



Land Use Application Form

1. Application is made for:

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|---|------------------------------------|------------------------|
| Zoning Map Change | Use Permit | General Plan Amendment |
| Conceptual Plan Review | Preliminary Plat | Final Plat |
| PUD Zoning | Variance | Sign |
| <u>Street Abandonment</u> | 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: _____



Street Abandonment

Application Instructions

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

All applications for abandonment of a public right-of-way are processed by the Planning Division and presented to the Town Council in a scheduled Public Hearing for a final decision in accordance with Resolution 89-97 of the Town of Camp Verde.

Required for a Street Abandonment

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	Y N
5. Directions to property	Y N
6. Letter of Intent	Y N
7. Petition	Y N

-Petition must contain the signatures of the owners of at least 51% of the property frontage adjacent to the parcel to be abandoned. Petition to include:

- A. Assessor's Parcel Number and mailing address of each petitioner.
- B. A summary of the action requested, along with a legal description of the parcel to be abandoned.
- C. A sketch of the property involved in the petition. (Sketch need not be prepared by a registered personnel)
- D. A non-refundable application fee (per the currently Council adopted fee schedule)
- E. A map with identification of roadway to be discontinued and all affected properties listing the current owners of record, including addresses, as recorded by the Yavapai County Assessor.

Note: A Notice of Hearing will be published on two consecutive weeks and a notice of such hearing mailed to the petitioners. Letters will also be mailed to Utility Companies affected and to those who have not signed the petition that are located within 300' of the proposed Street Abandonment. Date of publication of notices shall be a minimum of two weeks prior to the date of the Public Hearing.

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| 8. | At the Public Hearing, the Town of Camp Verde Town Council may approve or disapprove the Proposed roadway abandonment. If disapproved, no further action will be taken unless a new Petition is submitted. If approved, the petitioners must submit the following: | |
| | A. A current Title Search. | Y N |
| | B. A legal description of the roadway to be abandoned. | Y N |
| | C. An abandonment plat reflecting the division of the abandoned roadway pursuant to law. | Y N |
| | 1) Plat to be prepared on Mylar by a Registered Land Surveyor or Professional Engineer (Civil) to the size and scale required by the Yavapai County Recorder. | |

The cost of all items listed in this paragraph, are at the expense of the applicant, separate from the application fee.

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| 9. | The Town Clerk shall record the abandonment Resolution and Abandonment Plat with the Yavapai County Recorder and distribute copies to appropriate agencies and departments |
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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 Town of Camp Verde Town Council.

RESOLUTION 89-97

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, CAMP VERDE ROADWAY ABANDONMENT PROCEDURES.

- 1) PETITION from property owner(s) requesting abandonment of specific right-of-way.

Petition must contain the signatures of the owners of at least 51% of the property frontage adjacent to the parcel to be abandoned. Petition to include:

- A) Assessor's Parcel Number and mailing address of each petitioner.
 - B) A summary of the action requested, along with a legal description of the parcel to be abandoned, and a sketch of the property involved in the petition. Sketch need not be prepared by registered personnel.
 - C) A \$100 non-refundable Application Fee made out to the Town of Camp Verde to initiate review of the petition request. This fee will be applied towards the costs to the Town for reviewing the petition request. If the proposed abandonment appears feasible to Town Staff the petitioners will be so advised of the Final Fee required to cover the costs of Advertisement for Hearing and preparation of the Abandonment Ordinance.
 - D) A map with identification of roadway to be discontinued and all affected properties listing the current owners of record (including address) as recorded by the County Assessor.
2. A NOTICE OF HEARING will be published on two consecutive weeks and a notice of such hearing mailed to the petitioners, to the property owners and to utility companies (APS, US West, Water, Sewer and Cable TV) affected who have not signed the petition. Date of publication of notices shall be a minimum of two weeks prior to the date of the hearing and notices to the several parties shall mailed not less than ten days before the hearing.

3. AT THE HEARING the Town Council may approve or disapprove the proposed roadway abandonment. If disapproved, no further action will be taken unless a new petition is submitted. If approved, the petitioners must submit a current title search, a legal description of the roadway to be abandoned, and an abandonment plat reflecting the division of the abandoned roadway pursuant to law, to be prepared on mylar by a Registered Land Surveyor or Professional Engineer (Civil) to the size and scale required by the Yavapai County Recorder. The abandonment Resolution will not be placed on the Town Council Agenda until the Abandonment Plat is submitted and approved by Town Staff. The costs of all items listed in this paragraph are at the expense of the applicant, separate from the \$ 100 application fee.

4. THE TOWN CLERK SHALL RECORD ABANDONMENT Resolution and abandonment Plat with the Yavapai County Recorder and distribute copies to appropriate agencies and departments.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona this 11th day of October 4, 1989



T.A. Parsons, Mayor

ATTEST:



David A. Maynard, Town Clerk



Ronald C. Ramsey, Town Attorney

