



Land Use 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 | 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: _____



PUD ZONING

Application Instructions

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

Changes in the official zoning map of the Town of Camp Verde require a recommendation from the Planning & Zoning Commission and approval of The Town Council. Prior to making an application for zoning or for a change in zoning, applicants are encouraged to meet with Town staff to discuss the review process and application requirements.

Required for a PUD Zoning

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
4. Written Legal description of property. <u>A minimum of a 5 Acre parcel is required for a PUD.</u>	Y N
5. Directions to property	Y N
6. Letter of Intent (see attached)	Y N
7. Town Engineer or ADOT approval of site access (if applicable)	Y N
8. Approved request to be annexed into the Camp Verde Fire District (if applicable)	Y N
9. Site Plan (24" high X 36" wide) (25 folded copies)	Y N
-vicinity map included	
-North arrow, scale (1"=100' or 1"=200'), and date of preparation.	
-Topographic contour intervals of 2 feet with location of any structures and improvements.	
-Subdivision, block and lot name or parcel number of the area to be zoned. Include; Township, Range & Section.	
-Locations and boundaries, including dimensions, of property(s) proposed for zoning or rezoning.	
-Acreage or square footage contained within property proposed for rezoning.	
-All existing land uses in the proposed rezoning area.	
-Zoning and/or existing land uses on all lands abutting the property for the proposed rezoning.	
-Location and dimensions for all existing right-of-way within, and abutting the property for the proposed rezoning.	
-Names of adjoining subdivisions with lines of abutting lots, and departing property lines of adjoining properties Subdivided or not Subdivided.	
-Building elevations (if applicable)	

A PUD (Planned Unit Development) is a site plan specific approval. All existing and proposed improvements on the property must be represented on the site plan along with variations from the current zoning district requirements that are being requested.

Please Note: A request will not be scheduled on an agenda until the application is complete. Once an application is deemed complete, payment will be accepted and the application will be scheduled to be heard. The applicant or their designated representative must attend the hearing when their application is being considered before the Planning & Zoning Commission and the Town Council. Failure to attend either hearing may result in postponement of action.



PUD ZONING

Application Instructions (continued)

Page 2 of 2

Neighborhood Meeting Requirements:

Property owner or designated agent must provide the Community Development Department the following information on the neighborhood meeting within 10 working days prior to the Planning & Zoning Commission Meeting hearing date.

- a. A letter notifying neighbors within 300' of the subject property with a description of the 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.
- d. The applicant shall prepare a written summary of the meeting by way of affidavit, including:
 1. A sign in sheet of attendees.
 2. A summary of questions and answers which were discussed with the neighbors.
 - 3.
- e. Affidavit must be completed and notarized.

