



ORDINANCE 2025-A507

An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Part 5 – Subdivision Ordinance.

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011; and

WHEREAS, Part 6, Section 300, C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of the zoning text regulations of the Planning and Zoning Ordinance by the Town Council; and

WHEREAS, the Town Council has an abiding interest in protecting the public health, safety, and welfare by establishing requirements for provisions of the Planning and Zoning Ordinance by including definitions and text amendments; and

WHEREAS, Text Amendments may be initiated by the Planning and Zoning Commission, the Town Council, staff of the Town of Camp Verde, or by application of a property owner, per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance; and

WHEREAS, these amendments are consistent with the requirements established under House Bill 2447 and ensure the Town's Planning and Zoning Ordinance remains in compliance with state law; and

WHEREAS, This Text Amendment was initiated by the Community Development Department on October 15, 2025; and

WHEREAS, the Text Amendment was reviewed by the Planning and Zoning Commission on November 13, 2025, in a public hearing that was advertised and posted according to state law; and

WHEREAS, a recommendation for approval was forwarded to the Town Council by the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:

Section 1. The Mayor and Common Council hereby finds as follows;

- A. The proposed Text Amendment will not constitute a threat to the health, safety, welfare, or inconvenience to the general public of the Town of Camp Verde.
- B. The proposed Text Amendment is hereby adopted in accordance with Exhibit A. At least three paper copies or one paper copy and one electronic copy shall remain on file with the Town Clerk in compliance with A.R.S Section 9-802 and kept available for public use and inspection.

Section 2: All ordinances or parts of the ordinances adopted by the Town of Camp Verde in conflict with the provision of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

Section 3: If any section, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance; and

Section 4: This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety, and general welfare of the people of the Town of Camp Verde and shall take effect immediately upon adoption by the Town Council in order to comply with Arizona law.

Section 5: In accordance with Article II, Sections 1 and 2, Constitution of Arizona, and the laws of the State of Arizona, the Mayor and Common Council has considered the individual property rights and personal liberties of the residents of the Town and the probable impact of the proposed ordinance on the cost to construct housing for sale or rent before adopting this Ordinance.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 3RD DAY OF DECEMBER 2025.



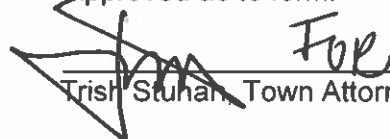
Marie Moore, Mayor

Attest:



Leah Rhodes, Town Clerk

Approved as to form:



Trish Stuhm, Town Attorney

"Exhibits on file at the Town Clerk's Office, 473 S Main St. Ste 102, Camp Verde, Arizona."

EXHIBIT A



Planning & Zoning Ordinances And Subdivision Regulations

PART FIVE. SUBDIVISION AND LAND DIVISION REGULATIONS

SECTION 500 – SUBDIVISION AND LAND DIVISION REGULATIONS INTRODUCTION

A. Introduction and Purpose

1. These regulations shall be known, cited, and referred to as the “Town of Camp Verde Subdivision and Land Division Regulations” pursuant to powers and jurisdiction vested through Arizona Revised Statutes, Section 09-463 and other applicable laws, statutes, orders, and regulations of the State of Arizona and Town of Camp Verde as may be amended.
2. The purpose of these regulations is to provide for the orderly growth and harmonious development of the Town; to insure adequate traffic circulation through coordinated street systems with relation to major throughfares, adjoining subdivisions and public facilities; to achieve individual property lots of reasonable utility and livability; to secure adequate provisions for water supply, power, drainage, protection against flood, storm water retention/detention, sanitary sewerage, improved streets and other access; and other health and safety requirements; to consider adequate sites for schools, recreation areas, and other public facilities; to promote the conveyance of land by accurate legal description; and to provide practical procedures for the achievement of this purpose.

B. Scope and Applicability

1. Camp Verde's ~~Community Development Director and Town Engineer~~ ~~Town Council~~ exercises the power and authority to review and approve or disapprove ~~after hearing recommendation of the Camp Verde Planning and Zoning Commission,~~ plats for subdivision of land within the Town of Camp Verde.
2. These subdivision regulations shall apply to all subdivisions of land, as defined herein, located within Camp Verde. No land shall be subdivided within the Town of Camp Verde until the subdivider or his agent complies with these regulations. ~~and there is a Public Hearing of the Preliminary Plat with the Town Council for approval and with subsequent Public Hearing of the Final Plat by the Town Council for approval.~~

a. In addition, no land shall be subdivided until the approved final plat is filed with and recorded by the Yavapai County Recorder's Office.

b. No changes, erasures, modifications or revisions shall be made in the Final Plat after approval of the plat has been given by ~~Town Council~~. **Town Engineer and Community Development Director**.

3. Engineering Design and Construction Standards requirements, as amended by the Town Council from time to time, shall supersede these requirements wherever and inconsistencies may be found to exist.

SECTION 501 – SUBDIVISION/LAND DIVISION DEFINITION OF TERMS

For purposes of these regulations certain words, terms and phrases are hereby defined. Words in present tense shall include the future; the singular number shall include the plural and the plural the singular; the word "structure" includes the word "building"; the word "shall" is mandatory and not directory; and the word "may" is permissive. Certain words and phrases in these regulations shall have special meaning as defined herein, unless the context otherwise requires.

Abandoned, (Abandonment and Revocation): Lots, streets, public ways, easements, or rights-of-way are considered abandoned or vacated when the Town Council, by proper action and public hearings as may be required, abrogates all rights to said lots, streets, public ways, easements, or rights-of-way; see Section 509.

Access: A way or means of approach providing ingress and egress.

- **Primary Access-** Principal route, path or avenue whether under private or public ownership, used for ingress and egress to a development or subdivision.
- **Secondary Access-** Subordinate or alternate route, path or avenue whether under private or public ownership, used for ingress and egress to a development or subdivision.
- **Emergency Access-** Subordinate or alternate route, path or avenue whether under private or public ownership, designated for use by emergency service personnel and vehicles in crisis events to access a development or subdivision.

Alley: A public, dedicated right-of-way used primarily as a service or secondary means of ingress and egress to the service side of abutting property.

Amended Plat Map/Plat Correction: see Section 509.

Approval, Preliminary: Unconditional or conditional approval of the Final Plat by ~~the Town Engineer and Community Development Director the Town Council, as evidenced in their resolutions,~~ constituting authorization to proceed with final engineering plans and final plat preparation.

Approval, Final: Unconditional or conditional approval of the Final Plat by ~~the Town Engineer and Community Development Director the Town Council,~~ as evidenced by certification on the Plat ~~by the Mayor~~ and other required signatures constituting authorization to record a plat.

Arterial Street: See Street

As-Built Plans: Original construction plans prepared after the fact by the engineer of record and in such a manner as to accurately identify and depict the location of in-place improvements.

Assurance: A guarantee that the specified improvements and services will be accomplished. This must be in the form of a financial guarantee, including but not limited to, a performance bond, an irrevocable letter of credit, a certificate of deposit, or a certified check for construction of improvements.

Block: An area of land within a subdivision that is entirely bounded on all sides by streets and/or exterior boundary or boundaries of a subdivision.

Certificate: A formal written statement intended as an authentication of the fact asserted and set forth, under seal of a notary or registered professional.

Certificate of Assured Water Supply: Response from the Arizona Department of Water Resources in the form of a "certificate of assured water supply" pursuant to ARS 45-576, as may be amended.

Circulation Plan: The portion of the General Plan adopted by the Council and ratified by the Town of Camp Verde which designates and defines the physical street system including major arterial, arterial, collector, other streets and circulation paths or routes.

Collector Street: See street.

Common Element: All portions of a condominium other than the units.

Construction Plan: The maps or drawings showing the specific location and design of improvements to be installed in accordance with these regulations.

Covenants: Shall mean a privately prepared recorded document designed to govern the use of parcels within a subdivision.

Dedication: Dedication is the giving and acceptance of fee title or an easement of property to a public agency or private utility company for a public or semi-public use as indicated.

Deed Restrictions and Protective Covenants: A written contractual agreement between two or more individuals or parties setting forth rules, regulations and expectations pertaining to the use of subdivided or unsubdivided property.

Design: The conception, planning, execution or creating of a scheme in which means are laid down for the construction or implementation of improvements, including location, alignment, grade, width, drainage, materials and all other criteria that lead to the preparation of the final improvement product.

Developer: See subdivider.

Drainage: The system or facilities by which surface water runoff is removed from streets and property both within and outside a subdivision; can also refer to the actual run-off of flood water.

- **Drainage, local:** Water which accumulated as a result of local storms and flows over land not included in a delineated floodplain. This shall include sheet flow and such flow as may be concentrated in local drainage systems with or without defined channels, excluding delineated floodplains.
- **Drainage, One hundred (100) Year Storm (Peak Discharge):** Local drainage resulting from a storm which has a one percent (1%) chance of occurring annually.
- **Drainage, Off-Site:** The storm surface water emanating from lands outside from lands outside the limits of the proposed development and draining through the development site.

Easement: A grant by a property owner of the use of an area of land for a specific purpose or purposes, by the general public, corporation, or a certain person or persons.

- **Drainage Easement-** An area designated and used for conveyance of storm run-off in which nothing can be placed which will impede, divert or cause the run-off to have an adverse effect of adjoining property.
- **Non-Vehicular Access –** A restriction prohibiting vehicular access from a street or between adjoining parcels.

Egress: Means the movement of traffic from abutting properties to the street and the movement from minor streets to major streets.

Engineer: A person who, by reason of special knowledge of the mathematical and physical sciences and the principles and methods of engineering analysis and design, acquired by professional education and practical experience, is qualified to practice engineering as attested by his registration as a professional engineer.

- **Engineer of Record:** A professional engineer registered in the State of Arizona and employed by the owner or developer to design and/or monitor or certify improvements.
- **Engineer, Registered Professional:** An engineer in the State of Arizona.

Exception: A permitted deviation from the subdivision regulations **must be reviewed for recommendation by the Planning and Zoning Commission and approved by the Town Council.**

Flood: A general and temporary overflow of water onto normally dry areas.

- **One-Hundred (100) Year Flood –** A flood that has a one percent (1%) chance of occurring annually.

Floodplain:

- **Floodplain, Delineated-** That area delineated and mapped as a floodplain by FEMA and/or by the Yavapai County Flood Control District.
- **Floodplain, Regulatory-** That portion of the natural watercourse that would be inundated by the regulatory flood and which land use is regulated by the Yavapai County District Floodplain Regulations.
- **Floodway-** A channel of a river or other watercourse and the adjacent land areas necessary in order to discharge the one-hundred (100) year flood without cumulatively increasing the water surface elevation more than one (1) foot over that defined in the Regulatory Floodplain.
- **Flood Control District-** the Yavapai County Agency charged with administering the Yavapai County Flood Control Ordinance and responsible for reviewing development plans and subdivision proposals in relation to floodway, floodplain and flood hazard areas.

Half-Street: A street having only a portion, usually one-half, of its required right-of-way width dedicated for public use.

Hillside: A part of a hill between the summit and the toe of the slope.

Improvements: Any works designed and/or executed for the purpose of enhancing the value of the property and may include subdivisions, streets with or without curbs or gutters, street lights, sidewalks, pedestrian walkways, water mains, sanitary and storm sewers, drainage facilities, grading and earthwork, landscaping, or other community facilities of like nature.

- **On-site Improvements-** Any works or improvements as described above undertake or installed at the location and within the parcel being developed.
- **Off-site Improvements-** Any works or improvements as described above undertaken or installed beyond the location and not within the parcel being developed.

Ingress: Means the movement of traffic from the street to the abutting property and the movement from major streets to minor streets.

Land: Any area suitable or useable for some purpose or being held in an undeveloped or unused state, which land is capable of being located, surveyed, staked and described by a legal description.

Land Surveyor: A person who by reason of his knowledge of the mathematical and physical sciences, principles of land surveying and evidence gathering acquired by professional education or practical experience, or both, is qualified to practice land surveying as attested by his registration as a land surveyor.

Land Description: A description delineating the location of real property in such a way as to distinguish it from all other pieces of real property and may include description by tract, block and parcel number, or by subdivision and parcel number, or metes and bounds.

Lot: A parcel of land established by plat, subdivision, or otherwise permitted by law, having its principal frontage on a dedicated street or street easement.

Open Space: Means undeveloped land.

Minor Street: See Street

N.G.S.: National Geodetic Survey (formerly, United States Coast and Geodetic Survey).

Non-Residential Subdivision: The division of a tract of land into parcels for occupancy by non-residential uses and/or structures whether for sale or for building development for leasing and/or renting.

Parcel: A separate or distinct part or portion of land other than a lot. For the purpose of these regulations the term parcel shall refer to metes and bounds property and shall not have the same meaning as assessor parcel which is used for tax assessment purposes.

Plan:

- **Conceptual Plan:** An informal plan indicating relevant existing features of a tract and its surroundings and the general layout of a proposed development.
- **Master Development Plan –** A preliminary master plan for the development of a community or other large land area, the platting of which is expected to be undertaken in progressive stages. A Master Development Plan generally identifies design features including but not limited to roads or rights-of-way, lot layout or configurations, topographical features, contemplated development phases/time schedules and relationships to surrounding properties submitted in support of a design concept in preparation for future development/subdivision activity.
- **Specific Area Plan-** A planning document adopted by the Town Council as a supplement to the Camp Verde General Plan involving a specific area or region of the Town, as authorized in ARS 9-461.08, as may be amended.

- **Engineering Plans-** Plans, profiles, cross-sections and other required details for the construction or public or private improvements, prepared by a registered professional engineer in accordance with the approved preliminary plat and in compliance with standards of design and construction or policies approved by the Town Council.

Plat:

- **Preliminary Plat-** A preliminary map, including supporting data, indicating a proposed subdivision development and inherent design, prepared in accordance with these regulations.
- **Final Plat-** A map of all or part of a subdivision providing substantial conformance to an approved preliminary plat, prepared in accordance with these regulations ~~and approved by the Council~~ prior to recordation.
- **Recorded Plat-** A final plat bearing all of the certificates of approval required in Section 506.D of these regulations and duly recorded in the Yavapai County Recorder's Office.

Public Improvement: Any drainage channel, roadway, parkway, sidewalk, pedestrian-way, water system, sewer system, tree, lawn, off-street parking area, lot improvement, or other facility for which the Town or special district may ultimately assume the responsibility for maintenance and operation, or which may affect an improvement for which Town or special district responsibility is established.

Public Street or Roadway: All street or road classifications dedicated and accepted by the Town of Camp Verde including local streets, cul-de-sacs, frontage streets/roads, and hillside streets/roads.

Public Sites: Any parcel of land set aside for schools, parks, playgrounds, fire stations, public buildings, or other public purpose.

Public Utility: Private or municipal facility for distribution to the public of various services such as power, heat, light, water, television, telephone, sewage removal, communications, etc.

Radial: A line forming right angles with the tangent of any given arc.

Replat: see Section 509.

Reviewing Agencies: Federal, state, county, town, emergency or public service, or private agency consulted for specific comment or response regarding jurisdictional requirements that may affect a subdivision or development proposal as described herein.

Revision of Plat: see Section 509.

Right-of-Way: The entire dedicated tract or strip of land that is to be used by the public for circulation and service. (The length and width of a right-of-way shall be sufficient to provide adequate accommodations for all the physical features to be included in said right-of-way.)

Sidewalk: That paved portion of the right-of-way between the curb lines or lateral lines of the roadbed and the boundary line of said right-of-way designed and intended for the movement of and use of pedestrian traffic.

Statement of Water Adequacy: Response from the Arizona Department of Water Resources in the form of water "adequacy" with for that subdivision or for the water company (private or public) which will serve the subdivision pursuant to A.R.S. 45-108 version (most current version), as may be amended.

Engineering Design and Construction Standards: The detailed precise written presentation of rules, principles, measures and particulars relating to improvement works as recommended by the Town Engineer and adopted by the Town Council.

Storm Sewer: A channel or conduit, open or closed, necessary, useful, or convenient for the collection and carrying of surface waters to a drainage course.

Street or Road: That area, whether public or private, between right-of-way lines, dedicated, reserved or provided for roadway purposes, providing for the pedestrian and vehicular movement of people and goods and other uses not inconsistent herewith to include street, avenue, boulevard, road, lane, parkway, place, court, alley, bridge, viaduct, highway, crossing, roadway easement, intersection, and grounds no open or dedicated or hereafter opened or dedicated to the public for use as public roadways. A street includes all land within a street right-of-way whether improved or unimproved, and may include such improvements as pavement, shoulders, curbs, gutters, sidewalks, pathways, parking spaces, drainage structures and utilities.

- **Arterial Street:** A street or road with the principal function to serve as a part of a major network for through traffic flow, separate from local traffic, to and from areas of principal traffic generation, of adequate design, capacity and construction to provide for the safe and rapid distribution and collection of through traffic and to provide limited ingress and egress to and from collector and local streets. There may be restrictions for parking and loading or unloading on arterial streets.
- **Collector Street:** A street or road that serves local traffic movement within an area and traffic between major arterials and local streets and provides a means of ingress and egress to local streets and abutting property; also serves to connect adjacent neighborhoods and includes the principal entrance street into **residential** neighborhoods. There may also be provisions for parking and loading or unloading on collector streets.
- **Minor, Local, or Residential Street:** A street or road used primarily for direct access and egress to residential, commercial, and industrial areas and having major service functions of loading, unloading, and direct access and egress to abutting property, and being controlled in such fashion as to discourage through traffic and to maintain relatively slow speeds. There may also be provisions for parking on minor streets.
- **Frontage or Service Street or Road:** A minor street or road which is often parallel to and constructed in close proximity to a major arterial street and provides a means of direct ingress and egress to abutting property.
- **Private Street or Road:** A street within a subdivision which has not been dedicated for public use and is reserved for the use of lot owners within the subdivision.
- **Cul-de-Sac Street:** A street or road having a traffic outlet on one end only and having at the other end facilities for the turning around of vehicular traffic.
- **Dead-end Street:** A street or road having a traffic outlet on one end only and terminated at the other end by undeveloped property. A dead-end street shall have temporary provisions for the turning around of vehicular traffic.
- **Stub Street:** A short dead-end street or road, no more than one lot deep in length, formed at the boundaries of a subdivision to provide future access to abutting property.

Subdivider: Any person who: having an interest in land, causes it, directly or indirectly, to be divided into a subdivision; directly or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises to sell, lease, or develop, any interest, lot, parcel site, unit, or plat in a subdivision; engages directly or through an agent in

the business of selling, leasing, developing, or offering for sale, lease, or development a subdivision or any interest, lot, parcel site, unit, or plat in a subdivision; or is directly or indirectly controlled by, or under direct or indirect common control with, any of the foregoing.

Subdivision: Improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four or more lots, tracts or parcels of land, or, if a new street is involved, any such property which is divided into two or more lots, tract or parcels of land, or any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two part. "Subdivision" also includes any condominium, cooperative, community apartment, townhouse or similar project containing four or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon, but plats of such projects need not show the buildings or the manner in which the buildings or airspace above the property shown on the plat are to be divided.

"Subdivision" does not include the following:

- The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots.
- The partitioning of land in accordance with other statutes regulating the partitioning of land held in common ownership.
- The leasing of apartments, offices, stores or similar space within a building or trailer park, not to mineral, oil or gas leases.

Subdivision agent: Any person who represents, or acts for or on behalf of, a subdivider or developer, in selling, leasing, or developing, or offering to sell, lease, or develop, any interest, lot, parcel, unit, site, or plat in a subdivision, except an attorney at law whose representation of another person consists solely of rendering legal services.

Surety: Anything acceptable to the ~~Council Town Engineer and Community Development Director~~ deposited as an Assurance for the guarantee of construction or completing of subdivision improvements that the Council could, if necessary, convert to a usable medium for construction of said improvements in case of default of agreement.

Topography: The delineation of the vertical and horizontal positions on the earth's surface, of the natural and artificial features of given locality, and the configuration of agreement.

Tract: A piece of land which may be divided into parcels and lots, and/or is set apart as a separate and distinct parcel for specific purpose in conjunction with an approved subdivision.

Traffic Impact Study or Analysis: A report or study performed by a registered professional engineer or professionally qualified consultant evaluating the potential consequences of vehicular, pedestrian or other traffic volumes and movements and resulting consequences to infrastructure and/or public health, safety and welfare.

U.S.C & G.G.: see N.G.S.

U.S.C.S.: United States Cadastral Survey

U.S.G.S.: United State Geological Survey

Yavapai County Environmental Services Department: Yavapai County agency for reviewing sanitary and water supply facilities or other public or private infrastructural improvements by delegation agreement with the Arizona Department of Environmental Quality.

SECTION 502 – LAND DIVISIONS AND ACCESS/EASEMENTS

A. Land Division

Land Division may result in new roadways, additional homes and the need for Town services, it is important for the public welfare that land division has proper guidance and control. In no way is it intended by this subsection to prohibit the division of land as authorized by Arizona State Law and the Town's subdivision regulations that pertain to the creation of four or more lots, parcel or tracts of land, or to the creation of two or more lots, parcels or tracts where a new street is involved, Any lot or parcel established within the Town limits will be subject to review by the Community Development Department and may require a Minor Land Division permit, lot line adjustment or subdivision plat as described herein.

1. Land Division: Any parcel or tract of land containing 2.5 acres or less split into two or three separate lots, tracts or parcel of land, creating no more than three parcels, lots or tracts in total, and where no new street is involved, must have a Minor Land Division Permit approved by the Community Development Department.

a. This approval will ensure the newly created lots or parcels:

- 1) Comply with applicable zoning regulations;
- 2) Are not creating land-locked parcels;
- 3) Do not constitute a subdivision; and
- 4) Ensure access is provided to all newly created parcels.

b. A minor land division permit is required if property is split by:

- 1) Recording a contract of sale;
- 2) Recording a deed of conveyance; and/or
- 3) Requesting a split of a tax assessor parcel.

c. Upon receipt of a complete Minor Land Division Permit application, the Community Development Director shall respond to the permit request within ten working days. A denial can be based on any one of the following"

- 1) The parcels resulting from the division do not conform to size, width/depth requirements and other zoning regulations;
- 2) A parcel or adjacent property becomes landlocked and does not have legal access; and/or
- 3) The division of land would result in a subdivision as defined by the subdivision regulations.

d. The application shall include:

- 1) A legal description of the property;
- 2) A comprehensive list of all property owner(s) and buyer(s), as well as any other parties of interest to the land division;
- 3) A description of how the newly created parcels will be accessed, including any of the following:
 - a) A recorded easement or a proposed easement to be recorded when the lot is split: or
 - b) Fronts onto a dedicated right-of-way or street.
- 4) A map, drawn to scale, showing the following:
 - a) Existing and proposed property lines:
 - b) Access to utility easements
 - c) Dimensions and the location of existing structures along with a brief description of use (i.e., residence or type of use for accessory structure).
- 5) Any fee(s) for filing a Minor Land Division Permit application shall be listed in the Town Fee Schedule.

2. Lot Line Adjustment: Land taken from one or more parcels that is added to an adjacent parcel without creating any additional parcels and which complies with this subsection. A lot line adjustment shall not be considered a land division or lot split when under the terms of the subsection provided that the proposed adjustment does not:

- a. Create a new lot;
- b. Cause any existing lot to become substandard in size or shape;
- c. Make substandard the setback of existing development on the affected property; and/or
- d. Impair any existing required access, easement or public improvement.
- e. Adjustments may be made to add to an existing non-conforming parcel as long as a.-d. above are satisfied even if the lot line adjustment does not bring the property to a conforming lot size status.

3. Subdivision Plat Approval: The subdivision of land into four or more lots, or into two or more lots where a new street is involved shall be contingent upon the recording of an approved subdivision plat, in accordance with the regulations of Subdivisions in Section 503 through Section 509 and other provisions of this Zoning Ordinance.

B. Access and Easement Standards

1. Frontage Access Requirement: Any lots established requesting a building permit shall front onto a publicly dedicated street or a private easement recorded for access or ingress/egress purposes. This

regulation ensures access to any and all lots within the Town. Streets are regulated by Section 508 D of this Zoning Ordinance and by the currently adopted Engineering Design & Construction Standards.

- a. A private easement shall be attached to the deed of any parcel granting access to cross private property to provide ingress/egress to another private property.
- b. Newly created lots or parcels are required to obtain an approved Minor Land Division permit as noted in Section 502 A to ensure access to all parcel(s) within the town.

2. Right-of-Way or Easement(s) Widths and Standards: New street right-of-way widths shall correspond with standards established in Section 503 and shall be designed in compliance with Engineering Design & Construction Standards supplement to this Zoning Ordinance.

- a. The Director or designee will determine the ingress/egress or access needs for any newly created lot or parcel resulting from a land division or lot split application based on the following:

- 1) Existing roadway alignments;
- 2) Topographical conditions;
- 3) Adjacent property ownership and uses; and
- 4) Other pertinent factors that would affect future growth and development in the immediate area.

- b. Private roadway access easements shall adhere to the following conditions to ensure access to all property within the Town:

- 1) Be a minimum of 24 feet in width and meet established construction standards (see Table 1 – Private Roadway Access Easement Standards), connect to an existing street or private easement, and when necessary establish a cul-de-sac or turn-around at terminus of the private access to accommodate emergency vehicles;
- 2) Property owners shall establish a road maintenance agreement to be recorded with each lot split or newly created parcel to ensure access to all parcel(s) within the Town limits as stipulated by the Town;
- 3) Where two or more residences are located on a private easement, the applicant is responsible for naming the access, subject to Town review and approval, as well as any associated fees for signage of the private street; and
- 4) The Town will encourage compliance with the private easement standards and is in no way obligated to maintain or improve these private easements, since they are private property. However, when the following criteria are met, then construction or development on parcels created and recorded on or before February 26, 2005 shall be permitted:

- a) The parcel must have a legally recorded easement; and,

b) Approval in writing by the Camp Verde Fire District of any private easement to ensure publicly safety services can be provided to any qualified lot or parcel; and

c) An approved and executed road maintenance agreement for the private easement, which may include the petitioner agreeing to accept sole responsibility to maintain the private road.

Table 1 – Private Roadway Access Easement Standards

Index of Potential Development	Level 1 5 or less Dwelling Units	Level 2 6 to 10 Dwelling Units	Level 3 More than 10 Dwelling Units	Level 4 Commercial/Minor Manufacturing Uses
Easement Width	24 feet	32 feet	40 feet	50 feet
Number/width of travel lanes	Two 10 foot travel lanes	Two 12 foot travel lanes	Two 12 travel foot lanes & mat required a turn lane	Two 12 foot travel lanes & a 10 foot turn lane
Type of Surface Improvement	Four inches of compacted aggregate base course (abc)	Four to six inches of abc and may require surface improvement depending on site conditions	Six inches of abc subbase and surface improvement such as chip-seal or asphalt depending on soils analysis and traffic volume	Soils test with engineered bas and drainage study and improved surface determined by types of traffic and volume

5) Easement Setback Requirements: The lines from which setbacks for structures (other than signs, fences, and free-standing walls) shall be measured to comply with the Zoning District requirements, and no structure shall be located or extended nearer to the lot boundary than the setback from this dedicated right-of-way or the boundary of the public/private easement to avoid future problems as development occurs adjacent to these access or ingress/egress easements.

SECTION 503 – SUBDIVISIONS – GENERAL PROVISIONS

A. Subdivision Approvals Required

Town Approval Required: Until a final subdivision plat, engineering drawings and engineering plans have been approved or a specific development plan in association with an approved preliminary plat of a subdivision has been approved in accordance with these regulations, no person shall subdivide a parcel of land as defined by the Arizona Real Estate Department and A.R.S. Section 32-2101 or file a record of survey, map, or plat for record, and/or sell any part of said subdivision or proceed with grading, construction or site preparation without previous approval of the

~~Town Council of the Town of Camp Verde, Az as set forth under these regulations.~~ Town Engineer and Community Development Director.

B. Procedures and Anticipated Timeline

1. A series of four steps for subdivision procedure is described in subsection 503A.3 and in Sections 504, 505 and 506. Flowchart graphics and process timeline are provided to summarize the procedure for convenience.

2. The following Typical Process Timeline is a summary of the anticipated time to process the various steps of a proposed subdivision through the Town of Camp Verde. It does not include time needed for a subdivider, subdivider's engineer, surveyor or other professional to provide required plats, surveys, studies and drawings, not does it include time process requirements for rezoning. Subdividers should refer to Part Five, Section 503 through 509 of the Development Guidance System for complete procedure and document information.

SUBDIVISION STEPS- TYPICAL PROCESS TIMELINE SUMMARY

STEP 1 – PRE-APPLICATION MEETING – Section 503

Subdivider's appointment with Community Development Director and staff

Add time for Subdivider to provide Conceptual Plan for Step 2

STEP 2 – CONCEPTUAL PLAN – Section 504

Submittal/review for Conceptual Plan Application Completeness

5 work days

Plans Distribution & Agencies/Dept Reviews

& Meeting with Applicant; (see Sec 504D for decisions/appeals)

20 work days

Conceptual Plan Total Estimated Time:

+/- 45 days

Add time for Subdivider to provide Preliminary Plat & studies for Step 3

STEP 3 – PRELIMINARY PLAT – Section 505

Submittal/review for Preliminary Plat Application Completeness

5 work days

Plats Distribution & Agencies/Depts Reviews & Comments to Applicant*

20 work days

Town Engineer and Community Development Review and Approval

+/- 60 days

~~Town Council Hearing – report/agenda/hearing~~

~~+/- 30 days~~

Preliminary Plat Total Estimated Time:

~~60-90 days~~ 30-60 days

* Note: revisions to Pre-plat may delay ~~hearings schedule approval~~.

Add time for subdivider to provide for Final Plat & Engineering Drawings/Studies for Step 4

STEP 4 – FINAL PLAT – Section 506 and Section 508

Submittal/review for Final Plat Application Completeness

5 work days

Plats/plans Distributions & Agencies/Depts Reviews

20 work days

Plans Acceptances & Execution of Plat *

30 ~~15~~ work days

~~Town Council Hearing – report/agenda/hearing~~

~~+/- 30 days~~

Final Plat Total Estimated Time:

+/- ~~90~~ 60 days

* Note: revisions to Final Plat and/or engineered drawings/studies may delay hearing schedule

Not including time for subdivider's preparation of, or revisions to, plans, plats and engineering drawings/studies, the Total Estimated Processing Time is +/- ~~8~~ 6 months

Note: after approval of a Final Subdivision Plat by ~~Town Council~~ Town Engineer and Community Development Director, the subdivider has up to 24 months for the recordation of the Plat which is subject to providing required financial assurances; see Section 507.

C. Public Notification Process

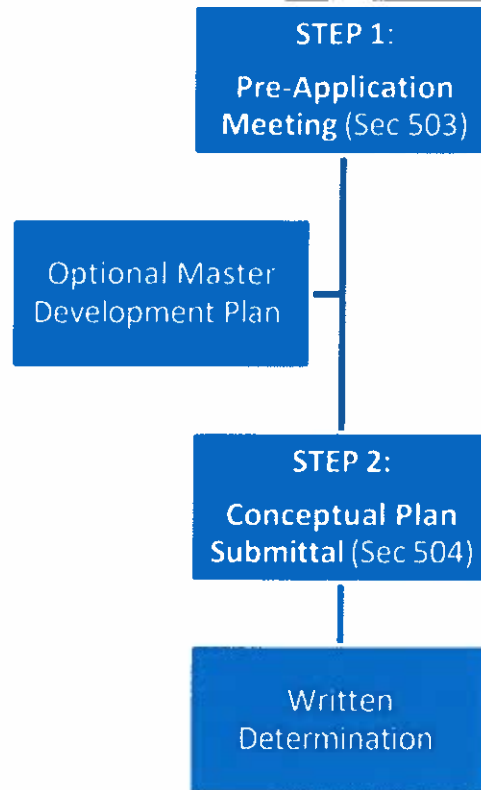
1. Upon determination that a subdivision application is complete, the Community Development Director, or their designee, shall provide public notification as follows at least 15 business days before approval:
 - a. A courtesy notice shall be published in a newspaper of general circulation within the Town.
 - b. A notice of the application shall also be posted on the Town website.
2. The Community Development Director shall prepare a quarterly report summarizing subdivision applications received, which shall be presented to the Planning and Zoning Commission and the Town Council during a regularly scheduled meeting.

D. Pre-Application Meeting Required

Prior to or while a subdivision is in the conceptual planning state, the subdivider shall meet with the Community Development Director, or designated staff representative, and with members of the Town staff as deemed appropriate to determine conformity to the Town's adopted General Plan's Vision and Elements, to the Zoning Regulations and Zoning Map, and to the provisions of these regulations and requirements for the design and installation of public improvements as required.

1. The Community Development Director or staff representative shall inform the subdivider of the procedures and submittals which may be required, including Conceptual Plan, Preliminary Subdivision Plat and Final Subdivision Plat that are described in the sections that follow.
2. Additionally, the Community Development Director or staff representative may require a Master Development Plan for the development of a neighborhood, community or other large land area, i.e., typically 300 acres or greater, the platting of which is expected to be undertaken in progressive stages.
 - a. A Master Development Plan shall be prepared in the same format described in Sec 504 – Conceptual Subdivision Plan.
 - b. A Master Development Plan shall be subject to Commission and Council approval where, as determined by the Community Development Director or staff representative, the future potential development activity has substantial impact on existing developed surrounding properties. Where that is required it shall be processed the same as Section 505.D & E.
 - b. A Master Development Plan proposed for mixed uses, or requiring change of zoning classifications or increased density shall be submitted in accordance with Section 203.L. – Planned Area Development.

INITIAL SUBDIVISION PLATTING PROCESS AT-a-GLANCE



SECTION 504 – CONCEPTUAL SUBDIVISION PLAN

A. Purpose

The purpose of the Conceptual Plan is to determine the feasibility of the proposed development and the capacity of the land to support such development. To avoid unnecessary and costly revisions, the subdivider shall as specified by these regulations submit a Conceptual Plan of the proposed development after the Pre-Application meeting with the Community Development Director or designated staff representative.

1. A Conceptual Plan Submittal shall be required as a precursor to a Preliminary Plat under the following circumstances:

- a. Area to be subdivided is greater than 100 acres in size and/or comprises an entire neighborhood;
- b. Development tract is a more intense or dense zoning designation than adjoining properties' zoning classification(s);
- c. Project development to occur in multiple phases;
- d. Difficult development constraints, such as topography, limited or difficult access, limited existing or available utilities, location within FEMA Flood Plain or encumbered by numerous washes or

arroyos exhibit unique drainage constraints, sewer not available, or effluent disposal opportunities are limited or constrained.

2. An appropriate number of Conceptual Plan copies as determined by the Community Development Department including one in digital form, and an application with fees as specified in the Planning and Zoning Fee Schedule shall be submitted by the subdivider.

3. The Conceptual Plan shall be circulated to and reviewed by Town staff and related reviewing agencies to discover development opportunities or apparent constraints prior to accepting Preliminary Subdivision Plat submittal.

B. Conceptual Plan Submittal Requirements

1. Vicinity Map

2. **Title** – the name of development and "Conceptual Plan"

3. **Location** by Section, Township and Range (G&SRB&M)

4. **Reference** of approximate distances to section and/or quarter corners

5. **Boundaries** of development clearly identified

6. **North arrow**

7. **Scales** (both graphic and equivalent inch to feet) using standard engineering intervals; not to exceed 1" = 200'; 1" = 100' is preferred. Sheet size: no smaller than 24"x36", no larger than 42" on a side.

8. **Date** of preparation plus date of any amendments since original submittal

9. **Names**, addresses, phone numbers and notation of relationship to development for landowners, subdivider/development agents, engineers, surveyors, land planners, landscape architects, architects, hydrologists or others responsible for design (include registration numbers).

10. **Topography** by contours relating to USGS survey datum (shown on the same map as proposed development) including benchmark used. Base information must be sufficient in order to review. Topography shall be depicted 300' beyond project boundary.

11. **Proposed land uses** and densities by area as well as ownership patterns surrounding land uses and zoning within 300'.

12. **Traffic/Circulation Concept Plan** (may be graphic and/or narrative) depicting proposed vehicular, pedestrian and recreational stock traffic (access, continuity, traffic flow capacities, secondary emergency access threshold, etc.) Traffic plan to include:

a. Overall area map where necessary showing existing and proposed roads and their classification (arterial, collector, residential street) within ½ mile of project boundaries. Scale not to exceed 1" = 2,000'

b. Identification of legal primary and secondary access opportunities, as well as existing or proposed street right-of-way widths.

c. In narrative form, identify general traffic impacts to adjacent property and existing roads, as well as high traffic generation points on site.

d. Identification of existing or proposed trail networks and open space features affected by or intended to be implements as part of future subdivision design.

13. Drainage Concept Plan illustrating and discussing in narrative form the proposed methods of handling storm drainage and floodplains that affect property.

a. Depict general pre and post-development drainage patterns and flow direction(s).

b. Identify potential detention facilities, where necessary.

14. Notes/chart to identify on the Conceptual Plan Map the following:

a. Total acreage, acreage for each use and each phase

b. Number units/lots for each type of use and phase

c. Average area per lot/unit proposed

d. Percent open space, if any, exclusive of rights-of-way, roadways, building envelopes, and parking areas.

e. Water source (if new source indicate potential well field and storage tank on Conceptual Plan)

f. Method of refuse removal

g. Sewer service provider and type, if available

h. Fire District

i. Proposed utilities available and provider

j. Identify site conditions (i.e., rock outcroppings, major drainage features, etc.)

15. Requested waivers or known deviations from Section 505 C.12 Subdivision and Street Design standards. Any proposed waiver or waivers shall be identified on the Conceptual Plan and the standard or requirement from which the deviation is requested shall be noted. Failure to provide such identification for waiver shall be grounds for denial.

C. Additional Requirements

If requested by the Town Engineer, further information on drainage may be required in conjunction with the Conceptual Plan. The subdivider shall submit a Phase 1 Drainage Report prepared by a registered Arizona Professional Engineer, consistent with the Yavapai County Flood Control District and Yavapai County Drainage Criteria Manual (refer to Camp Verde Engineering Design & Construction Standards).

D. Review, Approval, Denial and Appeal of Conceptual Plan

1. Review: Within five working days from submittal of the Conceptual Plan Application, it shall be reviewed for completeness by the Community Development Director or designee. If the application is found to be

incomplete, it shall be returned to the subdivider. If the application appears to be complete, the Plan shall be distributed to reviewing departments and agencies including other jurisdictions.

- a. In accordance with A.R.S. Section 9-474 as may be amended, if the plat is within three miles of the corporate limits of a city or town having subdivision regulations, as the Community Development Director shall submit a copy of the Conceptual Plan to said community for review.
- b. Upon receipt of reviewing agency comment, the Community Development Director or staff designee shall compile agency comments and respond to the applicant or agent as the proposed project relates to the following:

- 1) General Plan or Specific Area Plan(s)
- 2) Zoning requirements
- 3) Suitability of the site for development, proposed/existing and potential development opportunities and constraints
- 4) The improvements, design and dedication required by the Town Engineering Design and Construction Standards

2. Written Determination: On or before the twentieth day after the date of acceptance of a complete Conceptual Plan Application, the Community Development Director shall conduct a formal meeting between the applicant(s), reviewing department and agency representatives and the Community Development staff. The Conceptual Plan shall be evaluated and discussed to determine whether or not it meets the purposes of these regulations and related Town Ordinances and design specifications.

- a. Where deemed necessary, the Director shall make specification recommendations to be incorporated by the applicant into a revised Conceptual Plan or Preliminary Plat submittal.
- b. When the conceptual review is deemed complete the Community Development Director will provide written suggestions for the applicant to resubmit a conceptual plan and or move forward with preliminary subdivision plat review.

SECTION 505 – PRELIMINARY SUBDIVISION PLAT

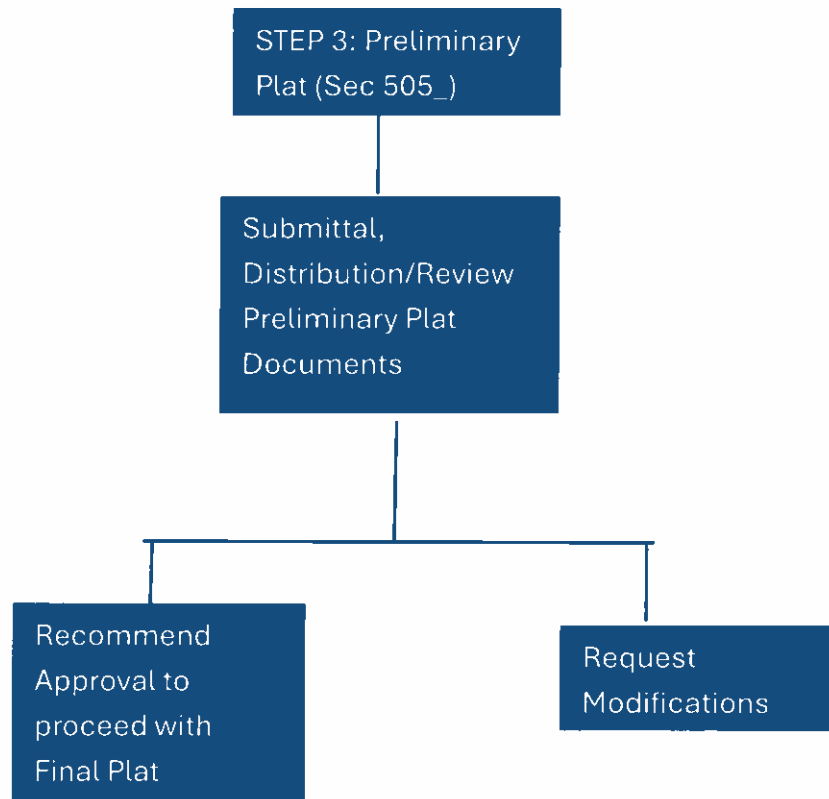
A. Purpose and Initial Review

The purpose of the Preliminary Subdivision Plat is to provide more detail for determining specific capacities and preliminary design for the proposed subdivision. ~~The Preliminary Plat process is a major step, as its Public Hearing by the Planning Commission and the Town Council may give authorization to proceed in preparation with the Final Subdivision Plat, to be accompanied by engineering construction plans and specifications for public improvements.~~ Approval of the Preliminary Plat does not guarantee approval or acceptance of the Final Plat.

1. After the Pre-Application Meeting the Conceptual Plan and Master Development Plan, if required, the subdivider shall submit an appropriate number of copies as determined by the Community Development Department, including one in digital form of the Preliminary Subdivision Plat, an application with fees as specified in the Planning and Zoning Fee Schedule and the Engineering Fee Schedule, and other exhibits as hereinafter specified; and shall submit a minimum of two copies of each required supplementary materials as outlined in Section 505.C and as determined by the Community Development Director.

2. Within five working days from submittal of the Preliminary Plat Application, it shall be reviews for completeness by the Community Development Director or designee. If the application is found to be incomplete, it shall be returned to the subdivider. If the application appears to be complete, the Plat shall be distributed to reviewing departments and agencies. Processing will not commence until all required documents are received.

PRELIMINARY SUBDIVISION PLATTING PROCESS AT-a-GLANCE



3. The Preliminary Plat will be promptly circulated for review to determine if the Preliminary Plat conforms to these regulations, and to the Conceptual Plan phase of the subdivision application.

a. Copies of the Preliminary Subdivision Plat and accompanying material will be transmitted to the following agencies: Town Engineer; County Health Department or Environmental Services; Arizona Department of Transportation (if it contains or abuts a state or federal highway); utility companies; Town Road Superintendent; Soil Conservation District; State or Federal land management agency (if adjacent to public lands); State Fire Marshal or Camp Verde Fire District; State Department of Water Resources, and other interested or affected agencies as deemed appropriate by the Director.

b. In accordance with A.R.S. Section 9-474, as may be amended, if the plat is within three miles of the corporate limits of another municipality having subdivision regulations, the Community Development Director will submit a copy of the Preliminary Plat to said municipality for its review.

- c. Interested agencies will have approximately 30 working days, from the date of complete application received by the Community Development Department Director. The Community Development Director will schedule a meeting with agencies during the 30 working days.
- d. No reply by an agency within the time limit specified will be construed by the Community Development Director as having no objections from that department or agency to approval of the Preliminary Plat.

4. The Community Development staff shall prepare a correlated report, including replies or comments from all department and other agencies for coordinated meeting between the subdivider and/or his agent and the various responding agencies for the purpose of clarifying outstanding issues arising from subdivision plat review and to promote compliance with the content of these regulations;

- a. If recommended changes, additions, or minor revision are necessary, ~~three sets of revised prints~~ **plans** shall be submitted and distributed for review as with the original submittal. ~~All revised preliminary plans and/or revised accompanying material shall be received at least 15 working days prior to the Commission meeting date at the developer desires to be heard;~~
- b. ~~If the proposed Preliminary Plat is in conformance, the Director shall put it on the agenda for the next scheduled Planning Commission meeting and send notice with a copy of the staff report to the subdivider by mail at least ten working days prior to the Commission's public meeting of the time and place at which the matter is set for review.~~
- b. If the proposed Preliminary Plat is in conformance, the Town Engineer and Community Development Director can approve the Preliminary Plat and the developer may proceed with submission of Final Plat.

All time frames listed herein are estimates.

B. Preliminary Subdivision Plat Submittal Requirements

1. **Information Required:** The Preliminary Subdivision Plat shall be prepared to contain the information required in Section 504 B. Conceptual Plan Submittal Requirements and the additional Preliminary Plat and supplementary requirements that follow in this Section. Engineering plans submitted in support of the Preliminary Plat shall be prepared under the direction of a Professional Engineer.
2. **Title:** The title shall include "Preliminary Plat" and the proposed name of subdivision.
3. **Topography:** A depiction of contours relating to USGS survey datum, or other datum approved in writing by the Town Engineer, shall be shown on the same map as the proposed subdivision layout. Location and elevation of the benchmark used should also be shown on the plat. Acceptable contour interval; grades up to 5%, two feet; 5% to 15% grades, five feet; grades over 15%, ten feet. Source and date of topography shall be noted on the Preliminary Plat. Datum basis shall be noted. Whenever practical, elevations should be based on N.G.S. datum. At least one permanent benchmark shall be included as part of the Preliminary Plat. Regular U.S.G.S. topographic maps, enlargements or similarities of same will not be acceptable as the source or topography.

4. Existing Drainage and Natural Features: Flood hazard and 100-year Floodplain areas, if any, shall be delineated on the Preliminary Plat, and building pads shall be identified within flood hazard areas; significant natural features such as washes, wetlands, major rock outcroppings and stands of trees, shall be identified.

5. Existing Street, Easements and Improvements: Location, widths, ownership status and names of all existing streets and improvements therein; railroads; recorded utility or other easements or rights-of-way, including any existing facilities therein; public areas; all existing structures, with an indication of whether or not they are remain; and Town corporation lines within or adjacent to the tract. Access road to the proposed subdivision shall be described to its intersection with a public road right-of-way.

6. Proposed Streets and Easements: Location, width and names of proposed streets, alleys, drainage ways, cross-walks, utility and access easements including all connections to adjoining platted or unplatted tracts. A typical cross-section shall be depicted on the plat where applicable describing the aforementioned improvements.

7. Adjacent Lands: Name, book, and page numbers of any recorded subdivisions within or having a common boundary with the tract, or notation "unsubdivided" where appropriate.

8. Lot Layout: Including minimum building setback lines related to all streets; typical lot dimensions (Scaled); dimensions of all corner lots and lots on curvilinear section of street; each lot numbered individually and total number of lots shown.

9. Public Land Use: Designation of all land to be dedicated or reserved for public or semi-public use, with use indicated.

10. Zoning: The plat shall designate existing zoning classifications and land uses, present district boundary lines and status of any pending zoning change. If the plat includes land for which any multi-family, commercial or industrial use is proposed, such areas shall be clearly designated.

11. Utility Resources: Reference by note to all sources of proposed electricity, gas, telephone service, solid waste disposal, police and emergency service agencies.

12. Sewage Disposal: A statement as to the type of facilities proposed shall appear on the Preliminary Plat.

a. It shall be the responsibility of the subdivider to furnish the Yavapai County Environmental Services Department such evidence as the Department may require for its satisfaction as to the design and operation of sanitary sewage facilities proposed.

b. Where the proposed sewage disposal system will be by individual lot septic tanks, the result of the percolation tests and test boring logs as required by the County Environmental Services Department shall be submitted with the preliminary plat.

c. Where alternate systems are contemplated necessary supporting information to the County Environmental Services Departments' specifications shall be provided for review and approval in concert with Preliminary Plat evaluation.

13. **Water Supply:** A statement as to the type of facilities proposed shall appear on the Preliminary Plat. It shall be the responsibility of the subdivider to furnish the Yavapai County Environmental Services Department such evidence as the Department may require for its satisfaction as to the facilities for supplying domestic water.

C. Additional Preliminary Plat Submittal Requirements

1. The following material shall accompany the submission of all preliminary plats. If this data is not included on the preliminary plat, then a minimum of two (2) copies each are required.

a. Supplemental submittals at this stage, such as grading, drainage or road plans, should be preliminary plans, not construction plans. They are the type of plans needed to evaluate the viability of the preliminary plat and allow the reviewing agencies to make reasonable decisions. The plans may generally be prepared using scaled distances and elevations taken from the topographic map used for the Preliminary Plat. When possible, they should be at the same scale as the preliminary plat.

b. All supplemental submittals must be consistent with each other and the Preliminary Plat.

2. **Preliminary Title Report:** A policy of title insurance issued by a title insurance company within the preceding thirty (30) days to the owner of the land, covering the land within the proposed subdivision and showing all record owners, liens, and encumbrances shall be submitted. The preliminary title report shall contain Schedule "B" indicating the status of legal access to the proposed subdivision.

3. **Preliminary Draft Deed Restrictions or Protective Covenants:** Restrictions or covenants shall be incorporated in the final plat submittal, including provisions for use and maintenance of commonly-owned facilities, if any.

4. **Utility Service Letters:** A statement regarding availability of utilities and the direction and distance thereto and preliminary letters of serviceability shall be submitted in conjunction with the application.

5. **Street Names:** A list of the proposed street names.

6. **Preliminary Grading Plan:** A preliminary grading plan shall be required when cuts or fills will exceed 5' in height or will extend outside of the normal street right-of-way. The preliminary grading plan shall be in sufficient detail to convey the extent of grading activities such that their impact can be evaluated by the reviewing agencies.

a. The Preliminary Grading Plan shall include existing and finish grade contours and limits of cut and fill areas.

b. Driveway and building locations shall be shown when topographic or other constraints will require specific locations or site grading.

c. A geotechnical report shall accompany the grading plan to support the slope stability assumptions of the grading plan.

d. The Preliminary Grading Plan may be shown on the Preliminary Road Plans is all of the grading will be related directly to the roads and in compliance with the following requirements for Preliminary Road Plans.

7. Preliminary Road Plans: Grades shall be given to the nearest whole percent grade. A profile sheet coinciding with the roads as shown on the Preliminary Plat or separate plan and profile sheets shall be prepared at a scale sufficient to allow evaluation of the proposed roads. Proposed drainage structures within the right-of-way shall be shown on the preliminary road plans. The reviewing agency's interests in these parts are:

- a. height, stability and slope of cut fills
- b. affected drainage patterns
- c. potential roadway geometric problems
- d. impacts of the roads on adjacent lots, property and access
- e. relationship of drainage to roadways; and,
- f. other items that may be specific to the roads in the specific subdivision.

8. Preliminary Utility Plans: A Preliminary Utility Plan shall be prepared to illustrate the proposed location of utilities and verify that the necessary easements and right-of-way are proposed on the Preliminary Plat. It is recognized that final utility locations are decided by the individual utilities, but the objective of the Preliminary Utility Plan shall be to encourage cooperation in planning by various utilities.

9. Preliminary Drainage Plans: Preliminary Drainage Plan shall be part of a Drainage Report in accordance with the requirements of the Yavapai County Flood Control District and Yavapai County Drainage Criteria Manual (refer to Camp Verde Engineering Design & Construction Standards).

10. Traffic Impact Analysis: A traffic impact study shall be performed in accordance with the latest edition of the Town Engineering Design & Construction Standards or as required by the Town Engineer. In cases where the proposed subdivision streets intersect a State or County highway, the traffic impact analysis shall be performed in accordance with that agency's requirements.

a. Generally the following criteria are considered when determining if a traffic impact study is warranted:

- 1) Significant changes in land uses are proposed or higher density zoning is sought.

2) Town arterial highway access is requested or the existing location of access to the property is changed.

3) The proposed increased activity or intensity of development will significantly impact vehicular or pedestrian traffic on County roads.

4) A total of 100 or more vehicular trips during A.M. or P.M. peak hour will be generated by the proposed development.

b. The traffic study shall be funded by the subdivider or property owner and upon submittal to the Planning and Zoning Department will be transmitted to and reviewed by the Town Engineer's office. Copies will be made available to other governmental agencies which may be affected by increased traffic.

c. The subdivider shall be required to provide financial assurances or complete the installation of any improvements determined necessary to maintain or improve traffic operations and traffic safety functions in direct proportion to the impact caused by the proposed development.

D. Preliminary Subdivision Plat Review and Actions by Planning Commission

~~1. The Commission shall review, hear or consider all evidence relating to said Preliminary Subdivision Plat.~~

~~2. The Commission may review an Application of Exception simultaneously with the Preliminary Plat consideration, or, the Commission may hear the Application for Exception separately at the subdivider's request or as recommended by the Community Development Director. The Commission may recommend that the Town Council authorize exceptions to any of the requirements in these regulations, if the Commission finds the following facts with respect thereto:~~

- ~~———— a. There are special circumstances or conditions affecting said property; and~~
- ~~b. That the granting of the exception will not be detrimental to the public safety, health and welfare or injurious to other property in the area in which said property is situated; and~~
- ~~c. That it will not have the effect of nullifying the intent and purpose of the Town's General Plan or these regulations.~~

~~3. If satisfied that all objectives of these regulations have been met, the Commission may recommend approval or conditional approval of a Preliminary Plat, with or without exceptions, to the Town Council.~~

~~4. The Commission may move to continue the plat pending its revision or resubmittal process if the Commission finds that the proposed plat lots are determined to be not suitable due to such features or conditions as flooding or poor drainage, steep slopes, rock problems, sanitary deficiencies,~~

improper access to public roadway, or other condition likely to affect public health, safety, convenience and general welfare.

- a. ~~Such continuance shall be set to a specific date coordinated by the subdivider and Commission for a future Commission hearing of the revised plat.~~
- b. ~~If the plat revision remains unsatisfactory to the Commission for a recommendation of approval, the Commission may recommend denial and forward their recommendation to Council.~~
- c. ~~A Preliminary Plat may not be continued for more than sixty (60) days after the Commission's first hearing on the Plat.~~

5. ~~The Commission may recommend denial if it finds that the plat does not comply with these regulations, the intent and purpose of the General Plan, zoning or other applicable codes.~~

6. ~~Recommendations for approval or denial by the Commission shall be forwarded to the Town Council for action at the next available regular meeting. A copy of the project report and draft or approved minutes setting out action of the Commission shall be filed with the Town Clerk and be transmitted to the Council, to the subdivider and/or owner and to departments or agencies as necessary.~~

~~E. Preliminary Subdivision Plat Review and Actions by the Town Council~~

1. ~~Upon receipt of the report and recommendation by the Commission, the Council as its next succeeding Council Hears Planning & Zoning Matters meeting or special meeting shall approve, conditionally approve, with or without exceptions, or reject the Preliminary Subdivision Plat application.~~

2. ~~If the Council determines that said Preliminary Plat is not in conformity with these regulations or associated design criteria or if other requirements are not approved by the Council, it shall disapprove said plat specifying its reason or reasons therefore; and the Community Development Director shall advise the subdivider in writing of such disapproval and of the reasons for such disapproval. If an application is rejected by the Town Council, the new filing of a subdivision application for the same parcel(s) or any part thereof shall follow the aforementioned procedures and shall be subject to the required fees.~~

3. ~~Preliminary Plat approval is based upon the following terms:~~

- a. ~~The basic conditions under which the Preliminary Plat is granted will not be changed prior to expiration date of approval.~~
- b. ~~Approval is valid for a period of twenty-four (24) months from date of Council action, unless an extended period is requested and approved by Council.~~

~~c. Prior to expiration of the approval period the subdivider may request, by written application, Commission and Council approval of a one year time extension; such approvals may be granted, if after hearing a recommendation by the Commission the opinion of the Council is there is not a change in conditions within, or adjoining, the Preliminary Plat that would warrant a revision to its original design.~~

~~4. The Council approval of the Preliminary Plat shall specify that minimum Town standards for required improvements shall be designed prior to approval of the Final Plat; and if any other improvements are required at this time by the Council, they shall be so specified at the time of approval or the Preliminary Plat.~~

SECTION 506 – FINAL SUBDIVISION PLAT

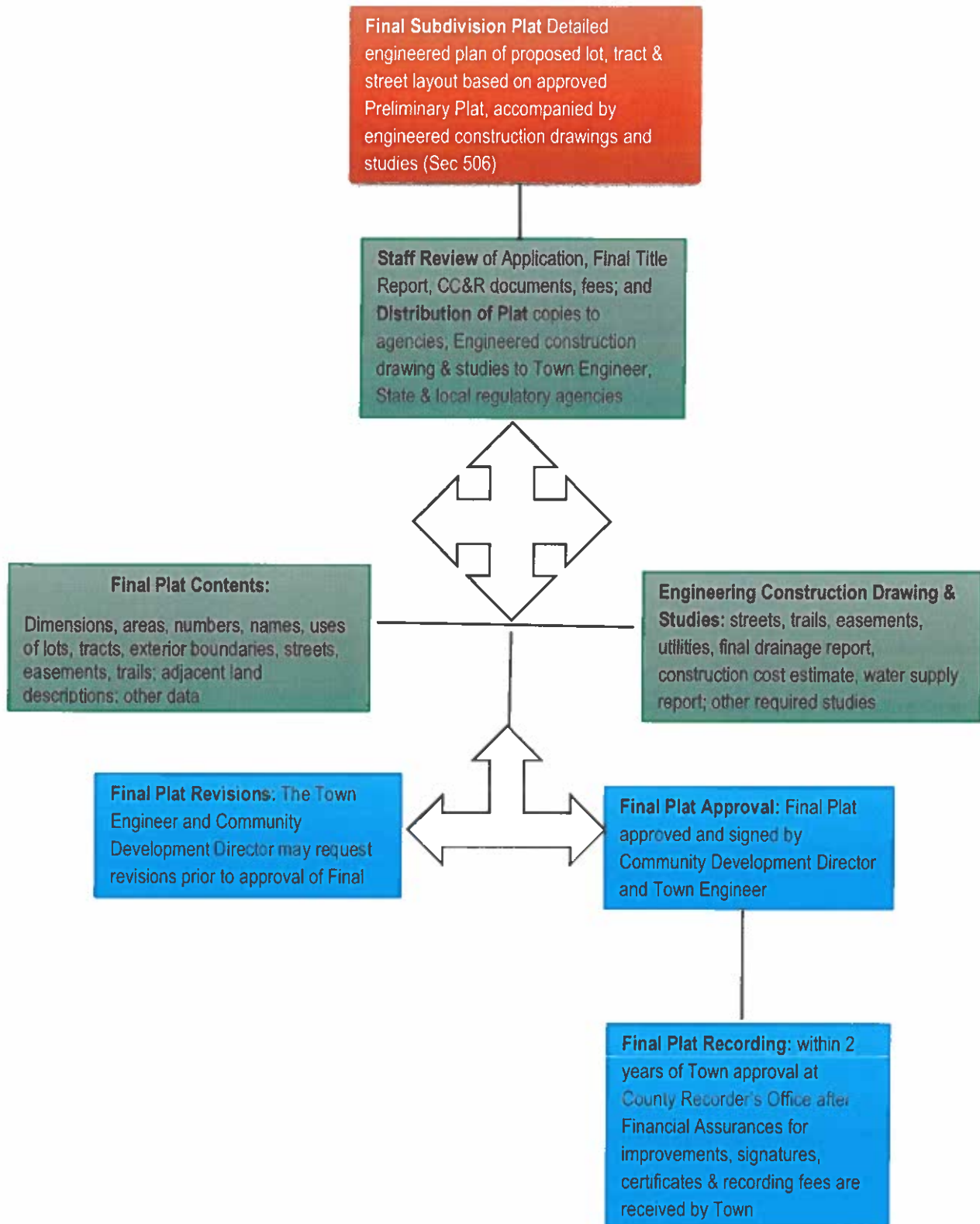
A. Purpose and Initial Review

1. The purpose of the Final Subdivision Plat is to provide complete details and engineering design for compliance with these regulations and for construction of improvements that meet or exceed the Town standards.

2. The Final Subdivision Plat process includes submittal of complete engineering design drawings for construction and studies to assure lot development with appropriate grading and drainage, streets, water, sanitation, utilities and other necessities. After review by the Town Engineer, **Community Development Director**, and other designated staff, the Final Plat ~~is presented to the Town Council for approval~~ **is ready for approval by the Town Engineer and Community Development Director**; the Final Plat is subsequently recorded with the County Recorded. This process also includes the approval of construction plans and assurances, inspection (s) and release of assurances for the required site improvements.

3. Within five working days from submittal of the Final Plat Application, is shall be reviewed for completeness by the Community Development Director or designee. If the application is found to be incomplete, it shall be returned to the subdivider. If the application appears to be complete, the Plat shall be distributed to reviewing departments and agencies. Processing will not commence until all required documents are received.

FINAL SUBDIVISION PLATTING PROCESS AT-a-GLANCE



B. Final Plat Submittal Requirements

1. Final Plat Filing, Timing and Compliance: Within two years of the approval date of the Preliminary Subdivision Plat, or within an approved time period extension, the Final Plat shall be submitted and prepared:

- a. in substantial conformance to the approved Preliminary Subdivision Plat, with only minor authorized changes allowed and with any stipulations attached thereto; and,
- b. in accordance with these regulations, any other applicable Town ordinance or regulation, State or Federal Laws; and,
- c. the Final Plat shall be certified by a Registered Land Surveyor licensed in the State of Arizona; and,
- d. engineering plans submitted in support of the Final Plat shall be prepared under the direction of a Professional Engineer, registered in the State of Arizona.

2. Progressive Units Option: For any approved Preliminary Subdivision Plat, the Final Plat may be submitted for approval progressively in units, each processed as a separate Final Plat. Upon recording of a Final Plat for the first Unit of an approved Preliminary Plat, subsequent Final Plat Units may be prepared where the subdivider is proceeding in accordance with the development schedule approved with the Preliminary Plat and/or where there have been no material changes to these regulations, Town improvement standards or adjoining land—uses that warrant a review and possible redesign of the Preliminary Plat.

3. Copies, Application and Fees: The subdivider shall submit an appropriate number of copies as determined by the Community Development Department, including one in digital form, of the Final Subdivision Plat, an application with fees as specified in the Planning and Zoning Fee Schedule, the specified number of copies of engineering construction drawings and other studies and documents as hereinafter required. Processing will not commence until all required documents are received.

4. Information Required: The Final Subdivision Plat shall be prepared to contain the information required in Section 505.B., Preliminary Plat Submittal Requirements, updated as necessary to a Final Plat, and the additional Final Plat and supplementary requirements that follow in this Section.

5. Title shall include "Final Plat" and the proposed name of subdivision.

6. Boundary lines of tracts, lots and parcel lines, easement lines, street centerlines, and section lines, all showing accurate bearings and dimensions expressed (rounded) in feet and decimals thereof to the hundredth; the licensed surveyor who certifies the boundary survey on the plat shall also submit the mathematical calculations of each boundary, lot and tract closure; the calculation shall contain enough data in order to follow and recalculate the method used to determine closure.

7. **Areas:** The total area of the subdivision and the area of each lot to the nearest hundredth of an acre if greater than one acre; or showing the area in square feet if less than one acre; such area data may be shown on the Final Plat or on a memorandum in support of the plat.

8. **Streets and Easements:** Width of streets, width of easements and indication of their purpose, angle, radius, tangent, and length of all curves; easements shall be clearly dimensioned, labeled, and identified, and, if already of record, properly referenced to the record. If any easement is not definitely located of record, a statement of such easement shall appear on the title sheet;

9. **Monuments:** Location and description of existing or found monuments, such as section corners and subdivision boundary corners, elevation of benchmarks for a condominium development, existing rights-of-way and easements, if any; corners of the subdivision shall be noted, and monuments found or set shall be indicated and described; two corners of the subdivision shall be tied by course and distance to separate section corners to quarter section corners or suitable monuments acceptable to the Town Engineer.

a. The legend shall specify the type of monuments used; and

b. The final plat shall indicate if the lot corner monuments have been or are to be set. If the lot corners are set, this should be included in the surveyor's certificate. If they are not set, an estimate and assurances must be provided.

c. Monuments shall be either a steel pin or pipe at least 18 inches in length and set in a reasonable permanent manner for all points of reference on the outside boundary, at each lot corner and/or at all points of curvature or tangency of the subdivision.

10. **Subdivision and Public Use Boundaries:** The boundary of the subdivision shall be indicated by a heavy line, recognizable as a border clearly showing the boundary of the subdivision and all of the property being offered for dedication for public use and/or as easements; such boundaries shall not interfere with the legibility of figures or other data;

11. **Adjacent Land:** Where there is contiguous development, the name of the subdivision with reference of record, street right-of-way lanes, street names, street width, easements shall be clearly dimensioned, labeled, and identified, if any; and of unsubdivided so note.

12. **Excepted Parcel:** Any excepted parcel(s) within the plat boundary shall be accurately depicted by bearings and distances on the plat, and indicated as "not a part".

13. **Lot, Block and Street Layout:** Each lot shall be numbered as per the approved Preliminary Plat and each block may be numbered or lettered. Each street shall be named and any private streets permitted shall be so designated. Label and identify all lots, parcels, tracts, excepted parcels, etc. for intended use, ownership, or maintenance.

14. Drainage: The limits of any 100-year floodplain identified using the standards set forth by the Arizona Department of Water Resources Requirement for Floodplain Delineation in Riverine Environments, together with the base flood elevation, shall be illustrated on the Final Plat.

a. The regulatory elevation for the most critical location within each lot shall be shown on each lot that is impacted by the floodplain. A note shall also be placed on the plat indicating that "Floodplain limits, base flood elevations and regulatory elevations may be revised by subsequent studies approved by the Yavapai County Flood Control District."

b. Final Plats shall also show all drainage easements in conformance with approved Preliminary Plat with the associated dedication language. The actual dedication language should be related to the type of drainage facility and method of maintenance.

C. Additional Final Plat Submittal Requirements

Simultaneously with the submittal of the appropriate number of copies of Final Subdivision Plat, the subdivider shall also file therewith the following accompanying documents:

1. **Title Report:** Two copies of an updated title report or a policy of title insurance issued by a title insurance company within the preceding 30 working days to the owner of the land, covering the land within the subdivision and showing all record owners, liens, and encumbrances. The title report shall evidence that there is legal/permanent access to the proposed subdivision.

2. **Deed Restrictions:** A copy of an covenants, conditions and restrictions (CC & R's) to be recorded; a notation and space for reference to the recorded deed restrictions shall be placed on the Final Plat.

3. **Final Drainage Report:** A final or Phase 3 Drainage Report shall be submitted in conjunction with final construction plans in accordance with the requirements of the Flood Control District. The purpose of the Phase 3 Drainage Report is to update the concepts, provide all information not previously provided and to present the design details for the drainage facilities discussed in the Phase 2 Drainage Report.

4. **Engineered Design/Construction Plans:** A minimum of five sets of prints of the construction plans of all improvements required and prepared in accordance with Town Ordinances, Flood Control District Regulations, Arizona Department of Environmental Quality Standards, applicable to the Town's delegation agreement and and/all other construction standards or specification as adopted by the Town Council and in force and effect.

a. In addition to the construction plans. Five sets of the plans for all off-site improvements to be constructed will be required. The plans will show such details as required by the Town's Engineering Design & Construction Standards, and will show land ownership, existing or proposed right-of-way limits, and other features affecting the establishment and construction of such required off-site improvements.

5. **Construction Cost Estimate:** A cost estimate for constructing the required site and off-site improvements, signed and sealed by a Professional Engineer who is registered in the State of Arizona. The cost estimate and method/type of assurance shall be approved by the Town Engineer and/or Town Attorney prior to approval of the final plat.

a. The actual assurance must be executed and presented to the Town of Camp Verde before the Final Subdivision Plat is recorded. (See Section 507 regarding assurances).

6. **Maintenance Provisions:** If private roadways or common facilities are proposed in the development, then provisions for perpetual maintenance shall be provided for in the Property or Home Owners Association, or other legal entity organizational Articles of Incorporation; such provisions must be acceptable to the Town of Camp Verde, and shall be submitted with the Final Subdivision Plat.

D. Final Plat Ratification, Dedication and Certifications

The following Certifications, Acknowledgments, Dedications, Acceptances, and all others now or hereafter required shall appear on the Final Plat. Such certificates may be combined when appropriate.

1. **Certifications/Ratification by Interested Parties:** A certification or ratification signed and acknowledged by all parties having any record title interest in the land subdivide consenting to the preparation and recordation of said Plat. Certain rights-of-way, easements, or other interests may be acknowledged by appropriate endorsements on the Plat.

2. **Certification of Dedication for Public Use Parcels:** A certification signed and acknowledged as above offering for dedication to the public all parcels intended for public use, including, but not limited to streets, alleys, rights-of-way, school or park sites, and any other public areas depicted on the Final Plat.

3. **Dedication and Acknowledgement of Private Streets and Facilities:** A dedication of the use and maintenance of private street, recreational facilities, common open space, drainage easements and similar amenities to the Property Owners Association. An acknowledgement that private streets may only be taken over by the Town for maintenance if the Town elects in its sole discretion to accept title to or responsibility for such streets are constructed or brought to current Town Engineering Design & Construction Standards (including surfacing, right-of-way widths and other standards) for public street usage, at the owners or Property Owners Association expense.

4. **Land Surveyor's and Engineer's Certifications:** Certificates for execution by the land surveyor and professional engineer of record as follows:

a. The Final Plat shall contain the name and registration number of the Registered Land Surveyor (RLS) with certification, signed, sealed and dated, that the survey of the premises (property) described and platted was made under direction and supervision of the RLS and are accurately represented on the plat; and that the plat is in substantial

conformance to the approved Preliminary Plat; and that this Final Plat is correct and accurate as shown.

b. The Final Plat shall contain the name and registration number of the registered Professional Engineer (PE) who is responsible for the engineering that is necessary in preparation of the proposed subdivision.

5. Certification and Approval by Town Officials: A certification for execution to be signed and dated by the Town Engineer and the Community Development Director that the plat has been checked for conformance to the approved Preliminary Plat and to any special conditions attached thereto, and to the requirements of the Camp Verde Subdivision Regulations, and to any other applicable regulations, and that the plat appears to comply with all requirements within the jurisdiction of evaluation.

6. Certification of Assurance: A certification, signed and dated by the Town Engineer, and attested by the Town Clerk that satisfactory Assurance in the form specified (performance bond), (trust agreement), (unconditional bank guarantee), (other comparable method) has been provided from the subdivider in the amount approved by the Town Engineer which is the full amount necessary to guarantee the installation of all required improvements (streets), (water), (sewer), (other) in this subdivision; and that utility services (electric), (phone), (other) have been assured by letter from the appropriate utility companies.

7. Statement of Water Adequacy: A reference that this subdivision is not within a designated Active Water Management Area and that a statement of concerning water adequacy has been received from the Arizona Department of Water Resources (pursuant to A.R.S. 45-108 (most current version), as may be amended) declaring the water resources are (adequate or inadequate) for this subdivision.

~~E. Final Subdivision Plat Review and Actions by the Town Council~~

~~1. Each Town department and/or agency that has received a copy of the Final Plat and applicable supporting plans and documents shall determine and reply, within 20 working days from the date of complete application received by the Community Development Department, as to whether or not the material is acceptable. Failure of any department or agency to reply within the time specified will be interpreted by the Community Development Director as no objection to the plat as submitted, but shall not alleviate the subdivider from the requirements of such department or agency.~~

~~2. The Community Development Director shall inform the subdivider that changes or additions are necessary, or, that the original tracing may be submitted as follows:~~

~~a. If significant changes or additions are necessary, such as design variation from the approved preliminary plat, two sets of revised prints shall be submitted as a new Final Plat submittal;~~

b. If the changes are "minor authorized" changes, then, the Final Plat may be presented to the Town Council; Minor Authorized Changes may include adjustment, variation, and reduction of lots, lot lines, easements, or statements contained in preliminary plat if they are found by the Community Development Director to be consistent with the intent and design of the approved preliminary plat.

c. If the change is material, a "Revised" Preliminary Plat will be required for consideration by the Planning & Zoning Commission and Town Council. Adding lots, streets, or creating exceptions to the Town's Subdivision regulations are material changes which required a "Revised" Preliminary Plat.

3. When a Final Plat, construction plans and all required supporting documents are found acceptable to the Town Engineer and Community Development Director, County Floodplain Administrator, and County Environmental Services Director, the subdivider upon notice thereof shall deposit with the Community Development Department two reproducible sets of the Final Plat completely executed by:

a. All parties required to sign or endorse the same for the purpose of passing a good and sufficient title to the public right-of-ways, easements, and parcels offered for dedication and to join in the subdivision of said property;

Note: This does not imply acceptance of the street into the Town Road System for maintenance; formal acceptance for maintenance is contingent upon Council's approval of the plat, its recordation, and street construction to Town standards with acceptance by the Town Engineer.

b. The Registered Surveyor preparing the plat and Professional Engineer and/or any and all other parties required to execute certificates thereon, other than the required Town officials' signatures.

4. In addition, all finalized and signed plats and accompanying data, agreements and other papers or documents necessary to the acceptance of this plat shall be deposited with the Community Development Director at least 15 working days prior to the Council Hears Planning & Zoning Matters meeting at which the applicant desires to be heard.

5. When all appropriate provisions of these regulations have been met, all of the specified accompanying material shall be transmitted by the Community Development Director at least seven working days prior to the Town Clerk for action by the Council at the next Council Hears Planning & Zoning Matters meeting following the filing of the plat, or at any other meeting the Council may so designate.

6. The Council shall consider said Final Plat, the recommendations from the Planning Commission on the Preliminary Plat, and from the Community Development Director and Town Engineer on the Final Plat, the offers of dedication, and the agreements and guarantees for improvements.

~~a. If the Council determines that the plat is in conformity with these requirements and other pertinent statutes and of any requirements duly made relating thereto, and the plat conforms to the approved Preliminary Plat, it shall approve the Final Plat.~~

~~b. The Council may grant waivers or variation from these regulations upon recommendations of the Commission or on its own initiative; and may require conditions as will, in its judgment, secure substantially the objectives of these regulations.~~

~~c. If the Council determines that said plat is not in conformity with the approved Preliminary Plat or if other requirements are not approved by the Council, it shall disapprove said plat specifying its reason or reasons therefore; and the Community Development Director shall advise the subdivider in writing ten working days of such disapproval and of the reasons for such action.~~

F. Plat Recording

1. It is the responsibility of the subdivider after ~~Council~~ **Town Engineer and Community Development Director** approval of a Final Plat to provide all required materials and demonstrate that all conditions of plat approval have been met and to present such to the Community Development Director for recording of the plat in the office of the Town of Camp Verde.

a. Such materials shall include financial assurances for all required site and off-site improvements in an amount accepted by the Town Engineer; and

b. Filing fees sufficient for recording of the complete plat and deed restrictions.

2. The Community Development Director shall obtain the necessary signatures from Town officials and cause the Final Plat to be recorded upon finding that:

a. The Final Plat is properly executed for recording; and,

b. The materials evidencing that all of the stipulations of Community Development Director and Town Engineer have been received by the Town and are satisfied; and.

c. The necessary recording fees are file with the Town.

3. At the end of two years after ~~Council's~~ **Town's** approval of the Final Plat, if the conditions of approval have not been satisfied and the plat is not presented or found acceptable for recording, the Final Plat shall be ~~referred to the Town Council for action~~ **deemed abandoned, but the Town Engineer and Community Development Director may** consider granting an extension of time if requested by the subdivider. If the subdivider does not ask for or if the extension action is not taken, then the plat process is terminated and in order for the Final Plat to be considered again, the Preliminary Plat process must be followed.

SECTION 507 – CONSTRUCTION AND FINANCIAL ASSURANCES

A. Improvement Construction Prior to Final Plat Approval or Recordation

No subdivision site work shall be initiated unless or until the Final Plat has been approved by the Town Engineer and Community Development Director and the site work is authorized by the Town Engineer with approved construction plans, except as follows:

1. Prior to Final Plat Approval: If the owner or subdivider elects to construct limited site improvements prior to Final Plat approval, the Preliminary Plat must be approved and the subdivider shall cause the construction plans to be prepared by a Professional Engineer. These plans shall be submitted to the Town Engineer for review and approval prior to initiating site construction. The Town Engineer may authorize limited rough grading and drainage improvements, after review and approval of appropriate site grading and erosion control plans, during review of construction plans.
2. Prior to Final Plat Recordation: If the subdivider chooses to construct the required improvements prior to the recording of the Final Plat, he shall submit the construction plans, inspection reports, test reports and material certifications to the Town Engineer for approval. A certificate by the Engineer of Record on the as-built plans stating that the construction has been completed in substantial conformance to the specifications and standards contained in or referred to herein and/or approved construction plans, must be reviewed and acceptable to the Town Engineer, prior to recordation of the Final Plat.
3. Financial assurances as required by 507.B.

B. Financial Assurances Required:

No Final Subdivision Plat will be recorded unless on or more of the following methods of assurance are submitted with the Final Plat. The amount of the assurance shall be based on the estimates of probable costs that is prepared, signed and sealed by the professional Engineer of Record, furnished with the Final Plat for all required on- and off-site improvements, and approved by the Town Engineer; an amount of 10% of the approved estimate of probable costs shall be provided in addition by the subdivider to cover potential cost increases for any of the following assurance methods which shall be approved as to form and legality by the Town Attorney. The posting and provision of the following shall be completed prior to any construction.

1. **Performance Bond** – The subdivider shall file with the Town of Camp Verde a bond executed by a surety bond executed by a surety company holding a license to do business in the State of Arizona, and acceptable to the Town of Camp Verde, in an amount equal to the approved estimate 1.of probable cost of the improvements required by these regulations, and within the time for completion of improvements as estimated by the Engineer of Record and approved by the Town Engineer.

2. **Trust Agreement** – The subdivider shall place on deposit in a bank or trust company in the name of the Town, and approved by the Town Attorney, in a trust account a sum of money equal to the estimated cost of all site improvements required by these regulations. The cost and time of completion shall be approved by the Town Engineer. Periodic withdrawals may be made from the trust account for a progressive payment of installation cost. The amounts of such withdrawals shall be based upon progress work estimates and approved by the Town Engineer. All such withdrawals shall be approved by the Trustee.

3. **Unconditional Guarantee** – The subdivider shall file with the Town a letter, signed and notarized by the principal officer of financial institution acceptable to the Town, agreeing to pay the Town on demand, a stipulated sum of money to apply to the estimated cost of installation of all improvements for which the subdivider or developer is responsible under these regulations. The guaranteed payment sum shall be determined from the estimated costs and scheduling as approved by the Town Engineer. The letter shall state the name of the subdivision and shall list the improvements for which the subdivider or developer is required to provide together with a schedule for completion. The Town may in its sole discretion reject this option if the Town believes the subdivider lacks the financial strength to perform under the guarantee.

~~4. **Other Methods**— Other methods of assurance for completion of improvements may be used, providing the Council approves such methods after receiving a recommendation by the Planning & Zoning Commission. The Town Council's decision to approve of any "other methods" shall be provided in written form to the subdivider.~~

5. The subdivider shall also comply with the requirements of Arizona Administrative Code, Title 4, Chapter 28 State Real Estate Department (R4-28-A1211B, as may be amended) regarding surety requirements.

C. Duration and Partial Reduction of Financial Assurances

1. The duration of a performance bond or other assurance shall be for at least three years, from the date of recording. Extension of time in one year increments shall be provided promptly by the subdivider at the request of the Town. The assurance (surety) shall remain in force and effect until it is released by the Town ~~Council~~ Engineer or has been authorized for partial release as provided herein.

2. The Town Engineer, upon receipt of a certification from the Engineer of Record, may authorize a reduction of the assurance for the work completed in accordance with the approved cost estimate and construction plans. Ten percent of the estimated cost of completed improvements will be retained to ensure sufficient funds remain for completion of the site improvements, final inspections and preparation of final "as-built" plans.

D. Default

1. In the event that the subdivider defaults or fails or neglects to satisfactorily install the required improvements within the time agreed upon for performance, the Town Council may declare the bond, or other assurance forfeited, and the Town may make or cause the required improvements to be made, using the trust funds or proceeds of the collection of the bond or other assurance to defray the expense thereof.
2. In addition, the Community Development Director shall notify the State Real Estate Commissioner of the default.

E. Improvement Inspection and Surety Release

1. The subdivider, using the services of an Arizona registered Professional Engineer and plans as approved by the Town Engineer, shall be responsible for the quality of all materials and workmanship.
2. At the completion of the work, or not less than thirty (30) days prior to the release date of the bond or other assurance, the Engineer of Record shall make an inspection of the improvements, and shall submit to the Town Engineer a set of "as-built" construction plans if complete or a report on the status of improvements if only partially complete.
3. The Town Engineer will review the as-built plans and/or report and notify the subdivider of any noncompliance with the approved construction plans or with these regulations. If the Town Engineer determines that compliance has been made, he will then ~~submit a report to the Town Council,~~ set the conditions of such facilities.
4. A certificate signed and sealed by Engineer of Record on the as-built plans stating that the construction has been completed in substantial conformance to the specifications and standards contained in or referred to herein must be approved by the Town Engineer ~~and presented to the Town Council~~ prior to the surety release.
 - a. If all conditions are found to be satisfactory and the improvements comply with the Town Standards, the Town Clerk shall release the guarantee.
 - b. If the condition of materials or workmanship shows unusual depreciation or does not comply with Town Standards, the Town Engineer may ~~present this information to the Council who may present this information to the Council who may~~ declare the subdivider in default.
 - c. The Engineer of Record's certification: *"In my professional opinion, the construction of (the specific site improvements required for approval) has been completed in substantial conformance with the construction plans and specifications including changes and addendums. My professional opinion is based, in part, upon the completion of certain tests and measurements and/or the review of the results of such tests and measurements*

completed by others. The rendering of this opinion in no way relieves any other party from meeting requirements imposed by contract, plans, specifications or commonly accepted industry standards."

5. Upon recommendation by the Town Engineer, the Council will review the roadways for acceptance into the Town System for Maintenance. Upon formal acceptance by the Town of the improvements, the surety less ten percent will be released and the subdivider shall provide a two-year warranty of workmanship and materials; the remaining ten percent will be released at the end of the warranty period upon completion of any required repairs.

SECTION 508 – SUBDIVISION DESIGN

A. Purpose & General Provisions

1. **Purpose:** subdivision design provides for consideration of many facets of land development including suitability, natural features, aesthetics/views, street circulation/coordination, sewer and water facilities, utility services, drainage, terrain slopes, emergency access, lot/block design and public use areas.

2. **General Requirements:** subdivision design and these regulations shall ensure that appropriate provisions are made for the harmonious development of the Town by requiring:

a. The continuation and alignment of streets within subdivisions with existing or planned streets, roadways, highways, pathways, and with the adopted General Plan of the Town.

b. The coordination of population density with traffic volume for ease of circulation and reduced congestion, creating conditions favorable to public health, safety, and convenience.

c. ~~Adequate Spaces for open space and/or public use. (such as for parks, schools, recreational areas, public safety facilities, etc.).~~

d. Compliance with these regulations and the Town Engineering Design & Construction Standards, specifications and details;

1) The Town Engineering Design & Construction Standards are a set of standards on each item as described herein that are separate from this Zoning Ordinance, developed in coordination with the Yavapai County Flood Control District, state and local standard engineering practices and other regional regulations, accepted by the Town Engineer and approved by the Council.

2) These Engineering Design & Construction Standards may be revised in response to changing circumstances, requirements or technological improvements justifying such changes.

3. Adequate Property, Access and Public Use or Open Space Reservation:

- a. Portions of any contiguous property within the ownership of the subdivider shall not be excluded from within the boundaries of a subdivision when needed or required for any traffic, drainage, or flood control facility pertinent to said subdivision.
- b. Adequate primary, secondary and emergency access, if necessary, shall be provided from an existing dedicated public road to land being subdivided. Approval of such access shall be a condition of the plat by the ~~Commission and Council~~ Town Engineer and Community Development Director.
- c. ~~Consideration shall be given to requirements for public land and open spaces as specified in the General Plan during the design and layout of the subdivision; the Planning Commission and the Town Council~~ Town Engineer and Community Development Director ~~must~~ may require certain lands to be dedicated or reserved for open space or public purposes in conformance with the General Plan as specified in these regulations and state statutes.

4. Responsibilities:

- a. The design of those elements of a subdivision involving structural matters, and design and building of roads, drainage provisions, water supply and sewage disposal shall be made by a professional engineer registered in the State of Arizona and qualified to specify the standards for such design.
- b. It is the responsibility of the subdivider to comply with these regulations;
 - 1) If, at any time in the processing of the subdivision plat or construction of improvements it is determined that non-compliance with these regulations or with the approved subdivision plat has occurred, notification of same will be transmitted to the subdivider.
 - 2) When compliance is determined, processing or construction may proceed from the date of compliance as authorized by the Community Development Director.

B. Land Suitability and Features

1. In all subdivision, due regard shall be demonstrated for all natural features such as trees, watercourses, historical and archeological sites and similar community assets which, if preserved, will add attractiveness and value to the property and community.
2. A subdivision shall not be ~~approved recommended for approval by the Commission~~ if, from adequate investigation, it is determined that said land is not suitable for the kind or type of development proposed as submitted. The investigation shall include but not be limited to such factors as flooding, fire hazards, surface drainage constraints, steep slopes, rock formations or design features determined to be harmful to the safety, welfare, and general health of the future

residents. The subdivider may provide corrections to the ~~Commission Town Engineer and Community Development Director~~ for further consideration ~~or proceed to the Town Council for their review.~~

3. The subdivider shall give consideration to preserving natural features in the design and layout of the subdivision; lots and buildings shall be oriented to make advantageous use of any views, natural vistas and solar access considerations where appropriate.

C. Watercourses

1. In the event that the subdivision is traversed by or is contiguous to lakes, streams, or other bodies of water, the subdivider shall provide an easement or right-of-way for storm drainage substantially conforming with line or path of such natural watercourse, channel, stream or creek, or provide an acceptable realignment of said watercourse.

2. Subdividers shall be required to comply with the rules and regulations of Yavapai County Flood Control District, with the processing of the Preliminary and Final Plat submittals.

D. Streets, General Design

1. Arrangement and Circulation

a. The arrangement, character, extent, grade, width, and location of all roadways or streets shall conform to these regulations, Town Engineering Design and Construction Standards specifications and details, any adopted transportation plan, adopted General Plan of the Town or Specific Area Plan affecting said street locations.

b. Where such is not shown on the adopted General Plan, adopted transportation plan or preliminary plans, the arrangement of streets shall provide for continuation or appropriate projection of existing major streets in surrounding areas. All center lines shall be continuations of the center lines of existing streets and highways in contiguous territory. In cases where of the center lines of existing streets and highways in contiguous territory. In cases where straight continuations are not physically possible, such centerlines may be continued by curves.

c. Each subdivision design shall provide for adequate traffic circulation that incorporates the adopted Town roadway functional classification system to handle the projected traffic volumes on the roadways.

d. Local and residential streets shall be designed to provide proper circulation of local traffic; curvilinear street patterns are encouraged.

e. Half roads or partial width rights-of-way will only be approved as partial arterial roads along a section line where no alternative design exists, or where said partial rights-of-way would require the dedication of additional contiguous rights-of-way to make it full width.

1) The developer shall, at a minimum, dedicate the entire one-half width of future right-of-way on all property they control, and include evidence that the additional right-of-way necessary to accomplish full right-of-way width dedication if permanently reserved for future road purposes.

2) Half roads should only be accepted where they are a portion of the road system approved as part of an adopted transportation plan, Town roadway network plan, General Plan or Specific Area Plan.

2. Rights-of-way and Construction:

a. The minimum width of right-of-way, measured from lot line to lot line, shall be as prescribed by the Town Engineer, any approved transportation plan, the General plan, these regulations and the Town Engineering Design and Construction Standards. Proposed streets shall extend or project existing street right-of-way at their same or greater width, but never at a width less than prescribed by established standards.

b. All streets and highways shall be constructed and surfaced to meet specifications established by these regulations and the Town Engineering Design and Construction Standards. The subdivider shall improve the extension of all subdivision streets and other public ways to the intercepting shoulder line of any Town road, or state highway.

c. All roads and alleys developed or improved in conjunction with subdivision development shall either be:

1) Built to Town Engineering Design and Construction Standards, dedicated by the plat and accepted by the **Town Engineer and Community Development Director** ~~Town Council~~; or

2) Built to Town Engineering Design and Construction Standards, dedicated by the plat and approved by the **Town Engineer and Community Development Director** ~~Town Council~~; in conjunction with an approved special maintenance district, completion bond, trust, improvement district, or other appropriate security; or

3) Built to Town Engineering Design and Construction Standards and exist and be maintained as private roads within appropriate minimum right-of-way in compliance with these regulations or as recommended by the Town Engineer.

3. Drainage Structures, Utility and Other Crossings

a. Structures or culverts shall be installed as deemed necessary by the Town Engineer for drainage, access and public safety. Such structures and culverts are to be placed to grades and be of design and size approved or authorized by the Town Engineer. Adequate drainage of the subdivision streets or roadways shall be provided by means of said

structures or culverts and by other approved methods, in accordance with the Town Engineering Design & Construction Standards and Flood Control District regulations.

b. Provisions shall be made for public or private utility, railroad and other crossings necessary to provide access to or circulation within the proposed subdivision, including obtaining of all necessary permits from the public or private utilities involved and any regulatory agencies having jurisdiction. The cost of such crossings shall not be assumed Section 507.

4. Street-Lot Access:

a. Adequate provisions shall be made in the design of subdivisions for access to each lot or parcel, and for access to adjacent properties.

b. When a tract fronts on an arterial road the lots within the subdivision shall have reverse frontage, unless otherwise approved by the ~~Town Engineer and Community Development Director~~ ~~Town Council~~.

5. Dead End Streets:

a. Minor terminal streets designated to have one end permanently closed, shall be no more than six times the minimum lot width not more than 1320 feet long or as may be required by the local fire district, unless authorized by the Town Council by an approved Application of Exception (see Sec 505C 12). Dead end streets shall be designed at the closed end with a circular turn-around for cul-de-sac having a right-of-way diameter at least 100 feet. Said cul-de-sac shall be designed to meet uniform fire code requirements or specifications of the State Fire Marshal or local fire district.

b. Where, in the opinion of the ~~Commission and the Town Council~~ ~~Town Engineer and Community Development Director~~, it is desirable to provide street access to adjoining properties; proposed streets shall be extended by dedication to the boundary of such property. Such dead end streets shall be provided with a temporary turn-around having a right-of-way diameter of at least 100 feet.

6. Intersections:

a. Street intersections shall be as nearly at right angles as possible.

b. Property line radii at street intersections shall not be less than 25 feet; to accommodate adequate curb radii, however, the Town Engineer may required a greater curb radius where necessary.

7. Jogs in Minor Streets:

Street jogs of less than 135 feet in length shall not be approved.

8. **Street Names:** Proposed street names shall be assigned and administered in accordance with the provisions of the Street Naming and Addressing Ordinance of the Camp Verde Town Code.

9. **Alleys:** Alleys shall be provided to the rear of all lots used for business purposes and as deemed necessary by the ~~Planning and Zoning Commission and the Town Council~~ Town Engineer and Community Development Director.

E. Blocks and Lots

1. **Blocks** – The length, width and shape of blocks shall be determined with due regard to provisions for adequate building sites, the zoning requirements as to lot area and dimensions, limitations, and opportunities of topography and associated needs for convenient access, traffic circulation, control and safety to streets and pedestrian traffic.

a. **Block Length** – Block shall not be more than 1320 feet in length except as the ~~Commission and Town Council~~ Town Engineer and Community Development Director considers necessary to secure efficient use of the land or as a desired feature of street design.

1) In blocks over 660 feet in length, pedestrian crosswalks may be required.

2) Where fronting on major streets, lengthened blocks may be utilized in order to reduce the number of intersections along the major street or arterial.

b. **Block Width** – Blocks should be wide enough to allow two tiers of lots.

2. Lots

a. **Arrangement, Size and Use** – The lot area, width, depth, shape and orientation, as well as the minimum building setback lines shall be appropriate for the location of the subdivision, for the type of development and use contemplated, and shall conform to the requirements of zoning and these regulations.

1) Each lot shall be suitable for the purpose of which it is intended and shall contain a usable building site.

2) The area of a lot shall be deemed the area shown, exclusive of any area designated for street right-of-way purposes; or any easement for access or private road purposes shown on the map ~~unless otherwise permitted by the Town Engineer and Community Development Director.~~ ~~unless otherwise permitted by the Town Council's approval after considering a recommendation from the Planning & Zoning Commission.~~

3) Side lot lines shall be designed at right angles to straight street lines or radial to curved street lines.

b. **Accessibility** – Each lot must front upon a public street or road or approved access and shall be accessible to the street on which it fronts.

c. **Corner Lots** – Where lots are designed with minimal building areas, corner lots shall be wider than minimum to provide adequate useable area, if necessary.

d. **Large Tracts or Parcels** – When the land is subdivided into large lots, such lots shall be arranged in order to accommodate future streets and logical extension of the same. No subdivision shall be created with lots contemplated for future re-subdivision without approval by the **Town Engineer and Community Development Director** ~~Town Council upon recommendation of the Planning & Zoning Commission.~~

e. **Lot Numbering** – Each lot shall be designated by an Arabic numeral.

1) If block designations are not used, numbering shall be in consecutive sequence within the block beginning with the number “1” wherever lots have common side boundaries within a subdivision or within a block along each street, and contiguous consecutive number shall follow from one block to another.

2) When block designations are used, numbering shall be in consecutive sequence within each block area commencing with the corresponding number for each block.

3) Numbering sequences may follow in continuity from one tract to another when lying contiguous to one another, or when separate or contiguous of the same name is used for successive tracts.

4) Parcels shall be designated by capital letters and be designated in sequence within a tract starting with the letter “A”.

f. **Lot Easements** – Except where alleys are provided for that purpose, easements at least feet in total width or as required by the Town Engineer, one-half of which is provided from each adjoining lot, shall be provided where necessary along rear lot lines for poles, wires, conduits, sanitary sewers, gas mains, or for other utilities.

1) Where necessary additional easements shall be located along the side lot lines.

2) Half or partial easements may only be approved where written commitment of dedication of necessary additional easements are on record.

3) All easements shall be in accordance with those approved by the utility companies concerned.

F. Sanitary Sewer and Water Systems

1. Requirements for development of public or community water supplies and of community sewage disposal systems shall not be less than those outlined by Arizona Department of Environmental Quality (ADEQ) regulations and engineering criteria for such installations.

a. Minimum lot size may be modified by requirements of State or County regulations pertinent to water and sanitary sewage systems.

2. Sanitary Sewer:

a. Where a public sanitary sewer is reasonable and capacity is provided, the subdivider shall connect with such sewer and provide connection to each lot.

b. A sewer collection and treatment system may be required as a condition of approval for any subdivision pursuant to Arizona Department of Environmental Quality (ADEQ) Design Bulletins as recommended by the County Environmental Services Department where on-site disposal systems are not feasible.

c. When connection to a sanitary sewer system is not available, individual on-site septic tanks or other on-site disposal methods may be permitted provided that a statement is submitted to the ~~Commission and the Town Council~~ **Town Engineer and Community Development Director** from the County Environmental Services Department certifying that field investigation has determined that ground slopes and soil conditions will allow for satisfactory disposal by this method with the lot arrangement and size as depicted on the subdivision plat.

3. Water:

a. Water mains connecting with existing municipal or other water utility systems shall be installed to serve each lot, when and if connection to such system is available. In such case, prior to the approval of the Final Plat, the subdivider shall submit a letter from the governing body of the water system showing the ability of the system to serve the proposed subdivision and evidence that a satisfactory agreement has been made for connection to the system.

1) Water mains and fire hydrants, if installed, shall comply with standards of ADEQ and be installed to grades, location, design, and sizes on plans submitted by a professional engineer registered in the State of Arizona and approved by the Town Engineer.

2) Fire hydrant installation shall meet the criteria of the fire district in which it is proposed to be located.

b. When connection to an existing water system is not available, the subdivider may provide service by the establishment of a private or community water system in which case

water mains and fire hydrants shall be installed, located, and designed in compliance with ADEQ standards and submitted by a professional engineer registered in the State of Arizona. The source of water supply shall be developed and improved to the satisfaction of the ADEQ or other state agencies so that the subdivision may be adequately supplied with water.

c. A public, private or community water system shall be provided as a condition of approval for any subdivision containing lots or parcels less than 70,000 square feet.

d. In the case of a subdivision with lots over 70,000 square feet in area, water supply may be from other than a community system. In this case evidence shall be submitted showing that sufficient potable water is available and can be obtained for all lots in the subdivision.

G. Special Development Subdivision and Waivers

1. **Special Development Subdivision** – Modified standards and requirements of these regulations may be accepted by the **Town Engineer and Community Development Director** ~~Town Council~~ based on the ~~recommendation of the Commission~~ request of the applicant, in the case of a plan and program for a complete community or a neighborhood unit, which in the judgement of the **Town Engineer and Community Development Director** ~~Council, upon hearing a recommendation from the Planning & Zoning Commission,~~ provide adequate public recreation, light, air and service needs for the tract when fully developed and populated, and which also provides such covenants or other legal provisions as will assure conformity to the Zoning Ordinance and achievement of General Plan objectives.

a. When such a preliminary development plan is submitted for approval, it shall be accompanied by a petition for waivers or variations, as outlined in these regulations, setting out all deviations from standards as herein required and explaining reasons therefor.

b. Special development waivers or variations may include:

1) streets of less width than standard requirements, but with adequate provision for off-street parking;

2) up to four lots served by a common driveway where topographic conditions would justify such treatment;

3) up to four buildings per building-site in a cluster of less than minimum lot area if a corresponding contiguous area plus the building site areas brings the total combination of building sites and common areas to minimum area standards, and;

4) provisions are made that each lot owner has undivided interest in the contiguous parcel and it is restricted to being used only for recreational purpose or to remain "open land";

5) special common sanitation facilities;

6) modified lot areas, such as lot area averaging;

7) other waivers as the ~~Commission and Council~~ Town Engineer and Community Development Director may approve based on special conditions of the site.

c. Special development subdivisions that require a change of zoning classification shall be regulated as outlined in Section 203 L. Planned Area Developments of this Zoning Ordinance.

2. Waivers

a. ~~The Planning Commission may recommend, and the~~ The Town Engineer and Community Development Director ~~Town Council~~ may grant a waiver to any provision of these regulations insofar as they affect a public use or purpose. No waiver may be granted unless the Town Engineer and Community Development Director ~~Town Council~~ finds that the waiver is in the best interest of the public, without impairing the intent and purpose of these regulations. The extent and duration of the waiver shall be stated at the time of the waiver.

b. ~~The Planning Commission may recommend and the~~ The Town Engineer and Community Development Director ~~Town Council~~ may authorize variations or waivers from the terms of these regulations, whereby reason of exceptional or extraordinary situation or condition of a tract of land causes the strict application of any regulation enacted herein that would result in peculiar and exceptional practical difficulties to, or undue hardship upon the subdivider.

1) Such variations or waivers may be given, provided such relief may be granted without detriment to the public good and without impairing the intent and purposes of these regulations, and,

2) Where the ~~Council~~ Town Engineer and Community Development Director deems it is necessary to promote the health safety and welfare of the Town of Camp Verde.

SECTION 509 – AMENDED MAP, REVISION, REPLAT AND ABANDONMENT

A. Amended Map/Plat Correlation

1. Any plat map of a subdivision that has been filed for record may be amended to correct an error in any course or distance or other necessary item that was omitted there from, or to correct a drafting, graphic, technical, or similar type error, by the filing for record of an amended map of said subdivision. The Town Engineer shall examine such amended map, and if such examination discloses that the only changes on the amended map are changes authorized above, he shall certify this is to be a fact over his signature on the amended map. Thereafter, the amended map shall be entitled to be recorded in the office of the Recorder in which the original subdivision map

was recorded. Such map shall be marked "AMENDED MAP OF _____", and follow in numerical sequence.

B. Revision of Plat

Any of the following changes to a recorded subdivision plat shall require compliance with the procedures for Final Plat (see Sec 506):

1. Any division of a lot or lots in a recorded subdivision that results in an increase in the total number of lots;
2. Any revision involving dedication or abandonment of land for a public street, public easement or other public right-of-way; where abandonment is involved, the Revision of Plat shall not be ~~considered by the Town Engineer and Community Development~~ ~~forwarded to the Town Council for~~ final action until abandonment proceedings (see Section 509 D.) are completed and the recording data noted on the Final Plat;
3. Any change in lot lines or in the location of streets, easements and other rights-of-way, except for nominal changes as a Replat (see Section 509 C below);
4. Any changes to the exterior boundaries of a subdivision.

C. Replat

Any of the following changes to a recorded subdivision plat may be approved administratively by the ~~Town Engineer and Community Development Director; additionally the Director may request Town Council action on the~~ following:

1. Any combining or joining of lots;
2. Any re-dividing of joined lots into new lots as long as the total number of lots is not increased;
3. Any nominal changes in the location of streets, easements or other public right-of-way, or to lot lines for minor lot area increase or decrease, which remaining in compliance with Zoning regulations of lot size;

D. Abandonment/Revocation

1. If no lots in a subdivision for which a Final Plat has been approved ~~by Town Council~~ and recorded have been sold within three years from the date of recordation and if all of the improvements have not been made within three years from the date of recordation, the Town Council may on its own motion hold a public hearing after notice, to determine whether the approval and recording of such Final Plat should be revoked.
2. Abandonment of subdivision lots and reversion to acreage and/or abandonment of streets, rights-of-way, and easements dedicated or otherwise may be initiated by all individual owners of

lots in any approved subdivision, including subdivider, by filing a petition and declaration with the Community Development Director for consideration of the plat with respect to their properties.

- a. A preliminary title report shall be submitted by the property owners for the property proposed to be abandoned or reverted acreage.
- b. Such petition may necessitate consideration for rezoning if the Commission deems it necessary or desirable.

3. Any action considered by the Town Council relating to revocation of all or part or a subdivision whether lots, or lots and rights-of-way, shall be referred to the Commission for evaluation of the following:

- a. Correlation with the General Plan of the Town.
- b. Correlation with proposed development in adjacent areas.
- c. Recommendations as to whether or not zoning changes should accompany such action.
- d. Effect of such action on existing development in areas affected by proposed reversion or abandonment.
- e. Review comments on abandonment by agencies who may have an interest in the existing subdivision.
- f. Access to all parcel remaining.

4. Applications to abandon streets or easements shall be carried on separately and simultaneously with any procedure to abandon a subdivision or revert it to acreage.

5. Upon submittal of an application to abandon a subdivision, street right-of-way or easement and cause same to revert to acreage, the Community Development Department staff shall distribute the request to reviewing agencies for comment, including but not limited to the County Assessor, local fire district, emergency service agencies, or other agencies as deemed appropriate by the Community Development Director.

6. Upon receipt of reviewing agency comment(s), if any, the Director shall schedule the matter for public hearing before the Planning and Zoning Commission to formulate a recommendation to the Town Council.

7. Public hearing and notice for any revocation or abandonment of a subdivision, street right-of-way or easement shall follow the same procedures prescribed in Sec 601A.