



Town of Camp Verde

Community Development Department – Building Division

♦ 473 S. Main Street, Suite 108 ♦ Camp Verde, Arizona 86322 ♦
♦ Telephone: 928.554.0050 ♦ www.campverde.az.gov ♦

COMMERCIAL ZONING CLEARANCE CHECKLIST

Fences ≤ 6 ft; Sheds < 120 sq. ft.; and Similar Projects

Zoning projects include commercial one-story detached accessory structures ancillary to commercial buildings, such as tool sheds, storage sheds, shipping containers, and similar uses, that do *not* require a building permit and have a floor area of 120 square feet or less. Commercial fences up to seven (7) feet in height are also included.

Please note:

- Block walls and fences over seven (7) feet in height require a building permit.
- Separate permits are required for any electrical, plumbing, or mechanical work, if applicable.

To process a zoning clearance permit, the following information must be submitted:

- ☐ **Completed Application Packet** including project information, property information, property owner information, applicant information, contractor information, plot plan sketch and *if applicable*:
 - ☐ Designation of Agent
- ☐ **Detailed Site Plan** drawn to scale on 8 ½" x 11" size paper or larger showing:
 - ☐ Assessor's Parcel Number and Project Address
 - ☐ Scale Used (May Be Engineer Or Architect's Scale, no less than 1"=50')
 - ☐ Direction of North
 - ☐ Parcel Diagram (Including Property Lines and Dimensions)
 - ☐ Label front of property.
 - ☐ Label adjacent streets or alleys.
 - ☐ Indicate location and dimensions of easements that apply with proof of legal access.
 - ☐ Indicate ingress/egress (driveway locations).
 - ☐ Indicate existing topographical contours (solid line) and proposed contours (dashed line).
 - ☐ Indicate the location of any terrain features that affect placements including washes, creeks or ditches within twenty (20) feet of the building site.
 - ☐ Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
 - ☐ Indication location of septic tank and leach lines (including dimensions, size and setback or distance from proposed building).
 - ☐ Indicate location of well.
 - ☐ Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building).
 - ☐ Indicate any required cut and fills and cubic yards of each.
 - ☐ Indicate proposed fence locations(s) with an 'x' and include linear footage, height and type of material to be used.
- ☐ **Fees** will be collected upon submittal of application in accordance with the current adopted fee schedule.

Note: All contractors must have a valid ROC License in the State of Arizona. A Town issued Business License is also required to perform services in the Town of Camp Verde.

Note: 9-495. Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939

