following:

   a) Existing and proposed property lines;

   b) Access and utility easements;

   c) Dimensions and the location of existing structures along with a brief description of use (i.e., residence or type of use for accessory structure).

5) Any fee(s) for filing a Minor Land Division Permit application shall be listed in the Town Fee Schedule.

2. **Lot Line Adjustment**: Land taken from one or more parcels that is added to an adjacent parcel without creating any additional parcels and which complies with this subsection. A lot line adjustment shall not be considered a land division or lot split when under the terms of the subsection provided that the proposed adjustment does not:

   a. Create any new lot;

   b. Cause any existing lot to become substandard in size or shape;

   c. Make substandard the setbacks of existing development on the affected property; and/or

   d. Impair any existing required access, easement or public improvement.

   e. Adjustments may be made to add to an existing non-conforming parcel as long as a.- d. above are satisfied even if the lot line adjustment does not bring the property to a conforming lot size status.

3. **Subdivision Plat Approval:** The subdivision of land into four or more lots, or into two or more lots where a new street is involved shall be contingent upon the recording of an approved subdivision plat, in accordance with the regulations of Subdivisions in Section 503 through Section 509 and other provisions of this Zoning Ordinance.

## B. Access and Easement Standards

1. **Frontage Access Requirement:** Any lots established requesting a building permit shall front onto a publicly dedicated street or a private easement recorded for access or ingress/egress purposes. This regulation ensures access to any and all lots within the Town. Streets are regulated by Section 508 D of this Zoning Ordinance and by the currently adopted Engineering Design & Construction Standards.

   a. A private easement shall be attached to the deed of any parcel granting access to cross private property to provide ingress/egress to another private property.

   b. Newly created lots or parcels are required to obtain an approved Minor Land Division permit as noted in Section 502 A to ensure access to all parcel(s) within the town.

2. **Right-of-Way or Easement(s) Widths and Standards**: New street right-of-way widths shall correspond with standards established in Section 503 and shall be designed in compliance with Engineering Design & Construction Standards supplement to this Zoning Ordinance.

   a. The Director or designee will determine the ingress/egress or access needs for any newly created lot or parcel resulting from a land division or lot split application based on the following:

      1) Existing roadway alignments;

      2) Topographical conditions;

      3) Adjacent property ownership and uses; and

      4) Other pertinent factors that would affect future growth and development in the immediate area.

   b. Private roadway access easements shall adhere to the following conditions to ensure access to all property within the Town:

      1) Be a minimum of 24 feet in width and meet established construction standards (see Table 1 – Private Roadway Access Easement Standards), connect to an existing street or private easement, and when necessary establish a cul-de-sac or turn-around at terminus of the private access to accommodate emergency vehicles;

      2) Property owners shall establish a road maintenance agreement to be recorded with each lot split or newly created parcel to ensure access to all parcel(s) within the Town limits as stipulated by the Town;

      3) Where two or more residences are located on a private easement, the applicant is responsible for naming the access, subject to Town review and approval, as well as any associated fees for signage of the private street; and

      4) The Town will encourage compliance with the private easement standards and is in no way obligated to maintain or improve these private easements, since they are private property. However, when the following criteria are met, then construction or development on parcels created and recorded on or before February 26, 2005 shall be permitted:

         a) The parcel must have a legally recorded easement; and,

         b) Approval in writing by the Camp Verde Fire District of any private easement to ensure public safety services can be provided to any qualified lot or parcel; and,

         c) An approved and executed road maintenance agreement for the private easement, which may include the petitioner agreeing to accept sole responsibility to maintain the private road;

**Table 1- Private Roadway Access Easement Standards**

| Index of | Level 1 | Level 2 | Level 3 | Level 4 |
|---|---|---|---|---|

| Potential Development | 5 or less Dwelling Units | 6 to10 Dwelling Units | More than 10 Dwelling Units | Commercial/Minor Manufacturing Uses |
|---|---|---|---|---|
| Easement Width | 24 feet | 32 feet | 40 feet | 50 feet |
| Number/width of travel lanes | Two 10 foot travel lanes | Two 12 foot travel lanes | Two 12 travel foot lanes & may require a turn lane | Two 12 foot travel lanes & a 10 foot turn lane |
| Type of Surface Improvement | Four inches of compacted aggregate base course (abc) | Four to six inches of abc and may require surface improvement depending on site conditions | Six inches of abc subbase and surface improvement such as chip-seal or asphalt depending on soils analysis and traffic volume | Soils test with engineered base and drainage study and improved surface determined by types of traffic and volume |

5) **Easement Setback Requirements**: The lines from which setbacks for structures (other than signs, fences and free-standing walls) shall be measured to comply with the Zoning District requirements, and no structure shall be located or extended nearer to the lot boundary than the setback from this dedicated right-of-way or the boundary of the public/private access easement to avoid future problems as development occurs adjacent to these access or ingress/egress easements.