

TOWN OF CAMP VERDE

NOTICE OF INTENT – PROPOSED INCREASE TOWN RATES, FEES, OR SERVICE CHARGES

Pursuant to A.R.S. § 9-499.15 and A.R.S. § 9-511.01, the Town of Camp Verde provides Notice of Intent to adopt new /increased rates, fees and charges for town services.

This Notice of Intent is scheduled to be heard by the Town Council at its meeting on February 19th, 2025 at 6:00 p.m. The Town Council will also hold a public hearing at least sixty days after adoption of the notice of intent on May 21st, 2025, at 6:00 p.m., in which the public may comment on the rates, fees, or service charges. The Camp Verde Town Council will consider adoption of the new rates by resolution after the public hearing on May 21st, 2025. All meetings will be held at 473 S. Main Street, Suite 106, Camp Verde, Arizona.

A copy of this Notice of Intent will be posted on the Town's website with a copy of the Report and data supporting changes to the Town's rates at least thirty days prior to the public hearing.

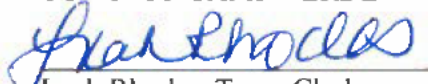
IF APPROVED BY COUNCIL, THE RATES WILL BECOME EFFECTIVE ON JULY 1ST, 2025.

A copy of the Report and data supporting changes to the Town's rates, may be reviewed at the office of the Town Clerk of the Town of Camp Verde, at 473 S. Main St. during normal office hours, Monday through Thursday, 7:00 a.m. – 5:00 p.m. and Friday, 7:00 a.m. – 11:00 a.m.

Persons wishing to comment on the proposed changes may do so, in writing, prior to the meeting listed above or may testify in person at the meeting. The Town Council may adopt any of the new /increased rates, fees and charges for town services at its meeting.

Dated this 19th day of February, 2025.

TOWN OF CAMP VERDE


Leah Rhodes, Town Clerk

DATE POSTED ON TOWN WEBSITE: March 4, 2025.

Town of Camp Verde

FY26 Proposed Fee Schedule

	2024-25	2025-26
	Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25
Copy/Duplication Fees (All Departments Except Municipal Court)		
Duplication Rates		
Black & White (8.5 x 11 or 11 x 17)	\$0.15	
Color (8.5 x 11 or 11 x 17)	\$0.65	
Large Format (greater than 11 x 17) per page	\$5.00	
Recordings on CD (from Clerk's office only)	\$5.00	
Jump Drive (for copying records request or other large files)	\$10.00	
Public Records Request (per page)	\$1.00	
Public Records Electronic Request	No Charge	
Commercial Public Records Request	\$45 per hour - \$100 minimum charge	
Clerk's Office		
Notary Fees	No Charge	
Publicity Pamphlet	\$200.00	
Business License Fees		
Business License Fee/Inspection/Setup Fee	\$50.00	
Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day	
Special Event Vendor (Waived for non-profits)	\$25.00 Per Event	
Renewal of Existing Current Business License		
Business License Fee (annual)	\$25.00	
Name/Address Change in Addition to Annual Fee	No Charge	
Liquor License Permits		
Application/Posting/Inspection Fee	\$250.00	
Business License (annually) + the following:		
Series 01 through 14 and Series 16 & 17	\$50.00	
One-time Special Event Permit	\$50.00	
Temporary Extension of Premise	\$25.00	
Permanent Extension of Premise	\$50.00	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Public Works

Site Plan Review	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report (includes first 2 reviews) \$250 for each subsequent review	
Construction Plans and Grading Plans (Civil grading and drainage)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
As Built Plan Review	\$250.00 per applicable sheet	
Plat Review (Preliminary & Final plat reviews)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
Right of Way:		
Encroachment permit	\$295.00	
Right of Way Permits (excluding utility companies)	\$70.00	
After the Fact Right of Way Permit	\$150.00	
Miscellaneous Plan Review:		
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal)Plan revision reviews	\$250.00 per applicable sheet	
Any Additional inspections	\$50.00 per inspection	
Public Improvement Construction Inspection	\$225.00	
Signs:		
New Private Road Street Signs (per sign, includes installation)	\$220.00	
Adopt-a-road Street Signs (per sign, includes installation)	\$150.00	

Finance Department

Non Sufficient Funds (NSF) Check Charge	\$13.00	
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2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Municipal Court

ARS §22-404		
Minimum Clerk Fee	\$17.00	
Research in Locating a Document	\$17.00	
Record Duplication	\$17.00	
Per Page Fee	\$0.50	
Special Fees		
Injunction Against Harassment	No charge	
Domestic Violence Order of Protection	No charge	
Civil Traffic Default Fee	\$50.00	
Warrant Fee	\$150.00	
Municipal Court Enhancement	\$20.00 per charge	
Court Appointed Counsel Fee	\$25.00 per case	
Deferral fee (\$1.00 - \$500.00)	1.00 - 500.00	

Library

Card Replacement	\$3.00	
Equipment Overdue Fees	\$5.00 per day	
Non-CV Library Overdue items (inside county)	Varies by Library	
Non-CV Library Overdue items (outside county) (per- day)	\$1.00	
Lost items	Replacement Cost	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Marshal's Office

Vehicle Impound Administrative Hearing	\$150.00	
911 Tape	\$15.00	
Photographs	\$15.00	
Local Background Checks	\$10.00	
Training Room Fee for all private and profit organizations		
4-8 hours (waived for non-profits.)	\$25.00	
Less that 4 hours (waived for non-profits)	\$15.00	
Animal Shelter		
Impound Fee - where any of the following exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilaized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$30.00	
Animal Shelter (Cont'd)		
Impound Fee - where any of the following don't exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilaized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$50.00	
Additional Fee per night	\$10.00	
Animal License Fees		
Altered Dog	\$12.00	
Unaltered Dog	\$24.00	
Licensing late fee each month Jan 31 each year	\$5.00	
NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.		

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation

Heritage Pool Fees		
Adults (18 & over):		
Per Visit	\$3.00	
10 Visits	\$25.00	
Season Pass	\$80.00	
Children:		
Per Visit	\$2.00	
10 Visits	\$16.00	
Season	\$60.00	
Family Pass (Immediate Family Only)		
10 Visits	\$40.00	
Season - open swim & Family nights only	\$150.00	
Swim Lessons		
Swim Lesson Session (30 minutes/day, 4 days each week, two weeks)	\$25.00	\$30.00 per session
Pool Rental Fee		
Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards	\$90.00	
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards	\$110.00	
Private picnic area - when pool is open	\$20/hr	
Reservation Fee	\$100.00	
Pool Specialty Classes		
Adult - 25% of fees to Town/75% to Instructor. Fees to be determined by instructor.	25% / 75%	
Youth - 20% of fees to Town/80% to Instructor. Fees to be determined by instructor.	20% / 80%	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation (cont'd)

Facility Fees - General

Class A - Town co-sponsored groups, non-profits, churches, schools, civic groups, government agencies, and organizations or individuals holding an open not-for-profit event.

Class B - Private events for individuals or groups using the facilities in a clearly not-for-profit manner.

Class C - Profit making individuals, groups or organizations.

Class D - Groups meeting ARS 9-500.14 definition about election or policy positions

Deposits Key Cards

Lost Key Deposit Replacement (all classes) (per key)	\$110.00	
Key Card Deposit (all classes) (per key card)	\$40.00	Remove

Banner Pole Fee

Class A	No Charge
Class B	\$25.00
Class C & D	Not Allowed

Gym Tables

Class A	No Charge
Class B, C & D first 30 tables	No Charge - Included with Fee
Class B, C & D over 30 tables	\$5.00 per table over 30

Chairs (if available)

Class A	No Charge
Class B, C & D first 100 chairs	No Charge - Included with Fee
Class B, C & D over 100 chairs	\$1.00 per chair over 100

Meeting Room Fee

Class A	No Charge
Class B (per hour-2hr min / per day)	\$15 / \$60
Class C (per hour-2hr min / per day)	\$25 / \$100
Class D (per hour-2hr Min)	\$25.00

Rooms have tables & chairs on an "as available" basis for no additional charge

Electrical Use Fee

Park/ Gazebo /Ramada - Class A	No Charge
Park/ Gazebo /Ramada - Class B w/Bounce house or Band	\$20.00
Park/ Gazebo /Ramada - Class C	\$20.00
Park/ Gazebo /Ramada - Class D - w/Bounce House, band or equipment	\$20.00
Field power connection	\$20.00 per power post

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation (cont'd)

Ball Field Lights (24-hour cancellation notice required)		Remove this category, include with cost of field reservation
Class A	No Charge	
Class B	\$10.00 per hour per field	
Class C & D	\$20.00 per hour per field	
Field Prep Fees (24-hour cancellation notice required)		
Class A	New	No charge
Class B	New Fee	Softball/Baseball \$25 a field Soccer/Football \$50 a field
Class C & D	New Fee	Softball/Baseball \$35 a field Soccer/Football \$60 a field
Specialty Classes		
25% of fees to Town / 75% to Instructor (adult). Fees to be determined by instructor.	25% / 75%	
20% of fees to Town / 80% to Instructor (youth). Fees to be determined by instructor.	20% / 80%	
Outfield Fencing Fee		
Class A	No Charge	
Class B & D	\$75.00 per field	
Class C	\$75.00 per field	
Sports Fields: Butler Park & Community Center Fees		
Class A	No charge	
Class B (per hour/per day)	\$25.00 / \$75.00	\$15.00 / \$100.00
Class C (per hour/per day)	\$40.00	\$25.00 / \$150.00
Class D (per hour only)		\$25.00
Sports Fields: Sports Complex		
Class A	No Charge	
Class B	\$35.00 per hour or \$140.00 per day per field	\$20.00 per hour maximum \$120 per day, per field
Class C	\$60.00 per hour or \$240.00 per day per field	\$35 per hour per field, maximum \$150 per day, per field
Class D	\$60.00 per hour per field	\$35 per hour, per field, no max
Restroom Fee - Class A & B	No Charge - Included w/ field	
Restroom Fee - Class C & D	\$50.00 per day	
Damage deposit	\$300.00 per field	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation (cont'd)

Concession Stand - Sports Complex		
Class A up to 4 hours	No Charge	
Class A over 4 hours	\$20.00 per day	
Class B	\$40 per 4hr block or \$80 per day	
Class C	\$80 per 4hr block or \$160 per day	
Class D	\$20/hour w/ min \$80	
Damage/Cleaning Deposit	\$200.00	
Gym Fees		
Class A - less than 100 attending	No Charge	
Class A (per hour-2hr min/per day) - more than 100 attending	\$25 / \$150	
Class B (per hour-2hr min/per day)	\$50 / \$300	
Class C (per hour-2hr min/per day)	\$100 / \$500	
Class D (per hour-2hr min)	\$100/hour	
Cleaning/Damage Deposit - All Classes	\$500.00	
Gym Floor Preparation Fee		
All Classes	\$75.00	
Park Ramada, Gazebo or Town Ramada Fee		
Class A	No Charge	
Class B	No Charge	
Class C	\$75.00	
Class D	\$15 per hour w/ min \$75	
Kitchen Fee		
Class A	No Charge	
Class B -4 Hour	\$25.00	
Class B (per day)	\$75.00	
Class C - 4 Hour	\$50.00	
Class C (per day)	\$100.00	
Class D	\$15 per hour w/ min \$100	
Kitchen cleaning fee (if dirty after use)	\$50.00	
Open Container Permit Fee		
All Classes up to 100 people	New	\$100 per day
All Classes 100-250 people	New	\$200 per day
All Classes over 250 people	New	\$300 per day

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development

Board of Adjustment & Appeals		
Appeal (Refundable if decision over-turned)	\$540.00	
Variance (Commercial)	\$865.00	
Variance (Residential)	\$540.00	
Additional Variance/Same Application	\$60.00	
General Plan Amendment		
Minor	\$1,840.00	
Major	\$1,840.00	\$2,200.00
Map Change for Zoning (ZMC)		
Base Fee (Traditional Rezone)	\$1,840.00	
Each additional acre over 5 acres	\$100/acre up to \$ 25k max	
Rezone to PAD	\$5,000.00	
Each additional acre over 5 acres	\$200/acre up to \$25k max	
Land Use Applications		
Administrative Adjustment Permit	New Fee	\$210.00
Administrative Adjustment Permit Renewal	New Fee	\$105.00
Minor Land Division	\$310.00	
Lot Line Adjustment	\$310.00	
Accessory Dwelling Unit Rental Permit	\$160.00	Remove
Residential Temporary Use or Dwelling Permit	\$155 / \$55 Renewal	
Commercial Temporary Use or Dwelling Permit	\$215 / \$55 Renewal	
Development Agreement	New Fee	\$1,000.00
Development Standards Review - Commercial/Industrial	\$2,500 plus \$0.10 sq. ft. over 5000 sq. ft. (\$15k max) plus Fire Marshal Review Fee	
Development Standards Review - Multifamily, RV, Lodging	\$2,500 plus \$10/unit, RV space or room (\$15k max) plus Fire Marshal Review Fee	
Zoning Verification (previously Verification Letter)	\$260.00	
Text Amendment to Planning & Zoning Ordinance (Citizen Initiated)	\$1,840.00	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (Cont'd)

Subdivision Plats		
Administrative Conceptual Plan Review (Subdivisions)	No Fee - \$0	
Preliminary Plat (for 10 lots or less)	\$2,165 plus Fire Marshall Review Fee	
Each lot over 10 lots	\$13.00	
Preliminary Plat (for 10 lots or less) if with a ZMC Plus Fire Fee	\$1,080 plus Fire Marshal Review Fee	
Each lot over 10 lots	\$13.00	
Final Plat (for 10 lots or less)	\$1,515.00	
Each lot over 10 lots	\$13.00	
Amended Plat (for 10 lots or less)	\$905.00	
Each additional lot over 10 lots	\$13.00	
Time Extensions	\$325.00	
Community Facilities District	As determined by the Town Manager	
Planned Area Development (PAD)		
Final Site Plan PAD Review	\$1,000 plus Fire Marshal Review Fee	
Major Amendment	50% of Rezone to PAD Fee plus Fire Marshal Review Fee	
Minor Amendment	\$500.00	
Use Permits		
Open Space Uses	\$1,840 plus Fire Marshall Review Fee	
Residential Uses	\$1,840 plus Fire Marshall Review Fee	
Commercial (C1 & C2)	\$1,840 plus Fire Marshall Review Fee	
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,840 plus Fire Marshall Review Fee	
Mobile/Manufactured Home Parks (for 10 spaces or less)	\$1,840 plus Fire Marshall Review Fee	
Each additional space up to 100 spaces	Plus \$20 / space up to 100 spaces	
Each additional space over 100 spaces	Plus \$13 each additional space	
RV Parks	\$1,840 plus Fire Marshall Review Fee	
Cost per space up to 100 spaces	\$17.00	
Each additional space over 100 spaces	\$13.00	
Mining (5 acres or less)	\$1,080.00	
Each additional acre up to 50 acres	Plus \$60 / acre up to 50 acres	
Each additional acre over 50 acres	Plus \$13 / additional acre	
Continuance of Hearing		
Before Advertising (Applicants Request)	\$165.00	
After Advertising (Applicants Request)	\$325.00	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

Sign Permits		
Zoning Clearance	\$110.00	
Building Review	\$65.00	
Illuminated	\$80	
	Note: Each Permit Includes up to (2) Signs, plus \$30 for each additional Sign. Includes up to (2) Inspections.	
Flags / Banners	No Fee	
A Frame Sign	No Fee	
Mural	\$55.00	
Miscellaneous		
Abandonments and/or Reversion to Acreage	\$1,840 plus Fire Marshall Review Fee	
Address Change	New Fee	\$25.00
Street Name Change (Citizen Initiated)	\$540.00	
Underground Utilities Exemption	\$215.00	
Wireless Communication		
Administrative Review	\$540.00	
Applications requiring Special UP towers less than 99'	\$1,945.00	
Towers 100 to 199'	\$2,270.00	
Towers 200' and above	\$2,920.00	
Zoning Clearance for Building Permits		
Residential single family dwelling (includes Manufactured and Factory-Built/Modular Buildings)	\$190.00	
Residential remodel \ Accessory structure	\$90.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

Zoning Clearance for Building Permits (Cont'd)

Commercial Remodel \ Accessory structure	\$110.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter	
New Commercial (includes Factory-Built/Modular Buildings)	\$325.00	
Investigation Fee (Installing accessory structure, sign, fence, outdoor lighting, or other structures requiring zoning clearance or conducting activities requiring a land use permits without an authorized permit)	Equal to the cost of the Zoning Clearance Fee and/or Land Use Fee	

THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED ANNUALLY IN FEBRUARY. THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.

GRADING PERMIT FEES

50 Cubic Yards or Less	\$62.00	
51 to 100 Cubic Yards	\$83.00	
101 to 1,000 Cubic Yards	\$105.00	
1,001 to 10,000 Cubic Yards	\$215.00 for the first 1,000 Cubic Yards plus \$16.50 for each additional 1,000 Cubic Yards	
10,001 to 100,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yards plus \$65.00 for each additional 10,000 Cubic Yards
100,001 Cubic Yards or More	\$990.00 for the first 100,000 Cubic Yards plus \$55.00 for each additional 10,000 Cubic Yards	

BUILDING PERMIT FEES

Total Valuation

NOTE: Unless otherwise noted, the fees listed below are utilized to establish Valuation (cost of construction including labor and materials) to be used in calculating permit fees and do not reflect the actual cost of the permit.

\$1.00 TO \$500.00	\$47.00	
\$501.00 TO \$2,000.00	\$47.00 for the first \$500.00 plus \$4.25 for each additional \$100.00 or fraction thereof	
\$2001.00 to \$25,000.00	\$108.00 for the first \$2,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof	
\$25,001 to \$50,000.00	\$476.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

BUILDING PERMIT FEES (cont'd)	
\$50,001.00 to \$100,000.00	\$784.00 for the first \$50,000.00 plus \$9.25 for each additional \$1,000.00 or fraction thereof
\$100,001.00 to \$500,000.00	\$1,217.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof
\$500,001.00 to \$1,000,000.00	\$3,997.00 for the first \$500,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof
\$1,000,001.00 and up	\$6,982.00 for the first \$1,000,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof
Other Building Fees	
Investigation Fee (Building without a permit)	Equal to the cost of the Building Permit Fee and Building Plan Review Fee
Inspection Outside of Normal Business Hrs	\$100.00 Per Hour/1 Hour Minimum*
Re-Inspection Fee (After 2 failed inspections)	\$80.00 Per Inspection
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$80.00
Building Plan Review Fee	65% of Bldg Permit Fee
Master Building Plan Review Fee (First Floorplan Review)	65% of Bldg Permit Fee
Master Building Plan Review Fee (Each additional Floorplan Review under same approved plan)	\$180.00
Other Building Fees (Cont'd)	
Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$65.00 / Hour - 1 Hour Minimum*
Plan Review Fee for Prefabricated Sheds Not Exceeding 500 Square Feet	\$100.00
Outside Plan Review Or Inspection (For Use Of Outside Consultants and/or Fire Marshal Plan Reviews, Inspections, Or Both**)	Actual Cost**
Building Permit Application Extension Fee (One Time Extension)	\$25.00
Building Permit Extension Fee (One Time Extension)	\$25.00
Temporary Issuance Fee (One Time Residential Certificate of Occupancy)	\$300.00
Temporary Issuance Fee (One Time Commercial Certificate of Occupancy)	\$500.00

2024-25	2025-26
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Community Development (cont'd)

NOTE: *Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.

Deposits For Building Permit Applications

Commercial Projects	Equal To Building Plan Review Fees	
	Plus Engineer Plan Review Fees	
	Plus Fire Plan Review Fees	
	Plus Sanitary Plan Review Fees	
	Plus Zoning Clearance Fees	
New Single/Multi-Family Residence	\$250.00	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)
Residential Projects Less Than \$5,000.00	\$25.00	
Residential Projects \$5,000.01 to \$10,000.00	\$80.00	
Residential Projects \$10,000.01 to \$25,000.00	\$100.00	
Residential Projects \$25,000.00 \$25,000.01 or More	\$250.00	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)

NOTE: Deposits are due at the time of submittal and are NON REFUNDABLE.

Refunds

Building Plan Review Fees (Once Plan Review Has Begun)	No refund	
Project Cancellation/Withdrawal (Before Permit Has Been Issued)	Retain Deposit	
Issued Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$50.00 or 25%, Whichever is greater	
Issued Over The Counter Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$25.00 or 25%, whichever is greater.	

Valuation Data

Residential

New Single and Multi-FamilyResidences, Moblie/Manufactured Homes)	(Excludes Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Detached and Attached Accessory Buildings/Structures	New Verbiage	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater

2024-25	2025-26
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Community Development (cont'd)

Detached Residential Accessory Buildings/Structures		
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	\$24.00	\$25.00
Shade/Mare Motel (per sq ft)**	\$13.00	\$30.00
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$24.00	\$25.00
Carport (per sq ft)**	\$19.00	
Gazebo/Ramada (per sq ft)**	\$21.00	\$32.00
Covered Deck Elevated (per sq ft)**	New Fee	\$30.00
Open Deck Elevated (per sq ft)**	New Fee	\$30.00
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	New Fee	\$100.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	Remove
Stairs (per sq ft) (regardless of square footage)	\$11.00	\$14.00
Attached Residential Accessory Buildings/Structures		
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (per sq ft)**	\$24.00	\$25.00
Carport (per sq ft)**	\$19.00	
Balcony (per sq ft)**	\$21.00	\$25.00
Covered Patio at Grade Level (per sq ft)**	\$21.00	\$25.00
Covered Deck Elevated (per sq ft)**	\$21.00	\$30.00
Open Deck Elevated (per sq ft)**	\$21.00	\$30.00
Screened Porch Under Existing Roof Cover (per sq ft)**	\$10.00	
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	New Fee	\$80.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	
Stairs (per sq ft)	\$11.00	\$14.00

****PLUS ANY UTILITIES INSTALLED**

NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

Residential Alteration/Remodel Of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater
Enclose Exterior Wall Opening (per sq ft)**	New Fee	\$20.00
Add or Remove Interior Partition (includes utilities) (per sq ft)	New Fee	\$30.00
Install Window or Sliding Glass Door (per sq ft)**	New Fee	\$12.00
Install Exterior Siding (per sq ft)**	New Fee	\$9.00
Plaster/Stucco Interior/Exterior (no structural changes) (per sq ft)**	New Fee	\$9.00
Add Stone or Brick Veneer (no structural changes) (per sq ft)**	New Fee	\$18.00
**PLUS ANY UTILITIES INSTALLED		
NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.		
Commercial (New Building)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Accessory Buildings/Structures (New)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Alteration/Remodel of Existing Structure (Tenant Improvements)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees
Demolition of Any Existing Structure (Residential or Commercial)		
Up To Two (2) Structures On Same Assessor's Parcel Number	\$90.00	
More Than Two (2) Structures On Same Assessor's Parcel Number	\$90.00 For the First Two (2) Structures plus \$30.00 For Each Structure Thereafter	
Fireplace/Free Standing Stove/Inserts (Other than New Construction)		
Concrete or Masonry	\$415.00 (Includes Plan Review)	
Pre-Fabricated Metal (Free standing/Inserts Pellet, Wood, Gas or Electric)	\$155.00 (Includes Plan Review)	Remove
Block/Retaining Wall		
(Measured from bottom of footing to top of wall; Retaining Walls over 4' require engineered plans) (Length x Height = Sq Footage)		
Retaining Wall: (CMU, Concrete, Brick, Manufactured Unit, Rock/Stone, Etc) (per sq ft)	\$20.00	
Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$15.00	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

Other Fences or Free-Standing Walls

(Note: Fences over 7' are not allowed on all parcels and are subject to the provisions of the currently adopted Planning & Zoning Ordinance.)

Wood, Chainlink, Wire, Wrought Iron	New Fee	Valuation Based on Bid Price Provided by a Licensed Contractor or \$10.00 a LF, Whichever is Greater. Plus Applicable Plan Review Fees
Gabion Walls (per LF)	New Fee	Valuation Based on Bid Price Provided by a Licensed Contractor or \$19.50 a LF, Whichever is Greater. Plus Applicable Plan Review Fees

Roof Structure Replacement

(includes demo, trusses, rafters, sheeting and roofing material)
(utilities not included)

Applicant's Valuation OR \$16.00 a Sq.Ft.
Whichever Is Greater

Shell Building

Applicant's Valuation OR ICC Building Valuation Data
Table, Whichever Is Greater

Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.

Swimming Pool/Spas

In Ground Pool (Includes Utilities)	Applicant's Valuation OR \$60.00 a Sq.Ft. Whichever Is Greater	
In Ground Spa or Whirlpool (Includes Utilities)	Applicant's Valuation OR \$3500.00 Whichever Is Greater	
On/Above Ground Pool (Pre-fabricated, Flat Fee, Utilities Included) *Plus Any Utilities- Installed	\$165.00	\$90.00
On/Above Ground Spa (Flat Fee, Utilities Included)	\$220.00	\$90.00

Above Ground Water Tank (Over 5,000 Gallons)

A. Residential	\$105.00	\$105.00 Flat Fee, Plus Fire Fees
B. Commercial	\$540.00	\$540.00 Flat Fee, Plus Fire Fees

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

UTILITIES/EQUIPMENT		
New Construction or Addition		
Plumbing (per sq. ft)	\$4.50	
Electrical (per sq. ft)	\$3.50	
Mechanical (per sq. ft)	\$3.50	
Single Permit, Plans Required (electric, plumbing, mechanical)	Applicant's Valuation OR Cost Per Sq. Ft. Listed Above Whichever Is Greater	
Residential Over the Counter Permits		
Electrical	\$90.00	
Mechanical	\$90.00	
Plumbing	\$90.00	
Building	\$90.00	
Residential Over the Counter Permits (Cont'd)		
Combo (Any Combination Of The Above)	\$90.00 Flat Fee Plus \$30.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)	
Solar Installation, Battery Energy Storage Systems (BESS), Wind Turbines, Generators		
Residential - Up to 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.
Commercial - Up to 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.
Residential - Over 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.
Commercial - Over 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

MISCELLANEOUS EQUIPMENT		
Fire Alarm		
Commercial	Applicants valuation or \$3.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$3.50 a sq.ft. whichever is greater; \$375 max, plus Fire Marshal Fees.
Residential	Applicants valuation or \$1.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$1.50 a sq.ft. whichever is greater; \$375 max, plus Fire Marshal Fees.
Kitchen Type I or II Hood System	Applicant's Valuation OR \$6000.00, Whichever Is Greater, Plus Fire Marshal Fees	
Fire Suppression		
Commercial	Applicants valuation or \$2.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$1.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.
Residential	Applicants valuation or \$2.00 a sq. ft. Whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$1.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.
Commercial/Residential Retrofit	Applicants valuation or \$2.50 a sq. ft., Whichever is greater, plus Fire Marshal Fees.	
Tower New Installation	Changed and combined from below	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees
Up to \$6,000	\$206.00, Plus Applicable Plan Review Fees	Remove - Combined and changed to above
\$6,001 or More	Applicant's Valuation OR \$205.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees	Remove - Combined and changed to above
Co-Locate Existing Tower		
Up to \$6,000	\$180.00, Plus Applicable Plan Review Fees	
\$6,001 or More	Applicant's Valuation OR \$180.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Community Development (cont'd)

Mobile / Manufactured Housing **Permits**

NOTE: Designated Fees below (*) are established by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801.

Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$10.00 per every 10 linear feet.	
Residential Manufactured Home Set*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Manufactured Home - Plan Review	\$180.00	
Residential Factory Built/Modular Building*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Factory Built/modular - Plan Review	\$180.00	
Commercial Factory Built/Modular Building*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Commercial Factory Built/Modular Building - Plan Review	\$180.00	
Code Enforcement Fees		
Civil Hearing Fee	New Fee	\$50.00

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Wastewater Fees

Monthly User Fees		
Single family residence, Apartments	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit	As of 1/1/25: \$4.10 As of 1/1/26: \$4.75
Commercial	As of 1/1/24: \$5.35 per UPC discharge fixture unit As of 1/1/25: \$6.35 per UPC discharge fixture unit	As of 1/1/25: \$6.35 As of 1/1/26: \$7.35
All other	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit	As of 1/1/25: \$4.10 As of 1/1/26: \$4.75
Residential Connection Fees		
Single family residence	\$1,750.00	
Multiple family residence	\$1,750.00 per residential unit	
New Residential Subdivisions	\$1,750.00 per lot	
Commercial Connection Fees		
Hotels, motels, resorts, lodges, hospitals, nursing homes & supervisory care facilities	\$350.00 per room	
(Rooms equipped with kitchen facilities shall be treated as single-family residential units)	\$1,750.00 per room	
Retail	\$.25 per square foot, \$1,750.00 minimum	
Office	\$.50 per square foot, \$1,750.00 minimum	
Restaurant, Bar	\$30.00 per seat	
Warehouse, Manufacturing	\$.25 per square foot, \$1,750.00 minimum	
Inspection Fees		
Single family residence	\$150.00	
All other	\$150.00 per hour (2 hour minimum)	
Plan Review	\$78.00 per hour (1 hour minimum)	
Other Fees		
Late Fee	\$10.00	
Account Transfer Fee	\$35.00	
Availability Fee	\$50 per month	
Return Check Fee	\$13.00	
Reconnection Fee	\$1,750.00 plus actual costs incurred by Town	
Annexation Fees	Actual cost incurred by Town	
Plan Review Fees	Actual cost incurred by Town	
Septage Fees	\$0.14 per gallon	\$0.16 per Gallon
Rate for Vac Truck	New Fee	\$200/hr.
Hourly Rate for Utilities Staff	New Fee	\$40/hour per Employee

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Wastewater Fees (cont'd)

Broken Hauler Station Card	Free if broken card returned, otherwise \$25.00	
Lost Hauler Station Card	\$25.00	
Reclaimed Water (per 1,000 gallons)	\$2.25	\$2.50
Septic Tank and Vault contents for users within the current District (This vault fee will only apply until the user is connected to the sewer system).	\$0.01 per gallon	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Water Fees

Monthly Usage Charge

5/8" x 3/4" Meter	As of 1/1/24: \$27.55 As of 1/1/25: \$31.95	As of 1/1/25: \$31.95 As of 1/1/26: \$34.85
1" Meter	As of 1/1/24: \$58.00 As of 1/1/25: \$67.30	As of 1/1/25: \$67.30 As of 1/1/26: \$73.35
1 1/2" Meter	\$75.00	As of 1/1/25: \$75.00 As of 1/1/26: \$165.00
2" Meter	As of 1/1/24: \$203.00 As of 1/1/25: \$235.50	As of 1/1/25: \$235.50 As of 1/1/26: \$256.70
3" Meter	As of 1/1/24: \$214.60 As of 1/1/25: \$248.95	As of 1/1/25: \$248.95 As of 1/1/26: \$271.35
4" Meter	As of 1/1/24: \$261.00 As of 1/1/25: \$302.75	As of 1/1/25: \$302.75 As of 1/1/26: \$330.00
6" Meter	As of 1/1/24: \$406.00 As of 1/1/25: \$470.95	As of 1/1/25: \$470.95 As of 1/1/26: \$513.35
8" Meter	As of 1/1/24: \$696.00 As of 1/1/25: \$807.35	As of 1/1/25: \$807.35 As of 1/1/26: \$880.00

Gallage Charge Per 1000 gallons

up to 5,000 gallons	As of 1/1/24: \$3.35 As of 1/1/25: \$3.90	As of 1/1/25: \$3.90 As of 1/1/26: \$4.25
5,001 to 10,000 gallons	As of 1/1/24: \$4.00 As of 1/1/25: \$4.65	As of 1/1/25: \$4.65 As of 1/1/26: \$5.05
10,000 to 50,000 gallons	As of 1/1/24: \$5.50 As of 1/1/25: \$6.40	As of 1/1/25: \$6.40 As of 1/1/26: \$7.00
50,001 gallons and above	As of 1/1/24: \$7.00 As of 1/1/25: \$8.10	As of 1/1/25: \$8.10 As of 1/1/26: \$8.85

Service Line and Meter Installation Charges

5/8" Meter	\$600.00	
1" Meter	\$700.00	
1 1/2" Meter	\$850.00	
2" Meter	\$1,305.00	
3" Meter	Cost	
4" Meter	Cost	
6" Meter	Cost	
8" Meter	Cost	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Water Fees (cont'd)

Service Line and Meter Installation Charges (cont')

Hydrants (Non-Refundable)	Cost	
Use of hydrants and/or hydrant meters for residential, commercial or construction customers	\$200.00 plus a \$1,500.00 refundable deposit	
Relocation of hydrant meter	\$100.00	

Inspection Fees

Single family residence	\$150.00	
All other	\$150.00 per hour (2 hour minimum)	
Plan Review	\$78.00 per hour (1 hour minimum)	

Capacity Fees

In-Town

Fire Service Connection	New fee	\$10.00
5/8" Meter	\$4,000.00	
3/4" Meter	\$4,000.00	
1" Meter	\$8,277.00	
1 1/2" Meter	\$15,405.00	
2"Meter	\$23,958.00	
2 1/2" Meter	\$36,788.00	
3" Meter	\$46,767.00	
4" Meter	\$72,427.00	
6" Meter	\$143,706.00	
8" or Greater (Compound, Class I)	\$229,240.00	
8" or Greater (Turbine, Class I)	\$400,308.00	

Out-of-Town

All above meter sizes	150% of In-Town Capacity Fees	
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2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Water Fees (cont'd)

Service Charges

Establishment	\$50.00	
Establishment - After Hours	\$70.00	\$75.00
Reconnection Fee	\$50.00	
Reconnection (After Hours)	\$70.00	\$75.00
NSF Check	\$13.00	
Meter Reread (Waived if original incorrect)	\$40.00	
On-site Meter Test (Waived if faulty)	\$100.00	
Pull & Send Meter Testing (Waived if faulty)	Cost of Testing	
Reestablishment (within 12 months)	Minimum Tariff of non- usage months	
Deferred Payment (per month)	1.50%	\$10.00
Late Payment Penalty (per month)	1.50%	\$10.00
Moving Customer Meter (At customers request)	Cost	
Service Call (changed from "Temporary Turn Off")	\$50.00	
Service Call (After Hours) (changed from "Temporary Turn Off (After Hours)"	\$70.00	\$75.00
Hourly Rate for Utilities staff Work	New Fee	\$40/hr. per employee
Civil Penalties - Unauthorized Turn-on / Turn-off / Tampering	\$100.00 per offense plus any part damages	

Town of Camp Verde
FY26 Proposed Fee Increases Reasoning
Parks & Rec Department Fees

Pool

- **Swim Lessons**

Current fee: \$25 per session (8 days, 30 minutes each day) \$3.13 per day

Suggested fee: \$30 per session, which increases cost to consumers to \$3.75 per day

Last season we had 238 participants in our lessons at the pool. Revenue based on that number was **\$5,950**. The cost to run swim lessons: 8 guards x 3 hours x \$15/hour x 8 days x 4 sessions is approximately **\$11,520** (this does not factor in the pool supervisor or any additional guards necessary). This reflects that the Town is supplementing 49% of the cost of lessons. With the recommended fee increase, based on last year's attendance, our revenue would increase by \$1,190, lowering the Town supplementation to 38%.

Facility & Field Use

- **Key Cards** are no longer being given out to the general public. Keys for various room use instead of having a deposit requirement that is forfeited if a key is lost will now just be a fee if the key is lost.
- **Field Prep Fees** are being added for use of the Softball/Baseball fields and the Soccer/Football fields. Fees were set based on the amounts currently charged in surrounding municipalities (see attached info below).
- **Butler Park & Community Center Sports Field Fees** are being changed to come into line with surrounding community fees (see attached info below).
- New **Open Container Permits** are being added for all Town locations. The permit fee is based on the expected/potential costs for monitoring, maintaining and repairs.

Staff Use Only: Permit: _____ Day & Date of Use: _____
Time of Use (include set-up and take-down): From _____ AM/PM to _____ AM/PM
Deposit \$ _____ Date: _____ FOP _____ Fee \$ _____ Date: _____ FOP _____
Approved COI w/endorsement on file _____ or TULIP _____ TUP required and approved _____
{Concessions Y or N _____ Self or Use of City Area _____ Food Trucks Y or N _____} Work Order # _____

CITY OF COTTONWOOD APPLICATION/AGREEMENT FOR USE OF OUTDOOR MUNICIPAL FACILITIES

To be completed by on-site user. Please check all boxes that apply to your event:

Outdoor Facility Requested (check all that apply): ☐ Garrison Park ☐ Ramada ☐ VV Military Service Park

☐ OT Activity Park ☐ Pavilion (28 x 16 ft) ☐ Basketball Complex

☐ 12th Street Kid's Park Ramadas ☐ Large ☐ Small **Soccer Fields** ☐ Large ☐ Small

☐ Riverfront Park (Check all that apply)

☐ Ramada A ☐ Ramada B ☐ Ramada C ☐ BBQ ☐ Volleyball Courts ☐ Horseshoe Pits

☐ Football/soccer grass field ☐ Small horseshoe pit ramadas

☐ Adult Softball Fields 1 2 3 4 ☐ Youth Ball Fields 1 2 3 4 ☐ Field lights ☐ Disc Golf Course

Extras: Check all that apply to your event. Insurance or additional fees may be required.

☐ Bounce House (Renter and vendor must have COI/endorsement on file with city; vendor must also staff the bounce house.)

☐ Alcohol ☐ Public Event ☐ Concessions Stand – Youth or Adult (available only with full complex tournament)

☐ Piñata ☐ Vendors ☐ 100 plus participants (portable johns strongly suggested)

☐ Amplified Music (describe): _____ ☐ Other: _____

Reservation Day/Date: _____ Beginning & end times: _____

Event Name/Type: _____ Estimated # Participants: _____

Applicant Name: _____ DOB _____ Telephone _____

Email Address: _____

Address: _____

Organization Name: _____ Profit ☐ Non-Profit ☐
Please provide 501(C) letter

FEES: Deposit to be paid with the submission of the application to reserve desired date. No application is approved or scheduled unless a fully paid deposit is on file. Fees are due a minimum of 10 days prior to each event/30 days prior for tournaments. Please make checks payable to: City of Cottonwood. The return of your cash/check deposit could take up to two weeks to process following the post-event inspection and will be mailed to the address listed above. If the deposit is paid with credit/debit card, the return will take up to 5 days following the post-event inspection.

CANCELLATION POLICY: All refund requests are subject to a 10-percent administration fee. No refunds will be given for permits canceled less than seven days prior to event. Permits canceled due to weather are nonrefundable but may be rescheduled once at no additional cost. *In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the event prior to scheduled use with little or no notice without liability.*

Signature below acknowledges that the authorized representative has received, read, understands, and agrees to abide by all terms of municipal facilities rules and regulations, including, but not limited to, the Hold Harmless Agreement specified therein. The authorized representative also understands that the refundable deposit may be forfeited if any of the rules and regulations are not followed or if the rented facility is not left in good order.

Applicant Signature: _____ Date: _____

Park Usage

Ramada Rental Rules and Regulations Agreement

The following items are **prohibited** from park grounds:

- ❖ Glass bottles, glasses, plates, etc., of any kind
- ❖ Water balloons or water play equipment
- ❖ Stakes used to secure tents, canopies or play equipment. Please use water barrels or sandbags to secure these items. You will be charged with vandalism along with any repair costs if stakes are used and damage the turf or irrigation system.
- ❖ Smoking except in designated areas.

The following items **may** be allowed on park grounds **with approval/insurance/TUP or SEP**:

- ❖ Piñatas - with paid rental and additional \$100 deposit. *(Deposit will be forfeited if area is not cleaned up to staff's stringent standards.)*
- ❖ Bounce Houses - with paid rental and additional \$200 deposit. A certificate of insurance with endorsement will be required unless provided by an authorized vendor who has a current COI/endorsement on file with the city.
- ❖ Liquor of any kind *(beer is allowed only at Riverfront Park, not Kids Park or Garrison Park.)* Any requests to sell liquor must go through the special event permit (SEP), temporary use permit (TUP), and/or special liquor license processes.
- ❖ Any event that will have over 100 people or include amplified music may require an approved TUP. We suggest you consider ordering portable johns from an approved vendor (must have COI on file) if your event is this large.

Special event or temporary use permits can be obtained through the Community Development online portal at <https://ci-cottonwood-az.smartgovcommunity.com/Public/Home>, or call 928-634-5505 for more information.

Please be considerate when using park grounds and remember:

- ❖ Leave it better than you found it.
- ❖ Rotate empty trash containers from parking lot to ramada area, and vice versa, if needed.
- ❖ Portable music/sound devices are allowed but volume level should not disturb other park visitors or surrounding area.
- ❖ Please respect other people's rights to use the park; rental of the ramada area does not preclude other park visitors from using the playground equipment.
- ❖ You are responsible for the actions of the people in your party.
- ❖ Bring your own generator if you need electricity.

INSURANCE REQUIREMENT

Insurance is required from the applicant for any public event and from most vendors providing equipment or services to a private or public event such as but not limited to bounce houses, dunk tanks, petting zoos, caterers, etc. Liability insurance coverage in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage is required by the City of Cottonwood. Please attach a copy of your certificate of insurance naming the city as additionally insured and with an endorsement if required per your policy to this application. Requests without such proof cannot be approved.

As a condition of using the City facility that I am applying for hereunder, and prior to using that facility, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.

By my initials here, I have read and understand all of the above

ATTACHMENT "A"

SECTION II

CATEGORY I: "City Sponsored or Affiliated" shall include:

- Activities, meetings or programs conducted by city employees for city purposes.
- Cosponsored events conducted in cooperation with outside individuals, organizations, or public or private agencies.
- Activities and programs conducted through agreements between the city and outside individuals, organizations, or public or private agencies.
- Activities, meetings, or programs conducted by any elected or appointed city official for city purposes.

CATEGORY II: "Nonprofit*/Public Service" shall include:

- All registered nonprofit organizations, not specified in Category I, conducting noncommercial activities.
- All government agencies not specified in Category I.

CATEGORY III: "Private" shall include:

Any private group, club, agency, organization or individual using a city park or recreational facility where no profit will be realized. For example: company picnics or organizational meetings. An admission fee or donation may be charged to cover costs only.

CATEGORY IV: "Commercial/Profit-Making" shall include:

Any group, club, agency, organization, or individual, except as defined in Categories I, II, III, using a city park or recreational facility in an attempt to realize a profit from its use or activity, and where an admission charge is made or other proceeds are received.

	CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
BALLFIELDS Softball or Youth (per field)	No charge or by agreement.	No charge or by agreement. Field prep: \$30 per field.	\$75 Deposit. No hourly rate. Field prep: \$30 per field.	\$15/hr or \$120/day per field \$150 deposit (unless ASA, IS, or USSSA sponsored)
Lights (per field)	No charge or by agreement.	\$20/hr.	\$20/hr.	\$20/hr.
Adult Complex – Temporary Fencing placement @ 200'	\$30 per field	\$30 per field	\$30 per field	\$30 per field
Adult or Youth Concessions Stand	No charge or by agreement.	\$100 per day with full complex tournament; \$200 deposit	\$100 per day with full complex tournament	\$100 per day with full complex tournament
Soccer Field	No charge or by agreement.	No charge.	\$100 Deposit. \$7.50/hr.	\$100 Deposit. \$15/hr.
Youth Complex	No charge or by agreement.	No charge.	No charge.	\$100 Deposit. \$15/hr (lights not included)
Riverfront Park Picnic Ramadas A, B, C Horseshoe pit ramadas	No charge or by agreement.	Half price.	1 Ramada: \$10/hr + \$20 deposit 2 Ramadas: \$20/hr + \$30 deposit 3 Ramadas: \$30/hr + \$50 deposit	Not Allowed
All RFP Ramadas BBQ area, Horseshoe pits and Volleyball courts	No charge or by agreement.	Half price.	\$100 Deposit. \$50/hr.	Not Allowed
Riverfront Park Disc Golf Course	No charge or by agreement.	Half price.	\$50/hr + \$50 deposit	\$100/hr + \$100 deposit
Riverfront Skate Park or Roller/Hockey Rink	No charge or by agreement.	Half price.	\$10 per hour or \$80 per day \$150 deposit	\$10/hour or \$80/day \$150 deposit
Garrison Park Ramada Garrison Park Military Service Park	No charge or by agreement. No charge or by agreement.	Half price. Half Price	\$25/hr + \$40 deposit \$25/hr + \$100 deposit	Not Allowed Not allowed
Old Town Activity Park or Cottonwood Kid's Park	Please call for current charge.	Please call for current charge.	Please call for current charge.	Not Allowed
Old Town Basketball Courts	No charge or by agreement	Deposit \$50 \$15 per hour	Deposit \$50 \$15 per hour	Deposit \$50 \$15 per hour
Piñata or Bounce House** at any city park	\$100 add'l deposit required \$200 add'l deposit required	\$100 add'l deposit required \$200 add'l deposit required	\$100 add'l deposit required \$200 add'l deposit required	Not Allowed

*Nonprofit organizations must provide proof of status. All prices are subject to change without notice.

**Bounce houses also require a certificate of insurance (COI) with endorsement from renter *and* vendor and must be staffed by vendor.

SPECIAL EVENTS INSURANCE REQUIREMENTS

_____ (Applicant/Property Owner) verifies that they will procure and maintain, for the duration of the event, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event by the Sponsor, its directors, officers, agents, employees, volunteers, or contractors in the amounts specified herein. The minimum insurance requirements for all event sponsors will be:

Commercial General Liability – Occurrence Form (Form ACORD 25-S – revised 2010 or any replacement thereof). Each Occurrence: \$1,000,000; Damage to Rented Premises: \$300,000; Med Exp (any one person): \$5,000; Personal & Adv injury: \$1,000,000; General Aggregate: \$2,000,000; and Products- Comp/OP Agg: \$1,000,000.

General Aggregate Limits Vary Depending on Size, Location and Type of Event: Minimum Limits for this coverage will be \$1,000,000. In addition to these minimum requirements, the City of Cottonwood may require additional coverage to be provided by the event sponsor, based upon the type of event, up to the following limits:

- **Automobile Liability – Including Owned, Hired and Non-owned Vehicles.** Combined Single Limit Per Accident \$1,000,000 (Bodily Injury and Property Damage).
- **Employer Liability.** Each Accident \$100,000; Disease – Policy Limit \$500,000; Disease – Each Employee \$100,000.
- **Liquor Liability:** Limits vary depending on size, location and type of event. Minimum limits for this coverage will be \$2,000,000. The event sponsor will be expected to provide a certificate of insurance naming the City of Cottonwood as an additional insured for the date(s) that the event will occur.

COI Form Requirements: An event description including date and location shall be listed in the Description box unless you choose to cover any and all events you will be covering. In that case, please note that you will be covering any and all events held. The City of Cottonwood, 816 N. Main St., must be listed as an additional insured. An endorsement must also be provided.

Workers Compensation: Proof of workers compensation must be provided when any employees of the company/organization will be working or volunteering for the event.

INDEMNIFICATION OF CITY AGAINST LIABILITY

_____ (Applicant / Property Owner) agrees to indemnify, defend, save and hold harmless the City of Cottonwood, and any jurisdiction or agency issuing permits for any work included in the event, and their respective departments, directors, officers, officials, agents, employees, volunteers and contractor (hereinafter referred to as Indemnatee) from and against any and all claims, demands, actions, liabilities, damages, losses or expenses, including court costs, attorney's fees, and costs of claim processing, investigation and litigation (hereinafter collectively referred to as "Claims") for personal and bodily injury (including death) or property damage caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor or any of Sponsor's directors, officers, agents, volunteers, employees or contractors. This indemnity includes any claim or amount arising or recovered under Workers' Compensation Law or arising out of the failure of the Sponsor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Sponsor from and against any and all Claims to the fullest extent of the law. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

WRITTEN AGREEMENT

As a condition of receiving the permit that I am applying for hereunder, and prior to obtaining that permit and exercising any of the rights and privileges conferred thereunder, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.

Signature of Authorized Special Event Sponsor

Date Signed

Print Name

Date(s) of Event

City Representative

Date Signed



PARK & FACILITY FEES

2023-2024

TO RESERVE CONTACT: PRESCOTT VALLEY PARKS & RECREATION AT (928) 759-3090 OR VISIT US ONLINE AT PRESCOTTVALLEY-AZ.GOV/PARKS

Fee Description	Description	Resident Rate	Non-Resident Rate	Event/Tournament Rate
Ramada Rental	Please refer to the Ramada Rental Brochure for locations & capacities.	\$10.00/hr	\$15.00/hr	N/A
Mountain Valley Park Pavilion	Large pavilion at Mountain Valley Park; capacity 75, electric included	\$35.00/hr	\$50.00/hr	N/A
Community Room Rental	Please refer to the Facility Rental Brochure for locations & capacities.	\$30.00/hr	\$45.00/hr	N/A
Crystal Room Rental	Large room with mini kitchen. Capacity 75, 60 chairs, 20 tables available. Projector available. The kitchen & viewing terrace are included at no additional cost, but must be requested.	\$55.00/hr	\$80.00/hr	N/A
Auditorium Rental	Large room with theater seating, small kitchenette. Capacity 200. Projector available.	\$110.00/hr	\$150.00/hr	N/A
Room Rental Deposit	Applicable for all indoor facilities. If the reservation is canceled two days prior to the rental, the deposit is forfeited.	\$100.00	\$100.00	N/A
Civic Center, Theater on the Green Rental	Large outdoor stage, with large greenspace for seating. Seating capacity for 300.	\$50.00/hr	\$100.00/hr	\$1,000.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Civic Center, Greenspaces	Large outdoor greenspace. Please refer to the Facility Rental Brochure for locations & capacities.	\$5.00/hr	\$10.00/hr	N/A
Mountain Valley Park, Amphitheater Event Rental	This reservation is for large-scale events of over 500 attendees or events open to the public. Rental includes lights. Special Event Permit required.	N/A	N/A	\$2,000.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Field Rental	Please refer to the Field Rental Brochure for locations and capacities. The fee includes lights, if necessary.	\$15.00/hr	\$30.00/hr	N/A
Mountain Valley Park, 4plex, Tournament Rental	Please refer to the Field Rental Brochure for capacities. The fee includes all four fields and lights, if necessary. Special Event Permit required.	N/A	N/A	\$700.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Pickleball Court, Tournament Rental	Please refer to the Field Rental Brochure for court locations and capacities. Staff fees applicable for indoor court rental at current rate. Special Event Permit required.	N/A	N/A	\$60.00/court/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Basketball Court Rental	Please refer to the Field Rental Brochure for court locations and capacities. Staff fees applicable for indoor court rental at current rate.	\$5.00/hr	\$10.00/hr	N/A
Pool Rental	Rentals are only available during pool season, typically Memorial Day-Labor Day. Please contact Mountain Valley Splash at (928) 775-3165.	\$75.00/hr (local schools only)	\$200.00/hr (non-school renters)	N/A
Public Forum Spaces	Public forum activities are considered expressive activities including demonstrations, rallies, picketing, protesting, etc. Please refer to resolution 2198 for more information & the Public Forum Map for locations.	\$0.00/hr	\$0.00/hr	N/A
Use Agreement Application Fee	Youth Athletic Organizations or Community Organizations are eligible to apply for a Town Agreement. Please inquire for more information.	\$40.00/ 5 year	N/A	N/A
Rental Cancellation Fee	If a reservation is cancelled less than 14 days prior to the rental, half of the rental fee is forfeited.			



2024 FIELD RENTAL FEES

*SUBJECT TO CHANGE AT DISCRETION OF THE DIRECTOR OF RECREATION SERVICES

RECREATION SERVICES DEPARTMENT

	Individual Team & Tournament Directors \$20/hr.	City Sponsored 2nd Season \$15/hr.
Field Rental (per field)		
Initial Field Prep (Baseball & Softball Only) per field	\$45 (per prep)	\$45 (per prep)
Field Prep (Soccer & Football Only, goals not provided)	\$200	\$200
Field Lights (per field)	\$25/hr.	\$20/hr.
Damage & Security Deposit	\$500	N/A
Fence Relocation - Plastic (per field)	\$150	\$150
Rain Delay - per staff member	\$25/hr.	\$25/hr.
Tournament - Subsequent Prep (every 3 rd game will be required), per field	\$35	\$35

City of Prescott leagues and events will be scheduled before other rentals are accepted and have priority over other reservations.

For information about City Sponsored (Prescott AYSO, Prescott Little League, Prescott Girls Softball Association & Prescott Youth Football, Prescott Youth Hockey Association) please contact Recreation Services at (928) 777-1552

Liability Insurance Requirements: Event Directors must provide a Certificate of Liability Insurance naming the City of Prescott as "CERTIFICATE HOLDER and ADDITIONAL INSURED" 10 days prior to event, in the amount of \$1,000,000 or greater per occurrence. Events are subject to cancellation without insurance.

Damage & Security Deposit \$500 – Damage and Security Deposit is due at the time of reservation. 50% of Damage Deposit fee will be forfeited if cancellation of event is not received by Parks & Recreation Office one week prior to scheduled event.

Scoreboards & Clocks: Event Directors may negotiate with City staff the utilization of City equipment such as scoreboards and score clocks. When utilized, City employees trained in the proper operation of the equipment must be paid by the Event Director.

Rain Delay: Event organizer will be consulted to authorize additional costs for labor & materials to return the field to playable condition after weather delay. Final determination of field usability will be made by City staff.

Vendor Booths: Event directors must contact Yavapai County Health Department at (928)771-3149 or www.co.yavapai.us for food vendor information and licensing requirements. Any non-food vendors must contact the City of Prescott Tax & Licensing Office at (928)777-1260 no later than two weeks prior to event for proper licensing.

Sanitation & Restrooms: At no additional cost - City Staff will monitor trash in barrels and ensure restrooms are cleaned and stocked. If additional Sanitation Services are required (i.e., Recycle or larger trash bins) fees will apply.

The City reserves the right to have final approval on all activities or events scheduled at Facilities.

The City reserves the right to designate hours that Facilities are available for use and to remove any person or group failing to comply with the rules.

The City reserves the right to cancel any reservation due to inclement weather or unsafe conditions.

CITY OF PRESCOTT RECREATION SERVICES DEPARTMENT, 824 E GURLEY ST., PRESCOTT, AZ 86301

Sedona Parks & Recreation

Facility Rental Fee for Sports Users

Softball / Multi-Use Field

Private-Parties / Organizations	Profit/Business/Tournament Use
\$15.00 per Hour \$100.00 Security Deposit Additional Rental Fees may apply for additional requests or Services.	\$25.00 per Hour \$100.00 Security Deposit Additional Rental Fees may apply for additional requests or Services.
<u>Discounts for:</u> Non-Profit Organizations – 50% discount <u>Additional fees MAY include the following:</u> Water - \$15 Dumpster - \$15 Janitorial restock - \$40 *All sports groups will need to provide their own chalking and take care of any field equipment set-up and take-down. *Other on-site facility additions – Cost determined as needed	
Tennis Courts, Pickleball Courts, Basketball Court, Skatepark, Bike Skills Park, and other sports facilities are available for exclusive rental use under special agreement only. Please contact us at SedonaRec@SedonaAZ.gov or (928)282-7098	



City Of Winslow

 EXPLORE
 EXPLORE ▾

TRANSLATE

GOVERNMENT

DEPARTMENTS

SERVICES

JOB OPPORTUNITIES

VISITOR INFO

CITY OF WINSLOW // DEPARTMENTS // CITY PARKS & RECREATION // RECREATION HOURS & PRICES

Recreation Hours & Prices

The Recreation Department office is located at the indoor pool on Cherry Street and sponsors numerous activities for both adults and children.

For a list of activities or if you have any questions, you may contact the Recreation Department at (928) 289-5714 Monday - Friday 9 am - 2 pm

Rentals

Girl Scout House

\$80.00 / All Day 6:00am - 11:00pm
 \$10.00 Each Additional Hour
 \$50.00 Cleaning/Holding Deposit

Gazebo

\$50.00 Per Day Fee

Route 66 Park

\$50.00 Daily Use Fee
 \$50.00 Cleaning/Security Deposit

McHood Park

Large Ramada \$50.00 (3 hour reservation)
 \$50.00 Cleaning/Security Deposit

Outdoor Pool

(1 week notice required for rental)
 \$80.00 Per Hour
 \$50.00 Cleaning/Holding Deposit

Vargas & Other Multi-Purpose Field Complexes

Tournament Rentals

\$100.00 Per Day
 \$50.00 Security Deposit (refundable)
 Must Provide Insurance for Tournaments
 No Lights Included - Fields Reserved Only Until Dusk

Small Ramada \$20.00 (3 hour reservation)

\$50.00 Cleaning/Security Deposit

Overnight Camping

\$15.00 (Per Night)

First Come First Serve**Dry Hookup**

**PASSES CAN BE PURCHASED AT THE KIOSKS AS YOU
ENTER THE PARK

Adult Lap Swim (Indoor Pool)**Monday - Friday**

5:30 am - 7:15 am

11:00 am - 2:00 pm

5:00 pm - 6:00 pm

SEASONAL* October - May*Open Swim- All Ages (Indoor Pool)****Saturday**

1:00pm - 5:00pm

Night Swim (Indoor Pool)**Monday & Wednesday**

6:00pm - 8:00pm

SEASONAL* June-July*Open Swim (Outdoor Pool)****Monday-Sunday**

1:00 pm - 5:00pm

Night Swim (Outdoor Pool)**Monday, Wednesday, Friday**

6:00 pm - 8:00 pm

***SEASONAL* Back to School Hours August -
September**

Open Swim- All Ages (Outdoor Pool)**Saturday & Sunday**

1:00pm - 5:00pm

Night Swim (Outdoor Pool)**Monday & Wednesday**

6:00pm - 8:00pm

Water Aerobics

Mondays - Wednesdays - Fridays

Deep Water Aerobics 7:30 am - 8:30 am

\$2.00 Per Person/Class

Monday - Friday

Senior Water Aerobics 9 am - 10 am

\$0.75 Per Person/Class

\$10.00 Senior Citizen Card (18 Visits)

*Hours vary as the seasons change.**Call 928-289-5714 for current hours***ADMISSION FEES**

Adults \$2.00

Children \$1.50

Seniors (55+) \$0.75

Showers follow the fees above

SWIM PASSES

Family Pass (18 Swims) \$25.00

Child Pass (18 Swims) \$20.00

Senior Pass (18 Swims) \$10.00

Adult Co-Ed Volleyball

Registration: TBA

Coaches Meeting

Located at the Indoor Pool 6 pm

\$300.00 Per Team

September - November

Adult Co-Ed Softball

Registration: TBA

Coaches Meeting: A coaches meeting will be held on May 6:00pm (Indoor Pool). Your roster and fee will need to be turned in by May. Even if the player hasn't signed the roster their name must be on the roster line up to

play in this seasons games. Once all teams have been collected we will send out the completed game schedule out via. email.

Located at Indoor Pool

\$300.00 Per Team

June - August

Swimming Lessons

Registration: Starts April

\$25.00 Pre-School and Parent Tot (2 week classes)

\$30.00 Beginners and Intermediate

(2 week classes)

\$60.00 Jr. Lifeguard (whole month of June)

Swim Team

Jr. High/Highschool- Monday & Wednesday 4-5pm

Elementary School- Tuesday & Thursday 4-5pm

\$20.00 Per Month (2 times a week)

Swim meets are scheduled for Saturday during June and July

Men's Basketball

Registration: TBA

Coaches Meeting - March 6th | 6:30pm

Located at Indoor Pool (503 E. Cherry St.)

\$300.00 Per Team

March- May

Youth Basketball

Registration TBA

Coaches Meeting at the Indoor Pool

\$55.00 Per Player or \$155.00 Family of 3 Players

January - March



Find Us

City Of Winslow

102 E. Third Street

Winslow, AZ 86047

Phone: (928) 289-2422

Fax: (928) 289-3742

Email: asalyers@winslowaz.gov

Staff Intranet

Posting Locations : City Hall /
winslowaz.gov

FEE SCHEDULE

OPENGOV-WINSLOW

OPEN MEETING LAW

2023 CONSUMER CONFIDENCE REPORT

*IMPORTANT INFORMATION ABOUT YOUR
DRINKING WATER*

CITY OF WINSLOW GENERAL PLAN

HAZARD MITIGATION PLAN

Stay Connected



Download on the
App Store



GET IT ON
Google Play



BEER/WINE PERMIT HOLDER GUIDELINES

1. Applicant will be responsible for assuring any members of his/her party that are drinking beer or wine are of legal age to drink according to Arizona state law.
2. Permit is not transferable. If lost or stolen, permit is not refundable.
3. Permit valid for date and location identified only. Not valid for entire park.
4. Applicants must retain permit and permit must be made available upon request from proper park or police official.
5. This permit is not an authorization to sell beer or wine. The sale of alcoholic beverages in city parks is strictly prohibited without a special event liquor license issued by the State of Arizona.
6. No glass containers. TCC 21-3 (3)(3)
7. Per Tucson City Code #21-8, it is unlawful for any person to consume or have in their possession any spirituous liquor in a public park.
8. By obtaining this permit, the permit holder understands that the drinking age is 21 and anyone found in violation may be subject to a criminal charge according to Arizona state law.

Town of Camp Verde

FY26 Proposed Fee Increases Reasoning

Community Development Department Fees

General Plan Amendment

Propose: Increase of fee titled “Major,” under “General Plan Amendment”.

Reasoning: The increase in the fee will result in being in alignment with the following jurisdiction's fees:

- The city of Cottonwood currently has an adopted fee of \$2,000 for a general plan minor amendment and \$2,500 for a general plan major amendment.
- The Town of Clarkdale currently has an adopted fee of \$2,000 for a general plan minor amendment and \$2,500 for a general plan major amendment.
- The city of Prescott's general plan minor fee is \$2,295.92, and the general plan major fee is \$3,847.91.

Land Use Applications (*Administrative Adjustment Permits*)

Propose: Add new line items titled “Administrative Adjustment Permit” and “Administrative Adjustment Permit Renewal” under “Land Use Application”.

Reasoning: Per subsection 305.1.H.2.a of the newly adopted Livestock ordinance, the town council shall set a reasonable fee for this permit, which is submitted at the time of the permit. The fee set aligns with the review time and inspections required for an applicant submitting for the basic sign permit. The renewal fee of \$55.00 is aligned with current Town renewal fees for Temporary use permits.

Land Use Applications (*Development Agreement*)

Propose: Add new line item titled “Development Agreement” under “Land Use Application”.

Reasoning: The new fee of \$1,000 is for cost recovery for staff time and attorney time to review and develop the agreement in the best interest of the community and applicant involved. The city of Prescott has an established base development agreement fee of \$1,282.64. The city of Prescott Valley has an established Development Agreement fee for a minor amendment residential or non-residential/commercial of \$535.00 with a major amendment fee charge of \$1,070.00.

Miscellaneous

Propose: Add new line item titled “Address Change” under “Miscellaneous”.

Reasoning: A new fee is to be established for cost recovery for staff time to address requests and changes for new development for the Town and for 911 services.

Grading Permit Fees

Proposal: Keep the base cost at \$375 for the first 10,000 CY, but increase the \$55.00 for each additional 10,000 CY to \$65.00.

Reasoning: This would be more in line with the fees charged by the majority of our neighboring jurisdictions.

Current Fee Table:

	Camp Verde	Clarkdale	Cottonwood	County	Prescott	Prescott Valley	Sedona
10,001-100,000 CY	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards	\$358.00 for the first 10,000 Cubic Yard plus \$73.00 for each additional 10,000 Cubic Yards	N/A	\$404.00 for the first 10,000 cu yds plus \$66.00 for ea. add'l 10,000 cu yds or fraction thereof	416.86 00 for the first 10,000 cu yds plus \$66.00 for ea. add'l 10,000 cu yds or fraction thereof	\$347.75 for the first 10,000 Cubic Yards plus \$70.60 for each additional 1,000 Cubic Yards	\$495 for the first 10,000CY plus \$40 for each additional 10,000CY

Deposits for Building Permit Applications (*Residential*)

Proposal: Change the deposit amount for the projects defined below to equal the plan review fee, with \$250 being non-refundable if the application has been withdrawn or cancelled before the plan review.

- New Single/Multi-Family Residence
- Residential Projects 25,000.01 or More

Reasoning: The change is requested to offset losses incurred when an application is withdrawn or cancelled, after the plan review has already been conducted, and only the minimum deposit of \$250 has been paid.

Examples:

- A plan review for an 1,800 sq ft home would have cost \$1728.84.
- A plan review for a \$26,000 residential project would have cost \$317.53.

Valuation Data (*Residential*)

Proposal: Add a new line item after under “Valuation Data”, “Residential”, titled “Detached and Attached Accessory Buildings/Structures,” with the following fee verbiage: “Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater.”

Reasoning: While we provide the cost per square foot to determine valuation on projects not covered under the Building Valuation Data Table, sometimes the applicant’s valuation is higher. To remain consistent with the rest of the Building fees, I propose this addition.

Detached and Attached Residential Accessory Structures

Proposal: Adjust the fees for the structure types as outlined in the table below. Add a new cost per square foot to enclose a porch and make it habitable.

Reasoning: The tables below are used to calculate a valuation to determine permit cost. Yavapai County is the only other neighboring jurisdiction that provides such a breakdown, and they have recently adopted a new valuation table. Due to the significant increase in these valuations, I did some research to see what both the National and Arizona averages were as well. While an increase is justified, based on the cost of construction, I propose that we base our values on the lower end of the Arizona average to keep permits more affordable for our residents.

Detached Residential Accessory Buildings/Structures	Camp Verde	County	Nat. Avg.	AZ Avg.	Proposed
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	24	64.19	25-100	25-100	25
Shade/Mare Motel (per sq ft)**	13	32	30-100	30-70	30
Greenhouse (per sq ft)**	21	32	10-25	20	No Change
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	24	64.19	15-150	25-150	25
Carport (per sq ft)**	19	64	15-30	15-30	No Change
Gazebo/Ramada (per sq ft)**	21	32	35-100	75-100	32
Stairs (per sq ft) (regardless of square footage)	11	14	15-25	15-25	14
Covered Deck Elevated (per sq ft)**	21		30-60	30-60	30
Open Deck Elevated (per sq ft)**	21	32	30-60	30-60	30
Enclose Porch Under Existing Roof Cover (habitable) (per sq ft)**	New	165.67	150-300	100-200	100

Attached Residential Accessory Buildings/Structures	Camp Verde	County	Nat. Avg.	AZ Avg.	Proposed
Greenhouse	21	32	20-45	20	No Change
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	24	64.19	20-50	20-50	25
Carport (per sq ft)**	19	64	10-35	15-25	No Change
Balcony (per sq ft)**	21	31	20-90	25-50	25
Covered Patio at Grade Level (per sq ft)**	21	32	25-95	25-40	25
Covered Deck Elevated (per sq ft)**	21		30-50	30-50	30
Open Deck Elevated (per sq ft)**	21	32	25-50	30-50	30
Screened Porch Under Existing Roof Cover (per sq ft)**	10	42-67	5-20	10-25	No Change
Enclose Porch Under Existing Roof Cover (habitable) (per sq ft)**	New	165.67	80-230	50-100	80
Pre-fab Canvas/Metal Awning (per sq ft)**	8	32	4-10	4-10	No Change
Stairs	11	14	15-25	15-25	14

****PLUS UTILITIES INSTALLED**

Residential Alteration/Remodel of Existing Structure

Proposal: Remove verbiage “Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater,” and replace with “Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater.” Add an itemized list of construction costs per square foot to determine project valuation.

Reasoning: The Building Valuation Data Table, does not have a breakdown for alterations and remodels, only for new construction. Yavapai County is the only neighboring jurisdiction that provides such a breakdown. The proposed cost per square foot was based on evaluation of the County's new fee structure, as well as both the national and Arizona averages.

Residential Alteration/Remodel of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater			Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater
	County	Nat. Avg.	AZ Avg.	Proposed
Enclose Exterior Wall Opening (per sq ft)**	11	25-100	20-40	\$20.00
Add or Remove Interior Partition (includes utilities) (per In ft)	42	20-50	30-100	30.00
Install Window or Sliding Glass Door (per sq ft)**	12	10-50	10-50	\$12.00
Install Exterior Siding Door (per sq ft)**	9	4-15	3-15	\$9.00
Plaster/Stucco Interior/Exterior (no structural changes) (per sq ft)**	9	6-10	6-9	\$9.00
Add Stone or Brick Veneer (no structural changes) (per sq ft)**	18	11-27	13-52	\$18.00

****PLUS UTILITIES INSTALLED**

Commercial Alteration/Remodel of Existing Structure (Tenant Improvements)

Proposal: Remove verbiage “Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater,” and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for alterations and remodels, only for new construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor's bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Other Fences or Free-Standing Walls

Proposal: Add new section “Other Fences or Free-Standing Walls.” Add the new line items and costs per liner foot as outline below.

Reasoning: The addition of this section adds a means to determine a valuation for these structures, if a building permit is required. The proposed cost per square foot was based on evaluation of the County’s new fee structure, as well as both the national and Arizona averages. I propose that we base our values on the lower end of the Arizona average to keep permits more affordable for our residents.

	County	Nat. Avg	AZ. Avg	Proposed
Wood, Chainlink, Wire, Wrought Iron	10.00 LF	10-45 LF	10-55 LF	Valuation Based on Bid Price Provided by a Licensed Contractor or \$10.00 a LF, Whichever is Greater. Plus Applicable Plan Review Fees
Gabion Walls (per LF)	19.50 LF	20-160 LF	30-70 LF	Valuation Based on Bid Price Provided by a Licensed Contractor or \$19.50 a LF, Whichever is Greater. Plus Applicable Plan Review Fees

Roof Structure Replacement

Proposal: Add demo to the description, as well as the verbiage “utilities not included.”

Reasoning: Changes made to add clarification. A separate demo permit is not required, however, if utilities (mechanical, electrical, or plumbing) need to be removed and reinstalled, that would be a separate calculated value add.

Above Ground Water Tank (Over 5,000 Gallons)

Proposal: Add “Plus Fire Fee” to both line items.

Reasoning: Changes made to add clarification, as the Fire Fee is not new.

Solar Installation, Battery Energy Storage Systems (BESS), Wind Turbines, Generators

Proposal: Add “Battery Energy Storage Systems (BESS)” to title, and further breakdown fees between systems under 15kwh and systems over 15kwh. No fees have been changed.

Reasoning: Changes made for clarification, and to make it easier to read the schedule.

Tower New Installation

Proposal: Delete individual line items and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for this type of construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor’s bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Co-Locate Existing Tower

Proposal: Change the fee verbiage next to the line item titled “\$6,001 or More,” and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for this type of construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor’s bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Code Enforcement Fees

Proposal: Add new heading and fee.

Reasoning: Due to the establishment of the Civil Hearing Process, a new “Civil Hearing Fee” is being proposed to help offset the cost associated with paying our Civil Hearing Officers for their time spent researching and hearing cases.

Town of Camp Verde
FY26 Proposed Fee Increases Reasoning
Utility Department Fees – Water & Wastewater

Wastewater Fee Increases:

- Monthly User Fee increases go up annually per the Economic.Com User Fee Rate Study and Ordinance that was approved and adopted by Town Council on November 1, 2023. Fee increases occur on January 1st of each new year through January 1, 2028.
- Increase Septage Receiving fees from \$0.14 per gallon to \$0.16 per gallon. No increase has taken place in the past two years. Increased repair and maintenance costs over this time require us to increase the rate to help cover costs. The Town is one of the few treatment plants in the area that except septage.
- Add new rate for usage of Town Vac Truck. During the past two years the Town has been called out to help out the City of Cottonwood, Town of Clarkdale and Yavapai Apache Nation with our vac truck. The cost is based on standard rates for renting the equipment and staff time. \$200/hr.
- Hourly wastewater staff time, a new fee based on various call outs. The fee is based on staff average salary plus benefits. \$40/hr.
- Reclaim Water Rates. Raise rates from \$2.25 per 1000 gallons to \$2.50 per 1000 gallons. Increased repair and maintenance costs for the delivery of the reclaimed water require us to increase the rate to help cover costs as treated effluent usage becomes more popular. Current base rates for potable water per 1000 gallons is \$3.90 or more.

Water Fee Increases:

- Monthly User Fee increases go up annually per the Economic.Com User Fee Rate Study and Ordinance that was approved and adopted by Town Council on November 1, 2023. Fee increases occur on January 1st of each new year through January 1, 2028.
- The 1" Meter Usage Charge increase, though approved in the Adopted Ordinance noted above was left off last year's fee listing and so the charge was left at the previous years amount. This year, the amount is listed per the adopted rate increase ordinance.
- Fire Service Connections, for commercial and multifamily usage. This fee will cover staff time for the separate billing and undocumented water loss due to testing these systems.
- Increase Establishment (After Hours), Reconnection (After Hours) and Service Call Fee (After Hours) from \$70.00/hr. to \$75.00/hr. These calls typically result in paying Town staff overtime or comp time for the after hours work.
- Defer Payment and Late Payment Penalties per month. Change the fee to a standard \$10 per occurrence to match wastewater. The 1.5% fee typically results in a \$0.30 to \$0.50 fee, which does not cover staff time.

TOWN OF CAMP VERDE

Cash Flow for Proposed Utility Fee Changes

Wastewater Fund

Est'd Cash Flows

	FY25	FY26
Est'd User Fee Revenues	\$ 1,782,000	\$ 2,155,095
Est'd Other Revenues	\$ 535,000	\$ 545,670
Est'd Connection Fees	\$ 40,000	\$ 40,000
Est'd Operational Expenses	\$ 1,939,665	\$ 2,025,906
Est'd Current Debt service and Capital Costs	\$ 351,125	\$ 140,101
Est'd New Debt Service	\$ 160,000	\$ 258,000
Net Cash Flow	\$ (93,790)	\$ 316,758

Depreciation (not included above) \$ 1,100,000 \$ 1,200,000
(Debt Funding & Grant Activities are not included)

Note: The proposed miscellaneous fees are not normal monthly usage fees and as such can only be estimated based on the potential for new project development within the Town's wastewater system.

Water Fund

Est'd Cash Flows

	FY25	FY26
Est'd User Fee Revenues	\$ 1,922,195	\$ 2,195,950
Est'd Other Revenues	\$ 60,000	\$ 61,200
Est'd Capacity Fees	\$ 252,300	\$ 252,300
Est'd Operational Expenses	\$ 1,115,610	\$ 1,166,245
Est'd Current Debt service and Capital Costs	\$ 468,675	\$ 445,005
Est'd New Debt Service and Capital Costs	\$ 369,000	\$ 411,000
Net Cash Flow	\$ 281,210	\$ 487,200

Depreciation (not included above) \$ 300,000 \$ 400,000
(Debt Funding & Grant Activities are not included)

Note: The proposed capacity fees are not normal monthly usage fees and as such can only be estimated based on the potential for new project development within the Town's water system.