



# Land Use Application Form

**1. Application is made for:**

- |   |                                    |                        |
|---|------------------------------------|------------------------|
| Zoning Map Change                           | Use Permit                         | General Plan Amendment |
| Conceptual Plan Review                      | <b>Preliminary Plat</b>            | 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: \_\_\_\_\_



# Preliminary Plat

## Application Instructions

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

### Review Process

*Within a reasonable period of time, staff will either certify the application is complete and 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 Planning & Zoning. The original documents must have original signatures.*

*The Planning & Zoning Department will schedule a public hearing before the Planning & Zoning Commission for the purpose of taking action on the Preliminary Plat. A public hearing notification sign will be posted on the property and a Public Notice will be placed in a newspaper of general circulation.*

*Staff will complete a final review of the resubmitted materials and then prepare a report to the Planning & Zoning Commission explaining how the application is or is not consistent with the preliminary plat review criteria.*

*The Planning & Zoning Commission will hold a public hearing to review the application based on the preliminary plat review criteria. The Planning & Zoning Commission may then make a recommendation to the Town of Camp Verde Town Council, conditionally approve, or deny the Preliminary Plat application.*

*The Applicant will revise the Preliminary Plat based only on the Planning & Zoning Commission's conditions of approval and submit it (in sufficient quantities) for consideration by the Town Council. The Preliminary Plat will be presented to the Town Council for its review and action. The Town Council may approve, conditionally approve, or deny the Preliminary Plat based on the Preliminary Plat review criteria.*

*Approval and conditional approval of the Preliminary plat shall be effective for 24 months (Section 505.E.b) and an extension of one year may be requested and approval of Town Council is required.*



# Preliminary Plat

## Application Instructions

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

*Once the Conceptual Plan Review is completed, applicants may submit a Preliminary Plan Application. Prior to making the Preliminary Plat application, applicants are required to have a pre-application meeting with Town Staff.*

### Required for a Preliminary Plat

*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. Written Legal description of property	Y N
5. Directions to property	Y N
6. Letter of Intent	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. <b>Preliminary Subdivision Plat Submittal Requirements (See Part 4 Section 405 B)</b>	Y N
<b>(24" high X 36" wide) (25 folded copies)</b>	
-Title (The title should include "Preliminary Plat" and the proposed name of the subdivision)	
-Topography	
-Existing Drainage and Natural Features	
-Existing Streets, Easements and Improvements	
-Proposed Streets and Easements	
-Adjacent Lands	
-Lot layout	
-Public Land Use	
-Zoning	
-Utility Resources	
-Sewage Disposal	
-Water Supply	
<b>Additional Preliminary Plat Submittal Requirements:</b>	
-Preliminary Title Report	
-Utility Service Letters	
-Street Names	
-Preliminary Grading Plan	
-Preliminary Road Plans	
-Preliminary Utility Plans	
-Preliminary Drainage Plans	
-Traffic Impact Analysis	
-Development Schedule	
-Application of Exemption or Waiver	

## **Preliminary Plat**

**(continued)**

**Page 3 of 3**

**Please Note: A request will not be scheduled on an agenda until the application is complete. Submittal of an application 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. 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 meeting when their application is being considered. Failure to attend may result in postponement of action by the Planning and Zoning Commission and/or Town Council.**

**10. 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.
- e. Affidavit must be completed and notarized.



## A. Preliminary Subdivision Plat Submittal Requirements

1. **Information Required:** The Preliminary Subdivision Plat shall be prepared to contain the information required in Section 504 B. Conceptual Plan Submittal Requirements and the additional Preliminary Plat and supplementary requirements that follow in this Section. Engineering plans submitted in support of the Preliminary Plat shall be prepared under the direction of a Professional Engineer.
2. **Title:** The title shall include "Preliminary Plat" and the proposed name of subdivision.
3. **Topography:** A depiction of contours relating to USGS survey datum, or other datum approved in writing by the Town Engineer, shall be shown on the same map as the proposed subdivision layout. Location and elevation of the benchmark used should also be shown on the plat. Acceptable contour interval; grades up to 5%, two feet; 5% to 15% grades, five feet; grades over 15%, ten feet. Source and date of topography shall be noted on the Preliminary Plat. Datum basis shall be noted. Whenever practical, elevations should be based on N.G.S. datum. At least one permanent benchmark shall be included as part of the Preliminary Plat. Regular U.S.G.S. topographic maps, enlargements or similarities of same will not be acceptable as the source of topography.
4. **Existing Drainage and Natural Features:** Flood hazard and 100-year Floodplain areas, if any, shall be delineated on the Preliminary Plat, and building pads shall be identified within flood hazard areas; significant natural features such as washes, wetlands, major rock outcroppings and stands of trees, shall be identified.
5. **Existing Streets, Easements and Improvements:** Location, widths, ownership status and names of all existing streets and improvements therein; railroads; recorded utility or other easements or rights-of-way, including any existing facilities therein; public areas; all existing structures, with an indication of whether or not they are to remain; and Town corporation lines within or adjacent to the tract. Access road to the proposed subdivision shall be described to its intersection with a public road right-of-way.
6. **Proposed Streets and Easements:** Location, width and names of proposed streets, alleys, drainage ways, cross-walks, utility and access easements including all connections to adjoining platted or unplatted tracts. A typical cross-section shall be depicted on the plat where applicable describing the aforementioned improvements.
7. **Adjacent Lands:** Name, book and page numbers of any recorded subdivisions within or having a common boundary with the tract, or notation "unsubdivided" where appropriate.
8. **Lot Layout:** Including minimum building setback lines related to all streets; typical lot dimensions (scaled); dimensions of all corner lots and lots on curvilinear sections of street; each lot numbered individually and total number of lots shown.
9. **Public Land Use:** Designation of all land to be dedicated or reserved for public or semi-public use, with use indicated.
10. **Zoning:** The plat shall designate existing zoning classifications and land uses, present district boundary lines and status of any pending zoning change. If the plat includes land for which any multi-family, commercial or industrial use is proposed, such areas shall be clearly designated.
11. **Utility Resources:** Reference by note to all sources of proposed electricity, gas, telephone service, solid waste disposal, police and emergency service agencies.

12. **Sewage Disposal:** A statement as to the type of facilities proposed shall appear on the Preliminary Plat.
  - a. It shall be the responsibility of the subdivider to furnish the Yavapai County Environmental Services Department such evidence as that Department may require for its satisfaction as to the design and operation of sanitary sewage facilities proposed.
  - b. Where the proposed sewage disposal system will be by individual lot septic tanks, the result of the percolation tests and test boring logs as required by the County Environmental Services Department shall be submitted with the preliminary plat.
  - c. Where alternate systems are contemplated necessary supporting information to the County Environmental Services Departments' specifications shall be provided for review and approval in concert with Preliminary Plat evaluation.
13. **Water Supply:** A statement as to the type of facilities proposed shall appear on the Preliminary Plat. It shall be the responsibility of the subdivider to furnish the Yavapai County Environmental Services Department such evidence as that Department may require for its satisfaction as to the facilities for supplying domestic water.

### C. Additional Preliminary Plat Submittal Requirements

1. The following material shall accompany the submission of all preliminary plats. If this data is not included on the preliminary plat, then a minimum of two (2) copies each are required.
  - a. Supplemental submittals at this stage, such as grading, drainage or road plans, should be preliminary plans, not construction plans. They are the type of plans needed to evaluate the viability of the preliminary plat and allow the reviewing agencies to make reasonable decisions. The plans may generally be prepared using scaled distances and elevations taken from the topographic map used for the Preliminary Plat. When possible, they should be at the same scale as the preliminary plat.
  - b. All supplemental submittals must be consistent with each other and the Preliminary Plat.
2. **Preliminary Title Report:** A policy of title insurance issued by a title insurance company within the preceding thirty (30) days to the owner of the land, covering the land within the proposed subdivision and showing all record owners, liens, and encumbrances shall be submitted. The preliminary title report shall contain Schedule "B" indicating the status of legal access to the proposed subdivision.
3. **Preliminary Draft Deed Restrictions or Protective Covenants:** Restrictions or covenants shall be incorporated in the final plat submittal, including provisions for use and maintenance of commonly-owned facilities, if any.
4. **Utility Service Letters:** A statement regarding availability of utilities and the direction and distance thereto and preliminary letters of serviceability shall be submitted in conjunction with the application.
5. **Street Names:** A list of the proposed street names.
6. **Preliminary Grading Plan:** A preliminary grading plan shall be required when cuts or fills will exceed 5' in height or will extend outside of the normal street right-of-way. The preliminary grading plan shall be in

sufficient detail to convey the extent of grading activities such that their impact can be evaluated by the reviewing agencies.

- a. The Preliminary Grading Plan shall include existing and finish grade contours and limits of cut and fill areas.
  - b. Driveway and building locations shall be shown when topographic or other constraints will require specific locations or site grading.
  - c. A geotechnical report shall accompany the grading plan to support the slope stability assumptions of the grading plan.
  - d. The Preliminary Grading Plan may be shown on the Preliminary Road Plans if all of the grading will be related directly to the roads and in compliance with the following requirements for Preliminary Road Plans.
7. **Preliminary Road Plans:** Grades shall be given to the nearest whole percent grade. A profile sheet coinciding with the roads as shown on the Preliminary Plat or separate plan and profile sheets shall be prepared at a scale sufficient to allow evaluation of the proposed roads. Proposed drainage structures within the right-of-way shall be shown on the preliminary road plans. The reviewing agency's interests in these parts are:
- a. height, stability and slope of cut fills,
  - b. affected drainage patterns,
  - c. potential roadway geometric problems,
  - d. impacts of the roads on adjacent lots, property and access,
  - e. relationship of drainage to roadways; and,
  - f. other items that may be specific to the roads in the specific subdivision.
8. **Preliminary Utility Plans:** A Preliminary Utility Plan shall be prepared to illustrate the proposed location of utilities and verify that the necessary easements and right-of-way are proposed on the Preliminary Plat. It is recognized that final utility locations are decided by the individual utilities, but the objective of the Preliminary Utility Plan shall be to encourage cooperation in planning by the various utilities.
9. **Preliminary Drainage Plans:** The Preliminary Drainage Plan shall be part of a Drainage Report in accordance with the requirements of the Yavapai County Flood Control District and Yavapai County Drainage Criteria Manual (refer to Camp Verde Engineering Design & Construction Standards).
10. **Traffic Impact Analysis:** A traffic impact study shall be performed in accordance with the latest edition of the Town Engineering Design & Construction Standards or as required by the Town Engineer. In cases where the proposed subdivision streets intersect a State or County highway, the traffic impact analysis shall be performed in accordance with that agency's requirements.
- a. Generally the following criteria are considered when determining if a traffic impact study is warranted:
    - 1) Significant changes in land uses are proposed or higher density zoning is sought.

- 2) Town arterial highway access is requested or the existing location of access to the property is changed.
    - 3) The proposed increased activity or intensity of development will significantly impact vehicular or pedestrian traffic on County roads.
    - 4) A total of 100 or more vehicular trips during an A.M. or P.M. peak hour will be generated by the proposed development.
  - b. The traffic study shall be funded by the subdivider or property owner and upon submittal to the Planning and Zoning Department will be transmitted to and reviewed by the Town Engineer's office. Copies will be made available to other governmental agencies which may be affected by increased traffic.
  - c. The subdivider shall be required to provide financial assurances or complete the installation of any improvements determined necessary to maintain or improve traffic operations and traffic safety functions in direct proportion to the impact caused by the proposed development.
11. **Development Schedule:** The subdivider may submit a proposed development schedule for progressive phases of the subdivision's development to be approved with the Preliminary Plat
12. **Application of Exception or Waiver:** Any requested exception, waiver or variation from these regulations or approved construction standards such as roads, flood control, etc. shall be in the form of an Application of Exception specifying each requested waiver or variation and associated justification.
- a. The Application shall be a request for an exception to a circumstance actually delineated on the preliminary plat, subsequent final plat or other plans as submitted. Requests shall not be in the abstract but shall include the specific reason for each and every exception requested.
  - b. The Community Development Department Staff shall accept the application for each and any exception, as herein described, and initiate or continue the processing of a subdivision plan as long as the plan complies with all other requirements.