



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

AGENDA
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
WORK SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, OCTOBER 29, 2026, at 5:00 P.M.

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87273067296?pwd=N8nfHhwvZB0Lgwysafe3LtxZPimlRS.1>

One Tap Mobile: 1-669-900-9128 or 1-253-215-8782

Meeting ID: 872 7306 7296

Passcode: 255237

- 1. Call to Order**
- 2. Roll Call.** Commissioner Jane Whitmire, Commissioner Monte Pierce, Commissioner Crisi Clark, Commissioner David Gressly, Commissioner Jack Confer, Vice Chairperson Todd Scantlebury, Chairperson Bill Tippet.
- 3. Pledge of Allegiance**
- 4. Call to the Public for items not on the agenda –** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open meeting call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS § 38.431.01(H)).
- 5. Discussion regarding part 1 of the comprehensive Planning and Zoning Ordinance rewrite, including Use Table permissions, new agricultural zoning districts, procedural time frames, Administrative Relief, and subdivision water adequacy.** Staff resource: Development Services Director Christian Green and Planner II Cory Mulcaire.
- 6. Current Events -** Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.
- 7. Staff Comments -** Town staff may provide brief summaries of current events, activities and/or projects they are working on. These summaries are strictly for informational purposes. The Commission will take no discussion, consideration, or action on any such item presented by Town staff, except that an individual Commission member may request an item be placed on a future agenda.



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- 8. Scheduling of Future Agenda Items.** There may be discussion on whether to place an item on a future agenda and the date for consideration, but not the merits of the item.

9. Adjournment

The Planning and Zoning Staff makes every attempt to provide a complete agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with the Community Development Department prior to a meeting for copies of supporting documentation, if any that were unavailable at the time agenda packets were prepared.

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Planning & Zoning Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde, Town Library, and Bashas on October 22, 2026 (date) at 6:00pm. (time) in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk (signed) Leah Rhodes, Town Clerk.



Planning and Zoning Commission Agenda Information Memorandum

Meeting Date: Thursday October 29, 2026

Agenda Item Type:

- | | | |
|---|---|---|
| ☐ Consent Agenda | ☐ Informational Presentation | ☒ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Development Services **Staff Resource:** Christian Green, Development Services Director and Cory Mulcaire, Planner II.

Agenda Title: Discussion regarding part 1 of the comprehensive Planning and Zoning Ordinance rewrite, including Use Table permissions, new agricultural zoning districts, procedural time frames, Administrative Relief, and subdivision water adequacy.

Attached Documents:

- Attachment A: Planning and Zoning Commission Work Session – High-Priority Items matrix (25 items)
- Attachment B: Articles 1, 2, 3, 4 and 5

Estimated Presentation Time: 20 minutes

Estimated Discussion Time: 60 minutes

Reviewed By:

- | | | | | |
|---------------------------------------|--------------------------------|--|----------------------------------|---------------------------------|
| ☐ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|---------------------------------------|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: N/A. This item requests policy direction only and does not appropriate funds.
- Approved in the FY27 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Discussion regarding part 1 in the comprehensive Planning and Zoning Ordinance rewrite (Public Review Draft, October 2026), including Use Table permissions, new and agricultural zoning districts, procedural time frames, Administrative Relief, and subdivision water adequacy.

The Town is rewriting the Planning and Zoning Ordinance to carry out the 2026 General Plan, modernize outdated provisions, streamline review procedures, and comply with state law. The Technical Advisory Group (TAG) has reviewed the updated Use Table and Conditional Use Permit standards. The Public Review Draft (October 2026) now consists of the Front Matter and Articles 1 through 9. A conformity and clarity review addressed all 120 staff reviewer comments, logged about 300 changes (Attachment B), and identified 103 open items. Of those, 25 are high priority because they affect what can be built where, the Town's legal exposure, or readiness for adoption.

Staff is asking for Council direction on 18 of the 25 high-priority items before the Planning and Zoning Commission finalizes its recommendation, so that the draft the Commission reviews reflects Council policy. The other 7 are legal or administrative items that the Town Attorney or staff will resolve. They are listed for information only. Item IDs (for example, D-010) match the full Decision Matrix.



Planning and Zoning Commission Agenda Information Memorandum

STATE LAW CONTEXT:

- **Administrative approvals.** HB 2447 amended A.R.S. § 9-500.49 to require staff-level review of site plans, plats, and similar plans under objective standards without a public hearing. Rezoning, text amendments, Conditional Use Permits (CUPs), and variances still go to public hearing.
- **Group homes.** Under A.R.S. § 36-582, a residential facility for 6 or fewer persons is a residential use and may not be defined as different from a single-family residence.
- **Water supply.** Camp Verde is outside an Active Management Area. Plats follow the adequate water supply framework of A.R.S. § 45-108 and § 9-463.01. Making adequacy mandatory requires a separate ordinance.

PART 1 – POLICY ITEMS FOR COUNCIL DIRECTION:

USE TABLE (ARTICLE 5, TABLE 5.4-1):

1. “AG approved in all zones” rows (D-010; Art. 5, Table 5.4-1). Workbook allows rodeo/arena and commercial equestrian facilities by right in all residential districts, and livestock in commercial and industrial districts.

- Options: A. Keep as drafted (by right everywhere). B. Permit by right in A-1/A-2/RR; CUP in R1L/R1/RS; prohibit in R2. C. Limit to agricultural districts only.
- Staff recommendation: B. Keeps agricultural character without allowing arena or commercial equestrian uses by right next to small residential lots.

2. Event venues in RS (D-011; Art. 5, Table 5.4-1). Event venues are shown as permitted by right in the RS district.

- Options: A. Permitted by right. B. CUP. C. Not permitted (agritourism Tier 3 only).
- Staff recommendation: B. Event venues generate noise, traffic, and late hours; a CUP allows site-specific conditions.

3. Schools (D-012; Art. 5, Table 5.4-1; 3.2.G). Public, charter, and private schools have no district assignments.

- Options: A. Permitted in all districts. B. Permitted in commercial/CF; CUP in residential. C. CUP everywhere.
- Staff recommendation: B. Charter school timelines under A.R.S. § 15-189.01 still apply; confirm with Town Attorney.

4. Religious institutions (D-013; Art. 5, Table 5.4-1; 3.2.H). No use-table row; 500-seat CUP threshold needs district assignment.

- Options: A. Permitted wherever assembly uses are permitted; CUP above 500 seats. B. CUP in all districts. C. Permitted only in commercial districts.
- Staff recommendation: A. Equal-terms treatment with comparable assembly uses under RLUIPA.

5. Home-based occupations (D-015; Art. 5, Table 5.4-1). Proposed row added; districts need confirmation.

- Options: A. Permitted in all residential and agricultural districts subject to 6.5. B. Tiered: minor by right, major by CUP.
- Staff recommendation: B. Tiering matches the impact-based approach used for agritourism.



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6. Adult-oriented businesses (D-016; Art. 5, Table 5.4-1; 6.6). Proposed row allows the use in M1/M2 only.

- Options: A. M1 and M2 by right with 6.6 separation. B. M2 only. C. C3, M1, and M2.
- Staff recommendation: A, if the Town Attorney confirms enough sites remain available (secondary-effects doctrine).

7. Data and technology centers (D-017; Art. 5, Table 5.4-1; 6.17). Two inconsistent workbook rows; PM and M1 highlighted; 6.17 limits the use to industrial districts.

- Options: A. M1/M2 only. B. M1/M2 plus PM by CUP. C. CUP in all nonresidential districts.
- Staff recommendation: B. Keeps large facilities industrial while allowing campus-style projects in PM with conditions.

8. Nuclear and advanced energy systems (D-018; Art. 5, Table 5.4-1; 6.19). 6.19 standards exist but the use is not in the table.

- Options: A. M2 by CUP only. B. M1/M2 by CUP. C. Not permitted.
- Staff recommendation: A. Most restrictive district with case-by-case review; federal NRC preemption applies to radiological safety.

9. Parks and playgrounds (D-019; Art. 5, Table 5.4-1; 6.18). Shown as CUP in residential districts, which would require a CUP for neighborhood and Town parks.

- Options: A. Permitted by right in all districts; CUP only for lighted sports complexes. B. Keep CUP.
- Staff recommendation: A. Avoids a CUP for ordinary neighborhood parks.

10. Uses marked * without standards (D-021; Art. 5, Table 5.4-1; Art. 6). Vehicle sales, commercial kennels, car washes, commercial vehicle storage, C2 contractor yards, and multi-family dwellings have no use-specific standards.

- Options: A. Draft standards before adoption. B. Remove the * and rely on district standards. C. Require a CUP until standards are adopted.
- Staff recommendation: A for kennels, car washes, and contractor yards (neighbor impacts); B for multi-family and vehicle sales.

ZONING DISTRICTS (ARTICLE 5):

11. OS, CF, and IO districts (D-022; Art. 5, 5.1; 5.3; 5.5). Purposes, uses, and dimensional standards are placeholders.

- Options: A. Complete before adoption. B. Reserve the districts and adopt later. C. Delete.
- Staff recommendation: B if content is not ready; reserving avoids holding up adoption.

12. A-1 and A-2 dimensional values (D-023; Art. 5, 5.5). Values other than minimum lot area are staff proposals.

- Options: A. Adopt proposed values. B. Carry forward current AG values for both.
- Staff recommendation: A, after comparison with existing AG lots to limit new nonconformities.

PROCEDURES AND TIME FRAMES (ARTICLES 1–3):

13. Proposition 207 transition period (D-001; Art. 1, 1.7.D). The length of the transition period is not stated, and the scope of the A.R.S. § 12-1134(I) waiver needs review.

- Options: A. 2 years. B. 3 years. C. Other.



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- Staff recommendation: Set a fixed period with Town Attorney input; waiver language as drafted pending review.

14. Calendar vs. business days (D-002; Arts. 1–7, 3.2; 7.5; others). Many time periods (permit review, school review, appeals, agritourism notice) do not specify the type of day.

- Options: A. Calendar days throughout, except where a statute says business days. B. Business days throughout.
- Staff recommendation: A. Clear and consistent with most A.R.S. time frames.

15. Administrative Relief limit (D-003; Art. 2, 2.3). 15% limit for the Heritage Character Area and agricultural districts has no stated rationale.

- Options: A. 15%. B. 10% (same as other districts). C. 20%.
- Staff recommendation: A, if the Town wants extra flexibility for older lots; otherwise B.

16. Notice requirements (D-005; Art. 3, Table 3.1-1). Notice for PAD, General Plan amendments, Board appeals, and Administrative Relief is marked "confirm."

- Options: A. Mailed notice to owners within 300 ft, posting, and newspaper for all hearings. B. Statutory minimum only.
- Staff recommendation: A. Consistent with rezoning notice.

SUBDIVISIONS AND WATER (ARTICLE 4):

17. Mandatory water adequacy (D-007; Art. 4, 4.4.E; 4.6; 4.10.C.4; 4.10.K.2; 4.11.D.4.g). Whether to require an adequate water supply for new subdivisions under A.R.S. § 9-463.01(O), which needs a separate ordinance.

- Options: A. Adopt a separate adequacy ordinance. B. Disclosure framework only (as drafted).
- Staff recommendation: Policy choice for Council; A gives stronger long-term water protection.

18. Open-space table (D-009; Art. 4, 4.10.C.4). Table has no rows or values.

- Options: A. Set by subdivision type. B. Flat percentage (for example, 10%).
- Staff recommendation: Staff proposes values for Commission review.

PART 2 – LEGAL AND ADMINISTRATIVE ITEMS (INFORMATION ONLY):

- **Permit revocation (D-004).** Hearing body and procedure for revocation are not set. Resolution: A, with notice and hearing; confirm with Town Attorney. Lead: Town Attorney.
- **Appeals of administrative decisions (D-006).** Appeal body for site plan and plat decisions; 300-ft aggrieved-person definition. Resolution: A; confirm deadlines and Superior Court review. Lead: Town Attorney.
- **Council modification authority (D-008).** Council authority to modify subdivision standards, PAD plans, street design, and phasing plans may conflict with administrative review. Resolution: B; confirm with Town Attorney. Lead: Town Attorney.
- **Group homes of 6 or fewer (D-014).** Workbook shows a CUP in RS; state law treats these homes as single-family residential use. Resolution: A. Required by A.R.S. § 36-582 and the Fair Housing Act; option B is not legally available. Lead: Town Attorney.
- **Temporary uses by district (D-020).** 6.2 does not tie temporary uses to districts. Resolution: A. One place to check use permissions. Lead: Director / Staff.



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- **CUP criteria (D-024).** Prescriptive CUP criteria (zero-risk language, 0.2 foot-candle limit, full-cutoff LED) and water/wastewater documentation. Resolution: Keep CUP findings general and move numeric limits into the use standards. Lead: Town Attorney.
- **Content neutrality and political signs (D-025).** Prohibited-sign list, right-of-way rules, flags, and political signs. Resolution: Required before adoption. Lead: Town Attorney.

SCHEDULE:

The planned schedule calls for Planning and Zoning Commission review from October 22 through November 12, 2026; a Commission recommendation targeted for December 10, 2026; and Council consideration of adoption in early January 2027. These are planned milestones [staff to confirm current dates]. Council direction from this work session will be built into the draft before the Commission acts.

PUBLIC NOTICE AND OUTREACH:

[Describe posting of the work session agenda, the Public Review Draft's availability on the Town website, and any stakeholder outreach completed to date.]

FISCAL IMPACT:

This item requests policy direction only and has no direct fiscal impact. Town Attorney review of the Part 2 items and staff drafting time are expected within existing budgets [Finance to confirm].

OPTIONS:

- **Option 1:** Provide direction on each Part 1 item, accepting the staff recommendation unless Council states otherwise. (Staff recommendation)
- **Option 2:** Provide direction on some items and continue the rest to a future work session.
- **Option 3:** Provide no direction. Staff will forward the draft to the Commission with these items marked as open.

STAFF RECOMMENDATION:

Staff recommends that Council give direction on the 18 Part 1 items, using the staff recommendations as the starting point. Settling these items now lets the Commission review a complete draft and avoids reopening the Use Table after the Commission's recommendation.

Connection to the FY27 Strategic Plan

This item supports the Effective Government focus area of the Town's Strategic Plan [staff to confirm focus area and plan years] by modernizing and streamlining development regulations and aligning them with state law.

Question(s) before the Council:

- Does Council concur with the staff recommendations for the 18 Part 1 policy items? If not, what direction does Council give for each item it would change?

Proposed Motion(s):

None. This is a work session item for discussion and direction only; no action will be taken.



Planning and Zoning Commission Agenda Information Memorandum

ATTACHMENT C: SOURCE REFERENCES

- **Town of Camp Verde Planning and Zoning Ordinance (current):**
<https://www.campverde.az.gov/Documents/Department/Development%20Services/Planning%20and%20Zoning/Planning%20and%20Zoning%20Ordinance.pdf>
- **A.R.S. § 9-500.49, Administrative review of plans and plats:** <https://www.azleg.gov/ars/9/00500-49.htm>
- **Laws 2025, Chapter 31 (HB 2447):** <https://www.azleg.gov/legtext/57leg/1R/laws/0031.htm>
- **A.R.S. § 36-582, Residential facilities; zoning:** <https://www.azleg.gov/ars/36/00582.htm>
- **A.R.S. § 45-108, Adequate water supply outside active management areas:**
<https://www.azleg.gov/ars/45/00108.htm>
- **A.R.S. § 9-463.01, Subdivision regulation; water adequacy:** <https://codes.findlaw.com/az/title-9-cities-and-towns/az-rev-st-sect-9-463-01/>
- **ADWR, Assured and Adequate Water Supply overview:** <https://www.azwater.gov/aaws/aaws-overview>
- **A.R.S. § 16-1019, Political signs in rights-of-way:** <https://www.azleg.gov/ars/16/01019.htm>
- **A.R.S. § 9-462.04, Public hearings and protest petitions:** <https://www.azleg.gov/ars/9/00462-04.htm>
- **Town of Camp Verde, Council Agendas & Minutes (meeting schedule and location):**
https://www.campverde.az.gov/government/town_council/agendas_minutes.php
- **Town of Camp Verde Strategic Plan, Effective Government:**
<https://www.campverde.az.gov/departments/strategic-plan/effective-government>

Town of Camp Verde – Town Council Work Session

Planning and Zoning Ordinance Rewrite: High-Priority Policy Items for Council Direction

Work session for discussion and direction only; no action will be taken. Recommendations are staff drafts. Matrix IDs match the full Decision Matrix. Section numbers refer to the October 2026 Public Review Draft.

Part 1 – Policy Direction Requested (18 items)

Item	Matrix ID	Article / Section	Topic	Issue	Options	Staff Recommendation (draft)	Council Direction
1	D-001	Art. 1: 1.7.D	Proposition 207 transition period	The length of the transition period is not stated, and the scope of the A.R.S. § 12-1134(I) waiver needs review.	A. 2 years. B. 3 years. C. Other.	Set a fixed period with Town Attorney input; waiver language as drafted pending review.	
2	D-002	Art. 1–7: 3.2; 7.5; others	Calendar vs. business days	Many time periods (permit review, school review, appeals, agritourism notice) do not specify the type of day.	A. Calendar days throughout, except where a statute says business days. B. Business days throughout.	A. Clear and consistent with most A.R.S. time frames.	
3	D-003	Art. 2: 2.3	Administrative Relief limit	15% limit for the Heritage Character Area and agricultural districts has no stated rationale.	A. 15%. B. 10% (same as other districts). C. 20%.	A, if the Town wants extra flexibility for older lots; otherwise B.	
4	D-005	Art. 3: Table 3.1-1	Notice requirements	Notice for PAD, General Plan amendments, Board appeals, and Administrative Relief is marked "confirm."	A. Mailed notice to owners within 300 ft, posting, and newspaper for all hearings. B. Statutory minimum only.	A. Consistent with rezoning notice.	
5	D-007	Art. 4: 4.4.E; 4.6; 4.10.C.4; 4.10.K.2; 4.11.D.4.g	Mandatory water adequacy	Whether to require an adequate water supply for new subdivisions under A.R.S. § 9-463.01(O), which needs a separate ordinance.	A. Adopt a separate adequacy ordinance. B. Disclosure framework only (as drafted).	Policy choice for Council; A gives stronger long-term water protection.	
6	D-009	Art. 4: 4.10.C.4	Open-space table	Table has no rows or values.	A. Set by subdivision type. B. Flat percentage (for example, 10%).	Staff proposes values for Commission review.	
7	D-010	Art. 5: Table 5.4-1	"AG approved in all zones" rows	Workbook allows rodeo/arena and commercial equestrian facilities by right in all residential districts, and livestock in commercial and industrial districts.	A. Keep as drafted (by right everywhere). B. Permit by right in A-1/A-2/RR; CUP in R1L/R1/RS; prohibit in R2. C. Limit to agricultural districts only.	B. Keeps agricultural character without allowing arena or commercial equestrian uses by right next to small residential lots.	
8	D-011	Art. 5: Table 5.4-1	Event venues in RS	Event venues are shown as permitted by right in the RS district.	A. Permitted by right. B. CUP. C. Not permitted (agritourism Tier 3 only).	B. Event venues generate noise, traffic, and late hours; a CUP allows site-specific conditions.	
9	D-012	Art. 5: Table 5.4-1; 3.2.G	Schools	Public, charter, and private schools have no district assignments.	A. Permitted in all districts. B. Permitted in commercial/CF; CUP in residential. C. CUP everywhere.	B. Charter school timelines under A.R.S. § 15-189.01 still apply; confirm with Town Attorney.	
10	D-013	Art. 5: Table 5.4-1; 3.2.H	Religious institutions	No use-table row; 500-seat CUP threshold needs district assignment.	A. Permitted wherever assembly uses are permitted; CUP above 500 seats. B. CUP in all districts. C. Permitted only in commercial districts.	A. Equal-terms treatment with comparable assembly uses under RLUIPA.	
11	D-015	Art. 5: Table 5.4-1	Home-based occupations	Proposed row added; districts need confirmation.	A. Permitted in all residential and agricultural districts subject to 6.5. B. Tiered: minor by right, major by CUP.	B. Tiering matches the impact-based approach used for agritourism.	
12	D-016	Art. 5: Table 5.4-1; 6.6	Adult-oriented businesses	Proposed row allows the use in M1/M2 only.	A. M1 and M2 by right with 6.6 separation. B. M2 only. C. C3, M1, and M2.	A, if the Town Attorney confirms enough sites remain available (secondary-effects doctrine).	
13	D-017	Art. 5: Table 5.4-1; 6.17	Data and technology centers	Two inconsistent workbook rows; PM and M1 highlighted; 6.17 limits the use to industrial districts.	A. M1/M2 only. B. M1/M2 plus PM by CUP. C. CUP in all nonresidential districts.	B. Keeps large facilities industrial while allowing campus-style projects in PM with conditions.	
14	D-018	Art. 5: Table 5.4-1; 6.19	Nuclear and advanced energy systems	6.19 standards exist but the use is not in the table.	A. M2 by CUP only. B. M1/M2 by CUP. C. Not permitted.	A. Most restrictive district with case-by-case review; federal NRC preemption applies to radiological safety.	
15	D-019	Art. 5: Table 5.4-1; 6.18	Parks and playgrounds	Shown as CUP in residential districts, which would require a CUP for neighborhood and Town parks.	A. Permitted by right in all districts; CUP only for lighted sports complexes. B. Keep CUP.	A. Avoids a CUP for ordinary neighborhood parks.	
16	D-021	Art. 5: Table 5.4-1; Art. 6	Uses marked * without standards	Vehicle sales, commercial kennels, car washes, commercial vehicle storage, C2 contractor yards, and multi-family dwellings have no use-specific standards.	A. Draft standards before adoption. B. Remove the * and rely on district standards. C. Require a CUP until standards are adopted.	A for kennels, car washes, and contractor yards (neighbor impacts); B for multi-family and vehicle sales.	
17	D-022	Art. 5: 5.1; 5.3; 5.5	OS, CF, and IO districts	Purposes, uses, and dimensional standards are placeholders.	A. Complete before adoption. B. Reserve the districts and adopt later. C. Delete.	B if content is not ready; reserving avoids holding up adoption.	

18	D-023	Art. 5: 5.5	A-1 and A-2 dimensional values	Values other than minimum lot area are staff proposals.	A. Adopt proposed values. B. Carry forward current AG values for both.	A, after comparison with existing AG lots to limit new nonconformities.	
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Part 2 – Legal and Administrative Items, Information Only (7 items; Town Attorney or staff will resolve)

Item	Matrix ID	Article / Section	Topic	Issue	Options	Staff Recommendation (draft)	Council Comments
19	D-004	Art. 2: 2.6	Permit revocation	Hearing body and procedure for revocation are not set.	A. Director decides, appeal to Board. B. Civil Hearing Officer. C. Council.	A, with notice and hearing; confirm with Town Attorney.	
20	D-006	Art. 3: Table 3.1-2	Appeals of administrative decisions	Appeal body for site plan and plat decisions; 300-ft aggrieved-person definition.	A. Board of Adjustment and Appeals. B. Hearing Officer. C. Council.	A; confirm deadlines and Superior Court review.	
21	D-008	Art. 4: 4.2; 4.9; 4.10; 4.11.F	Council modification authority	Council authority to modify subdivision standards, PAD plans, street design, and phasing plans may conflict with administrative review.	A. Move to Director under objective standards. B. Keep Council role for PADs only.	B; confirm with Town Attorney.	
22	D-014	Art. 5: Table 5.4-1; 6.9	Group homes of 6 or fewer	Workbook shows a CUP in RS; state law treats these homes as single-family residential use.	A. Permitted wherever single-family dwellings are permitted. B. Keep CUP in RS.	A. Required by A.R.S. § 36-582 and the Fair Housing Act; option B is not legally available.	
23	D-020	Art. 5: Table 5.4-1; 6.2.B	Temporary uses by district	6.2 does not tie temporary uses to districts.	A. Add a temporary-use column to Table 5.4-1. B. List districts within 6.2.	A. One place to check use permissions.	
24	D-024	Art. 6: 6.1.D–E	CUP criteria	Prescriptive CUP criteria (zero-risk language, 0.2 foot-candle limit, full-cutoff LED) and water/wastewater documentation.	A. Keep as criteria. B. Move numeric items to standards; keep findings general.	B. Keep CUP findings general and move numeric limits into the use standards.	
25	D-025	Art. 9: 9.2.I; 9.2.J; 9.5	Content neutrality and political signs	Prohibited-sign list, right-of-way rules, flags, and political signs.	Town Attorney review under Reed v. Town of Gilbert and A.R.S. § 16-1019.	Required before adoption.	



Article 1 – General Provisions

1.1 Title

A. Title. These regulations shall be known and cited as the Town of Camp Verde Planning and Zoning Ordinance (the “Ordinance”). The Town adopted the Ordinance under Ordinance [Ordinance number to be confirmed].

1.2 Purpose

A. Purpose. This Ordinance enables the Town of Camp Verde (the “Town”) to respond uniformly and consistently to development proposals; promote the health, safety, and general welfare of the Town; enhance the aesthetic quality of the natural and built environment; encourage desirable land use; maintain and enhance the desirable character of the community; and facilitate quality development consistent with the Town’s adopted General Plan.

B. Specific purposes. This Ordinance is intended to:

1. Promote orderly future growth, development, and redevelopment of the community.
2. Respond uniformly and consistently to development proposals.
3. Clearly state the Town’s standards for performance, aesthetics, and quality design.
4. Facilitate the adequate provision of community utilities and services, including transportation, water, sewer, schools, parks, and other improvements.
5. Establish land use regulations, regulate the use of buildings and structures, and encourage the most appropriate use of land.
6. Establish and preserve open space and other lands for the protection and enjoyment of the natural environment.
7. Establish procedures for rezoning, Conditional Use Permits, variances, site plans, and other permits and required approvals.
8. Prescribe penalties for violations of this Ordinance.

1.3 Authority

A. Authority. Arizona Revised Statutes authorize the Town to exercise powers to regulate zoning, planning, subdivision of land, and building. This Ordinance exercises the powers provided by A.R.S. § 9-462. The Development Services Department may provide information about the use of this Ordinance.

1.4 Applicability

A. Applicability. This Ordinance applies to all public and private land and uses over which the Town has jurisdiction under the Constitution and laws of the State of Arizona and the United States, consistent with A.R.S. § 9-461.05(D)(4), (D)(5), and § 9-461.07(B) and (C).



1.5 Consistency with General Plan

A. General Plan consistency. This Ordinance is intended to guide development in a manner consistent with the goals, objectives, and policies of the Town’s adopted General Plan. The Town deems this Ordinance consistent with the adopted General Plan. Amendments to this Ordinance and actions taken under it shall be consistent with the General Plan, as amended.

B. Amendments. A text amendment to this Ordinance is consistent with the General Plan if it complies with the General Plan’s goals and policies, as amended. A zoning map amendment is consistent with the General Plan if it is consistent with the future land use map in the General Plan, as amended.

1.6 Coordination with Other Regulations

A. Other regulations. The use of buildings and land within the Town shall comply with this Ordinance and all other applicable regulations, including the Town Code, building codes, and Engineering Design Standards, whether or not this Ordinance specifically refers to them. A reference to another regulation or provision of this Ordinance is for the reader’s convenience. The absence of a cross-reference does not mean that another applicable regulation does not apply.

B. Conflicts. If this Ordinance and another applicable law, ordinance, or rule impose different requirements or limitations on the same subject, the more restrictive requirement or limitation shall govern.

1.7 Transitional Provisions

A. Continuing violations. A violation of the previous Zoning Ordinance shall remain a violation under this Ordinance and shall be subject to enforcement and penalties under Section 2.6, unless the use, development, construction, or other activity complies with this Ordinance.

B. Nonconformities under the previous Zoning Ordinance. A legal nonconformity under the previous Zoning Ordinance shall remain a legal nonconformity under this Ordinance for as long as the condition that created the nonconformity continues. A use or structure that becomes conforming upon adoption of this Ordinance shall no longer be considered nonconforming.

C. Completion of development.

1. Applications submitted before the effective date. At the applicant’s request, the Town may approve a complete application submitted before the effective date of this Ordinance and issue permits under the previous Zoning Ordinance.

a. If construction does not commence or finish in accordance with the applicable approval, the Town Council may, for good cause, grant an extension of up to 18 months to complete construction under the previous Zoning Ordinance.

b. If the building, development, or sign is not completed within the time allowed by the permit or an extension, the building, structure, or development shall be constructed, completed, or occupied only in compliance with this Ordinance.

2. Permits issued before the effective date. An applicant may complete a building, structure, or development for which the Town issued a permit before the effective date of this Ordinance in accordance with the issued permit and other applicable permits and conditions, even if the building, structure, or development does not fully comply with this Ordinance.



- a. If construction does not commence or finish in accordance with the applicable permit, the Town Council may, for good cause, grant an extension of up to 18 months to complete construction under the previous Zoning Ordinance.
- b. If the building, structure, or development is not completed within the time allowed by the original permit or an extension, it may be constructed, completed, or occupied only in compliance with this Ordinance.

3. Plats and site plans approved before the effective date. An applicant may complete a subdivision for which the Town approved a preliminary or final plat before the effective date of this Ordinance in accordance with the approved plat and other applicable permits and conditions, even if the subdivision does not fully comply with this Ordinance. If the subdivision is not completed within the time allowed by the previous Zoning Ordinance or a schedule included in the plat approval, the Town Council may grant an extension of up to 18 months to complete the subdivision under the previous Zoning Ordinance. If the subdivision is not completed within the time allowed by the original approval or an extension, it may be completed only in compliance with this Ordinance.

4. Additional extensions. The Town Council may grant an additional extension that allows completion beyond 24 months if the Planning and Zoning Commission finds that the extension is warranted in light of relevant circumstances, including the size and phasing of the development, the level of investment, the need for development, economic cycles, and market conditions.

Drafting Note: This wording treats 24 months as the point beyond which an additional extension may allow completion, while retaining the 18-month extension limits in paragraphs C.1.a, C.2.a, and C.3. Confirm that this is the intended relationship and that the Commission makes the finding while the Council grants the extension.

D. Transition provisions under the Private Property Rights Protection Act (Proposition 207).

1. Except for a property for which the Town grants a waiver under this subsection, this Ordinance governs property within the Town.
2. During the Transition Period, an owner of a lot within the Town may apply to have the lot recognized as a legal nonconforming lot under this Ordinance. The owner shall submit the application on a form prescribed by the Town. The owner shall acknowledge that, if the Town grants the request, the owner may develop the lot as of right under the previous Zoning Ordinance, but may not seek further discretionary land use approval except in compliance with this Ordinance.
3. If the Development Services Director grants legal nonconforming status under this subsection, further development on the lot shall comply with the zoning designation that applied to the lot immediately before the effective date of this Ordinance.
4. **Waiver of potential claim under A.R.S. § 12-1134.** During the Transition Period, an owner shall execute a waiver on a Town-prescribed form as a condition precedent to a request for discretionary land use approval. The waiver shall waive the owner's potential claims under A.R.S. § 12-1134(I) for diminution in value arising from application of a discretionary land use approval under this Ordinance.

Drafting Note: Legal review is recommended to confirm the scope and enforceability of this waiver and the statutory citation.

5. This subsection does not limit the Town's rights or options under Arizona law.



1.8 Nonconformities

A. Continuance. A legal nonconforming use, structure, or sign that existed when this Ordinance took effect may continue to the extent that this Ordinance would otherwise prohibit it.

B. Abandonment of a nonconforming use. A nonconforming use that is not used for a continuous period of 12 months after adoption of this Ordinance shall be considered abandoned, and the nonconforming rights shall end. The Director shall make the initial decision on whether a nonconforming use has been abandoned. The affected property owner may appeal the Director's decision to the Board of Adjustment and Appeals (the "Board") within 30 calendar days after the decision.

C. Expansion or enlargement. A nonconforming use or structure may be expanded or enlarged by no more than 25% of the land area or building floor area devoted to the use when it became nonconforming. The applicant shall obtain a Conditional Use Permit (CUP) under Section 6.1 for the expansion or enlargement. The applicant shall meet the CUP criteria in Section 6.1.

D. Changes to nonconforming uses, structures, or signs. A nonconforming use, structure, or sign shall not be changed to another nonconforming use. A nonconforming use, structure, or sign shall not be repaired or remodeled, except as necessary to maintain it as it exists or to convert it to a conforming use or condition.

E. Change from a nonconforming use to a permitted use. A change from a nonconforming use may be approved only if the new use is a principal use permitted in the zoning district. Once the property changes to that permitted principal use, the use shall comply with this Ordinance, and the property permanently loses the right to resume the former nonconforming use.

F. Nonconforming structures damaged by casualty.

1. If the cost to repair or rebuild a damaged nonconforming structure in compliance with current construction codes is less than 50% of the structure's value before the damage, the structure may be repaired or rebuilt. The repair or rebuilding shall not increase the extent of the nonconformity.
2. If the cost to repair or rebuild a damaged nonconforming structure in compliance with current construction codes equals or exceeds 50% of the structure's value before the damage, the structure may be repaired or rebuilt only in compliance with this Ordinance.

G. Nonconforming signs.

1. A legal nonconforming sign shall not be altered in a manner that does not comply with this Ordinance. The sign shall be maintained as required by this section and may be reasonably repaired.
2. Reasonable repair is limited to ordinary maintenance, repainting, replacement of a sign face with a face of identical size, and repairs costing less than 50% of the cost to replace the sign.
3. A legal nonconforming sign may remain in use while the use of the building or premises does not change. If the use changes to another use allowed in the zoning district, all nonconforming signs on the building or premises shall be modified to comply with this Ordinance. The right to continue the nonconforming sign does not survive that change of use.
4. A sign that did not have legal nonconforming status when this Ordinance was adopted shall be removed from display within 6 months after adoption.



1.9 Interpretation and Rules of Construction

A. General interpretation. The provisions of this Ordinance establish basic and minimum requirements for promoting the public health, safety, and general welfare of Town residents. The Director shall interpret this Ordinance as provided in Section 2.2.E. The Director may apply flexibility only as authorized by this Ordinance.

B. Context. The parts of this Ordinance are interrelated and shall be read in the context and intent of the Ordinance as a whole.

C. Defined terms. Words and phrases used in this Ordinance have the meanings assigned in Section 1.15, unless a specific section provides a more specific meaning or the context clearly requires otherwise.

D. Tense and form. A word used or defined in one tense or form includes other tenses and derivative forms.

E. Number. The singular includes the plural, and the plural includes the singular.

F. Mandatory and permissive terms. “Shall” is mandatory. “May” is permissive.

G. Illustrative terms. “Include” and “including” introduce examples and do not limit the meaning of the words that precede them.

H. Person. “Person” includes an individual, firm, corporation, association, trust, or other similar entity.

I. Director. “Director” includes the Development Services Director’s designee.

J. Other terms. “Town” refers to the Town of Camp Verde. “Board” refers to the Board of Adjustment and Appeals. “Commission” refers to the Planning and Zoning Commission. “Recorder” and “Recorder of Deeds” refer to the County Recorder.

K. Text and illustrations. If the text of this Ordinance conflicts with a caption, illustration, photograph, or table, the text controls.

1.10 Severability

A. Severability. The Town Council intends the provisions of this Ordinance to be severable. If a court of competent jurisdiction declares a provision invalid, the decision shall affect only the provision or provisions expressly identified as invalid. The decision shall not affect, impair, or nullify the remainder of this Ordinance, which shall remain in full force and effect.

1.11 Permits and Approvals Required

A. Required approvals. A person shall not undertake development activity on property within the jurisdiction of this Ordinance until the Town officials authorized by this Ordinance have issued all applicable permits, approvals, and certificates.

1.12 Fees

A. Fees. The Town Council may establish administrative fees by ordinance or resolution to administer and enforce this Ordinance. The fees shall be limited to the reasonable costs of administering and processing applications for development approval. An application shall not be processed or considered submitted until the applicant pays all applicable administrative fees under this section and any ordinance adopted under it.



1.13 Effective Date

A. Effective date. This Ordinance shall take effect after a public hearing, adoption by the Town Council, and publication or posting as provided by state law.

1.14 Effect of Ordinance

A. Effect. This Ordinance governs the use and development of land. The Town Council or other designated decision-making body shall not approve an application for development approval unless the application complies with the procedures, standards, and criteria of this Ordinance.

1.15 Definitions

A. Defined Terms. The following words and terms, when used in this Ordinance, shall have the meanings stated in this section unless the context clearly indicates otherwise. Words and terms not defined in this section shall have their ordinary meaning under Section 1.9.

A

ABUT. Having property or district lines in common.

ABUTTING PARCELS. Parcels that directly touch and share a parcel boundary. Parcels separated by a public right-of-way are not abutting.

ACCESS or ACCESS WAY. The place, means, or way by which pedestrians and vehicles have safe, adequate, and usable ingress to and egress from a property or use, as required by this Ordinance.

ACCESSORY APARTMENT. A supplementary, secondary dwelling unit that may be constructed as an addition to the principal structure or as an accessory to the principal structure.

ACCESSORY DWELLING UNIT. An attached or detached residential dwelling unit on the same parcel as the principal single-family dwelling that provides complete independent living facilities for 1 or more persons, including provisions for living, sleeping, eating, cooking, and sanitation. An accessory dwelling unit includes a granny flat or guest house.

ACCESSORY DWELLING UNIT (ADU). A dwelling unit accessory to a principal dwelling unit on a lot.

ACCESSORY STRUCTURE. A detached, subordinate structure customarily incidental and supportive of the principal structure or principal use of land, and located on the same parcel as the principal structure or use.

ACCESSORY USE. A subordinate use of a building, other structure, or land that: (1) is clearly incidental to the use of the principal building, other structure, or land; (2) is customarily connected with the principal building, other structure, or land; and (3) is located on the same lot as the principal building, other structure, or land.

ACRE. A land area measuring 43,560 square feet.

ADJACENT. Near or close to, but not necessarily sharing a common dividing line. Properties separated only by a street or alley are adjacent.

ADMINISTRATIVE DECISION. A decision made by the Director or another Town official or employee exercising authority assigned by this Ordinance.

ADOPTED LEVEL OF SERVICE. See “Level of Service, Adopted.”



ADULT ARCADE. A business establishment to which the public is permitted or invited and where coin-, slug-, or electronically, electrically, or mechanically controlled amusement devices, still or motion-picture machines, projectors, videos, or other image-producing devices are maintained to show images on a regular or substantial basis, and the images emphasize or are characterized by matter depicting or describing sexual activities.

ADULT BOOKSTORE. A business establishment having, as a regular and substantial portion of its stock in trade, material that emphasizes or is characterized by matter depicting, describing, or relating to sexual activities.

ADULT CABARET OR NIGHTCLUB. A business establishment, whether or not it serves alcoholic beverages, that features live performances by topless or bottomless dancers, go-go dancers, exotic dancers, strippers, or similar entertainers.

ADULT HOTEL OR ADULT MOTEL. A hotel or motel that leases rooms for periods of less than 24 hours and derives at least 50% of its revenue from displaying movies or materials emphasizing or characterized by matter depicting, describing, or relating to sexual activities.

ADULT-ORIENTED BUSINESS. A business establishment that, as a regular and substantial course of conduct, operates as an adult bookstore, adult arcade, adult cabaret, adult hotel or motel, or offers, sells, or distributes adult-oriented merchandise or offers patrons materials, products, merchandise, services, or entertainment characterized by an emphasis on matters depicting sexual activities. The term does not include uses or activities preempted by state law.

ADULT-ORIENTED MERCHANDISE. Sexually oriented implements, paraphernalia, or novelty items.

AGRICULTURAL PRODUCE. Fruit, vegetables, eggs, and honey before processing of any kind other than washing. Canned fruits or vegetables, preserves, wine, meat, and dairy products are not agricultural produce for purposes of this Ordinance.

ALLEY. A public thoroughfare or passageway that affords only a secondary means of vehicular access to abutting property and is not intended for general traffic circulation. Frontage on an alley does not satisfy this Ordinance's requirements for frontage on a dedicated street.

AMATEUR RADIO TOWER. A freestanding or building-mounted structure, which may consist of more than 1 shaft of steel or concrete, used to elevate an antenna for airway communication by a person holding a valid amateur radio (HAM) license issued by the Federal Communications Commission. Connecting wires used for transmission or reception between poles, masts, or ancillary supports are accessory appurtenances to the tower and are not additional towers. Poles, masts, cross-wires for transmission or reception, and ancillary supports less than 18 feet high, or no more than 10 feet above the highest part of the residence, whichever is greater, are not amateur radio towers.

AMENDMENT. A change to an existing land development regulation or a new land development regulation, including a change to the wording, context, or substance of this Ordinance; an addition or deletion; or a change to district boundaries or classifications on the Official Zoning Map that imposes, removes, or modifies a regulation.

AMUSEMENT PARK. A commercial amusement activity, such as a carnival, circus, miniature golf course, or similar establishment, that does not require an enclosed building.

ANALOGOUS USE. A use that is comparable or similar in 1 or more important ways to a permitted use, or resembles a permitted use in 1 or more aspects. An analogous use shall not be more deleterious, obnoxious, or harmful than the permitted uses.



ANIMAL CLINIC or ANIMAL HOSPITAL. A place where animals or pets receive medical or surgical treatment in emergency cases and are cared for during treatment.

ANIMAL FOOD MANUFACTURER. A person engaged in manufacturing or processing animal food derived wholly or partly from carcasses, parts of carcasses, or products of livestock carcasses.

ANIMALS, EXOTIC. Animals not defined as household pets or agricultural animals.

ANIMALS, HOUSEHOLD PETS. Animals commonly kept as pets, including dogs, cats, fish, small birds such as parakeets and parrots, rodents such as mice and rats, and reptiles such as nonpoisonous snakes and lizards.

ANTENNA. An exterior transmitting or receiving device mounted on a tower, building, or other structure and used in communications to radiate or capture electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals, or other communication signals.

APARTMENT. A suite of rooms with cooking facilities and private bath and toilet facilities, used for living purposes. Each apartment is a dwelling unit.

APPEAL. A request to review an authorized Town employee’s interpretation of a provision of this Ordinance, or a request for a determination that an authorized Town employee made an error in an order, requirement, or decision under this Ordinance.

APPLICANT. A person, firm, partnership, joint venture, association, corporation, group, or organization applying for a permit, approval, or decision governed or required by this Ordinance.

APPLICATION FOR DEVELOPMENT APPROVAL or APPLICATION. A written request for an approval, permit, or action required by this Ordinance, including a written request for approval or issuance of a development order or development permit. The term includes proposals and requests.

ASSISTED LIVING FACILITY. A residential care institution, including adult foster care or memory care, that provides or contracts to provide supervisory care services, personal care services, or directed care services on a continuing basis. The term includes assisted living centers and assisted living homes.

ATTACHED BUILDING. A building that has an exterior or bearing wall in common with another building or is connected to another building by a roof.

AUDITORIUM. A room, hall, or building that is part of a church, theater, school, recreation building, or other building and is assigned to the gathering of people as an audience to hear lectures, plays, or other presentations. See also “Places of Public Assembly.”

AUTHORIZED AGENT. A person authorized by the owner, as evidenced by a notarized document authorizing the person to represent the owner, to act on behalf of the owner of land seeking a development order or development permit approval.

AUTO FULL-SERVICE CAR WASH. A conveyor-type car-washing facility that provides full car-washing service, including vacuuming and complete interior cleaning of the automobile by attendants.

AUTOMOBILE SERVICE STATION. A place of business with pumps or storage tanks from which liquid fuel or lubricants are dispensed at retail directly into motor vehicles. The business may conduct sales and installation of automobile accessories, washing, polishing, inspections, and cleaning, but not steam cleaning, as activities incidental to the sale of fuel and lubricants.

AUTOMOTIVE REPAIR. Engine rebuilding or major reconditioning involving removal from a vehicle of a major portion, including the differential, transmission, head, engine block, or oil pan; repair of worn or damaged motor vehicles or trailers, including collision service, body, frame, or fender straightening or repair, or vehicle



painting; or sale of automotive fuels or oils and incidental repair, replacement of parts, or motor services for automobiles.

AVAILABLE CAPACITY. The difference between required capacity and planning operating capacity. It is the capacity to accommodate existing and planned capacity, less existing demand and demand generated by committed proposed development.

AWNING. A roof-like cover entirely supported by and extending from a building to protect openings from the elements.

B

BACKHAUL NETWORK. Lines that connect a provider's tower or cell sites to 1 or more cellular telephone switching offices, long-distance providers, or the public switched telephone network.

BAKERY. A place where baked products, such as bread, cakes, or cookies, are made.

BAR. Premises used primarily for the sale or dispensing of alcoholic beverages by the drink for on-site consumption, where food may be available as an accessory use.

BASE STATION. A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not include a tower, as defined in this Ordinance, or equipment associated with a tower. A base station includes, without limitation: (1) equipment associated with wireless communications services, including private, broadcast, and public safety services, unlicensed wireless services, and fixed wireless services such as microwave backhaul; (2) radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration, including distributed antenna systems (DAS) and small-cell networks; and (3) a structure other than a tower that, when an application is filed with the Town, supports or houses equipment described in paragraphs (1) and (2) and has been reviewed and approved through the Town's zoning or siting process or another state or local regulatory review process, even if the structure was not built solely or primarily to provide that support.

BASEMENT. The portion of a building between the floor and ceiling that is partly below or partly above grade, and is located so that the vertical distance from grade to the floor below is greater than the vertical distance from grade to the ceiling.

BED AND BREAKFAST. A house, or portion of a house, where short-term lodging rooms and meals are provided. The operator of the inn shall live on the premises or on adjacent premises.

BERM. A mound of earth designed to direct slope drainage away from a paved area and sidewalks and to serve as a screen or landscaping.

BILLBOARD SIGN. An off-premises sign structure.

BLOCK. Property abutting one side of a street and lying between the 2 nearest intersecting streets, railroad rights-of-way, unsubdivided acreage, or waterways, but not an alley, that is of a size that interrupts the continuity of development on both sides.

BLOOD BANK OR PLASMA CENTER. A facility where an individual may donate or sell blood and that offers no other medical treatment or services.

BOARD OF ADJUSTMENT AND APPEALS. The Town body authorized to hear appeals of administrative decisions and applications for variances under this Ordinance.



BOARDING HOUSE or LODGING HOUSE. A building where lodging, with or without meals, is provided for compensation for definite periods to 3 or more, but not more than 20, persons.

BREWERY. A restaurant or facility used to produce and package malt beverages of low alcoholic content for distribution, retail sale, or wholesale, on or off the premises. The development may include other uses, such as a standard restaurant, bar, or live entertainment, as otherwise permitted in the zoning district.

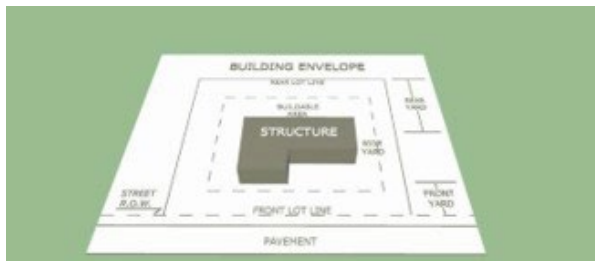
BUFFER. In the built environment, an area between developments of like or unlike uses that extends along the length of a property. In the natural environment, a development setback from the boundary of a sensitive natural area. A buffer may include landscaping, screening, and paths as approved by the Town.

BUILDABLE AREA. The portion of a lot within the building envelope formed by the required yards. See “Yard, Required.”

BUILDING. A structure for the shelter, housing, or enclosure of persons, animals, chattels, or property of any kind, except doghouses, playhouses, and similar structures. Each portion of a building separated by dividing walls without openings may be considered a separate building for purposes of issuing building permits.

BUILDING AREA. The total area, measured on a horizontal plane at the mean grade level, of the principal building and all accessory buildings, excluding uncovered porches, terraces, steps, roof overhangs, and balconies.

BUILDING ENVELOPE. The three-dimensional space occupied by a building, including all eaves, covered porches, breezeways, and other portions of the building, but excluding attached decorative walls 3 feet or less in height.



BUILDING FAÇADE. The exterior side of a building that faces, and is most nearly parallel to, a public or private street.

BUILDING FRONT. The side of a building intended as the main customer entrance, regardless of street frontage, visibility, or any factor other than customer access.

BUILDING HEIGHT. The vertical distance from the natural mean ground elevation of the lot to the structure’s highest point, including rooftop appurtenances, antennas, mechanical devices, and lighting devices.



BUILDING OFFICIAL. A Town employee authorized to issue building permits and Certificates of Occupancy and to assist generally in administering this Ordinance.

BUILDING PERMIT. An authorization issued by the Town to construct a structure.

BUILDING SETBACK LINE. A line between which and the street line no building, structure, or portion of a building or structure may be erected, constructed, or established.

BUILDING SITE. The area of a building together with associated parking areas and open space required by this Ordinance. A building site may encompass more than 1 lot.

BUILDING TEMPORARY. A structure designed, built, created, or occupied for a short or intermittent period, including tents, lunch wagons, dining cars, trailers, and other roofed structures on wheels or other supports used for residential, business, mercantile, storage, commercial, industrial, institutional, assembly, educational, or recreational purposes. For this definition, “roof” includes an awning or similar covering, whether permanent or not.

BULK. The size and shape of buildings, structures, and nonbuilding uses; the physical relationship of their exterior walls or construction, or their location, to lot lines and other buildings, structures, walls, or construction; and all open spaces required in connection with a building or structure. Bulk regulations include regulations for lot area, lot area per dwelling unit, lot frontage, lot width, building height, required yards, courts, usable open space, the ratio of aggregate gross floor area to lot area, spacing between buildings on a single lot, and the length of buildings in a row.

BUSINESSES, ADULT ORIENTED. A business that provides adult services, including adult bookstores, adult shows, adult theaters, adult cabarets or nightclubs, adult dance studios, adult figure modeling studios, adult hotels or motels, or adult-oriented merchandise.

BUSINESSES, INCUBATOR. A facility dedicated to the start-up and growth of small businesses through management and facility support systems intended to cultivate and enhance future businesses.

C

CAR WASH. An establishment that washes and cleans passenger or recreational vehicles by hand, by automated equipment operated by 1 or more attendants, or through self-service facilities.

CARPORT. A roofed structure, attached or unattached to the principal structure, that provides space for storage of 1 or more motor vehicles and is enclosed on no more than 2 sides by walls.

CARRY-OUT FOOD SERVICE. A business whose principal purpose is preparing and selling food or beverages for consumption off-site, such as delicatessens, ice cream stores, and hot dog stands. The term does not include liquor stores, restaurants, or drive-through commercial establishments.



CATERING. A transaction in which money is exchanged or a contract is made for a single payment, and the sole purpose of the activity at the establishment is the supply or delivery of food.

CEMETERY. A parcel of land or structure dedicated to, and at least partly used for, the interment of human or animal remains. A cemetery may include crematories, mausoleums, and columbaria.

CERTIFICATE OF OCCUPANCY (C of O). A certificate as defined in the International Building Code (IBC) or International Residential Code (IRC), as adopted by the Town.

CHANGE IN USE. A change from 1 principal use of a building or land to another principal use of the building or land, whether or not the size of the existing building or extent of the land use increases.

CHANNEL. A natural or artificial low-lying area with a definite bed and banks that confines and conducts continuous or periodic flows of water.

CHEMICAL EXTRACTION. The process of removing a particular component of a mixture from other components, including removing resinous tetrahydrocannabinol from marijuana.

CHEMICAL SYNTHESIS. The production of a new molecule by adding to, subtracting from, or changing the structure of a precursor molecule.

CHIEF BUILDING OFFICIAL. The Building Official designated by the Town to administer and enforce the building codes adopted by the Town.

CHILD CARE FACILITY. A facility where child care is regularly provided for compensation for children not related to the proprietor. The term includes a "child care facility," as defined in A.R.S. § 36-881, a "child care group home," as defined in A.R.S. § 36-897, and child care facilities that do not meet the numeric thresholds in those definitions.

CHURCH, SYNAGOGUE, or TEMPLE. A permanently located building commonly used for religious worship.

CLEANING OR PROCESSING ESTABLISHMENT. A business that primarily cleans, treats, or chemically processes goods or materials on-site, or stores chemicals used for off-site cleaning, treatment, or processing. The term includes carpet cleaners, dry-cleaning plants, self-service or full-service laundries, exterminating services, and taxidermists.

CLINIC/MEDICAL CLINIC OR HEALTH CARE FACILITY. A building containing an association or group of physicians, dentists, clinical psychologists, or similar professional health care practitioners, including allied professional assistants, assembled to carry on their professions. The health care facility may include an apothecary, dental or medical laboratories, tissue laboratories, or X-ray facilities, but shall not include inpatient care or operating rooms for major surgery. A clinic includes a "health care institution," "adult day health care facility," "adult day health services," "nursing care institution," "nursing services," "outpatient surgical center," "residential care institution," "respite care services," or "supervisory care services," as defined in A.R.S. § 36-401; a "nursing care institution," as defined in A.R.S. § 36-446; a "recovery care center," as defined in A.R.S. § 36-448.51; and "adult foster care" or an "assisted living facility," as defined in A.R.S. § 36-401.

COLLECTOR STREET. A street that provides access to neighborhoods and serves intra-city rather than interstate travel. A collector street may carry a minor amount of through traffic, but primarily carries local traffic. Average trip lengths and travel speeds are lower than on arterial routes.

COLLOCATION. The mounting or installation of transmission equipment on an eligible support structure to transmit or receive radio frequency signals for communications purposes.



COMMERCIAL AMUSEMENT, INDOOR. An establishment in a fully enclosed structure that offers sports, games, or similar amusements to the public, including skating rinks, bowling alleys, billiards, ping pong, and mechanical or electronic games, but not gambling or card playing. Indoor commercial amusement does not include noncommercial or charitable events.

COMMERCIAL AMUSEMENT, OUTDOOR. An establishment at a fixed location that commercially offers games, rides, or similar activities, including miniature golf, amusement parks, water slides, amphitheaters, stadiums, tracks, and drive-in theaters.

COMMERCIAL CENTER/COMPLEX. A grouping of 3 or more nonresidential buildings with shared access, parking, common area, or similar common elements.

COMMERCIAL MESSAGE. Wording, a logo, or another representation on a sign that directly or indirectly names, advertises, or calls attention to a business, product, service, or other commercial activity.

COMMERCIAL USES. Retail businesses and service establishments, professional and governmental offices, and developed recreational uses.

COMMITTED DEVELOPMENT. Development that is approved but unbuilt, including unexpired sketch plans, preliminary subdivision plans, minor development final plats, approved final plats, or approved building permits.

COMMON OPEN SPACE. Open space, other than streets or private yard setbacks, intended for use by all occupants of a development. The space may include recreation-oriented areas.

COMMON OWNERSHIP. Ownership by the same person, corporation, firm, entity, partnership, or unincorporated association; or ownership by different corporations, firms, partnerships, entities, or unincorporated associations in which a stockowner, partner, associate, or member of that person's family owns an interest in each entity.

COMMUNICATION TOWER. Accessory antennas or dishes on freestanding or building-mounted structures intended for airway communication. The term does not include monopoles or utility poles as defined in this Ordinance.

CONDITIONAL USE. A use that, because of its unique or varying characteristics, cannot be properly classified as a permitted use in a particular district. A use is a conditional use if Table 5.4-1 designates it as such.

CONDOMINIUM. A structure submitted to condominium ownership under the Arizona Condominium Ownership Act. The term includes residential, nonresidential, and other space.

CONSERVATION EASEMENT. A nonpossessory interest of a holder in real property that imposes limitations or affirmative obligations for conservation purposes or to preserve the historical, architectural, archaeological, or cultural aspects of real property.

CONSISTENT. An amendment to this Ordinance, development order, or development permit is consistent with the General Plan only if the permitted land uses, densities or intensities, and other aspects of development are compatible with and further the objectives, policies, land uses, and densities or intensities in the General Plan, and meet all other criteria in the General Plan. "Compatible with" means that the amendment, development order, or development permit does not conflict with the General Plan. "Further" means taking action toward realizing the goals, objectives, and policies of the General Plan.

CONSUME, CONSUMING, AND CONSUMPTION. The act of ingesting, inhaling, or otherwise introducing marijuana into the human body.



CONSUMER. A person who is at least 21 years old and purchases marijuana or marijuana products.

CONTIGUOUS. Bordering or adjoining, or meeting or joining at a border or surface.

CONVALESCENT HOME. A building where persons reside and receive medical care designed to restore them to health.

CONVENIENCE STORE. A freestanding or center-integrated business enterprise designed to serve patrons on a short-term, drop-in basis, typically containing a small food and sundries store, drug store, carry-out food service, hairdresser or barber, or dry-cleaning pickup store.

CONVEY. To transfer all or part of a title or equitable interest in land; to lease or assign an interest in land; or to transfer another land interest.

CORRAL. A pen or enclosure for confining animals.

COUNCIL. The Town Council of the Town of Camp Verde.

COUNSELING CENTER. A facility where individuals or small groups receive professional counseling assistance with personal, emotional, marital, medical, or similar problems on an outpatient basis.

COURTYARD. An open area, unobstructed from the ground to the sky, bounded on at least 3 sides by the exterior walls of 1 or more buildings. For residential development, a courtyard is an outdoor space in the front or side yard bordered by a low wall or decorative fencing.

COWORKING SPACE. A shared workplace, often an office, where people engage in independent work. Use of the space generally requires payment of membership dues, although some spaces are free.

CUL-DE-SAC. A short dead-end street that terminates in a vehicular turnaround area.

CULTIVATE AND CULTIVATION. To propagate, breed, grow, prepare, or package marijuana.

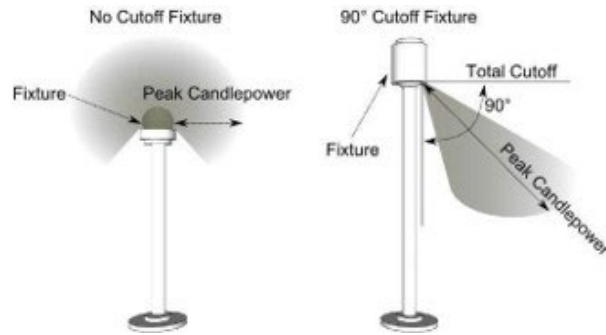
CURB ELEVATION. The average elevation of a curb adjacent to a development, from which building height is determined.

CURB FACE. The vertical or shaped portion of a curb that faces the roadway and is designed to direct stormwater.

CUSTOM MANUFACTURING. An establishment primarily engaged in on-site production of goods by hand manufacturing, using only hand tools or domestic mechanical equipment not exceeding 2 horsepower, or a single kiln not exceeding 8 kilowatts, and making incidental direct sales to customers of goods produced on-site. Typical custom manufacturing uses include ceramic studios and custom jewelry manufacturing.

CUTOFF. The point above ground level at which all light emitted from a source or fixture is eliminated at a specific angle.

CUTOFF ANGLE. The angle formed by a line drawn from the direction of light rays at the light source and a line perpendicular to the ground from the light source, above which no light is emitted.



CUTOFF FIXTURE. A fixture with elements such as shields, reflectors, or reflector panels that direct and cut off light at an angle less than 90 degrees. This type of fixture typically conceals the light source, reducing glare and spillover of light.

D

DAY CARE. See DAY CARE CENTER.

DAY CARE, ADULT. See “adult day health care facility,” as defined in A.R.S. § 36-401.

DAY CARE CENTER. A facility or building where day care is provided for more than 8 hours per week, for compensation, for 5 or more children who are not related to the proprietor or caretaker. Instruction offered in connection with the care does not make the use a school.

Drafting Note: The source’s state-licensing requirement is a regulation, not a definition. The Town should place it with the applicable use standards in Article 5 or Article 6.

DENSITY. The total number of dwelling units per acre on a lot or development, calculated in accordance with

DENSITY, NET. The density or intensity based on the clustered area of a tract subject to a development approval application. Calculate net density or intensity by dividing the total permissible dwelling units or square footage of floor area, including additional density or intensity allowed through an open space bonus, transfer of development rights, or other density bonus, by the number of net acres.

DESERT LANDSCAPING. Landscaping that uses vegetative and nonvegetative materials native to an arid or semiarid climate.

DETENTION FACILITY. As defined in A.R.S. § 31-331.

DEVELOPER. A person, firm, partnership, joint venture, association, corporation, group, or organization that participates as an owner, promoter, developer, or sales agent in the planning, platting, development, promotion, sale, or lease of a development.

DEVELOPMENT APPLICATION. A request for approval, permission, or other action under this Ordinance.

DEVELOPMENT OR DEVELOPMENT ACTIVITY. Any of the following activities:

1. A change in use.
2. Construction, clearing, filling, excavating, grading, paving, dredging, mining, drilling, or other significant disturbance of a site’s soil.
3. Building, installing, enlarging, replacing, or restoring a structure, impervious surface, or central water system, including the long-term storage of materials.
4. Erecting a permanent sign.



5. Any activity that increases the need for parking.

6. Constructing, eliminating, or altering a driveway onto a public street.

DEVELOPMENTALLY DISABLED. A person with autism, cerebral palsy, epilepsy, or intellectual disability, as provided in A.R.S. § 36-581.

DHS. The Arizona Department of Health Services or its successor agency.

DIGITAL BILLBOARD. A billboard that uses digital message technology to change its message or copy electronically on a fixed display surface composed of electronically illuminated or actuated elements. The definition includes displays preprogrammed to show certain information, such as time, date, or temperature, and displays whose content may be changed by computer-driven electronic impulses.

DIRECTOR. The Development Services Director.

DISPOSITION. A transfer of all or part of a title or equitable interest in land; a lease or assignment of an interest in land; or another transfer or conveyance of an interest in land.

DRIVE-IN. A facility that customarily provides parking spaces for ordering, delivery, and consumption of a product or service in a parked vehicle.

DRIVE-THROUGH COMMERCIAL ESTABLISHMENT. A commercial retail or personal service establishment designed or intended to enable a customer in a motor vehicle parked on or moving through the premises to transact business with a person outside the vehicle. Examples include financial institutions, restaurants, and dry-cleaning stores.

DRIVEWAY. A private vehicular access connecting a house, carport, parking area, garage, or other building with a street.

DRIVEWAY, PRIMARY. The driveway that, because of its width and location, carries most of the vehicle trips entering and leaving a parking lot or structure and the frontage street.

DUAL LICENSEE. An entity that holds both a nonprofit medical marijuana dispensary registration and a marijuana establishment license.

DUPLEX (TWO-FAMILY DWELLING). A building containing 2 separate dwelling units arranged side by side or one above the other, with the units separated by wall or floor-ceiling assemblies having a minimum 1-hour fire-resistance rating under the 2024 International Residential Code (IRC), as adopted by the Town.

DUST-FREE. Property paved using one of the following methods:

1. Asphaltic concrete.
2. Cement concrete.
3. Penetration treatment of bituminous material and a seal coat of bituminous binder and mineral aggregate.
4. A method equivalent to one of the methods listed above.

DWELLING. A building or portion of a building containing 1 or more dwelling units and designed or used exclusively for residential occupancy. The term includes single-family dwellings, two-family dwellings, duplexes, townhouses, triplexes, manufactured homes, mobile homes, modular homes, and multiple-family dwellings. The term does not include hotels or boarding and lodging houses.

DWELLING, ATTACHED. A building containing 2 or more residential units attached along and sharing 1 or more common walls between units, stacked one above another, or attached to a nonresidential use.



DWELLING, MULTIPLE. A building or portion of a building designed for occupancy by 3 or more families.

DWELLING, SINGLE-FAMILY. A building designed for occupancy by 1 family.

DWELLING, SINGLE-FAMILY, ATTACHED. A single-family dwelling attached to 1 other dwelling by a common vertical wall, with each dwelling located on a separate lot.

DWELLING, SINGLE-FAMILY, DETACHED. A single-family dwelling that is not attached to another dwelling and is surrounded by open space or yards.

DWELLING UNIT. A single unit providing complete independent living facilities for 1 or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. A dwelling unit may be a manufactured home, a modular home, or a site-built home constructed in accordance with the International Building Code (IBC) or International Residential Code (IRC), as adopted by the Town, and applicable supplemental codes.

E

EARTH TONE. A color that is dull and achromatic, has a hue between red and yellow or between white and black, has low lightness and moderate to low saturation, and has a reflectance level not exceeding 0.3.

EASEMENT. An interest in land less than fee title that entitles the holder to a specific, limited use or enjoyment of the land.

EASEMENT, NON-ACCESS. An easement prohibiting vehicular access from a public street.

EFFICIENCY APARTMENT. A dwelling unit with 1 combined living and sleeping room. The dwelling unit may also have a separate room containing only kitchen facilities and a separate room containing only sanitary facilities.

ELIGIBLE FACILITIES REQUEST. A request to modify an existing tower or base station without substantially changing its physical dimensions, involving any of the following:

1. Collocation of new transmission equipment.
2. Removal of transmission equipment.
3. Replacement of transmission equipment.

ELIGIBLE SUPPORT STRUCTURE. A tower or base station that exists when the relevant application is filed with the Town.

ENGINEER. A person licensed as an engineer by the Arizona Board of Technical Registration.

EXCAVATION. Removal of soil, rock, or other matter from a land area.

EXISTING. For purposes of Section 6.8, a constructed tower or base station that has been reviewed and approved under the Town's zoning or siting process, or another state or local regulatory review process. A tower that was not reviewed because it was built in an area that was not zoned, but was lawfully constructed, is also existing.

EXISTING CAPACITY. The capacity of existing, constructed, and operational public facilities, as determined by the service provider.

EXTRACTIVE USES. Surface or subsurface natural resources extracted from land. The term includes exploratory drilling or mining but excludes individual water-well drilling.

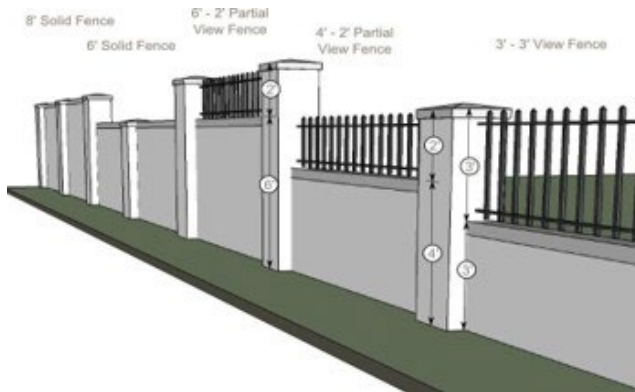


F

FAMILY FOSTER HOME. A home that receives 1 to 4 children for regular, full-time care.

FARMER'S MARKET. A structure or place where agricultural produce is brought for retail sale. Unlike a produce stand, a farmer's market may allow more than 1 seller per parcel, and the structure used to sell produce need not be portable or capable of being dismantled or removed from the site.

FENCE. A barrier of manmade construction, regardless of material, including walls but not retaining walls. Vegetation is not a material for purposes of this definition.



FENCE, LIVING. A hedge of vegetation used as a screening device, or a fence with vegetation growing to or on it that, at maturity, prevents an open effect and blocks the normal line of sight.

FENCE, PARTIAL VIEW. A fence constructed to achieve at least 33% openness overall, with 4 feet solid and 2 feet view.

FENCE, SOLID. A fence constructed to achieve total opacity, with 6 feet solid and 0 feet view.

FENCE, VIEW. A fence constructed to achieve at least 50% openness overall, with 3 feet solid and 3 feet view.

FILL. Soil, rock, or other material deposited in an area that creates an obstruction or increases the surface elevation.

FINAL PLAT. A survey map of record showing the boundaries of streets, blocks, lots, and other property divisions, prepared under Article 4 and recorded after approval by the Director, together with any accompanying material required by this Ordinance.

FINANCIAL INSTITUTION. As defined in A.R.S. § 28-4301.

FIRE FLOW SURVEY. A test of fire hydrants to determine water capacity by volume and pressure for firefighting purposes.

FIRE PROTECTION FACILITIES. Fire stations and major firefighting apparatus, including pumpers, quick-response vehicles, hook-and-ladder trucks, and similar equipment, owned and operated by public fire districts.

FLAG. Fabric, a banner, or bunting containing distinctive colors, patterns, or symbols and used as a symbol of a government, political subdivision, or other entity.

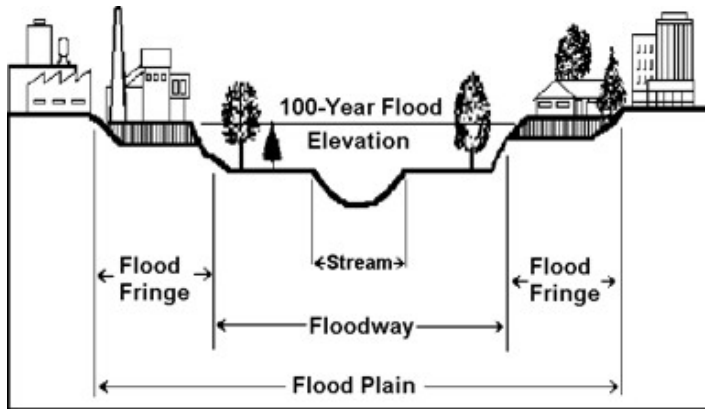
FLEA MARKETS. A flea market, swap shop, or similar activity, by any name, involving 2 or more booths, tables, platforms, racks, or similar display areas used to sell, buy, or trade merchandise, goods, materials, products, or other items outside an enclosed building. The term does not include garage sales, produce



stands, or fundraising activities conducted by a nonprofit organization at the same location for 4 or fewer days in a calendar year.

FLOOD INSURANCE RATE MAP (FIRM). The official map on which the Federal Emergency Management Agency identifies areas with special flood hazards and includes profiles, the Flood Boundary-Floodway Map, and base flood water-surface elevations.

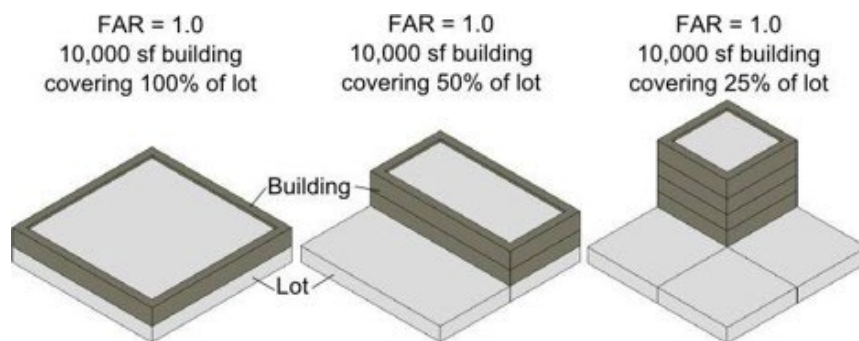
FLOOD PLAIN. An area adjacent to a watercourse that may be subject to flooding when water flow increases beyond the normal high-water mark.



FLOODWAY. The channel of a wash or other watercourse and adjacent land areas that must be reserved to discharge the base flood without cumulatively increasing the water-surface elevation by more than 1 foot.

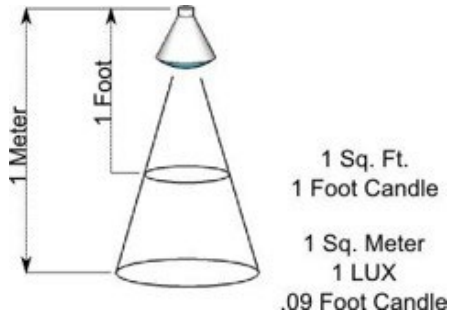
FLOOR AREA. The sum of the gross horizontal areas of a building's stories, measured from the exterior faces of exterior walls or the centerline of party walls. Floor area includes basement floors, interior balconies and mezzanines, elevator shafts, stairwells, and enclosed porches. Floor area also includes accessory uses and accessory buildings on the same lot.

FLOOR AREA RATIO (FAR). The ratio of the gross floor area of all structures on a lot to the gross area of the lot.



FOOD VENDING VEHICLE. A vehicle, as defined in the Arizona Revised Statutes, equipped or primarily used to sell fruits, vegetables, or produce, or prepared, prepackaged, or unpackaged food or beverages, on a public or private street, alley, highway, or property within the Town. The vehicle's inventory may include nonfood sundries. A human-powered food vending vehicle is not a food vending vehicle.

FOOT CANDLE. A unit of illumination on a surface where all points are 1 foot from a uniform light source equivalent to 1 candle in brightness or illumination. See also LUMEN.



FRONT. A public street frontage, excluding alleys, as determined by the Town. A lot may have only 1 front.

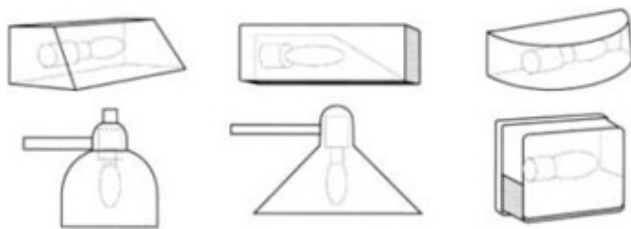
FRONT PORCH. A covered and floored nonlivable area of a residence that is open at the front and usually closed at the sides. A front porch is typically partially enclosed with columns and railings and is designed to have a noticeable street presence and to be architecturally consistent with the house.

FRONTAGE. The distance along which a lot's property line is common with a road right-of-way line.



FRONTAGE, DOUBLE. A lot that extends from 1 street to another street or to a proposed street.

FULLY SHIELDED. A fixture shielded so that light rays emitted directly from the lamp or indirectly from the fixture are projected below a horizontal plane running through the lowest point on the fixture from which light is emitted, as certified by a photometric test report. See A.R.S. § 49-1101.



FUNERAL HOME. An establishment with facilities for preparing the dead for burial or cremation, viewing the body, and conducting funerals.

FUTURE LAND USE MAP. The current and adopted Town of Camp Verde General Plan Land Use Map.

G

GARAGE, FRONT ENTRY. An enclosed structure for vehicle storage oriented so that its entrance is at a maximum angle of 45 degrees from the front setback line.

GARAGE, PRIVATE. An accessory building or portion of a principal building designed or used to park or temporarily store motor vehicles belonging to occupants of the building to which the garage is accessory. The



term does not include parking or temporary storage of delivery or truck motor vehicles with a capacity of more than 1 ton.

GARAGE, PUBLIC. A building or portion of a building, other than a private garage, designed or used for parking, servicing, repairing, equipping, hiring, selling, or storing motor vehicles.

GARAGE, REPAIR. A building or portion of a building, other than a private or storage garage, designed or used for servicing, repairing, equipping, hiring, selling, or storing motor-driven vehicles.

GARAGE, SIDE ENTRY. An enclosed structure for vehicle storage oriented so that its entrance is at an angle of more than 45 degrees from the front setback line.

GENERAL PLAN. A comprehensive plan for development of the Town under A.R.S. § 9-461.05, including any part of the plan adopted separately and any amendment to the plan or its parts.

GEOLOGIC HAZARD AREA. An area identified by a qualified state or federal government agency as containing or being directly affected by a geologic hazard.

GOLF, TENNIS, SWIM, FITNESS, HEALTH CLUB. A private club, including a country club, that provides 1 or more of the following: indoor or outdoor golf, tennis, or swimming facilities; indoor exercise or recreational rooms and equipment for activities such as running, jogging, aerobics, weight lifting, court sports, or swimming; locker rooms; showers; massage rooms; saunas; and related accessory uses. The club may include a clubhouse with dining and banquet facilities and shall operate on a private membership basis, with use restricted to members and their guests.

GRADE. The average level of the finished ground surface adjacent to the exterior walls of a building or structure more than 5 feet from a street line. For a building with walls less than 5 feet from a street, grade is the elevation of the sidewalk or top of curb at the center of the wall adjoining the street. If there is no sidewalk or curb, grade is the elevation of the roadway at the center of the wall adjoining the street.

GRADE, FINISHED. The grade after completion of site development.

GRADE, NATURAL. The undisturbed ground level, as determined by on-site evidence such as vegetation, ground level on adjacent land, elevations of adjacent streets and roads, soil types, and locations.

GRANNY FLAT. See ACCESSORY DWELLING UNIT (ADU).

GRANNY FLAT, ELDER COTTAGE. A type of accessory dwelling unit (ADU) that is a separate, self-contained living unit placed on the same lot and adjacent to the existing principal residence for use as a dwelling unit by a relative. The term includes an accessory apartment built onto or into an existing single-family dwelling unit for the same purpose. The unit is a small, complete living unit with living, kitchen, bathroom, and separate entrance areas.

GROSS ACRE. A full acre of land before subdivision and before dedication of any required right-of-way or easement.

GROSS AREA. The area of a lot or Assessor's parcel, including all proposed or dedicated streets, alleys, private access ways, and roadway or alley easements. The boundaries extend to the centerline of a future or existing abutting street or alley right-of-way.

GROSS FLOOR AREA OR GFA. The sum of the areas of all floor levels of a building or structure, measured within the exterior face of exterior walls or the centerline of walls separating abutting buildings. The term excludes space where the floor-to-ceiling height is less than 6 feet, 6 inches.



GROUP RESIDENCE. A dormitory, sorority, fraternity, boarding house, or lodging use where 3 or more individual rooms are occupied by residents who stay for at least 30 days.

GROUP RESIDENTIAL FACILITY (GROUP HOME). A facility licensed or authorized by the State of Arizona for 10 or fewer clients or persons who reside together as a single housekeeping unit and receive common support, care, training, supervision, or counseling from 1 or more staff members on a 24-hour-per-day basis. The 10-person limit does not include the facility operator, members of the operator's family, or staff. This definition does not apply to a group home for persons with developmental disabilities regulated by Arizona law.

GUEST HOUSE. A type of accessory dwelling unit (ADU) consisting of living, eating, sleeping, cooking, and sanitation facilities within an accessory building for the sole use of the premises' occupants, their guests, or persons employed on the premises. A guest house shall not be rented or otherwise used for income-producing purposes.

GUEST RANCH. A working ranch with an accessory use for lodging or boarding guests and providing recreational activities on or adjacent to the ranch.

GUEST RANCH/RESORT. A building or group of buildings containing 2 or more guest rooms, other than a boarding house, hotel, or motel, and including outdoor recreational activities such as horseback riding, a golf course, swimming, tennis courts, shuffleboard courts, barbecue and picnic facilities, and dining facilities intended primarily for guests. The term does not include bars and restaurants that primarily serve persons other than guests of the guest ranch or resort.

H

HALFWAY HOUSE. A group home providing supervised residential living for people who do not require institutional treatment. Residents may have common needs for treatment or rehabilitation related to mental or physical challenges, substance-abuse rehabilitation, or alternatives to incarceration through the judicial system.

HARDSCAPE. Stone, brick, rock, sand, textured or shaped concrete, decorative walls, and pedestrian facilities, such as benches, tables, play equipment, and walking or bicycle paths.

HAZARDOUS WASTE DISPOSAL FACILITY. A facility as defined in A.R.S. § 49-901.

HEALTH CARE FACILITY. See CLINIC.

HEAVY EQUIPMENT. Large equipment, including trucks with a rating greater than 1.5 tons, cranes, crawler-type tractors, earth movers, dump trucks, and other equipment of equal or greater size and weight.

HEAVY EQUIPMENT STORAGE. See INDUSTRIAL STORAGE.

HEIGHT. The vertical distance from grade to the highest point of any portion of a structure, as provided in this Ordinance.

HELIPAD. A facility where helicopters take off and land that does not include the logistical support provided by a heliport. A helipad does not include facilities for helicopter maintenance, repair, fueling, or storage.

HELIPORT. An area providing for helicopter takeoff and landing, together with fuel facilities, whether fixed or mobile, or appurtenant areas for helicopter parking, maintenance, and repair.

HIGHWAY. A general term for a public way used for vehicular travel, including the entire area within the right-of-way.



HOME-BASED OCCUPATION. A business activity conducted as an accessory use to a dwelling unit, as provided in Section 6.5.

HOSPITAL. A building used for overnight accommodation and medical care of human patients, including a sanitarium, but excluding clinics, long-term care facilities, and convalescent homes. A hospital includes a health care facility as defined in A.R.S. § 36-481, but excludes clinics, rehabilitation centers, therapy facilities, outpatient clinics, nursing homes, blood banks, and ambulance facilities.

HOTEL. A building in which lodging, or lodging and boarding, is provided for more than 20 people and offered to the public for compensation, with guest rooms accessed through an interior lobby or office.

HOTEL, RESORT. A building or group of buildings, other than a motel, boarding house, or lodging house, containing 20 or more individual guest rooms, suites of guest rooms, or dwelling units, that furnishes services customarily provided by hotels and provides outdoor recreation, dining, and other facilities primarily for its guests.

HUD CODE. The National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. § 5401 et seq., as amended, and the regulations promulgated by the United States Department of Housing and Urban Development under 24 C.F.R. Part 3282, commonly known as the “HUD Code.”

HUMAN-POWERED FOOD VENDING VEHICLE. A device moved by human power, including a pushcart, wagon, bicycle, tricycle, grocery cart, or other wheeled container or conveyance.

I

ICE CREAM TRUCK. A motor vehicle, as defined in the Arizona Revised Statutes, equipped or primarily used to sell ice cream on a public street, alley, or highway, or on a private street or alley within the Town.

IMPERVIOUS SURFACES. All buildings or structures, measured at their greatest extent and including areas beneath eaves, balconies, decks, and other projecting features, and all paved or otherwise hard-surfaced areas, such as roads, curbs and gutters, walks, parking lots, loading areas, and asphalt or concrete aprons for solid waste containers, signs, or outdoor mechanical equipment.

IMPROVED OPEN SPACE. Landscaped areas, turf areas, parks, golf courses, and recreation areas constructed on a lot, excluding associated buildings.

IMPROVEMENTS. Right-of-way pavements, curbs, gutters, sidewalks, paths, bikeways, sedimentation-control facilities, revegetation, water mains, sanitary and storm sewers, drainways, gas lines, electrical and telephone lines and appurtenances, street signs, trees and lights, lot pin monuments, range point boxes, and other similar items required by this Ordinance or a condition of approval.

INDUSTRIAL PARK. A special or exclusive planned industrial area designed and equipped to accommodate a community of industries, with necessary facilities and services in attractive surroundings among compatible neighbors.

INDUSTRIAL STORAGE. Outdoor storage or deposit of motor vehicles, motor vehicle parts, iron, metal, glass, paper, other waste, or discarded material.

INDUSTRIAL USES. Storage, processing, and shipping of agricultural products; mineral extraction and production, storage, processing, shipping, or conversion to energy; and fabrication, assembly, servicing, manufacture, storage, or warehousing of other products.

INSTITUTIONAL USES. Churches, schools, hospitals, residential care facilities, and other public or quasi-public uses.



INTENSITY. The number of square feet of development per acre by land-use type for nonresidential land uses.

J

JUNK. Junk as defined in A.R.S. § 28-7941.

JUNKYARD. An automobile graveyard or junkyard as defined in A.R.S. § 28-7941.

K

KENNEL. A kennel as defined in A.R.S. § 11-1001.

KITCHEN. An area with a sink and provisions for food preparation, food storage, and cooking.

L

LABORATORY, MEDICAL OR SCIENTIFIC. A building or group of buildings containing facilities for medical or scientific research, investigation, testing, or experimentation, in which no more than 15% of the occupied building may be used for ancillary manufacturing, fabricating, processing, assembly, storage, repair, or service facilities.

LAND DEVELOPMENT REGULATIONS. The Town's General Plan, this Ordinance, Article 4, the Town's design standards, and other ordinances or regulations governing land development or land use within the Town.

LAND SPLIT. The division of improved or unimproved land having an area of 2.5 acres or less into 2 or more tracts or parcels for sale or lease.

LANDFILL. See SANITARY LANDFILL.

LANDLOCKED PARCEL. An Assessor's parcel without access of record with the County Clerk and Recorder.

LANDSCAPE. An area set aside from structures and parking and developed with natural materials, such as lawns, trees, shrubs, vines, hedges, bedding plants, or rock, and decorative features, including paving materials, walls, fences, and street furniture.

LARGE-FORMAT RETAIL. A single-user retail structure exceeding 50,000 square feet, or a shopping center exceeding 25,000 square feet, which may include fast-food restaurants and other accessory retail uses with an entrance inside the principal retail establishment.

LAUNDRY, SELF-SERVICE. A building containing clothes-washing and drying machines, or clothes dry-cleaning machines, operated by coin or an attendant and provided for individuals to do their own laundry or dry cleaning on a rental basis.

LEGISLATIVE ACTION. A General Plan, zoning ordinance, or other ordinance establishing or amending the General Plan or this Ordinance.

LEVEL OF SERVICE. An indicator of the extent or degree of service provided or proposed to be provided by a facility, based on and related to the facility's operational characteristics. Level of service indicates the capacity per unit of demand for each public facility.

LIBRARY OR MUSEUM. A room or building used to exhibit objects, or an institution responsible for a collection of books or artistic, historical, or scientific objects.

LIQUOR STORE. A retail establishment at which packaged alcoholic beverages account for at least 60% of gross revenue and alcoholic beverages are not consumed on the premises.



LOADING AND UNLOADING SPACES. A permanently maintained space on the same lot as the principal building, accessible to a street or alley, and at least 10 feet wide, 20 feet long, and 14 feet high.

LOADING SPACE. An off-street portion of a lot for temporary parking of commercial vehicles while loading or unloading materials for use or sale on the lot. The space shall open onto a street or alley, and its use shall not obstruct pedestrian or vehicular traffic on the street or alley.

LOCAL ROAD OR STREET. A road or street providing direct access to adjacent land and access to higher street classifications. A road or street not otherwise classified is a local road or street.

LODGE. A structure providing lodging or boarding for guests and located near natural recreational areas or opportunities.

LONG-TERM CARE FACILITY. A facility, or part of a facility, intended to provide medical supervision for 8 or more residents for periods exceeding 72 hours.

LOT. A unit of land described by metes and bounds and held or intended to be held in separate lease or ownership, or shown as a lot or parcel on a recorded subdivision or on a plat used in leasing, selling, or offering land for lease or sale after division of a larger lot, parcel, or tract into 2 or more smaller lots or units. A lot is a piece or unit of land, or a portion of a subdivision, whose boundaries are established by a legal instrument of record and recognized and intended as a unit for transfer of ownership.

LOT AREA. The area of a horizontal plane within the lot lines of a lot.

LOT, CORNER. A lot at the intersection of 2 or more lot lines, or at an angle point or change in direction of a lot line.

LOT COVERAGE. The area of land covered by a building on a site. Lot coverage is the percentage of net lot area covered by the gross floor area of the first floor. For residential uses, lot coverage includes covered porches and patios, detached garages, accessory dwelling units, and other accessory buildings or structures that require a building permit or are larger than 120 square feet.

LOT, DOUBLE FRONTAGE (THROUGH LOT). An interior lot having frontage on 2 nonintersecting streets.

LOT, FLAG. A lot having no frontage or access to a street or place except by a narrow strip of land.

LOT FRONTAGE. The distance along which a lot abuts a street.

LOT, INTERIOR. A lot other than a corner lot.

LOT, KEY. A lot adjacent to a corner lot, sharing a side lot line with the corner lot's rear lot line, and fronting on the street that forms the side boundary of the corner lot.

LOT LENGTH. The length or depth of a lot, determined as follows:

1. If the front and rear lot lines are parallel, the shortest distance between them.
2. If the front and rear lot lines are not parallel, the shortest distance between the midpoint of the front lot line and the midpoint of the rear lot line.
3. If the lot is triangular, the shortest distance between the front lot line and a line parallel to the front lot line, at least 10 feet long, and lying wholly within the lot.

LOT LINE. A line bounding a lot.



LOT LINE, FRONT. For a corner lot, the narrower of the 2 lot lines adjoining a street right-of-way. If the 2 lot lines of a corner lot are within 15 feet of each other in length, either lot line may be designated as the front lot line. All applicable setbacks shall be adjusted accordingly.

LOT LINE, REAR. A lot line opposite and most distant from the front lot line. If a lot has no rear lot line, as may occur with a triangular lot, the rear lot line may be a line within the lot, parallel to and at a maximum distance from the front lot line, and at least 10 feet long.

LOT LINE, SIDE. A lot boundary that is not a front or rear lot line.

LOT LINE, ZERO. The location of a building on a lot so that 1 or more sides of the building rest directly on a lot line.

LOT WIDTH. For rectangular lots, lots with nonparallel side lot lines, and lots on the outside of a street curve, the distance between side lot lines measured at the required minimum front-yard setback line on a line parallel to the street or street chord. For lots on the inside of a street curve, lot width is the distance between side lot lines measured 30 feet behind the required minimum front-yard setback line on a line parallel to the street or street chord.

LUMEN. A unit of luminous flux. One foot-candle is 1 lumen per square foot. For this Ordinance, lumen output values are the initial lumen output ratings of a lamp.

M

MACHINE SHOP. A structure containing machinery for manufacturing, modifying, or repairing metal goods and motor vehicle equipment. This use does not include dismantling motor vehicle parts and equipment.

MACHINERY AND EQUIPMENT SALES, STORAGE, AND REPAIR. An indoor or outdoor establishment primarily engaged in cleaning, repairing, painting, reconstructing, storing, or otherwise using heavy machinery, equipment, and vehicles, including vehicle body work.

MANUFACTURED HOME. A dwelling unit fabricated at an off-site manufacturing facility, built on a permanent chassis, and designed for installation at a building site. It shall bear a label certifying compliance with the Federal Manufactured Housing Construction and Safety Standards Act, a mobile identification number, and have a floor area greater than 400 square feet.

MANUFACTURED HOME LAND LEASE COMMUNITY. An area, lot, parcel, or tract held in common ownership on which individual portions are leased for placement of manufactured homes as principal residences. A manufactured home land lease community does not include a manufactured home subdivision or property zoned for manufactured home subdivisions.

MANUFACTURED HOME SUBDIVISION. A parcel or contiguous parcels of land subdivided into 2 or more lots configured for development of manufactured housing.

MANUFACTURED HOUSING. A manufactured structure designed for residential occupancy that conforms to the HUD Code. The construction and safety certification shall remain affixed in its original, permanent condition. Manufactured housing includes a manufactured home as defined in A.R.S. § 41-2142.

MANUFACTURING. Designing, assembling, fabricating, producing, constructing, or preparing a product or part of a product before sale or use.

MARIJUANA. All parts of a plant of the genus cannabis, whether growing or not, and its seeds; resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin. Marijuana includes cannabis as defined in A.R.S. § 13-3401,



but does not include industrial hemp; fiber produced from the stalks of the plant; oil or cake made from the seeds; sterilized seeds incapable of germination; or the weight of another ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.

MARIJUANA CONCENTRATE. Resin extracted from any part of a plant of the genus cannabis, and every compound, manufacture, salt compound, derivative, mixture, or preparation of that resin or tetrahydrocannabinol. Marijuana concentrate does not include industrial hemp or the weight of another ingredient combined with cannabis to prepare topical or oral administrations, food, drink, or other products.

MARIJUANA ESTABLISHMENT. An entity licensed by the Department to operate all of the following:

1. A single retail location where the licensee may sell marijuana and marijuana products to consumers, cultivate marijuana, and manufacture marijuana products.
2. A single off-site cultivation location where the licensee may cultivate marijuana, process marijuana, and manufacture marijuana products, but may not sell marijuana or marijuana products.
3. A single off-site location where the licensee may manufacture marijuana products and package and store marijuana, but may not sell marijuana to consumers.

MARIJUANA EXTRACTION. The process of extracting or separating resin from marijuana to produce or process marijuana concentrate using water, lipids, gases, solvents, or other chemicals or chemical processes.

MARIJUANA MANUFACTURE AND MANUFACTURING. Compounding, blending, extracting, infusing, or otherwise making or preparing a marijuana product.

MARIJUANA PRODUCTS. Marijuana concentrate and products composed of marijuana and other ingredients and intended for use or consumption, including edible products, ointments, and tinctures.

MARIJUANA TESTING FACILITY. The Department or another entity licensed by the Department to analyze marijuana potency and test marijuana for harmful contaminants.

MARQUEE. A permanent roof-like structure projecting beyond a building or extending along and projecting beyond a building wall, generally designed and constructed to provide weather protection.

MASSAGE. A method of applying pressure to, friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulating the external soft parts of the body with the hands or with a mechanical apparatus or appliance, with or without supplementary aids.

MASSAGE ESTABLISHMENT. An establishment with a fixed place of business where massages are administered for pay, including massage parlors, sauna baths, and steam baths. The term does not include a hospital, nursing home, medical clinic, or the office of a physician, surgeon, chiropractor, osteopath, or duly licensed physical therapist. The term also does not include a barbershop or beauty salon where massages are administered only to the scalp, face, neck, or shoulders, or a health club with physical exercise facilities, such as tennis courts, racquetball courts, or exercise rooms, that does not receive its primary source of revenue from administering massages.

MASSEUR OR MASSEUSE. A person who practices massage; “masseur” refers to a male person and “masseuse” refers to a female person.

MASSING. The shape and form of a building created by all or a combination of architectural elements, such as roof configuration, spacing between buildings, setbacks from the street right-of-way, proportion of windows and entryways, building form, exterior building materials, building scale, architectural styles, and landscaping.



MASTER PRELIMINARY PLAN. The portion of a preliminary plat or preliminary site plan submitted with a multi-phase or phased subdivision application that provides the information and graphics required by this Ordinance to implement an integrated development scheme for all phases of the proposed subdivision.

MEDICAL MARIJUANA. All parts of the genus cannabis, whether growing or not, and the seeds of those plants, that may be administered to treat or alleviate a qualifying patient's debilitating medical condition or symptoms associated with that condition.

MEDICAL MARIJUANA CULTIVATION OR INFUSION. Cultivation is the process by which a person grows a marijuana plant. A facility is a building, structure, or premises used to cultivate or store medical marijuana that is physically separate from and off-site from a medical marijuana dispensary. Infusion is the process by which medical marijuana (cannabis) is incorporated into consumable edible goods by cooking or blending.

MEDICAL MARIJUANA DISPENSARY. A nonprofit entity defined in A.R.S. § 36-2801(11) that sells, distributes, transmits, gives, dispenses, or otherwise provides medical marijuana to qualifying patients.

MEDICAL MARIJUANA QUALIFYING PATIENT. A person diagnosed by a physician as having a debilitating medical condition as defined in A.R.S. § 36-2801(13).

MINOR ARTERIAL. A roadway designated as a minor arterial in the major roadway network.

MINOR PERMIT. An application for development approval proposing any of the following:

1. A new single-lot or single-unit residential use on a lot.
2. A new home-based occupation.
3. Conversion of an existing building or structure from its current or previous use to a new or substantially different activity or use, or revision or amendment of an approved development permit.
4. A temporary sales use or temporary structure.
5. An auxiliary use to a utility that requires a building permit.

MITIGATION. Measures to minimize development impacts on existing vegetation and wildlife habitat in a resource area and to restore or recreate vegetation and habitat that development removes.

MIXED-USE DEVELOPMENT / MIXED-USE PROJECT. A proposed development that includes principal nonresidential and principal residential uses on the same development site.

MOBILE FOOD UNIT. A food establishment designed to be readily movable, from which food is composed, compounded, processed, or prepared and vended, sold, or given away. The term includes food establishments operating from a vehicle, enclosed trailer, cart, or pushcart.

MOBILE FOOD VENDOR. A person who owns, controls, manages, or leases a food vending vehicle, ice cream truck, or human-powered food vending vehicle, or contracts with another person to drive, operate, prepare food, or vend from one of those vehicles.

MOBILE HOME. A single-family dwelling, factory-built and factory-assembled, that does not comply with the National Manufactured Housing Construction and Safety Standards Act or the building code adopted by the Town. The term includes a mobile home as defined in A.R.S. § 41-2142 and a structure built before June 15, 1976, on a permanent chassis, capable of being transported in 1 or more sections, and designed to be used as a dwelling with or without a permanent foundation when connected to on-site utilities. The term excludes a recreational vehicle and a factory-built building.



MODEL HOME COMPLEX. An area approved by the Town for a home builder to locate homes used as models for the builder’s development within a subdivision.

MODULAR BUILDING. A factory-built residential or nonresidential building, including a dwelling unit or habitable room, wholly or substantially manufactured off-site for assembly on-site. The term excludes a manufactured home, recreational vehicle, and mobile home (A.R.S. § 41-4001).

MODULAR HOME. A building, including a dwelling unit or habitable room, wholly or substantially manufactured off-site for assembly on-site and complying with the building code adopted by the Town.

MONOPole. A wireless support structure no more than 40 inches in diameter at ground level, with all wireless facilities mounted on or inside the pole. The term does not include a utility pole or a tower.

MOTEL. A building or group of buildings containing guest rooms or dwelling units, some or all of which have a separate entrance directly from outside the building, with garage or parking space on the lot, and designed, used, or intended wholly or partly to accommodate automobile transients. The term includes motor courts, motor lodges, and tourist courts, but does not include mobile home parks or travel trailer parks.

MOTOR HOME. A motor home as defined in A.R.S. § 28-4301.

MOTOR VEHICLE DEALER. A motor vehicle dealer as defined in A.R.S. § 28-4301.

MOTOR VEHICLE REPAIR SHOP. A shop or place of business used to repair and maintain motor vehicles and other motor vehicle equipment as defined in Title 42, C.R.S.

MULTI-FAMILY DWELLING. A structure arranged, designed, and intended as the residence of more than 1 family, with each family having independent cooking and bathing facilities.

MUNICIPALITY. An incorporated city or town.

N

NATURAL HAZARD. A geologic, floodplain, or wildfire hazard identified by a state or federal agency.

NATURAL RESOURCE. Existing natural elements relating to land, water, air, plant life, or animal life, including soils, geology, topography, surface and subsurface waters, wetlands, vegetation, and animal habitats.

NEIGHBORHOOD PARK. An open area of 3 acres or more that includes lawn area, trees, shrubbery, walks, benches, a focal point such as a fountain or statue, a sandbox, and play apparatus.

NET ACRES. The total number of acres subject to an application for development approval, excluding areas reserved for arterial or collector street rights-of-way and areas reserved for schools and public sites.

NET AREA OR NET LOT AREA. The area of a lot or parcel, excluding dedicated streets or alleys and roadway or alley easements.

NET DENSITY OR NET INTENSITY. See “DENSITY, NET.”

NET FLOOR AREA. The floor area of the primary use area of a building, including restrooms, hallways, and stairwells, but excluding normally unoccupied areas such as garages, storage rooms, furnace areas, stairways, elevator shafts, elevator lobbies, mechanical areas, security areas, and service areas.

NIGHT CLUB. A commercial establishment that dispenses alcoholic beverages for consumption on the premises and where music, dancing, or live entertainment is conducted.

NON-CHARTERED FINANCIAL INSTITUTION (NFI). A business, other than a state- or federally chartered bank, credit union, mortgage lender, or savings and loan association, that offers check-cashing services or loans for



a percentage fee. The term includes check-cashing businesses that charge a percentage fee to cash a check or negotiable instrument and payday loan businesses that make loans in exchange for the assignment of wages. The term excludes retail uses where at least 70% of the store's floor area is devoted to displaying or selling merchandise. A non-chartered financial institution may also be called a payday loan or check-cashing business.

NONCONFORMING BUILDING. A building or portion of a building that was lawful when established but does not conform to a subsequently established zoning district or district regulation.

NONCONFORMING LOT. A lot of record that was legal before the effective date of this Ordinance but has less area, frontage, or dimension than the zoning district requires.

NONCONFORMING USE. A use of land that legally existed before its current zoning or land use category designation, has been maintained continuously since the applicable regulations changed, and does not conform to the provisions of this Ordinance or the General Plan that now govern the land.

NON-PROFIT. An organization that qualifies for exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and whose application for exemption has been approved by the Internal Revenue Service.

NURSERY, PRESCHOOL, DAYCARE. A school or care facility licensed by the State and maintained for all or part of the day for more than 6 children.

NURSERY/GREENHOUSE/LANDSCAPING MATERIALS. A place where plants are raised, acquired, or maintained for transplanting or sale. The term may also include the sale of materials commonly used for landscaping, such as soil, rock, bark, mulch, and other materials the Director determines to be landscaping materials. The term may include the accessory sale or rental of small landscaping tools and supplies.

NURSING HOME. An establishment licensed by the State that operates continuous day and night facilities providing room and board, personal services, and medical care for compensation to 2 or more persons who are not related to the operator.

O

OBSTRUCTION. A physical alteration in, to, along, across, or projecting into a watercourse that may impede, retard, or change the direction of water flow, either by itself or by catching or collecting debris carried by the water, or that is placed where water flow might carry it downstream.

OCCUPANCY FRONTAGE. For purposes of signage, the linear building frontage occupied by a tenant.

OFFICE. A building or portion of a building where services are performed that involve predominantly administrative, professional, or clerical operations.

OFF-PREMISES DISPLAY AND SALES. As defined in A.R.S. § 28-4301.

OFF-PREMISES EXHIBITION. As defined in A.R.S. § 28-4301.

OFF-STREET PARKING SPACE. The area required to park 1 vehicle, excluding access drives and areas within a public right-of-way.

ONE HUNDRED YEAR (100 YEAR) FLOODPLAIN. Low land near a watercourse that has been or may be covered by water from a flood having a 100-year frequency, as established by engineering practices of the U.S. Army Corps of Engineers. A flood of this magnitude has a 1% chance of occurring in any given year.



OPEN MINING. Mining natural mineral deposits by removing the overburden above the deposits and mining directly from the exposed deposits. The term includes open-cut mining, open-pit mining, strip mining, quarrying, and dredging.

OPEN SPACE. Any of the following:

1. **Active open space:** A park or recreational facility that does not depend on a specific environmental or natural resource and is developed with recreational and support facilities that can be provided in any location for the user's convenience. Activity-based recreation areas include playgrounds, golf courses, bicycle trails, baseball or softball fields, football or soccer fields, basketball courts, tennis courts, picnic areas, and trails.
2. **Passive open space:** An area located because of a particular natural or environmental setting. It may include conservation land providing active or passive resource-based outdoor recreation that is less formalized or program-oriented than activity-based recreation. Resource-based outdoor recreation means activities requiring a natural condition that cannot easily be duplicated by people, including boating, fishing, camping, enhancement areas, nature trails, and nature study.
3. Critical areas, roadway areas, including rights-of-way, parking lots and lawns, setback areas, and other undisturbed portions of building lots do not constitute open space. Urban design features, including landscaped or hardscaped plazas, paseos, promenades connecting commercial parking areas to adjacent commercial uses, parking-area landscaping exceeding the requirements of this Ordinance, fountains, and sitting areas that provide an open, park-like atmosphere, constitute open space. Boulevard strips and landscaped medians constitute open space consistent with Article 4.

ORDINANCE. Unless otherwise specified, this term means the Zoning Ordinance of the Town, adopted as Ordinance O2025.01.

OUTDOOR CULTURAL EVENTS. Entertainment, educational, or cultural events generally involving the outdoor assembly of 50 or more people.

OUTDOOR EVENT, TEMPORARY. A temporary commercial amusement activity, such as a carnival, circus, rodeo, or auction.

OUTDOOR LIGHT FIXTURES. Outdoor artificial illuminating devices, lamps, and other permanent or portable devices used for illumination or advertisement. The term includes search, spot, or flood lights for buildings and structures, recreational areas, parking lots, landscaping, billboards and other signs, and streets. See A.R.S. § 49-1101.

OUTDOOR RENTAL YARD. An establishment located fully or partially outside an enclosed structure that offers goods for rent primarily for outdoor use.

OUTDOOR RETAIL SALES. An establishment located fully or partially outside an enclosed structure that offers goods for sale primarily for outdoor use. The term includes home improvement and building materials, statuary, garden equipment, and plants, but excludes vehicle and boat sales and machinery and equipment sales.

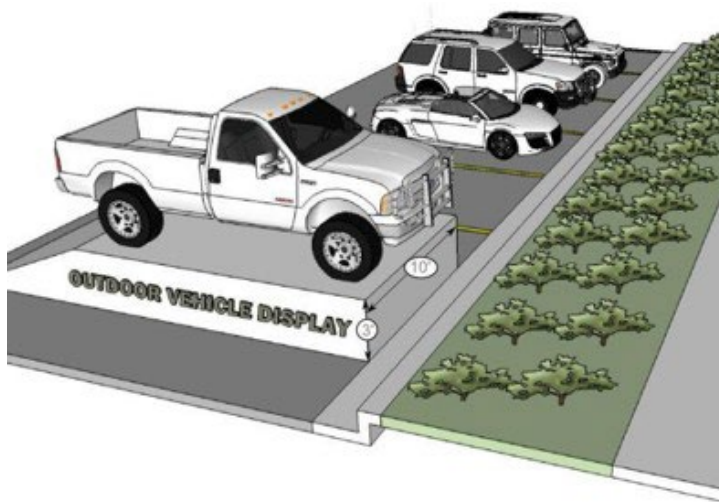
OUTDOOR SALES. An activity in which a person, congregation, or assembly of vendors offers merchandise or goods for sale, trade, or barter in the open air or in indoor booths, stalls, or other display areas for no more than 8 hours per day.

OUTDOOR STORAGE, NON-VEHICULAR. An establishment that provides for outdoor storage of machinery and equipment, excluding vehicles.



OUTDOOR STORAGE, VEHICULAR. The outdoor storage of personal property by the owner or occupant of a premises. Examples include vehicles, dumpsters, appliances, trailers, recreational vehicles, airplanes, boats, building materials, or any of these items.

OUTDOOR VEHICLE DISPLAY. The use of land to display operable motor vehicles, recreational vehicles, boats, or trailers for sale.



OVERNIGHT CAMPGROUND. A campground located in an urban area or near a major highway and intended to serve the traveling public needing overnight accommodation.

P

PARCEL. An area of land defined by a legal description and recorded with the County Assessor or Recorder.

PARK. Public or private land available for recreational, educational, cultural, or aesthetic use.

PARK MODEL. See TRAILER (PARK MODEL).

PARKING GARAGE. An attached or detached building intended for the storage of motor vehicles and available for use by the general public, either for free or for a fee.

PARKING LOT. An area, other than a street or alley, devoted to unenclosed parking spaces.

PARKING LOT, COMMERCIAL. A lot where members of the public operating motor vehicles may be required to pay the owner or the owner's agent a charge or fee to park.

PARKING SPACE. A permanently surfaced area, enclosed or unenclosed, together with a driveway connecting the area with a street or alley and permitting vehicle ingress and egress. Parking-space dimensions shall comply with Section 8.4.

PARKING SPACE, OFF-STREET. A paved and properly drained area, enclosed or unenclosed, required by this Ordinance to be permanently reserved for parking 1 motor vehicle. The area shall comply with Section 8.4.

PARKING STRUCTURE. A facility, partially or fully above ground, accessory to another facility or a principal use, where passenger vehicles are temporarily stored and a fee may be charged.

PARTIALLY SHIELDED. A fixture shielded so that the shield's bottom edge is below the plane of the lamp's centerline, reducing light above the horizontal, as certified by a photometric test report. See A.R.S. § 49-1101.



PATH, MULTI-USE. A paved or unpaved pathway physically separated from motorized vehicular traffic by open space or a barrier and located within a highway right-of-way or an independent tract or easement. Activities on a multi-use path may include walking, hiking, jogging, horseback riding, bicycling, and roller skating.

PAWN SHOP. An establishment that lends money on the security of property held by the pawnbroker and may incidentally sell that property.

PEDESTRIAN PATH. An improvement within a public or private right-of-way designed primarily for pedestrians or bicyclists.

PEDESTRIAN RIGHT-OF-WAY. A right-of-way or easement dedicated for public pedestrian access.

PENNANT. Lightweight plastic, fabric, or other material, with or without a message, suspended from a rope, wire, or string, usually in a series, and designed to move in the wind.

PERFORMER. An employee or independent contractor of an adult-oriented business, or a person who performs live entertainment for its patrons, with or without compensation or other consideration.

PERMIT. An approval or authorization issued under this Ordinance.

PERMITTED USE. A use specifically permitted by this Ordinance or a use analogous to a use specifically permitted by this Ordinance.

PERSON. An individual or group of individuals; an association, company, corporation, firm, organization, or partnership; a general or limited partnership; a joint venture; an unincorporated association; or a governmental or quasi-governmental entity.

PERSONAL SERVICE ESTABLISHMENT. A business that provides personal services directly to customers at the business site or receives goods from, or returns goods to, a customer after treatment or processing at another location. The term includes travel agencies; dry-cleaning and laundry drop-off and pick-up stations; tailors; hair stylists; cosmeticians; toning or tanning salons; branch offices of financial institutions; photocopying services; postal substations; package delivery drop-off and pick-up stations; shoe repair shops; interior design studios; domestic pet grooming and care services; and art, music, dance, and martial arts schools.

PETITIONER. An applicant.

PHARMACY. A building or part of a building used only to dispense medicines or medical supplies.

PHASED SUBDIVISION APPLICATION OR PHASED SITE. An application for subdivision or site plan approval in which the applicant proposes to subdivide or develop the property, immediately or over 1 or more phases. The application may include an application for, approval of, or conversion to horizontal or vertical condominiums, nonresidential development projects, Planned Area Developments, mixed-use projects, or residential developments. The application shall be filed as part of an application for a specific plan or Master Preliminary Plan.

PLACES OF PUBLIC ASSEMBLY, INDOORS. Buildings or indoor facilities used for purposes including banquet halls, auditoria, private clubs and lodges, conference centers, and theaters. The term includes a kitchen for preparing food to be consumed on the premises.

PLACES OF PUBLIC ASSEMBLY, OUTDOOR. See “COMMERCIAL AMUSEMENT, OUTDOOR.”



PLANNED AREA DEVELOPMENT (PAD). An area of land zoned and improved as a development where otherwise applicable bulk, use, and other requirements may be modified to allow more flexible planning under the development approval process.

PLANNED CAPACITY. The capacity to be added by Planned Capital Improvements.

PLANNED CAPITAL IMPROVEMENT. A capital improvement that does not presently exist but is included in a Capital Improvement Program and designated for commencement and completion of construction.

PLANNING AND ZONING COMMISSION. The Planning and Zoning Commission established by this Ordinance.

PLANT NURSERY. The use of land, buildings, or structures to grow and produce plant materials for sale.

PLANT NURSERY, RETAIL SALES. The use of land, buildings, or structures to sell plant materials, landscape materials, and fertilizer, excluding the production of plant materials.

PLAT. A plat prepared and processed under Article 4.

POINT SOURCE. A discernible, confined, and discrete conveyance, including a pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, vessel, or other floating craft, from which pollutants are or may be discharged.

PRECIOUS METALS DEALERS. A business engaged in purchasing or appraising precious metals and their alloys for resale to refiners, brokers, or the public. The term is also known as “We Buy Gold.”

PREEXISTING TOWERS AND PREEXISTING ANTENNAS. A tower or antenna for which a building permit was properly issued before the effective date of this Ordinance, including a permitted tower or antenna that has not been constructed if the approval remains current and has not expired.

PRELIMINARY PLAT. A preliminary drawing or set of drawings showing the proposed manner or layout of a subdivision, submitted for review under Article 4.

PRE-SCHOOL. See “DAY CARE CENTER.”

PRINCIPAL. The building or use on a lot that is the primary or predominant building or use, as distinguished from an accessory building or use.

PRINCIPAL ARTERIAL. A street that provides a network of continuous routes serving intra- and interstate travel and intra- and interurban travel.

PRINCIPAL BUILDING. The building or buildings where the dominant use of the lot is conducted. In a residential zoning district, a dwelling, excluding an accessory dwelling unit or accessory apartment, is the principal building on the lot.

PRINCIPAL STRUCTURE. The structure where the principal use of a property is conducted. The term includes buildings attached to the principal structure by a covered structure.

PRINCIPAL USE. The primary or predominant use of a lot.

PRIVATE. Not owned or operated by the federal government, the State, or a political subdivision.

PRIVATE CLUBS, LODGES. See “PLACES OF PUBLIC ASSEMBLY, INDOORS.”

PRIVATE USE. A use restricted to the occupants of a lot or building and their guests, for which no compensation is received and with which no business or commercial activity is associated.

PRIVATE UTILITIES. Power, telephone, internet, natural gas, cable television, and private water supply services.



PRODUCE STAND. A temporary, open-air stand or place for the seasonal sale of agricultural produce. A produce stand shall be portable and capable of being dismantled or removed from the sales site. See also “FARMER’S MARKET.”

PROFESSIONAL OFFICE. An office maintained by a member of a recognized profession for conducting that profession, excluding the storage or sale of merchandise as a principal use.

PROHIBITED USE. A use not specifically permitted by this Ordinance or a use analogous to a use not specifically permitted by this Ordinance.

PROPERTY. Real or personal property, including land and improvements.

PUBLIC. Owned or operated by the federal government, the State, or a political subdivision.

PUBLIC FACILITIES. Capital improvements, including water facilities, wastewater facilities, fire protection facilities, public schools, regional parks, and streets.

PUBLIC HEARING. A public meeting for which public notice has been given and at which the public has an opportunity to provide testimony.

PUBLIC LAND FOR DEDICATION AND OWNERSHIP. Parks, playgrounds, schools, drainage channels, trails, highways, roads, streets, or other areas of land accepted by the Council and dedicated for public use or benefit.

PUBLIC MEETING. A meeting of the Board, Commission, Council, or their representatives that the public may attend.

PUBLIC NOTICE. Notice to the public of a public hearing or meeting as required by state or local law.

PUBLIC RIGHT-OF-WAY. A street, road, highway, alley, pedestrian or bicycle way, or other special-purpose way or utility installation owned by, or reserved to, the public for present or future public use.

PUBLIC SCHOOLS. Elementary schools, middle schools, high schools, accommodation schools, and charter schools; capital equipment provided in those schools; and land needed for public schools that are owned and operated by the applicable school district, as defined in A.R.S. § 15-101.

PUBLIC USE. A use owned and operated for the public by a public entity.

R

RECEIVING AREA. An area designated by this Ordinance as appropriate for development beyond the target density through the transfer of development rights.

RECLAMATION. Rehabilitation of plant cover, soil stability, water resources, and other conditions that allow or cause flora to grow permanently on land.

RECORDED/RECORD. The placement of a document in the indexed or coded files and books of the County Clerk and Recorder.

RECREATION VEHICLE, OVERNIGHT. A recreational vehicle not designed or intended for permanent residential use in a travel trailer or recreational vehicle park or at another approved location.

RECREATION VEHICLE PARK. A parcel of land where 2 or more recreational vehicles are located for dwelling or sleeping purposes, whether or not a charge is made for the accommodations.

RECREATIONAL CAMPGROUND. A campground located near natural recreational areas or opportunities and providing an outdoor living environment.



RECREATIONAL VEHICLE. A vehicular unit of any of the following types:

1. A portable camping trailer mounted on wheels and constructed with collapsible partial sidewalls that fold for towing by another vehicle and unfold for camping.
2. A motor home designed to provide temporary living quarters for recreational, camping, or travel use and built on or permanently attached to a self-propelled motor vehicle chassis, a chassis cab, or a van that is an integral part of the completed vehicle.
3. A park model trailer built on a single chassis, mounted on wheels, and designed to connect to utilities needed to operate installed fixtures and appliances. When set up, it has a gross trailer area of at least 320 square feet and no more than 400 square feet and is manufactured to comply with ANSI A119.5. The term excludes recreational vehicles, travel trailers, campers, and fifth-wheel trailers.
4. A travel trailer mounted on wheels and designed to provide temporary living quarters for recreational, camping, or travel use, with a trailer area of less than 320 square feet. The trailer may or may not require a special highway movement permit when towed by a motorized vehicle. The term includes fifth-wheel trailers. If a unit requires a size or weight permit, it shall be manufactured to the standards for park trailers in ANSI A119.5.
5. A portable truck camper constructed to provide temporary living quarters for recreational, travel, or camping use and consisting of a roof, floor, and sides designed to be loaded onto and unloaded from a pickup truck bed, as defined in A.R.S. § 41-2142.

RECREATIONAL VEHICLE, DESTINATION. A recreational vehicle designed and intended for permanent residential use in a travel trailer or recreational vehicle park or at another approved location. The term includes park model travel trailers.

RECREATIONAL VEHICLE RESORT. An integrated development where recreational vehicles are used for temporary residential purposes in conjunction with recreational and social centers designed to provide a significant portion of the occupants' recreational and social needs.

RECREATIONAL VEHICLE SPACE. An area of land designed and intended to accommodate 1 recreational vehicle.

RECYCLING CENTER. See "SCRAP AND SALVAGE SERVICES."

RECYCLING COLLECTION POINT. An incidental use serving as a neighborhood drop-off point for temporary storage of recoverable resources. Processing of those items is not allowed.

REGULATION. An applicable provision of this Ordinance or another requirement adopted under this Ordinance or the Town Code of Ordinances.

REGULATORY FLOOD ELEVATIONS. An elevation 1 foot above the calculated water-surface elevation of the base flood.

RELIGIOUS INSTITUTIONS. Buildings or facilities used for public worship and related educational, cultural, and social activities.

RENTAL, HOME ORIENTED. A business providing items for rent that are generally found or used in and around the home, including furniture, appliances, and small equipment, but excluding heavy equipment.

REPAIR SERVICES, SMALL APPLIANCE, AND EQUIPMENT. An establishment located within a fully enclosed facility that offers repair services for small appliances and equipment, including electronics, computers, stereos, and home appliances, but excluding vehicles and vehicle parts.



RESIDENTIAL RANCH. A residence that may include animal or crop production but does not include residential facilities for employees.

RESIDENTIAL SUB UNIT. A dwelling unit secondary and subordinate to a principal dwelling unit and located within the same building as the principal dwelling unit.

RESIDENTIAL ZONING DISTRICT. Any of the following zoning districts: R1-9, R1-6, R-2, MFR, and a PAD approved by the Council to include residential dwelling units.

RESOURCE EXTRACTION. On-site extraction of surface or subsurface mineral products or other natural resources, including quarries, borrow pits, sand and gravel operations, oil and gas extraction, and mining operations.

RESTAURANT. An establishment serving food and beverages where all service takes place within an enclosed building or an accessory outdoor eating area.

RESTAURANT, DRIVE-THROUGH. A building or structure where food and drink are served for consumption within the building or off the premises by order from vehicle passengers outside the structure, including service from an outdoor service window.

RESUBDIVISION OR RE-PLAT, FINAL. The reconfiguration of an existing lot created by a plat and recorded with the County Clerk and Recorder.

RETAIL ACTIVITIES OR RETAIL USES. Sales of merchandise at retail prices, personal and business services, restaurants, galleries, and similar uses, excluding financial institutions.

RETAIL ESTABLISHMENT. A building, property, or activity whose principal purpose is selling goods, products, or materials directly to consumers. The term includes buying clubs, clothing stores, appliance stores, bakeries, food stores, grocers, caterers, pharmacies, bookstores, florists, furniture stores, hardware stores, pet stores, toy stores, indoor tool and equipment rental, and variety stores. The term excludes restaurants, personal service establishments, commercial amusements, and cleaning or processing establishments.

RETAINING WALL. A manmade barrier constructed to stabilize soil, retard erosion, or terrace a parcel or site.

RETENTION BASIN. A manmade basin or pond that stores stormwater runoff without an outlet structure. Water collected in a retention basin infiltrates into the ground or evaporates.

RIGHT-OF-WAY. Either of the following:

1. Land, property, or an interest in land or property, usually in a strip, acquired for or devoted to transportation purposes.
2. The right of 1 vehicle or pedestrian to proceed lawfully in preference to another vehicle or pedestrian.

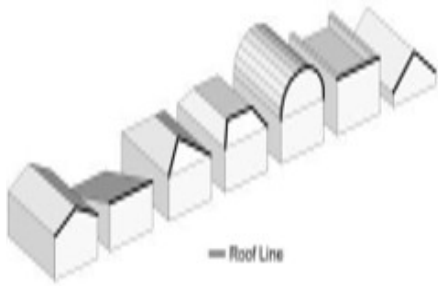
ROAD LINK. A section of the Major Roadway Network defined by a node at each end.

ROADSIDE STAND. An accessory structure on a lot for the seasonal retail sale of food grown or produced on that lot.

ROADWAY. The improved portion of a street within a right-of-way or easement.

ROADWAY, SHARED. A roadway on which no bicycle lane is designated and which bicyclists may legally use, whether or not the roadway is specifically designated as a bikeway.

ROOF LINE. The highest edge of a roof or the top of a parapet, whichever establishes the top line of a structure when viewed in a horizontal plane.



S

SAFETY SERVICES. Offices, stations, or related facilities for police protection, fire protection, and related activities designed to promote public order and safety.

SALVAGE YARD. See INDUSTRIAL STORAGE.

SANITARY LANDFILL. A “municipal solid waste landfill,” “solid waste landfill,” or “waste tire facility” as defined in A.R.S. § 49-201.

SATELLITE DISH ANTENNAE. A parabolic antenna designed to receive electromagnetic transmissions from a satellite.

SCHOOL. An institution of learning, including an elementary school, secondary school, college, or university, that offers instruction in several branches of learning and study. The term does not include a business college, day care center, dancing school, riding academy, or trade or vocational school.

SCHOOL, BUSINESS, TECHNICAL OR TRADE. A school, other than a college or university, that may operate as a commercial venture and provides part-time or full-time education beyond the high school level, but does not provide lodging or dwelling units for students or faculty.

SCRAP AND SALVAGE SERVICES. An establishment primarily engaged in the storage, sale, dismantling, or other processing of used or waste materials that are not intended for reuse in their original forms, including an automotive wrecking yard, metal salvage yard, or paper salvage yard.

SCREENING. A wall, fence, hedge, berm, landscape perimeter strip, setback, or similar architectural or landscaped feature that shields, conceals, or effectively hides a feature from the view of a person standing at ground level on an abutting site or outside the area of the feature being screened. See LANDSCAPING.

SELF-STORAGE. A facility containing individual storage units that tenants access and secure independently, with no sale or offer for sale of personal property and no commercial activity other than leasing the storage units.

SEMI-TRUCK STOP. See TRAVEL PLAZA.

SENDING AREA. An area designated by this Ordinance as appropriate for the conveyance of transferable development rights from the area.

SENSITIVE AREAS. Critical areas, slopes exceeding 15%, critical wildlife habitat, stream corridors, and historic and culturally significant areas.

SERVICE COMMERCIAL. Uses such as offices and retail businesses, and uses normally associated with residential areas, such as recreation centers and beauty shops, that broaden the Town’s economic base and provide year-round employment.



SERVICE LINES. Electric, gas, communication, water, sewer, irrigation, and drainage lines that provide local distribution or collection service.

SERVICE STATION. A building or use devoted to the retail sale of fuels, lubricants, and other supplies for motor vehicles, including minor repair activities subordinate to the sale of petroleum products.

SERVICE YARD AND/OR ENTRANCE. An area or entrance to a structure used for pickup and delivery, especially in conjunction with retail and wholesale outlets.

SETBACK. The minimum distance between a structure and a lot line or other established reference point.

SETBACK, FRONT. The minimum horizontal distance between a building and the front lot line.

SETBACK, REAR. The minimum horizontal distance between a building and the rear lot line.

SETBACK, REQUIRED. The area within the required front, side, or rear setback.

SETBACK, SIDE. The minimum horizontal distance between a building and a side lot line.

SETBACK, YARD. The minimum horizontal distance between a building and a lot line.

SHOPPING CENTER. A group of stores planned and designed for the site on which they are built and functioning as a unit, with off-street parking, landscaped areas, and pedestrian malls or plazas provided on the property as integral parts of the unit.

SIDEWALK. The portion of a street or crosswalk, paved or otherwise surfaced, intended for pedestrian use only.

SIGN. An object, device, display, or structure, or part of one, that is visible from a public right-of-way and is situated outdoors or on the inside face of a window, and that communicates information to the public through words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images. The term does not include national or state flags, window displays, athletic scoreboards, or official government announcements or signs.



SIGN, A-FRAME. A temporary sign consisting of 2 panels angled to form a point and resemble the letter "A." The sign is also known as a sandwich board sign.

SIGN, ANIMATED. A sign or part of a sign that changes physical position by movement, rotation, or undulation, or that gives the visual impression of such movement, rotation, or undulation. The term includes banners, pennants, flags, spinners, and signs with flashing, intermittent, or sequential illumination.

SIGN, BANNER. A temporary sign made of fabric or similar material, attached to a pole or building, and intended to advertise a special event being conducted on the site. A national or municipal flag, or the official flag of an institution or business, is not a banner sign.

SIGN, BUILDING. A sign attached to any part of a building, as distinguished from a freestanding sign.



SIGN, CANOPY. A sign that is part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area. A marquee is not a canopy.

SIGN, CHANGEABLE COPY. A sign or portion of a sign with characters, letters, or illustrations that can be changed or rearranged without altering the sign face or surface. A sign on which the message changes more than 8 times per day is an animated sign, not a changeable copy sign, for purposes of this Ordinance. A sign on which the only changing copy is an electronic or mechanical indication of time or temperature is a time-and-temperature portion of a sign, not a changeable copy sign, for purposes of this Ordinance.

SIGN, CONSTRUCTION. A temporary sign erected on the premises where construction is taking place, during the period of construction, identifying architects, engineers, landscape architects, contractors, similar artisans, owners, financial supporters, sponsors, or other individuals or firms having a role or interest in the structure or project.

SIGN, DIRECTIONAL. A sign limited to directional messages that principally direct or aid pedestrian or vehicular traffic, such as “one-way,” “entrance,” “exit,” or a building address, or provide directional information relating to points of interest, institutions, facilities, or districts.

SIGN, DOUBLE-FACED. A sign with copy on 2 faces of equal dimensions and an interior angle between the faces of 45 degrees or less.

SIGN, FACE. The area or display surface used for the message.

SIGN, FLASHING. A sign that contains an intermittent or flashing light source, or that includes the illusion of intermittent or flashing light by animation or an externally mounted light source.

SIGN, FLUSH WALL. A sign attached to or erected against the wall of a structure, with the sign face in a plane parallel to the wall and extending no more than 12 inches from the building face.

SIGN, FREE-STANDING. A sign supported by structures or supports placed on or anchored in the ground and independent of any building or other structure.

SIGN, GARAGE SALE. A temporary sign advertising a short-term private sale of personal property, described as a yard sale, garage sale, rummage sale, or similar event.

SIGN, GROUND. A freestanding sign, other than a pole sign, placed upon or supported by the ground and independent of any other structure, except footings.

SIGN HEIGHT. The vertical distance from the adjacent street grade or the upper surface of the curb, whichever allows the greater height, to the highest point of the sign, including ornamental features.

SIGN, HISTORIC. A sign documented by photographs or other evidence to have been in existence for 50 years or more.

SIGN, IDENTIFICATION. A sign that refers only to the principal use or uses of the lot on which the sign is located. The sign may be building-mounted, wall-mounted, or ground-mounted.

SIGN, ILLEGAL. A sign that violates this Ordinance, except for a nonconforming sign.

SIGN, ILLUMINATED. A sign lighted by or exposed to artificial lighting, either by lights on or inside the sign or directed toward the sign.

SIGN, INCIDENTAL. A sign, generally informational, that serves a purpose secondary to the use of the zoning lot on which it is located, such as “no parking,” “entrance,” “loading only,” or “telephone.” A sign with a commercial message legible from a position off the zoning lot is not an incidental sign.



SIGN, INSTITUTIONAL. A sign setting forth the name of a public, charitable, educational, or religious institution.

SIGN, INTEGRAL. A building name, erection date, monumental citation, commemorative tablet, or similar feature carved into stone, concrete, or similar material, or made of bronze, aluminum, or other permanent construction, and made an integral part of a structure. An address sign and a nameplate sign are examples of integral signs.

SIGN MAINTENANCE. Replacing or repairing a part or portion of a sign made unusable by ordinary wear, tear, or damage beyond the owner's control.

SIGN, NEON. Electrical equipment or an electrical apparatus containing wiring and transformers that increase electricity from low voltage to as much as 12,000 volts or more, and the necessary high-tension wires to neon tubing that illuminates the sign.

SIGN, NON-CONFORMING. A sign that does not conform to this Ordinance.

SIGN, OBSOLETE. A sign that no longer correctly directs or informs a person about a business, lessor, owner, product, activity conducted, or product available on the premises where the sign is displayed.

SIGN, OFF-SITE. A sign located on premises other than the location of the business, commodity, service, or entertainment or event to which the sign directs attention.

SIGN, PERMANENT. A sign securely attached to the ground or a structure so that it cannot readily be moved.

SIGN PLAN (COMPREHENSIVE SIGN PLAN). A plan required with an application for a sign permit. The plan may show a single sign or multiple signs for a Planned Area Development.

SIGN, POLE. A sign mounted on a freestanding pole or other support so that the bottom edge of the sign face is 6 feet or more above grade.

SIGN, POLITICAL. A temporary sign relating to a candidate seeking public office or a ballot measure in a special, primary, or general election.

SIGN, PORTABLE. A sign not permanently attached to the ground or another permanent structure, or a sign designed to be transported. The term includes signs designed to be transported by wheels; signs converted to A-frames or T-frames; menu and sandwich board signs; balloons and umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from a public right-of-way, unless the vehicle is used in the normal day-to-day operations of the business.

SIGN, PROHIBITED. A sign not specifically authorized by this Ordinance.

SIGN, PROJECTING. A sign attached to a structure wall and extending more than 12 inches outward from the wall.

SIGN, REAL ESTATE. A sign relating to the sale or lease of the premises, or a portion of the premises, on which the sign is located.

SIGN, RESIDENTIAL. A sign located in a district zoned for residential uses that contains no commercial message, except advertising for goods or services legally offered on the premises where the sign is located, if offering the service at that location conforms to this Ordinance.

SIGN, RIDER PANEL. A separate accessory panel affixed to a temporary subdivision sign or model home complex directional sign, of a contrasting color or shape, and used to promote a secondary message such as lot size, closing costs, or down payment.



SIGN, SUSPENDED. A sign suspended from and supported by the underside of a horizontal plane surface.

SIGN, TEMPORARY. A sign permitted under Section 9.5 that is used temporarily and is not permanently mounted.

SIGN, VEHICLE. A sign attached to a vehicle primarily for advertising when the vehicle is placed adjacent to a roadway and is not used for the typical conduct of the advertised business. Magnetic signs and signs painted or wrapped on a vehicle used for the daily conduct of business are not vehicle signs under this provision.

SIGN WALKER. An individual who carries, holds, or displays a temporary sign intended to identify a business.

SIGN, WALL. A sign fastened to or painted on a building or structure wall so that the wall supports the sign or forms its background. The term includes a sign attached parallel to, but within 6 inches of, a wall; painted on the wall; or erected and confined within the limits of an outside wall and supported by the wall or building, with only 1 sign surface.

SIGN, WALL (FRONT). A wall sign fastened to or painted on the building front intended as the main customer entrance.

SIGN, WALL (REAR). A wall sign fastened to or painted on the wall directly opposite the building front.

SIGN, WALL (SIDE). A wall sign fastened to or painted on a wall not defined as the front or rear.

SIGN, WIND-DRIVEN. One or more banners, flags, pennants, ribbons, spinners, streamers, captive balloons, or other objects or materials designed or intended to move when subjected to wind or a breeze and to attract attention and function as a sign through that movement.

SIGN, WINDOW. A sign, picture, symbol, or combination designed to communicate information about an activity, business, commodity, event, sale, or service, placed inside a window or upon windowpanes or glass, and visible from outside the window.

SIGN WITHOUT BACKING. A word, letter, emblem, insignia, figure, or similar character, or group of characters, that is neither backed by nor incorporated in or otherwise made part of a larger display.

SINGLE FAMILY DWELLING. A structure containing cooking and bathing facilities that is arranged, designed, and intended as a residence.

SINGLE-FAMILY RESIDENTIAL COMPLEX. A group of single-family dwellings designed for individual separate ownership, with unified management that provides common services and outdoor recreational facilities, but without public bars, public restaurants, or other commercial activity in connection with the complex.

SITE PLAN, CERTIFIED. The map of a proposed development, and accompanying material described in this Ordinance, approved by the Director and signed and dated by the Director.

SITE, WIRELESS. For a tower outside a public right-of-way, the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site. For another eligible support structure, the site is further restricted to the area in proximity to the structure and to other transmission equipment already deployed on the ground.

SKETCH PLAN. A sketch prepared before a preliminary plat or site plan, or before a final plat or site plan for a minor subdivision or a Conditional Use Permit, to help the applicant reach general agreement with the Town about the form of the plat and the objectives of this Ordinance. Subdivision procedures are in Article 4; site plan review is in Section 3.3; Conditional Use Permits are in Section 6.1.



SLEEPING UNIT. A single unit providing rooms or spaces for 1 or more persons that includes permanent provisions for sleeping. A sleeping unit may include provisions for living or eating and either sanitation or kitchen facilities, but not both.

SLOPE. A vertical rise measured in feet over a horizontal distance and expressed as a percentage, generally measured at right angles to contour lines.

SMALL WIRELESS FACILITY. A wireless facility that meets both of the following qualifications:

1. Each antenna is located inside an enclosure of no more than 6 cubic feet in volume or, if the antenna has exposed elements, the antenna and all exposed elements could fit within an imaginary enclosure of no more than 6 cubic feet in volume.
2. All other wireless equipment associated with the facility is cumulatively no more than 28 cubic feet in volume. The following associated ancillary equipment is not included in the equipment volume calculation: an electric meter; concealment elements; a telecommunications demarcation box; ground-based enclosures; grounding equipment; a power transfer switch; a cut-off switch; and vertical cable runs for connecting power and other services.

STABLE, PRIVATE. A detached accessory building for keeping horses, mules, or ponies owned by the occupants of the premises and not kept for remuneration, hire, or sale.

STAFF. The employees of the Town.

START OF CONSTRUCTION. Includes substantial improvement and means the date the building permit was issued, provided that actual construction, repair, reconstruction, placement, or other improvement began within 365 days after the permit date. Actual construction begins with the first placement of a permanently constructed structure on a site, such as pouring a slab or footings, installing pilings, constructing columns, or work beyond excavation, or placing a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, or filling; installing streets or walkways; excavating for a basement, footings, piers, or foundations; erecting temporary forms; or installing accessory buildings, such as garages or sheds, that are not occupied as dwelling units or are not part of the principal structure.

STORY. The portion of a building, other than a cellar, between the surface of a floor and the surface of the floor above it or, if there is no floor above it, between the surface of the floor and the ceiling or roof above it.

STREAM. A watercourse or body of running water that flows continually or intermittently in a channel on the ground surface or in a cavern below the surface.

STREET. A collector street, local street, or arterial street.

STREET, ARTERIAL. An arterial street identified as a major arterial street or minor arterial street on the Major Roadway Network.

STREET, COLLECTOR. A street designed to collect and distribute traffic between local roads and arterial roads, and to link land-access and mobility needs, and identified as a collector street on the Major Roadway Network.

STREET FRONTAGE. The distance along which a lot line of a zoning lot adjoins a public street, measured from one lot line intersecting the street to the farthest lot line intersecting the same street.

STREET LINE. The boundary that separates a street right-of-way from abutting property.

STRUCTURAL ALTERATION. A change in the supporting members of a building, such as bearing walls or partitions, columns, beams, or girders, or a complete rebuilding of the roof or exterior walls.



STRUCTURE. That which is built or constructed, including an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in a definite manner. A structure includes a fence. The term does not include ditches and their appurtenances; poles, lines, cables, or transmission or distribution facilities of public utilities; freestanding mailboxes; on-grade slabs; walks; driveways; landscaping materials; tents; vehicles; residential trailers; or mobile homes.

STRUCTURE, MAIN OR PRINCIPAL. See PRINCIPAL BUILDING, PRINCIPAL STRUCTURE.

SUBDIVIDE. The act or process of creating a subdivision.

SUBSTANTIAL CHANGE. A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

1. For a tower outside a public right-of-way, the modification increases the tower's height by more than 10% or by the height of 1 additional antenna array, with separation from the nearest existing antenna not exceeding 20 feet measured from the bottom of the additional antenna, whichever is greater. For another eligible support structure, the modification increases the structure's height by more than 10% or more than 10 feet, whichever is greater.
2. For a tower outside a public right-of-way, the modification adds an appurtenance to the body of the tower that protrudes from the edge of the tower more than 20 feet or more than the width of the tower structure at the appurtenance level, whichever is greater. For another eligible support structure, the modification adds an appurtenance to the body of the structure that protrudes more than 6 feet from the edge of the structure.
3. For any eligible support structure, the modification involves installing more than the standard number of new equipment cabinets for the technology involved, but no more than 4 cabinets. For a tower in a public right-of-way or a base station, the modification involves installing any new ground equipment cabinets if no ground cabinets are already associated with the structure, or installing ground cabinets more than 10% larger in height or overall volume than any other ground cabinets associated with the structure. "Equipment cabinet" does not include small equipment such as remote radio heads or units, amplifiers, transceivers mounted behind antennas, or similar devices, if they are not physical containers for smaller, distinct devices.
4. The modification entails excavation or deployment outside the current site.
5. The modification defeats the concealment elements of the eligible support structure. A modification is substantial under this criterion if it would cause a reasonable person to view the intended stealth design as no longer effective. The original approval of the stealth design must expressly state that the stealth elements are conditions of that approval.
6. The modification does not comply with conditions associated with approval of the siting, construction, or modification of the eligible support structure or base station equipment. This limitation does not apply if the modification is noncompliant only in a manner that does not exceed the thresholds in paragraphs 1 through 5.

SUBSTANTIAL DAMAGE. Damage of any origin to a structure for which the cost of restoring the structure to its condition before the damage would equal or exceed 50% of the structure's market value before the damage occurred.

SUBSTANTIAL IMPROVEMENT. A reconstruction, rehabilitation, addition, or other improvement of a structure for which the cost equals or exceeds 50% of the structure's market value before the start of



construction of the improvement. The term includes a structure that has incurred substantial damage, regardless of the actual repair work performed. The term does not include either of the following:

1. A project to improve a structure to correct existing violations of state or local health, sanitary, or safety code specifications identified by the local code enforcement official, if the improvements are the minimum necessary to assure safe living conditions.
2. An alteration of a historic structure, if the alteration will not preclude the structure's continued designation as a historic structure.

SURFACE, IMPERVIOUS. Land area covered by building roofs, including patios, balconies, and entryways, and by asphalt or another surface devoted to parking spaces and driveways.

SURVEYOR. A land surveyor registered by the State of Arizona.

SWIMMING POOL, PRIVATE. A pool established or maintained on any premises by an individual for the individual's or the individual's family's use, or for guests of the individual's household.

SWIMMING POOL, PUBLIC. A pool operated as a commercial business. A public swimming pool shall conform to county health requirements.

T

TEEN CLUB. An enclosed or unenclosed structure open to persons from 15 through 20 years of age unaccompanied by adults, where music is furnished for social dancing and a person from 15 through 20 years of age pays admission, membership dues, or a minimum fee or cover charge, whether or not admission is limited to members. The term includes the structure and surrounding premises used for parking or other activities related to the dancing operation.

TELEVISION, RADIO, AND FILM STUDIO. A facility for producing films or producing and broadcasting television and radio programs. The facility may include offices, dressing rooms, studios, sound stages, file rooms, and set stages, but does not include transmitting facilities.

TEMPORARY. Not exceeding 1 year, unless this Ordinance specifies otherwise.

TEMPORARY USE OR STRUCTURE. A use or structure established for a fixed period, intended to be discontinued when that period expires, and not involving the construction or alteration of a permanent structure.

TINY HOUSE. A small dwelling designed for residential occupancy, whether built on a foundation or on a chassis, that complies with the applicable building code as adopted by the Town.

TOWER. A structure designed and constructed primarily to support 1 or more antennas licensed by the Federal Communications Commission (FCC) for telephone, radio, or similar communication purposes. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures, and similar structures, including their supports.

TOWER, MONOPOLE. A wireless support structure no more than 40 inches in diameter at ground level, with all wireless facilities mounted on or contained inside the pole.

TOWN. The Town of Camp Verde, Arizona.

TOWN COUNCIL. The Town Council of the Town of Camp Verde.



TOWNHOUSE. A single-family dwelling unit constructed in a group of 3 or more attached units. Each unit extends from the foundation to the roof, has open space on at least 2 sides, is no more than 3 stories above grade plane in height, and has a separate means of egress.

TRAILER (PARK MODEL). A park trailer built on a single chassis, mounted on wheels, and designed to be connected to utilities necessary to operate installed fixtures and appliances. When set up, it has a gross trailer area of at least 320 square feet and no more than 400 square feet and is manufactured to comply with ANSI A119.5 standards. The term does not include recreational vehicles, travel trailers, campers, or fifth-wheel trailers.

TRANSIENT. Housing or accommodations typically occupied by residents for periods of 2 weeks or less, including hotels, motels, and travel lodges.

TRANSIT TERMINAL. A commercial or public facility for loading and unloading passengers, luggage, and packages, including the sale of fares. The facility may include accessory restaurants, indoor commercial amusements, and retail sales, but does not include airports.

TRANSITIONAL PERIOD. The 6-month period following the effective date of this Ordinance.

TRANSMISSION EQUIPMENT. Equipment that facilitates transmission for an FCC-licensed or authorized wireless communication service, including radio transceivers, antennas, coaxial or fiber-optic cable, and regular or backup power supplies. The term includes equipment associated with wireless communication services, including private, broadcast, and public safety services, unlicensed wireless services, and fixed wireless services such as microwave backhaul.

TRANSMISSION LINES. Electric lines rated at 115 kilovolts or more and appurtenant facilities; or pipelines or conveyors 10 inches in diameter or larger, and appurtenant facilities, used to transport natural resources, chemicals, petroleum derivatives, or waste substances.

TRANSMITTING FACILITIES. Buildings, structures, or land used for above-ground transmission or reception of airborne radio or television signals, including transmitting or receiving towers, dishes, and antennas, but excluding accessory antennas or dishes.

TRANSMITTING TOWER. An unmanned structure that transmits or receives communications by electromagnetic or optical means, such as a radio antenna, television antenna, radar station, or microwave tower, but excluding wireless facilities.

TRAVEL PLAZA. A building, premises, or land where a business, service, or industry maintains, services, stores, or repairs commercial vehicles. The use may include dispensing motor fuel or other petroleum products directly into motor vehicles and selling accessories or equipment for trucks and similar commercial vehicles. A travel plaza may also include overnight accommodations and restaurant facilities primarily for truck crews.

TREATMENT FACILITY. An “adult developmental home,” “child developmental foster home,” “intermediate care facility for the mentally retarded,” or “secure facility” as defined in A.R.S. § 36-551, or a “supportive residential living center” as defined in A.R.S. § 36-1301.

TRIPLEX. A building containing 3 dwelling units, each with direct access to the outside or to a common hall.

TRUCK PARKING AREA. An area for parking trucks that are often left with their motors running or their refrigerator unit motors operating.



U

UNDERGROUND PRESSURIZED IRRIGATION SYSTEM. A watering system for landscaped areas consisting of underground pressurized pipes connected to sprinkler heads, bubbler heads, or drip systems and providing irrigation water coverage over 100% of the landscaped area.

UNIFORM BUILDING CODE. International Building Code or International Residential Code, as adopted by the Town.

UNIT DENSITY. The ratio of land area to the number of dwelling units within a project.

USE. The purpose for which land or a building is occupied, maintained, arranged, designed, or intended.

USE, APPROVED. A use that is or may be lawfully established in a zoning district if it conforms to all requirements of this Ordinance for that district.

USE, QUASI-PUBLIC. A use dedicated to public service or culture, including public schools, hospitals, universities, and religious institutions.

UTILITIES. Services and facilities provided by public agencies and public monopolies, including electrical and gas service, domestic and irrigation water, sewage disposal, drainage systems, and solid waste disposal.

UTILITY FACILITIES. Buildings, structures, or land used by a utility, railroad, or governmental agency for uses such as water or sewage treatment plants or pumping stations, substations, telephone exchanges, and resource recovery facilities. The term does not include land, buildings, or structures used solely for equipment and material storage and maintenance.

UTILITY POLE. A pole or similar structure used in whole or in part by a communications service provider, or for electric distribution, lighting, traffic control, signage, or a similar function. The term does not include a structure supporting only wireless facilities.

V

VARIANCE. A grant of relief from a requirement of this Ordinance that allows construction in a manner that the requirement would otherwise prohibit, in accordance with A.R.S. § 9-462.

VARIETY OF MASSING. See MASSING.

VEGETATIVE GROUND COVER. Wood bark; shredded or chipped wood installed over an adequate mat of fabric weed barrier; sod; or live plants.

VEHICLE, ABANDONED OR JUNK. A vehicle, or a major portion of a vehicle, that is incapable of movement under its own power and will remain so without major repair or reconstruction.

VEHICLE, COMMERCIAL. A semitrailer, semitractor, or other commercial vehicle with a gross vehicle weight exceeding 15,000 pounds, as established by the manufacturer.

VEHICLE, LARGE. A motor vehicle with a manufacturer's chassis rating greater than 14,000 pounds gross vehicle weight rating. The source describes this category as encompassing U.S. Department of Transportation classes 1 through 3.

VEHICLE, MOTOR. A device in, upon, or by which a person or property may be transported or drawn on a road or highway, except a device moved by human power, a device used exclusively on stationary rails or tracks, or a snowmobile. For purposes of this Ordinance, motor vehicles are divided into the following classes:

1. **First class:** Motor vehicles designed to carry no more than 10 persons.



2. **Second class:** Motor vehicles designed to carry more than 10 persons; designed or used for living quarters; designed to pull or carry property, freight, or cargo; remodeled from first-class motor vehicles and used as second-class motor vehicles; or used and registered as school buses.

VEHICLE, RECREATIONAL. See RECREATIONAL VEHICLE (RV).

VETERINARY HOSPITAL. As defined in A.R.S. § 11-1001.

W

WALL. See FENCE.

WAREHOUSING AND DISTRIBUTION, GENERAL. An establishment offering indoor or open-air storage, distribution, or handling of materials and equipment, such as vehicle storage, monument or stone yards, grain elevators, or open storage yards.

WASTE TIRE COLLECTION SITE. As defined in A.R.S. § 44-1301.

WASTEWATER FACILITIES. Structures or systems designed for the collection, transmission, treatment, or disposal of sewage, including trunk mains, interceptors, treatment plants, package treatment plants and disposal systems, and on-site septic systems.

WASTEWATER TREATMENT FACILITY. As defined in A.R.S. § 49-1201.

WATER FACILITIES. Systems or structures designed to collect, treat, or distribute potable water, including water wells, treatment plants, storage facilities, and transmission and distribution mains.

WELL. As defined in A.R.S. § 49-201.

WETLAND. An area inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted to saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands shall be designated in accordance with the Corps of Engineers Wetlands Delineation Manual (United States Department of Commerce, National Technical Information Service, January 1987). The source also incorporates by reference the classification of wetlands as “high value,” “moderate value,” or “low value” in Wetlands of the Snyderville Basin: Snyderville Basin Advance Identification Study and Wetland Functional Assessment Interpretative Report (May 1991), prepared for the Environmental Protection Agency, Region VIII, and the United States Army Corps of Engineers.

WHOLESALE, WAREHOUSING, AND DISTRIBUTION, LIMITED. An establishment offering wholesaling, storage, and warehousing services within a completely enclosed building, such as wholesale distributors, storage warehouses, and moving and storage companies.

WIRELESS COMMUNICATION FACILITY OR WIRELESS FACILITY. A facility used exclusively to transmit and receive radio or microwave signals for commercial communications. A wireless communication facility generally consists of at least 1 antenna and a support structure, which may be a tower or a structure constructed primarily for another purpose, such as a building or light pole. The facility may also include an equipment building.

WIRELESS FACILITY, ALTERNATIVE STRUCTURE. A wireless facility that is either virtually invisible to a casual observer, such as an antenna behind building louvers or inside a clock tower or steeple, or camouflaged with stealth design so that it blends with its surroundings and is indistinguishable by a casual observer from the structure on which it is placed or the surroundings in which it is located. Examples include structures



commonly called “mono-palms,” “mono-pines,” or “flagpole” designs. Other stealth designs may be available subject to approval by [Section reference to be confirmed].

WIRELESS FACILITY, FREESTANDING. A self-supported structure, including a monopole, lattice tower, guyed wireless facility, or alternative structure, designed for use as a wireless facility.

WIRELESS FACILITY, GUYED. A wireless facility supported by cables (guy wires) permanently anchored to the ground and designed to support wireless antennas. A guyed wireless facility is not an alternative structure.

WIRELESS FACILITY, LATTICE TOWER. A self-supporting tower with multiple legs and cross-bracing of structural steel, designed to support wireless facilities. A lattice wireless facility is not an alternative structure.

WIRELESS FACILITY, MONOPOLE. A single upright pole, engineered to be self-supporting and requiring no guy wires or lateral cross-members, designed to support wireless antennas. A monopole is not an alternative structure.

WIRELESS FACILITY, SMALL. A wireless facility as defined in the Wireless Facilities in Right-of-Way Standard Terms and Conditions adopted pursuant to [Section reference to be confirmed].

WIRELESS FACILITY, STRUCTURE-MOUNTED. A wireless facility located on an existing nonresidential building.

X

XERISCAPE. Landscape methods that conserve water through drought-tolerant plants, planting techniques, and irrigation techniques.

Y

YARD. The open space at grade between a building and adjoining lot lines, unoccupied and unobstructed by any portion of a structure above ground, except as this Ordinance provides otherwise.

YARD, FRONT. A yard extending across the front width of a lot and comprising the minimum horizontal distance between the street line and the principal building or any projection, other than steps, unenclosed balconies, and unenclosed porches. On a corner lot, the front yard is adjacent to the designated front lot line. Where a lot has sufficient land area, the front yard may exceed the minimum front setback specified in [applicable table in Section 5.5].

YARD, REAR. A yard extending between the side yards of a lot, or between the side lot lines if there are no side yards, and comprising the minimum horizontal distance between the rear lot line and the rear of the principal building or any projection, other than steps, unenclosed balconies, and unenclosed porches. On corner and interior lots, the rear yard is at the end of the lot opposite the front yard. Where a lot has sufficient land area, the rear yard may exceed the minimum rear setback specified in [applicable provision in Section 5.5].

YARD, REQUIRED. The minimum open space required by this Ordinance for front, rear, and side yards, as distinguished from any yard area exceeding the minimum required. See BUILDABLE AREA.

YARD, SIDE. A yard between a building and a side lot line, extending from the front yard to the rear lot line or, if there are no front and rear yards, along the full depth of the lot. It comprises the minimum horizontal distance between a side lot line and the side of the principal building or any projection, other than steps, unenclosed balconies, and unenclosed porches. An interior side yard is adjacent to a common lot line. For a flag lot, this definition may apply to 3 sides if the flagpole portion of the lot extends beyond the front yard



setback. Where a lot has sufficient land area, the side yard may exceed the minimum side setback specified in [applicable provision in Section 5.5].

Z

ZONING DISTRICT. An area of the Town of Camp Verde in which the same zoning regulations apply.

ZONING CLEARANCE. The Department's zoning approval required before a building permit or a new or changed use.

ZONING VERIFICATION LETTER. A letter confirming a property's zoning, as provided in Section 2.2.F.

Abbreviations

B. Abbreviations. The source's abbreviation list is not included here because this assignment covers the Definitions list, not a separate list of abbreviations.



Article 2 – Administration and Enforcement

2.1 Town Council

A. Powers and Duties. The Town Council shall have the following powers and duties:

1. Initiate, adopt, and amend all elements of the General Plan.
2. Initiate amendments to the text and maps of this Ordinance and the General Plan.
3. After receiving a recommendation from the Planning and Zoning Commission, hear, review, and adopt amendments to the text of this Ordinance in accordance with A.R.S. § 9-462.04(C).
4. Approve, deny, or amend applications for development approval when this Ordinance or applicable law assigns the decision to the Council.
5. Approve, deny, or amend applications for Conditional Use Permits (CUPs) or development agreements. In acting on those applications, the Council shall consider the evidence presented, including:
 - a. Recommendations from the Commission.
 - b. Conformance with this Ordinance and adopted plans, standards, and policies.
 - c. Staff recommendations.
 - d. Input from reviewing agencies.
 - e. Public input and testimony received at the hearing.
 - f. Effects of the proposal on the neighborhood, area, and community at large.
6. Approve, deny, or amend recommendations from the Commission.
7. Take any other action not expressly delegated exclusively to the Department, Director, Commission, or Board that the Council considers desirable and necessary to implement this Ordinance and the General Plan.

2.2 Development Services Department and Director

A. Development Services Department. The Town Council establishes the Development Services Department under A.R.S. § 9-461.03. The Department shall perform the Town's planning functions, provide technical support and guidance for action on plan and ordinance amendments and development approval applications, and perform other functions authorized by this Ordinance or requested by the Council or Commission.

B. Development Services Director. The Town Council establishes the office of the Development Services Director under A.R.S. § 9-462.05(C). The Director shall enforce this Ordinance and may establish Department operating standards and procedures consistent with this Ordinance.

C. Inspection. The Director may enter or inspect a building, structure, premises, or real property in the Town where a development or land use is located or proposed to determine compliance with this Ordinance. The Director shall conduct inspections during business hours unless the Director determines that an emergency exists. Before entering private property to conduct an inspection, the Director shall contact the property owner. If the owner does not grant permission, the Director shall not conduct the inspection without an order from a court of competent jurisdiction.



Drafting Note: The source also authorizes emergency entry in Section 2.6.I.2. The Town Attorney should confirm how that provision interacts with this section’s consent and court-order requirements.

D. Enforcement. The Director may commence an action to enforce this Ordinance under A.R.S. § 9-462.05(A) and (B) and Section 2.6.

E. Interpretations. The Director shall interpret this Ordinance. The Director shall decide disputes about the boundaries of a land use category or zoning district, including disputes concerning the General Plan Land Use Map, the Official Zoning Map, lot lines, district boundary lines, and the administration of use and dimensional standards. If terrain prevents an accurate height determination, the Director shall determine the height. An applicant shall submit an interpretation request in writing with the required application form, fee, and supporting materials. The Director shall issue a written decision within 10 business days after receiving the request. Before issuing a formal interpretation, the Director shall consult with the Town Manager and Town Attorney. An interpretation may be appealed to the Board under Section 2.5.D.

F. Zoning Verification Letters. The Director shall verify zoning district boundaries and zoning regulations. A Zoning Verification Letter confirms a property’s zoning; it is not a Zoning Clearance.

1. An applicant shall submit an application on a Department-prescribed form that identifies the location and Assessor’s parcel number for each property. The applicant shall pay the required fee before the Department prepares a Zoning Verification Letter.
2. A Zoning Verification Letter may include:
 - a. The current zoning of the property.
 - b. Development standards required by the zoning district, including building setbacks, maximum building height, and lot coverage.
 - c. Copies of certificates of occupancy.
 - d. Known building or zoning violations or known failures to comply with development standards or regulations.
3. A Zoning Verification Letter shall not certify a legal nonconforming use or establish legal authority for an interpretation, including a determination of vested rights.
4. The Director shall issue a written Zoning Verification Letter within 10 business days after the Department receives a completed application. The Department shall maintain each letter in its property records.

2.3 Administrative Relief

A. Purpose and Scope. Administrative Relief provides limited flexibility in applying numeric dimensional standards where the findings in this section support relief. The Director may grant relief only from numeric dimensional standards expressly listed in this Ordinance. Administrative Relief shall not modify use regulations, density, or the Town’s Design Standards. Administrative Relief shall not exceed 10% of the applicable numeric dimensional standard, except as provided in subsection C.

B. Application and Fee. A property owner, or an applicant acting on the owner’s behalf, shall submit an application on a form prescribed by the Department. The applicant shall pay applicable fees established by the Town’s separate fee ordinance. This section does not authorize a fee waiver.

C. Heritage Character Area and Agricultural District. For a project in the Heritage Character Area or an Agricultural (AG) Zoning District, the Director may grant Administrative Relief of up to [15%] of an applicable



numeric dimensional standard. The limit in this subsection does not authorize relief from use regulations, density, or the Town's Design Standards.

D. Findings. The Director may approve an application only if the Director makes and documents all of the following findings:

1. Special circumstances or conditions relating to the lot, including its size, shape, topography, location, or surroundings, distinguish it from other lots in the same zoning district and are not self-imposed.
2. Strict application of the numeric dimensional standard would deprive the applicant of privileges commonly enjoyed by other lots in the same zoning district.
3. Granting relief would not confer a special privilege denied to other lots in the same zoning district.
4. The requested relief is the minimum necessary to accommodate the proposed improvement.
5. The relief would not be detrimental to the lot, an abutting lot, or the Town as a whole.
6. The relief is consistent with the purpose and intent of this Ordinance.

E. Mailed Notice and Comment. For every Administrative Relief request, the applicant shall provide notice by first-class mail to the owners of abutting lots at least 14 calendar days before the Director makes a decision. The notice shall provide an opportunity to submit written comments during that 14-calendar-day period.

F. Decision and Referral. The Director shall issue a written decision that states the findings required by subsection D. The Department shall place the decision and findings in the applicable building permit records, subdivision case file, or other Department records. The Director may refer a request that exceeds the limits of this section, or a request that receives a written objection during the comment period, to the Board for consideration as a variance under Section 2.5.E. An appeal of an Administrative Relief decision shall be filed with the Board under Section 2.5.D.

2.4 Planning and Zoning Commission

A. Establishment. The Town establishes the Planning and Zoning Commission under A.R.S. § 9-461.01(A).

B. Powers and Duties. The Commission shall advise the Council on amendments to the General Plan and this Ordinance and on applications for development approval. The Commission shall not make a final decision approving, denying, or conditionally approving an amendment to the Zoning Ordinance or General Plan. The Commission shall:

1. Develop and maintain the General Plan or its elements and submit proposed plans or elements to the Council, as provided in A.R.S. § 9-461.01(B)(1).
2. Review and recommend to the Council amendments to the General Plan Land Use Map.
3. Initiate, hear, review, and recommend to the Council amendments to the text of this Ordinance.
4. Hold hearings and recommend approval or denial to the Council on Major General Plan Amendments, Minor General Plan Amendments, rezonings, Planned Area Developments (PADs), and CUP applications.
5. For matters on which the Commission has review authority, recommend that the Council approve, approve with conditions, or deny an application. The Commission shall base its recommendation on:
 - a. Conformance with this Ordinance.
 - b. Conformance with the General Plan and other adopted plans.



- c. Staff recommendations.
- d. Public input and testimony received at the hearing.
- e. Effects of the proposal on the neighborhood, area, and community at large.

C. Organization and Membership. The Commission’s membership, terms, appointment, removal, officers, attendance, recording secretary, quorum, and other organizational requirements shall be governed by Town Code Chapter 4. The Director shall serve as the Commission’s professional staff.

D. Meetings and Procedure. The Commission shall meet on the schedule established by resolution of the Council. The Council, Commission chair, a majority of Commission members, Mayor, or Director may request a special meeting. If a meeting is continued because a quorum is not present, the Commission chair shall continue the meeting to the next Commission meeting. The recording secretary shall notify Commission members and other parties of the continued meeting.

E. Recommendations When No Quorum or Action. If a matter that requires a Commission recommendation is submitted to the Commission, and the Commission fails to convene a quorum or make a recommendation at 2 consecutive meetings, the matter shall be deemed to have received a negative recommendation. The Director shall submit the matter to the Council for consideration as provided in A.R.S. §§ 9-461.06(C), 9-461.09(B), or 9-462.04(B), as applicable. This subsection shall not apply to an approval that applicable law assigns to administrative personnel without a public hearing.

2.5 Board of Adjustment and Appeals

A. Establishment. The Town establishes the Board of Adjustment and Appeals under A.R.S. § 9-462.06.

B. Membership. The Board’s membership, appointment, terms, and organization shall be governed by Town Code Chapter 4 and A.R.S. § 9-462.06.

C. Powers and Duties. The Board shall hear and decide appeals of administrative decisions and interpretations under subsection D and applications for variances under subsection E, in accordance with A.R.S. § 9-462.06.

D. Appeals of Administrative Decisions. A person aggrieved by a final administrative decision relating to an application for development approval, including an Administrative Relief decision, may appeal the decision to the Board.

1. The appellant shall file a notice of appeal with the Director within 30 calendar days after receiving the decision.
2. The notice shall identify the decision being appealed and state the grounds for the appeal.
3. The Board shall conduct a hearing under subsection G and A.R.S. § 9-462.06.
4. The Board’s review shall determine whether the Director’s decision or interpretation complies with the intent and requirements of this Ordinance. The Board shall affirm or reverse the decision or interpretation.

E. Variances. An applicant shall submit a variance application to the Department in accordance with Section 3.1.B and pay the applicable fee under Section 3.1.C. A variance is not a right. The Board may grant a variance only if the applicant establishes all of the following under A.R.S. § 9-462.06(G)(2):

1. Special circumstances or conditions, including the size, shape, topography, location, or surroundings of the property, apply to the property and do not apply to other property in the same zoning district.



2. The special circumstances or conditions are not self-imposed.
3. Strict application of this Ordinance would deprive the property of privileges enjoyed by other property in the same zoning district.
4. Granting the variance would not confer a special privilege denied to other property in the same zoning district.

F. Variance Conditions and Expiration. The Board shall not grant a use variance. The Board may impose conditions on a variance approval. The applicant shall exercise the rights and privileges established by a variance within 1 year after approval, unless the Board specifies a different time limit when it grants the variance. If the applicant does not exercise the variance within the applicable time limit, the variance shall become null and void.

G. Hearing and Decision. The Board shall conduct hearings on appeals and variance applications under A.R.S. § 9-462.06 and the applicable public hearing procedures in Section 3.1.G. The Board shall decide each matter based on the applicable standards in subsections D or E.

H. Appeal of Board Decisions. An aggrieved person may appeal a Board decision to the superior court within 30 calendar days after the decision, as provided in A.R.S. § 9-462.06(K).

2.6 Violations, Enforcement, and Penalties

A. Compliance Required.

1. No building or structure shall be erected, converted, enlarged, reconstructed, or structurally altered, and no building or land shall be developed, used, or occupied, unless the activity conforms to the applicable zoning, subdivision, sign, approval-condition, and other code requirements and restrictions for the zoning district.
2. The minimum yards, other open spaces, and lot area required by this Ordinance for a building shall not be encroached upon or counted as the required yard, open space, or lot area for another building. No lot area shall be reduced below the minimum required by the applicable zoning district.

B. Enforcement Authority. The Commission, Board, Council, Town Attorney, Director, Building Official, Civil Hearing Officer, and Code Enforcement Officer are authorized to enforce this Ordinance and are referred to in this section as “enforcement officials.”

C. Violations. The remedies in this section are cumulative and are in addition to any other remedy provided by law. Except as otherwise provided in this Ordinance, a development or use initiated after adoption of this Ordinance, or maintained in violation of this Ordinance, is prohibited and is an unlawful development or use.

D. Inspection of Property.

1. An enforcement official may inspect from a right-of-way or other property the official may lawfully access to investigate a suspected violation. The official shall present evidence of the official’s authority and explain the purpose of the inspection to the owner, tenant, or occupant.
2. If the Director or Building Official determines that a site condition endangers the health, safety, or welfare of the community, the Town may enter the site to remedy the dangerous condition without prior notice, subject to applicable law.



3. If the Director, the Director's authorized representative, or the Building Official is denied entry, and evidence indicates a violation of this Ordinance, a Town official may apply to a court for a legal, equitable, or special remedy to enforce this Ordinance or another applicable ordinance.

E. Responsibility for Violations. The property owner, tenant, or person responsible for the property shall be responsible for violations on the property and for structures erected or converted, or land uses established, in violation of this Ordinance.

F. Types of Violations. Each of the following is a violation of this Ordinance and is subject to the remedies and penalties in this Ordinance:

1. Placing a use, structure, or sign on land subject to this Ordinance without all approvals required by this Ordinance.
2. Erecting, constructing, reconstructing, remodeling, altering, maintaining, moving, or using a building, structure, or sign, or subdividing or developing land, in violation of this Ordinance.
3. Subdividing, developing, constructing, remodeling, or engaging in any other activity on land subject to this Ordinance without all approvals required by this Ordinance.
4. Engaging in an activity inconsistent with a permit, approval, certificate, or other authorization required for that activity.
5. Violating, by act or omission, a term, condition, or qualification imposed on a permit or other authorization by a decision-making body.
6. Reducing or diminishing lot area so that setbacks or open spaces are smaller than this Ordinance requires.
7. Increasing the intensity of a land or building use except in accordance with this Ordinance.
8. Removing, defacing, obscuring, or interfering with a notice required by this Ordinance.
9. Failing to remove a sign or other improvement installed, created, erected, or maintained in violation of this Ordinance, or for which a permit, approval, permission, or other authorization has expired.

G. Continuing Violations. Each day a violation remains uncorrected after the Town gives notice of the violation is a separate violation of this Ordinance.

H. Enforcement Procedures and Remedies. The Town may use the following remedies and enforcement powers to administer and enforce this Ordinance:

1. **Withhold Permits.** The Town may deny or withhold a permit, certificate, or other authorization for land, a structure, or an improvement with an uncorrected violation of this Ordinance or of a condition of an approval previously granted by the Town. The Town may also deny or withhold a permit, certificate, or other authorization for land, structures, or improvements owned or being developed by a person who owns, developed, or otherwise caused an uncorrected violation. This authority applies whether or not the property for which the permit or approval is sought is the property in violation.
2. **Approve Permits with Conditions.** Instead of withholding or denying an authorization under subsection H.1, the Town may grant the authorization on the condition that the violation be corrected.
3. **Revoke Permits or Approvals.** If the Director finds reasonable grounds to revoke a development permit, plan, or other approval, the Director shall refer the matter for a hearing before the body that granted the approval. If the Director granted the approval, the Board shall conduct the hearing. The body that granted the approval shall determine whether to revoke it, allow it to remain in effect, or continue it subject to conditions. Grounds for revocation include:



- a. A departure from plans, specifications, or conditions required by the permit or approval.
 - b. A permit or approval procured through a false representation or issued by mistake.
 - c. A violation of this Ordinance.
4. **Revocation Notice and Hearing.** The Town shall give notice of a revocation hearing in the manner provided by A.R.S. § 9-462.04. The hearing shall follow Section 3.1.G. The body that granted the approval shall conduct the hearing, except that the Board shall conduct a hearing on a revocation of an approval granted by the Director. Written notice of a revocation shall be served on the owner, the owner's agent or contractor, or a person employed on the building or structure for which the permit was issued, or shall be posted in a prominent location. After notice of revocation is served or posted, construction shall not proceed.
5. **Revocation Decision and Notice.** After the hearing, the decision-making body shall decide whether to revoke the approval, allow it to remain in effect, or continue it subject to conditions. The body may require strict compliance with this Ordinance, security to ensure construction is completed in compliance with approved plans, or other conditions the body reasonably imposes. The Town shall notify the approval holder and each person who filed a written request for notice in the manner provided by A.R.S. § 9-462.04(A)(6).
6. **Effect and Appeal of Revocation.** A revocation decision shall become final 30 calendar days after the decision unless appealed. After revocation becomes effective, activity continuing under the revoked approval is a violation of this Ordinance. An appeal shall be made in accordance with Section 3.1.H and applicable law.
7. **Cumulative Revocation Authority.** The Town's authority to revoke a development permit or other approval is cumulative to any other remedy allowed by law.
8. **Stop Work.** The Town may stop work, with or without revoking a permit, on a building, structure, or land with an uncorrected violation of this Ordinance or of a permit or other authorization issued under this Ordinance. The Town may exercise this authority in accordance with its building codes.
9. **Injunction and Abatement.** The Council, through its authorized agents, including the Director, may initiate an injunction or abatement proceeding or other appropriate action before a Civil Hearing Officer under Town Code Chapter 7, Article 7-7, [section number to be confirmed], or in a court of competent jurisdiction. The Town may seek an order in the nature of mandamus, abatement, or injunction, or other action under A.R.S. § 9-462.05(B), to prevent, enjoin, abate, or terminate a violation or restore the premises to the condition that existed before the violation.
10. **Other Remedies.** The Town may use other remedies provided by Arizona law for violations of zoning, subdivision, sign, or related ordinance provisions.

I. Notice of Violations.

1. **Nonemergency Matters.** For a violation that is not an emergency and does not require immediate attention, the Director shall give notice of the violation to the property owner, another party to an applicable agreement, or an applicant for a relevant permit. The recipient shall have 14 calendar days to correct the violation before the Town takes further enforcement action. The Town may give notice in person, by United States mail, or by posting notice on the property. The notice shall state the nature of the violation and the time allowed for compliance. The notice may identify corrective steps and describe subsequent penalties and enforcement actions if the recipient does not correct the violation.



2. **Further Enforcement.** A violation not corrected within the time stated in the notice is subject to further enforcement, including penalties imposed by the Civil Hearing Officer or a court under Town Code Chapter 7, Article 7-7, [section number to be confirmed].

3. **Emergency Matters.** If a violation creates an emergency because of safety or public concerns, or if delay would cause increased problems or costs, the Town may use the enforcement powers in this section without prior notice. The Director shall attempt to give notice at the same time the Town begins enforcement. The Town may give notice to the property owner, another party to an applicable agreement, or an applicant for a relevant permit.

J. Fines and Penalties. A person shall not erect, construct, reconstruct, maintain, or use land in a zoning district in violation of this Ordinance. A person, firm, or corporation that violates this Ordinance is subject to a civil penalty of \$250 for a first offense, \$500 for a second offense within a 12-month period, and \$2,000 for a third offense within that 12-month period. The 12-month period begins on the date of the first offense. Each day a violation continues after a citation is issued is a separate offense.

K. Other Provisions.

1. **Other Powers.** In addition to the enforcement powers in this section, the Town may exercise any enforcement power granted by Arizona law.

2. **Continuation of Prior Enforcement.** This Ordinance does not prohibit the continuation of an enforcement action the Town validly began under a prior ordinance or law.

3. **Cumulative Remedies.** The remedies and enforcement powers in this section are cumulative. The Town may exercise them in any order.



Article 3 – Zoning Procedures

3.1 General Procedural Requirements

A. Application Process and Official Filing Date. The procedures for reviewing applications differ. The applicant shall follow the procedures and requirements in the section of this Ordinance that applies to the application. Applications generally require a complete application, payment of applicable fees, submission of required information, review by appropriate Town staff and agencies, required public notice, and action to approve, approve with conditions, or deny the application.

1. **Pre-Application Meeting.** The applicant shall meet with Town staff and, as appropriate, other agencies before submitting a formal application. The meeting shall address the proposed application, submittal requirements, procedures for action, and standards for evaluating the application. The Director may waive this requirement because of special circumstances.
2. **Application Materials and Filing.** The Department shall make current application materials available through the Online Services portal. The Department may publish an application schedule that establishes deadlines for applications requiring action by the Commission or Council. The applicant shall submit a complete application in accordance with the published schedule. The Department shall review the application before any public hearing or public meeting required by this Ordinance or state law.

B. Fees. The applicant shall pay applicable fees established by the fee schedule adopted by the Council by resolution. The Department shall make the current fee schedule available on the Town's website.

C. Public Outreach. The public outreach process shall provide interested and affected individuals, organizations, agencies, and other governmental entities an opportunity to learn about proposed projects and provide input. The applicant shall submit a signed and notarized affidavit confirming that the applicant has met all applicable notice requirements.

D. Administrative Review Under A.R.S. § 9-500.49. The Director shall review and decide applications for site plans, development plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats, plat amendments, and objective design review plans based on objective standards and without a public hearing, as required by A.R.S. § 9-500.49. This requirement does not apply to areas designated as historic. Rezoning, text amendments, General Plan amendments, Conditional Use Permits (CUPs), and variances require public hearings. Table 3.1-1 identifies the notice requirements for the applications listed in the table.

E. Neighborhood Meetings. A neighborhood meeting shall give the applicant, surrounding neighbors, and homeowners associations an opportunity to review a preliminary development proposal, exchange information, and address potential conflicts before a required public hearing.

1. **When Required.** The applicant shall hold 1 or more neighborhood meetings for a rezoning, CUP, or variance, and for any other application the Director determines requires a meeting. Table 3.1-1 identifies applications for which a neighborhood meeting is required.
2. **Timing.** The applicant shall hold at least 1 neighborhood meeting at least 15 calendar days before the scheduled Commission or Board meeting.
3. **Notice of Neighborhood Meeting.** The applicant shall send notice by first-class mail at least 15 calendar days before the meeting to property owners of record, property management associations, homeowners associations, and neighborhood associations on record with the Town within the distance specified in Table 3.1-1.



- 4. Alternative to a Neighborhood Meeting.** The Director may allow an alternative citizen review process instead of a neighborhood meeting. The Director may allow an alternative process for a text amendment initiated by the Town, when no owners of property abutting the site are within the applicable notice area, or when a neighborhood meeting on the same request was held within the preceding 12 months. The Director may also allow an alternative process in other appropriate cases.
- a. The alternative process shall include written notice identifying the name, address, and telephone number of a Department staff member whom an adjacent landowner or other potentially affected person may contact to express concerns about the application.
 - b. The alternative process shall include at least 1 electronic or digital method of outreach at least 15 calendar days before the scheduled neighborhood meeting. The Director shall review and approve the method and content before implementation. The Director shall post the notice on 1 or more online platforms as appropriate.
 - c. The applicant shall submit a summary of the alternative outreach process and the issues or concerns received. The Department shall include that summary in any staff report presented to a public hearing body and provide it to the applicant a reasonable time before the public hearing.
- 5. Neighborhood Meeting Site Posting.** The applicant shall post the development site with at least 1 sign along a public right-of-way. The sign shall be legible from 100 feet, have black lettering on a white background, and be posted at least 15 calendar days before the neighborhood meeting. The sign shall state the date, time, and location of the meeting, summarize the request, and provide contact information for the applicant's representative. The applicant shall make reasonable efforts to maintain the sign and shall remove it after the meeting.
- 6. Additional Signs.** For a site larger than 5 acres or a site with frontage on more than 1 street, the applicant shall post a sign along each public right-of-way. The applicant shall post 1 additional sign for each additional 10 acres or 1 sign for each street, subject to a maximum of 4 signs per project. Each sign shall be legible from 100 feet, have black lettering on a white background, and be posted at least 15 calendar days before the neighborhood meeting.
- 7. Meeting Arrangements and Attendance.** The applicant shall arrange the meeting facilities and pay all costs of the meeting, including notice and sign posting. The Director or appropriate Department staff shall attend the meeting. The meeting shall be held in a publicly accessible location within the Town, such as Town Hall, the Town Library, or a location near or on the development site. The meeting shall be held on a weekday evening or weekend day at a reasonable time to allow residents to attend.
- 8. Meeting Summary and Submittals.** The applicant shall submit a meeting summary to the Department at least 15 calendar days before the Commission meeting. After providing the required notices, the applicant shall submit to the Department a copy of the mailing list, a photograph of each sign, a copy of the electronic or digital outreach method, and a notarized affidavit of notice on a form prescribed by the Town.
- F. Public Notice.** Public notice shall encourage public participation and provide an opportunity for public input. The applicant shall provide notice and site posting where Table 3.1-1 requires them. Staff shall provide mailed notice and newspaper notice where the table requires them.
- 1. Mailed Notice.** Staff shall send notice by first-class mail at least 15 calendar days before the scheduled public meeting to the property owners of record identified through the Yavapai County Assessor's Office



and to the chairpersons or management associations of homeowners associations and neighborhood associations on record with the Town, within the distance specified in Table 3.1-1.

2. **Public Hearing Site Posting.** When Table 3.1-1 requires site posting for a public hearing, the applicant shall post the development site with at least 1 sign along a public right-of-way at least 15 calendar days before the public meeting. The sign shall be legible from 100 feet, have black lettering on a white background, state the date, time, and location of all applicable meetings, summarize the request, and provide contact information for the applicant's representative. The applicant shall make reasonable efforts to maintain the sign and shall remove it after the application is completed, approved, or heard by the Council, as applicable.
3. **Additional Public Hearing Signs.** For a site larger than 5 acres or a site with frontage on more than 1 street, the applicant shall post a sign along each public right-of-way. The applicant shall post 1 additional sign for each additional 10 acres or 1 sign for each street, subject to a maximum of 4 signs per project. Each sign shall be legible from 100 feet, have black lettering on a white background, and be posted at least 15 calendar days before the public meeting.
4. **Newspaper Notice.** Staff shall publish a public notice in a display advertisement occupying at least one-eighth of a full page in an official local newspaper of general circulation in the Town at least 15 calendar days before each public meeting for which Table 3.1-1 requires a newspaper notice. The notice shall describe the request and its general location and state the date, time, and place of the public hearing. The Director shall provide the wording for the advertisement.

Table 3.1-1 Notification Requirements

Type of Case	Neighborhood Meeting Required	Notice and Site Posting for Neighborhood Meeting	Notice and Site Posting for Public Hearing	Newspaper Notice for Public Hearing	Notice Distance (Radius in Feet)
Rezoning (Zoning Map Amendment)	Yes	Yes	Yes	Yes	300
Planned Area Development (PAD)	[confirm]	[confirm]	[confirm]	[confirm]	[confirm]
Conditional Use Permit (CUP)	Yes	Yes	Yes	Yes	300
Variance	Yes	Yes	Yes	Yes	300
Zoning Ordinance Text Amendment	No	No	No	Yes	N/A
General Plan Amendment	[confirm]	[confirm]	[confirm]	[confirm]	[confirm]
Appeal to Board	[confirm]	[confirm]	[confirm]	[confirm]	[confirm]
Site Plan / Site Plan Amendment	No	No	No	No	N/A
Preliminary and Final Plat	No	No	No	No	N/A
Temporary Use	No	No	No	No	N/A



Type of Case	Neighborhood Meeting Required	Notice and Site Posting for Neighborhood Meeting	Notice and Site Posting for Public Hearing	Newspaper Notice for Public Hearing	Notice Distance (Radius in Feet)
Permit					
Administrative Relief	No	No	Mailed notice only; 14 calendar days; abutting owners	No	Abutting owners

Drafting Note: The source table did not establish notification requirements for a Planned Area Development, General Plan amendment, or appeal to the Board; those entries require confirmation. The source table listed no notice distance for Administrative Relief, but the task specifies mailed notice to abutting owners at least 14 days before the action; confirm whether the 14 days are calendar days.

G. Public Hearings. A public hearing shall provide the applicant and other interested persons a fair opportunity to be heard, present relevant evidence, and respond to evidence presented by others. For an application requiring Council action, the Commission shall hold a public hearing and make a recommendation, and the Council shall hold a public hearing and make the decision. A public hearing before the Board shall be held when required for a matter within the Board’s jurisdiction.

1. **Setting the Hearing.** After determining that an application requiring a public hearing is complete, the Director shall cause notice of the hearing to be provided at the applicant’s expense.
2. **Participation.** Any person may appear at a public hearing and submit evidence individually or as a representative. A person appearing at a public hearing shall state their name and, if appearing on behalf of an organization or group, the name and mailing address of the organization or group.
3. **Order of Proceedings.** The chair of the body conducting the hearing shall exclude irrelevant, immaterial, or unduly repetitious testimony or evidence. Members of the body may ask questions of the applicant, staff, or public. The hearing shall proceed in the following order:
 - a. The Director or appropriate staff shall describe the proposed development and present a written or oral recommendation, if required. The recommendation shall address each factor this Ordinance requires the decision-maker to consider.
 - b. The applicant may present information relevant to the application.
 - c. The Director or staff may respond to statements made by the applicant or public commenters.
 - d. The applicant may respond to testimony or evidence presented by staff or the public.
 - e. The body conducting the hearing shall close the public portion of the hearing and deliberate.
4. **Record of Proceedings.** The body conducting the hearing shall record the proceedings by an appropriate means and in accordance with procedures adopted by the Council. The Town shall make the record available for public access on the Town’s website. The record shall include the recording or minutes of the proceedings, statements and testimony, applications and exhibits, submitted papers, staff and advisory body reports and recommendations, and the decision and report of the body conducting the hearing. The records shall be public records available for inspection at reasonable times and upon reasonable notice. The Town may provide recordings in electronic format upon request.
5. **Continuance.** The body conducting the hearing may continue the hearing on its own motion or on the written request of the applicant or the applicant’s authorized agent. The body shall state the date of the continued hearing in its motion. A majority vote of the members present shall be required to grant a



continuance and any related stipulations or conditions. The Town shall not charge an administrative fee for a continuance unless the applicant requests it.

6. Additional Rules. The body conducting the hearing may apply other applicable Ordinance provisions and its adopted rules of procedure. The body may adopt rules to limit the number of applications considered at a meeting and the time allowed for each presentation or speaker.

7. Scope of Action. The decision-making body may approve an application as presented, approve it with conditions, or deny it, consistent with the notice provided. The body may allow an amendment that results in a lesser change than requested, reduces the development's impact, or reduces the amount of land involved from that stated in the hearing notice. The body shall not permit a greater amount of development, a use in a different general use category, a larger land area, or a greater variance than stated in the notice.

H. Appeals. A person, including a Town officer or agency, aggrieved by a final administrative determination on a development permit or administrative development approval may appeal the determination to the appellate body identified in Table 3.1-2. The appellant shall file a written appeal with the Town Clerk within 30 calendar days after the date of the final decision. The appellant shall submit a complete application, the materials required by the Town's application or process guide, and the fee established by the Council. The appeal shall state in writing the reasons the appellant claims the final decision is erroneous. A person aggrieved by a Board decision, or a municipal officer, department, board, or bureau, shall file an appeal within 30 calendar days after the decision. The hearing on an appeal to the Board shall be conducted in accordance with Section 3.1.G.

Table 3.1-2 Decision-Making and Appeal Bodies

Decision	Decision-maker	Appeal to
Director decisions and interpretations	Director	Board
Administrative Relief	Director	Board
Site plan and plat decisions	Director	Board [or Council – confirm]
Board decisions	Board	Superior Court
Commission recommendations	Commission (recommendation only)	Not appealable; Council decides
Council decisions on rezoning and CUP	Council	Superior Court (special action)

A person aggrieved by an administrative decision shall include the applicant for the decision or a property owner within 300 feet of an application for which the administrative decision was made.

Drafting Note: Confirm that the 300-foot definition of an aggrieved person applies to every administrative decision listed in Table 3.1-2.

3.2 Permits and Certificates

A. Purpose. This Section lists the zoning permits and certificates issued by the Development Services Department, identifies the decision-maker for each, states the applicable review time frame, and sets out the approval criteria.

Table 3.2-1 Permits and Certificates

Permit	Required for	Decision-maker	Review time frame	Standards
Zoning Clearance	A proposed structure or use requiring	Director	10 business days after the applicant	This Ordinance, including applicable



Permit	Required for	Decision-maker	Review time frame	Standards
	zoning approval before a building permit or a new or changed use		responds to review comments; subject to subsection B	zoning-district use and dimensional standards
Fence Permit	A fence on a lot line or an interior fence more than 6 feet in height, unless a building permit is required for the interior of the lot	Director	30 [calendar or business] days	Section 8.1
Home-Based Occupation Permit	A home-based occupation	Director	30 [calendar or business] days	Section 6.5
Adult-Oriented Business Permit	An adult-oriented business	Director	10 business days after the applicant responds to review comments; subject to subsection B	Section 6.6
School zoning review	A charter school or a public school subject to A.R.S. § 15-342	Director for administrative decisions; Council for a Conditional Use Permit (CUP)	30 [calendar or business] days for administrative review; 90 [calendar or business] days when a public hearing is required	Table 5.4-1; applicable provisions of Articles 5 and 6
Religious institution zoning review	A religious institution allowed in the applicable zoning district	Director for Site Plan Review; Council for a CUP	10 business days after the applicant responds to review comments for administrative review; CUP schedule under Sections 3.1.G and 6.1	Table 5.4-1; Section 3.3; Section 6.1 when a CUP is required
Sign Permit	A new sign or sign work requiring a permit under Article 9	Director	10 business days after the applicant responds to review comments; subject to subsection B	Article 9
Wireless Communication Facility Permit	A new tower or other wireless communication facility requiring zoning approval; eligible facilities requests and small wireless facilities in the right-of-way are reviewed administratively as provided by law	Director for administrative approvals; Council for a CUP, after Commission recommendation	Applicable administrative time frame under subsection B or applicable federal or state time frame; CUP schedule under Sections 3.1.G and 6.1	Section 6.8; applicable federal and state law
Certificate of Occupancy or Certificate of	Occupancy or use of a building or structure, including a change of	Building Official issues the certificate after the Director confirms	Before occupancy or use; no separate review period is	This Ordinance, approved plans, conditions of



Permit	Required for	Decision-maker	Review time frame	Standards
Compliance	use, as applicable under Town Code Chapter 7	zoning compliance and completion of approval conditions	specified in this Section	approval, and Town Code Chapter 7

B. General Procedure.

1. An applicant shall submit a complete application and the required materials electronically through the Online Services portal in the format specified by the Department. The applicant shall pay the applicable fee under Section 1.12.
2. The Director shall provide the applicant with the Department’s review comments. If the applicant does not respond to review comments within **[180]** calendar days, the Department shall consider the application withdrawn.
3. The Director shall approve, approve with conditions, or deny an application within 10 business days after the applicant responds to the review comments, unless this Section specifies a different time frame or applicable federal or state law establishes a different time frame.
4. The Director shall provide written reasons for a denial.
5. An appeal of an administrative decision shall be filed and heard under Section 2.5 and Section 3.1.H, including Table 3.1-2. A CUP decision shall follow the procedures in Sections 3.1.G and 6.1.

C. Zoning Clearance.

1. **Applicability.** An applicant shall obtain a Zoning Clearance before obtaining a building permit or commencing a new or changed use. A Zoning Clearance confirms that a proposed structure or use complies with this Ordinance. A building permit is a separate approval governed by Town Code Chapter 7 and the building codes adopted by the Town, including the International Building Code (IBC) and International Residential Code (IRC), as applicable.
2. **Procedure.** The applicant shall submit the required zoning application materials, including a plot plan when required by the Department. The Director shall review the application under subsection B. The Director shall approve, approve with conditions, or deny the Zoning Clearance. A building permit application shall be submitted and reviewed separately under Town Code Chapter 7.
3. **Approval Criteria.** The Director shall issue a Zoning Clearance only if the proposed structure or use complies with the applicable zoning-district use regulations and all applicable requirements of this Ordinance.
4. **Exemptions.** The following do not require a Zoning Clearance:
 - a. **[List of structures exempt from Zoning Clearance to be confirmed with Planning Official].**
 - b. A legal nonconforming use established in accordance with Section 1.8, to the extent the use is exempt from the Zoning Clearance requirement.
 - c. An exempt structure shall comply with all applicable setback requirements.
5. **Validity.** A Zoning Clearance applies only to the approved use and remains valid only while the use complies with applicable codes. The source requires a Certificate of Occupancy within 6 months after issuance of the clearance and requires a new Zoning Clearance and applicable fee if an approved project does not commence construction within 6 months. The Director shall apply those requirements to the Zoning Clearance.



D. Fence Permit.

1. **Applicability.** A fence permit is required for a fence located directly on a lot line or an interior fence more than 6 feet in height. A fence permit is not required under this subsection where a building permit is required for the interior of the lot.
2. **Procedure.** The applicant shall apply to the Director under subsection B. The Director shall approve, approve with conditions, or deny the application within 30 [calendar or business] days.
3. **Approval Criteria.** The Director shall approve a fence permit only if the proposed fence complies with Section 8.1.

E. Home-Based Occupation Permit.

1. **Applicability.** A person shall obtain a Home-Based Occupation Permit before commencing or establishing a home-based occupation.
2. **Procedure.** The applicant shall apply to the Director under subsection B. The Director shall approve, approve with conditions, or deny the application within 30 [calendar or business] days.
3. **Approval Criteria.** The Director shall issue a Home-Based Occupation Permit only if the home-based occupation complies with Section 6.5.

F. Adult-Oriented Business Permit.

1. **Applicability.** A person shall obtain an Adult-Oriented Business Permit before commencing or establishing an adult-oriented business.
2. **Procedure.** The applicant shall apply to the Director under subsection B.
3. **Approval Criteria.** The Director shall issue an Adult-Oriented Business Permit only if the adult-oriented business complies with Section 6.6.

G. Schools.

1. **Applicability.** This subsection applies to charter schools under A.R.S. § 15-189.01 and to public schools subject to A.R.S. § 15-342. Charter schools shall be classified as public schools for the assessment of zoning fees, site plan fees, and development fees as provided by A.R.S. § 15-189.01.
2. **Procedure.**
 - a. The Department shall process school applications under the applicable procedures of this Ordinance. The Town shall make a final determination within 30 [calendar or business] days for a process requiring only administrative review and within 90 [calendar or business] days for a process requiring a public hearing, as provided by A.R.S. § 15-189.01.
 - b. The Director shall decide administrative applications. The Commission shall make a recommendation on a CUP application, and the Council shall decide the CUP under Section 6.1.
 - c. For a school other than a charter school that is subject to A.R.S. § 15-342 and is designated as a conditional use, the Commission shall submit its recommendation within 30 calendar days after the Department receives a complete application. If the Commission does not submit a recommendation within that period, the Commission shall be deemed to have recommended approval, and the application shall be forwarded to the Council. The Council shall make its determination within 60 calendar days after receiving the Commission's recommendation.



Drafting Note: Restored from the source (former Section 3.2.H.2.b). The source cited “A.R.S. § 15-342.16(a)”; the Town Attorney should confirm the correct subsection of A.R.S. § 15-342 before adoption. The source did not specify calendar or business days; calendar days are assumed.

d. An appeal of an administrative decision shall be heard by the Board under Sections 2.5 and 3.1.H. A CUP decision is made by the Council and is appealable as provided by law.

3. **Approval Criteria.** The Director, Commission, or Council, as applicable, shall review the school application under Table 5.4-1 and applicable provisions of Articles 5 and 6. Charter schools shall be treated as public schools for zoning purposes as provided by A.R.S. § 15-189.01. Public schools subject to A.R.S. § 15-342 shall receive the applicable zoning benefits provided by that statute.

H. Religious Institutions.

1. **Applicability.** A religious institution may be established only in a zoning district where Table 5.4-1 allows the use. A religious institution with seating capacity of 500 or fewer shall undergo Site Plan Review under Section 3.3, unless Table 5.4-1 requires a CUP for the use in that district. A religious institution with seating capacity greater than 500 shall obtain a CUP under Section 6.1. The Director shall process a Site Plan Review application administratively under Section 3.3. The Commission shall make a recommendation on a CUP application, and the Council shall decide the CUP under Section 6.1.
2. **Procedure.** The applicant shall submit the required application materials electronically through the Online Services portal. The applicant shall hold a neighborhood meeting when required under Section 3.1.E. The Director shall review an administrative Site Plan Review application under Section 3.3. The applicant shall process a CUP application under Sections 3.1.G and 6.1.
3. **Approval Criteria.** The Director shall approve a Site Plan Review application only if the religious institution complies with Table 5.4-1 and Section 3.3. The Commission and Council shall review a CUP application under Section 6.1. The Town shall apply these requirements on equal terms with comparable assembly uses, consistent with the Religious Land Use and Institutionalized Persons Act (RLUIPA).

Drafting Note: The source refers to “Section 6.10 Religious Institutions,” but that section does not exist, and the use is missing from Table 5.4-1. The Town must add religious institutions to the use table and confirm the district-specific use classifications. The source’s distinction between institutions with seating capacity of 500 or fewer and those with capacity greater than 500 is retained and clarified. The Town Attorney should review the equal-terms requirement under RLUIPA.

I. Sign Permit.

1. **Applicability.** A sign permit is required for each new sign except as provided in Article 9. Altering a sign face by painting or overlay is construction of a new sign and requires a permit. Touching up or repainting existing letters or symbols is maintenance and repair and does not require a permit.
2. **Procedure.** The sign owner, property owner, or authorized agent shall submit the application and required site plan electronically through the Online Services portal. A licensed contractor is required only when the Building Code requires one for installation. The Director shall review the application under subsection B and Article 9. Permanent signs for Planned Area Developments (PADs), subdivisions, and CUPs shall be reviewed as part of the applicable site plan.
3. **Approval Criteria.** The Director shall issue a sign permit only if the proposed sign complies with Article 9, including the sign types allowed in the applicable zoning district. A sign shall be located on the lot to which it refers unless Article 9 permits an off-premises sign. The Director shall confirm that the requirements of the sign permit have been met.



J. Wireless Communication Facility Permit.

1. **Applicability.** A wireless communication facility shall obtain the zoning approval required by Section 6.8. A new tower or other facility for which the use table or Section 6.8 requires a CUP shall obtain a CUP. An eligible facilities request under 47 U.S.C. § 1455 and a small wireless facility in the right-of-way under A.R.S. § 9-591 et seq. shall be reviewed administratively as provided by applicable law.
2. **Procedure.** The applicant shall submit the application and required materials electronically through the Online Services portal. The Director shall review administrative applications under subsection B and applicable federal and state time frames. For a facility requiring a CUP, the Commission shall make a recommendation and the Council shall decide the application under Sections 3.1.G and 6.1. The Director shall issue a written decision where required by federal law.
3. **Approval Criteria.** The Director, Commission, or Council, as applicable, shall review the application under Section 6.8 and applicable federal and state law. Federal law preserves local zoning authority over tower siting, subject to limits that include prohibitions on unreasonable discrimination and effective prohibition of service, a requirement for a written decision, and applicable Federal Communications Commission (FCC) shot clocks. Eligible facilities requests under 47 U.S.C. § 1455 and small wireless facilities in the right-of-way under A.R.S. § 9-591 et seq. shall receive the administrative review required by applicable law.

K. Certificates of Occupancy and Compliance.

1. **Applicability.** No building or structure, whether new or existing, including a building or structure undergoing a change of use, shall be occupied or used until the Building Official issues a Certificate of Occupancy or Certificate of Compliance, as applicable. The Building Official may issue a Certificate of Compliance in lieu of a Certificate of Occupancy for accessory utility buildings or structures, tenant improvements that do not result in a change of occupancy classification, and specific changes of use or historical practices where the adopted building codes do not require full structural occupancy certification.
2. **Procedure.** Before issuance of either certificate, the Director shall confirm that the proposed occupancy or use complies with this Ordinance and that all conditions of approval have been met. The Building Official shall issue the applicable certificate under Town Code Chapter 7.
3. **Approval Criteria.** The Building Official shall issue the applicable certificate only after the Director confirms zoning compliance and completion of all conditions of approval, and the Building Official makes the determinations required by Town Code Chapter 7 and the adopted building codes.

3.3 Site Plan Review

A. Purpose. This Section promotes the safe, functional, and aesthetic development of property. Site plans shall ensure that structures, utilities, streets, parking, circulation systems, yards, and open spaces conform to this Ordinance, the Town's objective Design Standards, the General Plan, and any adopted specific plan. Site plan review shall consider site, landscape, and architectural design and related on-site and off-site improvements to promote harmonious relationships with adjacent development.

B. Applicability. A site plan shall be submitted for the following applications for development approval:

1. An application for a nonresidential use or any multifamily dwelling unit.
2. An application for a Conditional Use Permit (CUP).



3. An application for a change in the Official Zoning Map classification, including an application for approval of a Planned Area Development (PAD).
4. Site plan review shall occur before issuance of a building permit or grading permit.
5. Site plans shall be reviewed concurrently with design review under the Town's objective Design Standards. Design review submittal requirements shall conform to subsection C.

C. Submittal Requirements. The applicant shall submit a completed application and site plan electronically through the Online Services portal in the format specified by the Department. The Director shall inform the applicant during the pre-application meeting of the minimum submittal requirements for the project. The Department may require additional information based on its review and the review by applicable departments and agencies. The applicant should discuss the project with applicable reviewing departments and agencies before submitting an application. The Department shall accept only complete applications.

D. Review and Decision.

1. The Department shall determine whether the site plan application is complete. The Department shall return an incomplete application to the applicant with a statement of the reasons it is incomplete.
2. The Department shall review the application for compliance with this Ordinance and applicable objective standards and shall provide the Director with a report on that compliance.
3. The Director shall approve, approve with conditions, or deny a site plan administratively, without a public hearing, based on applicable objective standards.
4. The Director shall decide site plans for uses permitted by right and site plans submitted with an application for a CUP, rezoning, or PAD. The site plan decision does not replace or determine the separate approval required for a CUP, rezoning, or PAD under the applicable procedures of this Ordinance.
5. The Director shall approve, approve with conditions, or deny a site plan amendment under this Section. The Director is the approving authority for both Major and Minor Site Plan Amendments.

E. Site Plan Classification.

1. A site plan for a proposed site greater than 1 net acre is a Major Site Plan. A site plan for a proposed site of 1 net acre or less is a Minor Site Plan.
2. The Director shall approve, approve with conditions, or deny both Major and Minor Site Plans under subsection D.

F. Deviations from an Approved Site Plan.

1. Development subject to this Section shall conform substantially to the approved site plan and any conditions or restrictions attached to the approval.
2. The applicant may seek administrative relief under Section 2.3.
3. A substantial deviation from an approved site plan without the Director's advance written approval or an approval under Section 2.3 is a violation of this Ordinance. The Director may require the applicant to submit a new application to revise the approved site plan.
4. The Town shall not issue a certificate of occupancy if the development does not conform to the approved site plan.

G. Amendments to an Approved Site Plan. Any change to an approved site plan is an amendment. The applicant shall submit a revised site plan incorporating the proposed changes electronically through the



Online Services portal in the format specified by the Department. The Department shall classify the amendment as Major or Minor as follows:

1. A Minor Site Plan Amendment is a modification that does not substantially change the approved site plan and involves a change or reduction of 10% or less. Minor Site Plan Amendments include minor changes to building dimensions or configuration, landscaping, open space, or outdoor living areas, and the addition of a shade structure. The applicant may seek administrative relief under Section 2.3.
2. A Major Site Plan Amendment is a modification that changes the original approval, including a change in intent or phasing, a revision that does not conform to Town standards, or a change of 10% or more. The applicant shall submit a new application, the revised site plan, associated materials, and applicable fees. The amendment shall undergo site plan review under this Section.
3. The Director shall approve, approve with conditions, or deny each Major and Minor Site Plan Amendment under subsection D.

H. Effect and Duration of Approval.

1. Site plan approval shall remain effective for 12 months from the date of approval. Within that period, the applicant shall submit an application for a building permit. If the applicant does not submit the application within that period, the approval shall become void and the applicant shall submit a new site plan for review.
2. After site plan approval, the applicant may apply for building permits consistent with the approved site plan. The Town shall not issue a building permit until the site plan is certified as conforming to the approved site plan.
3. If the applicant submits a valid building permit application within 12 months after site plan approval and the resulting building permit remains active, the Director may determine that the site plan remains valid.
4. Development shall commence within 12 months after site plan approval unless the Director approves otherwise. If development does not commence within that period, the approval shall become void.
5. If weather conditions prevent immediate completion of development requirements, the Town may issue a temporary certificate of occupancy if the applicant provides adequate surety for those requirements. The applicant shall complete the requirements no later than 18 months after issuance of the temporary certificate of occupancy.

I. Final Inspection. The Director shall inspect the site for compliance with the approved site plan before the Town issues a certificate of occupancy. The Director shall give the applicant a letter identifying any deficiencies. The applicant shall correct the deficiencies within 10 days. If the applicant cannot correct the deficiencies within 10 days, the applicant shall submit a written extension request stating the circumstances causing the delay. The requested extension shall not exceed 6 months. After reviewing and approving the request, the Director may issue a temporary certificate of occupancy stating the date by which the applicant shall correct the deficiencies.

J. Validity.

1. The Director shall sign and date the approved site plan. Approval shall take effect on the date of approval.
2. Site plan approval shall lapse and become void 12 months after it takes effect unless, within that period, the applicant submits an application for a building permit, files an extension request, or obtains a valid building permit and commences construction that the applicant diligently pursues toward completion.



3. If the owner violates this Section or fails to comply with a condition of approval, the Town shall suspend the site plan approval upon notifying the owner of the use or property subject to the approval.
4. Site plan approval shall remain valid upon a change of ownership of the site or structure that was the subject of the application.

K. Appeals. An aggrieved party may appeal the Director's approval, approval with conditions, or denial of a site plan or site plan amendment to the Board under Section 2.5.

3.4 Zoning Map Amendments (Rezoning)

A. Purpose and Applicability. This section governs applications to change the zoning district designation of land and amend the Official Zoning Map.

B. Initiation. The Town Council or Planning and Zoning Commission may initiate a zoning map amendment. The owner of real property within the Town, or the owner's authorized representative upon proof of ownership, may apply to change the zoning district designation of the owner's property.

C. Procedure.

1. Before the Department accepts an application, the applicant shall submit an application for a pre-application meeting. The Department shall schedule the meeting to discuss the proposal and the procedures and requirements for the zoning map amendment.
2. The applicant shall comply with the neighborhood meeting requirements in Section 3.1.E.
3. The applicant shall comply with the public notice requirements in Section 3.1.F and A.R.S. § 9-462.04.
4. The Commission shall hold a public hearing and recommend approval, approval with conditions, or denial of the application.
5. The Council shall hold a public hearing and approve, approve with conditions, or deny the application.
6. The zoning map amendment shall amend the Official Zoning Map maintained under Section 5.2.
7. An application for a zoning map amendment may be processed and reviewed concurrently with an application for a Conditional Use Permit or subdivision plat.
8. If the proposed zoning map amendment is inconsistent with the General Plan, the applicant shall submit an application to amend the General Plan in accordance with the General Plan's requirements. The Town may consider the General Plan amendment and zoning map amendment concurrently.

D. Approval Criteria. In reviewing an application, the Commission and Council shall consider the following criteria:

1. Whether the existing zoning designation was in error when adopted.
2. Whether the character of the area has changed because of public facilities, other zone changes, new growth trends, deterioration, or development.
3. The degree to which the proposed zoning would benefit the community or area.
4. Whether the proposed zoning is compatible with the surrounding area, and whether it would adversely affect street network capacity or safety, create parking problems, or cause environmental impacts, including excessive stormwater runoff, water, air, or noise pollution, excessive nighttime lighting, or other nuisances.



5. Whether the proposal conforms to and furthers implementation of the goals and policies of the General Plan, other adopted plans, this Ordinance, and other Town regulations and guidelines, including goals and policies relating to economic development.
6. Whether adequate public facilities are available to support the request.
7. The zoning districts and existing land uses of surrounding properties.
8. Whether the property is suitable for the uses permitted under its existing zoning classification.
9. Whether the rezoning is compatible with the adjacent neighborhood, particularly the stability and character of residential neighborhoods.
10. The length of time the property has remained vacant under its existing zoning.
11. Whether an adequate supply of land is available in the subject area and surrounding community to accommodate the proposed zoning and community needs.

E. Protest and Supermajority Vote. If a protest satisfies the requirements of A.R.S. § 9-462.04(H), approval of the zoning map amendment shall require a three-fourths vote of the Council.

F. Conditions. The Commission may recommend, and the Council may impose, conditions on approval of a zoning map amendment.

G. Subsequent Applications. If the Council denies an application for a zoning map or text amendment, or if the applicant withdraws the application after the Commission hearing, the Commission may refuse to accept another application for the same amendment for 1 year after the original hearing.

3.5 Zoning Ordinance Text Amendments

A. Purpose and Applicability. This section governs applications to amend the text of this Ordinance.

B. Initiation. The Council or Commission may initiate a text amendment. Any person may request a text amendment by filing a written request and application with the Department after a pre-application meeting.

C. Procedure.

1. Before the Department accepts an application, the applicant shall submit an application for a pre-application meeting. The Department shall schedule the meeting to discuss the proposal and the procedures and requirements for the text amendment.
2. The applicant shall comply with the public notice requirements in Section 3.1.F and A.R.S. § 9-462.04.
3. The Commission shall hold a public hearing and recommend approval, approval with conditions, or denial of the application.
4. The Council shall hold a public hearing and approve, approve with conditions, or deny the application.

3.6 Expiration and Extension of Approvals

A. Expiration of Development Approvals. Unless this Ordinance provides otherwise, a development approval shall automatically expire and become null and void, and any activity under the approval shall thereafter be a violation of this Ordinance, if either of the following occurs:

1. The applicant fails to satisfy a condition imposed as part of the original or revised approval, or under a development agreement, including a specified time limit.



2. The applicant fails to submit a subsequent development application required by Table 3.6-1, Table 3.6-2, or
1. Except for a zoning map amendment, if the original or revised approval does not specify a time limit for satisfying conditions, the time limit shall be 2 years from the approval date.

B. Extensions.

1. An approval may be extended for a period not exceeding 2 years from the date of the original decision if the applicant submits a written extension request within the original period of validity. Arizona law may prohibit an extension.
2. The final approval body may grant subsequent extensions if it finds that conditions existing at the time of approval have not changed.
3. No time limit, approval, or permit under this section shall be extended as a matter of right. The applicant shall expressly request an extension in writing. The official, officer, board, commission, or governing body that took the original action, approved the plan, or issued the permit shall approve or deny the request.
4. The applicant shall submit an extension request on a Town application form and pay the applicable fee. The request shall include:
 - a. The current expiration date.
 - b. The extension period requested, which shall be no longer than the original period granted.
 - c. The reason the applicant has been unable to proceed within the original period.
5. Before granting an extension, the Town official, officer, board, commission, or governing body shall determine whether a change in applicable land use regulations would impose new requirements if the extension were denied and the applicant were required to refile. If a change has occurred, the decision-maker shall balance the burden on the applicant of refiling against the benefit to the Town and the public of requiring compliance with the new regulation.

C. Dates for Measuring Time Limits.

1. Each time period in Table 3.6-1 or Table 3.6-2 shall run from the final action of the Town official, officer, board, commission, or governing body with jurisdiction to take the action, approve the plan, or issue the permit. Unless this Ordinance provides otherwise, the date of final action is the date stated on the action, approval, or permit.
2. The Town shall show the date of final action and expiration date on each action, permit, or approval to inform applicants of the applicable time limit. The Town's failure to show either date shall not waive the date or provide a basis for an applicant to challenge the applicable expiration date. The applicant is responsible for knowing the issuance and expiration dates. If either date is not shown, the applicant may request it, and the Town shall promptly provide it.
3. Each action, approval, or permit shall expire on its expiration date unless the Town grants a valid extension on or before that date under Subsection B.

Table 3.6-1 Time Limits for Use of Zoning Approvals and Permits

Type	Time Limit
Zoning Map Change	Time limits for a zoning map change shall be at the discretion of the Council.



Type	Time Limit
Conditional Use Permit	18 months to obtain a building permit and commence construction of the principal use authorized by the permit, or to complete any necessary alterations, adjustments, modifications, or other activities authorized by the permit.
Variance	1 year to obtain a building permit and commence construction of the principal use authorized by the variance.
Building Permit	6 months, with a 6-month extension following every inspection.
Development Agreement	The above-referenced time limits may be extended up to a maximum of 5 years under an approved development agreement.

Table 3.6-2 Time Limits for Use of Subdivision Approvals

Type	Time Limit
Preliminary Plat	24 months to submit a final plat; otherwise, the preliminary plat shall be void.
Final Plat	24 months to initiate construction of improvements; 36 months to complete construction of improvements.



Article 4 – Subdivision Standards

4.1 Purpose and Intent

A. Purpose. This Article provides for the orderly growth and harmonious development of the Town. It shall ensure adequate vehicular, pedestrian, and bicycle circulation through coordinated street systems related to major thoroughfares, adjoining subdivisions, and public facilities. It shall promote lots with reasonable utility and livability; adequate water supply, drainage, flood protection, sanitary sewage, and other health and safety requirements; consideration of adequate sites for schools, recreation areas, and other public facilities; accurate legal descriptions for conveyance of land; and practical procedures to achieve these purposes.

B. Interpretation. The Town intends this Article to foster common understanding and a sound, equitable working relationship between public and private interests, so that those interests can achieve their objectives through subdivision of land.

C. Exhibits. The exhibits to this Article are adopted and incorporated into this Article.

D. Design Standards and Procedures. The companion Design Standards and Procedures Manual, which establishes engineering design standards and standard construction details for implementing this Article, is adopted and incorporated into this Article. The Town Engineer may update the Manual as needed without further action by the Council.

4.2 Administration

A. Responsibility. The Director shall administer this Article and process applications through the Department. The Director shall decide applications for preliminary plats, final plats, land divisions, lot line adjustments, lot ties, and plat amendments. The Director shall make those decisions based on objective standards and without a public hearing, as required by A.R.S. § 9-500.49. The Director shall act jointly with the Town Engineer on technical matters. This requirement does not apply to areas designated as historic under A.R.S. § 9-500.49.

B. Applicability. This Article applies to all subdivisions. If this Article imposes a greater restriction on land utilization, land improvement, development, or land use than another law, ordinance, contract, or deed, this Article shall control.

C. Modifications. If extraordinary conditions of topography, land ownership, adjacent development, or other circumstances not addressed by this Article exist, the Council may modify this Article in a manner and to an extent the Council deems appropriate to the public interest. For a Development Master Plan (DMP), the Council may modify this Article as necessary and desirable to provide adequate space and improvements for public facilities, traffic and pedestrian circulation, recreation, light, air, and other service needs of the fully developed and populated development. The Council may impose stipulations to ensure conformance with the approved plan. When modifying a standard or requirement, the Council may impose additional requirements that the Council finds necessary to secure substantially the objectives of the modified standard or requirement.

Drafting Note: The Council may have broad authority to modify subdivision standards. That authority may conflict with A.R.S. § 9-500.49's requirement for decisions on covered applications to be based on objective standards. Legal review and a policy decision are needed on whether, and to what extent, this modification authority may remain.



4.3 Platting Procedures

A. Overview of Procedures. The preparation, submittal, review, and approval of subdivision plats within the Town shall proceed through these stages:

1. Pre-Application Conference.
2. Preliminary Plat Application.
3. Technical Review.
4. Preliminary Plat Decision.
5. Final Plat and Improvement Plan Decision.

The Town may adjust this process based on unique or extraordinary circumstances. The Director shall decide preliminary and final plats, land divisions, lot line adjustments, lot ties, and plat amendments based on objective standards and without a public hearing, as required by A.R.S. § 9-500.49. The Director shall act jointly with the Town Engineer on technical matters. This requirement does not apply to areas designated as historic under A.R.S. § 9-500.49.

B. Pre-Application Conference. The pre-application conference gives the subdivider an opportunity to obtain preliminary advice and assistance and receive an informal, cursory review of the proposed subdivision by the appropriate Town departments before incurring the expense of preparing a preliminary plat. The conference also allows the Town to provide preliminary guidance while potential land-development conflicts can be resolved, subsequent working relationships improved, official action simplified, and unnecessary expense and delay avoided.

1. Actions by the Subdivider.

- a. The subdivider shall request a meeting with the Department, Town Engineer, Public Works Department, and Utilities Department. Before the meeting, the subdivider shall submit a conceptual plan electronically through the Online Services portal in the format specified by the Department. The conceptual plan shall include:
 - i. A location map.
 - ii. A drawing scale and north arrow.
 - iii. The location of all adjacent public arterial and collector streets.
 - iv. The acreage and land uses of all parcels.
 - v. Tentative lot arrangements.
 - vi. A tentative drainage design and the location of detention or retention areas.
 - vii. A tentative street design and improvement proposal, including proposed driveway locations or cross-access easements.
 - viii. A land-use data table showing gross and net acres, the percentage of total acreage in each land use, existing Town zoning, proposed zoning, and tentative lot sizes.
 - ix. Existing public or private water and sewer lines and services.
- b. The subdivider shall provide tentative proposals for water supply and sewage disposal.

2. Actions by the Town.



- a. The Town shall discuss the proposal with the subdivider in general terms and advise the subdivider on procedural steps, preliminary design and improvement standards, and general platting requirements. Depending on the proposed development's scope, the Town may distribute the conceptual plan electronically to the following agencies:
 - i. Development Services Department.
 - ii. Public Works Department.
 - iii. Utilities Department.
 - iv. Yavapai County Environmental Services.
 - v. Yavapai County Flood Control District.
 - vi. Arizona Department of Transportation, if applicable.
 - vii. Yavapai-Apache Nation.
 - viii. Neighboring municipalities.
 - ix. Copper Canyon Fire and Medical.
- b. The Town shall check the zoning of the proposed development and advise the subdivider whether a zoning change or General Plan amendment is necessary or desirable. The Town shall review the proposal's relationship to adjacent land uses and the General Plan's goals and objectives. The Town shall determine the amount and type of parks, open space, and other public open space required for the area under the General Plan, and identify any space to be reserved or set aside and any special requirements for that space. The Town shall review the proposal for preliminary compliance with this Article and other applicable regulations.
- c. The Town shall determine whether the proposed development's size or complexity warrants a DMP, Planned Area Development (PAD), or development agreement. If a DMP, PAD, or development agreement is required, the subdivider shall process it before or concurrently with further consideration of a preliminary plat. If a General Plan amendment is required, the subdivider shall obtain the amendment before the Town processes the application further.
- d. The Town shall review the property's relationship to existing major streets, utility systems, floodplains, major drainageways, and adjacent land uses, and provide general preliminary guidance on other design, planning, and engineering issues.
- e. The Town shall direct the subdivider to the Online Services portal and explain the application submittal requirements, neighborhood meeting requirement under Section 3.1.E, and tentative project timelines.

4.4 Preliminary Plat Application

The preliminary plat stage includes detailed planning, submittal, review, and decision on the preliminary plat. The stage is intended to resolve major issues concerning the development under Town policies, standards, and requirements. To avoid processing delays, the subdivider shall provide all information the Director determines is essential to evaluate the proposed development's character and general acceptability.

A. Submittal Requirements. The subdivider shall submit the following information as part of the preliminary plat application. The subdivider shall show the information graphically on the plans, include it as plan notes, or provide supporting documentation with the plans. The information may appear on multiple plan sheets.



The subdivider shall submit all mapped data for the same plat at the same standard engineering scale, in the format specified by the Department, and in conformance with this Article and the requirements of the Town Engineer and other reviewing agencies.

1. The subdivider shall submit the proposed preliminary plat and required supporting data electronically through the Online Services portal in the format specified by the Department, and shall pay applicable fees under Section 3.1.C. The Director shall schedule technical agency review after determining that the submitted data are adequate and the application is complete.
2. If the proposed preliminary plat is within or part of an approved DMP or PAD, the subdivider shall submit the approved site plan and typical floor plans and elevations as supporting documentation.
3. Each subdivision application shall provide the identification and descriptive data, existing-condition data, proposed utility methods, and environmental assessment information required by this Section, through graphic representation, plan notes, or supporting documentation. The Department shall review the application for completeness and assign it a permit number. If the application is incomplete as to these requirements, the Department shall reject it and notify the subdivider. The applicant is responsible for submitting a complete application.
4. If the subdivider intends to plat the proposed development in phases, the subdivider shall show the phases on the preliminary plat submitted for review. If the subdivider later decides to phase the development, the subdivider shall resubmit the proposed phasing plan for review and approval.
5. The subdivider shall submit a Preliminary Phase II Drainage Report containing:
 - a. The boundaries of on-site and off-site drainage areas.
 - b. The drainage pattern for all existing and proposed streets and building sites. The report shall number drainage concentration points and identify inlet and outlet locations.
 - c. The Q-2, Q-10, Q-25, and Q-100 flow volumes at each critical concentration point. The report shall justify the drainage runoff factors used in computations for washes, channels, and streets.
 - d. All minor and major watercourses, including drainage areas of 10 acres and 50 acres. The 100-year floodplain limits for major watercourses shall be maintained as a natural corridor where practical.
 - e. A detailed description of runoff flows from adjacent properties onto the subject property. The report shall present drainage areas, calculated peak flows, velocity, and other pertinent runoff data for all concentration points, channels, and washes. The report may realign runoff from areas outside the development through the development. Runoff from the project site shall be maintained at the project boundaries at levels similar to predevelopment conditions.
 - f. The required and provided retention volume, the method for draining the basin within 36 hours, and the party responsible for maintenance.
 - g. The location of all drainage easements and tracts.
 - h. Predevelopment and postdevelopment hydrology maps.

The Town Engineer may require a Final Drainage Report as part of the plat application because of specific site characteristics.

6. A lot statistical table.
7. A preliminary landscape plan for landscaping of all off-site areas, open space, trails, transition areas, and retention areas. The plan shall include cross sections and a plant palette. See Section 8.2.



8. Subdivision fencing details showing the proposed fence type, elevations, and general locations. See Section 8.1.
9. Conceptual residential design guidelines or commercial design guidelines that describe, both narratively and graphically, the development's expected character, site planning, architecture, and landscaping.
10. Documentation that a site records check for potential cultural resources was conducted in conjunction with the State Historic Preservation Office.
11. A geotechnical report, if the Town Engineer requires one because of possible subsidence fissures in the area under review. The report shall include an evaluation for the presence of subsidence fissures. A geotechnical report is required for all roadway designs.
12. A preliminary water and sewer report.
13. A traffic impact analysis (TIA) or other traffic reports, as required by the Town Engineer because of the traffic volume or other traffic-related issues generated by the proposed project.

B. Identification and Descriptive Data. The preliminary plat shall include:

1. The proposed subdivision name and its location by Section, Township, and Range, with dimensions and bearings to 2 Section or quarter-Section corners. The preliminary plat shall state the basis of bearings.
2. The name, address, telephone number, and seal of the engineer or surveyor who prepared the preliminary plat.
3. The name, address, and telephone number of the developer or subdivider and, if different, the property owner.
4. The scale, a north point oriented up or to the right, and the preparation date and dates of subsequent revisions.
5. A location map showing the proposed subdivision's relationship to arterial and collector streets.
6. A surveyed boundary showing the basis of bearings, benchmarks, distances, lengths, and total size of the proposed subdivision.

C. Existing-Condition Data. The preliminary plat shall show:

1. Topography by contours and spot elevations on NAVD 88 Datum. Contour intervals shall be 1 foot. Contours shall extend at least 50 feet beyond the proposed development's external boundaries to adequately reflect the land's character and drainage.
2. The locations of fences, existing structures, wells, streams, canals, irrigation materials, private ditches, whether open or covered, washes, lakes, fissures, and other water features or characteristics that could affect the review.
3. The location and direction of surface drainage flow and the extent of areas subject to flooding or storm runoff, whether frequent, periodic, or occasional. The preliminary plat shall also show 100-year flood zone limits for all major watercourses and FEMA-designated floodplains.
4. The locations, widths, and names of all public and private streets and public-record utility rights-of-way around the site perimeter or through or across the site. The preliminary plat shall show permanent structures to remain, including water wells, irrigation ditches, public or private utility lines, and cross-access easements within, adjacent to, or extending from the proposed development.



5. All driveways, streets, and median openings along the entire site frontage or within 350 feet of any proposed driveway or street intersection on the opposite side of the perimeter streets.
6. The name and book and page numbers of any recorded subdivision adjacent to or sharing a boundary with the proposed development.
7. The existing base zoning district of the subject lot and adjacent lots.
8. The gross acreage of the subject lot or lots, excluding previously dedicated rights-of-way.
9. Fully dimensioned boundaries and dimensions of the lot or lots to be subdivided.
10. The engineer's calculations for runoff tributary areas for 2-year, 10-year, 25-year, and 100-year frequency storms. The preliminary plat shall show these values along the lot boundary at all points where drainage enters or exits the property. The preliminary plat shall delineate and show all minor and major watercourses throughout the project site.
11. The location, type, and recording data for all existing on-site easements, cross-access easements, and other prior dedications.

D. Proposed-Condition Data. The preliminary plat shall show:

1. The subdivision street layout, including street-design cross sections, preliminary curve data, curve lengths, proposed street names based on existing projected alignments wherever possible, proposed vehicular non-access easements, and pedestrian connections to adjoining developments.
2. Typical lot dimensions drawn to scale; dimensions of all corner lots, lots on curvilinear street sections, and lots with more than 4 sides; individual lot numbers; and the total number of lots or units and phases using the same subdivision name. Lot numbering shall be consecutive through the total number of lots or units.
3. All land to be dedicated or reserved for open space, parks, drainage tracts, schools, well sites, or other public or private uses, with the use identified.
4. If multiple residential, commercial, industrial, or office uses are planned, the preliminary plat shall clearly designate those areas and identify the existing zoning classification and status of any zoning change.
5. Minimum setback lines. The preliminary plat shall show all setbacks for lots with more than 4 sides or lots with an atypical shape.
6. Minor and major watercourse areas, including drainage areas of 10 acres and drainage areas of 50 acres or greater. Major watercourses shall be maintained as natural channels where practical within drainage tracts, open space areas, or drainage easements.
7. The proposed stormwater disposal system, preliminary calculations, proposed drainage-system layout, and direction of proposed street drainage. If retention or detention basins are used for active open space, the calculation shall be based on postdevelopment discharge minus predevelopment discharge for the 100-year, 24-hour storm event. Depending on site characteristics, the Town Engineer may also require a proposal to retain stormwater generated on the property. Stormwater retention and detention facilities shall comply with Yavapai County Flood Control District requirements and the Town Design Standards. The drainage report shall comply with the Final Drainage Report Checklist.
8. Compliance with Arizona Department of Environmental Quality (ADEQ) rules and requirements for domestic water supply and sanitary sewage disposal.
9. Transition areas and open space areas required by Section 4.10.



10. The location of any proposed cross-access easements.

E. Proposed Utility Methods. The preliminary plat shall provide the following utility information:

1. Sewage disposal. The preliminary plat shall state the type of sewage disposal facilities proposed and show a preliminary sewer layout identifying line sizes and manhole and cleanout locations. The preliminary plat shall identify the proposed system as public or private.
2. Water supply. The preliminary plat shall state the development's water supply. It shall include an ADWR water adequacy report or a written commitment of service from a water provider designated as having an adequate water supply, noted on the face of the plat, in accordance with A.R.S. §§ 9-463.01(M), 9-463.01(Q), and 45-108. The preliminary plat shall show the preliminary water-system layout, including fire hydrants, valves, meter vaults, and water-line sizes and locations.
3. Electric supply. The preliminary plat shall state the development's electric supply and show necessary easements, potential pole relocations, and existing or proposed lines.
4. Gas supply. The preliminary plat shall state the development's gas supply and show necessary easements.
5. Telephone service. The preliminary plat shall state whether telephone service will be provided and show necessary easements.
6. Garbage service. The preliminary plat shall state the development's garbage service.
7. Cable television. If applicable, the preliminary plat shall state the development's cable television service.

F. Environmental Assessment Data. The applicant shall submit an environmental site assessment for each preliminary plat application. The assessment shall provide a written and graphic analysis of the site's environmental characteristics to allow the Town to evaluate future use of the site. A Phase One Environmental Report shall identify any hazardous waste site within the proposed subdivision and include written reports and maps addressing the following:

1. The Phase One Environmental Report shall:
 - a. Describe the site and identify uses or activities that might indicate the presence of disposed hazardous substances.
 - b. Review readily available information, including engineering, regulatory, and historical records of the site, and interviews with current and past site owners, present and past tenants, and neighbors.
 - c. Review the site's and vicinity's regional geology and hydrology, including available records of groundwater contamination upgradient and downgradient from the site and available reports of compliance violations or contamination discharges in the vicinity.
 - d. Identify the locations of known environmentally adverse conditions within 1 mile of the property, including earth fissures.
 - e. Identify reference data, records, and source information.
2. The applicant's consultant shall:
 - a. Closely observe the site surface for evidence of potential contamination, including soil stabilization, discarded chemical containers, and vegetative distress.
 - b. Interview tenants on or adjacent to the site about their use of hazardous substances on the site.



- c. Investigate the registration status of existing underground storage tanks or drywells on or adjacent to the site.
- d. Identify adverse environmental impacts.
- e. Research the site and public records and reports to identify and locate geological subsidence fissures on or within 1 mile of the site.

4.5 Agency Review and Preliminary Plat Approval

The applicant shall provide the Town with the information needed to determine the character and general acceptability of the proposed development. The requirements in this subsection apply only to conventional plats for which rezoning is not a condition of approval. The applicant shall consult the Department about submittal requirements and rezoning procedures for subdivisions involving rezoning, a Planned Area Development (PAD), a Development Master Plan (DMP), or another land use exception.

A. Agency Review.

1. The Department shall schedule an Agency Review meeting after it receives a complete preliminary plat application.
2. After determining that the preliminary plat application is complete, the Department shall transmit the preliminary plat electronically to adjacent jurisdictions and other reviewing entities. Each reviewing entity shall transmit its written comments and recommendations to the Department.
3. The Department shall host an Agency Review meeting. The applicant may meet with representatives of applicable utilities and other interested governmental agencies to receive comments on the preliminary plat application.
4. At the Agency Review meeting, the applicant may receive written comments from the Department describing the revisions required for the Town to approve the preliminary plat.

B. Preliminary Plat Resubmission.

1. The applicant shall resubmit the preliminary plat electronically through the Online Services portal in the format specified by the Department. The resubmitted preliminary plat shall address the Agency Review comments and include all information requested or required by the reviewing agencies, as determined by the Department.

C. Preliminary Plat Review.

1. **Zoning.** The subdivision shall comply with the requirements of the zoning district in which it is located. If rezoning is necessary for the preliminary plat to comply with the zoning district regulations, or if the applicant seeks approval of a DMP or PAD, the property owner or authorized agent shall initiate that action concurrently with the preliminary plat application. The Town shall adopt any required zoning amendment before the Director approves the preliminary plat.
2. **Planning.** The subdivision shall comply with the design principles of this Article and the goals and objectives of the Camp Verde General Plan. If a General Plan amendment is necessary for the preliminary plat to conform to the applicable land use, circulation, or open space elements, the Town shall adopt the required amendment before the Director approves the preliminary plat.
3. **Utilities and Services.** Before the Director approves the preliminary plat, the subdivider shall review tentative concepts and possible requirements with the Arizona Department of Environmental Quality



(ADEQ), Yavapai County, the Public Works Department, the Town of Camp Verde Utilities Department, public utility companies, and Copper Canyon Fire and Medical to obtain general approval of the preliminary plat design.

D. Preliminary Plat Approval.

1. The Director shall approve or deny a complete preliminary plat application based on applicable objective standards and without a public hearing. When the applicant satisfies all requirements of this Article, the Director shall notify the applicant in writing of the preliminary plat approval.

E. Significance of Preliminary Approval. Preliminary plat approval authorizes the subdivider to submit the final plat and the improvement plans and specifications for the proposed development. Preliminary approval is subject to the following:

1. The basic conditions on which the Director grants preliminary plat approval shall not change substantially before the approval expires.
2. Preliminary plat approval is valid for 1 year from the date of approval. Before the approval expires, the subdivider may request a single extension of 1 year by submitting a letter stating the reason for the extension. The Director may grant the extension if the preliminary plat continues to comply with current Town development standards and the applicant pays the continuance fee. The applicant may appeal the Director's denial of an extension to the Board of Adjustment and Appeals.
3. Preliminary plat approval does not assure final acceptance of streets for dedication, continuation of existing zoning requirements for the development or its environs, or authorization to record the plat.

4.6 Final Plat and Improvement Plan Approval

This subsection governs the final design of the subdivision, engineering of public improvements, and submittal of the final plat, final reports, and plans for required subdivision improvements to the Town, County departments, and utility companies for review and approval.

A. Submittal Requirements.

1. Final Plat Preparation.

- a. The final plat shall comply with this subsection and substantially conform to the approved preliminary plat and applicable zoning applications.
- b. For pre-final review, the subdivider shall submit the final plat electronically through the Online Services portal in the format specified by the Department. The subdivider shall also submit the approved DMP or PAD, if applicable, and a transmittal letter stating "Pre-Final Review Requested." The Department shall review the plat for substantial conformity with the approved preliminary plat and transmit the pre-final submittal to reviewing agencies for written recommendations.
- c. For final review, the subdivider shall submit the final plat electronically through the Online Services portal in the format specified by the Department.

2. **Final Reports.** The subdivider shall submit a final drainage report, water and wastewater system design reports, final utility and road design plans, and Yavapai County-approved permits to construct.

3. **Improvement Plans.** The subdivider shall prepare and submit improvement plans, reports, and other documents in accordance with the Town of Camp Verde Design Standards. If the submittal is complete, the Department shall transmit the plans electronically to the appropriate reviewing departments,



agencies, and utility companies for review. Each reviewing entity shall provide its recommendations in writing.

4. **Deed Restrictions.** The subdivider shall submit the subdivision covenants, conditions, and restrictions (CC&Rs) for Town review with the final plat and improvement plan submittal. The CC&Rs shall provide for the disbanding of the homeowners association (HOA) and specify how the proposed streets, landscaping, storm drainage facilities, and other HOA assets will be maintained in perpetuity.
5. **Title Report.** When filing the final plat and improvement plan applications, the subdivider shall submit an American Land Title Association (ALTA) title report dated within the previous 60 calendar days and certifying that the applicant holds title to all land being subdivided.
6. **Filing Fees.** When filing the final plat and improvement plan applications, the subdivider shall pay the Town's final plat application fee, improvement plan review fee, and recordation fee, as established by the Council.

B. Identification Data. The final plat submittal shall include the following identification data:

1. The subdivision name and location by section, township, range, and county.
2. The name, address, and seal of the Arizona-registered land surveyor who prepared the final plat.
3. The scale, north arrow, and date of final plat preparation.
4. The property owner's name, address, and telephone number.
5. The name, address, and seal of the Arizona-registered civil engineer responsible for engineering the proposed subdivision.

C. Survey Data. The final plat submittal shall include the following survey data:

1. The plat corners shall be located on the monument lines of abutting streets. The boundaries of the land to be subdivided shall be fully balanced and closed and shall show all bearings and distances determined by an accurate field survey. The surveyor of record shall submit a properly stamped and signed computer closure showing the surveyor's registration number. The plat shall express all dimensions in feet and decimals of a foot.
2. The plat shall identify any parcel within or surrounded by the plat boundaries that is not part of the subdivision as "Not a Part of This Subdivision." The plat shall show all bearings and distances for that parcel, as determined by an accurate field survey, and shall express all dimensions in feet and decimals of a foot.
3. The plat shall identify and describe the cardinal points to which all dimensions, angles, bearings, and similar data are referenced. The plat shall tie each of 2 separate corners of the subdivision traverse by course and distance to separate section corners or quarter-section corners. An Arizona-registered land surveyor shall submit all subdivision survey data, including boundary bearings and distances and lot closure and area calculations, to the Town.
4. The plat shall show the location of all physical encroachments upon the tract boundaries.
5. The plat shall state the total gross acres of the subdivision and include benchmark and basis-of-bearing information.
6. The plat shall state the total number of lots, tracts, and parcels and the area of each lot, tract, or parcel in square feet. The plat may state the area of a lot, tract, or parcel larger than 10 acres in acres.



D. Descriptive Data. The final plat submittal shall include the following descriptive data:

1. The plat shall show the names, centerlines, rights-of-way, courses, lengths, and widths of all public streets, alleys, and utility easements. For curvilinear streets and alleys, the plat shall show radii, points of tangency, curve lengths, and central angles. The plat shall show the radii of all rounded street intersections.
2. The plat shall show all drainage easements and tracts on residential plats. No structure shall be allowed in a drainage easement or tract if it would obstruct drainage. The Town Engineer shall determine whether to dedicate major drainageways as drainage easements, rights-of-way, or tracts. A commercial or industrial plat that provides a self-contained, privately owned underground drainage system and structures shall provide private drainage easements within the site. A public drainage easement shall be provided for each retention basin that accepts drainage from a public street. A channel or wash within a residential or commercial project site that has a Q100 storm-event flow of 50 CFS or greater shall be contained within a drainage easement designated as a tract and preserved in its natural state where practical.
3. The plat shall number all lots consecutively throughout the plat. The plat shall designate, letter, or name and clearly dimension all tracts and parcels. The plat shall identify parcels that are not part of the subdivision. The plat shall state ownership and maintenance responsibility for common open space areas and tracts.
4. The plat shall show the location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public and clearly state the intended use of each site.
5. The plat shall identify all adjoining subdivisions by name and state the date, book, and page number of recordation. The plat shall identify an adjoining subdivision that is unrecorded as unrecorded.
6. The plat shall state any proposed private deed restrictions to be imposed on the plat or any part of it that pertain to the intended use of the land and are to be recognized by the Town.
7. The plat shall show and dimension all existing private easements within, on, or over the plat and state their use. The plat shall show the location and widths of all easements provided for public services, utilities, and drainage, and any limitations on those easements.
 - a. A final plat that provides drainage easements shall include the following notation: “No structure of any kind shall be constructed, nor any vegetation be planted or allowed to grow within, on, or over any drainage easement, which would obstruct or divert the flow of storm water. The Town may, if it so desires, construct and/or maintain drainage facilities on or under the land of the easement.”

E. Dedication and Acknowledgment.

1. **Dedication.** The final plat shall include a statement dedicating all streets, alleys, drainageways and drainage detention or retention basins, pedestrian and bicycle ways, and other easements for public use, including use by sanitation, utility, fire, and other emergency-related vehicles. The statement shall be executed by each person holding title of record, each person holding title as a vendee under a land contract, each spouse of those persons, each lienholder, and each other person having an interest in the property. If a lien encumbers land being dedicated, the lienholder shall also sign the plat. The dedication shall include the location of the tract by section, township, and range. If the plat contains private streets, the subdivider shall reserve a public easement that includes the right to install and maintain utilities in each approved private street and provides for refuse collection, fire service, and other emergency services.



2. Acknowledgment of Dedication. A notary public shall acknowledge and certify the execution of the dedication.

F. Final Plat Approval.

1. The Director shall approve or deny a complete final plat application based on applicable objective standards and without a public hearing. After approval of the improvement plans and related engineering documents, reports, and other information, the applicant shall submit the complete final plat electronically through the Online Services portal in the format specified by the Department, with all required parties' signatures.
2. After the Director's certificate of approval is placed on the plat, the Department shall retain the recording copy until the Town Engineer certifies that the improvement plans are approved and the Director determines that the subdivision improvement construction assurances are in the form and amount required by the Director. The subdivider shall also provide signed and notarized drainage or other restrictive covenants to the Department.
3. The Town shall record the final plat with the Yavapai County Recorder.

G. Required Certifications, Signatures, and Notes. The final plat shall include the following standard notations and certifications:

1. An assurance statement.
2. A conveyance and dedication statement.
3. A notary acknowledgment statement.
4. Town approval signatures.
5. The surveyor's certification.
6. A water adequacy statement on the face of the plat identifying either an Arizona Department of Water Resources (ADWR) water adequacy report or a written commitment of service from a provider designated as having an adequate water supply. The plat shall include the note required by A.R.S. § 9-463.01(M) or (Q), as applicable, and identify the applicable report or provider and commitment.
7. Deed restriction information stating: "Covenants, Conditions, and Restrictions for [name of subdivision], Camp Verde, Arizona, are recorded in [document recording number], Yavapai County Records."

4.7 Replats and Plat Amendments

A. General. The Director shall review and approve or deny replats and plat amendments based on applicable objective standards and without a public hearing.

B. Replats Involving Dedications, Improvements, or Abandonments.

1. A replat that dedicates land for a public street or any off-site improvements shall be processed in accordance with Section 4.6. Dedications shall comply with the procedures in [Section reference to be confirmed].
2. A replat involving the abandonment of a street, alley, public utility easement, or other recorded easement in a previously recorded subdivision shall be processed concurrently with or after recordation of the abandonment. If required, the replat of the affected area shall also be processed.



C. Lot Tie. The merger of 2 lots through a lot tie shall comply with the requirements and procedures of this Section.

D. Minor Land Division. The division of 1 lot into 2 separate parcels shall comply with Article 4 and shall be processed as a minor land division.

4.8 Abandonment of a Recorded Subdivision

A. Petition. The abandonment of all or part of a recorded subdivision approved under Arizona law may be initiated by a written petition to the Council. All owners of real property in the subdivision seeking abandonment of its streets, alleys, and easements shall sign the petition. The petition shall include the legal description and recording information for the subdivision.

B. Review and Abandonment of a Recorded Subdivision. The applicant shall file an application to abandon a recorded subdivision with the Town Engineer. The Town Engineer shall refer the application to appropriate Town staff and utility companies for recommendations. The Council may approve the abandonment of streets, alleys, and easements within the subdivision and adopt an abandonment resolution. After the applicant records the resolution with the County Recorder, the Town shall remove the subdivision from official maps.

C. Abandonment of a Public Right-of-Way or Public Use Easement.

1. An applicant may initiate abandonment of a public right-of-way or public use easement by submitting an application to the Council. All property owners adjacent to or whose land includes the public right-of-way or easement proposed for abandonment shall sign the application.
2. The Town Engineer shall review each application and make a recommendation. The Town Engineer shall consult appropriate Town staff and utility companies to evaluate the effect of the abandonment on existing and planned transit and utility systems in the area.
3. The Council may approve the abandonment of a street, alley, other public right-of-way, or public use easement. The applicant shall record the abandonment resolution with the County Recorder. Upon recordation, the right-of-way or public use easement is abandoned.

4.9 Subdivision Design Standards

A. Purpose and Design Principles. The purpose of this section is to create functional and attractive subdivisions, minimize adverse impacts on the community, and ensure that subdivisions conform to the community's expectations. Subdivision design standards shall guide the physical development and visual quality of the community and shall reflect these principles:

1. Subdivision design shall reflect, maintain, and enhance Camp Verde's friendly, small-town, rural character and its surroundings.
2. Subdivision design shall create a distinctive, high-quality environment.
3. Subdivision design shall encourage sustainable development.
4. Subdivision design shall provide the public utility infrastructure needed to accommodate new neighborhoods and structures and the needs of future occupants.
5. Subdivision design shall promote open space, preserve natural wash corridors, floodplains, hillsides, and vistas, and provide outdoor trail amenities.



6. Subdivision design shall promote connectivity among people, neighborhoods, community facilities and services, and the community's open space network.
7. Subdivision design shall encourage traditional neighborhoods and residential developments that vary in density, lot size, housing type, and architectural style, and provide open space.
8. Subdivision design shall provide and maintain a functional and efficient traffic circulation system.

B. General.

1. Every subdivision shall conform to the General Plan, this Ordinance, and applicable Arizona Revised Statutes. If 2 or more requirements conflict, the more restrictive requirement shall apply.
2. If an area proposed for development contains all or part of a park, school, flood control facility, or other public site shown on the General Plan or recommended by the Council, the site shall be reserved for acquisition by the appropriate agency for the period prescribed by A.R.S. § 9-463.01(D) and (E). The subdivider and the appropriate public agency should reach an agreement on the time, method, and cost of acquisition. The Town may consider dedication of the site by the developer.
3. Every subdivision and new development shall meet the Town's adequate public facilities requirements in [Section reference to be confirmed]. New subdivisions at the time of rezoning shall be subject to this Article and may also be subject to a development agreement.

C. Site Design Requirements.

1. General design. Every residential, commercial, and industrial subdivision shall meet the following requirements:
 - a. The development shall consider the General Plan, any area-specific plan approved for the site, and other regulations governing the land.
 - b. The development shall be based, among other criteria, on an environmental site assessment. To the maximum extent practicable, development and other disturbance shall be located to:
 - i. Preserve natural site features, including significant vegetation and rock outcroppings.
 - ii. Avoid environmentally sensitive areas, including slopes greater than 20%.
 - iii. Avoid undisturbed wash channels and minimize disturbance or alteration of natural features.
 - iv. Avoid disturbing significant native vegetation.
 - c. To the extent consistent with reasonable utilization of the land and applicable state and local regulations, the following areas shall be preserved as undeveloped open space:
 - i. Floodplains, as defined by state and local regulations, and natural watercourses with drainage areas greater than 50 acres.
 - ii. Habitat of endangered wildlife identified on federal or state lists.
 - iii. Land areas identified as containing subsidence fissures.
 - iv. Historic and archaeological sites.
 - d. The development shall be designed to:
 - i. Avoid adverse effects on groundwater and aquifer recharge.
 - ii. Limit cut and fill grading.



- iii. Avoid unnecessary impervious cover.
- iv. Prevent flooding.
- v. Provide adequate access to lots and sites.
- vi. Mitigate adverse effects of noise, traffic, drainage, and utilities on neighboring properties.
- vii. Conform to the requirements of a Stormwater Pollution Prevention Plan.

2. Residential subdivisions.

- a. Regardless of density, a single-family residential subdivision, condominium subdivision, or multifamily subdivision may be required to provide open space, drainage tracts, transition areas, landscaping, and physical connections to adjacent neighborhoods, the community open space network, and the trail system.
- b. A subdivision shall incorporate portions of the community open space network or trail system that are adjacent to or within the proposed development. The subdivider or developer shall construct these open spaces or trails as subdivision improvements. The trails shall be located in a tract and maintained by a homeowners' or property owners' association.
- c. Through the PAD process under Section 5.7, the Council may approve variations from the applicable zoning district's lot areas and dimensions, yards, and setbacks upon the required findings. The Council shall approve the variations before or in conjunction with preliminary plat approval.
- d. Landscaped areas shall be maintained between rear lot lines and street lot lines adjoining Arterial or Major Collector rights-of-way. The landscaped area shall extend to a depth equal to the streetside yard setback required by the subdivision's zoning district or 30 feet, whichever is greater.

3. Commercial and industrial subdivisions. Commercial and industrial subdivisions shall follow the design principles for residential developments. Building locations shall respond to topography. The subdivision shall consider drainage, traffic, noise, odors, and surrounding land uses when locating buildings; provide sufficient access; buffer adverse impacts; and provide open space and landscaping.

4. Open space.

- a. An approved DMP or PAD shall comply with its approved open space requirements.
- b. Open space means land that people can enjoy. Open space may include landscaped or hardscaped plazas; paseos and promenades connecting commercial parking areas to adjacent commercial uses; parking-area landscaping exceeding the landscaping required by this Ordinance; fountains and sitting areas intended to provide an open, park-like atmosphere; playgrounds; golf courses; bicycle and pedestrian trails, excluding sidewalks; and required transition areas. Open space does not include parking areas or vacant or undeveloped lots.
- c. Required open space shall be calculated based on the net acres of the subdivision, whether residential, commercial, or industrial. Net acres means total acres excluding land required for Arterial or Collector street right-of-way dedications, tracts, and school or public-site reservations.
- d. Open space shall be designed to be readily accessible to all lots.
- e. Retention and detention basins shall not qualify as required open space unless at least 50% of the active or usable area is above the 2-year-6-hour storm level. This limitation does not apply to commercial and industrial developments, which may count retention or detention areas as required open space.



- f. Retention and detention basins shall, where possible, have a natural character and comply with the Town’s requirements. The basins shall be constructed with natural materials. The design shall use terracing, berming, and contouring to naturalize the basin and improve its appearance.
- g. Tot lots, playgrounds, and similar facilities in retention or detention basins shall be located above the 2-year-6-hour stormwater surface level.
- h. Slopes of retention or detention basins in residential areas shall prevent erosion and appear natural. Slopes shall not exceed 1 foot vertical to 6 feet horizontal and shall meander at the top to avoid a rectangular appearance. The Town Engineer may approve modifications. In commercial and industrial areas, the Town Engineer may approve slopes not exceeding 1 foot vertical to 4 feet horizontal for basins that are not visible to the public.
- i. A retention basin with an actual retention area of less than 2 net acres shall not exceed a maximum depth of 3 feet below the top of the basin slope. A basin with an actual retention area greater than 2 net acres shall not exceed a maximum depth equal to 1% of the basin’s narrowest dimension. The total depth of a basin shall not exceed 4 feet without approval of the Town Engineer.
- j. A retention basin in a buffer-area tract shall not exceed a maximum depth of 2 feet.
- k. Underground retention shall be used when required on-lot retention volumes cannot be met with conventional surface retention basins.
- l. Pedestrian and bicycle paths shall be above the 2-year-6-hour storm event.
- m. Drainage channels with earthen or rock lining shall have side slopes no steeper than 1 foot vertical to 4 feet horizontal. In commercial and industrial areas, the Town Engineer may approve side slopes up to 1 foot vertical to 2 feet horizontal for channels that are not visible to the public and have a concrete or other impermeable surface lining.
- n. The following statement shall appear on the final plat of every subdivision with common-area retention basins: “All retention basins must be maintained to drain within 36 hours after a storm. The owners of any such basin failing to meet this requirement must take corrective action to bring the basin into compliance.”

Table 4.10-1 Required Open Space

Subdivision type	Required open space
[values to be provided]	[values to be provided]

5. Access.

- a. Every lot shall have frontage on a fully improved, publicly dedicated and accepted right-of-way that meets the Town’s street standards in [Section reference to be confirmed]. A private street meeting the Town’s street standards may provide lot frontage if the development is approved through the PAD process.
- b. A pathway for pedestrian or bicycle access to schools, playgrounds, shopping centers, transportation, or other community facilities shall have a minimum right-of-way width of 24 feet for circulation. A

D. Street Location and Arrangement.

- 1. The street system shall provide for safe, efficient, and orderly movement of traffic and pedestrians; meet, but not exceed, the needs of the present and future population served; use a simple and logical pattern



with a minimum number of cul-de-sacs; respect natural features and topography; and provide an attractive streetscape.

2. In residential subdivisions, the street system shall serve neighborhood needs, discourage through traffic on local streets, and provide connectivity to adjacent developments and unsubdivided land, as appropriate.
3. Roadways built to Arterial or Major Collector standards shall conform to the Circulation Element of the General Plan. The Town Engineer may recommend, and the Council may approve, such roadways where needed.
4. The street layout shall provide for continuation of streets designated by the General Plan or the Town Engineer. Local streets shall be designed to discourage through traffic. The Town may require pedestrian connectivity.
5. If a proposed subdivision abuts or contains an existing or proposed Arterial or Major Collector right-of-way, the plat shall include non-buildable landscaped parcels or tracts at least as deep as the base zoning district's minimum streetside yard setback or 30 feet, whichever is greater. The plat shall include non-vehicular access easements along the Arterial or Major Collector right-of-way.
6. Streets shall be arranged in relation to existing topography to create desirable lots of maximum utility, streets with reasonable gradients, and adequate drainage.
7. A private street approved through the PAD process shall be constructed to Town public-street specifications and placed in a separate street tract. The plat, deed restrictions, homeowners' association bylaws, and covenants, conditions, and restrictions shall state that the streets are private, are subject to an easement authorizing use by emergency and public service vehicles, and are the permanent responsibility of the homeowners' association. Before the Town accepts a proposed dedication of a private street, the street shall have been designed and constructed to Town public-street standards and maintained to current public-street maintenance standards, as determined by the Public Works Manager.
8. The Council may require alleys in commercial and industrial subdivisions. An alley, where required, shall have a minimum width of 20 feet.

E. Street Design.

1. General. Street design shall conform to the standards established by this Ordinance.
2. Private streets. A private street shall conform to the street design standards in this section unless the Council approves otherwise. A private street shall be located within its own parcel or tract and shall be approved only through a PAD. If site conditions require a unique design, the Town Engineer may recommend modifications to the Council.
3. Cul-de-sac streets.
 - a. A cul-de-sac shall be constructed as specified in [Section reference to be confirmed]. The Town Engineer or Copper Canyon Fire and Medical may recommend an equally functional design for vehicle turning and backing areas when extreme conditions justify the alternative.
 - b. A cul-de-sac shall not exceed 600 feet or 20 homes. A cul-de-sac may extend to 1,200 feet or 40 homes if all homes are fire-sprinklered. Length shall be measured along the street centerline from the intersection of the right-of-way lines to the farthest point of the turning circle.



- c. The Town may make an exception when topography justifies it. The Town shall not make an exception solely because the subdivision has restrictive boundary dimensions. In that case, the street pattern shall provide for extension to the adjoining unplatted parcel, and a temporary turnaround shall be installed.
- 4. Dead-end streets. The Town shall not approve a dead-end street unless the Town Engineer recommends it as necessary for future development of adjacent land.
- 5. Private access and driveways.
 - a. An access from private property to a dedicated street shall be constructed in accordance with permits issued by the Town.
 - b. A driveway shall have a minimum width of 12 feet and a maximum width of 40 feet at the property line. The width shall depend on whether the access serves residential, commercial, or industrial uses.
 - c. The Town Engineer shall determine minimum driveway spacing.
- 6. Street intersections.
 - a. A street intersecting an Arterial or Collector street shall intersect at an angle no more than 10 degrees from 90 degrees. An intersection of other streets shall be at an angle no more than 15 degrees from 90 degrees.
 - b. A local street intersecting a Collector or Arterial street shall have a centerline tangent section at least 150 feet long, measured from the major street's right-of-way line. A tangent section is not required if the local street curve has a centerline radius greater than 400 feet and its center is located on the major street right-of-way line. The Council may vary these standards upon the Town Engineer's recommendation when topographic conditions make another design necessary to achieve the best overall design and vehicle sight visibility.
 - c. An intersection shall not have more than 4 legs.
 - d. Street jogs with centerline offsets less than 125 feet are prohibited.
 - e. The Town Engineer shall determine minimum intersection spacing.
 - f. A 33-foot by 33-foot triangle shall be provided at each property-line corner of an intersection of 2 Collector streets, 2 Arterial streets, or an Arterial and a Collector street. A 20-foot by 20-foot triangle shall be provided at each property-line corner of an intersection of 2 local streets or of a local street and a Collector or Arterial street.
 - g. Every street intersection shall meet the minimum sight-distance visibility standards for horizontal curvature, vertical curvature, and other obstructions in the current edition of the American Association of State Highway and Transportation Officials (AASHTO) manual.
 - h. Berms, walls, monuments, signs, or landscaping more than 24 inches in height, measured from the top of the curb, shall not be located within an intersection sight triangle or stopping-distance area as defined in the current edition of *A Policy on Geometric Design of Highways and Streets*, published by AASHTO.
 - i. The Town Engineer may approve an exception based on terrain or another site-specific condition.
- 7. Street pavement and structural design.



- a. The traveled way of every street shall be surfaced with asphaltic concrete. Asphaltic concrete shall be placed using generally accepted construction techniques provided in Section 321 of the MAG Standard or in [Section reference to be confirmed].
 - b. The base and surface-treatment thickness for each street shall be based on soil analysis and pavement-thickness design recommended by the developer's geotechnical engineer in the soil report or provided in [Section reference to be confirmed], whichever is more structurally competent.
 - c. Every development shall submit a soil report and pavement recommendation prepared by an Arizona-registered geotechnical engineer. The pavement report shall recommend at least 2 alternative structural sections for each street and driveway classification. The developer may substitute additional asphalt for untreated base at a ratio recommended by the geotechnical engineer.
8. Landscaping. Landscaping shall be installed as specified in Section 8.2. Landscape materials, berms, walls, and other features shall be coordinated with street design to avoid obstructing sight lines or traffic-control devices.
9. Pedestrian circulation.
- a. Sidewalks shall be provided on both sides of every street in multifamily, commercial, and industrial zoning districts.
 - b. The Town Engineer may require meandering walkways to coordinate with adjacent improvements. A meandering walkway shall maintain a minimum distance of 1 foot from the property line or the back of the sidewalk easement. It shall be located curbside at all intersections and at all industrial, commercial, and multifamily driveways.
 - c. Unobstructed sidewalk widths shall comply with [Section reference to be confirmed] for the required street type.
 - d. Sidewalks shall be provided on both sides of every Arterial and Collector street, regardless of location, zoning, or the number of lots on the street.
 - e. Sidewalks shall be provided on at least 1 side of every local street within or abutting a single-family residential zoning district.
 - f. Sidewalks that complete existing or planned pedestrian linkages, or lead to a significant pedestrian generator, shall be located as required by an adopted pedestrian sidewalk or trail plan.
 - g. A sidewalk may be located outside the street right-of-way and within an easement.
 - h. The Town Engineer may approve an exception to a sidewalk standard if the circumstances of the application make sidewalks unnecessary or require a modification based on topography, adjacent existing or planned land uses, or another site-specific condition.

F. Lot Platting.

1. Conventional single-family residential lots shall not have a width-to-depth ratio greater than 1:3. The Town shall determine lot dimensions for individual residential lots in a cluster development or Planned Area Development (PAD) at the time of project approval.
2. All residential, commercial, and industrial lots shall be developable without a variance, waiver, or further discretionary approval from the Town. Before plat approval, the Town may require additional documentation, including engineered concept plans, for lots with questionable developability.



3. Corner residential lots shall generally be designed larger to accommodate the increased setback requirements in Section 5.5.
4. Residential side lot lines shall be substantially at right angles or radial to street lines, except where the Town Engineer determines that other treatment is justified by site-specific conditions.
5. Residential lots that extend through a block and have frontage on 2 parallel streets shall not be permitted if both streets are local streets or if 1 street is a local street and the other is a collector street. The Town Engineer may approve an exception based on site-specific conditions.
6. The Town Council may deny creation of a lot where steep topography exceeding 15% in grade, unusual soil conditions, drainage problems, abrupt changes in land use, traffic safety concerns based on sight and visibility, or inadequate public facilities would prevent the lot from being buildable without a variance or waiver.
7. Individual residential lots on curvilinear streets shall have rear lot lines consisting of a series of straight lines, with points of deflection at the junction of the side and rear lot lines, unless the Town Engineer approves otherwise.

G. Easement Planning.

1. Easements shall be required for all private utilities outside street rights-of-way. Easements shall be placed along lot lines as required by the Utilities Director or the utility companies.
2. If a stream or important surface drainage course abuts or crosses a development, the applicant shall dedicate a drainage easement wide enough to permit widening, deepening, relocating, protecting, and maintaining the watercourse. The Town Engineer shall approve the easement width and, where appropriate, shall obtain approval from the Yavapai County Flood Control District based on a hydrological analysis of a 100-year, 24-hour-frequency storm.
3. All drainage channels, washes, or ditches that convey a 100-year-frequency storm flow volume exceeding 50 cubic feet per second shall be designated as tracts with drainage easements and preserved as natural floodplain areas where practical. If the Town Engineer determines that topographic conditions and wash alignments on the parcel would result in extraordinary development constraints, the Town Engineer may accept a drainage easement without a tract designation.
4. All stormwater retention basins shall be designated as drainage easements or tracts.
5. The Town Engineer and Public Works Director shall require vehicular cross-access easements where necessary to address lot-planning issues, minimize driveway locations, and provide vehicular accessibility to adjacent properties.
6. The applicant shall provide a sidewalk easement at least 5 feet wide when the proposed sidewalk is not within the public right-of-way. The Town Engineer shall determine the final sidewalk easement width.

H. Street Naming.

1. Street names shall comply with the overall Yavapai County street-naming system for section-line and half-section-line roads and with **[Section reference to be confirmed]**.
2. Street names shall be consistent with the natural alignment and extension of existing named streets.
3. The developer shall propose street names with the preliminary plat submittal. The Planning and Zoning Commission shall recommend the names, and the Town Council shall approve them.



4. Street-name signs shall be placed at all street intersections and shall be in place when the street pavement is ready for use. Design, construction, location, and installation shall conform to [Section reference to be confirmed].

I. Drainage.

1. The applicant shall make proper and adequate provision for stormwater disposal, including grading of private property and public streets. Existing major watercourses shall be maintained as drainageways and preserved in their natural states where practical.
2. Post-development flows shall not exceed pre-development flows in peak runoff, volume, or velocity. The applicant shall not concentrate sheet flows without downstream off-site control.
3. If drywells are necessary, the applicant shall space them as far apart as possible and shall use no more than 50% of the percolation capacity when calculating the required number of drywells. The applicant shall prepare a private maintenance plan for routine inspection and maintenance, subject to approval by the Town Engineer.

J. Sanitary Sewage Disposal.

1. A subdivision within the Town sewer service area shall install sewer collection lines, and each dwelling unit shall connect to the collection system. If no sewer main is available when the final plat is submitted, the applicant shall install a septic system or alternative treatment system in accordance with standards established by Yavapai County Environmental Services.
2. A subdivision outside the Town sewer service area shall submit a sewer service plan acceptable to Yavapai County Environmental Services and the Arizona Department of Environmental Quality.
3. Yavapai County Environmental Services shall approve septic tanks.
4. The Town Engineer, Yavapai County Environmental Services, and the Arizona Department of Environmental Quality shall approve sewer lines.
5. Service stubs for underground utilities to platted lots within the subdivision shall be placed behind the right-of-way line or 2 feet behind the public utility easement, whichever is greater.
6. The applicant shall extend sanitary sewer lines to the plat boundaries to provide service connections to abutting unsubdivided land.
7. Each developable lot shall have a separate sewer service lateral, except a lot served by an approved septic system.

K. Water System.

1. The applicant shall supply potable water to each lot or building unit in sufficient volume and pressure for domestic use and fire protection. The Town Engineer, Utilities Director, and Fire Marshal shall provide written approval of the design and construction of all facilities relating to the supply, storage, transmission, treatment, and distribution of potable water within or outside the subdivision.
2. The applicant shall submit, for a plat, an Arizona Department of Water Resources water adequacy report or a written commitment of service from a provider designated as having an adequate water supply. The applicant shall note the applicable water adequacy information on the face of the plat.
3. All design and construction shall meet applicable Arizona Department of Environmental Quality, Town, and Yavapai County Environmental Services Department specifications and requirements in force at the time of plan review and approval. If the Town determines that specifications or requirements not in force at



the time of plan review are necessary for the orderly and proper development of any portion of the water system, the Town reserves the right to enforce those specifications and requirements to protect the public welfare.

4. The Town may require the subdivision developer to supply the public water system with potable water from new sources and new water storage facilities in amounts sufficient to offset the demand imposed on the existing or planned public water system by property owners or building units within the subdivision.
5. The Town assumes no liability for providing water to a proposed or actual subdivision.
6. The Copper Canyon Fire and Medical District and Fire Marshal establish water specifications and requirements relating to fire protection.
7. The minimum water-line size shall be 6 inches without hydrants and 6 inches if the line is looped with hydrants. Water lines at least 8 inches in size shall be required on dead-end hydrant lines longer than 300 feet.
8. Valves shall meet the following requirements:
 - a. A minimum of 3 valves shall be provided at crosses, 2 valves at tees, and 1 valve at each fire hydrant tee.
 - b. Shutdown valving shall be arranged so that no more than 4 valves are required to shut down any section of waterline.
 - c. A water-line shutdown shall not take more than 30 homes or 2 fire hydrants out of service.
9. Water services shall meet the following requirements:
 - a. The minimum service tap, service pipe, and meter shall be 3/4 inch and shall serve only 1 property.
 - b. For cul-de-sacs longer than 600 feet, a minimum 1-inch service tap, pipe, and meter serving a single property shall be required for fire-sprinklered residences.
 - c. Service stubs for underground utilities to platted lots within the subdivision shall be placed behind the right-of-way line or 2 feet behind the public utility easement, whichever is greater.
10. Fire hydrant spacing shall not exceed 400 feet in single-family residential areas or 300 feet in all other residential, commercial, and industrial areas. Fire hydrants shall be required along arterial and major collector roadway frontages at a minimum spacing of 660 feet and shall be located alternately on each side of the road.
11. The applicant shall extend water distribution lines to the plat boundaries to provide service connections to abutting unsubdivided land.

L. Street Lights.

1. Street-light fixture type and height shall meet the specific criteria established by the Town of Camp Verde Lighting Ordinance, [Section reference to be confirmed]. Street lights shall be installed at all neighborhood entrances and at other locations specified by the Town Engineer. The Town Engineer shall coordinate determinations of the need for lighting with the Town Marshal and the Development Services Department.

M. Public Utilities.



1. Except as exempted under [Section reference to be confirmed], all existing and new utility and telephone lines, electric utility distribution feeders, cable television lines, and other communication and utility lines adjacent to or within new residential, commercial, or industrial subdivisions or other areas to be developed within the Town shall be installed underground when the property is developed, as part of the required off-site and on-site improvements. The developer shall pay the cost of underground construction in accordance with the serving utility's underground policy.
2. If subdivision development makes it necessary to relocate, renew, or expand existing facilities within or adjacent to the platted area, the subdivider shall make the necessary arrangements with the serving utility to place the installations underground. The subdivider shall arrange with the serving utility for underground service lines to approved street-light locations and shall pay their cost.
3. Service stubs for underground utilities to platted lots within the subdivision shall be placed to the right-of-way line or the public utility easement, whichever is greater.
4. The applicant shall extend underground utilities to the plat boundaries to provide service connections to abutting unsubdivided land.

4.11 Improvement Requirements

A. Purpose. The purpose of this section is to define the subdivider's responsibility for planning, constructing, and financing improvements and to establish procedures for review and approval of those improvements.

B. General.

1. The subdivider shall be responsible for all costs, including review fees, for installing improvements required as a stipulation of zoning, preliminary plat, or site plan review. Required improvements shall include, but shall not be limited to:
 - a. Public or private sewers.
 - b. Public or private water supply systems.
 - c. Grading, drainage, and storm drains.
 - d. Streets and private access ways.
 - e. Alleys, where applicable and approved.
 - f. Utilities.
 - g. Street lights.
 - h. Monuments.
 - i. Landscaping.
 - j. Traffic signals.
2. The subdivider shall improve all streets and public easements within the subdivision boundary lines to the cross-sections, grades, and standards in [Section reference to be confirmed], or as approved by the Town Engineer. Where streets exist adjacent to the subdivision, subdivision streets shall be improved to the matching paving line of the existing streets or to a matching line determined by the Town Engineer.
3. If a subdivision includes a major street that is unpaved, or if no paved street connects the subdivision to a paved major or collector street, the subdivider shall construct an interim paved, 2-lane street 24 feet



wide, with an approved pavement transition taper, to a standard approved by the Town Engineer for the major street, collector, or local street right-of-way, extending to the nearest paved major or collector street.

4. If an interim access road is required, the subdivider shall install temporary paving in compliance with the pavement recommendations in a geotechnical report. The interim road shall have sufficient culverts and drainage facilities to allow a 25-year-frequency storm to pass under the road section and a 100-year-frequency storm to pass over the road section at a water depth not exceeding 6 inches.
5. Dead-end streets extending 200 feet or more and dead-end interim access roads shall be graded and surfaced with a temporary 40-foot-radius turning circle at the road terminus.
6. The subdivider shall make the necessary arrangements with each serving utility company for installation of underground facilities. The subdivider shall submit letters of verification from the serving utility companies to the Town Engineer when the subdivider submits the final subdivision plat for approval. The letters shall indicate that the appropriate arrangements have been made.
7. The subdivider shall install permanent monuments in accordance with current Town standards at all corners, angle points, and points of curve; at all street intersections; and at all corners, angle points, and points of curve of all conservation easements. After installation of all improvements, a Registered Land Surveyor shall check the monument locations and certify their accuracy.
8. The subdivider shall set iron pipes at all lot corners, angle points, and points of curve for each lot within the subdivision within 1 year of final plat approval and before any lot sales. The subdivider shall set permanent brass-cap-in-concrete monuments for all subdivision points located in public rights-of-way. The subdivider shall place those monuments in accordance with MAG standards.

C. Submittal Requirements.

1. General.

- a. The subdivider shall have a Professional Engineer prepare complete engineering plans and reports for construction of all required improvements. A Registered Landscape Architect shall prepare complete landscape plans. The plans shall be based on the approved preliminary plat, prepared in conjunction with the final plat, and comply with applicable Town, County, and State standards.
- b. The applicant shall submit improvement plans electronically through the Online Services portal in the format specified by the Department. The plans shall use scales that depict existing features, proposed construction, and other required information clearly and without clutter. Water system, sewer system, and street paving improvements shall be drawn at a horizontal scale of 1 inch equals 20 feet, 30 feet, or 40 feet and a vertical scale of 1 inch equals 2 feet, unless the Town Manager approves another scale. Plans for other purposes may use a larger or smaller scale.
- c. Water improvement plans shall be submitted separately and shall also appear on the paving plans. Paving and sewer plans may be combined. The applicant shall submit separate grading and drainage plans.

2. Improvement Plan Submittal Requirements.

- a. The applicant shall submit the following materials as an initial submittal with the final plat:
- b. Improvement Plan Fee.
- ii. Final Plat Review Fee.



- iii. Final plat.
- iv. Water improvement plans.
- v. Sewer improvement plans.
- vi. Paving, grading, and drainage improvement plans.
- vii. Landscape improvement plans.
- viii. Drainage report.
- ix. Soils report.
- x. Traffic report.
- xi. Boundary closure.
- b. The final plat shall be in final form and include all information, including the dedication statement, ratifications, and signature blocks.
- c. The applicant shall pay the required plan review fees at the time of the second plan submittal.
- d. For subsequent submittals, the applicant shall submit redline check prints electronically in addition to the materials required by the transmittal sheet.
- e. The applicant shall submit the following final materials electronically:
 - f. Improvement plan and landscape plan cover sheets.
 - ii. Final plat.
 - iii. Final plat in 11-inch by 17-inch format.
 - iv. Final landscape plan in 11-inch by 17-inch format.
 - v. Title report current to the date of final plat recordation.
 - vi. Assurance of Construction.
 - vii. Utility company clearance letters.
 - viii. Copies of approved engineering reports.
 - ix. Electronic versions of all documents.

3. Landscape Plan Submittal Requirements.

- a. A Registered Arizona Landscape Architect shall prepare the final landscape plan. The plan shall identify the developer and project engineer and shall be submitted with the final plat and improvement plan submittal. At a minimum, the plan shall include:
 - b. Final irrigation plans.
 - ii. The location of all proposed plant species and inorganic covers, sidewalks, paths, curbing, fencing, walls, benches, ramadas, fountains, and waterways. For fencing and walls, the plan shall include a final graphic representation of the proposed fencing and wall themes.
 - iii. Right-of-way landscaping. The applicant shall landscape the entire area of the right-of-way between the street property line and the back of curb or pavement, except for approved driveways, walkways, and bicycle paths.



- iv. A list of all proposed plant species and inorganic ground covers.
- v. A list of the sizes of all proposed plants and inorganic ground covers.
- vi. The exact quantities of each plant species and inorganic ground cover by size. The plan shall state the total number of proposed trees, shrubs, and ground cover plants. For trees and shrubs, the plan shall state the quantity in each size.
- vii. The material types, width, and depth of the trail surfacing for all proposed paths, trails, and sidewalks.
- viii. The type and location of all proposed common walls and fencing, including subdivision perimeter walls and fencing, and entry monumentation. The plan shall identify the exact materials proposed for all fencing, walls, and entry monumentation. The applicant shall submit any separate wall and fence sheet electronically through the Online Services portal with the improvement plan submittal. Walls, fences, and other structures more than 2 feet in height shall not be located within vehicular sight-line triangles, rights-of-way, or easements.
- ix. Existing lots, streets, fences, walls, wells, and other applicable features.

4. Report Submittal Requirements.

- a. **Final Drainage Report.** The applicant shall submit a complete final Phase III drainage report electronically as part of the improvement plan submittal for all development. The report shall not be an addendum to the preliminary drainage report. The report shall follow the previously described format and include all items in the Camp Verde Final Drainage Report Checklist and [Section reference to be confirmed]. The Town Engineer may require additional information for projects requiring additional Flood Control District agency review.
- b. **Water Design Report.** The applicant shall submit the final water design report electronically with the final plat. The report shall include:
 - c. Additional water improvements needed for a new source, storage, transmission, and distribution.
 - ii. The location and size of the closest existing water line. The report shall also state static and residual pressures and identify the locations where measurements were taken at all nodes, fire hydrants, and connection points between water mains of different sizes.
 - iii. The location of all existing fire hydrants within 1,000 feet of the proposed subdivision and the number and location of all proposed fire hydrants.
 - iv. Line sizes and flow calculations for each use classification.
- v. **Wastewater Design Report.** The applicant shall submit the final wastewater design report electronically with the final plat. The report shall include:
 - vi. Additional wastewater improvements needed to treat, pump, or collect wastewater for delivery to the Town treatment plant. The report shall detail the proposed and downgradient collection system and demonstrate that the system has adequate capacity.
 - vii. The location and size of the closest sewer main.
 - viii. Main sizes and flow calculations for each pressure and gravity main, and lift station design standards and calculations, if needed.



- ix. **Geotechnical Report.** The applicant shall submit a geotechnical report electronically. The report shall identify special geotechnical hazards and provide recommendations to mitigate those hazards in connection with proposed grading, foundations, pavement design, and other construction. At a minimum, the report shall address:
 - x. Geotechnical hazards, including earth fissures, expansive soils, soil creep, landslides, and groundwater.
 - xi. Grading and foundations, including data on the distribution and engineering characteristics of soil materials; groundwater levels; an opinion on the geotechnical feasibility of the development as planned; recommendations for mitigation of geotechnical hazards; grading criteria; cut and fill slope design criteria; foundation design criteria; and other pertinent information.
 - xii. Pavement design, including data on the distribution of subgrade materials and the testing method used to determine soil classifications and characteristics. The report shall state the design procedure and all assumptions used to determine the pavement section. The selected design procedure shall not result in a pavement section smaller than the minimum allowed by [Section reference to be confirmed].
- e. **Traffic Studies.**
 - f. A Professional Engineer registered in Arizona and experienced in the regular practice of transportation engineering shall prepare all traffic study information. The Engineer responsible for preparing traffic analysis letters and reports shall seal them.
 - ii. The applicant shall submit a traffic impact analysis electronically with the preliminary plat. The electronic report shall be a complete reproduction of the original report prepared by the Engineer, with all figures and appendices presented in the same manner and scale as the scaled original.
 - iii. The applicant shall calculate all trip generation analyses using the latest edition of the Trip Generation report published by the Institute of Transportation Engineers, unless the Town Engineer approves an alternative method in advance.
 - iv. The applicant shall provide a complete traffic study if the development generates 100 or more peak-hour trips. If the development generates fewer than 100 peak-hour trips, the Town Engineer may require a letter sealed by the Engineer documenting the trip-generation calculations in lieu of a complete traffic study. The Town Engineer may require a partial or complete traffic study for a project generating fewer than 100 peak-hour trips if unique site conditions, existing traffic conditions, or safe access concerns warrant the study.
 - v. The applicant shall prepare a complete traffic study in accordance with the most recently published version of the ADOT Traffic Impact Procedures and the following additional requirements:
 - a. Background traffic volumes used in the analysis shall include other developments in the area that the Town has approved or that are likely to occur based on their status in the approval process.
 - b. The applicant shall collect “existing conditions” traffic volume data in the field no more than 1 year before the date of the traffic study’s first submittal for review, unless the Town Engineer approves otherwise. If a project returns to the pre-application stage for any reason or remains dormant for more than 6 months, the Town Engineer may require an updated traffic study, which shall be considered a first submittal. The Town Engineer may require updated “existing conditions” traffic volume data at any time during review if a significant change in traffic patterns warrants the data.



- c. The applicant shall adjust the proposed project or mitigation measures as necessary to maintain acceptable Levels of Service for all movements. Unless the Town Engineer approves otherwise, the minimum acceptable Levels of Service are:
- d. Level of Service “C” for all movements on an existing or proposed public road.
- ii. Level of Service “C” for all movements at the intersection of a site driveway or public roadway with a public local or collector roadway.
- iii. Level of Service “E” for all movements at the intersection of a site driveway or private roadway with a public arterial roadway.
- iv. The Town Engineer or Public Works Director may require additional information based on the nature of the project.

D. Improvement Plan Review Process.

1. The applicant shall submit plans electronically through the Online Services portal. The Department shall distribute the plans to appropriate reviewing agencies.
2. The Director shall review improvement plans and reports based on applicable objective standards, including accuracy, completeness, compliance with the approved preliminary plat or site plan, applicable Town requirements, and applicable stipulations. The review shall be administrative and shall not include a public hearing. The Town Engineer shall review engineering matters and may provide technical comments.
3. The Department shall return improvement plans, reports, and other documents to the Engineer and Landscape Architect of record for corrections, additions, or revisions.
4. Before final plat approval and recordation, as applicable, the applicant shall submit or complete the following:
 - a. An engineering-plan approval signature block signed by the Town Engineer.
 - b. A Development Agreement between the Town and subdivider, if required.
 - c. A letter of agreement between the serving utilities and the subdivider.
 - d. Required assurances for construction, such as a performance bond, cash, or irrevocable letter of credit; sewer buy-in fees; cash in lieu of construction; and any shared-cost participation fee.
 - e. Developer cost-participation agreements and fees.
 - f. All other easements, maps of dedication, warranty deeds, and other legal documents that require recordation.
 - g. Evidence of adequate water supply as required by applicable law: an ADWR water adequacy report or a written commitment of service from a provider designated as having an adequate water supply. The applicant shall note the applicable report or commitment on the face of the plat.
5. If the engineering plans have not been approved within 90 days, the Director may require the applicant to resubmit the final plat and plans for review under the applicable objective standards.

E. Deferred Improvements.

1. **Subdivisions of 4 or Fewer Parcels.** The Town Engineer may defer frontage improvements when the Town Engineer determines that deferral is appropriate. The Town Manager may allow deferral upon finding



that construction is impractical because of physical constraints, the timing of future adjacent improvements, or the absence of similar improvements in the surrounding neighborhood. If improvements are deferred, the subdivider shall pay cash in lieu of construction for the future installation of all improvements, as determined by the Town. Deferral shall not relieve the owner of any other specific requirement of the final plat or this Article.

2. Remainders. If a remainder is included in a final plat, the subdivider may enter into an agreement with the Town, upon the Town Engineer's recommendation, to construct improvements within and along the exterior boundaries of the remainder at a future date and before issuance of a permit or other entitlement for development of the remainder. The subdivider shall pay for the improvements. If the parties do not enter into an agreement, the Town may require completion of the improvements within a reasonable specified time after approval of the final plat if the Town finds that completion is necessary for either of the following reasons:

- a. Protection of public health and safety.
- b. The required construction is a mandatory prerequisite to orderly development of the area.

F. Assurances by Subdivider.

1. Agreement by Subdivider.

- a. The subdivider may construct improvements for an approved development in practical increments in accordance with a phasing plan approved by the Council, subject to provisions for satisfactory drainage, traffic, circulation, utilities, landscaping, and other elements of the total development plan.
- b. The subdivider shall construct improvements in accordance with plans approved by the Town and complete them within the agreed time.
- c. The subdivider shall provide adequate Assurance for Construction for each phase in accordance with this Article and to the satisfaction of the Town and Town Attorney.
- d. After the Town issues a construction permit for improvements secured by an Assurance of Construction, the subdivider shall proceed with the work without interruption until the Town accepts the improvements.
- e. If construction activity shown on approved plans is discontinued for 180 days or the subdivider does not complete it within the agreed time, the Town may complete the construction. The Town shall recover the cost of completing the project from the subdivider.
- f. If the Town determines that delaying required development improvements to coordinate with adjacent work serves the Town's interests, the Town may require the developer to pay the estimated cost of the improvements in lieu of constructing them. The Town shall specify the payment date.

2. Assurances of Construction.

- a. At the time of application for final subdivision approval, the applicant shall provide cash, a performance bond from a corporate surety licensed to do business as a surety in Arizona, or an irrevocable letter of credit. The assurance shall secure satisfactory construction, installation, and dedication of required improvements. The assurance amount shall equal 110% of the cost of installing the improvements and materials necessary to complete the subdivision, including a 10% contingency.



- b. The financial assurance shall comply with statutory requirements and shall be satisfactory to the Town Attorney as to form, sufficiency, and manner of execution. The assurance shall incorporate the entire period within which the applicant shall complete the required improvements. The assurance document shall automatically extend annually until the Town Engineer formally accepts the improvements.
- c. The Town shall retain 10% of the total cost of off-site improvements for 1 year from the date the Town accepts the improvements.

G. Construction and Inspection.

- 1. The applicant shall construct all public and private improvements to the latest Town of Camp Verde standards.
- 2. The applicant shall construct all improvements under Town inspection and approval. Construction shall require a Town construction encroachment permit. The applicant shall not begin construction before the Town issues the permit. If work is discontinued for any reason, the applicant shall notify the Town before resuming work.
- 3. The applicant shall install utilities in public dedicated rights-of-way, public utility easements, or easements the landowner specifically dedicates for that use and maintenance.
- 4. The applicant shall install underground utilities in streets and public access ways before surfacing the street or private access way.
- 5. The developer shall provide an Arizona-registered Engineer to be present at the site for sufficient time to assess compliance with the plans and specifications for each construction element.
- 6. The developer shall notify the Town at least 48 hours before construction begins at the project site.
- 7. The developer shall notify the Town when all underground utilities within the street right-of-way are complete and before street preparation work begins. The developer shall submit interim as-built plans for the utilities and all passing test results for review. After the Town reviews and approves the submitted information, the developer may proceed with street improvements.
- 8. The developer's Engineer shall request Town personnel to inspect the subgrade base before the applicant places overlaying materials. Town inspectors shall also conduct periodic inspections during construction. An inspection or approval does not constitute Town acceptance of an improvement for maintenance.
- 9. The developer's Engineer shall submit weekly progress reports to the Town during construction. The reports shall include the results of all tests performed during the week.
- 10. The applicant shall conduct testing during construction as required by the Town.
- 11. Before undertaking work in a public right-of-way, the applicant shall submit a Temporary Traffic Control Plan for review and approval and obtain an Encroachment Permit from the Town.
- 12. The applicant shall install all required traffic control devices, street name signs, and pavement markings before opening a street to public use. The applicant shall barricade and sign paved streets that are not open to public use with "construction access only."

H. Subdivision Improvement Acceptance.

- 1. **General.** After completion of all subdivision improvements and installation of monumentation, Town personnel shall perform a final inspection.



2. Final Inspection. At completion of the project, the developer shall request a final inspection from the Town. When requesting the inspection, the developer shall submit the as-built drawings electronically through the Online Services portal in the format specified by the Town Engineer, including PDF and AutoCAD formats. An Arizona-registered Engineer or Surveyor shall certify the as-built drawings. The developer shall also submit a final engineering report and a 2-year construction assurance warranty.

3. Final Report. The developer's Engineer shall compile and submit a final report upon completion of the project. The report shall include:

- a. A brief statement describing project testing and whether observations and tests indicate that the materials in place comply with the plans and specifications.
- b. A summary of all field density and compaction tests on trench backfill, street subgrade and base material, and fill material.
- c. Asphalt and pavement mix designs and all results of Marshall, gradation, asphalt-content, and compaction tests.
- d. All concrete mix designs and all test results for air content, slump, unit weight, and compressive strength at 7 and 28 days.
- e. All line-pressure, bacteria, and manhole test information.
- f. Any other tests or information required by the specifications or that may add to the integrity of the report.

4. Acceptance Procedure.

- a. Town personnel shall conduct a final inspection of all public improvements in the project. The Town shall notify the developer of any items that do not conform to Town specifications. The developer shall bring those items into conformance.
- b. Town personnel shall review the as-built plans and final report. If Town personnel need additional information, they shall identify it and return the plans to the developer for revision and final submittal.
- c. After the public improvements pass final inspection, the as-built plans and final report are stamped and approved, and the developer provides the 2-year construction warranty, the Town Engineer shall accept the public improvements for maintenance.

5. Warranty Period for Public Improvements. The warranty period shall begin on the date the Town Engineer approves and accepts the public improvements. During the warranty period, the developer shall repair the public improvements. Town personnel may inspect the public improvements periodically and shall notify the developer of necessary repairs. The developer shall complete the repairs before the warranty period ends. After the warranty period ends and the developer completes all necessary warranty repairs, the Town shall release the remainder of the assurance retained by the Town.



Article 5 – Zoning Districts

5.1 Zoning Districts Established

A. Districts. The Town is divided into the zoning districts listed in Table 5.1-1. The purpose of each district is stated in Section 5.3.

Table 5.1-1 Zoning Districts

Code	District Name	Minimum Lot Area
R1L	Residential: Single-Family Limited	7,500 sq. ft.
R1	Residential: Single-Family	10,000 sq. ft.
R2	Residential: Multiple Dwelling Units	7,500 sq. ft.
RR	Residential-Rural (formerly RCU)	2 acres
RS	Residential and Services	7,500 sq. ft.
A-1	General Agriculture	2 Contiguous Acres (87,120sq.ft.)
A-2	Agricultural Preservation	5 Contiguous Acres (217,800 sq. ft.)
C1	Commercial: Neighborhood Sales and Services	7,500 sq. ft. residential; 2,500 sq. ft. nonresidential
C2	Commercial: General Sales and Services	7,500 sq. ft. residential; 2,500 sq. ft. nonresidential
C3	Commercial: Heavy Commercial	2,500 sq. ft.
PM	Performance Industrial	20,000 sq. ft.
M1	Industrial: General	7,500 sq. ft.
M2	Industrial: Heavy	7,500 sq. ft.
OS	Open Space Resource Conservation	[To be determined]
CF	Community Facilities	[To be determined]
PAD	Planned Area Development	As approved (Section 5.7)
IO	Interchange Overlay	[To be determined]

B. District Groups. In this Ordinance, “residential districts” means R1L, R1, R2, RR, and RS; “agricultural districts” means A-1 and A-2; “commercial districts” means C1, C2, and C3; “industrial districts” means PM, M1, and M2; and “special districts” means OS, CF, PAD, and IO.

Drafting Note: The district list follows the “CV Use Table” workbook (April 23, 2026, with C. Green edits). The single AG column in the workbook is divided into A-1 General Agriculture and A-2 Agricultural Preservation as established by the Agricultural Zoning Districts draft. OS, CF, and IO are listed in the workbook but no purpose statements, use assignments, or dimensional standards were provided; the Town shall supply them before adoption. The RR district name follows the workbook (“Residential-Rural, formerly RCU”).

5.2 Official Zoning Map

A. Adoption. The boundaries of the zoning districts are shown on the Official Zoning Map of the Town of Camp Verde, which is adopted by reference as part of this Ordinance. The Department shall maintain the Official Zoning Map and make it available to the public.

B. Amendments. The Official Zoning Map may be amended only by a zoning map amendment under Section 3.4. The Department shall update the Official Zoning Map within 30 calendar days after a zoning map amendment takes effect.

C. Boundary Interpretation. If the location of a district boundary is unclear, the Director shall determine the boundary under Section 2.2.E using the following rules:



1. A boundary shown as following a street, alley, or right-of-way follows its centerline.
2. A boundary shown as following a lot line, section line, or Town limit follows that line.
3. A boundary shown as following a watercourse, including the Verde River and its tributaries, follows the centerline of the channel and moves with it.
4. A boundary shown parallel to a street or other feature is located at the distance shown on the map or, if no dimension is shown, at the distance determined by the map scale.

D. Vacated Rights-of-Way. When a street or alley is abandoned, the zoning district on each side extends to the new property line.

E. Annexed Land. Land annexed to the Town shall be assigned the Town zoning district that permits densities and uses no greater than those permitted by the county immediately before annexation, as required by A.R.S. § 9-471(N), until the Council rezones the land under Section 3.4.

5.3 District Purposes

A. R1L Residential: Single-Family Limited. The R1L district provides for single-family residential development of site-built and modular homes on lots of at least 7,500 square feet while preserving the rural character and quality of life of the Town. The district regulations ensure compatible development, protect surrounding properties, and provide adequate access, open space, infrastructure, and other essential services consistent with the General Plan.

B. R1 Residential: Single-Family. The R1 district provides for single-family neighborhoods of site-built, modular, and manufactured homes on lots of at least 10,000 square feet, compatible with existing and planned development.

C. R2 Residential: Multiple Dwelling Units. The R2 district provides for a variety of housing types, including single-family homes, duplexes, triplexes, fourplexes, and townhomes, at medium densities, while maintaining neighborhood character and minimizing impacts on surrounding properties.

D. RR Residential-Rural. The RR district provides for low-density, large-lot residential living on lots of at least 2 acres, including site-built, modular, and manufactured homes. The district encourages hobby farming and small-scale agriculture while preserving the Town's rural character, open space, and natural resources.

E. RS Residential and Services. The RS district provides for a mix of residential uses and limited, neighborhood-scale services that are compatible with nearby homes.

F. A-1 General Agriculture. The A-1 district accommodates low-density rural residential living, hobby farming, small livestock keeping, and commercial horticultural and agricultural activities on lots of at least 2 contiguous acres.

G. A-2 Agricultural Preservation. The A-2 district provides for large-scale ranching, crop farming, viticulture, and principal agritourism operations on lots of at least 5 contiguous acres, with greater buffers from neighboring uses.

H. C1 Commercial: Neighborhood Sales and Services. The C1 district provides for small-scale commercial uses that serve the daily needs of nearby residents, together with multi-family housing, in a form compatible with adjoining neighborhoods.

I. C2 Commercial: General Sales and Services. The C2 district provides for a broad range of retail, service, lodging, and business uses that serve the community and region, together with higher-density housing.



J. C3 Commercial: Heavy Commercial. The C3 district accommodates heavy commercial sales and service uses, including vehicle, equipment, and contractor uses, that are more intensive than general commercial uses but do not require industrial zoning.

K. PM Performance Industrial. The PM district provides for industrial, manufacturing, processing, and warehousing uses that meet performance standards for traffic, noise, lighting, emissions, and outdoor storage, supporting employment while protecting surrounding properties.

L. M1 Industrial: General. The M1 district provides for general industrial facilities that are operated so as not to cause a substantial detriment to other uses in the district or to adjacent districts.

M. M2 Industrial: Heavy. The M2 district accommodates concentrated fabrication, manufacturing, and heavy industrial uses in locations suitable because of adjacent land uses, transportation access, and public services, separated from residential and commercial development.

N. OS Open Space Resource Conservation. [The OS district preserves open space, natural resources, floodplains, and scenic areas and provides for passive recreation. Purpose statement to be confirmed.]

O. CF Community Facilities. [The CF district provides for public and quasi-public facilities, including government buildings, schools, parks, and utilities. Purpose statement to be confirmed.]

P. PAD Planned Area Development. The PAD district allows flexibility in lot size, setbacks, housing types, street design, and mix of uses under Section 5.7 and Section 4.9.

Q. IO Interchange Overlay. [The IO district applies supplemental standards to land near Interstate 17 interchanges. Purpose statement and standards to be confirmed.]

Drafting Note: The R1L purpose is taken from the R1L district draft, with the minimum lot size added. The draft called R1L “low-density,” but its 7,500-square-foot minimum lot is smaller than the R1 minimum of 10,000 square feet, so that term is omitted; “Limited” refers to the exclusion of manufactured homes. The RR purpose describes a low-density district consistent with its 2-acre minimum lot. Bracketed purpose statements for OS, CF, and IO are proposals for Town review.

5.4 Use Regulations

A. Use Table. Table 5.4-1 lists the uses allowed in each zoning district. The symbols in Table 5.4-1 have the following meanings:

1. “P” means the use is permitted by right, subject to all applicable standards of this Ordinance.
2. “C” means the use requires a Conditional Use Permit (CUP) under Section 6.1.
3. “A” means the use is an agritourism use that is permitted in the A-1 or A-2 district subject to the tier review in Article 7. A Tier 1 or Tier 2 use is approved administratively; a Tier 3 use requires a CUP.
4. “—” means the use is prohibited in the district.
5. A highlighted cell or entry is a proposed value or an unresolved item identified in a Drafting Note for Commission and Council review.

B. Use-Specific Standards. A use with a reference in the “Standards” column shall also comply with the referenced section or article.

C. Unlisted Uses. A use not listed in Table 5.4-1 is prohibited unless the Director determines under Section 2.2.E that the use is substantially similar in impact to a listed use. A use found to be substantially similar is subject to the same regulations as the listed use.



D. Accessory and Temporary Uses. Accessory uses and structures customarily incidental to a permitted or conditional use are allowed subject to Section 6.3. Temporary uses are governed by Section 6.2. Home-based occupations are governed by Sections 3.2.E and 6.5.

E. Multiple Uses. A lot may contain more than 1 principal use if each use is allowed in the district and the lot meets the standards for each use.



Table 5.4-1 Use Table

Use	R1L	R1	R2	RR	RS	A-1	A-2	C1	C2	C3	PM	M1	M2	OS	CF	Standards
Residential																
Single-family dwelling, detached (site-built or modular)	P	P	P	P	P	P	P	—	—	—	—	—	—	—	—	—
Single-family dwelling, attached (townhome)	—	—	P	—	P	—	—	P	P	—	—	—	—	—	—	—
Duplex	—	—	P	—	P	—	—	P	P	—	—	—	—	—	—	—
Triplex	—	—	P	—	P	—	—	P	P	—	—	—	—	—	—	—
Fourplex	—	—	P	—	P	—	—	P	P	—	—	—	—	—	—	—
Multi-family dwelling (apartments and townhomes)	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	[Standards to be developed]
Manufactured home on a permanent foundation	—	P	P	P	P	P	P	—	—	—	—	—	—	—	—	—
Manufactured home park	—	—	C	—	C	—	—	—	—	—	—	—	—	—	—	6.11
Accessory dwelling unit (ADU), attached	P	P	P	P	P	P	P	—	—	—	—	—	—	—	—	6.3
Accessory dwelling unit (ADU), detached	P	P	P	P	P	P	P	—	—	—	—	—	—	—	—	6.3
Farm employee or family dwelling (up to 2 additional units)	—	—	—	—	—	P	P	—	—	—	—	—	—	—	—	5.6.C
Caretaker residence	—	—	—	—	—	P	P	—	—	—	—	—	—	—	—	—
Group home, 6 or fewer residents	[P]	[P]	[P]	[P]	[P]	[P]	[P]	—	—	—	—	—	—	—	—	6.9
Group home, 7 or more residents	—	—	—	—	C	—	—	—	—	—	—	—	—	—	—	6.9
Assisted living facility	—	—	P	—	P	—	—	P	P	—	—	—	—	—	—	—
Nursing home or skilled care facility	—	—	P	—	P	—	—	P	P	—	—	—	—	—	—	—
Independent living facility	—	—	P	—	P	—	—	P	P	—	—	—	—	—	—	—
Transitional housing	—	—	P	—	P	—	—	—	—	—	—	—	—	—	—	—
Homeless shelter	—	—	C	—	C	—	—	P	P	—	—	—	—	—	—	6.10
Home-based occupation (accessory to a dwelling)	[P]	[P]	[P]	[P]	[P]	[P]	[P]	—	—	—	—	—	—	—	—	3.2.E; 6.5
Retail and Services																
General retail	—	—	—	—	P	—	—	P	P	P	—	—	—	—	—	—
Convenience store	—	—	—	—	P	—	—	—	P	P	—	—	—	—	—	—
Grocery store or market	—	—	—	—	—	—	—	P	P	P	—	—	—	—	—	—
Specialty retail	—	—	—	—	P	—	—	P	P	P	—	—	—	—	—	—
Hardware store	—	—	—	—	P	—	—	P	P	P	—	—	—	—	—	—
Building materials sales	—	—	—	—	—	—	—	P	P	P	—	—	—	—	—	—
Farm and ranch supply store	—	—	—	—	P	C	C	P	P	—	—	—	—	—	—	—
Vehicle sales (new or used)	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	[Standards to be developed]
Equipment sales	—	—	—	—	—	—	—	—	C	P	—	—	—	—	—	6.12
Personal services	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Dry cleaning or laundry	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Repair services (non-vehicle)	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—
Pet grooming	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—



Use	R1L	R1	R2	RR	RS	A-1	A-2	C1	C2	C3	PM	M1	M2	OS	CF	Standards
Kennel, commercial	—	—	—	—	—	C	C	—	P	P	—	—	—	—	—	[Standards to be developed]
Tattoo or body art studio	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Adult-oriented business	—	—	—	—	—	—	—	—	—	—	—	[P]	[P]	—	—	3.2.F; 6.6
Food and Beverage																
Restaurant, sit-down	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Restaurant, fast casual	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—	—
Restaurant with drive-through	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—	—
Café or coffee shop	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Bakery	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Bar, tavern, or nightclub	—	—	—	—	—	—	—	—	P	—	—	—	—	—	—	—
Brewery, distillery, or winery	—	—	—	—	—	C	C	—	P	—	—	—	—	—	—	7.6
Food truck court	—	—	—	—	C	—	—	P	P	—	—	—	—	—	—	6.13
Office and Professional																
Professional office	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Medical office or clinic	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Dental office	—	—	—	—	P	—	—	P	P	—	—	—	—	—	—	—
Veterinary clinic	—	—	—	—	—	P	P	—	P	P	—	—	—	—	—	—
Bank or financial institution	—	—	—	—	P	—	—	P	P	P	—	—	—	—	—	—
Coworking space	—	—	—	—	P	—	—	P	P	P	—	—	—	—	—	—
Lodging and Accommodations																
Hotel	—	—	—	—	—	A	A	—	P	P	—	—	—	—	—	7.7 (A-1, A-2)
Motel	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—
Resort	—	—	—	—	—	A	A	—	—	P	—	—	—	—	—	7.7 (A-1, A-2)
Bed and breakfast	—	C	—	—	C	A	A	—	—	—	—	—	—	—	—	6.14; 7.7
Recreational vehicle (RV) park	—	—	—	—	—	A	A	—	C	C	—	—	—	—	—	6.15; 7.7
Campground	—	—	—	—	—	A	A	—	C	C	—	—	—	—	—	6.16; 7.7
Assembly, Civic, and Entertainment																
Event venue, indoor or outdoor, including wedding venues	—	—	—	—	P	A	A	P	P	—	—	—	—	—	—	7.8 (A-1, A-2)
Event venue, public	—	—	—	—	—	A	A	P	P	P	—	—	—	—	—	7.8 (A-1, A-2)
Event center	—	—	—	—	—	A	A	—	—	P	—	P	P	—	—	7.8
Religious institution, seating capacity of 500 or fewer	[P]	[P]	[P]	[P]	[P]	[P]	[P]	—	—	—	—	—	—	—	—	3.2.H; 3.3
Religious institution, seating capacity greater than 500	[C]	[C]	[C]	[C]	[C]	[C]	[C]	—	—	—	—	—	—	—	—	3.2.H; 6.1
School, public or charter	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	[TB D]	3.2.G
Recreation and Open Space																
Recreation facility, indoor	—	—	—	—	—	—	—	P	P	P	—	—	—	—	—	—



Use	R1L	R1	R2	RR	RS	A-1	A-2	C1	C2	C3	PM	M1	M2	OS	CF	Standards
Recreation facility, outdoor	—	—	—	—	—	A	A	P	P	P	—	—	—	—	—	Art. 7 (A-1, A-2)
Park or playground	C	C	C	C	C	—	—	—	—	—	—	—	—	—	—	6.18
Sports fields	—	—	—	—	C	—	—	C	C	C	—	—	—	—	—	6.18
Industrial and Employment																
Research and development facility	—	—	—	—	—	—	—	—	—	—	P	P	P	—	—	—
Laboratory	—	—	—	—	—	—	—	—	—	—	P	P	P	—	—	—
Light manufacturing	—	—	—	—	—	—	—	—	—	P	P	P	P	—	—	—
Assembly	—	—	—	—	—	—	—	—	—	P	P	P	P	—	—	—
Artisan manufacturing	—	—	—	—	—	—	—	—	—	P	P	P	P	—	—	—
Manufacturing, moderate intensity	—	—	—	—	—	—	—	—	—	—	P	P	P	—	—	—
Fabrication	—	—	—	—	—	—	—	—	—	P	—	P	P	—	—	—
Processing, non-hazardous	—	—	—	—	—	—	—	—	P	P	P	P	P	—	—	—
Heavy manufacturing	—	—	—	—	—	—	—	—	—	—	—	—	P	—	—	—
Resource processing	—	—	—	—	—	—	—	—	—	—	—	P	P	—	—	—
Data and technology center	—	—	—	—	—	—	—	—	—	—	[C]	[C]	C	—	—	6.17
Warehouse or distribution	—	—	—	—	—	—	—	—	—	P	P	P	—	—	—	—
Wholesale storage	—	—	—	—	—	—	—	—	—	P	P	P	—	—	—	—
Cold storage facility	—	—	—	—	—	—	—	—	—	P	P	P	—	—	—	—
Bulk storage (materials or fuels)	—	—	—	—	—	—	—	—	—	—	—	P	P	—	—	—
Contractor yard	—	—	—	—	—	—	—	—	P	P	P	P	P	—	—	[Standards to be developed (C2)]
Heavy equipment storage yard	—	—	—	—	—	—	—	—	—	P	P	P	P	—	—	—
Truck terminal or freight yard	—	—	—	—	—	—	—	—	—	P	P	P	P	—	—	—
Nuclear power generation facility, SMR, or microreactor	—	—	—	—	—	—	—	—	—	—	—	C	C	—	—	6.19
Wireless communication tower	—	C	C	C	C	C	C	C	C	C	C	C	C	—	—	3.2.J; 6.8
Vehicle-Related																
Automotive repair, minor	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—
Automotive repair, major	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—
Vehicle service	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—
Car wash	—	—	—	—	—	—	—	P	P	P	—	—	—	—	—	[Standards to be developed]
Fuel station	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—
Truck stop	—	—	—	—	—	—	—	—	P	P	—	—	—	—	—	—
Vehicle storage, commercial	—	—	—	—	—	—	—	—	P	P	P	P	P	—	—	[Standards to be developed]
Towing or impound yard	—	—	—	—	—	—	—	—	—	P	P	P	P	—	—	—
Agricultural and Rural																
Crop production, including orchards, vineyards, and plant nurseries (no retail)	P	P	P	P	P	P	P	[P]	[P]	[P]	[P]	[P]	[P]	[P]	[P]	—



Use	R1L	R1	R2	RR	RS	A-1	A-2	C1	C2	C3	PM	M1	M2	OS	CF	Standards
Keeping of livestock	P	P	P	P	P	P	P	[P]	[P]	[P]	[P]	[P]	[P]	[P]	—	6.4
Poultry, fowl, and apiculture (beekeeping)	—	—	—	—	—	P	P	—	—	—	—	—	—	—	—	6.4
Barns, corrals, and agricultural accessory structures	—	—	—	—	—	P	P	—	—	—	—	—	—	—	—	6.3
Fabrication, storage, and repair of equipment used on the farm	—	—	—	—	—	P	P	—	—	—	—	—	—	—	—	—
Equestrian facility, private	P	P	P	P	P	P	P	[P]	[P]	[P]	[P]	[P]	[P]	[P]	—	—
Equestrian facility, commercial	[P]	[P]	[P]	[P]	[P]	C	P	P	P	[P]	[P]	[P]	[P]	[P]	—	—
Rodeo or arena facility	[P]	[P]	[P]	[P]	[P]	P	P	[P]	P	P	P	[P]	[P]	[P]	—	—
Agricultural processing facility (for example, boutique winery, olive mill, or creamery)	—	—	—	—	—	C	P	—	—	—	—	—	—	—	—	Art. 7
Agritourism (Tier 1, 2, or 3)	—	—	A	A	[P]	A	A	—	—	—	—	—	—	—	—	Art. 7
Farm stand or agricultural sales, structure 3,500 square feet or less	P	P	P	P	P	P	P	[P]	[P]	[P]	[P]	[P]	[P]	[P]	—	5.6.B
Farm stand or agricultural sales, structure over 3,500 square feet	—	—	—	—	—	—	C	—	—	—	—	—	—	—	—	5.6.B
Greenhouse or nursery with on-site retail sales	—	—	—	—	—	P	P	—	P	P	—	—	—	—	—	—



Drafting Note: Table 5.4-1 converts the workbook symbols as follows: “X” and “X*” to “P”; “UP” to “C”; “AUP” to “A”; and blank cells to “—”. Asterisked uses in the workbook are tied to the standards cited in the Standards column; vehicle sales, commercial kennels, car washes, commercial vehicle storage, contractor yards in C2, and multi-family dwellings are asterisked in the workbook but have no standards in the package, so a placeholder is shown.

Drafting Note: Rows removed or merged: “Mobile Home Park” (workbook note: no longer manufactured); “Food Truck (Individual)” (workbook note: removed entirely; individual mobile food vending is a temporary use under Section 6.2); the duplicate “Indoor Recreation” and “Outdoor Recreation” rows (identical to the Recreation Facility rows); and “Technology / Data Center” and “Data Center,” merged into one row. The workbook showed data centers as CUP uses in PM, M1, and M2 in one row and in M2 only in another; PM and M1 are highlighted for a decision.

Drafting Note: Lowercase “x” entries in the Agricultural and Rural rows reflect the workbook note “AG approved in all zones per meeting.” Those entries are highlighted because they allow, by right, rodeo or arena facilities and commercial equestrian facilities in every residential district, and livestock keeping in commercial and industrial districts. The Commission should confirm these results. The workbook also allows event venues by right in RS; confirm.

Drafting Note: Rows added: group homes for 6 or fewer residents are highlighted as permitted wherever single-family dwellings are permitted, because A.R.S. § 36-582 and the federal Fair Housing Act require such homes to be treated as residential uses; the workbook showed a CUP in RS only. Home-based occupations, religious institutions, and public and charter schools were missing from the workbook (Miranda Fisher comment). Religious institution values implement the 500-seat threshold in Section 3.2.H and are proposals that shall be applied on equal terms with comparable assembly uses under RLUIPA. School classifications are marked “TBD” for Commission decision under Section 3.2.G. Adult-oriented businesses are shown in M1 and M2 based on the prior use table; confirm. Nuclear power generation facilities are added as CUP uses in M1 and M2 to match Section 6.19.

Drafting Note: A-1 and A-2 values follow the Agricultural Zoning Districts draft where it differs from the workbook’s single AG column: commercial equestrian facilities (A-1 CUP, A-2 permitted), agricultural processing facilities (A-1 CUP, A-2 permitted), farm stands over 3,500 square feet (A-1 prohibited, A-2 CUP), and farm employee or family dwellings (permitted in both). The R1L draft prohibits farm stands over 3,500 square feet; that result applies in all non-agricultural districts.

5.5 Dimensional Standards

A. Tables. Tables 5.5-1 and 5.5-2 establish the minimum lot and setback standards and the maximum height and lot coverage for each district. If a cell shows 2 values separated by “/”, the first value applies to principal structures and the second to accessory buildings.

Table 5.5-1 Dimensional Standards – Residential and Agricultural Districts

Standard	R1L	R1	R2	RR	RS	A-1	A-2
Minimum lot area	7,500 sq. ft.	10,000 sq. ft.	7,500 sq. ft.	2 acres (87,120 sq. ft.)	7,500 sq. ft.	2 acre (87,120 sq. ft.)	5 acres (217,800 sq. ft.)
Minimum lot width or depth (ft.)	75	80	75	225	75	[150]	[300]
Maximum height (stories / ft.)	2 / 30	2 / 30	2 / 30	2 / 30	2 / 30	[2 / 30]	[2 / 30]
Maximum lot coverage	50%	50%	50%	25%	50%	[25%]	[15%]
Minimum front setback (ft.)	20	20	20	50	10	[50]	[50]
Minimum rear setback (ft.), principal / accessory	25 / 10	25 / 10	25 / 10	50 / 7	25 / 7	[50 / 10]	[50 / 25]



Standard	R1L	R1	R2	RR	RS	A-1	A-2
Minimum interior side setback (ft.), principal / accessory	10 / 10	7 / 7	7 / 7	25 / 7	7 / 7	[25 / 10]	[50 / 25]
Minimum street side setback (ft.)	10	10	10	30	10	[30]	[50]

Drafting Note: R1L values are taken from the R1L district draft in this package (7,500 square feet; 75 feet; 2 stories and 30 feet; 50% coverage; front 20 feet; rear 25 feet, accessory 10 feet; interior and exterior side 10 feet). Other residential values carry forward the prior district drafts. The Agricultural Zoning Districts draft establishes only minimum lot areas for A-1 and A-2; the highlighted A-1 and A-2 width, height, coverage, and setback values are proposals for Commission review.

Table 5.5-2 Dimensional Standards – Commercial and Industrial Districts

Standard	C1	C2	C3	PM	M1	M2
Minimum lot area (sq. ft.)	7,500 / 2,500 (a)	7,500 / 2,500 (a)	2,500	20,000	7,500	7,500
Minimum lot width (ft.)	75	75	75	100 (b)	75	75
Maximum height (stories / ft.)	3 / 40	3 / 40	3 / 40	2 / 30	3 / 40	3 / 40
Maximum lot coverage	50%	50%	50%	15%	50%	50%
Minimum front setback (ft.)	50	10	20	25	20	20
Minimum rear setback (ft.)	10	10	10	25	10	10
Minimum interior side setback (ft.)	10	10	10	25	10	10
Minimum street side setback (ft.)	10	10	10	25	10	10

Notes: (a) 7,500 square feet for residential uses; 2,500 square feet for nonresidential uses. (b) The minimum lot depth in PM is 300 feet.

Drafting Note: The C1 front setback of 50 feet is larger than the C2 (10 feet) and C3 (20 feet) front setbacks; confirm that this value is intended. Dimensional standards for OS, CF, and IO were not provided.

B. Measurement. Lot area, lot width, setbacks, height, and lot coverage shall be measured as defined in Section 1.15.

C. Agricultural Buildings. In the A-1 and A-2 districts, barns, silos, and similar agricultural buildings may exceed the maximum height, up to 45 feet, if set back from every lot line a distance at least equal to the building's height. Non-inhabitable buildings 3,000 or less are exempt from building permits

D. Existing Lots. A lot of record that does not meet the minimum lot area or width may be used as provided in Section 1.8.

5.6 Agricultural District Standards

A. Purpose. The agricultural district standards preserve, protect, and enhance the agricultural heritage, open spaces, and rural character of the Town while accommodating reasonable opportunities for rural economic development. The standards protect active farming, viticulture, ranching, and horticultural operations from premature urban encroachment and allow agricultural operators to diversify revenue through direct-to-consumer sales, educational tours, and seasonal events.

B. Direct Farm Sales.



1. A farm stand or agricultural sales structure of 3,500 square feet or less is permitted by right if at least 50% of gross sales are from products grown, harvested, or processed on the site or elsewhere in Yavapai County.
2. A farm stand or agricultural sales structure larger than 3,500 square feet requires a CUP where Table 5.4-1 allows the use as a conditional use. The application shall include a traffic impact analysis and a site mitigation plan.

C. Farm Employee and Family Dwellings. In addition to the principal dwelling, not more than 2 dwelling units may be located on a lot in the A-1 or A-2 district as residences for persons or families employed by or related to the owner of the property.

D. Agritourism. Agritourism uses, including farm tours, educational workshops, u-pick, hayrides, seasonal mazes, and farm-to-table events, are governed by Article 7, including its tiers, hours of operation, and parking and access standards.

Drafting Note: The Agricultural Zoning Districts draft stated agritourism hours (7:00 a.m. to 9:00 p.m.) and parking and access standards that duplicate Article 7, and its embedded “PROPOSED MODIFICATION” directed that hours be stated in one place. Consistent with that direction, the hours (7:00 a.m. to 9:00 p.m. for Tiers 1 and 2; 7:00 a.m. to 10:00 p.m. for Tier 3 events approved by CUP) and the parking and access standards are stated in Article 7 and cross-referenced here. Confirm that Article 7 carries the requirement for direct access to a paved or maintained Town collector street for events exceeding 100 concurrent attendees.

5.7 Planned Area Development

A. Purpose. The purpose of the Planned Area Development (PAD) is to provide orderly development of land, consistent with the Town of Camp Verde's General Plan and Zoning Ordinance, while permitting flexibility in design, construction and processing of residential, commercial and/or industrial developments of a quality which could not be achieved by a traditional lot by lot development under conventional zoning concepts. While conventional zoning districts and the requirement of those districts set forth in the Town of Camp Verde Zoning Ordinance are reasonable, there may be circumstances in which is in the Town's best interest to allow unique and/or creative designs and techniques that:

1. Ensure orderly planning and reviewing procedures that will result in superior design, with variety in architectural and site design. These shall include but not limited to variations in building styles, setbacks, lot arrangements and site planning.
2. Promote the most appropriate use of a parcel or multiple parcels of land.
3. Allow diversification in use.
4. Allow for economic development.
5. Facilitate the adequate and economical provision of streets, parks, open space, schools, storm drainage, sewer and water facilities.
6. Preserve and utilize open space (floodplains, archaeological sites, wetlands and hillside areas).
7. Offer recreational opportunities close to residential uses (pedestrian and equestrian trail systems).
8. Enhance the neighborhood's appearance.
9. Counteract adverse effects of urbanization.
10. Provide for unified control of land development.



B. Procedure and Standards. A PAD is established by a zoning map amendment under Section 3.4. The application, development plan, general requirements, and subdivision stages for a PAD are governed by Section 4.9. The base district continues to govern any matter the PAD does not address.

1. The land uses and design of the proposed PAD shall be consistent with the goals, objectives and policies as described in the Camp Verde General Plan.
2. The uses allowed within each PAD shall be limited to those listed in the approved Master Development Plan (MDP) for that development. The number of dwelling units and/or gross commercial/industrial square footage shall also be limited by the approved MDP.
3. In general, a variety of housing types shall be encouraged for residential PADs, to provide for the diverse needs of the community. Parcel densities within the PAD may be flexible provided the maximum number of dwelling units established by the PAD is not exceeded.
4. Commercial development in a PAD may provide a variety of commercial and/or industrial uses. The total square footage of commercial/industrial uses may be flexible from parcel to parcel within the maximum allowable number of square feet of commercial/industrial usage for the entire PAD as established by the MDP.
5. Development which includes a mix of residential and commercial and/or industrial uses shall include specific standards in the MDP to address the way compatibility of uses is established.
6. There is no minimum size for a proposed PAD; however, the size of a PAD will be reviewed in the context of the property's location and surrounding uses. **ANY PARCEL OVER TWENTY (20) ACRES IN SIZE WILL REQUIRE A PAD & POSSIBLY A DEVELOPMENT AGREEMENT.**
7. Proposed standards shall be reviewed and approved based upon compatibility with adjacent land uses, the placement of buildings within the parcel and conformance with building codes and fire safety requirements.
8. Land uses on the perimeter of the PAD shall be designed and developed to be compatible with and complementary to the existing and planned development reflected on the General Plan in the immediate vicinity of the proposed PAD.
9. PADs located on the perimeter of the Town boundary or abutting National Forest Lands or designated open space shall provide appropriate compatibility for uses. Such transition may be addressed by stepping down the density of residential development, providing additional development setbacks and/or additional open space and landscape buffering between the PAD development and abutting land uses.
10. PADs located adjacent to National Forest Lands, public parks or designated open space shall be evaluated to identify non-motorized trail access from the development to abutting public lands. Locations for any such trail routes or access points shown on the PAD site plan shall be coordinated with the abutting land management agency to ensure appropriate planning and approval for their development.
11. All PADs shall be subject to the applicable provisions of the Town of Camp Verde Zoning Ordinance, pertaining to offsite improvements and all other applicable codes, ordinances and regulations unless exceptions are specifically granted through the PAD rezoning process.

C. Permitted Uses. The uses permitted in the PAD shall be governed by the permitted uses in the underlying district or combination of underlying districts. The "underlying zoning district" shall mean those zoning districts which the property is zoned prior to approval of the PAD.

D. Master Development Plan Submittal Requirements.



1. An application for PAD Zoning shall be submitted in the form of a Master Development Plan (MDP). The MDP shall be a separate document that includes a detailed project narrative, supporting exhibits describing the proposed uses, development standards and design guidelines, project phasing data, maintenance responsibilities and other supporting documentation, as well as detailed graphic exhibits, including proposed site plan, landscape plan, building designs and other project elements as required.

2. The MDP shall be submitted in 8 ½" x 11" ring binder format with the following information included:

a. Title page indicating the project name, location, applicant(s) and master developer(s) contact information and date of submittal.

b. Table of Contents.

c. Project Narrative. A project narrative summarizing the proposed development and identifying the objectives and rationale for the proposal shall include at a minimum of the following information:

(1) Proposed name of development.

(2) Name, address, phone numbers and contact information for applicants and property owners.

(3) Description of location of the proposed project, including parcel numbers, addresses if available and closest streets.

(4) Summary of the proposed land use areas and the development standards for each use and/or parcel within the PAD, including:

a) Proposed number of dwelling units, dwelling unit type(s), total land area, gross density of project area and net densities of residential sub-areas.

b) Proposed uses other than residential, total land area and maximum square footages/floor area ratios associated with commercial/industrial uses.

c) A preliminary parcel data table to include parcel numbers, size of parcels, existing zoning, existing uses and proposed uses.

d) Proposed public streetscape and open space improvements and their relationships to the overall development.

e) Summary of proposed property development standards, including but not limited to building heights, parking, signage, minimum lot areas and yard setbacks.

f) A conceptual description of architectural theme, colors and exterior building materials proposed for use in the PAD.

g) A conceptual description of the landscaping treatment, plant materials, fences, wall and other open space improvements.

h) Proposed location of arterial, collector or local streets, whether public or private, within a preliminary master circulation plan.

i) Proposed location and use of all lands proposed to be dedicated for public purposes including but not limited to parks, stormwater retention areas and schools.

j) Preliminary master water, sewer and drainage reports for the proposed buildout of the PAD.

(5) Project Objectives. A description of the objectives to be achieved by the development concept



including but not limited to:

- a) The manner in which the proposed MDP meets or exceeds the intent of the PAD.
- b) The proposed overall design rationale, as well as architectural and site design concepts including style, colors, type of materials and rationale for placement of structures to maximize views and take advantage of the natural characteristics of the PAD site.
- c) Specific concepts by which the proposed MDP will make an orderly transition from existing or planned adjacent development, including varied setbacks and facade treatment, open space elements, screening or parking areas, and landscaping of public or private open spaces and recreational facilities.
- d) A discussion of visual, traffic or drainage impacts and compatibility with surrounding land uses and consistency with the General Plan.
- e) Analysis of proposed residential density, mixed use issues, neighborhood quality, and other qualitative issues. Include a comparison of the existing zoning regulations in relation to the proposed standards for the PAD, including density, setbacks, and permitted uses.

d. General Plan Review. The General Plan is established, as per state statutes, as a guide for the long-range growth and development of the community. A proposed change of zoning must be in conformance with the land use category as designated on the Land Use Map to be approved. Additional policy direction regarding growth and development is provided in each of the General Plan elements, as follows:

- (1) Provide a statement indicating how proposed development conforms to the land use category or categories indicated in the General Plan Land Use Map. Also provide a review of how the proposed development conforms to the narrative text and local strategies indicated in the applicable land use planning area for the proposed development. Indicate and discuss any special study area or other unique features within the applicable PAD map.
- (2) Provide a statement indicating how the proposed PAD meets the intent of the General Plan goals, objectives and policies for each of the General Plan elements including community vision, housing, economic development, circulation, open space, growth area, environmental planning and water resources.

e. Graphic Exhibits. Provide 8 ½" x 11" reductions of the proposed site plan, landscape plan, building plans and elevations, and other exhibits necessary to describe the proposed development including the following:

- (1) A conceptual development site plan for the PAD showing existing and proposed parcel boundaries, building locations, pedestrian and vehicular circulation systems, parking areas, landscape areas, right of way and open space areas.
- (2) A vicinity map adequately identifying the project location in relation to surrounding development and circulation systems, indicating the zoning on surrounding parcels.
- (3) Aerial photo and 2-foot contour topography of the subject property with the subject property identified.
- (4) Floodplain analysis for all watercourses with drainage areas greater than fifty (50) acres. These drainage areas should be preserved as natural drainage paths.
- (5) Photographic exhibits of the subject property displaying any existing development or natural resources.



(6) Other exhibits as necessary to describe the project.

f. Property Development Standards. Flexibility with development standards may be considered where superior design quality is provided, resulting in a more innovative, creative project. Provide a detailed summary of proposed development standards for the project, including the following:

(1) Lot size, building setbacks, yard standards, maximum height, lot coverage and similar standards as applicable.

(2) Describe proposed standards for parking, lighting, signage and landscaping.

(3) Unique development standards such as buffering and screening between uses, project entry features or other requirements related to the physical development of the PAD.

g. Design Guidelines. The design guidelines section of the MDP shall describe both the overall development theme and specific design details for buildings and structures, site walls, signage, lighting, landscape features, paving and similar project elements. It is the intent of the PAD standards that each project will be developed with an integrated design theme that defines the character of the PAD. The applicant shall develop and provide proposed design guidelines for the project to include the following:

(1) General Guidelines.

a) Describe architectural theme for the development and provide graphic examples where necessary to illustrate how the design applies to the various elements of the PAD.

b) Provide design details for buildings, site features, site walls, signage, lighting, landscaping, pavement or other project elements.

c) For large scale projects that provide a variety of housing types (such as single-family homes, apartments and townhouses), housing densities (lot width, depth and size) and home design (different floor plans, elevations and orientation to the lot). Residential planned developments shall be encouraged to include a variety of housing types and designs; however, the actual project size where variety needs to be incorporated shall be evaluated based on the General Plan designation, existing conditions, surrounding context and other unique conditions.

d) Provide graphic exhibits, as necessary, to describe specific details related to the design guidelines, including building design, paving, landscaping, site walls, sign structures, lighting or similar features.

(2) Site Features.

a) Provide details for project entry features, including decorative walls, landscaping, project identification signage and other design elements.

b) Provide details for perimeter site walls, Walls should be appropriately detailed to enhance the quality and character of the project. Incorporate treatments with adjacent landscaping, see through fences such as tubular steel, should be utilized adjacent to retention basins, open space and recreational amenities.

c) Design outdoor lighting to address safety and utility, as well as to enhance the character of the buildings, landscaping and site features.

(3) Building Design.



- a) Provide a summary of proposed materials and colors for development. Describe exterior materials and color building components, including walls, windows, doors, and roofs. Reproductions of color samples may be included in the MDP for reference.
- b) Although it is the intent of this ordinance to encourage a coordinated design theme for the PAD, variety in design of individual buildings and residences is strongly encouraged, including variety in building massing elements, roofing materials and exterior details.

(4) Streetscape Design.

- a) Provide graphic details and descriptions of streetscape design for various types of streets, including local residential streets, commercial and mixed-use streets, parkways and connector streets. Indicate pavement details, landscaping, site walls, and unique signage to be incorporated into the typical streetscape design.
- b) Provide details of street landscaping including tree varieties. The landscaping shall be designed to enhance the aesthetic quality of the development and to integrate with the surrounding natural environment.

(5) Neighborhood Design.

- a) Indicate how the plan provides a coherent system of neighborhood elements including interconnected residential blocks, orientation of homes to the street, open space and parks, and safe, convenient and interconnected pedestrian connections.
- b) Provide adequate buffering and/or screening from less compatible neighborhood elements, such as arterial and collector streets, and adjacent nonresidential uses.

h. Circulation Standards.

- (1) The arrangement, character, extent, grade, width and location of all roadways, streets, bike paths or trails shall conform to applicable Town standards, unless adjusted for specific topographical or developmental conditions in accordance with an approved traffic engineering study.
- (2) The need to conduct a Traffic Impact Study shall be based on the land use and size of the development. Residential development with fifty (50) dwelling units or more in total and/or commercial development with 50,000 square feet in gross floor area or greater and/or industrial development with 100,000 square feet in gross floor area or greater, including all development approved for phased development, shall be subject to the requirements for conducting a Traffic Impact Study.
- (3) The Town Engineer shall review the Traffic Impact Study based on the following conditions:
 - a) Existing traffic problems and congestion.
 - b) Public concerns regarding development.
 - c) Negative impacts on adjacent developments.
 - d) The circulation conditions propose a deviation from the Town of Camp Verde Streets Master Plan.
 - e) Other local issues that may be present.
- (4) Where the need for a Traffic Impact Study is identified, this study shall be completed and submitted to the Development Services Department for review prior to the Planning and Zoning Commission hearing. The developer shall estimate the number of trips generated by the development and



confirm the Category of the study with the Town Engineer before submitting the report. Traffic Impact Studies for the Town of Camp Verde are classified into three (3) categories:

- a) Category I – Developments that generate between 100 and 300 vehicle trips during any peak hour.
- b) Category II – Developments that generate between 300 and 750 vehicle trips during any peak hour.
- c) Category III – Developments that generate more than 750 vehicle trips during any peak hour.

(5) Where such is not shown on the General Plan, adopted transportation plan, specific area plan or preliminary plans, the arrangement of streets. Bicycle facilities and trails shall be designed to make the best use of the land features and open space requirements of this Ordinance, in addition to meeting public safety issues.

(6) Planned development shall provide adequate traffic circulation that incorporates the adopted Town street functional classification system to handle the projected traffic volumes on the street.

(7) Individual home lots should not be fronted onto collector or arterial streets. Options include orienting the rear of lots of such streets, side orientation at local street intersections and the creative use of open space, retention areas and screening techniques between the street and the rear of properties.

(8) Neighborhood streets should be designated to enhance neighborhood integrity and safety, encourage pedestrian activity, and provide local connections to major activity centers. The local street pattern should emphasize traffic calming techniques with short loops, cul-de-sacs and generally curving streets.

(9) Street and street systems within the proposed development need to be designed to provide interconnection with surrounding development and neighborhood streets. Linear streets that encourage cut-through traffic should be avoided unless they are specifically identified in the General Plan as collector or arterial streets.

(10) The minimum width of right of way, measured from lot line to lot line, shall be established in the MDP based on Town Standards. Proposed streets shall extend or project existing streets at their same or greater width, but not at a width less than prescribed by the established standards, unless it can be demonstrated that a narrower street will serve the function of efficient site planning and convenience for the residents/occupant and still satisfy public safety issues.

(11) Access to development fronting on state highways must be in compliance with ADOT standards, including the established access management plans for those routes. Documentation must be provided from ADOT to ensure compliance with standards and requirements.

(12) Traffic calming techniques shall be incorporated in the street layout of PADs where such traffic calming of traffic is deemed desirable for supporting neighborhood values and improved quality of life. Effective traffic calming programs combine physical design concepts in the engineering of the street environment with traffic management programs that alter driver behavior, so as to reduce neighborhood traffic speeds and/or cut through volumes in the interest of improving street safety and general neighborhood values. Traffic calming techniques shall include the following:



- a) The incorporation of traffic calming techniques shall be based on carefully considered engineering principles for the design, placement and spacing of features, as described in standards and guidelines produced by the Federal Highway Administration (FHWA), the Institute for Transportation Engineers (ITE) or similarly recognized professional standards.
- b) Traffic calming techniques shall include features such as intersection chokers, mid-block swellings, short block design, roadway deflections referred to as chicanes, traffic islands, center island refuges, textured pavement, speed tables, roundabouts, mini-circles and similar measures.
- i. Open Space Standards.
 - (1) Open space shall be provided as “Useable Open Space”. This does not include natural drainage, floodplains, archaeological sites, hillsides or other natural sites as described in this ordinance and shall be designed as an integral part of the development. Usable open space includes both undisturbed and natural areas and developed landscape components. Open space should be designated to provide interconnection and continuity between undeveloped areas to the greatest extent possible to address the health of the environment, habitat protection, and natural process. Additional objectives to be addressed by open space shall include buffering, screening, transition, and similar design-based objectives.
 - (2) Open space shall not be less than twenty-five percent (25%) of the gross acreage, of the parcels within the PAD proposed for residential and mixed-use development, excluding public and private road right of way, and not less than ten percent (10%) of the gross acreage of the parcels within the PAD proposed for commercial or industrial development, excluding public and private road right of way.
 - (3) A greater percentage for open space may be requested as a condition of approval for PAD Zoning based on the need for additional buffering between uses or the need to address preservation of unique natural aspects of the site, including washes, hillsides and other features identified as significant. Specific standards for open space shall be as per Article X.X.
- j. Landscape Standards. Proposed landscape shall be in compliance with Article X.X, Landscaping Requirements, of this Ordinance. Any variation proposed for the PAD must clearly indicate an improvement to the adopted standards. In addition, the following is required:
 - (1) Provide master plan list for the development indicating trees, shrubs, groundcovers and other plants. Indicate proposed varieties of street trees and parking lot trees.
 - (2) Describe techniques to ensure low water use landscaping will provide, including xeriscape landscape treatment, greywater use and rainwater harvesting methods.
 - (3) In addition, to a master landscape plan for the development, provide graphic details for typical landscape installations including development entry features, parks or common areas, building landscaping, parking lots, pedestrian walkways, typical streetscapes and typical applications.
- k. Statement of Water Use. For development purposes to exceed the number of dwelling units allowed by the existing zoning classification, provide a statement comparing a likely range of water use for proposed development in comparison to development under the current zoning.
- l. Water Conservation Program. A PAD shall propose alternative water conservation systems as part of its Master Development Plan. Factors evaluated may include but are not limited to:



(1) The greater efficiency of a master planned community wide application of water conservation, reuse and recharge features, demonstrating responsible use of reclaimed water as provided for in the approved MDP.

(2) That all Town requirements be formalized in the PAD approval, Development Agreement approval and the Community's Covenants, Conditions and Restrictions (CC&Rs).

(3) The installation of any reuse system or reclaimed water system is approved by and installed to all Federal, State, County and Municipal standards as they apply.

m. Phasing Plan. Describe proposed phasing of the development if any and indicate the phase lines on the site plan.

(1) Interconnected public streets, sidewalks, drainage features an infrastructure required to be installed with the initial phase of development and functionality of facilities. The proposed phasing plan needs to indicate how adequate, safe, convenient, and efficient circulation and infrastructure needs will be addressed.

(2) A PAD plan may be constructed in phases, and the PAD narrative shall specify the phases for development, locations and timing of on-site and off-site improvements for each phase, as well as estimated range of time for beginning and completion of each phase.

(3) Requests for minor modifications to the phasing plan shall be subject to approval by the Development Services Director with the right to appeal to the Board of Adjustment and Appeals.

(4) The applicant may enter into a development agreement within the Town providing timing, sizing and funding of phased infrastructure improvements required for the PAD or may use any alternative mechanism acceptable to the Town.

(5) Disturbed areas approved for future phased development agreement with the Town shall include free surfacing and/or temporary landscaping. Additional site treatments may be required for future development areas located next to public streets or adjacent to existing development.

n. Operations and Maintenance Responsibilities. Identify the ownership and maintenance responsibility for common areas and landscaping within right of ways and identify the homeowner's association, improvements district or other mechanism to assure long term maintenance of common areas and right of ways.

(1) In the event that certain land area or structures are provided within the PAD for private recreational use or as service facilities, the owner of such land and buildings shall establish an arrangement to assure a continued standard of maintenance consistent with the condition of PAD approval.

(2) All utility lines shall be consistent with the approved Town Master Plans and Town code requirements.

(3) Development with a PAD shall conform to all conditions and standards of the PAD approval. The PAD applies to the subject property and change in ownership or successors in interest does not constitute a change in agreed upon standards and requirements.

o. Other Information and Exhibits. Any other documents, letters, photographs or exhibits that provide information regarding the proposed PAD may be included with the MDP.

E. Application and Procedures.



1. Pre-Application Meeting. The applicant shall meet the Development Services Department to discuss the development concept for the proposed PAD zoning. The Department shall advise the applicant of the specific objectives of this section and the specific procedures, standards, and review process regarding the application.

2. Neighborhood Meeting. The applicant shall host a neighborhood meeting to address citizen participation requirements.

3. Planning and Zoning Application Submittal.

a. Upon completion of the pre-application and neighborhood meeting, the Development Services Director shall provide the developer with necessary application forms for the PAD submittal.

b. Provide required number of copies of the Draft MDP in a ring binder format, as described in this Ordinance, along with the required filing fee, shall be submitted to the Development Services Department for distribution to various commissions. All agency reviews will be completed through the Development Services online permitting application.

c. Additional Application Material.

(1) All items on the application checklist, as can be amended from time to time by the Development Services Department. **(See Exhibit X of this Ordinance)**

(2) Digital Files for the site plan, landscape plan, site photos, and other graphics.

(3) Preliminary Traffic Impact Study.

(4) Preliminary Water and Sewer Report.

(5) Material and color sample. Descriptions and photocopies of material and color samples shall be included in the MDP binder format. Any manufacturer's samples of building materials and/or colors boards should be submitted as a separate exhibit.

4. Planning and Zoning Review Process.

a. The Planning Commission shall hold a public hearing to consider the proposed rezoning and MDP according to the following criteria:

(1) The project is consistent with and implements the Town of Camp Verde General Plan and the provisions of this Ordinance.

(2) The arrangement of all uses and improvements reflects the natural capabilities and limitations of the site as well as the characteristics and limitations of the adjacent property.

(3) Development is compatible with the immediate environment of the site and neighborhood.

(4) Buildings, transportation improvements and open space areas.

a) Arranged on the site so that activities are compatible with the neighborhood and consistent with adopted ordinances and generally accepted planning principles.

b) Designed and arranged to produce an efficient, functionally organized and cohesive development.

c) In favorable relationships with the existing natural topography, natural water bodies and water courses, exposure to sunlight and wind and long views. Planned building sites are located and designed to minimize their impact on long views.



- b. The Planning Commission may recommend approval and/or recommend conditions to the Council of request for modifications to the requirements of the underlying zoning districts when the Planning Commission finds:

(1) That the requested modifications to the requirements of this Ordinance and the underlying zoning districts are in the best interest of the Town and are beneficial to the Town in that a higher quality or more appropriate design or economic benefits (such as employment) can be achieved by not requiring strict adherence to the terms and regulations of this Ordinance.

(2) That strict adherence to the requirements of this Ordinance is not required in order to ensure the health, safety and welfare of the future occupants of the proposed development.

(3) That the proposed development is consistent with the goals, objectives and policies of the General Plan.

5. PADs shall be approved by an ordinance that states:

- a. Finding of fact upon which the approval is based.
- b. Any schedule for development for the specific use or uses for which the PAD is being required.
- c. Any modifications to the requirements of the underlying zoning district or districts which may be approved.
- d. A stipulation that the PAD is conditionally approved subject to the approval of a Final Site Plan or Preliminary Plat for each land use parcel within two (2) years of the effective date of the ordinance. The Council may refer the application back to the Planning Commission.

6. The Town Council may approve or deny any application for PAD zoning. An approval may include conditions deemed appropriate by Council to ensure that all required findings are substantiated. The applicant and the Town may enter into a Development Agreement consistent with A.R.S 9-500.5, in order to effectuate the requirements of this Section.

7. Upon the effective date of this Ordinance, the Official Zoning Map shall be amended to designate the affected area with a PAD symbol or symbols on the subject property.

8. All ordinances establishing a PAD shall contain, as a condition of rezoning, a requirement for Final Development Approval within two (2) years, in accordance with the MDP approved by the Town Council or other standards adopted by the Town Council and adopted by the Town Council as amendment to the Official Zoning Map Change.

F. Final Development Site Plan. Within two (2) years of effective date of the amendment, the applicant shall file with the Planning Commission the following documents:

1. A Final Site Plan or Final Plat incorporating a fully dimensioned plan identifying land use parcel dimensions, acreages, locating all proposed streets, structures, parking area, walls, sidewalks and other elements of the first phase of the proposed project.
2. Final Master Water and Sewer Report.
3. Final Master Drainage Report.
4. A Final Open Space and Landscape Plan with representation of the location of all plant materials, hardscape, walkways and screening walls. A plant materials schedule indicating the plant name (Latin and common), number and sizes used in the plan and on-center spacing.



5. Colored, typical elevations for all residential units and specific building elevations for any commercial or recreation buildings.

6. The final site plan or final plat for each land use parcel shall be in substantial conformance with the land use plan and all requirements and conditions of the amendment adopted by the Council.

7. The final site plan or final plat may be submitted separately for each phase of development or as a whole: each submittal shall require a separate public hearing and recommendation by the Planning Commission and approval/denial by the Council prior to issuing of the zoning and issuance of building permits. When the final development site plan is submitted in phases, the first phase shall be submitted as indicated above and each subsequent as indicated above and each subsequent phase within two (2) years of approval of the previous phase.

8. Where the PAD is used to impose special provisions regarding the design and development of a subdivision, the Final Plat as described in Article X.X may constitute the applicant's Final Site Plan for the individual parcel, provided however, the Final Site Plan/Plat shall be submitted as indicated above and each subsequent phase within two (2) years of approval of the previous phase.

G. Amendments to Approval. The following adoption of the MDP or Final Development or Final Site Plan, said plan shall not be changed, amended or altered in any manner except as set forth herein. Any substantial change or alteration in the physical or spatial characteristics of the plan or its configuration shall be considered a rezoning and shall only be accomplished pursuant to this Article. The following PAD Amendment criteria shall be applicable.

1. Minor Amendment. Minor changes in locations of buildings, parking or landscaping areas and may be authorized by the Development Services Director.

2. Major Amendment. Major changes shall consist of a change of land use, changes in proposed roadways, changes in infrastructure, or changes not listed as a minor amendment. This requires submittal of an application for a rezone amendment to a PAD and processed as a rezone. All major changes shall be submitted to the Planning and Zoning Commission and Town Council for their review and approval in accordance with the requirements set forth in this Ordinance.

H. Termination of the PAD Classification. Any zoning ordinance amendment adopted under provisions of this Ordinance shall terminate the zoning classification of the affected property shall revert, subsequent to a public hearing conducted by the Town Council, to its prior district classification at the end of the two (2) years following the effective date of said Ordinance, if the Final Site Plan has been submitted to the Council for approval. When the submittal is phased, each subsequent phase shall be submitted within two (2) years of approval of the previous phase. The Council may grant a one (1) year extension of times not exceeding one (1) year for any phase of the development.

I. Existence of PAD Districts Prior to Adoption of this Ordinance. Any PAD that was legally authorized by the Camp Verde Town Council prior to adoption of this Ordinance may remain as a permitted PAD. Modifications to previously approved PADs that meet the definition of "Major" will be subject to this Ordinance.

J. Exemptions. Subdivisions that are developing on a vacant parcel of land that is twenty (20) acres in size, or more are exempt from the PAD requirement, so long as the Subdivision is not requesting a change in lot size from the current Zoning District allowance.

Drafting Note: The PAD application and design requirements are in Section 4.9 (Planned Area Developments and Development Master Plans). This section states only the zoning-district framework so that the requirements are not duplicated. Confirm whether a minimum PAD site size is desired.