



# Land Use Application Form

**1. Application is made for:**

- |   |                                    |                        |
|---|------------------------------------|------------------------|
| Zoning Map Change                           | <b>Use Permit</b>                  | 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: \_\_\_\_\_



# USE PERMIT

## Application Instructions

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

*Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses. The application for Use Permit approval is applicable to those uses that are specifically listed as "Uses and Structures Subject to Use Permit" in each Zoning Use District in Part Two Section 203. The procedure to obtain a Use Permit shall include requirements set forth in Section 601A, of the Planning & Zoning Ordinance.*

### Required for a Use Permit

**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 <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. Site Plan (24" high X 36" wide) <b>(25 Folded copies)</b>	Y N
-Vicinity map included	
-North arrow, scale (1"=100' or 1"=200'), and date of preparation.	
-Subdivision or block and lot name of the area to be utilized for a Use Permit (if applicable) at the top of each sheet.	
-Locations and boundaries, including dimensions, of property(s) proposed for Use.	
-Acreage or square footage contained within property proposed for Use.	
-All existing land uses in the proposed rezoning area	
-Zoning and/or existing land uses on all lands adjacent to the propose Use.	
-Location and dimensions for all existing right-of-way within, and adjacent to, the Use.	
-Names of adjoining subdivisions with lines of abutting lots, and departing property lines of Adjoining properties not subdivided.	
-Building elevations (if applicable)	

**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**

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.

# Affidavit

I \_\_\_\_\_ owner of parcel \_\_\_\_\_ have notified my neighbors within 300' of my residence, by sending letters on \_\_\_\_\_ to notify them of the neighborhood meeting that I conducted on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

I posted my property with meeting date and time on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

I \_\_\_\_\_ owner of parcel \_\_\_\_\_ have provided a summary of Neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde within 15 days attesting to the issues and concerns discussed at the Neighborhood Meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Summary

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

\_\_\_\_\_  
Signature of Document Signer No. 1

\_\_\_\_\_  
Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Notary



