



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 15, 2025 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82266349050?pwd=Is0hJFTTvaQ576nL4JA9pVVhsQ4fLp.1>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 822-6634-9050

Passcode: 097989

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video conferencing.

- 1. Call to Order**
- 2. Roll Call.** Council Members Brian Bolton, Wendy Escoffier, Robert Foreman, Robin Godwin, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
- 3. Pledge of Allegiance**
- 4. Consent Agenda** – All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) Approval of the Minutes:**
 - 1) Work Session – Wednesday, December 11, 2024 at 5:30 p.m. Pg. 5
 - 2) Special Session (Public Portion) – Wednesday, December 18, 2024 at 5:30 p.m. Pg. 9
 - 3) Regular Session – Wednesday, December 18, 2024 at 6:30 p.m. Pg. 11
 - b) Set Next Meeting, Date and Time:**
 - 1) Work Session – Thursday, January 16, 2025 at 5:30 p.m.
 - 2) Regular Session – Wednesday, February 5, 2025 at 6:00 p.m.
 - 3) Regular Session – Wednesday, February 19, 2025 at 6:00 p.m.
 - c) Approval of Resolution 2025-1164, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, acknowledging the national housing crisis, prioritizing affordable housing within Camp Verde to support safe, decent, and affordable housing opportunities for community members, and urging the state legislature of the State of Arizona to address the impacts of short-term rentals on the supply of housing for Arizona residents.** Staff Resource: Town Manager Miranda Fisher. Pg. 23
- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak**

Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, and Friends of the Verde River.
7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
 - **2025 Citizen Academy Announcement.** Staff Resource: Town Manager Miranda Fisher.
8. **Discussion, consideration, and possible approval of a Memorandum of Understanding between the Town of Camp Verde and The Nature Conservancy to work together for a healthy and flowing Verde River and tributaries that support its unique environment, vibrant economy, and quality of life for future generations in the State of Arizona.** Staff Resource: Utilities Director Jeff Low. Pg. 29
9. **Discussion, consideration and possible approval of RH Borden and Company Quotes #2319 and #2562 for acoustic assessment of sewer mains and full scan inspections of 100 manholes in an amount not to exceed \$57,288.00.** Staff Resource: Wastewater Division Manager Chet Teague. Pg. 35
10. **Discussion, consideration and possible approval to pursue receipt of donation of Yavapai County Parcel APN 403-18-104 in the vicinity of Verde River Drive.** Staff Resource: Utilities Director Jeff Low. Pg. 43
11. **Discussion, consideration, and possible adoption of Town of Camp Verde Engineering Design Standards and Standard Details.** Staff Resource: CIP Manager Martin Smith. Pg. 53
12. **Discussion, consideration and possible approval to release a Request for Proposal for Town Legal Services.** Staff Resource: Town Manager Miranda Fisher. Pg. 247

13. **Discussion, consideration and possible approval to release a Request for Proposal for Legal Services for Water Resources.** Staff Resource: Town Manager Miranda Fisher. Pg. 279
14. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bhashas on 1-9-2025 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk

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**DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 11, 2024 at 5:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video conferencing.

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call.

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin (Absent), Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also, Present

Town Manager Miranda Fisher, Town Clerk Leah Rhodes, Economic Development Director Molly Davies and Code Enforcement Officer Jessica Bolton.

3. Pledge of Allegiance Councilor Foreman led the Pledge.

4. Presentation of the strategic plan process for the Tourism Marketing Plan. Staff Resource: Economic Development Director Molly Davies.

Economic Development Director Davies stated in the Strategic Planning process one of the key goals was to put together a 2-year tourism marketing strategy as well as implementing an advisory working group to work towards the strategy.

Economic Development Director Davies introduced Owner and Strategist Joe Klein and Consulting Manager Jon Hatch with Axis Culture Group. Mr. Klein and Mr. Hatch presented an overview of the Tourism and Marketing Strategy from Axis Culture Group. The presentation provided the purpose of tourism and marketing planning and engagement effort to develop a strategy that will increase tourism-related revenue for the Town in alignment with the Town's vision. The strategy will result in an understanding of Camp Verde's tourism market, unique value and identity, budget recommendations, communication strategies, establishment of tourism marketing working group, metrics to measure success, and additional guidance for implementation.

Economic Development Director Davies, Mr. Klein and Mr. Hatch responded to

questions from the Council.

Economic Development Director Davies requested a Council member to join the advisory work group. Vice Mayor Moore and Councilor Murdock both volunteered to serve on the group alongside the Economic Development team.

5. Discussion, consideration and possible direction regarding retail marijuana in Town of Camp Verde. Staff Resource: Economic Development Director Molly Davies.

Economic Development Director Molly Davies provided an overview of the results of the Retail Recreational Marijuana Community Survey. The results included concerns about potential impacts and the likelihood of residents to purchase recreational marijuana in the Town of Camp Verde as well as a summary of written feedback.

Councilor Foreman stated if the Council wants to rewrite the Ordinance, he recommended striking C2.

Vice Mayor Moore and Councilor Foreman stated they wanted to hear from the Town Marshal and Matforce to provide information regarding retail marijuana.

Town Manager Fisher and Economic Development Director Davies responded to questions from the Council.

Mayor Jenkins asked Executive Director Merilee Fowler with Matforce to provide her input on statistics. Executive Director Fowler stated Matforce's focus and goal is to protect youth from addiction. Executive Director Fowler presented data on marijuana use among youths in Yavapai County and the Town of Camp Verde and requested that the Town Council refrain from allowing retail marijuana establishments in the community.

Marshal Rowley emphasized that the safety of the youth in Camp Verde is his top priority. Marshal Rowley expressed concerns about the potential impact of opening a marijuana retail store, noting that it could result in youth bearing the consequences of their parents' decisions.

Mayor Jenkins stated the direction from Council was to not move forward with modifying Town Code to allow for retail marijuana establishments.

Mayor Jenkins recessed the meeting for a break at 6:40 p.m.
Mayor Jenkins reconvened the meeting at 6:52 p.m.

6. Presentation of the Code Enforcement Administrative Policies. Staff Resource: Code Enforcement Officer Jessica Bolton.

Code Enforcement Officer Jessica Bolton presented an overview of the changes and updates to the Town Code Enforcement Procedures/ Administrative Policies and how staff are striving to streamline and improve the Code Enforcement process for the

community.

Councilor Foreman suggested changes to Section 2001.Scope F.5 and 8; Section 2002.1. Mechanisms B. 5 and 6; Section 2002.2 Priorities A. and Section 4002.2 Investigation and Inspection of Property B.1.

Code Enforcement Officer Bolton and Panner 1 Cliff Bryson responded to questions from the Council.

7. **Adjournment**

Mayor Jenkins adjourned the meeting at 7:22 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on December 11, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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**DRAFT MINUTES
SPECIAL SESSION (PUBLIC PORTION)
TOWN OF CAMP VERDE
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 18, 2024 at 5:30 PM.**

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Forman, Councilor Robin Godwin (arrived at 6:03p.m.), Councilor Jessie Murdock, Vice Mayor Marie Moore and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Town Clerk Leah Rhodes, Utilities Director Jeff Low.

3. Pledge of Allegiance

Councilor Robert Foreman led the Pledge.

4. Item No. 4. Possible Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for discussion or consultation with the Town Attorney for legal advice, and possible instruction to the Town Attorney regarding the possible land acquisition for Yavapai County Parcel APN 404-12-083, Clear Creek West Subdivision Lot 53, as well as discussion regarding the Town's position in contract negotiations regarding the property.

5. Item No. 5. Possible Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for discussion or consultation with the Town Attorney for legal advice, and possible instruction to the Town Attorney regarding the possible lease of Town-owned property, which is located generally near the Camp Verde Community Library at North Black Bridge Lane and West Moser Lane to Friends of the Verde River, as well as discussion regarding the Town's position in contract negotiations regarding the property.

Mayor Jenkins read Agenda Items 4 and 5.

A **motion** was made by Vice Mayor Moore to go into executive session for Item No. 4 and 5. Councilor Escoffier seconded the motion.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Moore: aye
Councilor Bolton: aye
Councilor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: absent
Councilor: Murdock: aye

Motion Carried 6-0.

The Council returned to the special session at 6:17pm.

Mayor Jenkins stated that no action was taken on Item No. 4 and 5 during the executive session.

Mayor Jenkins adjourned the Executive Session at 6:17 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on December 18, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of January, 2025

Town Clerk Leah Rhodes



**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106,
WEDNESDAY, DECEMBER 18, 2024, at 6:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

Mayor Jenkins called the meeting to order at 6:30 p.m.

2. Roll Call

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Town Clerk Leah Rhodes, and Administrative Clerk Jadie Edwards.

3. Pledge of Allegiance

Councilor Foreman led the Pledge.

4. Consent Agenda - All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Regular Session – November 20, 2024 at 6:30 p.m.
- 2) Regular Session – December 4, 2024 at 5:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session – January 15, 2025 at 6:00 p.m.
- 2) Regular Session – February 5, 2025 at 6:00 p.m.

c) Approval of Ordinance 2024-A499, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Article 2-3 of the Town Code to adjust the start time of the regular Town Council meetings. Staff Resource: Town Clerk Leah Rhodes.

On a **motion** made by Councilor Murdock, seconded by Councilor Escoffier, the Council **moved** to approve the consent agenda as presented.

Roll Call Vote:

Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion Carried 7-0.

- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

Melinda Jessop stated she has addressed several members of the Council regarding her home and has had no response. Mayor Jenkins requested Town Manager Fisher to follow-up with Ms. Jessop.

- 6. Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation.

The Mayor, Council and Town Manager reported on current events. Mayor Jenkins was excited to report on a new County health care clinic in the Town of Camp Verde, opening in June of 2025.

7. Special Announcements and Presentations:

- **Presentation of Years of Service Awards to Town Staff.** Staff Resource: Human Resources Director Julia Kaiser.

Town Manager Miranda Fisher announced the five-year service awards to Sergeant Josh Collins, Maintenance Foreman Jeff Kobel, Accountant Katherine Jenkins, and Accountant Bobbi Webb. The ten-year service awards to Library Specialist I Wendy Cook-Roberts and Sergeant Dustin Richardson. The twenty-year service award to Peace Officer David Freeman.

- **Arizona Department of Environmental Quality Voluntary Environmental Stewardship Program Copper Award to the Town.** Staff Resource: Stormwater Specialist Patricia Mancini.

Stormwater Specialist Patricia Mancini and Recreation Coordinator Phyllis Nettik, the Arizona Department of Environmental Quality Voluntary Environmental Stewardship Program-Cooper Level Award for the 2024 Summer Camp Educational Series.

8. **Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding the approval of the application for a Series 10, Beer and Wine Liquor License for Days INN Camp Verde, located at 1640 W State Route 260, Camp Verde, Arizona, 86322.** Staff Resource: Town Clerk Leah Rhodes.

- **Staff Comments**

Town Clerk Leah Rhodes provided an overview of the Series 10 Liquor License Application for Days INN Camp Verde, located at 1640 W State Route 260, Camp Verde, Arizona, 86322.

- **Applicant Comment**

The applicant was not in attendance and there were no comments.

- **Open Public Hearing**

Mayor Jenkins opened the public hearing at 7:06 p.m. and there were no speakers.

- **Close Public Hearing**

Mayor Jenkins closed the public hearing at 7:06 p.m.

- **Council Discussion**

The Council had no comments.

On a **motion** by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve submitting the application for Days INN Camp Verde to the Arizona Department of Liquor License and Control.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

9. **Public Hearing: Discussion, consideration and possible approval of Ordinance 2024-A500, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 300, adding Section 313 – Zoning Clearances.** Staff Resource: Planner II Cory Mulcaire.

- **Staff Comments**

Planner II Cory Mulcaire stated staff recognized an error in the Planning and Zoning Ordinance that contradicted past practices well before 1996. Planner II Mulcaire stated the Community Development Department has required zoning clearance permits for commercial buildings under 160 square feet, residential buildings under 200 square feet, and all fences 6' tall or less. Planner II Mulcaire expressed there is no definition in Town code for "zoning clearance" nor is there any clear direction on the process, and the

purpose of this amendment is to correct the small error as Town staff work through the comprehensive planning and zoning ordinance update.

- **Open Public Hearing**

Mayor Jenkins opened the public hearing at 7:09 p.m. and there were no speakers.

- **Close Public Hearing**

Mayor Jenkins closed the public hearing at 7:09 p.m.

- **Council Discussion**

Councilor Escoffier questioned some places have extended structures that require a zoning clearance but don't require a building permit up to 400 feet and the Town of Camp Verde is 200 feet.

Planner II Mulcaire responded to Councilor Escoffier as well as Councilor Foreman since he was the former Town's Chief Building Official.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve Ordinance 2024-A500.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

10. **Discussion, consideration and possible appointment of three (3) members to the Parks and Recreation Commission. Applicants are: Robert (Bob) Benson, Glenda Duncan, Zachery McKay, and Charlotte Salsman. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Glenda Duncan, Zachery McKay, and Charlotte Salsman for appointment to the Parks and Recreation Commission to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

Councilor Bolton recused himself from the discussion on Item 10.

Town Manager Fisher provided an overview of the Boards and Commissions recruitment process, interview process, and scoring mechanism.

Zachery McKay thanked the Council and stated he looked forward to serving the community.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to approve appointing Glenda Duncan, Zachery McKay and Charlotte Salsman to a three (3) year term with the Parks and Recreation Commission effective January 1, 2025

Roll Call Vote:

Councilor Bolton: Recused
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 6-0.

Councilor Bolton returned to the dais.

- 11. Discussion, consideration and possible appointment of three (3) members to the Planning and Zoning Commission. Applicants are: Robert (Bob) Benson, Tanner Bryson, Peter Gutierrez, Mark Lomeland, Jerry Martin, Cris McPhail, Ingrid Osses, Charlotte Salsman, Patricia Seybold, and Jordy Weaver. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Peter Gutierrez, Cris McPhail and Patricia Seybold for appointment to the Planning and Zoning Commission to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

Town Manager Fisher provided an overview of the top three recommended applicants and recommend approval.

Planning and Zoning Commission member Ingrid Osses stated she would like to continue to serve on the Planning and Zoning Commission.

Mayor Jenkins, Vice Mayor Moore and Councilor Escoffier thanked the applicants.

On a **motion** by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve appointing Peter Gutierrez, Cris McPhail and Patricia Seybold to the Planning and Zoning Commission effective January 1, 2025 for a three (3) year term.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

- 12. Discussion, consideration and possible appointment of one (1) member to the Board of Adjustment and Appeals. Applicants are: Robert (Bob) Benson, Doug Fasteen, Mark Lomeland, and Charlotte Salsman. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Doug Fasteen for appointment to the Board of Adjustment and Appeals to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

Town Manager Fisher stated per Town Code Section 7-2-110.1, the Board of Adjustment and Appeals should consist of “members who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the Town.” Bob Benson and Douglas Fasteen were the only applicants with a building construction background. Manager Fisher stated after the interviews with Bob Benson, Mark Lomeland, and Charlotte Salsman, it

was recommended by the Interview Committee that despite turning his application in late, Douglas Fasteen be reappointed to the Board of Adjustment and Appeals. Manager Fisher stated it was important to note that Mr. Fasteen will be moving in September 2025 so the vacancy will be reposted in July 2025. However, the recommendation of the Interview Committee is to allow Mr. Fasteen to continue to serve with the goal of doing a more enhanced recruitment for the vacancy in July.

Bob Benson stated he was a general contractor and had a construction background. Mr. Benson requested being appointed in addition to Mr. Fasteen so he could learn from him.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to approve reappointing Douglas Fasteen to the Board of Adjustment and Appeals effective January 1, 2025.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

Mayor Jenkins recessed the meeting for a break at 7:33 p.m.
Mayor Jenkins resumed the meeting at 7:42 p.m.

13. Discussion, consideration, and possible award of Bid No. 24-200, Heritage Pool Improvements Project. Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith provided an overview of the bid proposals for the improvements of the Heritage Pool which included the filtration and chemical automation equipment. CIP Project Manager Smith stated the lowest bid proposal was Landmark Aquatic bid and recommended awarding the bid for filtration and chemical automation equipment to Landmark Aquatic. Additionally, CIP Project Manager Smith outlined the definitions, expected lifespan, and approximate cost of the filtration and chemical automation equipment.

Town Manager Fisher stated staff had scaled the work back to get the pool up and running before the summer.

Vice Mayor Moore recommended exploring public preference in the coming years regarding whether to repair the existing pool or construct a new one and suggested conducting a poll to gauge the community's opinion.

Councilor Godwin and Councilor Escoffier emphasized the importance of making improvements to the Heritage Pool.

Mayor Jenkins stated as staff moves forward, she would like to know the cost to have the pool fully up and running. Mayor Jenkins,

Vice Mayor Moore, and Councilor Forman requested staff to come back to Council with a long-

term plan for the community pool before the end of the summer.

CIP Project Manager Smith responded to questions from the Council.

Jan Allen, Ruth Bondie, Brenda Hauser, Candra Faulkner, and Betty Rivard spoke in support of repairing the pool.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to award Bid No. 24-200, Heritage Pool Improvements Project, to Landmark Aquatics, in the amount \$129,943,97.00.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

- 14. Discussion, consideration, and possible award of bid for purchase of Community Park Playground Equipment to Playground Boss, LLC in the amount of \$142,614.00.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith stated the playground equipment is outdated, out of code, and needs to be repaired. CIP Project Manager Smith stated the Town has partnered with Playground Boss, LLC, to use their cooperative contract to install new playground equipment. CIP Project Manager Martin stated it is against code to try and retrofit parts from another manufacturer to amend the playground equipment

Ruth Bondie expressed concern that the cost to repair the playground was substantial and felt that the existing equipment could be repaired rather than replaced.

CIP Project Manager Smith, Town Manager Fisher, Public Works Director Krebbs, responded to questions from Council.

On a **motion** by Councilor Murdock, seconded by Councilor Godwin, the Council **moved** to award bid for purchase of the Community Park Playground Equipment to Playground Boss, LLC in the amount of \$142,614.00.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

15. **Discussion, consideration, and possible approval of Resolution 2024-1160, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the submission of a no financial match application for \$20 million for the FY2025 RAISE discretionary grant for the Main Street Improvement project, certifying that said application meets the state and federal regulations, policies, guidelines, and requirements of the program, and authorizing all actions necessary to implement and complete the activities outlined in said application.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith stated staff are currently designing improvements to Main Street from Highway 260 and Montezuma Castel Highway and the consultant has completed 90 percent of the plans. CIP Project Manager requested approval to apply for FY26 RAISE grant for the Main Street Improvement Project in the amount of \$20 million to fund the construction improvement costs.

Town Manager Fisher and CIP Project Manager Smith responded to questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Murdock, the Council **moved** to approve Resolution 2024-1160.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

16. **Discussion, consideration, and possible approval of Resolution 2024-1161, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the submission of a no financial match application for \$25 million for the FY2025 RAISE discretionary grant for the Finnie Flat / Montezuma Castle Highway Improvement project, certifying that said application meets the state and federal regulations, policies, guidelines, and requirements of the program, and authorizing all actions necessary to implement and complete the activities outlined in said application.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith provided an overview of the Finnie Flat/Montezuma Castle Highway Improvement Project and shared that the project was awarded to Kimley Horn and they are now working on completing the design.

CIP Project Manager requested approval to apply for FY26 RAISE grant in the amount of \$25 million to secure funding for construction.

CIP Project Manager Smith and Public Works Director Krebbs responded to questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve Resolution 2024-1161.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

17. **Discussion, consideration, and possible approval for staff to apply for no financial match for \$807,000 for the Yavapai County FY25 Community Development Block Grant (CDBG) funds for extending the 7th Street sidewalk south towards General Crook Trail.** Staff Resource: CIP Manager Martin Smith.

Councilor Murdock provided an overview of what qualifies for a Community Development Block Grant.

CIP Project Manager stated staff recently completed a stretch of sidewalk along 7th Street. The work was a portion of a larger project to extend the sidewalk south along 7th Street to General Crook Trail. Due to the overall cost of construction, the project scope was reduced to fit within the available budget. An opportunity to obtain additional funding has become available. CIP Project Manager Smith stated staff is seeking approval to apply for a portion of the Yavapai County's FY25 CDBG funding to further extend the 7th Street sidewalk south towards General Crook Trail in the amount of \$807,000.

CIP Project Manager Smith responded to questions from the Council.

On a **motion** by Councilor Murdock, seconded by Councilor Foreman, the Council **moved** to approve staff to apply for Yavapai County FY25 CDBG funds for extending the 7th Street sidewalk south towards General Crook Trail.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

18. **Discussion, consideration and possible approval of Resolution 2024-1162, a Resolution of the Town Council of Camp Verde, Yavapai County, Arizona, authorizing the adoption of the Arizona Municipal Risk Retention Pool Volunteer Medical Plan Program and specifying coverage options for volunteers effective January 1, 2025.** Staff Resource: Risk Manager Heather Vinson.

Risk Manager Vinson provided an overview of the program which provides cost-free medical insurance coverage for general volunteers during their assignments. While coverage for general volunteers is not a requirement for municipalities, this initiative helps reduce risks associated with

volunteer activities and offers an alternative to traditional workers' compensation coverage. Additionally, the program ensures compliance with state law by continuing workers' compensation for public safety volunteers while optimizing financial efficiency for the Town.

Councilor Murdock left the meeting at 8:42 p.m.

Risk Manager Vinson responded to questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve Resolution 2024-1162.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 6-0.

- 19. Discussion, consideration and possible approval of Resolution 2024-1163, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving participation in the Arizona Mutual Aid Compact.** Staff Resource: Risk Manager Heather Vinson.

Risk Manager Vison provided an overview of the Arizona Mutual Aid Compact (AZMAC) which provides a critical framework for requesting additional resources, personnel, and equipment during large-scale emergencies when local mutual aid agreements are insufficient. AZMAC acts as an insurance policy, offering both assistance when needed and opportunities for personnel to gain experience through deployment. Participation aligns with regional emergency management objectives, supporting a cohesive response strategy across Yavapai County and Arizona.

Risk Manager Vison responded to questions from the Council.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve Resolution 2024-1163.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 6-0.

20. Adjournment

Mayor Jenkins adjourned the meeting at 8:52 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on December 18, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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Town Council

Agenda Information Memorandum

Meeting Date: January 15, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Approval of Resolution 2025-1164, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, acknowledging the national housing crisis, prioritizing affordable housing within Camp Verde to support safe, decent, and affordable housing opportunities for community members, and urging the state legislature of the State of Arizona to address the impacts of short-term rentals on the supply of housing for Arizona residents.

Attached Documents:

- Resolution 2025-1164
- Letter from Sedona's Mayor

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☐ N/A ☐ Other:

Background Information:

Communities across the nation, including Camp Verde, are grappling with the effects of escalating housing costs, limited availability of affordable units, and the impacts of short-term rentals on long-term housing stock. The housing crisis is affecting residents across all income levels, creating challenges for workforce retention, economic growth, and community stability.

Recognizing this pressing issue, Camp Verde has already taken proactive steps to increase housing availability, including the approval of land use applications for affordable, market-rate, and alternative housing developments. Despite these efforts, broader policy changes at the state level are needed to address systemic issues exacerbating the crisis.

On December 13, 2024, Scott Jablow, Mayor of Sedona, sent the Mayors in the Verde Valley a request to acknowledge the housing shortage in the area through resolution. The attached resolution drafted for Camp Verde emphasizes the Town's commitment to prioritizing affordable housing initiatives and calls on the State Legislature of Arizona to address the adverse effects of short-term rentals on housing availability for residents.



Town Council Agenda Information Memorandum

Adopting this resolution reinforces Camp Verde's dedication to providing safe, decent, and affordable housing for its residents while aligning with regional efforts to tackle the housing crisis. It also positions the Town as a leader in advocating for state-level solutions that will benefit our community and the Verde Valley as a whole.

Connection to the [FY25-FY30 Strategic Plan](#)

By adopting Resolution 2025-1164, the Town is advancing its focus of good governance.

Question(s) before the Council:

- Does the Council approve Resolution 2025-1164?

Proposed Motion:

I move to **APPROVE** Resolution 2025-1164 a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, acknowledging the national housing crisis, prioritizing affordable housing within Camp Verde to support safe, decent, and affordable housing opportunities for community members, and urging the state legislature of the State of Arizona to address the impacts of short-term rentals on the supply of housing for Arizona residents.

I move to **DENY** Resolution 2025-1164.



RESOLUTION NO. 2025-1164

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ACKNOWLEDGING THE NATIONAL HOUSING CRISIS, PRIORITIZING AFFORDABLE HOUSING WITHIN CAMP VERDE TO SUPPORT SAFE, DECENT, AND AFFORDABLE HOUSING OPPORTUNITIES FOR COMMUNITY MEMBERS, AND URGING THE STATE LEGISLATURE OF THE STATE OF ARIZONA TO ADDRESS THE IMPACTS OF SHORT-TERM RENTALS ON THE SUPPLY OF HOUSING FOR ARIZONA RESIDENTS.

WHEREAS, the Town of Camp Verde recognizes the national housing crisis and its significant and growing impact on individuals and families across all income levels; and

WHEREAS, access to safe, decent, and affordable housing is a cornerstone of community stability, public health, and economic growth; and

WHEREAS, the lack of affordable housing disproportionately affects vulnerable populations, including seniors, low-income families, and individuals experiencing homelessness; and

WHEREAS, housing costs in Arizona and across the nation have risen dramatically, outpacing wage growth and making homeownership and rental housing unattainable for many; and

WHEREAS, the proliferation of short-term rentals has contributed to housing scarcity and increased rental prices, diminishing the availability of long-term housing for Arizona residents; and

WHEREAS, the State of Arizona has preempted local governments from enacting certain regulations on short-term rentals, limiting the ability of municipalities to address their impacts effectively; and

WHEREAS, the Town of Camp Verde is proactively addressing the housing crisis through the approval of land use applications that facilitate the development of additional affordable, market-rate, and alternative housing options to meet the diverse needs of the community; and

WHEREAS, partnerships between local governments, state agencies, and private sector entities are essential to address the housing crisis and foster innovation in affordable housing solutions; and

WHEREAS, the Town of Camp Verde supports efforts to increase funding for affordable housing development and preservation, including state and federal programs aimed at expanding housing access; and

WHEREAS, ensuring an adequate supply of affordable housing aligns with the Town's commitment to equity, sustainability, and the well-being of its residents; and

WHEREAS, addressing the housing crisis requires a multifaceted approach, including land use planning, incentives for affordable housing development, and enforcement of fair housing policies.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

Section 1. Declares that the national housing crisis requires immediate attention and prioritization by the Town of Camp Verde.

Section 2. Affirms its commitment to supporting safe, decent, and affordable housing opportunities for all community members.

Section 3. Urges the State Legislature of the State of Arizona to enact legislation to address the impacts of short-term rentals on housing supply for Arizona residents.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 15TH DAY OF JANUARY, 2025.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



102 Roadrunner Drive
Sedona, AZ 86336

Office - (928) 204-7191
Sjablow@sedonaaz.gov

Office of the Mayor

December 13, 2024

Re: Resolution Declaring Housing Shortage Exacerbated by Short-Term Rentals

Dear Mayor,

I hope this message finds you well. I am writing to you on behalf of the City of Sedona to invite you to join with the City of Sedona in declaring a housing shortage emergency.

The housing affordability issues our communities face is exacerbated by the proliferation of short-term and vacation rentals ("STRs"). As you are aware, the increasing number of short-term and vacation rentals has significantly reduced the availability of long-term housing options for our residents. In Sedona, 17.75% of the City's housing stock is being used as miniature hotels in residentially zoned districts. Many investors are purchasing multiple of homes to create miniature, unregulated hotel chains. The issue is just as bad or worse in many other communities including Williams, Page, and Jerome, Arizona. STR proliferation has led to a severe housing shortage and affordability issue in Arizona, which in turn has impacted the public health, safety, and welfare of our communities. While not the only cause of the affordability crisis, the City of Sedona has recognized STR proliferation as an emergency and is taking steps to address it through constructing affordable housing and working diligently to return local regulatory control of STRs to cities and towns.

We believe that a coordinated effort among cities can make a substantial difference in mitigating this crisis. We invite you to join us in this important initiative. An improved model resolution is attached for your consideration.

If you have any questions or need further information, please do not hesitate to contact me at Sjablow@sedonaaz.com or 928-204-7191. I look forward to your support and collaboration in addressing this pressing issue.

Sincerely,

Scott Jablow – Mayor
City of Sedona

Enclosures: Sedona Housing Emergency Resolution adopted Dec 10, 2024
Model Resolution Declaring Housing Emergency

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Town Council

Agenda Information Memorandum

Meeting Date: January 15, 2025

Agenda Item Type:

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

Requesting: Department: Utilities **Staff Resource:** Utilities Director Jeff Low

Agenda Title: Discussion, consideration, and possible approval of a Memorandum of Understanding between the Town of Camp Verde and The Nature Conservancy to work together for a healthy and flowing Verde River and tributaries that support its unique environment, vibrant economy, and quality of life for future generations in the State of Arizona.

Attached Documents: Memorandum of Understanding

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

- Funding Source / 2024 – 2025 Budget:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Town Council and staff have been involved in regional collaboration projects with the objective to conserve, preserve, and manage water resources including the Verde River. The Town has been involved in the Yavapai Apache Nation Water Settlement Agreement, the Sustainable Flows Council, ASU Project Cities and Arizona Growing Water Smart Projects.

Town staff are actively working with the Nature Conservancy on upcoming stormwater recharge projects and hope to partake in a regional ground water model to help finance our Arizona Department of Water Resources Application for Modification of a Designation of Adequate Water Supply.

As a result of the partnership, the parties wish to work together for a healthy and flowing Verde River and tributaries to support the flowing rivers unique environment, vibrant economy, and quality of life for future generations.

Question(s) before the Council:

- Does Council have any questions for staff?



Town Council Agenda Information Memorandum

Proposed Motion:

Move to **APPROVE** the Memorandum of Understanding between The Nature Conservancy and Town of Camp Verde and authorize the Mayor to sign the MOU.

Move to **DENY** the Memorandum of Understanding between The Nature Conservancy and Town of Camp Verde.



**Memorandum of Understanding between
The Nature Conservancy
and Town of Camp Verde, Arizona**

This Memorandum of Understanding ("MOU") is entered into this 6 of January, 2025, between the Town of Camp Verde ("Partner"), a municipality, established under the laws of Arizona with its principal place of business at 473 South Main Street, Suite 102, Camp Verde, AZ 86322, and The Nature Conservancy ("TNC"), a District of Columbia, USA, non-profit corporation with its principal place of business in Arlington, Virginia, USA, doing business through its Arizona Business Unit.

Partner's mission includes an objective to conserve, preserve and manage its precious natural resources including the Verde River and its unique riparian habitat in USA. TNC's mission is to conserve the lands and waters on which all life depends. The parties wish to work together for a healthy and flowing Verde River and tributaries that support its unique environment, vibrant economy, and quality of life for future generations in the State of Arizona.

1. OBJECTIVES. The objective of this MOU is to formalize a mutual collaboration, with the purpose of developing a stormwater and effluent strategy and implementation plan and a regional water model to complete the Adequate Water Supply Designation with Arizona Department of Water Resources (ADWR).

In this sense, the MOU seeks to facilitate this interaction by outlining means of collaboration, communication mechanisms, and methods for the implementation of activities.

2. RESPONSIBILITIES OF THE PARTIES. This section sets forth the parties' intentions with respect to the expected activities under this MOU. Each party's responsibilities shall be fulfilled within the bounds of its available resources, budget, and procedures, as determined at its own discretion.

a) TNC will be responsible for:

- (1) Working with Partner to identify priority project areas.
- (2) Working with Partner to identify a mutually agreed upon qualified consultant, as needed.
- (3) Working with Partner to determine by mutual agreement on whether TNC or Partner will enter into a contract with selected consultant.
- (4) Providing input on scopes of work and draft reports, as needed.
- (5) Sharing all information with the Partner throughout the process to ensure the assessment is compatible with Partner's needs.
- (6) Working with Partner to develop a water model that is accepted and approved by ADWR Adequate Water Supply Designations under Arizona Law.

b) Partner will be responsible for:

- (1) Working with TNC to identify priority project areas.
- (2) Working with TNC to identify a mutually agreed upon qualified consultant, as needed.
- (3) Working with TNC to determine by mutual agreement on whether TNC or Partner will enter into a contract with selected consultant.
- (4) Providing input on scopes of work and draft reports, as needed.
- (5) Providing access to project area for the duration of the project.
- (6) Providing additional information to TNC and consultant(s) upon request as needed.
- (7) Working with TNC to develop a water model that is accepted and approved by ADWR Adequate Water Supply Designations under Arizona Law.

3. PRINCIPAL CONTACTS. The principal contact for each party will be:

For Partner:

Miranda Fisher
Town Manager
473 S. Main Street, Camp Verde, AZ 86322
928-554-0001
Miranda.Fisher@campverde.az.gov

For TNC:

Selena Pao
Northern Arizona Water Projects Manager
1510 E. Fort Lowell Rd., Tucson, AZ 85719
928-679-0075
spao@tnc.org

Each party may change its principal contact at any time by written notice to the other party.

4. TERM. This MOU will begin on January 6, 2025, and will remain in effect until January 6, 2030 ("Expiration Date"), unless sooner terminated as provided herein. Any extension beyond the Expiration Date must be in writing and signed by the parties.

5. TRANSFER OF FUNDS. This MOU does not obligate either party to provide financial support of any sort. Any transfer of funds between the parties will be the object of an independent contract that includes clauses and other conditions in accordance with the internal procedures of each party and that will be duly signed by both parties.

6. TERMINATION. Either party may terminate this MOU by giving thirty (30) days written notice to the other party.

7. TITLE AND USE OF INTELLECTUAL PROPERTY.

- a) Under the provisions of this MOU, the parties may produce documents, reports, studies, photographs, and maps, as well as product-specific documents (collectively “Works”). Unless otherwise agreed to by the parties in writing, the copyright and other intellectual property rights in any such Work will belong to the party that produces the Work. If a Work is jointly produced by the parties, the copyright will be owned jointly by the parties. In all cases of co-authorship of scholarly journals or similar publications, each party is hereby authorized to use the Work, without prior authorization from the other, for non-commercial purposes in support of the party’s mission.
- b) Neither party will publish or otherwise distribute Works of the other party without both the previous written consent of the other party and crediting the other party in such Work.
- c) The names and logos of the parties are trademarks; as such, they may not be used for any purpose without the prior express written permission of their owners.

8. POLITICAL CAMPAIGN INTERVENTION PROHIBITION. The parties agree not to directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any Candidate for public office or any political party in any election, at any level of government, anywhere in the world. This means that any activity that could help or hurt the chances for election of any Candidate, group of Candidates, or any political party is prohibited. A “Candidate” is any individual who offers him/herself, or is proposed by others, as a contestant for an elective public office.

9. CONFIDENTIALITY. During the course of the performance of this MOU, the parties may have access to materials, data, strategies, systems, or other information relating to the other party and its programs which is intended for internal use only. Any such information shall not be used, published, or divulged to any individual or corporation, in any manner or for whatever purpose, except through the party’s previous written permission, which may be withheld by the respective party at its sole discretion.

10. OTHER PARTNERS. This MOU does not preclude the parties from establishing similar agreements or contracts with other individuals, entities, agencies, and public or private organizations. The parties recognize the importance of continuing to cooperate and work with other partners in programs of mutual interest and to be able to, by means of a written document signed by both parties, invite other partners to participate in the activities implemented under this MOU.

11. NON-BINDING. While the parties are committed to using their best endeavors to achieve its purpose, this document is not intended to create binding or legal obligations on the parties. Nothing in it shall be construed as creating any legal relationship between the parties and its provisions do not create rights, obligations, or duties for either party. It is intended to be a statement of intent to foster genuine and mutually beneficial cooperation.

12. NO JOINT VENTURE. The parties agree that they are not entering into a legal partnership, joint venture or other such business arrangement, nor is the purpose of the parties to enter into a commercial undertaking for monetary gain. Neither party will refer to or treat the arrangements under this MOU as a legal partnership or take any action inconsistent with such intention.

13. DISPUTE RESOLUTION. The parties hereby agree that, in the event of any dispute relating to this MOU, they shall first seek to resolve the dispute through informal discussions. If a dispute cannot be resolved informally within sixty (60) consecutive working days, the parties agree to terminate this MOU.

14. LIABILITY. Each party shall be solely responsible and liable for the actions or omissions of its own employees, agents, and representatives involved with the activities contemplated under this MOU, including any related damages, losses and claims to or by third parties. Nothing herein shall be construed as creating joint or several liability between the parties.

15. ASSIGNMENT. Neither party may assign or transfer its rights and obligations under this MOU without the prior written consent of the other party.

16. COMPLIANCE WITH LAWS. The parties will observe all applicable laws and regulations during the execution of the work implemented under the provisions of this MOU.

17. AMENDMENTS. This MOU, including any material modification to Section 2, may only be modified by a written amendment signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding, effective as of the last date written below.

FOR TOWN OF CAMP VERDE

FOR THE NATURE CONSERVANCY

[Representative's Name]
[Representative's Title]

Sonja Stupel
Director, Finance & Operations, TNC-AZ

Date

Date



Town Council

Agenda Information Memorandum

Meeting Date: January 15, 2025

Agenda Item Type:

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

Requesting: Department: Utilities/Wastewater Division

Staff Resource: Wastewater Division Manager Chet Teague

Agenda Title: Discussion, consideration and possible approval of RH Borden and Company Quotes #2319 and #2562 for acoustic assessment of sewer mains and full scan inspections of 100 manholes in an amount not to exceed \$57,288.00.

Attached Documents:

- Quotations #2319 & #2562
- Sole Source Letter
- Procurement Exception Form

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- | | | | | |
|---|---|-----------------------------|---|---------------------------------|
| • Funding Source / 2024 – 2025 Budget: 31-490-20-756782 | | | | |
| • Approved in the FY25 Budget? | ☒ Yes | ☐ No | ☐ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

The Wastewater Division is seeking to contract with RH Borden and Company to complete an acoustics assessment. RH Borden and Company has performed this work for the past two years, and this would mark the third year. However, due to cost increases, the total has exceeded \$50,000.00, requiring Council approval.

An Acoustic Assessment provides a faster way to identify blockages and is crucial in identifying areas that need to be prioritized, preventing sewer backups, and minimizing potential damage. The Acoustic Assessment of the existing sewer line pipes will cover the entire system, spanning 23.93 miles. The full scan and virtual recreation of manholes will focus on the area west of Main Street to 7th Street and north of General Crook to E. Arnold Street.

As a result of the work, the town will obtain uploaded video inspections of the sewer main and manholes inspection into our GIS system.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** RH Borden and Company Quotes #2319 and #2562 for acoustic assessment in an amount not to exceed \$57,288.00.

Move to **DENY** the RH Borden and Company Quotes.

RH Borden and Company LLC
2961 W Maple Loop Dr Ste 300
Lehi, UT 84043 USA

Quotation

ADDRESS

Chet Teague
AZ, Town of Camp Verde
395 South Main Street
Camp Verde, Arizona 86322

QUOTATION # 2319

DATE 10/23/2024

EXPIRATION DATE 12/31/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/29/2024	Acoustic Assessment Service	Acoustic assessment of sewer line pipes utilizing Transmissive Acoustic Inspection Rapid Assessment Technology (SL-RAT) per ASTM F3220. Service includes: 1) Full assessment of designated pipes into the following categories: GOOD / FAIR / POOR / BLOCKED / or CONNECTED TO BURIED MANHOLE 2) Delivery of assessment data in RH Borden Online ArcGIS Dashboard with additional ability to download data in .csv and .shp formats. Final cost based on actual footage assessed.	111,000	0.18	19,980.00
01/29/2024	Level 1 Manhole Inspection	Level 1 Manhole Inspection Manholes will be assessed and prioritized based on manhole condition and incorporated into acoustic assessment data set. Manhole assessments will include either of the following: 1) A 3-point risk scale (Low, Medium, High) across 5 sections of the manhole (Lid, Collar, Main Body, Trough, Overall Condition). 2) Notation showing that the manhole is missing or buried. Data will be captured and included in RH Borden Online ArcGIS Dashboard with filtering and reporting capability. Final cost based on actual number of manholes assessed.	560	10.00	5,600.00
01/29/2024	Crew	Crew Mobilization	2	2,000.00	4,000.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Mobilization				
	Taxes	Sales Tax	1	2,958.00	2,958.00
TOTAL				\$32,538.00	

Accepted By

Accepted Date

RH Borden and Company LLC
2961 W Maple Loop Dr Ste 300
Lehi, UT 84043 USA

Quotation

ADDRESS

Chet Teague
AZ, Town of Camp Verde
395 South Main Street
Camp Verde, Arizona 86322

QUOTATION # 2562
DATE 10/23/2024
EXPIRATION DATE 12/31/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Manhole Virtual Models (MVM)	Full Scan and virtual recreation of designated manholes including the following: 1) A full scan of each designated manhole or other designated structure. 2) Creation of a digital twin of the manhole or structure scanned by generating a 3D high resolution point cloud with a minimum resolution of 500 points per square inch. This file will be maintained as the baseline reference that can be compared to future scans to show degradation or deterioration of any portion of the manhole. 3) Data delivered for import into ArcGIS and integrated into the RH Borden data dashboard. 4) Cloud hosting of data for 1 year 5) High Resolution Video on each manhole delivered in USB drive 6) VR interface to view manholes using virtual reality Manhole Wall Degradation Analysis includes the following: 1) The creation of a degradation profile and wall score by using the high-density point cloud created by a RH Borden MVM and comparing it to the as-built condition or prior scan of the manhole. 2) A graphical 3D model showing the wall degradation across the manhole surface showing a degradation scale up to +1 inch and down to -1 inch to show both degradation and buildup or	100	195.00	19,500.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		lining failure.			
		3) An animation of the graphical model that can be hosted and integrated into the RH Borden dashboard for easy reference and online sharing.			
		4) Wall Score data will be fully integrated into the RH Borden dashboard with the ability to export it into ArcGIS or other GIS platforms. Wall scores will be color coded to show GREEN (Good), YELLOW (Fair) , and RED (Needs Review) conditions of the manholes.			
	Crew Mobilization	Crew Mobilization	1	3,000.00	3,000.00
	Taxes	Sales Tax	1	2,250.00	2,250.00
TOTAL					\$24,750.00

Accepted By

Accepted Date

April 23, 2024

To Whom It May Concern:

InfoSense, Incorporated in Charlotte, North Carolina is the sole supplier manufacturer, and distributor of the Sewer Line Rapid Assessment Tool or SL-RAT® and its supporting software the Sewer Line Data Organizer or SL-DOG®.

RH Borden and Company LLC is the exclusive manufacturer's representative and only factory authorized service provider for the states of Utah, Idaho, Arizona, Nevada, Colorado, California, New Mexico, Texas, and Wyoming. You may contact RH Borden and Company LLC at (385) 510-3223 or email Jon Borden at jon.borden@rhborden.com.

The SL-RAT line of acoustic pipe inspection equipment is patent-protected under U.S. Patent #8220484 and other pending patents. InfoSense manufactures the only product that uses Active Acoustic transmission between a transmitter and a receiver in adjacent manholes to provide an aggregate pipe blockage assessment.

The SL-RAT makes use of the fact that water and air flow similarly within a pipe. Our proprietary algorithms exploit this fact to assess blockage within a pipe segment – typically within 3 minutes or less and with no flow contact.

Sincerely,



Alex Churchill
CEO
InfoSense, Inc.
Past Winner WEF Innovative Technology Award



Procurement Exception Form

Request for Exception to the Competitive Procurement Process

Requestor's Name	Department/Division	Phone Number	Date
Chet Teague	Utilities/Wastewater	928-592-7888	11-19-24
Type of Exception			
☐ Professional or Specialized Service Section 1-27-16 of the Procurement Code ☐ Emergency Procurement Section 1-27-11 of the Procurement Code ☒ Sole Source Procurement Section 1-27-10 of the Procurement Code ☐ Brand (OEM Required)			
☐ Situation where solicitation of bids or proposal would be impractical, unavailing, or impossible. Reasoning for utilizing Higher quotes or only two quotes available.			
☐ Other (specify):			
Description of Goods or Services to be Purchased			
Quote #2319 Acoustic assessment of sewer line pipes. Level 1 Manhole Inspection. Quote #2562 Full Scan and virtual recreation of 100 Manholes.			
Document why there is an exception for the required material or service, including : - Why no other type of material or service will satisfy the needed of the Town; and - Why a specific material or service must be purchased to the exclusion of others; and - What were the specific efforts made to determine the availability of any other source.			
Sole Source Letter attached. Please see Sole Source letter Attached.			
Financial Information			
Estimated Cost:	Organization:	Object:	Project:
\$ 57,288	RH Borden and Company LLC	Assess Sewer lines and Manholes.	Maintenance Collections
Vendor Information			
Vendor Name:	RH Borden and Company LLC		
Vendor Number:	1679	Phone:	602-500-7860
Contact:	Colton Stewart	Fax:	
Address	2961 W. Maple Loop Dr. Ste 300, Lehi, UT. 84043		
Email:	Colton.Stewart@rhborden.com	Website:	
Review and Approval			
Department Head:	Jeff Low <i>Jeff Low</i>	Date:	12-19-2024
Town Manager:	Miranda Fisher <i>Miranda Fisher</i>	Date:	12/19/2024



Town Council

Agenda Information Memorandum

Meeting Date: January 15, 2024

Agenda Item Type:

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

Requesting Department: Utilities

Staff Resource: Utilities Director Jeff Low

Agenda Title: Discussion and consideration for directing staff to pursue receipt of donation of Yavapai County Parcel APN 403-18-104 in the vicinity of Verde River Drive

Attached Documents:

- Vicinity Map
- Assessor Parcel Information
- Supervisors Tax Deed
- Draft Quit Claim Deed

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- | | | | | |
|--|------------------------------|-----------------------------|---|---------------------------------|
| • Funding Source / GL Account Number: 01-999-20-758100 | | | | |
| • Approved in the FY25 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

Town Staff was contacted by the property owner to determine our interest in receiving the donation of APN 403-18-104 in the vicinity of Verde River Drive. The parcel is 0.01 acres in area, not large enough to develop, and is along the Verde River Drive. Town staff has written a letter to First American Title Insurance Agency, the owner of the neighboring parcel 403-18-103 to request a donation of the parcel as well to the Town in an effort to clean up the Right-of-Way area for Verde River Drive.

The parcel does not have any property tax delinquencies. The expected legal fees for the transaction would be between \$500-\$1000.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** accepting the donation of APN 403-18-104 with total acquisition costs not to exceed \$1000 and direct Town staff to work with the Town Attorney, Yavapai County, and property owner to complete the parcel transfer.

Move to **DENY** accepting the donation of APN 403-18-104.

Parcel Vicinity Map



Yavapai County Print Parcel

	Parcel ID		Check Digit	
	403-18-104		2	
	Owner			
	Hart Trevor			
	Owner's Mailing Address			
	PO Box 1142 Sandy, UT 84091-1142			
	Secondary Owner			
	Recorded Date			
	N/A			
	Last Transfer Doc Docket		Last Transfer Doc Page	
N/A		N/A		
Physical Address		Incorporated Area		
N/A		Town of Camp Verde		
Assessor Acres		Subdivision		Subdivision Type
0.01		N/A		N/A
School District		Fire District		
Camp Verde Unified SD #28		Copper Canyon Fire And Medical		
Improvements (0)		Local Zoning		
No Improvements found.		Town Of Camp Verde R1-10 ROW		
Assessment				
Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.				
Tax Year	2025	2024		
Assessed Value(ALV)	\$75	\$75		
Limited Value(LPV)	\$500	\$500		
Full Cash(FCV)	\$500	\$500		
Legal Class	Vacant or Other	Vacant Or Other		
Assessment Ratio	15%	15%		
Usage Code	0011 ?	0011 ?		
Taxes				
Tax Area Code	2024 Taxes Billed			
2877	\$8			
Recorded Documents & Sales (2)				
Date	Book / Page	Type	Cost	
1/6/2023	2023-0001256	Supervisors Tax Deed	\$0	
9/20/2001	3864-440	Other - Sale	\$0	
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. Users should independently research, investigate and verify all information. By using this website, the user knowingly assumes all risk of inaccuracy and waives any and all claims for damages against Yavapai County and its officers and employees that may arise from the use of this data and agrees to indemnify and hold harmless Yavapai County and its officers and employees to the fullest extent permitted by law. By using this website, the user also agrees that data and use of this website may not be used for commercial purposes.				

APN: 403-18-104

WHEN RECORDED MAIL TO:

Trevor Hart
PO Box 1142
Sandy, UT 84091

SUPERVISORS' TAX DEED

KNOW ALL MEN BY THESE PRESENTS:

THAT the Yavapai County Board of Supervisors (hereinafter Grantor) acting on behalf of the State of Arizona pursuant to A.R.S. § 42-18303(B), for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby quit claims to the Grantees:

Trevor Hart
PO Box 1142
Sandy, UT 84091

The title of the State of Arizona in the parcel purchased, which is located in Yavapai County, Arizona and is legally described as follows.

APN: 403-18-104

BEGINNING at the Northeast corner of the Southwest quarter of the Southwest quarter of said Section 12;

Thence South 16°50'41" East, a distance of 306.86 feet to a point;

Thence South 51°38'55" West, a distance of 160.05 feet to a point;

Thence North 80°32'54" West, a distance of 67.98 feet to the Northeast corner of Verde River Estates Plat 4 subdivision;

Thence North 73°07' West, a distance of 449.86 feet to a point;

Thence North 69°26' West, a distance of 408.09 feet to the Northwest corner of Verde River Estates Plat 4 subdivision;

Thence North 3°57'28" East, a distance of 134.74 feet to a point;

Thence South 88°19'14" East, a distance of 907.29 feet to the POINT OF BEGINNING;

EXCEPTING THEREFROM any portion lying within Two Ponds Estates, as recorded in Book 22 of Maps, page 12, records of Yavapai County, Arizona.

ALSO EXCEPTING any portion lying within the following described property:

A parcel of land located in the Southwest quarter of Section 12, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being more particularly described as follows;

COMMENCING for reference at the West quarter corner of said Section 12; said point being a Brass Cap Monument:

Thence South 89°32'27" East along the East-West Mid-Section line of said Section 12, a distance of 1298.69 feet to the Northeast corner of the Northwest quarter of the said Southwest quarter, said point being a Brass Cap Monument;

Thence South 1°59'07" West along the East line of the said Northwest quarter of the Southwest quarter, a distance of 1371.31 feet to the Southeast corner thereof, said point being a Brass Cap Monument;

Thence North 88°11 '07" West, a distance of 261.37 feet to the TRUE POINT OF BEGINNING;

Thence South 61°03'05" East, a distance of 120.32 feet to a point;

Thence South 11°14'41" West, a distance of 291.39 feet to a point on the North line of Verde River Estates as recorded in Book 14 of Maps and Plats, page 58, records of Yavapai County, Arizona;

Thence North 73°26'07" West along the North line of said Verde River Estates, a distance of 253.75 feet to a point on said North line;

Thence North 21°56'56" East, a distance of 334.50 feet to a point;

Thence South 61°03'05" East, a distance 79.68 feet to the TRUE POINT OF BEGINNING.

ALSO EXCEPTING any portion lying within the following described property:

A parcel of land located in the Southwest quarter of Section 12, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being more particularly described as follows:

COMMENCING for reference at the Northeast corner of the Southwest quarter of the Southwest quarter of said Section 12, said point being a found B.L.M. Brass Cap from which the Northeast corner of the Northwest quarter of the Southwest quarter of said Section 12 bears North 1°59'09" East, said point also being a found B.L.M. Brass Cap;

Thence North 88°11 '07" West, a distance of 261.37 feet to a point on the Southerly right of way line of Cimarron Drive as dedicated on the plat of TWO PONDS ESTATES, as recorded in Book 22 of Maps and Plats, page 12, records of Yavapai County, Arizona;

Thence South 61°03'05" East along said Southerly right-of-way line, a distance of 129.32 feet to the TRUE POINT OF BEGINNING;

Thence South 11°14'41" West, 291.39 feet to a point on the North line of VERDE RIVER ESTATES PLAT FOUR, according to Book 14 of Maps and Plats, page 58, records of Yavapai County, Arizona;

Thence South 73°26'07" East along said North line, a distance of 82.50 feet to a point that bears North 73°26'07" West, a distance of 47.31 feet from the Northeast corner of said VERDE RIVER ESTATES PLAT FOUR;

Thence North 33°23'49" East, a distance of 126.91 feet:

Thence North 11°14'41" East, a distance of 140.00 feet to a point on the Southerly right of way line of said Cimarron Drive, said point lying South 61°03'05" East, 136.46 feet from the TRUE POINT OF BEGINNING;

Thence North 61°03'05" West along said right of way line of Cimarron Drive, a distance of 136.46 feet to the TRUE POINT OF BEGINNING.

ALSO EXCEPTING any portion lying within the following described property:

A parcel of land located in the Southwest quarter of Section 12, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being more particularly described as follows:

COMMENCING for reference at the Northeast corner of the Southwest quarter of the Southwest quarter of said Section 12, said point being a found B.L.M. Brass Cap from which the Northeast corner of the Northwest quarter of the Southwest quarter of said Section 12 bears North 1°59'09" East, said point also being a found B.L.M. Brass Cap;

Thence North 88°11 '07" West, a distance of 261.37 feet to a point on the Southerly right of way line of Cimarron Drive as dedicated on the plat of TWO PONDS ESTATES, as recorded in Book 22 of Maps and Plats, page 12, records of Yavapai County, Arizona;

Thence South 61°03'05" East along said Southerly right-of-way line, a distance of 256.78 feet to the TRUE POINT OF BEGINNING;

Thence continuing South 61°03'05" East along said Southerly right-of-way line, a distance of 174.58 feet to the point of curvature of a curve concave to the West, having a radius of 25.00 feet;

Thence Southerly along the arc of said curve, a distance of 40.79 feet through a central angle of 93°28'35" to the point of tangency of said curve, said point being on the Westerly right-of-way line of Verde River Drive, as recorded in Book 19 of Maps and Plats, page 39, records of Yavapai County, Arizona;

Thence South 32°25'30" West along said Westerly right-of-way line, a distance of 11.96 feet (shown as 10.04 feet on said Plat of TWO PONDS ESTATES), to an angle point;

Thence South 50°07'30" West along said Westerly right-of-way line, a distance of 160.30 feet to an angle point in said Westerly right-of-way line;

Thence South 61 °22'30" West along said Westerly right-of-way line, a distance of 29.31 feet to a point;

Thence South 80°13'47" West, a distance of 59.27 feet to the Northeast corner of VERDE RIVER ESTATES PLAT FOUR, as recorded in Book 14 of Maps and Plats, page 58, records of Yavapai County, Arizona;

Thence North 73°26'07" West along the North line of said Plat of VERDE RIVER ESTATES PLAT FOUR, a distance of 47.31 feet;

Thence North 33°23'49" East, a distance of 126.91 feet to a point;

Thence North 11°14'41" East, a distance of 140.00 feet to the TRUE POINT OF BEGINNING.

ALSO EXCEPTING THEREFROM any portion lying within Verde River Drive, according to Book 19 of Maps, page 39, records of Yavapai County, Arizona.

This instrument is exempt from the affidavit of value pursuant to A.R.S. § 11-1134(A)(3) & (B)(4).

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed by its Chair and Clerk on this 10th day of January, 2023.

SEAL

Board of Supervisors, Yavapai County



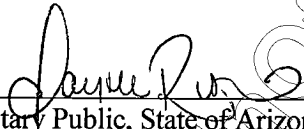
Kim Kapin, Clerk of the Board



Mary Mallory, Chair

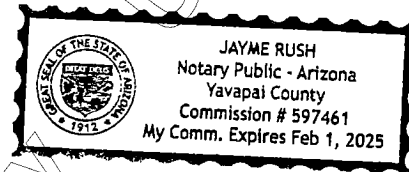
State of Arizona)
) ss
County of Yavapai)

The foregoing instrument was acknowledged before me this 1st day of January 2023, by Mary Mallory and Kim Kapin.



Notary Public, State of Arizona

My commission expires: 02/01/2025



When Recorded Return to:

**Town of Camp Verde
Attention: Town Clerk
201 South Cortez Street
Camp Verde, Arizona 86322**

Exempt Pursuant To: A.R.S. § 11-1134(A)(4)

QUIT CLAIM DEED

Effective Date: _____, 2025

County and State Where Real Property is Located: Yavapai County, Arizona

GRANTOR:

**Trevor Hart
PO Box 1142
Sandy, UT 84091**

GRANTEE:

**Town of Camp Verde, Arizona
473 S. Main Street
Camp Verde, Arizona 86322**

Subject Real Property: Yavapai County Parcel No. 403-18-104

Subject Real Property (Legal Description):

Add Legal Description

For valuable consideration received, the receipt and sufficiency of which is hereby acknowledged, Grantor quit claims to Grantee all right, title, and interest of Grantor in the Subject Real Property together with all rights and privileges appurtenant or to become appurtenant to the Subject Real Property on the Effective Date.

Subject to all easements and other encumbrances of record, as noted in the legal description above, and all current taxes, assessments, covenants, and restrictions that as may appear of record.

[SIGNATURES ON FOLLOWING PAGE.]

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

GRANTOR:
Trevor Hart,

dated January xx, 2025

By: _____
Trevor Hart

ACKNOWLEDGMENT

THE STATE OF ARIZONA
COUNTY OF MARICOPA

BEFORE ME, the _____, on this day personally appeared Stephen Swift Brockway, known to me (or proved to me on the oath of _____ or through _____), to be the person whose name is subscribed to the foregoing instrument and acknowledge to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 2025.

NOTARY PUBLIC, STATE OF ARIZONA

(Personalized Seal)

[ADDITIONAL GRANTOR SIGNATURES ON FOLLOWING PAGES.]

ACCEPTED BY THE TOWN OF CAMP VERDE, ARIZONA,
a municipal corporation

Town Manager



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

MEETING DATE: January 15, 2025

AGENDA ITEM TYPE:

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

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Martin Smith, CIP Project Manager

AGENDA TITLE: Discussion, consideration, and possible adoption of Town of Camp Verde Engineering Design Standards and Standard Details.

ATTACHED DOCUMENTS:

Town of Camp Verde Engineering Design Standards Manual

ESTIMATED PRESENTATION TIME: 5 minutes **ESTIMATED DISCUSSION TIME:** 15 minutes

REVIEWED BY:

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

The Directors of Public Works, Utilities, and Community Development have all reviewed these standards and have no concerns.

FINANCIAL REVIEW (if applicable):

- Funding Source / GL Account Number: N/A
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

BACKGROUND INFORMATION:

The Town of Camp Verde is currently referencing Maricopa Association of Governments (MAG) Standard Specifications and Details for Public Works Construction for all construction related activities. MAG specifications and details are the minimum requirements usually adhered to by contractors in the absence of more stringent requirements. At the August 21, 2024 Regular Meeting, staff presented a proposed Town of Camp Verde supplement to those details that better reflect how the Town would prefer to have its infrastructure constructed. After a discussion with the Council, it was decided that additional feedback from the development and construction community was needed and this item was postponed.

In compliance with Council's direction, a special meeting with local developers and contractors was held on October 1, 2024. This meeting was organized and hosted by Town Manager Miranda Fisher with numerous staff present to observe and provide technical information as required. During this meeting, no opposition to these standards was observed. The contractors and developers were advised that feedback regarding these standards was welcomed and need to be submitted by October 31, 2024.

In response to this meeting, Staff received the following feedback from local developers and contractors:

1. **Comment by Robert Witt:** No sidewalks should be required in rural subdivisions. I do not believe our community wants sidewalks in our large-lot subdivisions. I would consider 1/2 acre and



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

above a large lot. This has been a subject that we have discussed for years and it seems to keep coming up. The reasons we do not want sidewalks are;

- a. We do not want the heat that is stored in the concrete. When I first started coming to Phoenix in the summer it would cool down at night. The desert has a normal temperature range of 40% and nights lows in the summer would be in the 70s. At this point in time there is a heat sink effect and all of the asphalt and concrete stores heat currently summer nights may not drop below 100. We want to avoid that here.
- b. Concrete or Asphalt sidewalks do not absorb water. We need the highest possible amount of our land to absorb rain water and avoid the impacts of having it run off property when possible.
- c. In our large-lot neighborhoods we do not want to encourage people who do not live in them to walk. We enjoy our privacy and prefer not to have random people who could be criminals walking by casing our property.
- d. In Ranch Acres, where my home is located there are 75 lots spread out over close to 100 acres. We share the roadway with our neighbors when we walk. It is common for us to stop our cars and say hello to our neighbors that are walking in the roadway. We like this.
- e. The most sought after property in our community is large lot homes. Our most valuable and sought after properties are, Rio Verde, Jordan Meadows, Quarter Horse, Ranch Acres, Fort River Caves, and Verde Park. All of these subdivisions are very well maintained and our citizens love living in them. None of them have sidewalks, and I have never heard a single person express a desire to have them.
- f. The cost to build sidewalks in large lot subdivisions is significantly higher than small lot subdivisions. The minimum lot width in the Verde Cliffs is 45 feet. if a lot in a minimum 1 acre subdivision is square the frontage on that lot would be 208.71 linear feet. The cost of a sidewalk in front of a square 1 acre lot would be 4 and 1/2 times the cost of the sidewalks in Verde Cliffs.
- g. While concrete sidewalks last they are not perfect and do require maintenance. Our large lot subdivisions maintain their own culverts and the town seldom spends money on anything but the road maintenance itself.

Town Engineer's Response: Sidewalks are shown to increase pedestrian safety and neighborhood connectivity. The safety benefit of sidewalks is most pronounced for children and the elderly. This is why sidewalks have been required in new subdivisions in the Town of Camp Verde since 1994. Sidewalks will continue to be required for subdivisions.

2. **Comment by Walter (John) Cichon and Jeremy Bach:** Eliminate vertical curb requirement on subdivisions. Reduce ROW and add PUEs each side. Vertical Curb is much more expensive because the developer is required to install driveway entrances at each driveway.

Town Engineer's Response: The proposed vertical curb requirement for new subdivisions was given a second look. Most other towns and cities are allowing rolled curb in subdivisions and the requirement of vertical curb was deemed excessive. Rolled curb has historically been allowed and will continue to be allowed in subdivisions.



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

3. **Comment by Walter (John) Cichon:** Proposed 60' ROW for new subdivisions is unreasonable. Right of Way was proposed to be 60'. Town would have more room for the road, drainage, and utilities.

Town Engineer's Response: The proposed 60' Right of Way requirement for new subdivisions was given a second look. The 60' width requirement reduced lot size unnecessarily as PUEs could be used to provide required space for utilities instead. The Town will not change its ROW width requirement from 50' to 60' and instead require 50' ROW within subdivisions with an 8' PUE on each side.

4. **Comment by Jeremy Bach:** The Town should allow the use of polypropylene pipe under right-of-way that will be dedicated as Town accepted ROW. Polypropylene pipe is much cheaper than Corrugated Metal Pipe (CMP) or Reinforced Concrete Pipe (RCP).

Town Engineer's Response: The Town will continue to require CMP or RCP pipe within Town ROW. Although the potential for fire within polypropylene pipe or high-density polyethylene (HDPE) pipe, the consequence would be catastrophic to the Town as it would require digging up the street to replace the pipe and rebuilding the road.

5. **Comment by George Lagorio (At Library Meeting):** The Town should not require use of a Geotechnical Engineer for foundation design. Geotechnical Engineers tend to be too conservative by putting footings too deep.

Town Engineer's Response: The Town will continue to require a Geotechnical Engineer to analyze site conditions and make recommendations concerning foundations.

Staff has taken consideration to the feedback received and revised the standard specifications and details accordingly. Like many things associated with construction, the Engineering Design Standards (the standard specifications and standard details grouped together) is intended to be a living document that is subject to periodic updates as small issues are worked out and adjustments are made. By approving the Engineering Design Standards Manual, the Council will provide the Town Engineer the authority to make minor adjustments as the need arises with appropriate director-level approval. This would allow the Engineer to publish updates to the design standards on an annual basis or more frequently if the need arises.

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

This project complies with the Community Infrastructure section described in the Strategic Plan.

QUESTION(S) BEFORE THE COUNCIL:

- Does Council have any questions that I can answer?

PROPOSED MOTION:

Move to Adopt the Town of Camp Verde Engineering Design Standards and Standard Details.

TOWN OF CAMP VERDE

ENGINEERING DESIGN STANDARDS MANUAL



**APPROVED BY TOWN OF CAMP VERDE COUNCIL
FEBRUARY 16, 1994
REVISED JANUARY 15, 2025**

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1 ENGINEERING DESIGN STANDARDS

1.1 INTRODUCTION

The Town of Camp Verde has determined that to provide clear concise direction to design professionals, the development community, and contractors, a single point of reference is needed. This manual is being provided as a tool to aid the design community in designs being conducted for the Town. The Town Engineer or his/her designee will periodically update this Engineering Design Standards Manual (EDSM) as deemed necessary with appropriate director-level approval.

1.1.1 Purpose

The purpose of establishing the EDSM is to provide uniform and functional facilities to ensure the health, safety, and enhance the quality of life for the residents of the Town of Camp Verde and visitors of Camp Verde.

The EDSM also provides owners, developers, and Contractors with directions, construction requirements, and the Town's minimum expectations for the development of infrastructure improvements. The design concepts and specific technical data presented in this Manual are provided to guide and inform the design and development community of the Town's expectations.

This EDSM is not a substitute for sound engineering judgement and the ultimate responsibility of the constructed infrastructure rests with the engineer of record and the general contractor.

1.1.2 Applicability

- A. The EDSM along with the Camp Verde Town Code, Maricopa County Association of Governments (MAG) Standard Details, MAG Standard Specifications, and Town of Camp Verde Standard Details described herein shall govern all infrastructure improvements for the Town of Camp Verde Capital Improvement Projects and Development Projects.
- B. This document is supported by various publications, which comprise the standard references for the types of work encompassed in the Public Works Department. In the event of any conflict or discrepancy between the EDSM and any of the related publications listed below, the EDSM shall take precedence.
- C. The following are considered to be Design Standards by the Public Works Department and follow a hierarchy in which the local standard governs. In cases where the local and county standards do not address the design issue, then the appropriate state standard governs. In cases where the local, county and state

standards do not discuss the design issue, then the appropriate federal standard governs.

1. Local Standards:

Town of Camp Verde EDSM (as amended)

Town of Camp Verde Standard Details (as amended)

Local and Regional Drainage Studies

2. County Standards:

MAG Uniform Standard Specifications

MAG Standard Details for Public Works Construction

Drainage Design Manual for Yavapai County

3. State Standards:

Arizona Department of Transportation (ADOT)

- Roadway Design Construction Standards and Drawings
- Standard Specifications for Roadway and Bridge Construction
- Post-Construction Best Management Practices Manual

Arizona Department of Environmental Quality (ADEQ)

Arizona Administrative Code, Bulletins 8, 10, & 11

Arizona Department of Water Resources (ADWR)

4. Federal Standards:

Federal Highway Authority (FHWA)

Manual on Uniform Traffic Control Devices (MUTCD) (with Arizona Supplement)

Federal Emergency Management Agency (FEMA) – National Flood Insurance Program (NFIP)

HEC-22 Urban Drainage Design Manual (National Highway Institute)

Clean Water Act

National Environmental Policy Act (NEPA)

D. The most recent versions of each of the following are considered to be incorporated by reference into this document.

1. Town of Camp Verde General Plan
2. Town of Camp Verde Zoning Ordinance
3. Town of Camp Verde Subdivision Ordinance
4. Camp Verde Municipal Code

American Association of State Highway and Transportation Officials (AASHTO)

- Policy on Geometric Design on Highways
- Low-Volume Road Design
- Roadside Design Guide

American Society for Testing and Materials (ASTM)

American Water Works Association (AWWA)

Arizona Revised Statutes (ARS)

Arizona Administrative Code (AAC)

Copper Canyon Fire & Medical Department

Institute of Transportation Engineers (ITE)

- Residential Street Design and Traffic Control
- Residential Streets
- Trip Generation: An Informational Report
- Parking Generation

Transportation Research Board (TRB)

- Highway Capacity Manual

Local and Regional Transportation Studies/Plans

OSHA Construction Safety Orders

1.1.3 Scope

The Town of Camp Verde EDSM consist of the following Sections below. The EDSM outlines the Town of Camp Verde Design Standards, Construction Specifications, and Standard Details.

1. Introduction
2. Grading
3. Drainage
4. Water
5. Reclaimed Water
6. Wastewater
7. Transportation/Traffic
8. Dry Utilities
9. Survey
10. Alterations & Modifications
11. Record Drawings (As-Built)
12. Appendix – Town of Camp Verde Standard Details

1.2 REGULATIONS & PLANNING

1.2.1 Town Codes, Ordinances & Regulations

The EDSM clarifies and supplements requirements contained within the Camp Verde Municipal Code, TOCV Zoning Ordinance, TOCV Subdivision Ordinance, MAG Uniform Standard Specifications and Standard Details for Public Works Construction, Drainage

Design Manual for Yavapai County, ADOT, and other local, state, and federal codes and regulations applicable for development within the Town.

The EDSM is not intended to interfere with or annul any other ordinance, rule or regulations, statute, or other provision of law except as provided herein. Where any provision of the EDSM impose restriction different from those imposed by any other provision of law, the provision that is the more restrictive or imposes higher standards upon development and use of land shall govern.

1.2.2 Comprehensive Planning

The Town has adopted a General Plan, as well as several area specific plans as planning documents for future development within the Town. The Town has developed water, sewer, drainage, and transportation master plans to ensure that future infrastructure improvements are achieved through an orderly development of the Town planning areas. Developers and engineers shall review these documents to ensure any proposed new developments or improvements are in concert with the Town's future growth objectives.

1.2.3 Other Regulatory Agencies

Regulatory permits and/or agreements may be required by other State and Federal agencies. This includes but is not limited to Arizona Department of Water Resources (ADWR), Arizona Department of Environmental Quality (ADEQ), Arizona Department of Transportation (ADOT), Yavapai County Environmental Services Department (YCESD), Federal Emergency Management Agency (FEMA), and the United States Army Corps of Engineers (USACE). Approval of any improvement plans of construction activity by the Town does not exempt the project owner from the requirement to comply with the regulations of any of these agencies. Prior to construction of public improvements, the Developer shall provide copies of all such permits to the Community Development Department, or document that such permits are not required.

1.3 DEFINITIONS

In the EDSM, the intent and meaning of the terms that are used shall be as defined in Section I of the State Specification except as noted or revised herein.

Bedrock: The solid and/or undisturbed in place either at the ground surface or beneath surface deposits of gravel, sand or soil.

Building Official: The Building Official of the Town of Camp Verde Community Development Department.

Clearing & Grubbing: The removal of any plant, bush, tree, cacti, or earth or rock in a defined area.

Contractor: Any person or persons, firm, partnership, corporation or combination thereof, who has/have entered into a contract with any person, persons, corporation, company, special district, or the Town of Camp Verde as party or parties of the second part, or his/her/their legal representatives, for the construction of any public improvement or portion of any public improvement within the Town of Camp Verde or its service area.

Department: The Town of Camp Verde acting by and through its Department of Public Works, including the Director and his/her duly authorized representatives, either employed by or contracting with the department, acting within the scope of the duties delegated to him/her

Developer: The owner of his/her designated representative, of land where any public improvement is proposed to be constructed

Director: The Director of the Town of Camp Verde Department of Public Works acting directly or through his/her duly authorized representatives, either employed by or contracting with the Department acting within the scope of the duties delegated to him/her

Earthwork: The cut, fill, import or disposal of excess earth, sand, gravel, rock or other earthen material

Engineer: Engineer shall mean Town Engineer of the Department of Public Works acting directly or through his/her duly authorized representatives, either employed by or contracting with the Department and acting within the scope of the particular duties delegated to him/her

Engineer of Record (EOR): The Project Engineer designated by the Developer as being responsible in charge of civil engineering work as defined in A.R.S. Title 32, Professions and Occupations

Engineering Design Standards Manual (EDSM): The Design Standards, Construction Specifications, and Standard Details which comprise this volume along with all other standard references incorporated herein

Excavation: Any act by which earth, sand, gravel, rock, or other earthen material is cut into, dug, uncovered, displaced or relocated, and shall include the conditions resulting there from

Existing Grade: The grade or elevation of the existing ground surface prior to excavating or filling

FEMA: The Federal Emergency Management Agency

Fill: Deposits of soil, rock, or other materials placed by humans

Finish Grade: The final grade or elevation of the ground surface after grading is completed

Grading: Any excavating, filling, moving of natural earthen ground surface or combination thereof, and shall include the conditions resulting from any excavation, fill or movement of the natural earthen ground surface, including the natural drainage pattern

Laboratory: Any testing agency or testing firm, which has been licensed by the State of Arizona to act in such capacity, and meeting the requirements of the Town Engineer

NPDES/AZPDES: The Federal National Pollution Discharge Elimination System (NPDES) Program administered normally pursuant to 33 U.S.C. Section 1342 and the Arizona Pollution Discharge Elimination System (AZPDES) Program administered in Arizona pursuant to Arizona Revised Statutes, Title 49, Chapter 2, Section 3.1, requiring the control or elimination of erosion and other forms of water pollution from a site

Public Improvement: Improvements, which will be accepted for operation and maintenance by the Town of Camp Verde, including any subdivision or land use permit where the improvement is determined to be of sufficient public benefit that compliance with these standards is required by the conditions of approval

Retaining Wall: A wall, which supports earth higher on one side than the other side (measured from the bottom of the footing to the top of the retaining wall)

Right of Way: The full width of land owned (fee) or controlled (easement) by the Town, upon which the traveled way is constructed, and which usually extends considerably beyond the edge of pavement (or traveled way) to the boundaries of the adjacent private properties

Right of Way Permit: Authorization by the Department to conduct work, reconstruct or place improvement in established or proposed Town rights of way or easements

Rough Grade: An approximate elevation of the ground surface conforming to the proposed design

Service Area: Those parcels located within an area identified by ADWR and ADEQ that receive utility services (i.e. water and/or wastewater) by the Town of Camp Verde

Site: Any lot or parcel of the land or contiguous combination thereof, under the same ownership, where grading is performed or permitted

Soil: All earth material of whatever origin that overlies bedrock

State: When the State Specifications are applicable, the word “State” as used in the State Specifications shall mean the State of Arizona

State Standard Specification: The latest edition of the ADOT Standard Specifications for Road and Bridge Construction and of the associated Standard Plans (ADOT Roadway Design Construction Standard Drawings).

Town: The Town of Camp Verde (TOCV), Arizona

Watercourse: a lake, river, creek, stream, wash, arroyo, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur (ARS 48-3601).

2 GRADING

2.1 INTRODUCTION

2.1.1 Purpose

- A. The purpose of this Section is to promote health, safety, and public welfare by establishing minimum requirements for regulating grading activities. This Section provides standards, guidelines and design criteria for the design and construction of grading, drainage and site restoration projects within the Town of Camp Verde. Section 2 sets forth rules and regulations to control earthwork construction, including excavation embankments.
- B. This Section is complimentary to the Camp Verde Municipal Code, the Camp Verde Zoning Ordinance, the Camp Verde Subdivision Ordinance, and other Sections of the EDSM.

2.1.2 Applicability

- A. The standards and guidelines of this Section shall apply to any moving, relocating, cutting or filling of earth within the Town of Camp Verde. A grading and drainage plan and permit are required under the following circumstances:
 - 1. For any cut and/or fill of dirt that exceeds fifty (50) cubic yards (CY), or clearing and grubbing of more than ten thousand (10,000) square feet (SF)
 - 2. A grading permit may also be required for grading which is less than fifty (50) CY, if the work impacts drainage on adjacent upstream and/or downstream properties or structures.
 - 3. No grading shall be performed without first having obtained a permit from the building official or town engineer. A grading permit does not include the construction of retaining walls or other structures.
- B. The guidelines of this section shall not apply to the following development activities:
 - 1. Selective thinning of vegetation for fire control as approved by the Fire Department
 - 2. Individual single-family home construction may be exempt, where slopes are less than twenty (20%) percent or where the site will not be subject to mass grading if meeting the requirements above
 - 3. Grading an isolated, self-contained area, provided that the public is not endangered and that such grading will not adversely affect adjoining properties.
 - 4. Excavation or construction of a structure permitted under this code.
 - 5. Cemetery graves.
 - 6. Refuse disposal sites controlled by other regulations.
 - 7. Excavations for wells, or trenches for utilities.

8. Mining, quarrying, excavating, processing or stock-piling rock, sand, gravel, aggregate or clay controlled by other regulations, provided that such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
9. Exploratory excavations performed under the direction of a registered design professional.

Exemptions from the permit requirements shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

2.1.3 Design Standards & Guidelines

A civil engineer registered in the State of Arizona shall analyze, design, and seal all grading and drainage plans for projects that meet the requirements noted above.

2.1.4 State Regulations

- A. Permits issued under the requirements of this Section shall not relieve the permittee of the responsibility for securing required permits for work to be done that is regulated by any other ordinance, department, or division of the Town of Camp Verde or other governing agency.
- B. All grading work is subject to the requirements of the National Pollution Discharge Elimination System (NPDES) and Arizona Pollution Discharge Elimination System (AZPDES). Before a grading permit is issued on developments greater than 1 acre, the developer shall submit to the Town Engineer a Notice of Intent (NOI) issued by the Arizona Department of Environmental Quality (ADEQ). The work shall abide by the General Permit and have a Stormwater Pollution Prevention Plan (SWPPP).

2.2 GENERAL INFORMATION

- A. The issuance of a permit or the approval of construction documents and specification shall not be construed to be a permit for, nor an approval of any violation of or deviation from the provisions of this Section or any other ordinance, law, rule or regulation.
- B. No clearing and/or grubbing of a site shall occur without first receiving a grading permit. When clearing and/or grubbing has commenced, the site shall be continuously worked until all infrastructure is completed and all erosion control measures and slope stabilization have been completed.

2.3 GRADING STANDARDS & CRITERIA

2.3.1 Grading Standards

- A. Portions of the site or lot to be disturbed shall be clearly identified on the grading plans as the “disturbed area(s)” or “disturbed area envelope”. Grubbing, grading, and clearing may only occur within the disturbed area(s) identified on the approved grading plan. Portions of the site or lot not identified as disturbed area(s) may not be used for stockpiling materials. All corners of the proposed site shall be clearly identified by a Registered Land Surveyor before any clearing, grubbing or grading begins.
- B. Drainage shall be directed away from all structures per the adopted International Building Code and its applicable adopted appendices.
- C. Residential Development - The maximum height of an exposed vertical cut or fill shall not exceed thirty-five (35') feet unless certification from a Registered Geotechnical Engineer is obtained. The maximum length of an exposed vertical cut or fill shall not exceed one hundred fifty (150') feet. See Figure 1 below.
- D. Commercial Development – Commercial development shall not be restricted in terms of height of cut or fill and is subject to the soil stability analysis and scarring mitigation.
- E. All fills shall be compacted to not less than the minimum densities as listed below and as determined by geotechnical engineer

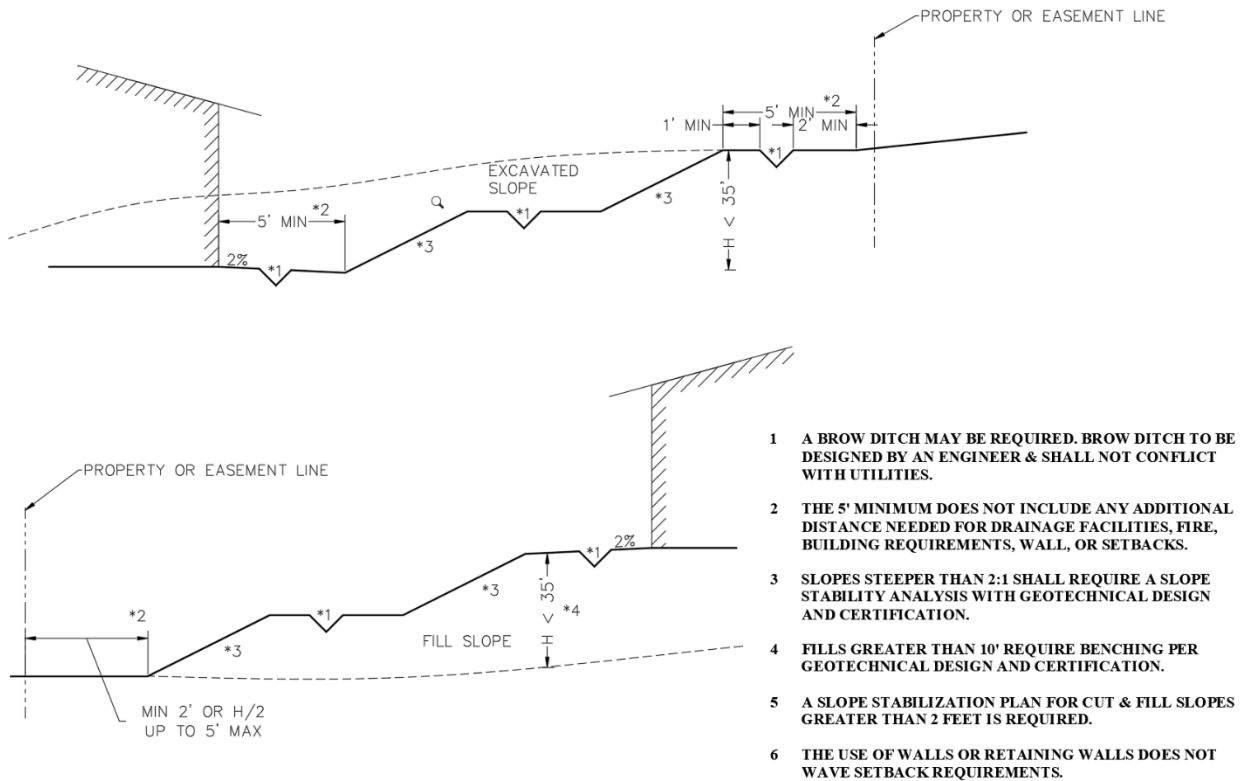
FIGURE 1: FILL COMPACTION

LOCATION	MINIMUM DENSITY
Within the Building Envelope	95%
Parking Lots, Driveways, Roads & Sidewalks	95%
Yards & Open Space	90%

- F. The area over which fills are to be placed shall be cleared of all trash, trees, stumps, timber, and debris of other material not suitable as a foundation for fill. The ground surface shall be prepared to receive fill by removing vegetation, topsoil and other unsuitable materials, and scarifying the ground to provide a bond with the fill material.
- G. Cuts and fills on slopes that encroach into a local drainage tributary (i.e. non-FEMA stream) shall be identified and armored to protect against a 100-year storm event. Analysis shall show conveyance is maintained.
- H. Excess material shall be handled per the Town approved grading plan or removed to a Town approved off-site disposal area.

- I. Where natural areas or preserved vegetation is designated on a site or lot, temporary fencing shall be installed where they abut construction areas to prevent site disturbance of natural areas.
- J. Cut and fill slopes shall be shown on the plans. Slopes steeper than two to one (2:1) (horizontal to vertical) shall require a slope stability analysis prepared by a registered geotechnical engineer. Slope stability analysis for slopes less than two to one (2:1) may be required at the discretion of the Town Engineer.
- K. The top of cut slopes shall be located a minimum of five (5') feet inside the subject property boundary. Buildings located at the bottom of a cut slope shall be located a minimum of five (5') feet away from the hinge point of the cut slope and shall be sloped a minimum of 20:1 away from the building.
- L. The toe of fill slopes shall not extend into public ROW or easements. The toe of fill slopes shall be setback inside the subject property line a minimum of two (2') feet or one-half ($\frac{1}{2}$) the fill height. Minimum toe setback shall be five (5') feet.
- M. Buildings located at the top of a fill slope shall be located a minimum of five (5') feet away from the hinge point of the fill slope and shall be sloped a minimum of twenty to one (20:1) away from the building.
- N. Brow ditches shall be provided on the top of slopes to prohibit drainage over and/or down the slopes. The drainage shall be conveyed to a natural or manmade drainage system to minimize erosion.
- O. The natural historical drainage patterns shall be maintained at the property lines.
- P. Slope stabilization is required for all grading work with cut and fill slopes two (2') feet or higher.
- Q. A Landscape Architect or Licensed Landscaper shall prepare stabilization plans for banks greater than eight (8') feet visible from streets and shall submit such plans for Town approval. Where structural designs are required, a registrant shall design and seal the plan.
- R. Retaining walls, visible from streets or nearby neighborhoods, shall be terraced or treated to blend into the natural landscape (for example, tinted concrete, rock facing, slump block, railroad ties, and/or plantings). Unfinished poured concrete and unfinished concrete block walls are not permitted where visible from streets and nearby neighborhoods.
- S. All bedrock cuts higher than eight (8') feet must be included in a geotechnical report, including soil loading calculations, and sealed by a Registered Geotechnical Engineer.

FIGURE 2: RESIDENTIAL GRADING EXHIBIT



2.4 DEVELOPMENT IN WATERCOURSES

2.4.1 Authorization Required for Development (ARS 48-3613)

Except as provided in section 48-3625 and in this section, a person shall not engage in any development which will divert, retard or obstruct the flow of waters in any watercourse without securing written authorization from the board of the district in which the watercourse is located. Where the watercourse is a delineated floodplain, no development shall take place in the floodplain without written authorization from the board of the district in which the floodplain is located.

2.5 PLAN SUBMITTAL REQUIREMENTS

2.5.1 Submittals

The applicant shall complete a grading permit application and provide three (3) copies of Grading and Drainage plan, a minimum of 22 x 34 inches in size, on bond paper in accordance with approved Town of Camp Verde CADD standards.

- A. The plans shall include existing contours at a maximum interval of two (2') feet with elevation labels at ten (10') foot intervals, which extend at least one hundred (100') feet beyond the perimeter of the property.
- B. Location of all existing structures, walls (either free standing or retaining), curbs, gutters, sidewalks, streets, all utilities, wells, culverts, channels or other drainage improvements.
- C. Property lines and all existing recorded easements.
- D. Town/County jurisdictional lines.
- E. The 1 percent annual chance (100-year) FEMA designated Special Flood Hazard Area (SFHA) limits shall be delineated.
- F. Show any hydraulically significant washes on or adjacent to the site.
- G. Proposed culverts.
- H. Location and dimensions of detention basin(s), and drainage structures or improvements.
- I. Finish pad and finish floor elevations, "hinge point" elevations and invert elevations for culverts, channels, and/or drainage swales.
- J. Profile for all culverts, manholes, and inlet structures, showing both existing ground and proposed finished ground. Show inlet and outlet elevations for all culverts, manholes, and inlet structures.
- K. All proposed cut and fill slopes with (horizontal to vertical) slope.
- L. A profile depicting the existing and proposed grading, with all proposed slopes, clearly labeled.
- M. Walls, both free standing and retaining shall have elevations for top of footing and top of wall:

- N. Estimate the cubic yards of material to be moved on the project including both import and export.
- O. Drainage Analysis (Refer to EDSM, Section 3, Stormwater Management).
- P. A Notice of Intent (NOI) issued by ADEQ.
- Q. A Geotechnical Report prepared by a registered Geotechnical Engineer shall be provided. The report shall identify structural soil properties and recommendations for compaction. The report shall contain soil design criteria for any structures or embankments required to accomplish the proposed grading and where necessary, the report must contain slope stability studies, and recommendations and conclusions regarding site geology.
- R. Projects, which disturb one (1) acre or more or are a part of a larger common plan of development, or subdivision that would result in the accumulated disturbance of one (1) acre or more will require a complete Storm Water Pollution Prevention Plan (SWPPP) binder in conformance with the Arizona Department of Environmental Quality (ADEQ). The SWPPP shall include a Notice of Intent (NOI) from ADEQ and a Sediment and Erosion Control Plan, which includes permanent stabilization and/or landscape plans.
- S. The Engineer of Record (EOR) shall provide the location of any site which provides import to the project or any site to which export is taken. A grading plan or stockpile plan including a SWPPP to control erosion at the off-site location shall be provided for all off-site import/export locations.
- T. Any other items deemed necessary by the Town Engineer.

2.6 GRADING PERMIT

- A. The Grading Permit may be issued when a complete submittal per Sections 2.3 and 2.4 have been submitted, reviewed and approved by the Town Engineer. The issuance of a grading permit shall constitute an authorization to do only that work which is described or illustrated on the permit application, plans and specifications.
- B. Grading Permits are valid for a period of 180 days from the date of issuance. If the work has not commenced within six (6) months of the issuance date, or the work has been discontinued for more than six (6) months from the last “Approved” inspection, the permit will expire.
 - 1. If the permittee is unable to complete the work within the specified time, a request may be made prior to the expiration of the permit in writing, to the Town Engineer for an extension of time. The letter shall set forth the reasons for the requested extension. If, in the opinion of the Town Building Division, such an extension is warranted, he may grant additional time for the completion of the work.
 - 2. If a permit expires, the permit must be re-submitted for review and approval prior to any work commencing. Expired plans and permits shall adhere to the most

currently adopted Camp Verde Municipal Code, EDSM, Camp Verde Zoning Ordinance, Standard Details, Specifications, and fees.

- C. In granting any permit under this Section, the Town Engineer may attach such conditions as may be reasonably necessary to prevent the creation of a nuisance or hazard to public or private property. Such conditions may include, but shall not be limited to:
 - 1. Requirements for fencing excavations or fills, which would otherwise be hazardous.
 - 2. Improvement of any existing site condition to bring it up to the standards of this Section.
 - 3. Temporary fencing of protected hillside and desert preservation areas, prior to commencing grading operations.
- D. Neither the issuance of a permit under the provisions of this Section nor the compliance with the provisions hereof, or with any conditions imposed in the permit issued hereunder, shall relieve any person from responsibility for damage to other persons or property, nor impose any liability upon the Town for damage to other persons or property.

2.7 AT-RISK GRADING

2.7.1 At-Risk Grading Permit

- A. An At-Risk Grading Permit is defined as a grading permit that is issued:
Prior to recording of the Final Plat
 - 1. Prior to issuance of a permit for approved civil improvement plans
 - 2. Prior to issuance of a permit for approved building permit
- B. The Town of Camp Verde may consider requests for an At-Risk grading permit on a case-by-case basis, under specific conditions as follows:
 - 1. Each request will be considered independently on its own merit.
 - 2. If the applicant has met the requirements of this code and the issuance of an At-Risk grading permit will not be detrimental to surrounding property owners the Town Engineer may, at his discretion, issue an At-Risk grading permit.
- C. Application for an At-Risk grading permit shall include all items outlined in Section 2.4.

2.8 FLOODPLAIN MANAGEMENT

If the site is within a FEMA designated floodplain or floodway, refer to Section 3 - Drainage.

2.9 BLASTING

No blasting shall occur within the Town Limits without a Permit first being issued from the Town Engineer.

2.10 RETAINING WALLS

Retaining walls of any type, exceeding four (4') feet in height, measured from bottom of footing to top of wall, shall require a permit from the Town of Camp Verde Building Division. Retaining walls less than two (2') feet that have a surcharge loading from structures and/or vehicle require a permit. All retaining walls shall require a design from a Registered Professional Engineer. Retaining walls four (4') feet tall and over are required to have special inspections by a Registered Professional Engineer during the construction process. The special inspection requirements shall apply to work performed under a grading permit.

2.10.1 Permit Documents

- A. A completed grading permit application.
- B. A site plan showing property lines, existing structures, easements, streets, ROW, required setbacks, and both natural and proposed drainage features.
- C. Retaining Walls:
 - 1. Show location(s), cross section(s), footing, height, finish grade elevations at base and top of wall, backfill and drainage provisions.
 - 2. Structural analysis and design prepared by an Arizona Registered Professional Engineer.
- D. Segmented "dry stacked" Walls:
 - 1. Show location(s), cross section(s), footing, height, finish grade elevations at base and top of wall, backfill and drainage provisions.
 - 2. Include manufacturer's specifications, design, structural analysis, and construction recommendations.
 - 3. Structural analysis and design prepared by an Arizona Registered Professional Engineer.
- E. Stacked Boulder Wall:
 - 1. Show location(s), cross section(s), footing, height, finish grade elevations at base and top of wall, backfill and drainage provisions.
 - 2. Structural analysis and design prepared by an Arizona Registered Professional Engineer.

2.10.2 Inspections & Testing

- A. The Design Engineer and Geotechnical Engineer shall perform special inspection of the retaining wall construction and compaction testing of the backfill material.
- B. Upon completion of the retaining wall, the Structural Engineer and the Geotechnical Engineer shall submit a stamped sealed certification stating the wall was constructed per the approved civil plans and specifications. The certification shall include the compaction results.

2.10.3 Exceptions

- A. Retaining Walls less than four (4') feet in height that are used for landscaping or decorative purposes with no surcharge shall not require a Structural Analysis or Geotechnical Report.
- B. Slopes that are steeper than two to one (2:1) (horizontal to vertical) shall require stabilization to control erosion using approved methods recommended by a soil analysis prepared by a Registered Geotechnical Engineer.

3 DRAINAGE

3.1 INTRODUCTION

3.1.1 Purpose

The purpose of this Section is to stipulate requirements for the analysis and design of all Stormwater management facilities within the Town of Camp Verde, Arizona. In this context, the term Stormwater includes consideration of all aspects, including capture, conveyance, and quality of such waters.

3.1.2 Applicability

The standards and guidelines of this Section shall apply to the analysis and design of all Stormwater-related facilities for both public improvement and private development and redevelopment projects within the Town of Camp Verde.

3.1.3 Design Standards & Guidelines

Use of this Section does not supersede the need for acquiring various permits or authorizations by the FEMA, EPA, USACE, State of Arizona, Yavapai County, other Town of Camp Verde departments, or any other governing agency having jurisdiction. It is the responsibility of the project owner, project professionals and contractors to comply fully with all applicable regulations.

3.2 DRAINAGE REPORTS & PLANS

3.2.1 Purpose

- A. The purpose of this section is to present criteria for submittal of drainage reports, floodplain studies, grading and drainage plans, and public drainage improvement plans to the Town of Camp Verde for review and approval.
- B. Drainage reports and engineered grading plans are required to:
 - 1. Analyze the impact that the proposed project will have on Stormwater discharges.
 - 2. Provide adequate data to ensure that the project is designed to be protected from flooding and conforms to applicable floodplain and Stormwater management regulations.
 - 3. Provide data for the design of public and private drainage facilities.
 - 4. Show no adverse impact to adjacent and downstream properties.
- C. Drainage reports shall be of sufficient detail to demonstrate that the development or project will not create drainage or flooding problems and that any on-site drainage facilities are properly sized to detain and/or convey the design storm flows. The drainage report must detail that the development of the project will not adversely impact drainage onto neighboring projects or Town infrastructure.

3.2.2 Drainage Report and Plans Required

- A. Drainage reports and Plans shall conform to the requirements, guidelines, and specification of the Drainage Design Manual for Yavapai County

3.2.3 FEMA Designated Flood Hazard Areas

- A. Yavapai County Flood Control District is the Flood Plain Administrator of the Town of Camp Verde. All projects within a FEMA Designated Flood Area will be required to obtain a development permit from Yavapai County Flood Control. Yavapai County Flood Control will determine the Regulatory Flood Elevation for the project. It will be the homeowners/builder's responsibility to have a surveyor establish a benchmark prior to construction to ensure the finish elevation meets the requirements of the development permit.
- B. If the proposed project contains an area that is designated on the currently effective Flood Insurance Rate Map (FIRM) as being in a Special Flood Hazard Area (SFHA), then a detailed floodplain study is required. The applicant is responsible for preparing and submitting all required supporting documents and Letter of Map Change (LOMC) applications to the Federal Emergency Management Agency (FEMA) in conformance with all local, State, and Federal requirements.
- C. The Town of Camp Verde and the Yavapai County Flood Control District will review all floodplain studies for technical compliance and completeness per applicable Arizona Department of Water Resources (ADWR) State Standards and FEMA guidelines. All local and federal review fees associated with map revision requests are the responsibility of the applicant.
- D. Clear Creek - The most recent flood study on Clear Creek was done in 1984. The study was done with minimal information and the Town has found flood levels are higher than shown on FEMA flood maps. Building within the Clear Creek floodplain will require a HEC-RAS Study for the project area or to save on the expense of a HEC-RAS study, the Town will allow the Regulatory Flood Elevation to be equivalent to the Regulatory Flood Elevation assigned by the County Flood Control plus 18”.

3.3 HYDROLOGY

3.3.1 Purpose

This section provides an overview of hydrologic methods and procedures acceptable for use in the Town of Camp Verde.

3.3.2 General Policies

- A. Pre-development parameters and results shall be consistent with the Town of Camp Verde (TOCV) Area Drainage Master Plan, hydrology results.

- B. Runoff calculations shall be performed for the 2-year, 10-year, 25-year, and the 100-year return periods in conjunction with all drainage reports for private developments and public works projects.
- C. Hydrology for FEMA flood studies in previously unmapped areas shall be in accordance with current FEMA guidelines and State Standards where such differ from TOCV development criteria.

3.3.3 Rainfall Data

Typical rainfall values in the Town of Camp Verde are shown in Table 3-1. These values were derived from the rainfall depth-duration frequency statistics for Arizona from NOAA Atlas 14, Precipitation-Frequency Atlas of the United States. When using the NRCS method, the NRCS Type-II 24-hour storm distribution with Antecedent Moisture Condition II is applicable to the Camp Verde area. Other temporal distributions or durations may be accepted.

Table 3-1 is NOAA Atlas 14 Rainfall Data from the specific site of the Camp Verde Town Hall. Rainfall varies within the Town and data is subject to be updated, therefore use site specific data from the NOAA Atlas 14 website for each project.

FIGURE 3: RAINFALL DATA AT CAMP VERDE TOWN HALL

DURATION	STORM FREQUENCY (YEARS)					
	RAINFALL DEPTH (INCHES) / INTENSITY (INCHES/HOUR)					
	2	5	10	25	50	100
5-MIN	0.256	0.349	0.426	0.536	0.628	0.729
	3.07	4.19	5.11	6.43	7.54	8.75
10-MIN	0.391	0.531	0.648	0.816	0.956	1.11
	2.35	3.19	3.89	4.90	5.74	6.66
15-MIN	0.484	0.659	0.803	1.01	1.19	1.38
	1.94	2.64	3.21	4.05	4.74	5.50
30-MIN	0.652	0.887	1.08	1.36	1.60	1.85
	1.30	1.77	2.16	2.72	3.19	3.71
60-MIN	0.807	1.10	1.34	1.69	1.98	2.29
	0.807	1.10	1.34	1.69	1.98	2.29
2-HOUR	0.956	1.27	1.53	1.91	2.23	2.58
	0.478	0.634	0.765	0.957	1.12	1.29
3-HOUR	1.03	1.34	1.60	1.96	2.28	2.62
	0.343	0.445	0.531	0.654	0.758	0.871
6-HOUR	1.25	1.56	1.83	2.23	2.55	2.89
	0.208	0.260	0.305	0.371	0.425	0.483
12-HOUR	1.46	1.79	2.07	2.44	2.74	3.04
	0.121	0.148	0.171	0.203	0.202	0.227
24 HOUR	1.82	2.27	2.64	3.13	3.52	3.92
	0.075	0.094	0.109	0.130	0.146	0.163

3.3.4 Time of Concentration

The Time of Concentration (Tc) may be determined by a wide variety of commonly accepted calculation procedures. Refer to the Drainage Design Manual for Yavapai County (2015)

3.3.5 Detailed Hydrologic Methods

- A. Hydrologic analysis for predevelopment conditions shall be performed using a detailed hydrologic analysis method. Tabular and graphical approximation methods are only acceptable for preliminary work. Other methods may be approved on a case-by-case basis.
 1. Rainfall Losses
 - a. Pre-development condition rainfall losses shall be calculated using a method such as Soil Conservation Service (SCS), preferred or Green & Ampt. These methods are implemented within commonly available

modeling software such as the U.S. Army Corps of Engineers Hydrologic Modeling System (HEC-HMS) and are compatible with routing methods used for analyzing detention facilities. (Please note that HEC-1 is not an acceptable version).

- b. Input Curve Numbers (CN) for the SCS method for predevelopment conditions shall also be consistent with the Town's Master Plan, hydrology inputs. Soil mapping data is available through the NRCS website. Adjustments based on geotechnical testing of undisturbed native site soils is acceptable. Further information on selection of CN and implementation of the SCS method can be found in the SCS, TR-55 manual.

2. Hydrographs

Synthetic unit hydrograph procedures such as Clark, SCS, or Kinematic Wave are acceptable.

3.3.6 Rational Method

The Rational Method is acceptable for contributing drainage areas less than one hundred and sixty (160) acres and a T_c less than sixty (60) minutes.

3.4 OPEN CHANNELS

3.4.1 Purpose

- A. This section applies to all private and public open channels. Requirements for roadside ditches are presented in the EDSM, Section 7.
- B. An open channel is defined as a conveyance in which water flows with a free surface. Open channels in the Town of Camp Verde will either be classified as natural or man-made. A channel is considered to be natural if the cross-section geometry, bed slopes, bed and bank materials, vegetative growth, and overbank floodplain areas have not been altered by previous human activity. Any prior or planned alterations to natural channels may trigger any or all of the policies and requirements of this Section.

3.4.2 General Policies for Natural Channels

- A. Developers shall leave natural channels, including the overbank areas within the 1 percent annual chance (100-year) floodplain, in their natural state.
- B. Natural channels with a 100-year peak discharge greater than fifty (50) cubic feet per second (cfs) shall be analyzed using HEC-RAS to delineate the floodplain boundary.
- C. Drainage easements shall be created for all natural channels and shall include the entire 100-year floodplain.

3.4.3 General Policies for Man-Made Channels

- A. Safety of the public shall be considered in selecting the location and design of man-made channels.
- B. All drainage channels shall include maintenance access and easements to allow periodic maintenance, cleaning and repair.
- C. All channels which will be maintained by the Town of Camp Verde must be within public drainage easements dedicated to, and accepted by, the Town of Camp Verde. The Town does not maintain channels or drainage facilities on private property or within private drainage easements.
- D. Concentrated drainage flows (for all storm frequencies) shall enter and depart from the property to be developed in substantially the same manner and location as under predevelopment conditions, including consideration of depths, widths, and velocities. Substantial deviation from pre-development flow patterns will require written acceptance from affected adjacent property owners and approval by the Town Engineer.
- E. Drainage channels conveying substantial off-site flows may not be constructed within the ROW parallel to public roadways without prior written permission of the Town Engineer. (NOTE: This does not apply to borrow ditches intended to intercept local surface runoff from entering the roadway)
- F. No valves, enclosures, transformers, standpipes, poles, mailboxes or other obstructions will be permitted in any open channel, with the possible exception of sanitary sewer manholes, where allowed by the Town Engineer.
- G. Channel bank soil stabilization and scour protection is required for all channels.
- H. The 100-year peak discharge shall be contained in the defined channel cross section, with freeboard, per this Section.
- I. Minimum finished floor elevations for structures adjacent to channels shall be at least one (1') foot above the 100-year water surface elevation.
- J. Construction activities which will disturb or alter a natural channel may require permits from other government agencies such as the U.S. Army Corps of Engineers or Arizona Department of Environmental Quality to comply with requirements of the Clean Water Act and similar regulatory programs. Approval by the Town of Camp Verde does not supersede or waive compliance with other applicable Federal and State laws.

3.4.4 Channel Design

- A. Established and widely accepted design procedures for opens channels can be found in the current editions of various Federal, State, and County publications. The design engineer shall thoroughly reference and document the procedures and assumptions used and shall adequately demonstrate that the procedure and resultant design is appropriate to the project.

- B. The channel cross section geometry, alignment, and bed slope should result in a stable channel with subcritical flow. Grade control structures in combination with energy dissipation measures may be required to limit slopes and velocities.
- C. Channel side slopes shall be no steeper than three to one (3:1) for vegetated channels and two to one (2:1) for lined channels. Slope stability analysis may be required in some instances.
- D. Channel stabilization measures (including consideration of bank erosion protection, scour protection, and energy dissipation measures) shall be designed for the expected depths, velocities, and shear forces for the 100-year event. The most common channel stabilization methods include turf reinforcement mats, rock riprap, grouted riprap, gabion baskets and mattresses, revetments, concrete, and other biotechnical or synthetic measures. These types of stabilization can be used alone or in combination. Re-vegetation may be acceptable where channel side slopes are three to one (3:1) (horizontal to vertical) or less steep and the underlying soil type is stable for the maximum velocities and forces anticipated.

3.4.5 Freeboard

- A. Freeboard is the minimum additional channel depth required between the calculated 100-year water surface elevation and the top of the lowest channel bank.
- B. Freeboard shall be calculated by a method that includes consideration of depth, velocity and flow regime. The minimum freeboard is one (1') foot.
- C. Additional freeboard may be required at junctions, channel curves, changes in cross section or slope, culvert outlets, where backwater effects may occur, and at locations where supercritical flow or hydraulic jumps occur.
- D. Channel linings of protected open channels shall extend to the elevation necessary to include the freeboard requirement.
- E. Freeboard is not required for minor drainage conveyances such as roadside ditches, yard drainage swales on residential lots, and internal surface drainage for commercial or multi-family developments, where finished floors would not be impacted by overflows.

3.5 CULVERTS & BRIDGES

3.5.1 Purpose

- A. The purpose of this section is to present policies and criteria for the design and construction of roadway culverts and bridges. Culverts consist of a relatively short length of pipe or multiple conduits used to convey stormwater through a roadway embankment and are aligned with open channels. Nationally accepted culvert design procedures are presented in publications such as the (Federal Highway Administration (FHWA) Hydraulic Design Series No. 5 (HDS-5), Hydraulic Design of Highway Culverts.

- B. Bridges are structures that provide a clear span over a watercourse where the full 100-year discharge is conveyed beneath the lowest structural member (low chord) under the deck. Bridges may be required where other Town policies and criteria cannot be met with culverts.

3.5.2 General Policies

- A. All roadway culverts shall be designed to convey at least the 25-year frequency flows without roadway overtopping.
- B. Inlet/Outlet protection shall be provided as necessary.
- C. All culvert designs shall provide a controlled path for overtopping flows. The capacity of that path shall include consideration of clogging factors equal to a fifty (50%) percent conveyance reduction. The overflow path shall be designed to withstand erosion and scour for the calculated overflow depths and velocities.
- D. Culvert pipes shall not be laid on a curved alignment, nor have horizontal or vertical bends except at a manhole or junction box.
- E. The minimum slope for any culvert shall be one half (0.5%) percent but may need to be steeper to prevent siltation for minor storm events such as the 2-year event.
- F. At-grade (ford) crossings for any street classification in new developments are not permitted. They are permissible for private non-commercial driveways.
- G. In new subdivisions where roadside ditches or behind-the-curb drainage is proposed, the design engineer shall determine driveway culvert sizes and shall indicate all such sizes on the subdivision infrastructure plans.
- H. All driveway culverts that are part of an overall residential drainage system shall be designed to convey stormwater runoff for the 25-year event.
- I. The minimum diameter for all roadway crossing culverts shall be eighteen (18") inches. The minimum driveway culvert size is fifteen (15") inches.
- J. Inundation areas on the upstream side of all culvert crossings for the 100-year event shall be contained within drainage easements. Allowable inundation areas and water surface elevations may also be limited by the potential impacts to existing improvements. Ponded water surface elevations shall be one (1') foot below the finished floor of existing structures.
- K. The minimum easement width for culvert pipes forty-eight (48") inches in diameter or less shall be twenty (20') feet. For larger diameter or multiple pipe installations, the easement width shall extend at least eight (8') feet beyond the outside edges of the pipe(s) on each side.
- L. Bridge designs shall be evaluated on a case-by-case basis using nationally accepted design standards consistent with the functional classification of the roadway, and in accordance with Town of Camp Verde EDSM.

3.5.3 Inlet & Outlet Treatment

- A. All culvert pipes shall have an appropriate end treatment.

1. Commercial prefabricated end sections are permitted on culverts thirty-six (36") inches in diameter or less. Riprap protection shall extend around and over the top of the end section a minimum of two (2') feet.
2. Concrete headwalls are required on all culverts greater than thirty-six (36") inches in diameter within drainage easements and public ROW.
- B. All culvert outlets shall include erosion and scour protection measures that protect the embankment as well as the receiving channel.
 1. If the discharge velocity at the end of the pipe is consistent with the normal depth velocity in the receiving channel, then a short riprap apron is adequate to prevent scour at the pipe end that could undermine the headwall or pipe end treatment.
 2. For discharge velocities up to ten (10) feet per second (fps), a rock riprap apron can be used to provide scour protection. The length and width of the apron shall be designed to transition the discharge back to the normal depth and velocity of flow in the channel.
 3. For discharge velocities in excess of ten (10) fps, grouted or wire tied rock in combination with a riprap apron may be necessary to withstand the calculated forces.
 4. For discharge velocities in excess of fifteen (15) fps, energy dissipation structures shall be required in conjunction with additional apron downstream of the energy dissipater to transition the flows back into the receiving channel.
 5. The maximum velocity in any culvert shall be twenty (20) fps.
 6. Roadways designed for overtopping will require additional slope protection on the downstream side of the roadway, since the roadway acts as a spillway.

3.5.4 Culvert Material & Installation

- A. The minimum service life for culverts shall be fifty (50) years for privately maintained facilities and one hundred (100) years for publicly maintained facilities.
- B. The material selection process for culverts shall also include consideration of factors such as hydraulic efficiency, depth of bury, bedding conditions, soil types, sediment loads, abrasion, and corrosion resistance.
- C. Acceptable materials for culverts include:
 1. Reinforced Concrete Pipe (RCP)
 2. Corrugated Metal Pipe (Steel) (CMP)
 3. High Density Polyethylene Pipe (HDPE)
- D. The Town will require reinforced concrete pipe on Town ROW and for all publicly maintained facilities unless there is a compelling technical reason to use a different material. The Town does not specifically prohibit any particular pipe material for private easements.

- E. Watertight joints are required for all installations where the calculated hydraulic grade line is above the top of pipe at any point along the pipe.

3.6 STREET DRAINAGE

3.6.1 Purpose

When designing streets, the amount of stormwater allowed to flow on the surface of the street is governed by consideration of the need for the road to continue functioning under storm conditions and the safety of all roadway users, including vehicles and pedestrians. When the flow in the street exceeds allowable depth, spread, or velocity criteria, the stormwater shall be intercepted, removed from the roadway into an underground pipe system or roadside ditch, and conveyed to an appropriate, open channel. This section presents the criteria for surface drainage on public and private streets. Publications such as the Federal Highway Administration (FHWA) Urban Drainage Design Manual (HEC-22) present detailed methods for performing calculations related to street drainage.

3.6.2 General Policies

- A. Street drainage and roadways shall be designed to maintain the natural overall drainage patterns existing prior to development, whenever possible. Significant cross-basin diversions that could increase flow downstream to receiving watercourses where capacity and erosion would be adversely impacted are not allowed.
- B. Street drainage design shall consider the 10-year, 25-year, 50-year, and 100-year storms.
- C. When physical conditions do not allow for a sub-surface storm drain system on new curb and gutter street sections, a paralleling surface drainage system may be permitted through the EDSM, Section 10 process.
- D. New inverted crown public streets are prohibited.
- E. Where concentrated flows from adjacent properties enter the road ROW, drainage facilities shall be placed to intercept the runoff at a point outside the street section to prevent those flows from going over sidewalks or curbs, especially in areas where sediment loads are carried.
- F. It is acceptable for adjacent properties to sheet drain onto the streets. However, slopes and grading outside the roadway template shall be designed to intercept and reduce the potential for sediments to be deposited on sidewalks and in the streets.
- G. In all cases, once stormwater runoff enters the street, it shall be confined to the public ROW (on the surface or underground) until it can be discharged in a controlled manner to the appropriate receiving watercourse or other approved conveyance system.
- H. Flow on a local street that has significant depth or velocity approaching an intersection with a collector or arterial shall be captured prior to the intersection. It

is unacceptable for the local street flow to "shoot out" onto the major roadway. Minor and bypass flows that can "turn the corner" may be permitted through the EDSM, Section 10 process.

3.6.3 Street & Gutter

A. Design Frequency & Allowable Spread

1. For Local curbed street sections, runoff from the 10-year design storm must be contained between the curbs of the street. The 100-year flow must be contained within the ROW with a maximum depth at the crown of one (1') foot.
2. For Collector and Arterial curbed street sections, at least one (1) twelve (12') foot travel lane in each direction must remain free from flooding for the 10-year design storm. The 100-year flow must be contained within the ROW, with a maximum depth at the crown of six (6") inches.
3. If either of the above two criteria are exceeded, the excess flow must be captured and removed from the street surface. The subsurface system capacity may need to be increased beyond the 10-year discharge to handle the balance of the 100-year event, which cannot be contained within the ROW, such as in a hillside situation.

B. Gutter Flow

1. The term gutter flow may include the portion of flow that spreads out into the travel lane.
2. Valley gutters perpendicular to the flow of traffic on arterial or collector streets are not permitted. Valley gutters may be used at intersections parallel to the major road. In cases where a valley gutter is not permitted or is inadequate, the water must be removed from the street by storm drains or other approved methods.

C. Longitudinal & Transverse Slopes

1. The geometric and cross section requirements for all streets are specified in the EDSM, Section 7, Transportation – Traffic.
2. In locations where superelevated roadway sections are used, gutter flow approaching the transition from the normal crown section shall be reduced to 0.5 cfs to minimize the amount that sheets across the street.
3. Where longitudinal slopes are relatively steep and surface flow velocities are high, allowable gutter capacities shall be reduced to keep depths and velocities at safe levels for pedestrians.

D. Curb & Gutter Terminations

Adequate erosion protection and conveyance measures are required where the curb and gutter section terminates at transitions to uncurbed streets to prevent undermining of the pavement edge and prevent head-cutting of roadway fill slopes.

Such protection will consist of a riprap or concrete spillway that extends to the adjacent roadside ditch or other conveyance.

E. Rural Roads & Roadside Ditches

1. Roadside ditches or channels for rural, uncurbed street sections shall be designed for the 25-year design storm, with provision for the 100-year storm to be contained within the ROW.
2. The underlying soil conditions, flow depths and velocities, and maintenance shall be considered in the roadside channel design. Unlined ditches may be acceptable where sedimentation is expected but are unacceptable where long term erosion is more likely.

3.6.4 Catch Basins

A. Locations

1. Catch basins shall be placed where depth and spread dictate. Bypass flow is permissible on continuous grades.
2. In addition, basins shall also be located in the following locations:
 - a. Where the road sags or superelevates to prevent gutter flow from sheeting across the lanes
 - b. Immediately upgrade of Arterial intersections
 - c. Immediately upgrade of bridges
 - d. Behind curbs, shoulders, or sidewalks to drain low areas to prevent ponding

B. Types

1. Curb opening, grate, and combination catch basin types are all acceptable for use, depending on the location, debris potential, and flow rates.
2. Combination inlets (on-grade) are preferred on public streets due to the reduced clogging tendency when the curb opening is placed upstream of the grate. Calculation of clogging factors for combination inlets can be waived in areas where the likelihood of significant debris is low with approval of the Town Engineer.
3. Curved vane grates are preferred for on-grade locations but are not allowed for sump locations.
4. All grates within the street shall be bicycle friendly.
5. To promote flow capture at catch basins on grade, a two (2") inch gutter depression at the inlet is recommended.
6. Scuppers are acceptable where a receiving ditch, channel, or basin is adjacent and will require a concrete or riprap chute to prevent erosion.

3.7 STORM DRAINS

3.7.1 Purpose

This section presents the criteria for the design of underground storm drainpipe systems that convey street flows once they are intercepted by catch basins. They differ from culverts in that the storm drain system hydraulics are controlled by friction and junction losses whereas culvert hydraulics are controlled predominantly by inlet or outlet conditions.

3.7.2 General Policies

- A. Storm drains shall be designed in conjunction with the street drainage criteria. Accordingly, the minimum design frequency for all storm drain systems shall be the 25-year storm. Storm drain capacity may need to be increased to control the 100-year storm per the street criteria.
- B. Storm drain system outfall points shall be constructed with end treatments, energy dissipation, aprons, scour protection, and other erosion control measures in a manner similar to the requirements for culvert outlets.
- C. If the outlet is perpendicular to the direction of flow in the receiving channel, erosion of the opposite channel bank must be considered, and a channel bank lining of riprap or other appropriate material will be required.
- D. The horizontal placement of storm drains and manholes within roadways shall be in general accordance with the standard roadway cross section templates in the EDSM, Section 7, Transportation – Traffic.
- E. Where storm drain systems are placed within easements, the minimum easement width for pipes forty-eight (48”) inches in diameter or less shall be twenty (20’) feet. For larger diameter or multiple pipe installations, the easement width shall extend at least eight (8’) feet beyond the outside edges of the pipe(s) on each side.
- F. Rubber Gasket Reinforced Concrete Pipe (RGRCP) shall be used for all storm drains within the publicly maintained ROW.

3.7.3 Design Criteria

- A. The minimum allowable slope for any storm drain shall be one half (0.5%) percent.
- B. The minimum velocity for pipes in the system when flowing half full shall be three (3) feet per second (fps).
- C. The maximum velocity in any portion of a storm drain system shall not exceed twenty (20) fps.
- D. In most cases, storm drainpipes shall be on straight runs with uniform slope between manholes or junctions. Horizontally curved storm drains may be permitted through the EDSM, Section 10 process, where it would be beneficial to follow a

curved street alignment. The radius of curvature shall not be less than the pipe manufacturer's recommendation. Pulled joints are not an acceptable method.

- E. Minor vertical bends without manholes are discouraged but may be used where necessary to resolve conflicts with other utilities.
- F. Horizontal bends without manholes are acceptable for deflection angles less than 25 (25°) degrees.
- G. The minimum pipe diameter for all laterals shall be eighteen (18") inches, and the minimum diameter for all main lines shall be twenty-four (24") inches.
- H. Storm drainpipe sizes shall increase in the downstream direction.
- I. Watertight joints are required for all installations where the calculated hydraulic grade line is above the top of pipe at any point along the pipe.

3.7.4 Manholes & Junction Structures

- A. The primary function of a storm drain manhole is to provide access to the storm drain system for inspection and maintenance. Junction structures are used where multiple flows converge and are outfitted with a manhole. The terms manhole and junction are used somewhat interchangeably.
- B. At a minimum, manholes are required for the following locations:
 - 1. At junctions where two or more storm drains converge. (Lateral connections from adjacent catch basins do not require a manhole since maintenance access is available through the inlet
 - 2. At intermediate points along storm drains in accordance with Table 3-2
 - 3. At vertical deflections greater than ten (10°) degrees at a single joint
 - 4. At horizontal alignment changes with a deflection greater than twenty-five (25°).
 - 5. Changes in pipe size
 - 6. Manholes may also be required by the Town Engineer at other locations to facilitate maintenance

FIGURE 4: STORM SEWER MANHOLE SPACING CRITERIA

PIPE DIAMETER (INCHES)	MAXIMUM DISTANCE (FEET)
24"	300
27" – 36"	400
42" & UP	500

- C. Manholes at vertical deflections shall be at or as close as practical to the point of deflection, with allowance for manufactured bends. If the manhole is not at the point of deflection, it shall be located immediately upstream of the deflection.
- D. Manhole covers should be transversely located within the ROW. Every effort shall be made to avoid locating manhole covers within the vehicle wheel path.

- E. A pressure manhole shaft and pressure frame and cover is required whenever the hydraulic grade line elevation for the design storm at the manhole is less than twelve (12") inches below the manhole cover.
- F. Where the manhole depth is greater than twelve (12') feet the shaft diameter shall be five (5') feet and must be designed to withstand soil pressures. If a manhole will extend below the water table, it must also be designed to withstand hydrostatic pressure and/or seepage.
- G. Manhole shafts shall be five (5') feet in diameter for storm drainpipes thirty-six (36") inches in diameter or greater.
- H. A positive grade to the outflow pipe within the structure is required. A minimum drop of one tenth (0.10') foot is required through all storm drain manholes.

3.7.5 Hydraulics

- A. The Hydraulic Grade Line (HGL) and Energy Grade Line (EGL) shall be calculated for all systems and laterals.
- B. In addition to friction losses, HGL calculations shall include losses at all junctions, manholes, bends, transitions, inlets, and outlets.
- C. Pressure flow is acceptable, but the HGL shall not extend above the ground surface at any point and shall be at least one (1') foot below the opening or grate of a catch basin.
- D. When connecting into an existing storm drain system, the existing system shall be analyzed to determine available capacity. Improvements to the existing system may be required.

3.8 STORMWATER DETENTION

3.8.1 Purpose

This section presents the criteria for the design of stormwater detention facilities in the Town of Camp Verde.

3.8.2 General Policies

- A. Stormwater retention and detention is required for all new subdivisions, commercial and industrial developments, re-development of non-conforming sites and other developments that increase impervious area or identifiably impacts adjoining properties.
- B. Stormwater detention within subdivisions shall be vehicular accessible, be on designated tracts, and shall not be situated on private residential property.
- C. Minimum easement width for drainage channels shall be twelve (12') feet.
- D. Detention is not required for a single-family residential structure on a residential lot.

- E. The post-development discharge from a development cannot exceed the total pre-development peak at each discharge point for the 2-year, 10-year, 25-year, 50-year and 100-year storms.
- F. All new developments shall make provisions to retain the stormwater runoff from a 100-year, 2-hour duration storm falling within its boundaries.
- G. The same hydrologic methodology shall be used for both pre-development and post-development analyses.
- H. Off-site flows shall not be routed through on-site detention.
- I. The use of pavement parking lot storage as the primary detention facility is not permitted unless other sites or detention alternatives are not available. Some inundation of parking lots may be permissible for the major storm event.
- J. Individual on-lot storage systems within single-family residential developments are not permitted for meeting Town of Camp Verde detention requirements.
- K. All detention systems shall include an emergency overflow spillway. The design overflow shall accommodate the post development 100-year peak discharge. The emergency spillway shall not be placed on the impoundment berm.
- L. The minimum finished floor elevation of any structure adjacent to a detention facility shall be a minimum of one (1') foot above the emergency overflow water surface level for the 100-year storm.
- M. Developments which are phased shall prepare a master stormwater detention plan for the entire development. The master stormwater detention plan must either be implemented with the first phase in full, if possible, or detention must stand alone for each phase. Changes to any phase may require an update of the master plan to ensure that all phases remain coordinated.
- N. Discharges from detention facilities shall be designed to enter established downstream drainage systems, (e.g., drainage channels, natural watercourses, public streets, or storm drain systems) whenever possible.
- O. The Town of Camp Verde may accept regional detention basins for operation and maintenance on a case-by-case basis. The Town will not accept local on-site detention basins for operation, maintenance, or liability. No part of a private detention basin shall be constructed in a public ROW or public utility easement.
- P. Maintenance of detention facilities shall be the responsibility of the commercial property owner or the homeowner's association. A maintenance plan shall be prepared in conjunction with the detention/retention basin design that includes both scheduled and unscheduled maintenance activities.
Scheduled maintenance includes such items as mowing, pruning, and trash removal that are performed on a regular basis.
Unscheduled maintenance includes repairs, usually made necessary by storms and floods, which are discovered either during regularly scheduled inspections, or during inspections made after flooding. Unscheduled maintenance shall also include removal of sediment buildup.

Maintenance ramps or other access shall be provided into detention/retention facilities in order to facilitate scheduled and unscheduled maintenance activities. Access easements from public right-of-way shall be provided to all detention/retention facilities.

Maintenance of local detention/retention facilities, provided in conjunction with new developments, shall be the responsibility of the commercial property owner or neighborhood association. The Town shall reserve the authority to periodically inspect privately owned detention/retention basins to ensure satisfactory maintenance is being provided.

Final Plats, Development Plans and CC&R's shall have a note stating (a) that the owner(s) shall be solely responsible for the operation, maintenance, and liability for detention/retention. Failure to maintain detention/retention facilities and drainage channels will result in the Town performing the required maintenance and charging the Commercial Property owner or HOA for work done.

3.8.3 Design Criteria

- A. Hydrologic analysis for detention design shall be performed using a detailed method that is capable of routing a hydrograph based on stage-storage-discharge characteristics and multi-frequency outlet structures. Tabular and graphical approximation methods are only acceptable for preliminary work.
- B. The following minimum slope and depth criteria are required for multi-use basins and basins that have unrestricted access:
 - 1. A maximum of two to one (2:1) (horizontal to vertical) for protected side slopes and three to one (3:1) (horizontal to vertical) for unprotected side slopes where depths of ponding are less than three (3') feet.
 - 2. A maximum of four to one (4:1) (horizontal to vertical) for side slopes where depths of ponding exceed three (3') feet.
- C. Security barriers, with maintenance access gates, are required along the top of all basin side slopes steeper than three to one (3:1) (horizontal to vertical) and where water depths exceed three (3') feet.
- D. A minimum freeboard of one (1') foot above the 100-year high water elevation is required for all detention facilities. Freeboard may include adjacent parking lot areas.
- E. Vegetated embankments shall be less than twenty (20') feet in height and shall have side slopes no steeper than three to one (3:1) (horizontal to vertical).
- F. A geotechnical engineering study and slope stability analysis is required for embankments exceeding ten (10') feet in height or for embankment slopes exceeding those given above.
- G. Top width of the embankment shall be a minimum of one-half ($\frac{1}{2}$) the height of the embankment.
- H. All detention facilities shall incorporate provisions for emergency overflow.

- I. Riprap aprons or other energy dissipating measures should be used at all inflow points (side slope and basin floor) to reduce velocities and encourage sedimentation.
- J. Low flow channels are required on the bottom of basins, which serve as multiuse areas and are recommended on all basins. Low flow channels should be designed with a minimum longitudinal slope of one half (0.5%) percent. Concrete lined low flow channels can be designed with a minimum longitudinal slope of two tenths (0.2%) percent.
- K. Outlet structure designs shall take clogging potential into account, specially designs that utilize orifice plates.
- L. Outlet pipes projecting from a basin side slope or embankment are not permitted. Outlet points shall be constructed with end treatments, energy dissipation, aprons, scour protection, and other erosion control measures in a manner similar to the requirements for culvert outlets.
- M. Where basins outfall near to adjoining private properties, additional measures may be necessary to reduce velocities and allow flows to return to natural conditions, to as great an extent as possible, prior to exiting onto the downstream property.
- N. Drainage crossings or culverts shall be provided whenever runoff entering or exiting a basin crosses pedestrian paths or sidewalks.
- O. The minimum outlet culvert size for detention facilities is twelve (12") inches. Orifice plates are permitted provided the orifice plate is permanent, tamper-proof, and connects to a twelve (12") inch minimum diameter outlet pipe. Outlet structures incorporating orifice plates shall include a trash rack to minimize clogging.

3.9 EROSION & SEDIMENT CONTROL

3.9.1 Purpose

- A. The purpose of this section is to control or eliminate soil erosion and sedimentation within the Town of Camp Verde. The Town has established standards and specifications for conservation practices and planning activities which minimize soil erosion and sedimentation in order to accomplish all of the following goals:
 - 1. Protect public health, welfare, and the environment
 - 2. Enable the Town to comply with stormwater pollution prevention provisions of the Arizona Pollutant Discharge Elimination System (AZPDES) Small MS4 General Permit
 - 3. Properly manage and reduce erosion and the discharge of pollutants from construction sites to the Town's stormwater system, and in turn, to surface waters and groundwater
- B. This section will present general guidelines and requirements for erosion and sediment control, or Best Management Practices (BMPs) associated with

construction activities. These requirements are outlined in the Town of Camp Verde AZPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) to Waters of the United States.

3.9.2 Applicability

Erosion and Sediment Control Site Plans and/or Stormwater Pollution Prevention Plans (SWPPPs) are required for construction activities that result in the land disturbance of greater than or equal to one (1) acre, including projects that are less than one (1) acre but are part of a larger common plan or development of sale, that discharge to the MS4.

3.9.3 General Guidelines

- A. If the project disturbs one (1) acre or greater or is less than one (1) acre but is part of a common plan of development, the owner or operator must apply for coverage under the AZPDES for Stormwater Discharges Associated with Construction Activities. A copy of the Notice of Intent (NOI) to be bound by the State's general construction permit must be filed with the Town during permitting.
- B. The permittee shall implement BMPs as described in the Erosion and Sediment Control (ESC) Plan or SWPPP and shall periodically conduct site inspections to ensure that BMPs are operating correctly and have not been damaged and/or altered.
- C. Sediment control shall be used whenever possible or necessary, to prevent offsite damage or sediment deposition to public streets, ROWs, and stormwater facilities.
- D. All disturbed soils shall be permanently stabilized.
- E. All temporary and permanent erosion and sediment control practices shall be maintained and repaired as needed to assure continued performance of their intended function.

3.9.4 Design Criteria

SWPPPs, BMPs, Erosion and Sediment Control design methods and facilities shall be in accordance with the Arizona Department of Transportation Erosion and Pollution Control Manual, December 2012 as amended. The SWPPP shall be a separate plan sheet or shall be incorporated into the grading & drainage plans. The SWPPP does not supersede the need for AZPDES or NPDES permits.

3.10 POST CONSTRUCTION STORMWATER TREATMENT

3.10.1 Purpose

This section will present general guidelines and requirements for post construction stormwater management or Best Management Practices (BMPs) for new development and redevelopment projects to prevent or minimize water quality impacts. These requirements are outlined in the Camp Verde Municipal Code, Title 15, Stormwater Detention

Regulations in compliance with the Arizona Pollutant Discharge Elimination System (AZPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) to Waters of the United States.

3.10.2 Applicability

New development or redevelopment projects that disturb greater than or equal to one (1) acre, including projects that are less than one (1) acre but are part of a larger common plan or development of sale, that discharge to the MS4 must treat the “first flush” as defined in the Yavapai County Drainage Design Manual.

3.10.3 Guidelines

- A. The following categories of structural treatment practices for post-construction stormwater runoff are approved for use within the Town of Camp Verde. In all instances, First Flush is required, and Peak Flow discharge shall not increase.

- 1. Inlet Filtration Systems

Inlet filtration systems are accepted for use on project sites with underground storm infrastructure. Inlet filters must be sized and located appropriately to treat the required Water Quality Volume (WQV) for the site. Filter systems shall provide removal of sediments, debris and other nonpoint source pollutants from the site. For sites with a high degree of impervious surface (i.e., parking lots), filters shall provide for the removal of petrochemicals and hydrocarbons.

- 2. Underground Separators

Underground separators, such as oil-water separators or sand-oil separators, are accepted for use on project sites with underground storm infrastructure. Underground separators may be required for land uses or activities with higher potential pollutant loadings, known as “hotspots,” or for sites that discharge directly to a waterway.

3.10.4 Operations & Maintenance

- A. The owner of permanent stormwater management facilities shall be responsible for the proper operation and maintenance of those facilities during and after construction. All permanent on-site BMPs shall be operational prior to the use by any development or phase of development dependent on those BMPs. An Operation and Maintenance Plan shall be prepared for review and approval by the Town Engineer and shall be executed and signed by the Department and the owner.
- B. Development project permits shall be conditioned to require the property owner to execute a Standard Operation and Maintenance Agreement for Post Construction Stormwater Quality Best Management Practices (BMPs) Facilities prior to the issuance of any construction permits.

4 WATER

4.1 INTRODUCTION

4.1.1 Purpose

The goal of the Water System Planning and Design Section is to provide technical management, comprehensive planning, and sound engineering to expand and maintain a reliable and safe water supply, distribution, and storage system. Engineering standards, guidelines, and geometric requirements for the design and construction of public water improvements within the Town of Camp Verde will result in high-quality customer service and fire protection capabilities.

4.1.2 Applicability

The standards and guidelines of this Section shall apply to the construction, modification and extension of all water distribution mains, pump stations and other appurtenances as well as any modification of the public water system to be owned, operated, and maintained by the Town of Camp Verde. Privately funded water mains proposed to be connected to the Town of Camp Verde's system are reviewed for compliance with Town of Camp Verde standards.

Developers are required to install all improvements necessary including off-site improvements to provide water service for domestic and firefighting purposes to their development in accordance with Town Code, this Section, and the most current water study.

4.1.3 Design Standards & Guidelines

New public and private water supply distribution and storage facilities shall be designed in accordance with Section 1.

A civil engineer registered in the State of Arizona shall analyze, design, and seal all proposed water system project plans and specifications that are determined by the Town Engineer to have an impact on the water distribution system. The effects of peak and fire flow demands shall be examined to ensure proper sizing and layout of proposed water system facilities, including impacts to existing offsite facilities where deemed appropriate by the Town Engineer.

4.1.4 State, County, and Town Regulations

- A. ADWR regulations are contained within A.R.S. § 45 and they encompass requirements for water supplies and the management thereof. All new water connections made to the Town's system require confirmation that the supply exists and that there is entitlement to it.

ADEQ's Engineering Manual Bulletin No. 8 "Disinfection of Water Systems" and No. 10, "Guidelines for the Construction of Water Systems" and the Arizona Administrative Code, "Title 18-5-505.B - Approval to Construct", contain specific requirements for submittals, approvals, and notifications when extension of a public water main is proposed. The developer and the Engineer of Record are expected to be aware of and comply with the above-referenced regulations. Additional information can be found on the ADEQ website at www.azdeq.gov/

1. Before civil infrastructure construction permits are issued, the developer shall submit to the Town Engineer an Approval to Construct (ATC) from ADEQ or the local delegated authority.
 2. Prior to the Town Engineer issuing an Approval to Operate (ATO) and release from the Town of Camp Verde, the developer shall deliver to the Town a signed Approval of Construction (AOC) from ADEQ or the local delegated authority
- B. Yavapai County Environmental Services Department (YCESD)
1. Before civil infrastructure construction permits are issued, the developer shall submit to the Town Engineer an Approval to Construct (ATC) from ADEQ through the YCESD delegation.
 2. The developer shall deliver to the Town an Approval of Construction (AOC) from ADEQ through the YCESD delegation prior to opening Town water distribution system to development
- C. Town of Camp Verde
1. Issuance of an Approval to Construct by YCESD or ADEQ does not constitute an approval of plans and reports by the Town of Camp Verde. No construction shall commence prior to the Town of Camp Verde Town Engineer issuing a permit.
 2. An as-built plan submittal is required prior to receiving an "Approval to Operate and Release" from the Town of Camp Verde.

4.2 ADEQUATE WATER SUPPLY DESIGNATION

The Town of Camp Verde holds a Designation of Adequate Water Supply 41-700446.0001 Issued in 2016

4.3 WATER PLAN APPROVAL

Improvement plans submitted to the Town of Camp Verde for approval shall adhere to professional engineering standards governed by the State of Arizona Board of Technical Registration. Improvement plans that do not meet industry standards or are incomplete shall be returned without review comments.

4.4 WATER SYSTEM REPORTS

All projects shall be required to submit a Water Master Plan Report and/or a Water System Design Report. The purpose of these reports is to provide the Town of Camp Verde with information regarding the potential water demands of the project and verify the capability of the Town of Camp Verde to provide the domestic water use and fire flow demands that will be required. All Water System Reports shall be prepared under the direction of a licensed civil engineer in the State of Arizona. The report shall be sealed and signed by the Engineer of Record.

4.4.1 General Information

- A. Reports shall provide an analysis of the impact the development will have on the Town of Camp Verde's water system. The objectives of the Water Report is to verify the water demand, the system's ability to supply and maintain sufficient fire flows, the available system flows, pressures, and proposed hydraulic regimes. All reports submitted to the Town of Camp Verde for review shall be prepared in accordance with the following guidelines:
 1. Format:
 - a. The report shall be on letter sized paper (8 ½" x 11")
 - b. All reports shall have a table of contents, including page numbers
 - c. Maps and other supporting materials larger than folded ledger size paper (11" x 17") shall be placed into sleeves as an appendix to the report
 - d. A civil engineer licensed to practice in the State of Arizona shall seal each report
 - e. The project name shall be located on the cover
 - f. The name, address, and phone number of the developer/owner and Engineer of Record shall be stated on the cover
 - g. The original submittal date and all subsequent revision dates shall be located on the cover
 - h. Common spreadsheet formats shall be compatible with MS Excel
 2. Existing Conditions:
 - a. Reference any existing master plans or design reports applicable to adjacent development
 - b. Include excerpts from existing plans or reports as applicable

- c. Indicate the dates, times and results of certified flow testing of the existing water system
 - d. Include a description based on all parts or reference within a platted development
 - e. Describe the existing topography, and landform features
 - f. Include the location and description of existing utilities in the vicinity
 - g. Describe the existing and proposed site zoning and land uses
 - h. Include reference to elements of the Town of Camp Verde's General Plan and identify any designated character area or studies that will affect the project's design
3. Proposed Conditions:
- a. Summarize the proposed development. Include a site plan that indicates the layout of the proposed development with a survey a minimum of one hundred (100') feet beyond the project limits or as determined by the Town Engineer
 - b. Identify the location and size of all proposed connection(s) to the Town of Camp Verde's water system
 - i. Show all looping and/or extension of water mains into the site
 - ii. Indicate the location of all pressure zone boundary lines
 - c. Provide a looped system for all water supply demands needed to meet the minimum requirements of the Fire Department, maintain water quality standards, and maintain system redundancy for operational flexibility
 - d. Reference which water zone the site is within and address all required fire flows and system pressures
 - e. Address any maintenance responsibilities of the proposed water system
4. Mapping:
- a. All mapping shall conform to Town of Camp Verde CADD standards and the EDSM, Section 9, Survey Controls
 - b. The project name shall be located on each sheet
 - c. The name, address, and phone number of the developer/owner and Engineer of Record shall be stated on each sheet
 - d. The original submittal date and all subsequent revision dates shall be located on the exhibits
 - e. All maps shall be prepared to an appropriate scale that is legible
 - f. All proposed or existing on-site and off-site facilities including, but not limited to, pump stations, transmission and distribution mains, and reservoirs
 - g. All proposed or existing street locations, parcel boundaries, and proposed lots within each parcel

- h. Label contour lines at two (2') foot intervals
- i. Indicate pressure zone boundaries, pressure-reducing valves (PRV'S), and corresponding zone valves
- j. Include size and pressure settings for all pressure reducing valves (PRV).
- k. Include a vicinity map showing existing and proposed streets to a distance of one mile from the exterior boundaries of the project

4.4.2 Water Master Plan Report Content

- A. When phasing is contemplated or when required by the Town Engineer, a Water Master Plan Report shall be prepared in accordance with the requirements of the EDSM. The report shall also address, but not be limited to the following:
 - 1. The report shall specify the terms and requirements for water service to the development, including any off-site improvements
 - 2. All development project owners shall be responsible for determining their specific water system needs between interim and buildout
 - a. Include the projections for future surrounding developments based on the adopted General Plan Land Use Map to ensure there is no adverse impact on the system
 - 3. A computer water network model, which is compliant with the EDSM, Section 4.4.4 shall be used for the analysis of pressure and flow within the distribution system, verifying that adequate pressures, domestic and fire flows will be available within the proposed development based on projected demands and shall include the following:
 - a. If certified flow tests performed on the system during peak demand to which the project is to be connected do not show that sufficient capacity exists, the computer model will be used to determine the required on-site and off-site facilities, such as pump stations and pipelines, necessary to serve the project
 - b. If the proposed development requires a change in zoning that increases density or proposes a water system different from the Town of Camp Verde's Water Master Plan, then additional upstream and downstream, off-site analysis will be required
 - c. Modification of existing or creation of new pressure zones shall require approval of the Town Engineer
 - 4. Master plan mapping shall demonstrate the following:
 - a. Demonstrate compliance with the Town of Camp Verde's Water Model, which encompasses the respective area
 - b. Master planned developments that design a distribution system that will be phased shall provide a synopsis of the phasing with modeling

backup to the Public Works Department prior to acceptance of the developments Water Master Plan

- c. Each phase of the master plan must be a standalone document when submitted to the Town of Camp Verde for review of that specific phase

4.4.3 Water Design Report Content

- A. A Water Design Report shall be prepared in accordance with the requirements of the EDSM, Section 4.4.1.
- B. The system design shall comply with the Arizona Department of Environmental Quality (ADEQ), Engineering Manual Bulletin No. 10 and the Arizona Administrative Code R18-5 requirements for system performance and redundancy. The developer shall coordinate water system improvements with the Town of Camp Verde water model and the Capital Improvement Plan.
- C. In addition to the general requirements in the EDSM, Section 4.3.1 and 4.4.1, the Water Design Report shall at a minimum, include the following:
 - 1. Design Documentation
 - a. Note the design compliance with the latest revision of this manual and all other applicable design standards and codes
 - b. Include a narrative of which design procedures, policies and methodologies will be incorporated into the design engineering of the water system
 - c. List the title and version of any software used in the design analysis
 - 2. A summary of the anticipated water demands for the project
 - a. The priority of obtaining water design flows for a non-residential facility is, 1) flow measurements from the actual facility; 2) the use of flows from similar facilities in the immediate area; 3) the use of similar flows from similar facilities in other areas; and 4) flow tables as listed in the EDSM, Section 4, Table 4-1
 - b. Flows may be calculated on a sub-area basis, however, total flows for the entire development shall also be provided
 - c. Flow rates shall include average day, maximum day, peak hour flows and fire flow demands
 - d. Include fire flows and fire sprinkler system demands that will be required for the development in accordance with Copper Canyon Fire Marshall
 - 3. All projects shall be required to provide a fire analysis that shall demonstrate that there are adequate fire flows available from the Town of Camp Verde's existing system to meet the required fire demands of the proposed development, considering the building construction type, height, layout, etc.

- a. The Engineer of Record shall use a hydraulic model to evaluate the ability of the water distribution system to deliver fire flows to the development
 - b. The developer is responsible for understanding the fire flow requirements of the structures that are to be built and shall assure that the water distribution system within the development is capable of delivering the required fire flows
 - c. Improvements, including off-site improvements, may be required to meet these criteria
 - d. The fire flow demands shall be included in the overall water demand and summarized in the water design report
4. Site Specific Analysis
- a. The fire flow demand shall comply with the International Fire Code (IFC) and the National Fire Protection Association (NFPA), Standard 13, 13R and 13D, Installation of Sprinkler Systems as adopted by Copper Canyon Fire and Medical. The report shall list the applicable codes and standards and the appropriate engineering practices
 - b. The “fire flow demand” section shall provide the following information:
 - i. Engineer of Records name, company, address, Town, State, zip code, and phone number
 - ii. Project name, limits, address, general location & proposed uses
 - iii. Detail physical aspects of the proposed on-site structures including:
 - 1. Building height (feet)
 - 2. Number of stories above finished grade
 - 3. International Building Code (IBC) construction type
 - 4. Building area (square feet)
 - iv. The “fire flow” design report shall provide:
 - 1. Revised International Fire Code (IFC) and Copper Canyon Fire & Medical for required fire flow
 - 2. Percentage of reduction allowed for the installation of a fire sprinkler system and resultant system demand as approved by the Fire Marshal
 - v. Projects that install fire sprinkler systems shall be in accordance with the Arizona Board of Technical Registration Substantive Policy Statement regarding fire sprinkler systems. The following information shall be included:
 - 1. Range of the fire hazards of the project

2. The hazard classification of the intended occupancy, including any special hazards
 3. The appropriate engineering practices
 4. The availability and adequacy of the water supply
 5. Based on a hazard analysis for the proposed use of each building (including special hazards), the appropriate fire sprinkler design density and area of operation shall be provided for each hazard area
 6. Anticipated fire sprinkler demand (psi and gpm)
 7. Required fire flow and anticipated fire sprinkler demand shall be provided for the project in accordance with the IFC and Copper Canyon Fire & Medical
- c. In order to ascertain the availability and adequacy of the water supply for the project, the report shall provide field fire hydrant flow and pressure test results performed in accordance with AWWA M-17 based on a certified test of the existing water system within the previous sixty (60) days. A flow test shall be witnessed by the design engineer and valves operated by Town of Camp Verde Water Division by calling 928.634.0186. The flow test information shall include:
- i. Test date
 - ii. Test time
 - iii. Test locations
 - iv. Test and residual hydrants
 - v. Orifice size
 - vi. Orifice coefficient
 - vii. Flow test data:
 1. Static pressure (psi)
 2. Residual pressure (psi)
 3. Pitot measurement (psi)
 4. Recorded flow rate (gpm)
 5. Flow rate (gpm) converted to twenty (20) (psi)
 - viii. Testing technician
 - ix. A copy of the Town of Camp Verde Water Division or Copper Canyon Fire and Medical report showing the flow test was witnessed by Town personnel and/or fire marshal.

4.4.4 Water Modeling

A. Water System Model Analysis

1. The Engineer of Record shall provide a model of the planned Water System Master Plan Report or Water System Design Report as delineated in the EDSM, Sections 4.4.1 and 4.4.2. This modeling shall be required where new

public water mains are being added, modified or extended in the Town of Camp Verde system. The model shall provide the data necessary to validate that water demands are met to support the project. A water model is also required to demonstrate the required fire flow is adequate in accordance with the adopted Fire Code and Town of Camp Verde Amendments.

2. Infill projects may not require a model. Infill projects include single lot development where fire and domestic flows are taken directly from existing Town of Camp Verde mains and where the zoning is in conformance with the Town of Camp Verde General Plan. If a model is not required, include a narrative of the proposed connections to the Town of Camp Verde.

B. When water hydraulic modeling information is needed, the following requirements shall be met to deliver model data to the Town of Camp Verde.

1. Model Software

The Town of Camp Verde currently uses the Bentley WaterCAD software. The modeling software used to evaluate a proposed development does not need to be the same software, but the data shall be provided to the Town of Camp Verde in either WaterCAD or EPA-NET 2.0 format.

2. Model Development

The developer or developer's engineer shall create and utilize a hydraulic model to demonstrate that the proposed infrastructure size, hydraulics, etc. are adequate and satisfy the Town of Camp Verde's requirements for domestic and fire flow demands. The model shall be topographically correct and be based on NAVD 88 Vertical Datum. Representative fire hydrant tests (dual hydrant test with residual and flow pressures witnessed by Fire District Staff) shall be utilized for model calibration. Multiple tests may be required depending on the size and location of development. The Town of Camp Verde may provide specific boundary conditions upon request. The model information shall be delivered to the Town of Camp Verde to be added to the Town of Camp Verde's model, where modeling evaluations may be performed to verify that the proposed infrastructure and demands will not negatively affect the existing TOCV system. Provide calculations documenting full buildout fire flow and maximum day demands and volumes per the Town's standards.

C. Hydraulic Model Data

1. All drawings and model data shall use the Town of Camp Verde coordinate system and datum in the EDSM, Section 9.
2. Model data shall be free of Topology errors in accordance with commonly accepted engineering practices prior to submission to the Town of Camp Verde.
3. Water Distribution System Attributes:

- a. Mains – Diameter, length, material, location, connectivity with other entities
 - b. Reservoirs – Base elevation, height, volume, location, connectivity with other entities
 - c. Pump Stations – Layout, number of pumps, pump curve or design point, elevation, location, connectivity with other entities, pump control scheme
 - d. Nodes (Connection Points) – Location, elevation, demand
 - e. Pressure Reducing Valves and Tank Fill Valves – Location, connectivity with other entities, elevation, number of valves, diameter and valve set points
 - f. Wells – Location, connectivity, design flow, control scheme
 - g. Polygons - Pressure zone boundaries, zoning/density
4. All model data shall include the following:
- a. Demands shall be calculated per EDSM Section 4.4.3.C using average day water demands in gallons per day
 - b. The system shall be capable of providing maximum day demand plus required fire flow
 - c. Verification of the ability of the proposed system to provide adequate flow and pressures under the various demand combinations shall be provided
 - d. Verification that the minimum required pressure throughout the water distribution system is achieved at the highest finished floor elevation or service point in the fire sprinkler line. If the minimum residual pressure under fire flow conditions cannot be achieved, additional private improvements may be required
 - e. Pipes and nodes – Include item identification, demands, elevation, hydraulic grades, length, status, diameter, velocity, head loss/1000 ft
 - f. Reservoirs and pumps – Provide identification, diameter, height, elevation, upstream and downstream hydraulic grade, number of pumps, pump capacity and proposed pump curves
 - g. Pressure Reducing Valves (PRV's) – Provide identification, size, elevation, upstream and downstream hydraulic grade settings
5. Hydraulic Evaluation
- a. New developments that do not constitute infill shall be modeled to determine if the infrastructure is adequate to serve the development and provide the level of service as defined by the Town of Camp Verde's performance criteria.
 - b. The Town will use the Town of Camp Verde's water model to verify the ability of the existing water distribution system to deliver adequate water to the proposed development per the design Engineer's

proposal. Supplemental fire hydrant tests shall also be used to make this determination. The developer is responsible to make certain that all fire flow requirements (hydrants and/or sprinklers) within the development satisfies the Town of Camp Verde EDSM and adopted Fire Code requirements.

- c. The following scenarios shall be modeled:
 - i. Average Day Demands
 - ii. Maximum Day Demands
 - iii. Peak Hour Demands
 - iv. Fire Flow Demands (Which are defined as, the maximum daily demand plus the appropriate fire flow demand)
- d. Model simulations shall be documented in a graphical and tabular format to demonstrate that the water distribution system shall provide the required flow at suitable pressures and water main velocities.
- e. Fire flow modeling results will be documented as follows:
 - i. Junction Report
 - 1. Static Pressures
 - 2. Residual Pressures
 - 3. Demands
 - 4. Calculated Minimum Pressure
 - 5. Elevation
 - 6. Pressure Head
 - 7. Hydraulic grade
 - ii. Pipe Report
 - 1. Length
 - 2. Type
 - 3. Diameter
 - 4. Velocities
 - 5. C-Factor
 - 6. Control Status
 - 7. Discharge
 - 8. Head Loss
 - 9. Head Loss Gradient
- f. Boundary conditions that represent the interface between the development and the rest of the distribution system, shall be explained clearly.

4.5 WATER SYSTEM DEMAND

4.5.1 System Demand

The water system demand describes the standards against which the water infrastructure is measured to determine the criteria of the proposed infrastructure. This water system demand criteria is based on the Arizona Administrative Code (AAC) and other applicable regulatory standards.

4.5.2 Infrastructure Sizing

Infrastructure shall be sized to supply the maximum daily demand plus fire flow. Fire flows shall be determined by the most currently adopted International Fire Code and identified by the Town Fire Marshall.

4.6 PLANNING

4.6.1 Comprehensive Planning

- A. The Town of Camp Verde has developed a Water System Model to ensure that future improvement requirements are achieved through an orderly development of the Town of Camp Verde planning areas. Any engineer working on the design of public or private water infrastructure shall develop plans consistent with the appropriate sections of the Town of Camp Verde's Model.
- B. Water mains shall be installed along the entire length of the property line frontage of the property being developed. The property line frontage is defined as that portion of a parcel of property that abuts a street, easement, or public rights of way. If a parcel to be developed has more than one frontage, improvements may be required to be installed along all frontages.

4.6.2 Water Facilities

- A. Water facilities (wells, reservoirs, booster pump stations, etc.) are designed and constructed by the Town of Camp Verde through its capital improvement program. Developers needing to construct water facilities shall contact the Public Works Department and request a meeting to coordinate the design of these facilities. The developer shall be prepared to address how the proposed system will conform to the Town of Camp Verde's Water Master Plan. The Town of Camp Verde will address design issues and the review process for these facilities.
- B. Unless otherwise agreed to in writing by the Town Engineer, water facilities shall be located on a tract or lot dedicated to the Town of Camp Verde (conveyed by a general warranty deed) and accompanied by a title policy in favor of the Town of Camp Verde.
- C. Wells

1. ADWR issues the authority to drill groundwater wells both exempt and non-exempt. Before drilling a well, a Notice of Intent to Drill shall be filed with ADWR and a “drill card” must be obtained from ADWR. Non-exempt wells require greater ADWR review and public noticing. Post drilling, and well and pump installation, required well logs and pump completion report must be filed with ADWR.
2. In the event a property has an existing exempt well, and the use continues while a connection is made to the Town’s potable water system, a backflow prevention device is required by Camp Verde Town Code, Section 3-6-2 (International Plumbing Code, Amendments).
3. A property owner currently using an exempt well that seeks to discontinue its use for which the Town is able to provide water supplies, then the well owner shall complete ADWR well abandoned requirements. Water service to the property will require a water service agreement to document the volume to be served and conditions of the service. Refer to the adopted Town of Camp Verde Water Management Policy, as extended.
4. Refer to EDSM, Section 4.7.1 for information regarding the drilling of new exempt wells.

D. Reservoirs

Storage facilities shall provide operational storage for peak demands above maximum daily demands, emergency storage for power outages and line breaks, and fire protection storage. Facilities shall be designed to maximize the efficient use of water production wells and pumping facilities. Therefore, storage in each designated service area shall exceed the volume of the sum of 1, 2 and 3 below or one average day demand, whichever is greater.

1. Operational storage equaling twenty (20%) percent of maximum daily demand
2. Fire storage as determined by the fire department ranges from four (4) to ten (10) hours for multiple fire occurrences within a pressure zone. Fire demand rates and storage volumes are determined using criteria established by the American Insurance Association according to the following equation:

$$Q = 1,020\sqrt{P}(1 - 0.01\sqrt{P})$$

P = Population of the Area (in thousands)

Q = Gallons per Minute

3. Emergency storage equaling ten (10%) percent of maximum daily demand
4. The Town Engineer shall determine final sizing and dimensions.

E. Booster Pump Stations

1. Booster pumps shall be designed to maintain adequate pressure for domestic and fire protection water supply. All stations shall provide at a minimum: variable frequency drives, backup power supply, separate electrical room and SCADA compatible with the Town of Camp Verde's current system. Designers shall refer to Engineering Bulletin No. 10, Arizona Department of Environmental Quality, for additional design criteria. The Town Engineer shall determine final sizing, number of pumps, pump capacity, supervisory control and data acquisition (SCADA) requirements, and building dimensions.
2. A preliminary design report shall be prepared and submitted to the Town Engineer for review by the Utilities Department prior to submittal of final plans for review. This report shall outline the type of equipment and controls proposed, Piping and Instrumentation Diagram (PI&D), and SCADA for the station along with the proposed hydraulics. A final design report prepared by a registered civil engineer licensed in the State of Arizona shall accompany the construction drawings and specifications.

4.7 TRANSMISSION & DISTRIBUTION SYSTEMS

4.7.1 General Information

- A. Effective January 1, 2006 A.R.S 45-454 (C) prohibits the drilling of an exempt well (maximum pump capacity of not more than 35 gpm and that is used only for non-irrigation purposes) on land if any part of the land is within one hundred (100') feet of an operating distribution system with a Decision and Order of AWS. For additional detail, see the statute referenced and ADWR Substantive Policy Statement GW43.
- B. The Town of Camp Verde requires water mains to be installed along the entire length of the property line frontage of that property being developed. The property line frontage is defined as, that portion of a parcel of property that abuts a street, easement, or public rights of way. If a parcel to be developed has more than one frontage, improvements may be required to be installed along all frontages if required flow, system redundancy, water quality or paving issues conflict.
- C. Design Policy
 1. The Town of Camp Verde will require the extension of water mains along the frontage, or through a subdivided parcel, to the boundary where future extension of the water main is possible, providing a point of service to adjacent properties, or as determined necessary by the Town Engineer. Reconstruction of residential or commercial structures requires compliance with all current ordinances and design guidelines relating to water main extensions, main sizing, and service lines.

2. A water system shall be provided as a condition of approval for any subdivision containing lots or parcels less than two (2) acres in area.
3. In the case of a subdivision with lots equal to or over two (2) acres 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.
4. Each lot shall have safe, reliable, and potable water in sufficient volume and pressure for domestic use and fire protection. The Engineer of Record shall verify this by performing a flow and pressure test during peak demand period, of that part of the potable system to be extended or connected onto. The flows and pressure shall meet minimum requirements for domestic and fire flow per applicable regulatory standards. The Engineer of Record shall place a statement verifying this within the design report along with copies of the tests.

D. Design Standards

1. The Engineer of Record shall design proposed water infrastructure in accordance with the design standards listed in the EDSM. These documents contain construction related specifications and details that impact the design of water systems including trenching, bedding, backfill and pavement replacement, etc.
2. Water system expansion and extension requirements to serve both new and existing development are outlined in the Town of Camp Verde Code, Title 14 – Town Utilities.

4.7.2 Water Main Pipes & Materials

A. Pipe Sizing

1. The minimum size of a water main for providing fire protection and serving fire hydrants shall be six (6”) inches in diameter when service is provided from two (2) directions, or where the maximum length of six (6”) inch pipe serving the hydrant from one direction does not exceed fifty (50’) feet. A minimum eight (8”) inch water main shall be required where service is provided from one direction only. Larger size mains shall be provided as necessary to meet all other design criteria, the development’s design report, specific water demands, or the Town of Camp Verde Water System Master Plan.
2. Refer to the adopted Fire Code and Town of Camp Verde Amendments for the maximum length of dead-end fire lines that may be used for fire protection. Fire lines shall be calculated from the street tap to the building for determining sprinkler design.

3. One (1") inch, two (2") inch or three (3") inch water mains are not permitted for new construction as public water mains. Four (4") inch mains may be considered with approval from the Town Engineer.

B. Pipe Materials

1. The use of asbestos cement is prohibited in the Town of Camp Verde Water system.
2. All water mains shall be 350 (CL350) Ductile Iron Pipe (DIP) cement mortar lined, and seal coated.
3. Service connections for meters shall be one (1") inch minimum, Municipex Water Tubing without splices.
4. Design analysis for wall thickness shall be required in cases where pipelines could be subjected to external loads, which exceed the manufacturer's specifications. These include, but are not limited to, pipelines crossing under storm drain lines greater than thirty-six (36") inches in diameter, pipelines in the roadway alignment that would be exposed to construction vehicle loads prior to paving, and installations exceeding the pipe manufacturer's maximum depth of bury.
5. Polywrap is required to be used on all ductile pipe.

4.7.3 System Layout

- A. To provide appropriate water pressure, water circulation and redundancy, all new water mains shall be designed in a looped configuration where feasible, as determined by the Town Engineer, providing a minimum of two sources that can be isolated by a gate valves, for maximum dead-end line length and size requirements.
- B. Water mains shall not be located within ten (10') feet of a building or retaining wall.
- C. For purposes of horizontal and vertical separation, storm drains, non-potable and reclaimed water systems and sewer service lines shall be treated as sewer mains. Separation shall be required pursuant to MAG Standard Details 404-1 and 404-2.
- D. Existing water main stubs and service lines adjacent to a proposed development that are not used shall be removed. For mains, this includes removing all valves, capping the tee and removing the pipe at the main. For services, this includes removing the saddle and its appurtenances and installing a full circle stainless steel clamp.
- E. Main Locations:
 1. Public water mains and appurtenances are required to be located within dedicated public ROW or easements
 2. Horizontal Location: All water mains shall be aligned parallel to property lines or street center lines and shall not cross and re-cross the centerline
 - a. Public water mains in commercial, multifamily, and industrial developments shall be located under driveways, or drive aisles and a minimum of ten (10') feet from any structure, including overhangs

- b. A minimum twenty (20') foot easement shall be provided, and the water main shall be located in the center of the water main easement
 - c. Horizontal alignment changes shall be made with 11 ¼, 22 ½, 45, 90-degree bends. Joint deflection shall not exceed seventy-five (75%) percent of the pipe manufactures specification
 - d. Horizontal and Vertical locations shall be consistent with MAG Standard Detail 404-1
3. Vertical Location:
- a. New water mains, fire lines, and water service lines are not allowed to pass under detention basins
 - i. This does not apply to landscape irrigation lines downstream of proposed backflow prevention devices or buildings
 - b. Hydrants, meters, blow-offs and valves shall not be located in washes, detention areas, private driveways, sidewalks, curbs or valley gutters
 - i. Hydrants shall have a maximum bury depth of six (6') feet.

4.7.4 Dead-End Mains

- A. The maximum length for a dead-end water distribution main shall be governed by water quality standards and shall be sufficient to provide minimum pressures and fire flows.
- B. Capped dead-end mains shall be fitted with a flushing device per TOCV Standard Detail 390CV-2. Fire hydrants may be used as a flushing device. Flushing devices shall not be located in washes, detention areas, retention areas, sidewalks, driveways or paved areas.

4.7.5 Design Flows

- A. The ultimate design flow within the Town of Camp Verde's water transmission and distribution system will be based on the Town of Camp Verde's current water master plan. Water demand for each development will be calculated using the average day demands with appropriate peaking factors applied to ensure that the existing distribution supply is sufficient. Designs will include all necessary improvements, including booster-pumping stations, reservoirs, mains and appurtenances to meet the system's ultimate demand.
 - 1. Hydraulic analysis will demonstrate that the system will provide average day, maximum day demand, and maximum-day demand including fire flow. The average day to maximum day peaking factor is 1.7, and the max day to peak hour factor is 2.0. These factors shall be appropriately increased for restaurants and other high-demand water users.

2. A minimum of twenty (20) psi shall be maintained at the point of maximum fire flow demand during max day plus fire flow conditions. Impacts to surrounding areas shall also be considered.
 - a. Water velocity criteria under maximum day demand conditions are as follows:
 - i. Velocity $\leq$ five (5') feet per second (fps) for pipes < thirty-six (36") inches diameter (Head loss, HL= < 10 feet/1,000 feet)
 - b. Velocity criteria under maximum day plus fire demand conditions is as follows:
 - i. Velocity $\leq$ fifteen (15) fps
3. Design flows for all distribution systems will be based upon flow and pressure of the existing system as documented by the Engineer of Record.
4. Prior to acceptance by the Town Engineer, all platted subdivisions will conduct an additional flow test at the fire hydrants or flushing devices having the lowest and highest ground elevation within the subdivision.
5. Developments that cross pressure zone boundaries shall conduct a flow test within each pressure zone as outlined above. The results of this test, along with a copy of the final plans, shall be submitted to the Town Engineer for review and acceptance.

4.7.6 Fire Hydrant Flow Test Requirements

- A. Pressure and available flow information for existing water mains shall be obtained by having a flow test performed on the system at the developer's expense. Flow tests are required for all commercial projects, multi-family residential projects and public extensions of the Town of Camp Verde's water distribution system. A private fire protection company shall perform the tests in accordance with AWWA manual M-17 and certify the results. The certified flow test results shall be included in all master plans or design reports submitted to the Utilities Department. A copy of the flow test report shall be included when fire sprinkler plans are submitted.
- B. Flow tests may be scheduled through Copper Canyon Fire and Medical and the Town of Camp Verde a minimum of 48 hours prior to the test.

4.7.7 Pressure Requirements for New Development

- A. Pressure extremes in water systems result in the potential for contaminants to enter the network. Low pressures in the water system may allow polluted fluids to be forced into the system, and high pressures may cause ruptures or breaks in the network.
- B. The static pressure in the distribution system shall not exceed one hundred twenty (120) pounds per square inch (psi), and the system shall be designed to maintain a minimum residual pressure of fifty (50) psi at the point of service (box and setter or meter) to be served by system pressure at maximum day demand conditions. The

system will be designed to maintain twenty (20) psi minimum pressure under design maximum day plus fire flow requirements. The twenty (20) psi minimum pressure design requirement accounts for the safety factor included in conservative “C” factors to account for aging infrastructure and flexibility in locating pressure zone boundaries.

- C. All distribution water mains, appurtenances and service lines will be designed for a minimum normal internal working pressure of one hundred fifty (150) psi.
- D. Provisions shall be made to protect the system from water hammer pressures. The occurrence and severity of water hammer can be reduced by using pressure-release valves, surge tanks, variable frequency drives, soft start motor controllers and air chambers.

4.7.8 Pressure Reducing Valves

- A. Approximate pressure zone boundaries and their respective elevations are shown in the Town of Camp Verde’s water model and in the 2024 Water System Master Plan. Within the distribution system, or to interconnect to other zones, PRV’s shall be required to maintain pressure zones within the distribution system or to interconnect to other zones. Distribution systems will not be designed to operate at pressures in excess of one hundred twenty (120) psi. PRV’s shall be built in accordance with TOCV Standard Detail 323CV. A minimum of one (1) PRV in each pressure zone will be designed with a high-pressure relief valve.
- B. Vaults shall be located outside of paved areas adjacent to the back of curb or sidewalk. PRV’s shall be located within the rights of way, an easement, or an easement within a private street tract, and shall be provided with unobstructed vehicular access, including parking. Site grading shall route stormwater and discharge water from relief valves away from the vault. Site design shall consider and mitigate any impacts of discharge water on downstream improvements. The location of pressure relief risers shall be shown on the final plans.
- C. The Engineer of Record shall specify in the design report and on final plans, the size of the main and low flow pressure reducing valves, the upstream system pressure, and the design downstream pressure setting.
- D. The Town of Camp Verde requires all metered services to have a pressure-regulating valve installed on the private service line when pressure exceeds 65 psi.
- E. The Town of Camp Verde requires the installation of isolation valves on all PRV stations to facilitate the operation, maintenance, and expansion of the water distribution system.

4.7.9 Valves

- A. The Town of Camp Verde requires the installation of isolation valves to facilitate the operation, maintenance, and expansion of the water distribution system. Water main valves shall meet or exceed the pressure classification of the water main.

- B. Gate valves, required to control the operation of the water system, shall be installed per MAG Standard Detail 301.
- C. All valves shall be resilient seat/wedge gate valves, epoxy-coated inside per the American Water Works Association (AWWA) C-550 per MAG Specification 630.3.

4.7.10 Fittings

- A. Joint deflection shall be discouraged, but where evaluated and allowed for, specific conditions shall not exceed seventy-five (75) percent of the pipe manufactures specification. Fittings may be required where more than two (2) pipe lengths are deflected.
- B. A minimum distance between fittings shall be greater than twenty-four (24”) inches for constructability. All fittings shall be identified on both the plan and profile view with station and elevations. The Engineer of Record is responsible for verifying the minimum distance necessary for the type and diameter of pipe and related fittings specified for the project.

4.7.11 Valve Locations

- A. Shutoff valves shall be installed on water mains at locations within the distribution system that allow sections of the system to be taken out of service for repairs or maintenance without significantly curtailing service in other areas. Special consideration shall be given to the number of fire hydrants taken out of service. A sufficient number of valves shall be provided on water mains so that inconvenience and sanitary hazards will be minimized during repairs. Valves will be located such that closing no more than four (4) valves can isolate any section of the system.
- B. Valve Location
 - 1. A valve shall be located on each side of a creek, wash, railroad, or highway crossing.
 - 2. Valves shall not be located in curbs, sidewalks, driveways, valley gutters, bike lanes, and vehicle wheel paths.
 - 3. Provide a valve on each fire hydrant lateral and flange the valve to the tee. Provide a valve for all fire protection water supply connections in accordance with adopted Fire Code and Town of Camp Verde TOCV Standard Detail 360CV.
 - 4. The preferred locations of valves shall be set at the intersecting street adjacent to other valves, or at a fire hydrant location.
- C. Maximum spacing of water distribution main valves shall be five hundred (500’) feet.
- D. Install all tees with a valve on the lateral main, so that the lateral can be taken out of service without interrupting the supply to other locations. At intersections of distribution mains valves shall be required on each leg.

- E. All valves require valve boxes installed per TOCV Standard Detail 391CV. All valves shall be installed with a debris cap. The debris cap handle shall be the appropriate color to indicate valve type. Refer to TOCV Standard Detail 391CV.
- F. All valve frame and cover adjustments will be per TOCV Standard Detail 391CV.

4.7.12 Air Release Valves

- A. Air release valves shall be installed at all local high points of water mains four (4") inches or larger in diameter, as follows:
 - 1. When water main changes from a positive slope to a zero slope or a negative slope
 - 2. Vertical alignment changes that cross under or over another facility, such as other utilities, drainage washes, and the like.
 - 3. All air release valves shall be per TOCV Standard Detail 317CV.

4.7.13 Thrust Restraint

- A. Thrust blocks shall not be allowed for new construction on the Town of Camp Verde's water system unless approved in writing by the Town Engineer. Thrust restraint shall be met by:
 - 1. Welded joints in steel pipelines
 - 2. Mechanical joints in Ductile Iron Pipelines
 - 3. Locking gasket and ring systems acceptable to the Town Engineer
- B. All valves shall be considered dead ends for thrust restraint.
- C. MAG Standard Details 303-1 and 303-2 include acceptable means of joint restraint for both horizontal and vertical deflections. The Engineer of Record shall verify the water pressures and earth bearing pressures assumed by the details. Mega-Lug Mechanical Joint Restraints shall be required per MAG 303CV-2 on all horizontal and vertical bends.
- D. Couplings, Joints, Gaskets, and Flanges
 - 1. Couplings, joints, gaskets, and flanges shall conform to Section 610.10 of the MAG Uniform Standard Specifications or equal, unless otherwise approved.
 - a. Thrust Restraint: Joint restraint shall be used at all bends, elbows, tees, crosses, dead ends, stubs, curb stops, fire hydrants, taps, and valve locations on water mains where water flow changes direction or is stopped. The joint restraint limits shall be shown on the plan and profile view. Restrained joint analysis shall be prepared and submitted when necessary, keeping in mind that concrete thrust blocks are not to be considered in the analysis.
 - b. Ductile Iron Pipe (DIP) joint restraint shall comply with MAG Standard Detail 303-1 and 303-2.

4.7.14 Electronic Markers

- A. Tracer wire shall be taped on top of all public water mains, service connections and fire lines. All splices of trace wire shall be Copperhead Snakebite or 3M DBR moisture displacement connectors.
- B. A continuity test will be performed at the completion of installation. Passing test results shall be provided for all pipe segments within the Engineer of Record's as-built data and plan set.
- C. Trace wire stations shall be required on all mains without sufficient valves and other points necessary to access the wire to maintain accurate signal strength.
- D. Maximum distance between test stations shall not exceed five hundred (500') feet.

4.7.15 Pipe Cover

- A. Water mains shall be installed to minimum and maximum depths measured from the proposed finished grade to top of pipe as follows:
 - 1. Water main ten (10") inches and under shall have a minimum cover of three (3') feet. Water Mains greater than ten (10") inches shall have a minimum cover of four (4') feet.
 - 2. Public water mains that are installed through undeveloped property (i.e., locations where the final finished grade elevation is not known, particularly along future street alignments), shall have a minimum cover of five (5') feet from the existing grades.
 - 3. Subsequent fills that produce a cover depth in excess of six (6') feet shall require the main to be vertically realigned within the four to six (4'-6') foot envelope
 - 4. Maximum cover over water mains shall be six (6') feet, except at vertical re-alignments necessary to avoid conflicts with other utilities and storm drains
- B. If a water main is installed within an area to be filled at a later time, adequate pipe protection shall be provided. This may include a temporary berm or constructing the water main to a minimum cover below existing grade. The Engineer of Record shall notify the Public Works Department of such occurrences and address them in the design report or master plan and civil plans.
- C. Concrete encasement of water mains is prohibited to achieve separation from sewer.

4.7.16 Wash Crossings

- A. All wash crossings will be constructed using restrained joint Class 350 (CL350) Ductile Iron Pipe (DIP). Bury requirements to place water mains under washes or channels shall be based upon the scour depth of the 100-year peak design discharge (Q100) in the channel or wash. The minimum depth of bury below the

design flow line of the channel or wash shall be per EDSM, Table 6-7, unless site specific geotechnical and hydraulic data is provided.

- B. Wash crossings with a one hundred (100) year flow above five hundred (500) cubic feet per second (cfs), shall have the scour depth estimated using Arizona State Standard Attachment SSA 5-96, Guideline 2, Level I, as published by the Arizona Department of Water Resources. The Engineer shall estimate the depth of scour and design the top of pipe to be three (3') feet below the estimated scour depth. The engineer shall provide a detailed analysis of the scour depth with final plans for review and approval.
- C. All pipelines that must be located within the scour zone or do not meet the minimum required depth of bury, as indicated above, shall be protected by installing a cut-off wall, and energy dissipation downstream of the pipeline to stabilize the scour depth to a minimum of three (3') feet above the pipeline. The engineer shall design the cut-off wall energy dissipation and include details on the improvement plans. The Town Engineer shall review pipe protection and scour stabilization requirements on a case-by-case basis.

4.7.17 Separations & Vertical Realignments

- A. For the protection of the public water supply from contamination the Engineer of Record shall maintain separation distances in accordance with the Arizona Department of Environmental Quality Engineering Bulletin 10, MAG Specification Section 610.5 and MAG Standard Details 404-1 and 404-2 Water and Sanitary Sewer Separation/Protection.
- B. Vertical separation of water, reclaimed water, and sanitary sewer mains shall comply with MAG Standard Detail 404-1.
- C. Water mains crossing over culverts and storm drains shall maintain both a minimum of twenty-four (24") inches vertical separation and the minimum depth of bury. If the design cannot provide these clearances, a vertical realignment may be required.
- D. Separation from Storm Drains and Culverts: Water mains shall maintain four (4') feet horizontal and two (2') feet vertical separations from storm drains and culverts. Water mains crossing less than two (2') feet below a storm drain or culvert shall require additional protection such as the use of restrained joint DIP or placing the water main in a casing pipe.

4.7.18 Service Lines & Meters

- A. The water service line and meter shall be sized based upon the total daily demands for the development and the recommended maximum capacity. The minimum size service tap, saddle, line and meter set shall be one (1") inch.
- B. That portion of the water service from the water main up to and including the brass nipple downstream of the meter is public and shall be maintained by the Town of Camp Verde as shown in TOCV Standard Detail 316CV. That portion of the water

service beginning at the curb stop after the meter is private and shall be maintained by the property owner. Design of the private on-site portion of the water service shall comply with the current plumbing code and shall include a customer shutoff and pressure-regulating valve. Refer to TOCV Standard Detail 316CV.

- C. Due to the Town of Camp Verde's water billing rate structure, meter sizes shall not exceed the size of the service. (e.g. a one and one half (1 ½") inch meter shall not be allowed on a one (1") inch service). Extra attention is required when sizing services for custom home lots where demands occasionally necessitate meter sizes exceeding one (1") inch.
- D. Service lines are necessary to meet domestic, fire and irrigation demands. Residential fire sprinkler and irrigation demand is normally supplied through the domestic service line and meter. Commercial developments may use separate meters for building and landscape service but will provide separate lines for fire protection.
- E. Installation of metered one (1") inch to two (2") inch water services shall be in accordance with TOCV Standard Detail 316CV. Installation of three (3") inch to six (6") inch metered services shall be in accordance with TOCV Standard Detail 321CV.
- F. Final plans shall show locations of service lines and meters to each unit referenced with stations and dimensions, or offsets, from the street centerline or monument line. Service lines and meter boxes shall be located within a public ROW or a utility easement per TOCV Standard Detail 316CV.
- G. Service taps are not permitted on a fire line, which is designed to service private fire sprinkler systems and/or a fire hydrant.
- H. Water services connections shall be designed perpendicular to the main. Lines shall be continuous from the main to the meter with no splices. Water service lines shall have six (6') feet minimum horizontal separation from sanitary sewer service lines.
- I. No service connections or fire protection systems shall be made directly to water transmission mains.
- J. All non-Municipex service lines in sizes three quarter (¾") inch through two (2") inch which are exposed during construction, shall be replaced in their entirety with one (1") inch minimum Municipex Water Tubing. This includes the replacement of service saddles, box and setter and corporation stop in all cases. Refer to TOCV Standard Detail 316CV.
- K. The Developer shall install all water services, meter setter and meter boxes in new development projects.
 - 1. Water meter boxes shall be installed out of traffic areas and behind back of curb and sidewalk. Refer to TOCV Standard Detail 316CV.
 - 2. Metered Services:
 - a. Subdivision plans shall provide a typical water service, location detail

- b. Where water services are being designed for isolated locations, provide stationing and offset to property line
 - c. Minimum water service size is one (1") inch with a five-eighths ($\frac{5}{8}$ ") by three-quarter ($\frac{3}{4}$ ") inch meter
- L. Existing water services not used will be noted on the approved civil plans and the as-built plan as abandoned at the main with full circle stainless steel repair clamp.

4.7.19 Backflow Prevention & Cross Connection Control

- A. The installation of Backflow Prevention Assemblies is required for all developments with the exception of single family residential unless the property is served by an alternate source of water. The following types of service connections shall require backflow prevention to be installed: commercial meters, master metered systems, irrigation meters, construction meters, multifamily residential meters, and fire protection connections.
- B. Residential uses are required to have a Backflow Prevention Assembly when a well, pond, submerged make up line, automatic irrigation system or fire sprinkler is present, which may raise the degree of hazard for the site.
 - 1. The type of backflow assembly required is determined by the degree of hazard. Reduced Pressure Zone Assemblies (RPZA) shall be required for all commercial, multifamily residential, master metered systems, private potable water systems and irrigation meters. A testable Double Check Valve Assembly (DCVA) shall be required for all fire protection connections.
 - 2. The Town of Camp Verde Backflow Prevention Program, Camp Verde Municipal Code, Title 14, requires that Backflow Prevention Assemblies be installed according to TOCV Standard Details 316CV or 324CV-1 as applicable for size and in accordance with the adopted plumbing code.
 - 3. All backflow prevention assemblies shall be approved by the "Foundation for Cross Connection Control and Hydraulic Research of the University of Southern California", and the Town of Camp Verde Public Works Department.
 - 4. Initial certification testing is required upon establishment or restoration of water service to the meter. A certified backflow prevention device tester, approved by the Public Works Department, shall make all testing, maintenance and repairs to the backflow prevention assembly at the water service customer's expense. The initial testing and the required annual testing are the responsibility of the water service customer.
 - 5. Fire protection systems require the installation of a Town of Camp Verde approved testable double check valve backflow prevention assembly (DCDA) installed at the property line in an insulated enclosure. Refer to TOCV Standard Details 324CV-2, or 324CV-3.
- C. Every effort shall be made to locate the water meter and vault in an area that can accommodate a properly installed backflow assembly. When the location of a

backflow preventer cannot be accommodated adjacent to the meter, the designer shall request in writing to separate the backflow assembly from the meter with a detailed explanation why the applicable standard cannot be met as well as the proposed alternative location and measures that will be taken to ensure no taps can be made between the meter and the device

4.7.20 Tract & Easement Requirements

- A. All public water mains and appurtenances located outside of a public ROW or a private street tract with easement overlay shall be placed in the center of a minimum twenty (20') foot wide easement. The water main shall be located a minimum of ten (10') feet from the edge of easement. The easement shall have legal access from a public ROW, shall be free of obstructions, shall not be located in a fenced area, and will be accessible at all times to Town of Camp Verde service equipment such as trucks, backhoes, and the like.
- B. Any re-vegetation within the easement shall consist of low-growing shrubs or plant material acceptable to the Town Engineer. Trees may be located along the edge of the easement but not within ten (10') feet of the water main as measured to the trunk of the tree.

4.8 FIRE PROTECTION

4.8.1 General Information

- A. The Copper Canyon Fire & Medical Department is the governing authority for the Town of Camp Verde Fire Requirements.
- B. For information related to the most currently adopted plumbing and fire codes, see Fire Protection Standards on the Copper Canyon Fire & Medical website ccfmd.az.gov/crr.
- C. If the property is to be supplied with domestic service and with fire flows from a storage tank or facility, the Engineer of Record shall provide a report indicating that the required pressures and volumes exist, as required by the Copper Canyon Fire & Medical and Public Works Departments.

4.8.2 Fire Flow Requirements

- A. Water distribution facilities shall be sized to deliver the following minimum fire flows:
 - 1. One thousand five hundred (1,500) gallons per minute (gpm) minimum for commercial, industrial, multi-family residential properties and single-family dwellings three thousand six hundred (3,600) square feet or greater
 - 2. Five hundred (500) gallons per minute (gpm) minimum for single-family residential properties under three thousand six hundred (3,600) square feet

3. Larger structures over three thousand six hundred (3,600) square feet and non-sprinkled structures may require fire flow above one thousand five hundred (1,500) gpm depending on construction type
4. The fire flow requirements are subject to change. All fire flows as stated in the currently adopted International Fire Code shall be met

4.8.3 Hydrant Locations

- A. The spacing of fire hydrants is to be measured along the street or roadway in which a fire hose would be laid. This spacing is measured along the curb line and shall be inclusive of the distance along a private driveway to the proposed structure.
- B. The Fire Department will stipulate fire hydrant locations during the site planning process or on the final plans review. The following standards shall be used as a guide:
 1. The Fire Department will stipulate fire hydrant final locations during the site planning process or during the plan review
 2. Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets
 3. Fire hydrants shall be set every four hundred (400) feet or closer as determined by the fire marshal. The minimum number of fire hydrants available to a building complex or subdivision shall not be less than that determined by spacing requirements listed in the adopted Fire Code or as directed by the Fire Marshal.
 4. Existing fire hydrants on public streets may be considered for adjacent development. Existing fire hydrants on adjacent properties shall not be considered available unless fire apparatus access roads extend between properties and easements are established to prevent obstruction of such roads
 5. Regardless of the average spacing, fire hydrants shall be located such that all points on streets and access roads adjacent to a building are within the distances listed in the adopted Fire Code

4.8.4 Fire Lines & Building Sprinkler Lines

- A. The location of on-site fire lines and taps shall be determined by the relative location of the fire department connection, riser location, emergency access and fire hydrant locations.
- B. The size of fire lines shall be determined by the Engineer of Record for design of the project based on required fire flow demands. Fire systems shall include a backflow preventer in accordance with Town of Camp Verde Standards.
- C. Show all fire lines on the approved civil site plan.

4.8.5 Fire Department Connection

- A. If a remote Fire Department connection for a sprinkler system is required, it shall be installed thirty (30”) inches from the back of curb, on-site driveway, or sidewalk. The FDC should be thirty-six (36”) inches in height. The location of the sprinkler system connection shall be unobstructed and readily accessible to the Fire Department. This connection shall also be within an appropriate distance of a fire hydrant as determined by the Fire Department.
- B. Fire Department connections, whether remote or wall mounted, need to be identified and coordinated on the improvement plans and on the building plans site plan for relationship to fire lanes and fire hydrants. All Fire Department connections shall be appropriately clear of glazing and other hazards and protected from vehicular damage.
- C. Pavement markers for Fire Department sprinkler system connections shall be provided.

4.8.6 Auxiliary Storage Tanks

Minimum water pressures and discharge flow shall be in accordance with the adopted Fire Code. A fire pump package installation may be required when the building’s construction type, occupancy fire load commodities classification, volumetric building areas, building height and individual square footage areas per floor level produce a pressurized fire flow supply in excess of the water transmission mains capabilities.

5 RECLAIMED WATER

5.1 INTRODUCTION

5.1.1 Purpose

The goal of the Reclaimed Water System Planning and Design Section is to provide technical management, comprehensive planning, and sound engineering to expand and maintain a reliable and safe reclaimed water supply, distribution, and storage system.

5.1.2 Applicability

- A. The standards and guidelines of this Section shall apply to the construction, modification and extension of all reclaimed water distribution mains, pump stations and other appurtenances as well as any modification of the public reclaimed water system to be owned, operated and maintained, by the Town of Camp Verde (TOCV).

5.2 GENERAL INFORMATION

5.2.1 Reclaimed Water Availability

The Town of Camp Verde reclaimed water is currently used to irrigate the Sports Complex grass fields and trees. The Town is working to bring reclaimed water to Main Street to irrigate landscaping and the grass field on East Hollamon in the future.

6 WASTEWATER

6.1 INTRODUCTION

6.1.1 Purpose

The purpose of this Section is to provide engineering standards, guidelines, and geometric requirements for the design and construction of the public wastewater collection system and private sewer systems that discharge into the public collection system within the Town of Camp Verde.

6.1.2 Applicability

- A. The standards and guidelines of this Section shall apply to the construction and modification of the public wastewater collection system and any private sewer system that discharges into the public collection system. This Section is intended for use in plan design, plan preparation, and the plan review process. The information provided in this Section is not intended to cover all situations that arise, nor may it be a substitute for sound engineering principles and judgment.
- B. Developers are required to install all improvements necessary to provide wastewater service to their development. This includes any sanitary sewer main, lift station, force main, manhole, vault or other facilities, and required appurtenances, including the payment of all applicable development fees.
- C. Developers shall also adhere to the Town of Camp Verde's standards for extension of the Town of Camp Verde's wastewater system to newly developed areas, subdivisions and in-fill areas inside the Town of Camp Verde's service area in accordance with the Town of Camp Verde's Wastewater Collection Model.

6.1.3 Design Standards & Guidelines

- A. All public sanitary sewer systems are to be of a gravity flow design, unless other factors dictate the use of a force main and lift station. For lift station and force main requirements, refer to EDSM, Section 6.7.2 (Wastewater Lift Station) and EDSM, Section 6.7.3 (Force Main). Developments that need to construct lift station facilities and force mains shall address the facilities compatibility with the Town of Camp Verde's Wastewater Collection Model.
- B. New public wastewater improvements shall be designed in accordance with Section 1.
- C. A civil engineer registered in the State of Arizona shall analyze, design and seal all proposed wastewater system project plans, reports and specifications that are determined by the Town Engineer to have an impact on the wastewater collection system. The effects of peak flow shall be examined to ensure proper sizing and

layout of proposed wastewater system facilities, including impacts to existing offsite facilities.

6.1.4 Federal, State & County Regulations

A. Environmental Protection Agency (EPA) Regulations

1. The U.S. Environmental Protection Agency (EPA) requires the Town of Camp Verde to develop and implement a program to control discharges that might harm the Publicly Owned Treatment Works (POTW). The program establishes local discharge limits for non-residential users, and provides a permitting process based on the users' discharges and types of businesses.
2. The Environmental Protection Agency (EPA) wastewater flow report (EPA 625/R-00/0008 – Chapter 3), states “great care shall be exercised in predicting wastewater characteristics so as not to accumulate multiple factors of safety that would yield unreasonably high design flows...”. Further, “...actual measurement of wastewater flows and quality from a residential dwelling or non-residential establishment always provides the most accurate estimate for sizing and designing...” Therefore, the priority of obtaining water and wastewater design flows is 1) flow measurements from the actual facility, 2) the use of flows from similar facilities in the immediate area, 3) the use of similar flows from similar facilities in other areas and, 4) flow tables.

B. Arizona Department of Environmental Quality (ADEQ) Engineering Bulletin No. 11, "Minimum Requirements for Design, Submission of Plans and Specifications of Sewage Works" published by the Arizona Department of Environmental Quality (ADEQ), and Arizona Administrative Code (AAC), "Title18 - Environmental Quality" (R18-9), contain specific requirements for submittals, approvals, and notifications when extension of a public sanitary sewer main is proposed. Additional information can be found on the ADEQ website at www.adeq.gov/function/permits/index.html.

1. Before a permit is issued for the construction of civil infrastructure, the developer shall submit to the Town Engineer, Construction Authorization from ADEQ.
2. Before the Town Engineer will issue an Approval to Operate (ATO) and Release from the Town of Camp Verde, the developer shall deliver to the Town Engineer, a signed Discharge Authorization from ADEQ.

C. Yavapai County Environmental Services Department (YCESD)

1. Before a permit is issued for the construction of civil infrastructure, the developer shall submit to the Town Engineer, Construction Authorization from ADEQ through the YCESD delegation.
2. Before the Town Engineer will issue an Approval to Operate (ATO) and release from the Town of Camp Verde, the developer shall deliver to the Town Engineer, a signed Discharge Authorization from ADEQ through the YCESD delegation.

D. Town of Camp Verde (TOCV)

1. Issuance of an Approval to Construct by YCESD or ADEQ does not constitute an approval of plans and reports by the Town of Camp Verde. No construction shall commence prior to the Town of Camp Verde Town Engineer issuing a permit.
2. An As-Built submittal is required prior to receiving an Approval to Operate and Release from the Town of Camp Verde.

6.2 GENERAL INFORMATION

6.2.1 Availability of Public Town Sewer

- A. The Engineer of Record shall submit the required forms for ADEQ approval to the Public Works Department.
 1. ADEQ approval is delegated to Yavapai County Environmental Services. Refer to Yavapai County website www.azdeq.gov for further information and applicable forms.
- B. Average daily design flows shall be used for the Treatment Capacity Assurance, while appropriate peaking factors shall be applied to flows for the Collection Capacity Assurance.
- C. In order to prevent the possibility of differing ADEQ and Town of Camp Verde approved plans, the Town of Camp Verde will not sign and release the Capacity Assurance Forms until all design and review comments have been resolved. Design and construction scheduling shall account for this requirement. Design issues relative to capacity shall be resolved prior to forms being signed.

6.2.2 Private Wastewater Areas

- A. Private wastewater collection providers serve portions of Camp Verde's municipal service area. Placing private sanitary sewer mains within Town of Camp Verde rights of way (ROW) shall require a license agreement between the private wastewater company (e.g. LLC or HOA) and the Town of Camp Verde.
- B. The private wastewater service provider shall review modifications or construction of wastewater systems within their franchise areas. When submitting final plans, the developer shall provide written documentation that the private wastewater service provider has reviewed and approved the sanitary sewer mains within its jurisdiction.
- C. The Town of Camp Verde shall review all private wastewater systems as part of the plan review process. A note shall be placed on the recorded plat or lot split survey and on the construction drawings stating the sewer collection system is private or public as well as operation and maintenance responsibilities on each specific portion of the system constructed. The plan cover sheet shall include a signature block for responsible party for maintenance.

- D. Private wastewater system connections to the Town system shall be built to Town of Camp Verde standards for public sewer force main discharge as identified in EDSM, Section 6.7.3. Required testing of the system shall be performed after backfill and compaction have been completed.

6.2.3 Private On-Site Systems / Alternative Treatment Facilities

The Town of Camp Verde does not issue approval for the installation of on-site treatment and disposal systems (i.e. septic or alternative systems). Approval for on-site systems, in lieu of connection to the Town of Camp Verde public sanitary sewer system is reviewed and permitted by Yavapai County Environmental Services Department under Delegation Agreement from ADEQ. The Town will also review the site plan. The property owner is responsible for the design, permitting, construction, operation, and maintenance of these systems in accordance with all permit conditions.

6.2.4 Private Gravity Mains / Low Pressure Sewer Systems

- A. The Town of Camp Verde does not own, operate or maintain Low Pressure Sewer (LPS) Systems as these systems are considered private by the Town of Camp Verde. For connection of an LPS to the Town of Camp Verde system for more than one home, the language from 6.2.4.B.1 is to be added to the project plans, plat, CCR's and the deeds. Formation of a Limited Liability Company (LLC), or other entity approved by the Town of Camp Verde Legal Department for perpetual maintenance responsibilities shall be required.
- B. Operation, Maintenance and Repair of Common Elements and Units
 - 1. Operation, Maintenance and Repair of the Private Sewer System. The individual sewer customers are served by private sewer collection systems, located as shown on the final as-built project plans, the operation and maintenance of which are the responsibility of the Wastewater Service Provider (Provider) in perpetuity. The Provider shall pay the cost of all operation, maintenance, repair and replacement, of private systems. These private systems are connected to main lines operated by the Town of Camp Verde, as identified on the final approved plans. The Town of Camp Verde shall have no obligation or requirement to assist or provide manpower or equipment to perform or supplement any responsibilities pertaining to said private sewer systems, all of which are those of the Provider. The Provider shall provide on a yearly basis the firm, contact name, business phone number and emergency phone number for the private system operator, who shall be certified by the Arizona Department of Environmental Quality at the required level.
- C. Acceptance of Private Sewer Systems for Town of Camp Verde Ownership, Operation, and Maintenance. The legal entity shall not petition the Town of Camp Verde to accept the private system or any portion thereof for ownership, operation

or maintenance until the systems are reconstructed to meet Town of Camp Verde standards in effect at the time of said petition.

6.3 AGREEMENTS

Developers and property owners who install improvements to the public wastewater system may be eligible to request a credit, oversize or reimbursement agreement with the Town of Camp Verde allowing for partial reimbursement of costs to design and construct those improvements. Only those system components identified in the Town's then current Master Plan shall be eligible for such consideration.

6.4 PLAN SUBMITTAL REQUIREMENTS

- A. The improvement plans submitted to the Town of Camp Verde for approval shall adhere to professional engineering standards governed by the State of Arizona Board of Technical Registration. Improvement plans shall be complete and shall comply with Town of Camp Verde and State Board requirements. Improvement plans that do not meet industry standards, or are incomplete, shall be returned by the Town of Camp Verde without review comments and shall be determined to be an inadequate project submittal. Additional plan review fees may be required.
- B. A civil engineer registered in the State of Arizona is required to analyze the wastewater generation from a proposed development while determining the closest and best connection point through discussion with the Town Engineer. The Engineer of Record shall also determine its impact on the Town of Camp Verde's wastewater collection system. This analysis is required from the development to a point on the downstream system where the engineer can certify compliance with a model previously accepted by the Town of Camp Verde. The Town of Camp Verde is responsible for analysis of sanitary sewer mains shown in the Town of Camp Verde's most recently adopted Water and Wastewater Models.

6.5 WASTEWATER SYSTEM REPORTS

6.5.1 General Information

- A. The developments wastewater master plan and design reports provide an analysis of the impact that development will have on the Town of Camp Verde's wastewater collection system. These reports are reviewed and accepted by the Town Engineer.
- B. Analysis of all proposed development determined by the Town of Camp Verde to have an impact on the wastewater system shall be performed by a civil engineer, registered in the State of Arizona. The analysis shall include the effects of peak flow to ensure proper sizing and layout of the proposed wastewater system facilities.
- C. The objectives of the Wastewater Reports are to determine the development's wastewater generation rate, analyze the hydraulics of the proposed sanitary sewer system to a point of connection within the Town of Camp Verde's Wastewater

System Model and demonstrate conformance for each phase of the development with the accepted master plan for that development. All reports submitted to the Town of Camp Verde for review shall be prepared in accordance with the following guidelines:

1. Format:

- a. The report shall be on letter sized paper (8 ½" x 11")
- b. All reports shall have a table of contents
- c. Maps and other supporting materials larger than folded ledger size paper (11" x 17") shall be placed into sleeves as an appendix to the report
- d. A civil engineer licensed to practice in the State of Arizona shall seal each report
- e. The project name shall be located on the cover
- f. The name, address, and phone number of the developer/owner and engineer shall be on the cover
- g. The original submittal date and all subsequent revision dates shall be located on the cover
- h. Common spreadsheet formats shall be compatible with MS Excel

2. Existing Conditions:

- a. Provide a site description, size, addresses, major streets, township, range and section, relationship to other developments or significant sewer features
- b. State the existing zoning and land use
- c. Describe the existing, topography, and landform features
- d. Describe the existing wastewater collection system infrastructure affected by the development. Identify lift stations and downstream trunk mains that will be used to convey wastewater from the development
- e. Reference any existing master plan(s) or design report(s), applicable from adjacent development. Include excerpts from existing plans or reports, as applicable

3. Proposed Conditions:

- a. Summarize the proposed development, including project name, size and type of development. Include a site plan that indicates the layout of the proposed development with a survey one hundred (100') feet beyond the project limits
- b. Describe infrastructure required to convey wastewater from the development to the wastewater treatment plant. Show all proposed connection(s) to the Town of Camp Verde's wastewater system. Show extension of sanitary sewer mains into and within the site

- c. Summarize the ADEQ and/or Town of Camp Verde's design standard requirements that were applied to this project
 - d. Address ownership, operation and maintenance responsibilities of the proposed wastewater system
 - e. Design Methodology
 - i. Sanitary sewer main design shall provide gravity collection and buildout flows from the ultimate service area and shall allow for future extension of service to adjacent parcels when possible
 - ii. Modeling – Identify the software used and specific assumptions in the model
 - iii. Wastewater Flows – Identify land use, population, population density, loads and peaking factors
 - iv. Collection System Network – Identify and describe mains that will be required to serve the development
 - v. Lift Stations
 - 1. Describe temporary and/or permanent lift stations where required
 - 2. Provide design parameters, and layouts when appropriate
 - 3. Lift stations shall be designed in accordance with Town standards for materials, equipment, communication and backup power
 - vi. Outfalls – Identify and describe location and size
 - f. Wastewater Model and Results
 - i. Identify main sizes, slopes, and other results as obtained from the model
 - ii. Include a map of the collection system for each simulation where pipes are color coded or appropriately labeled
 - iii. Any interim areas that do not have sufficient self-cleansing velocity and may require additional maintenance activities until build out shall be clearly identified
 - g. Table summarizing parcels, acreages, land use, and population
4. Mapping & Exhibits:
- a. All mapping shall conform to Town of Camp Verde adopted CADD standards and the EDSM, Section 9
 - b. The project name shall be located on each sheet
 - c. The name, address, and phone number of the Engineer of Record shall be stated on each sheet
 - d. The original submittal date and all subsequent revision dates shall be located on the cover

- e. All maps shall be to scale
- f. Include a vicinity map identifying the project's location with respect to major cross streets
- g. All proposed or existing on-site and off-site facilities, including, but not limited to, wastewater mains, lift stations, manholes, etc.
- h. All proposed or existing street locations, parcel boundaries, and proposed lots within each parcel. Show dimension and label clearly all property lines, rights-of-way, tracts and easement lines
- i. Contour lines, shall have a maximum of two (2') foot intervals and ten (10') foot labels
- j. Graphics shall present existing utilities as dashed lines and proposed utilities as bold solid lines
- k. Screen existing topography into the background. Clearly label existing and proposed contour lines at ten (10') foot intervals. Show sufficient information to evaluate pipe cover.

6.5.2 Wastewater Master Plan Report Content

- A. A wastewater master plan is required when phased construction is proposed or if required by the Town Engineer. The Wastewater System Master plan shall show compliance with the Town of Camp Verde's design criteria and development policies for each phase of the project and establish a skeletal system for the phased development of a master planned project.
- B. The Wastewater Master Plan Report shall specify the terms and requirements for wastewater service to the development.
- C. All development projects shall be responsible for determining their specific wastewater discharge and shall include buildout flows from any upstream developments to ensure the system is designed properly.
- D. If the proposed development contemplates a change in the original master plan or zoning, which increases density or increases wastewater system flows different from the Town of Camp Verde's existing Wastewater System Master Plan, then additional downstream analysis shall be required.
- E. Flows shall be calculated according to the hierarchy established in the EDSM, Section 6.1.4.A.2.
- F. Along with the model report, a computer disk containing all analysis and modeling shall be submitted along with the model report if the project is determined to be of sufficient complexity and compatible with EPA-NET model software.
- G. Each Model map shall show the following:
 - 1. All proposed on-site and off-site facilities including, but not limited to, lift stations, trunk mains and service connections and laterals
 - 2. Proposed street locations, parcel boundaries and proposed lots within each parcel

3. Contour lines, with a maximum of two (2') foot intervals
 4. A separate area location map showing existing and proposed streets, as well as existing parcels surrounding the project to a distance of one (1) mile from the exterior boundaries of the project
 5. A scale that is sufficient to show all required information clearly
- H. The Town of Camp Verde requires wastewater mains to be installed along the entire length of the property line frontage of the property being developed. The property line frontage is defined as that portion of a parcel of property that abuts a street, easement, or public rights of way. If a parcel to be developed has more than one frontage, improvements shall be installed along all frontages where future connectivity is possible.
- I. A construction phase matrix shall be included in a table format for all wastewater related infrastructure required to serve the development. The table shall include each phase, parcel, and each system component. A mark in each box shall specify when infrastructure is anticipated to be required, for each phase of the development.
- J. The master plan report shall comply with the adopted Town of Camp Verde Wastewater System Master Plan encompassing the respective area.

6.5.3 Wastewater Design Report Content

- A. All development projects shall be required to provide an analysis of the project's impact on the Town of Camp Verde wastewater system. If the project involves a subdivision plat or lot split a preliminary design report is required with submission of the preliminary plat or lot split survey. The final sewer system design report shall be submitted with the civil plans. The civil plans shall not be approved until the sewer system design report has been approved.
- B. The report shall determine the development's wastewater hydraulic load and analyze the hydraulics of the proposed sanitary sewer system and its impact to the Town's existing system. Additionally, commercial and industrial developments shall include both hydraulic and concentration loads. The analysis shall include the effects of the peak flow to ensure correct sizing and layout of the new wastewater facilities.
- C. Design Documentation
1. Summarize the proposed development. Include a description based on aliquot parts or reference within a platted development and describe the proposed uses
 2. Include a narrative of which design procedures, policies and methodologies will be incorporated into the design of the proposed wastewater system
 3. Note compliance with the EDSM and all other applicable standards and codes on the design report
 4. List the title and version of any software used in the design analysis

D. Analysis

1. Base wastewater flows in accordance with EDSM, Section 6.4.1.A.2
2. Verify any variance from the stated design flows with the Utilities Department
3. Identify wastewater peaking factors and peak flows
4. Scour analysis if drainage crossings are required
5. Gravity Main
6. Force Main
7. Lift Station
8. Appurtenances
9. Summary Tables

E. Wastewater modeling results with exhibits shall be included.

6.5.4 Sewer System Model Analysis

- A. Provide a model of the planned wastewater system as delineated in this section of this manual. This modeling shall be required where new wastewater infrastructure is being added to the existing Town of Camp Verde system. The model shall be provided in a format compatible with the Town of Camp Verde's master model and verify flows in the Town of Camp Verde system. Minor infill projects may not require a model at the discretion of the Town Engineer.

1. Wastewater Model Requirements:

The developer or developer's engineer shall create and utilize a hydraulic model to demonstrate that the proposed infrastructure of the wastewater system is adequate and satisfies the performance criteria. Hydraulic modeling information shall be provided to the Town Engineer.

2. Hydraulic Model Data:

- a. All final drawings and model data to be submitted to the Town shall use the Town of Camp Verde EDSM, Section 9 for coordinate system information.
- b. Attributes:
 - i. Each physical entity in the model of the proposed development shall require information and attributes as defined below
 - ii. Wastewater Collection System
 - iii. Gravity Mains – Diameter, material, length, Manning's coefficient, location, connectivity with mains and manholes, upstream invert elevation, and downstream invert elevation
 - iv. Manholes – Diameter, location, manhole losses (minimum one tenth (0.1) foot) drop connecting mains, drop manhole details, wastewater load, and invert elevations
 - v. Lift Stations – Layout, location, and connectivity with other entities, number of pumps, pump curve, pump start/stop

controls, rim elevation, wet well dimensions, wet well invert, outfall location and elevation

- vi. Force Mains – Diameter, material, length, Manning’s coefficient, location, connectivity and manholes, upstream invert elevation, and downstream invert elevation
- vii. Diversion Structures – Diameter, invert elevation, location, connectivity, weir height and size, control scheme, desired flow through each diversion
- viii. Outfalls – Location, connectivity, invert elevation

3. Hydraulic Evaluation:

New developments shall be modeled to determine if the proposed infrastructure is adequate to service the development and provide the level of service as defined by the Town of Camp Verde’s performance criteria.

- a. The Town Engineer will use the Town of Camp Verde’s model to determine the available capacity in the Town’s existing downstream sewer collection system to convey wastewater from the development per the design engineer’s proposal. The developer will model proposed collector mains and will be responsible to make certain that wastewater can be safely conveyed from the points of origin to the Town of Camp Verde’s trunk mains. Off-site improvements to the collection system and lift stations may be required for safe conveyance.
- b. Boundary conditions that represent the interface between the development and the rest of the collection system need to be identified and any deficiencies made clear.
- c. All improvements required to provide sufficient capacity for project flows shall be identified.
- d. Steady-state simulations shall be completed utilizing dry weather average day flow multiplied by the appropriate upstream population peaking factor plus ten (10%) percent Inflow and Infiltration (I&I) factor for new construction. Design documentation shall show that the collection system mains are sized adequately and that slopes are greater than the minimum slope to maintain self-cleansing velocities.

FIGURE 5: SEWER COLLECTION DESIGN CRITERIA

CHARACTERISTIC	PARAMETER
Gravity Mains	$2 \text{ fps} \leq v \leq 10 \text{ fps}$
Force Mains	$3 \text{ fps} \leq v \leq 7 \text{ fps}$
Flow Depth ,d/D	
d/D for New Sewer Mains with Diameters less than 12-inches	= 0.50
d/D for New Sewer Mains with Diameters greater than or equal to 12-inches	= 0.75
d/D for Evaluating Existing Mains in Developed Areas	= 0.90
Head Loss in Existing Mains	
Gravity Mains	Manning's N = 0.013
Force Mains	Hazen William's C – 120 max
Changes in Main Size	
When a Smaller Main joins a Larger Main	Match Crowns
Head Loss at Manholes	
Manholes with Mains Intersecting at 90° or Greater	Provide a Minimum of 0.1' Invert Drop

6.6 WASTEWATER DESIGN FLOWS

6.6.1 Wastewater Collection Analysis

This section shall describe the measurement standards for gravity sewer mains that are to be used to evaluate the suitability of wastewater collection system improvements and additions.

6.6.2 Wastewater System Loads

All projects shall provide a summary of the anticipated sewer loads for the project. Provide an analysis of the anticipated sewer flows.

6.6.3 Peaking Factor

- A. The peaking factor shall be as defined in the Arizona Administrative Code Section R18-9-E301.D.1.b.
- B. In addition to dry weather peaking factors, ten (10%) percent shall be added for wet weather inflow and infiltration (I&I).

- C. Where population estimates are not available or non-residential loads prevail, dry weather peaking factors can be calculated using:

$$PF = C(Q_{avg})^{-M}$$

Where:

C = constant (empirical coefficient)

Q_{avg} = average flow rate (ft³/s, m³/s)

M = exponent

6.7 INDIVIDUAL WASTEWATER TREATMENT FACILITIES

6.7.1 On-Site Treatment & Disposal Facilities

- A. When wastewater service is not available from the Town of Camp Verde system, an on-site treatment and disposal system, (septic or alternative system), is required. Permitting is required through the Yavapai County Environmental Services Department (YCESD) for all on-site treatment.
- B. The property owner is responsible for the design, construction, operation and maintenance of septic systems/on-site wastewater treatment and disposal facilities. The Town of Camp Verde shall not accept any type of on-site system for operation and maintenance but may provide input to the YCESD regarding environmental concerns.
- C. All on-site wastewater treatment and disposal facilities shall be designed, constructed and maintained by the property owner compliant with the applicable requirements of YCESD.

6.7.2 Wastewater Lift Stations

- A. When lift stations are contemplated, the Engineer of Record shall meet with the Town Engineer to discuss development options and design requirements.
 - 1. Site selection for wastewater lift stations shall consider accessibility, drainage patterns, visual and neighborhood impact, three-phase power availability, function and design constraints.
 - 2. The potential for flooding shall be considered when selecting a wastewater lift station location. The station's equipment, vaults and manholes shall be protected from damage and remain operable during a one hundred (100) year flood.
 - 3. Each tract or lot used for lift station facilities shall include all weather ingress/egress.

4. Wastewater facilities shall be located on a tract or lot dedicated to the Town of Camp Verde (conveyed by a general warranty deed) and accompanied by a title policy accepted by the Town of Camp Verde.

B. Lift Station Requirements

1. Arizona Administrative Code, Title 18, Chapter 9, “Water Pollution Control,” and ADEQ, Bulletin 11 contain minimum requirements for a wastewater lift station. Additional requirements specific to the Town of Camp Verde (including but not limited to wet well coating, SCADA, Electrical, pump preferences, etc.) shall be obtained from the Town Engineer before beginning design. At a minimum telemetry, pump and wet well redundancy, backup power supply, three-phase power, odor control and security perimeter walls shall be required. The site shall be large enough to fully contain all the facilities and service equipment for repairs and maintenance.
2. A preliminary design report shall be prepared and submitted to the Town Engineer for review with the preliminary plat. The preliminary report shall outline the type of equipment and controls proposed for the station that meets the Town of Camp Verde equipment standards.
3. A final design report prepared by a registered professional engineer, licensed in the State of Arizona, shall accompany all lift station design drawings and specifications submitted to the Town of Camp Verde for review with the final plat.

C. Lift Station Design

1. In addition to State requirements lift stations shall be sized per the following:
 - a. The wet well shall be sized so that the number of duty pump starts per hour does not exceed three (3) during max day flows, including Inflow & Infiltration (I&I)
2. Design for current, interim and ultimate conditions.
3. Station shall have a minimum of two (2) pumps and be capable of operating at the designed flow with any one pump out of service.
4. The individual pump capabilities shall be identical to facilitate O&M.
5. Pumps shall be submersible or flooded suction dry pit and shall pass a minimum three (3”) inch sphere or are grinder pumps.
6. Include valve vault with shut-off and check valves.
7. Aeration and odor control:
 - a. The Odor Control system (biofilter, biofilter with optional secondary activated carbon polishing unit, or stand-alone activated carbon filter unit will be sized commensurate with hydrogen sulfide concentrations, wet well
 - b. The unit must be in a non-corrosive container with a four (4”) inch minimum static air vent or a VFD controlled centrifugal fan installed

- with a sound attenuation enclosure, as determined by the sizing requirements
- c. Aeration of the wet well shall be required where the retention time exceeds thirty (30) minutes
 - d. A compressor with diffuser bar shall be placed in the wet well, with the compressor sized for two (2) standard cubic feet per minute (SCFM) per one thousand (1,000) gallons of wet well storage
 - e. The diffuser piping shall be constructed of stainless steel with coarse bubble diffusion and deflector shield
- 8. Lockable aluminum access covers shall be located directly over the pumps and shall be a minimum of twenty-four (24") inches clear of any equipment in order to remove and replace pumps. Aluminum hatches shall include non-corrosive hardware and internal safety netting.
 - 9. Electrical control unit (EG Controls) shall not be located on the wet well or adjacent manholes and shall have separate mounting pad and enclosure.
 - 10. Pre-cast or cast-in-place concrete walls shall be protected against corrosion. All interior walls shall be lined using Sewer Shield 150, Sewer Guard 210S or Raven 405 and installed by a certified installer in accordance with manufacturers specifications.
 - 11. Controls shall have hour meters, cycle meters, magnetic flow meter and run and failure lights with audible alarm and rotating beacon light, hand off auto switches, and provide for alternating sequencing of pumps.
 - 12. All pump rails and hardware shall be stainless steel.
 - 13. A diversion by-pass line and manhole with diversion piping and valves shall be included for routine maintenance and emergency pumping.
 - 14. An emergency power source shall be provided that will supply immediate service and have an automatic transfer switch.
 - 15. Communication to Town of Camp Verde's SCADA monitoring system, for operations, monitoring, and security.
 - 16. Equipped with visual or audible alarms when exceedingly high-water levels are detected.
 - 17. Level controls shall be avocado style floats, normally open.

6.7.3 Force Mains

- A. Force mains shall be located within a public right-of-way, or a utility easement. The main shall be located under pavement where possible.
- B. The flow velocity in the force main shall be between three (3') feet and seven (7') feet per second (fps). Force main detention times and the potential for hydrogen sulfide generation shall be calculated for any interim phasing and full project buildout. Parallel mains of differing sizes may be required if interim/startup conditions result in insufficient discharge rates, velocities and excessive retention times.

- C. All pipe material used in design of the force mains shall have established ASTM, ANSI, AWWA and NSF standards of manufacture or seals of approval. All pipes shall be designated as pressure sanitary sewer pipe. Acceptable materials shall include epoxy lined Ductile Iron Pipe (DIP) or Polyvinyl Chloride (PVC).
- D. Air/vacuum valve(s) and all appurtenances designed for wastewater shall be stainless steel. Air/vacuum valve(s) shall be provided on force mains at all local high points. Refer to TOCV Standard Detail 416CV.
- E. Cleanouts and flushing points may be required based on length, flow, and topography.
- F. Refer to MAG Standard Detail 426 for details regarding discharge into a manhole from a force main.
- G. The separation between the force mains and water and reclaimed water mains shall be six (6') feet exterior wall-to-wall vertically and six (6') feet horizontally. Where a force main crosses above, or less than six (6') feet below a water or reclaimed water main, as identified in MAG 404-1 and MAG 404-2, both the water or reclaimed water main and sewer main shall have additional protection per AAC Title 18, Chapter 5, Section 502(C).
- H. Odor control and epoxy lining shall be required at the receiving manhole and shall be sized according to the air volume and pumping. Additional odor control and epoxy lining may be required on downstream facilities. Acceptable means of odor control include bio-filtration, filtration by media such as activated carbon, Chlorine Dioxide, Permanganate, Alumina or Sulfatreat or other method approved by the Town Engineer.
- I. A tracer wire shall be attached to the force main as part of the installation per TOCV Standard Detail 319CV

6.7.4 Flow Metering Structure

- A. The Public Works Department may require the installation of a flow metering structure. When required, the engineer shall design the flow metering structure as part of the project's improvements. The flow metering structure design shall include:
 - 1. Adequate land area for the structure with access to public ROW
 - 2. Security perimeter fence for site
 - 3. Locking structure for appurtenances
 - 4. SCADA radio monitoring system
 - 5. Electrical control system, to include software
 - 6. Flow measurement and recording (magnetic or ultrasonic type)
 - 7. Pipe and conduit penetrations in flow metering structure shall be core drilled. Pipe penetrations shall be sealed with Link Seal
 - 8. Aluminum access hatches with minimum four (4') feet by six (6') feet clear opening

9. Fiberglass reinforced polyester grating
10. All vault interior walls shall be lined using Sewer Shield 150, Sewer Guard 210S or Raven 405 and installed by a certified installer in accordance with manufacturers' specifications

6.8 COLLECTION SYSTEM

6.8.1 General Requirements

- A. Property shall be abutting a sewer main for a service connection to be made, unless otherwise allowed pursuant to this section. In cases where the main is not abutting, the main shall be extended at the expense of the property owner before a connection is made.
- B. The Town of Camp Verde requires sewer mains to be installed along the entire length of the property line frontage of that property being developed, unless constrained by topography. The property line frontage is that portion of the property that abuts a street, public utility easement or public ROW. If a parcel to be developed has more than one property line frontage the Town of Camp Verde may require a sanitary sewer main be installed along the entire length of all frontages where parcel development paving is required, and future connectivity is possible.
- C. Developers shall install, at their expense, all on-site and off-site sewer improvements necessary to serve their development, including but not limited to gravity mains, force mains, lift stations, and any improvements to existing Town facilities to obtain all permits and meet regulatory compliance.
- D. All building sanitary sewer service lines shall be privately owned, operated and maintained.
- E. Sewer mains installed by improvement projects, which are adjacent to undeveloped parcels, are required to install sewer main stubs from the adjoining manhole(s) to facilitate the future extension of the public sewer system to serve future developments. Stubs from the manholes are to be extended to the ROW line and be eight (8") inches minimum in diameter and finished with a vertical clean-out riser and MAG Standard Detail 270 monument.
- F. When required by the Town Engineer, users who discharge non-residential wastewater shall install monitoring manholes.
- G. Any sewer mains not built to Town Standards, shall be privately owned, operated, and maintained. Refer to EDSM 6.2 for additional requirements.

6.8.2 Design Policy

- A. Reconstruction of residential or commercial structures requires compliance with all current ordinances and design guidelines relating to sewer main extension.
- B. For developments where an existing sanitary sewer is not available, a dry sanitary sewer main, shall be installed and tested in conformance to all the design

requirements, for a public sanitary sewer main. Design a temporary on-site wastewater treatment system, located such that future connection is possible to the dry system when sanitary sewer service becomes available.

- C. Wastewater systems shall be designed to serve the ultimate population density expected in the collection basin. The design shall be in conformance with the current Town of Camp Verde approved Wastewater system Model and take into consideration future connections. Where a wastewater collection system extension is possible upstream of a subdivision, extend the sanitary sewer through the subdivision to the platted boundary to a point of connection that shall provide wastewater service to adjacent properties. Regulatory guidelines shall be met in order to provide adequate capacity for upstream flows without future reconstruction.

6.8.3 Design Standards

Wastewater collection systems shall be designed in compliance with the Arizona Administrative Code, Title 18, Chapter 9, "Water Pollution Control", Arizona Department of Environmental Quality (ADEQ), Bulletin 11, and the Town of Camp Verde EDSM.

6.9 MATERIALS

6.9.1 Pipe Selection

In selecting pipe material for sanitary sewer mains, consideration shall be given to the chemical characteristics of wastewater, especially industrial waste. Consider velocity, the possibility of septicity, external and internal pipeline forces and preventing infiltration, abrasion, and similar type problems.

6.9.2 Materials

- A. The following types of sanitary sewer mains and force mains may be used:
 - 1. Polyvinyl Chloride (PVC) SDR26, up to fifteen (15") inches in diameter
 - 2. PVC (meeting ASTM F679-16) between eighteen (18") and twenty-seven (27") inches in diameter; or
 - 3. Class 350 (CL350) Ductile Iron Pipe (DIP) epoxy coated, and seal coated.
- B. Pipe materials may not change between manholes, unless extra protection is required for utility separation.
- C. Trench loading conditions shall be analyzed for each pipe type used. The pipe used, including bedding requirements, shall meet Town and manufacturers specifications for each condition.
- D. Pipe material used in design shall have established ASTM, ANSI or NSF standards of manufacture or seals of approval and shall be designated for use with wastewater.

6.9.3 System Layout

- A. Public sanitary sewer mains within commercial, industrial or multi-family developments shall be located within drive aisles and a minimum of ten (10') feet from any structure, including overhead projections. The main shall also be located a minimum of five (5') feet from any parking stall. Public sanitary sewer mains shall be located within Town of Camp Verde ROW or public utility easements. No private services are allowed longitudinally within a public utility easement or Town of Camp Verde ROW.
- B. If the horizontal direction, slope, material or size of the sanitary sewer main changes, a manhole shall be constructed. The horizontal angle formed between an inlet and outlet pipe shall not be less than ninety (90°) degrees.
 - 1. Curvilinear sanitary sewer mains shall not be allowed.

6.9.4 Design Flows

- A. The priority of obtaining wastewater design flows is 1) flow measurements from the actual facility, 2) the use of flows from similar facilities in the immediate area, 3) the use of similar flows from similar facilities in other areas and, 4) flow tables.
- B. Peaking factors in accordance with Table 6-2 shall be used, plus ten (10%) percent inflow and infiltration (I & I).

FIGURE 6: WASTEWATER FLOW PEAKING FACTOR

UPSTREAM POPULATION	DRY WEATHER PEAKING FACTOR
100	3.62
200	3.14
300	2.90
400	2.74
500	2.64
600	2.56
700	2.50
800	2.46
900	2.42
1,000	2.38
1,001 to 10,000	$PF = (6.330 \times p^{-0.231}) + 1.094$
10,001 to 100,000	$PF = (6.177 \times p^{-0.233}) + 1.128$
More than 100,000	$PF = (4.500 \times p^{-0.174}) + 1.945$
PF = Dry Weather Peaking Factor p = Upstream Population	

6.9.5 Hydraulic Design

- A. No public sanitary sewer mains shall be less than eight (8”) inches in diameter.
- B. Sanitary sewer mains shall be designed and constructed to provide full flow velocities of not less than two and one-half (2.5) feet per second (fps), based upon Manning’s Formula, using an “n” value of thirteen thousandths (0.013).
- C. The engineer shall analyze all mains at average day and peak flow and provide velocities as close to two (2) fps as possible (average day). Any velocities under two (2) fps (average day) shall be noted as requiring additional maintenance.
- D. To prevent abrasion and erosion of the pipe material, the maximum velocity shall be below ten (10) fps at estimated peak flow. Where velocities exceed ten (10) feet per second (fps), the main shall be constructed of a pipe material that is abrasion resistant. In no case shall velocities greater than fifteen (15) fps be allowed.
- E. The sanitary sewer system shall be designed to achieve uniform flow velocities through consistent slopes between manholes.
- F. Minimum slopes shall comply with Table 6-3 and shall ensure a minimum self-cleaning velocity of two and one half (2.5’) fps when flowing full.

FIGURE 7: MINIMUM DESIGN SLOPES FOR CIRCULAR PIPES

PIPE SIZE (INCHES)	MINIMUM SLOPE ⁽¹⁾ (FT/FT)
8	0.0050 ⁽⁴⁾
10	0.0025
12	0.0020
14	0.0016
15	0.0015
16	0.0014
18	0.0012
20	0.0010
21	0.0010
24	0.0008

Notes:

- (1) Mains larger than twenty-four (24") inches shall still have a slope no less than eight ten thousandths (0.0008)
- (2) Pipe capacity presented based on full capacity flow
- (3) Table assumes Manning's N value of thirteen thousandths (0.013)
- (4) Minimum slope for an eight (8") inch pipe shall be 0.0050 ft/ft unless specifically evaluated and approved by the Town Engineer

- G. Analyze junction losses and include in design report.
- H. The depth to diameter (d/D) ratio for gravity sanitary sewer mains ten (10") inches in diameter and less shall be no greater than five tenths (0.50) in the ultimate peak flow condition. The d/D ratio for sewer mains greater than ten (10") inches diameter shall be no greater than seventy-five hundredths (0.75) for the ultimate peak flow condition.
- I. Each reach of pipe shall be analyzed for design flow (average day), peak flow, and full flow conditions and placed in a tabular form in the design report. The table shall include average, peak, and full flows, the corresponding velocities, flow depth, and flow depth/diameter ratios for each flow regime.
- J. The Town may require that the wastewater design report include an analysis of the potential of the generation of hydrogen sulfide per EPA guidelines and if so, the design shall provide mitigation.

6.9.6 Manholes & Cleanouts

- A. Manholes in Town of Camp Verde streets shall be located in accordance with TOCV Standard Details 420CV-1 and 420CV-2. Manholes shall not be located in trails,

sidewalks, crosswalks crossings, valley gutter, and curb and gutter. Manholes are required at all changes of grade, pipe size, pipe material or alignment and at distances not to exceed those shown below:

FIGURE 8: SEWER MANHOLE SPACING

PIPE SIZE (INCHES)	MAXIMUM SPACING (FEET)
8 to 10	400
12 to 18	500
Larger than 18	600

- B. All manhole sections and cones shall be pre-cast concrete as detailed in the TOCV Standard Detail 420CV. Manhole bases can be precast or poured in place.
- C. Manhole covers shall be in accordance with MAG Standard Detail 423-1 or 423-2 as required, for applicable size.
- D. Manholes shall be lined or coated at the junction of a force main, at all drop manholes, on sanitary sewer mains fifteen (15”) inches in diameter or larger or in other design situations where corrosive conditions are anticipated. Manholes downstream from force mains and private ejector lines shall be evaluated for hydrogen sulfide and shall be lined if warranted. Manholes requiring linings or coatings shall be noted on the final plans.
- E. The upstream pipe shall be the same or smaller diameter than the downstream pipe. Inverts through manholes and junction boxes shall be designed to maintain the energy gradient across the structure. Manholes and junction boxes having sewer mains intersecting at 45 to 90 degrees shall have a minimum of 0.10-foot drop across the structure.
- F. The manhole shall have a minimum one-tenth (0.10) foot drop across the trough. Inverts at junctions shall be designed to maintain the energy gradient across the junction and prevent backflow. Where pipe size increases, through a manhole, pipe crowns shall be matched on each side.
- G. The difference in invert elevations between inflow and outflow mains shall not exceed two (2’) feet, unless a drop connection is installed. If less than two (2’) feet, MAG Standard Detail 420-3 shall be used. Drop connections shall be in accordance with TOCV Standard Detail 426CV.
- H. Existing manholes shall be replaced to accept new mainline connections unless a drop inlet is designed.
- I. Manholes shall be protected from storm drainage and flooding conditions. Sanitary sewer mains shall not be permitted in washes or drainage areas unless otherwise approved in writing, by the Town Engineer.
 - 1. When approved by the Town Engineer:

- a. Manholes located within washes or drainage areas shall have bolted watertight covers, bases and barrels to prevent inflow.
 - b. The rim elevation shall be a minimum of twelve (12”) inches and a maximum of eighteen (18”) inches above adjacent finish grade. Refer to TOCV Standard Detail 420CV-2
 - c. Provide structural protection against scour from a one hundred (100) year storm event
 - d. The manhole shall be designed to structurally, exceed the external forces acting upon the manhole from a one hundred (100) year storm event
 - e. Manholes shall be verified as non-buoyant, or provisions provided to negate the effects of buoyancy
- 2. Ingress/egress and maintenance roads shall be provided for all public sewer mains and appurtenances.
- J. Cleanouts per MAG Standard Detail 441 may be used in place of manholes at the end of mains that 1) cannot be extended, 2) are less than one hundred fifty (150’) feet in length, and 3) have less than four (4) service connections.
 - 1. Service connections are not allowed at the ends of main line cleanouts. Service connections shall be provided off the sanitary sewer main a minimum of two (2’) feet downstream of the cleanout.

6.9.7 Pretreatment Monitoring Vaults & Manholes

- A. The Town Engineer has the sole discretion of when the installation of a monitoring vault and/or sample collection point will be required for non-residential discharges. The following conditions will automatically trigger monitoring point and/or sample collection point requirements:
 - 1. The projected wastewater discharge is equal to or greater than twenty-five thousand gallons per day (25,000 gpd)
 - 2. The projected operation falls under Federal Categorical Classification under 40 CFR Parts 400 – 471
 - 3. The projected operation is otherwise classified by the Town Engineer, the Arizona Department of Environmental Quality (AZDEQ), or the US Environmental Protection Agency (EPA) as a Significant Industrial User (SIU)
 - 4. The projected operation is classified as a Food Service Facility (FSF) or Vehicle Service Facility (VSF) by the Town Engineer
 - 5. Any other discharge regulated under the Town’s pretreatment program
- B. Any developments that meet the criteria in 6.9.7.A. are required to install a monitoring vault and sample collection in accordance with the following provisions:
 - 1. Monitoring vaults shall be constructed with a straight channel and no taps or bends for ten (10’) feet upstream or downstream or as approved by the Town Engineer. Design details for monitoring vaults

2. Monitoring vaults shall be located and designed for access at all times by monitoring crews and vehicles
 3. Monitoring vaults shall be installed as to prevent inflow from surface runoff
- C. New developments that are classified as food service facilities (FSF) or vehicle service facilities (VSF) by the Town Engineer are required to install a sample collection point that meets the following conditions:
1. The sampling point shall be of sufficient size to allow full access to an opening equal to the inside diameter of the drainpipe
 2. The sampling point shall be accessible to Town of Camp Verde staff during regular working hours
 3. The sampling point shall be installed as to prevent inflow from surface runoff
 4. The sampling point shall be installed immediately downstream of the sand/oil (SO) separator or grease interceptor (GI) and prior to any downstream connection

6.9.8 Pipe Cover & Separation

- A. Sanitary sewer main should be installed, when possible, at a sufficient depth to promote gravity drainage of wastewater from each service line and shall anticipate the lowest potential finish floor elevation for each building pad to the maximum extent possible. The depth shall include the additional height required for service tap placement at the ten o'clock or two o'clock position and an anticipated minimum slope of one quarter ($\frac{1}{4}$ ") inch per foot. The service lateral shall pass below water mains and other utilities where possible and shall not steeply rise within the ROW.
1. In no case shall a sanitary sewer main be installed with less than four (4') feet of cover over the top of the pipe, unless otherwise approved by the Town Engineer.
 2. All sanitary sewer mains and laterals shall be designed to resist superimposed live loads and backfill overburden without damage or deflection to the pipe material and without adversely affecting the hydraulic characteristics of the pipe. The engineer shall specify minimum depths of cover to be provided during the construction of roadways or other facilities affecting cover over the main and laterals.
- B. Caution shall be taken in the design and construction of the sanitary sewer mains to protect all water supplies from wastewater contamination. To minimize the potential of contamination, the Engineer of Record shall design the horizontal and vertical separation of water, reclaimed water and sanitary sewer mains in accordance with Engineering Bulletin No. 10 "Guidelines for the Construction of Water Systems" published by the Arizona Department of Environmental Quality and the Arizona Administrative Code, Title 18, Chapter 5, "Environmental Reviews and Certification".

1. The minimum horizontal distance from a water or reclaimed water main to a sanitary sewer main shall be six (6') feet, outside to outside. The minimum vertical clearance shall meet MAG Standard Detail 404-1 and 404-2.
 2. Both the water and sewer main shall be constructed of Class 350 (CL350) Ductile Iron Pipe (DIP) with restrained joints.
- C. Sanitary sewer mains shall have a minimum of ten (10') feet of horizontal clearance from any structural footing or substantial improvement. Design shall consider any structural load imposed on the pipe.
- D. Sanitary sewer mains crossing less than two (2') feet below a storm drain culvert shall require the additional protection of controlled low strength material (i.e. one sack slurry). Sanitary sewer mains crossing below large structures such as box culverts and bridges, shall require casing pipe, be fully restrained, and have scour protection. Sanitary sewer mains crossing over storm drains and culverts shall be a minimum of one (1') foot above and be adequately protected from freezing, and additional structural load.

6.9.9 Wash Crossings

- A. All wash crossings shall be constructed using restrained joint epoxy coated, Class 350 (CL350) Ductile Iron Pipe (DIP). Bury requirements to place sanitary sewer mains under washes or channels shall be based upon the one hundred (100) year peak design discharge (Q100) in the channel or wash. The minimum depth of bury below the design flow line of the channel or wash shall be shown in Table 6-5, unless site-specific geotechnical and hydraulic analyses are performed to document any reduction.

FIGURE 9: SEWER BURY DEPTH UNDER WASHES

100 YEAR FLOW RATE (cfs)	MINIMUM DEPTH OF BURY (FEET)
1 to 49	5
50 to 99	6
100 to 499	7
Greater than 499	Scour depth based on scour analysis required

- B. Wash crossings with a one hundred (100) year flow above five hundred (500) cubic feet per second (cfs), shall have the scour depth estimated using Arizona State Standard Attachment SSA 5-96, Guideline 2, Level I, as published by the Arizona Department of Water Resources. The engineer shall estimate the depth of scour and design the top of pipe to be three feet below the estimated scour depth. The engineer shall provide a detailed analysis of the scour depth with final plans for review and approval.

- C. All pipelines that must be located within the scour zone or do not meet the minimum required depth of bury, as indicated above, shall be protected by installing a cut-off wall, and energy dissipation downstream of the pipeline to stabilize the scour depth to a minimum of three (3') feet above the pipeline. The engineer shall design the cut-off wall, energy dissipation, and include details on the improvement plans. The Town Engineer shall review pipe protection and scour stabilization requirements on a case-by-case basis.

6.9.10 Gravity Sanitary Sewer Service Connections

- A. The engineer shall make every effort to use existing sanitary sewer service connections that have been extended to a property through a “stub out” by previous construction. Where the use of a stub out is not feasible, the existing line shall be abandoned at the sanitary sewer main by installing a glued cap at the wye. Service connections will not be allowed directly into a manhole.
- B. Minimum diameter for a residential service connection is four (4”) inch inside diameter (ID) and six (6”) inches inside diameter for commercial service connections.
- C. All service line connections shall be installed perpendicular to the sanitary sewer main in accordance with MAG Standard Detail 440-1 and 440-2. In addition, service line connections shall be extended to the back of the ROW or public utility easement. No horizontal bends in the service line will be allowed.
- D. Location
 - 1. All proposed service line connections shall be shown on the final plans with stations and dimensions or offsets from the street centerline.
 - a. Each lot or building shall be provided with its own individual service line unless exempt under the Camp Verde Municipal Code.
 - b. Future lot splitting will require a separate service line connection for each lot created.
 - 2. The service line location shall be coordinated to avoid conflicts with other utilities and driveway locations. Locations shall be on the lower elevation side of the lot, whenever possible.
 - 3. A two (2') foot minimum separation between service taps is required.
 - 4. Sanitary sewer lines shall be designed to allow the sanitary sewer service lines to pass under water mains with twenty-four (24”) inches of vertical clearance to minimize potential health hazards.
 - 5. When minimum separation is not possible or the sanitary sewer service line passes over the water or reclaimed water main, the sanitary sewer service line shall be Ductile Iron Pipe (DIP) for a minimum of ten (10') feet on each side of the water main. No joints are allowed within ten (10') feet of the water main.

6. All sewer service laterals shall have a sewer backwater valve installed per the most recently adopted International Plumbing Code (IPC).
 7. Water and sewer service laterals shall not be installed in the same trench. A minimum six (6') foot horizontal separation shall be maintained.
- E. Sanitary sewer service connections shall be located a minimum of four (4') feet away from a manhole or two (2') feet from a main line cleanout.

6.9.11 Pressurized Sanitary Sewer Service Connections

- A. Pressurized sanitary sewer ejector systems shall be owned, operated and maintained, by the property owner. The Engineer of Record is responsible for the design and hydraulic analysis of the pressurized system.
- B. The sanitary sewer service constructed within the right-of-way shall be per TOCV Standard Detail 440-1 or 440-2, as applicable. Connection to the gravity service shall be at the cleanout connection located at the ROW or easement line.
- C. The Town of Camp Verde does not allow extending private ejector lines across the frontages of adjacent lots or properties except where it is not feasible to extend the Town main due to controlling grades. Any such ejector line shall be placed within a private easement shown on the plat or lot split survey. The developer shall extend the Town of Camp Verde main to provide frontage to the maximum extent possible.

6.9.12 Grease, Oil & Sand Interceptors

- A. The installation of interceptors shall be in accordance with these standards.
- B. Grease interceptors (GIs) shall be installed for all food service facilities (FSFs). Oil and sand interceptors shall be provided for vehicle service facilities (VSFs), laundry facilities, car washes, and other similar facilities. The Engineer of Record shall contact the Town Engineer to determine if an interceptor is required, and what type and size of interceptor is best suited for the proper handling of the projected waste streams. Interceptors shall be installed to be accessible to Town of Camp Verde Utilities Operation staff and vehicles during operating hours.
- C. Each business, restaurant or establishment shall discharge to a separate interceptor. Each interceptor shall be, shown to scale and stationed on the plans.
- D. The Engineer of Record shall coordinate with the mechanical engineer to ensure the following are considered in the design of grease interceptors:
 1. Design is compliant with the International Plumbing Code as adopted, Camp Verde Municipal Code (CMC), and approved by the Town Engineer
 2. Tank size is appropriate to the maximum projected flow from the establishment and anticipates a ninety (90) day maintenance schedule
 3. Potential to develop odors
 4. Separation from pedestrian areas or corridors
 5. Avoid locating grease interceptor in parking garages, streets and under public parking spaces

6. Ease of cleanup after maintenance and pumping
7. Kitchen garbage grinders shall not be installed
8. Dishwashing equipment shall not be installed as to cause temperatures in the GI to inhibit separation of fats, oil, and grease (FOG) in the interceptor
9. Grease traps will only be allowed in lieu of a GI in very small FSF's
10. Interceptors shall be traffic rated and constructed of steel reinforced precast concrete or other approved rigid corrosion resistant material

6.9.13 Tract & Easement Requirements

- A. All public sanitary sewer mains and appurtenances located outside the public rights of way or a private street tract with easement overlay shall be placed in the center of a minimum twenty (20') foot easement. The sanitary sewer main shall be located a minimum of ten (10') feet from the edge of the easement. The easement shall have legal access from a public ROW, shall be free of obstructions, shall not be located within a fenced area and shall be accessible at all times to Town of Camp Verde service equipment such as trucks, backhoes, etc.
 1. Sewer main depth of ten (10') feet or less: Minimum width shall be twenty (20') feet.
 2. Sewer main depth greater than ten (10') feet: Minimum width shall be two (2) times the depth (centered in easement).
- B. Vegetation within the easement may consist of hydroseed, grasses or other materials, required to comply with erosion control requirements. Trees shall be located outside of the easement.

6.9.14 Easement & Abandonment Requirements

When a property owner or developer believes a sanitary sewer easement or portion thereof, is no longer required by the Town of Camp Verde, abandonment may be requested through the Town Engineer. The owner or developer shall submit the request in writing with detailed documentation identifying specifically the reasons for abandonment. The Town shall make the final decision based upon its long-term needs.

6.9.15 Alternative Sanitary Sewer Systems

Developers or property owners may request that the Town Engineer consider the use of alternative wastewater systems upon the Engineer of Records determination that conventional gravity or forced sanitary sewer systems cannot provide service to the development without conflicting other provisions of these standards.

7 TRANSPORTATION

7.1 INTRODUCTION

7.1.1 Purpose

The purpose of this Section is to provide transportation and traffic engineering standards, guidelines, and geometric requirements for the design and construction of both public and private project improvements within the Town of Camp Verde.

7.1.2 Applicability

Transportation and Traffic facilities may include arterial, collector, and local streets, alleys, traffic signals, roundabouts, medians, street lighting, street signing, pavement markings, public transit, pedestrian facilities, bicycle facilities, traffic calming devices, pedestrian trails, and other traffic related facilities. The minimum requirements described herein are primarily based on safety considerations; therefore, under most circumstances, standards that provide a greater degree of safety may be used.

7.1.3 Design Standards & Guidelines

The most recently adopted editions of the following design standards and guidelines are approved references and shall be used in conjunction with this Manual.

- A. (AASHTO) The American Association of State Highway and Transportation Officials Policies on Highway Design, Development of Bicycle Facilities, Roadside Design Guide, and Guide for the Planning, Design and Operation of Pedestrian Facilities
- B. (MUTCD) The Manual on Uniform Traffic Control Devices, prepared by the U.S. Department of Transportation
- C. (TOCV) Town of Camp Verde Standard Details
- D. (MAG) The Maricopa Association of Governments Uniform Standard, Specifications and Details for Public Works Construction
- E. (ADOT) Arizona Department of Transportation Manual of Approved Signs
- F. (ITE) Institute of Transportation Engineers Trip Generation Manual
- G. (TRB) Transportation Research Board Highway Capacity Manual

7.2 PLANNING

7.2.1 Traffic Impact Analysis

Access to Highway 260 is regulated by ADOT. Developments directly accessing Highway 260 are required to obtain an encroachment permit through ADOT. Refer to ADOT document 240 Traffic Impact Analysis & Statement.

Access to Town roads will require a Traffic Impact Analysis (TIA) for proposed developments or additions to existing developments that generate more than one hundred (100) vehicle

trips during the morning or afternoon peak hour period. In addition, the Town Engineer may require a TIA when changes in land use, traffic, and roadways occur, such as proposed property rezoning, when the original TIA is more than two (2) years old or where the projected traffic volumes increase by more than ten (10%) percent. The Town Engineer shall make the final determination regarding TIA requirements and the applicable category. The TIA shall be in a format as described in Section 240 Traffic Impact Analysis of the ADOT Traffic Engineering Guidelines and Processes. The TIA shall be prepared under the direction of a Professional Engineer (Civil) licensed to practice in the State of Arizona qualified to prepare TIA reports. There shall be no deviation from these requirements.

A Traffic Impact Analysis Pre-Submittal Form is required for all Subdivision and commercial property development. See Form 240 CV in this section.

7.2.2 Roadway Classification

- A. The Town of Camp Verde has four (4) street classifications relating to land development. The location and street classification is determined as part of the site planning and platting process and shall be in conformance to the most recent Town of Camp Verde General Plan available on the Town of Camp Verde website at <https://www.campverde.az.gov/Home/Components/News/News/597/>. The Town of Camp Verde shall review each subdivision plat and shall specify any changes needed to conform with previously planned and approved street alignments. The Town Engineer shall also specify the classification for each street involved in the subdivision plat. Refer to TOCV Standard Details for street typical sections. All land development shall provide for streets in accordance with Town Code, the Subdivision Ordinance and any other planning documents at their normal alignments, widths and geometrics, as determined by the Town Engineer.

- 1. State Highway 260

All proposed development with direct access to State Highway 260 will be required to obtain an encroachment permit from ADOT. Development which access State Highway 260 through a collector road will be required to submit a Traffic Impact Statement (TIS) per Traffic Guidelines and Processes (TGP): <https://azdot.gov/business/engineering-and-construction/traffic/guidelines-and-processes>

- 2. Major Collector

Finnie Flat Road and Montezuma Castle Highway are classified as Major Collector roads. They Collect, distribute, and provide direct access to residential, commercial, and industrial properties. These roads have moderate speeds (30mph – 45mph) and may experience a proportionally high percentage of truck traffic.

- 3. Minor Collector

Collect and distribute moderate amounts of traffic between arterials and local streets at relatively low (25 – 30 MPH) operating speeds with greater accessibility than major collectors.

4. Local Street

Provide direct access to abutting properties. Local streets possess relatively low volumes, operating speeds (25 MPH), trip lengths and minimal through traffic movements. Local streets shall be arranged as to discourage their use by traffic originating outside the immediate area.

Form 240 CV - Traffic Impact Analysis Pre-Submittal Form

Project Name: _____

Developer/Owner: _____

Phone: _____

Email: _____

Project Location

Brief Description of Project (land use, intensity, timeframe/phasing)

Proposed Access (number, location, restrictions)

Preliminary Assumptions (provide as attachment)

- Trip Generation
- Study Horizon-Years
- Trip Distribution – Peak Hour Traffic
- Study Area Intersections

Traffic Study Preparer

Firm Name: _____

Contact: _____

Phone: _____

Email: _____

Approval by: _____

Date: _____

7.2.3 Roadway Right of Way Requirements

- A. The public ROW requirements shall be based upon recommendations of the Town of Camp Verde's General Plan circulation element, Street Classification Map, and the ultimate needs of the development. The dedicated right-of-way shall provide sufficient area for the installation of utilities, cut and fill of slopes, drainage, postal gang boxes, sidewalks, traffic control devices, access management devices (medians), signs, fire hydrants, landscaping, auxiliary turn lanes, transit facilities and other facilities that may be located adjacent to street corridors.
- B. Standard Details for street typical sections are available on the Town of Camp Verde website at <https://www.campverde.az.gov/Home/Components/News/News/597/>.

7.2.4 Intersection Sight Visibility Triangle Easements

Sight visibility triangle easements shall be used as a means to limit the height of structures, vegetation, and other improvements on the portion of property and/or ROW immediately adjacent to intersections, alleys and driveways. These minimum sight visibility triangle easements, however, shall not preclude the design engineer from calculating any additional ROW, easements or sight visibility triangle restrictions required per ASHTO Geometric Design of Highways and Streets

7.2.5 Subdivision Street Planning

- A. The planning of subdivision streets shall discourage through traffic.
 - 1. Street Location and Arrangement
 - a. Street layout shall provide for the continuation of arterial and collector streets in adjacent areas, and shall conform to a standard grid system, when possible, as specified in the EDSM and Section 508 of the Camp Verde Subdivision Ordinance. In certain cases, paved street sections are required beyond the subdivision boundary to provide connectivity to the nearest Town of Camp Verde maintained and paved street.
 - b. Other classifications shall be required to follow a circulating system as well.
 - c. Certain proposed streets, as designated by the Town of Camp Verde Street Classification Map, shall be extended to the sub-division boundary to provide future connection with adjoining un-platted lands. In general, these extensions shall not be farther apart than the maximum permitted length of a block.
 - d. Local streets alignments shall be so arranged as to discourage their use as through routes by traffic originating outside the immediate area.

2. Partial Street Improvements

- a. When a street is required adjacent to and parallel with two subdivision boundaries, the first subdivision to develop shall complete all required improvements. The first subdivision shall submit civil improvement plans to include, in dashed lines, the half street, which will be constructed in the future, and be responsible for the construction of full improvements, at a minimum from their boundary to centerline with the required AC structural section paved width no less than twenty-four (24') feet. Additionally, they shall be required to construct sidewalk, curb and gutter along their development frontage. *(Dependent on ROW width, circulation requirements and length of street, the first sub divider may be required to construct beyond centerline).
- b. For all projects, a full street cross section is required for interior streets and a complete half-street cross section for perimeter streets if the street centerline is the project's boundary line.
- c. The half-street is to be designed to match existing construction as much as possible unless doing so is likely to create an unsatisfactory condition. If changes are needed to correct conditions on an existing half-street to construct the other half of the street, the solutions must be developed in coordination with the Town Engineer on a case-by-case basis. The plans for the new half-street must contain sufficient information on the profile and cross sections of the existing street to demonstrate that the new construction will match the old construction and result in a full street with proper cross sections.

3. Subdivision Blocks

- a. Block lengths, widths and shapes of blocks shall be determined with due regard to:
 - i. Provision of sites suitable to the type of use contemplated.
 - ii. Zoning requirements, related to lot sizes and dimensions.
 - iii. Need for convenient access, circulation, control and safety of street and pedestrian traffic.
 - iv. Limitations and opportunities of topography.
 - v. Circulation within the subdivision, and access to the community facilities.
 - vi. Emergency vehicle access and circulation.
 - vii. Lengths as short as practicable and the discouragement of excessive vehicular speeds, but not to exceed one thousand two hundred (1,200') feet, measured along the centerline of street and between intersecting street centerlines.

- viii. Cul-de-sac lengths less than one thousand three hundred twenty (1,320') feet in length.
- 4. Traffic calming measures can be implemented as part of new communities or retrofitted into existing neighborhoods using the Council adopted Traffic Calming Policy available at the Town of Camp Verde Public Works Department. If a community design calls for traffic calming elements, as required by Town Code, the Town Engineer shall work with the project engineer on suggestions and guidance on acceptable treatments. Traffic calming measures can vary, depending on the specific application. Example traffic calming measures include medians, traffic circles and roundabouts, speed humps, raised crosswalks/intersections, and street narrowing. The Town Engineer must approve the use of traffic calming measures within the Town of Camp Verde ROW.

7.3 HORIZONTAL ALIGNMENT

7.3.1 Horizontal Alignment Design

The horizontal alignment of a road in the Town of Camp Verde shall meet the guidelines set forth in the AASHTO publication A Policy on Geometric Design of Highways and Streets.

- A. Maximum degree of curvature for any subdivision street shall be 25 degrees unless specifically approved by the Town on a case-by-case basis.
- B. Roadway to be constructed equidistant each side from surveyed right-of-way centerline or construction centerline.
- C. All right-of-way centerline deflections over 6 degrees shall have a curvilinear alignment.
- D. Deflections less than 6 degrees may have angular right-of-way alignment with the construction centerline to be designed curvilinear. However, no part of the roadway prism may fall outside of the angular right-of-way lines.

7.4 VERTICAL ALIGNMENT

7.4.1 Vertical Alignment Design

The vertical alignment of a road in the Town of Camp Verde shall meet the guidelines set forth in the AASHTO publication A Policy on Geometric Design of Highways and Streets. Vertical curves shall be designed to provide adequate sight distance, public safety and effective street drainage.

- A. Continuous grades shall not exceed 10% unless specifically approved by the Town on a case-by-case basis.
- B. Maximum roadway crown shall not exceed 0.020 feet per foot in cross-section.
- C. Maximum superelevation, or one-way crown, shall not exceed 0.080 feet per foot in cross-section.

7.4.2 Driveway Access Guidelines

- A. Driveways shall be designed and located in such a way to provide safe ingress and egress with the fewest number while promoting efficient traffic circulation on the Town of Camp Verde's roadway system.

1. Driveway Spacing

Minimum driveway spacing shall conform to the standards noted in this section unless otherwise approved by the Town Engineer. This minimum spacing applies to proposed site driveway separation, as well as separation from existing or planned driveways on adjacent parcels and across the street. To provide safe turning movements from driveways on streets without raised medians, new driveways shall align with existing driveways on the opposite side of the street. Corner parcels may be required to have all access from a side street as determined by the Town Engineer. A non-vehicular access easement (NVAE) may be required to restrict curb cuts to approved locations.

2. Number of Driveways

Table 7-13 and the following shall serve as a guide for the allowable number of driveways on a site unless justified by a Traffic Impact Analysis. Safe driveway requirements per the above section shall be provided at a minimum.

- a. At least one (1) driveway per abutting street shall be allowed unless physical constraints or otherwise directed by the Town Engineer.
- b. One (1) additional driveway may be allowed for a site with continuous frontage of three hundred (300') feet or more on a roadway classified as minor arterial or lower and four hundred (400') feet or more on a major arterial or higher.
- c. Two (2) additional driveways (three (3) total) may be allowed for a site with continuous frontage of more than six hundred (600') feet or more on a roadway classified as minor arterial or lower and eight hundred (800') feet or more on a major arterial or higher.
- d. An additional service type driveway may be allowed for a site under the following conditions:

- i. Continuous frontage of six hundred (600') feet or more on a roadway classified as minor arterial or lower
- ii. Continuous frontage of eight hundred (800') feet or more on a major arterial or higher
- iii. The site layout is such that the service driveway is unlikely to be used by customers of the businesses on the site, and designed as such
- e. Shared access and internal connectivity between adjacent parcels shall be encouraged. Adjoining parcels under common ownership may be required to share a curb cut.
- f. Driveway location must be evaluated with respect to the particular site layout and location. Variations may be permitted where a Traffic Impact Analysis approved by the Town Engineer justifies a departure from these guidelines or an exception is granted through the EDSM, Section 10, process.

3. Driveway Location Limitations

A new driveway shall not be allowed within twenty (20') feet of any commercial property line except when it is a joint use driveway, serving two abutting commercial properties. Commercial driveways shall not be allowed within seventy-five (75') feet of the ROW line of an intersecting collector street, two hundred (200') feet of an intersecting Minor Arterial, and three hundred (300') feet of an intersecting Major Arterial. Exceptions may be granted through the EDSM, Section 10, process.

Edge of residential driveway on corner lot shall be fifty (50') feet minimum from near edge of pavement.

7.4.3 Median Design

- A. In the interest of public safety, traffic management and street aesthetics, medians are used to separate traffic flow, channelize left turns, control access and reduce conflicts.

1. Raised Median

Raised median islands shall be installed in accordance with MAG standards.

- a. Storage Lane Lengths and Tapers: Refer to EDSM, Section 7.4.6 "Auxiliary Traffic Lanes" for minimum specific dimensions, unless the Traffic Impact Analysis results or Town Engineer demonstrates longer lengths are required.
- b. Median curb type: Refer to EDSM, Section 7.6.3 "Median Curb" for requirements.
- c. Termination: Medians shall terminate in a bull nose per MAG Standard Detail 223. Other types may be considered based on the application through the EDSM, Section 10, process.

- d. Full access median openings consist of right in/right out and left in/left out turning movements. Full access median openings may be required to be signalized.
- e. Partial access median openings consist of right in/right out and left ingress only while prohibiting left egress. Partial openings allow fewer traffic conflicts and create a lower potential for collisions.
- f. Spacing for median openings is measured from the center of the median opening to the center of the adjacent median opening or intersection.
- g. All medians shall be signed per the MUTCD guidelines. The beginning of each median where none exists prior, is to be signed. Median breaks in a continuous median are required to have object markers.

2. Median Openings

Raised medians on arterial streets are provided to reduce conflicts, channelize movements for safety, and improve traffic flow. It is not possible to provide an opening in the median for every driveway. Careful consideration shall be given to each request for a median opening to ensure that the safety and the intent of the median is not compromised by a proliferation of median cuts. The preference for access along arterial streets is to have full access median openings that align at not less than one quarter ($\frac{1}{4}$) mile intervals. The design engineer shall line up full access openings in compliance with the street system planned for the arterial corridor. Full access openings shall occur at the mile, one half ($\frac{1}{2}$) mile, and one quarter ($\frac{1}{4}$) mile interval. The preference for access at less than one quarter ($\frac{1}{4}$) mile spacing is to have a partial access median opening; however, these openings are subject to such parameters as safety of operation, flow of traffic requirements for storage, and feasibility of geometrics. These parameters shall be addressed in a Traffic Impact Analysis when requesting a partial access opening. All median openings shall be prohibited within six hundred sixty (660') feet of an arterial-to-arterial intersection. Full access median openings at less than one quarter ($\frac{1}{4}$) mile intervals or within six hundred sixty (660') feet of an arterial-to-arterial, intersection must go through the EDSM, Section 10, process. The applicant shall be required to submit a standard Traffic Impact Analysis that also demonstrates the following:

- a. The full access opening is spaced safely and shall not be in conflict with the planned grid system for the corridor.
- b. The full access opening shall allow for safe operation.
- c. Full-access opening shall not compromise storage requirements.
- d. Full access shall not compromise safety for all other turning movements.
- e. The full access opening shall not significantly affect the flow of traffic on the arterial.

- f. Full access opening will not negatively affect accesses to future property development.

7.5 EASEMENTS & DEDICATIONS

7.5.1 Public Utility Easement (PUE)

A minimum eight (8') foot wide PUE shall be located adjacent to each side of the dedicated street ROW for streets classified as Local Streets. Public Utility Easements may not be located within the side or back property lines without the approval of the Town Engineer. Landscaping installed in a PUE shall be of the shallow root, and non-intrusive variety, and shall be maintained by the property owner.

7.5.2 Non-Vehicular Access Easement (NVAE)

Non-Vehicular Access Easement (NVAE) limits vehicular access to a site from arterial, and collector streets. On local streets, a NVAE on private lots is required adjacent to all greenbelts and open space areas. Vehicular access shall be restricted by use of a one (1') foot NVAE, at locations other than street intersections and approved driveways or as requested by the Town Engineer. The ownership and maintenance of the NVAE remains with the property owner of the parcel from which the NVAE is granted. NVAE shall be shown on the final plat.

7.6 CURB & GUTTER

7.6.1 Vertical Curb

- A. Vertical curbs are required on all streets classified as Minor Arterial and higher, Collectors and Local Streets at curb returns, adjacent to common areas, and other areas to restrict vehicle access.
- B. The height of all vertical curb shall be six (6") inch unless otherwise approved by the Town Engineer. Installation shall be per MAG Standard Detail 220-1. Vertical curbs shall be six (6") inch at all medians, and curbs adjacent to landscaping tracts or vertical structures (e.g. cluster mailboxes, utility cabinets, signal equipment, monument signing, etc.).

7.6.2 Median Curb

In locations where raised medians are constructed, vertical curb is required. Median curb shall be installed per MAG Standard Detail 222, Type "A". With Town Engineer approval roll curb may be used around medians installed in low speed, low volume streets, to facilitate truck turning movements with traffic calming projects, or where needed to maintain adequate width for emergency vehicles.

7.6.3 Curb Returns

- A. Vertical curb shall be used through the curb return from point of curvature (PC) to point of tangent (PT) regardless of whether the tangent curb sections are vertical or roll curb.
- B. Curb Return Radii on Streets

The radii for curb returns shall be in accordance with Table 7-14: All dimensions are to back of curb.

FIGURE 10: CURB RETURN RADIUS

STREET CLASIFICATION	INTERSECTING STREET CLASSIFICATION			
	MAJOR ARTERIAL	MINOR ARTERIAL	COLLECTOR	LOCAL STREETS
Major Arterial	TBD*	TBD*	35'	35'
Minor Arterial	TBD*	TBD*	35'	35'
Collector	35'	35'	30'	30'
Local Streets	35'	35'	30'	25'

*Curb radii for Arterial Streets shall be determined by speed and a TIA. In all cases, they shall be a minimum of thirty-five (35') feet.

C. Sidewalk Ramp

Sidewalk ramps shall be constructed at all curbed street intersections, at medians with pedestrian refuges, and wherever a pedestrian access route crosses a street. Sidewalk ramps shall align with the sidewalk ramps on the opposite side of the street. If a traffic signal exists or is planned, the sidewalk ramp and apron shall provide access to the pedestrian push button, per ADA requirements.

1. Directional or double sidewalk ramps per MAG Standard Details 236-1 through 236-5 shall be installed at all arterial and collector street intersections. Where directional sidewalk ramps are required, the minimum curb return radius shall be thirty (30') feet.
2. Single sidewalk ramps per MAG Standard Details 236-1 through 326-5 shall be installed at all local street intersections.
3. At T-intersections one sidewalk ramp shall be installed per MAG Standard Details 238-1 through 238-3. The ramp shall normally be placed on the right-hand side of the TEE and align with ramps on the opposite side of the street.
4. Along safe routes to school, any crosswalk location or trail connections, additional sidewalk ramps may be required.
5. Projects that include construction improvements at existing street intersections where sidewalk ramps are located shall note whether the ramps comply with

current Town of Camp Verde standards. If the sidewalk ramps are not in compliance, they shall be removed and replaced with sidewalk ramps that meet Town of Camp Verde standards.

7.7 SIDEWALKS

Installation of sidewalks shall promote and enhance pedestrian safety and the aesthetic quality of the roadway. Streets constructed to Town of Camp Verde standards shall have sidewalks installed per MAG Standard Detail 230 and Town of Camp Verde Standards. Sidewalks shall remain within the ROW.

7.8 PAVEMENT CROSS SECTIONS

7.8.1 Undivided Streets

Undivided streets should have a normal crown that is a two-way cross slope with the cross section high point on the street centerline. A raised crown with a constant cross slope of two (2%) percent is required on all public streets. Inverted crown sections are not allowed, except as required at arterial or collector street intersections and alleyways.

7.8.2 Divided Streets

Divided streets should have cross slope on each pavement section. The high point of each slope on each pavement section must occur on the edge of the pavement nearest to the median. Unusual conditions may cause cross slope requirements to vary, but normally, the desirable cross-slope is two (2%) percent. The desirable slope from top of median curb to top of median curb shall not exceed fifteen (15%) percent.

7.9 CUL-DE-SACS & KNUCKLES

7.9.1 Cul-De-Sac Street

- A. A cul-de-sac street is a street that serves more than one (1) property owner and has only one (1) direct access to the public street system.
- B. Cul-de-sac streets shall be a maximum of one thousand three hundred twenty (1,320') feet in length and terminate in a circular turnaround.

7.9.2 Knuckles

Knuckles are areas on the roadway expanded to provide a turn-around and additional access or lot frontage on local streets. Knuckles are permitted to improve accessibility to odd-shaped sites. The use of knuckles (except on a cul-de-sac) on other than local streets must be approved by the Town Engineer.

7.10 DEAD END STREETS

Dead end streets shall be prohibited except short stubs where a street connection is necessary to serve adjacent un-platted land that will develop at a future date. Temporary turnarounds shall be required where the street stub exceeds one (1) lot or one hundred (100') feet in length. The developer shall provide a sign at the stub declaring that the particular street shall connect with any future development.

7.11 MAILBOXES

A. Curb Side Mailboxes:

1. Curb side mailbox with Parkway: When an open space exists between the back of curb and the sidewalk of three (3') feet or more (parkway), the mailbox shall be installed so that the front is flush with the back of curb. The mailbox shall be a minimum of forty-two (42") inches above ground, and on a two (2") inch diameter steel or four (4"x4") inch wood breakaway post.
2. Curb side mailbox behind sidewalk shall not be permitted.
3. Masonry mailboxes will not be permitted within the street ROW.

B. Cluster Mailboxes:

Cluster style mailboxes: a style whereby mailboxes, meeting the specifications of the United States Postal Service, are assembled and grouped together in a single area of land so that they are regarded as one unit. Requirements:

1. The location of a cluster box shall be approved by the Town Engineer and the local, United States Postal Service. For cluster boxes in new subdivisions, the location of the unit shall be shown on the preliminary plat.
2. No driveway access shall be constructed within ten (10') feet of the cluster mailbox.
3. Units shall not be installed within one hundred (100') feet of a street intersection. Units shall not be installed in locations where, because of the position of, shape or color it may interfere with, obstruct the view of or be confused with any traffic sign, signal or device.
4. A vehicular pullout area shall be provided at all cluster mailbox locations to not impede normal traffic of the primary roadway used for access.
5. Cluster mailboxes shall be located on property lines or on a dedicated open tract on the same side of the street designated as a "no parking" zone and in a manner as to provide sufficient sight distance for pedestrian access.
6. A sidewalk shall be constructed perpendicular to the curb adjacent to the unit providing a pedestrian connection from the unit to the curb.
7. The cluster box unit shall be located on a concrete pad and the unit shall be setback a minimum of one (1') foot from the back edge of the sidewalk to the nearest edge of the unit.

8. Cluster mailboxes units shall not be located to conflict with any public utilities, including but not limited to manholes, fire hydrants, meters, vaults and cabinets.
9. When in the opinion of the Town Engineer it is necessary for pedestrian and vehicular safety, an access driveway turnout shall be required at the developer's expense, built three (3') feet outside of the face of curb.

7.12 TRAFFIC CONTROL DEVICE SELECTION

- A. Traffic control device selection is critical to the successful operation of the transportation network. Several options exist for controlling traffic at intersections, but this section shall focus on the two highest levels of control, which include traffic signals and roundabouts. These are often interchangeable and the use of one over the other is not always evident. The following information provides guidance for the design Engineer on choosing one over the other. This justification procedure shall be documented in the Traffic Impact Analysis for each intersection requiring all way stop control or traffic signalization.

1. Installation Warrants:

The studies required to justify the installation of a traffic signal are based on the warrants and requirements set forth in the Manual of Uniform Traffic Control Devices (MUTCD). No such warrants or requirements exist for roundabouts. However, roundabouts shall be considered as an alternative to traffic signals and all way stop control whenever they are warranted.

2. Roundabout Criteria:

Roundabouts shall be considered the most appropriate form of control at any intersection if three general questions can be answered positively.

- a. Will a roundabout be expected to perform better than other alternative control modes? In other words, will it reduce delay, increase capacity, reduce queue lengths or solve some other operational problem?
- b. Will a roundabout provide improved safety over other alternative control devices?
- c. Will a roundabout be expected to provide improved operational characteristics over other alternative control devices? This includes adjacent access operations and emergency vehicle operations.

3. Comparative Performance:

If it is determined a roundabout is the most appropriate form of control based on the operational criteria; the final stage is to compare the construction cost, life-cycle cost, ROW considerations, "reserve capacity" (the ability to accommodate traffic growth), and

constructability. If no clear disadvantage is evident with the roundabout, then it shall be moved forward as the preferred traffic control device.

4. Roundabout and Traffic Signal Design:

- a. Roundabout design can be performed by either a general civil engineering firm or a specialized roundabout designer, however if a general civil is used the plans shall require a final design review by a recognized roundabout expert as agreed upon by the Town and paid for by the developer/engineer.
- b. Traffic signal design shall be conducted by a registered Civil or Traffic Engineer with particular expertise in traffic signal control systems.

7.13 ON-STREET PARKING

A. Sign Spacing:

Signs restricting on-street parking shall normally be placed in accordance with the distances shown in Table 7-4. These may be adjusted as required by the Town Engineer when:

1. An assessment of the anticipated parking demand indicates a change is needed
2. The roadway vertical or horizontal alignment reduces the visibility of the signs
3. Parking is allowed in some areas and not in others to indicate the beginning and ending of no parking zones. This can be accomplished using “Begin” and “End” placards, arrows or specific wording on the signs. This also applies when parking time limits are used, or handicap spaces are designated, in which case individual stalls shall be signed.
4. For special conditions such as hydrants, sight visibility requirements, special restrictions needed for traffic control devices, etc.

FIGURE 11: PARKING RESTRICTION SIGN SPACING

STREET CLASSIFICATION	MINIMUM SIGN SPACING	MAXIMUM SIGN SPACING
	(ft)	(ft)
2-Lane Collector	200	300
Local Streets	150	250

B. Parking Restriction Guidelines:

On-street parking shall be restricted on those roadways with insufficient width to allow both parked vehicles and the safe, efficient movement of through traffic as shown in Table 7-5.

FIGURE 12: PARKING RESTRICTION GUIDELINES

ROADWAY PAVEMENT WIDTH (ft)	NO PARKING ALLOWED	PARKING ON ONE SIDE	PARKING ON TWO SIDES
< 28	X		
≥ 28 to < 36		X	
≥ 36			X

* Parking guidelines assume bike lanes are not used.

C. Sign Type:

Signs restricting on-street parking shall be of the type and size in accordance with those shown in Table 7-6. Alternative types and sizes shall only be approved for special circumstances as approved by the Town Engineer.

FIGURE 13: PARKING RESTRICTION SIGN TYPE & SIZES

STREET CLASSIFICATION	APPROVED SIGN	SIZE	PLACARD OR ARROW	ORIENTATION TO TRAVEL WAY (degrees)
4-5 Lane Arterial	R8-3	30" x 30"	N/A	90
3-4 Lane Collector	R8-3	24" x 24"	N/A	90
3-4 Lane Collector	R7-9	12" x 18"	N/A	90
2-Lane Collector	R7-1	12" x 18"	Begin & End	90
			Here to Corner	30 to 45
Local Street	R7-1	12" x 18"	Begin & End	90
			Here to Corner	30 to 45

7.14 BUS BENCH / SHELTER LOCATIONS

- A. When properly located, adequately designed, and effectively enforced, bus stops can improve service and expedite general traffic flow. Decisions regarding bus stop spacing and location call for a careful analysis of passenger service requirements (demand, convenience, and safety), the type of bus service provided and the interaction of stopped buses with general traffic flow. The following guidelines provide direction for the design Engineer for the installation of bus stops in the Town of Camp Verde.

1. Stop Spacing

Bus stops are locations where passengers access the transit system. Bus stops must therefore be convenient to the places where passengers wish to go. Convenience and speed must be balanced in determining appropriate bus stop placement, as too many bus

stops can slow down travel times and impede traffic movements. The following guidelines on bus stop spacing shall apply:

- a. In the downtown area, bus stops shall have a spacing of eight hundred (800') feet to one thousand three hundred (1,300') feet.
- b. Outside the downtown area, bus stops shall be spaced no less than one thousand five hundred (1,500') feet apart.

2. Bus Stop Locations

Bus stops shall be placed along the street curb for direct safe passenger access to and from the sidewalk, waiting and walking areas. Bus stops are placed in one of three locations: far side (located immediately after an intersection); nearside (located immediately before an intersection); and mid-block (located between intersections). Each of these locations offers advantages to vehicle drivers and pedestrians. However, in general the following guidelines apply to their use:

- a. Far-side stops are the preferable choice for service because they reduce conflicts between right-turning vehicles and stopped buses, eliminate sight distance deficiencies on approaches to an intersection, and encourage pedestrian crossing at the rear of the bus.
- b. Nearside stops shall be avoided whenever possible. However, they may be considered on a case-by-case basis if in the opinion of the Town Engineer a far-side stop is deemed unsafe or impractical.
- c. Midblock stops are considered special case stops and are to be used only in special circumstances when in the opinion of the Town Engineer there is a special need based on trip attractors, transfer points or other special demands that cannot be accommodated at an intersection nearby. Bus turnouts shall be used for midblock stops.

3. Bus Stop Benches

- a. Each bus stop location shall consist of one bench or shelter unit unless otherwise approved. Multiple benches at one stop location may only be considered when ridership records indicate a clear need for their installation.
- b. Bus benches shall be placed in a manner that sidewalk passage is not narrowed to less than the minimum widths set forth by the Americans with Disabilities Act.
- c. Bus bench placement, which would result in sidewalk widths less than thirty-six (36") inches, shall require the transit provider to install additional sidewalk width and acquire additional ROW at their expense.

7.15 TRAFFIC SIGNALS & LIGHTING

7.15.1 Public Street Lighting

Developers of all residential, commercial, industrial or other types of properties are responsible for the design and installation of street lighting on all streets within and adjacent to their sites when required by the Camp Verde Municipal Code. Street light plans shall be prepared and sealed by a licensed electrical engineer registered in the State of Arizona. The street lighting design shall be reviewed and approved by the Town and shall take into account “dark sky initiatives” in recommendations on the number, spacing, and shielding of new street lighting. The street light design shall include numbering of the street light poles as directed by the Town Engineer, ADOT, and Arizona Public Service.

7.15.2 Street Light Selection

These street lighting criteria and guidelines apply for all standard installations.

7.15.3 Street Light Design

The developer shall retain a Professional Electrical Engineer, registered in the State of Arizona, to prepare the lighting system design and appropriate calculations relative to illumination levels. Illumination design shall follow the recommendations of the American National Standard Practice for Roadway Lighting, Illuminating Engineering Society of North America, IES RP-8. The Luminance criteria shall be used to determine compliance with Town street lighting design guidelines.

7.15.4 General Street Light Notes

- A. Streetlights shall normally be located on property lines whenever possible, at least five (5') feet from driveways or any above ground facility, and at such locations to maximize their separation from trees.
- B. Streetlights shall be located on the outside edge of the curve for horizontal curvilinear street alignments.
- C. The minimum curb overhang by street light luminaries (excluding historic globe style) shall be no less than two (2') feet.
- D. Where the sidewalk is separated from the curb (parkway exists), the street light pole shall be centered two (2') feet from the gutter flow line.
- E. Where the sidewalk is contiguous to the curb and the sidewalk the street light pole shall be placed one and one half (1 ½') feet behind the sidewalk.
- F. Street trees can significantly interfere with the efficient lighting of streets and shall not be permitted within thirty (30') feet of any street light standard.
- G. All electrical connections and supply shall be placed underground.

7.15.5 Traffic Signals

This section shall present the criteria and procedures to be utilized by consultants when performing traffic signal work in and for the Town of Camp Verde.

A. Traffic Signal Spacing:

Street Intersection Spacing on State Highways and Arterials:

1. Minimum one half ($\frac{1}{2}$) mile spacing shall be required for all warranted traffic signal intersections on all state highways, parkways and major arterial in all cases, except where subject to a highway access management plan or as otherwise approved by ADOT. Consideration for intersection spacing as close as one quarter ($\frac{1}{4}$) mile may be considered through the EDSM, Section 10, process. Recorded easements for shared access, provision of acceleration/deceleration lanes, traffic signals and other ROW improvements, for these cuts may be required prior to approval.
2. Minimum one quarter ($\frac{1}{4}$) mile spacing shall be required for all warranted traffic signal intersections on Arterials, 3-4 Lane Collectors, and 2-Lane Collectors in all cases. Consideration for intersection spacing as close as one quarter ($\frac{1}{4}$) mile to six hundred sixty (660') feet may be considered to provide required access through the EDSM, Section 10, process. Recorded easements for shared access may be required prior to approval. Adjoining parcels under common ownership may be required to share a curb cut.

B. Traffic Signal Design Guidelines:

The following publication most recent editions and approved supplements by the State and Town of Camp Verde are to be used in conjunction with the design criteria when designing traffic signals for the Town of Camp Verde.

1. Manual on Uniform Traffic Control Devices for Street and Highways; USDOT/FHWA
2. Traffic Signals and Lighting (Standard Drawings); ADOT
3. ADOT Standard Specifications for Road and Bridge Construction
4. International Signal Association Specifications
5. Equipment and Materials Standards of the Institute of Transportation Engineers

7.16 SIGNING

7.16.1 Signing

In new development, the applicant shall install all traffic control signs, which shall include but not be limited to street name, parking, stop, warning, dead end and pedestrian signing.

The applicant shall be responsible for supplying and installing the required signs, posts and hardware in accordance with the required standard plans and specifications.

7.16.2 Sign Design Guidelines

The following publications most recent editions and approved supplements by the State and Town are to be used in conjunction with the design criteria when designing traffic signing for the Town of Camp Verde.

- A. Manual on Uniform Traffic Control Devices for Street and Highways (MUTCD); USDOT/FHWA
- B. Manual of Approved Signs (ADOT)
- C. American Association of State Highway Transportation Officials (AASHTO)

7.16.3 General Signing Guidelines

- A. All signing shall conform to the most recent editions of the publications shown above with regard to size, color, shape and placement.
- B. All signs shall be new other than those shown on the plan to be relocated. All new and relocated signs shall be mounted on new posts with new hardware. Signs designed for installation on existing street light poles shall be mounted with new hardware.
- C. Traffic sign dimensions, colors and lettering shall conform to the latest MUTCD specifications. Traffic sign size shall be standard unless otherwise specified here or on the plans.
- D. All signs shall be located at least one (1') foot from the curb face to the nearest edge of the sign. All other roadways signs shall be mounted from six (6') feet to twelve (12') feet from the edge of the pavement to the nearest edge of the sign.
- E. Roadways with guardrail signs shall be located at least six (6') feet from the face of the guardrail to the nearest edge of the sign.
- F. Sign location shall be coordinated with landscaping plans to ensure sign visibility per AASHTO standards.
- G. Signs shall be mounted on street light poles whenever feasible.
- H. All signs installed in areas where parking or pedestrian movements occur shall be erected at a height of seven (7') feet above the pavement or sidewalk to the bottom of the sign or to the lowest sign in a multiple sign installation assembly with the following exceptions:
 - 1. The height to the bottom of a secondary sign mounted below another sign may be up to one (1') foot less than the height specified above in rural areas where pedestrians are not expected.
 - 2. Object markers shall be installed at least four (4') feet above the pavement.
- I. All R1-1 "STOP" signs and pedestrian warning signs shall be retro-reflective with all sheeting material to be diamond VIP grade, meeting or exceeding ASTM 4956-04.

- J. All other signs are to be retro-reflective with all sheeting material to be high intensity prismatic meeting or exceeding ASTM 4956-04.
- K. Sign blanks shall be 5052-H38 alloy treated aluminum with Alodine 1200 conversion coating, 0.080" thick with rounded corners.
- L. Stop signs are to be shown at all local street intersections within a subdivision unless an engineering study shows that no control or yield control is warranted. Stop signs shall be designed and shown on the minor leg of all collector and non-signalized arterial street intersections.
- M. "STOP" signs and "YIELD" signs shall be a minimum of thirty (30") and thirty-six (36") inches in width, respectively. When specified by the requirements of the MUTCD, thirty-six (36") inch and/or forty-eight (48") inch signs may be required on major collectors and arterial streets.
- N. At intersections where all approaches are stop controlled, "All Way" placards shall be placed below the R1-1 stop signs.

7.16.4 Sign Posts

- A. Sign posts shall conform to ADOT Signing Standard Drawing S-3 with the modifications outlined below.
- B. For new construction, galvanized steel, four (4) sided perforated square tubing is required. Refer to ADOT Signing Standard Drawing S-2 for larger sign post selection.
- C. The base and sleeve system for the sign shall be anchored in a minimum of a twenty-four (24") inch deep, twelve (12") inch diameter foundation of concrete. The base shall have a breakaway slip base system.

7.16.5 Street Name Signs

- A. All reflective sheeting material shall be high intensity prismatic, meeting or exceeding ASTM 4956-04.
- B. All transparent acrylic, pressure-sensitive film shall be 3M#177 green electro cut film or approved equal.
- C. Font shall be uppercase four (4") inch minimum.

7.17 STRIPING

7.17.1 Striping

New plats and developments shall install all striping and pavement legends as determined by the Town Engineer, which shall include but not be limited to lane lines, crosswalks, stop bars legends, and arrows. The applicant shall be responsible for supplying and installing the required striping in accordance with standard plans and specifications.

7.17.2 Striping Design Guidelines

- A. The following publications' most recent editions and approved supplements by the State and Town are to be used in conjunction with approved design criteria when designing striping for the Town of Camp Verde.
 - 1. Manual on Uniform Traffic Control Devices for Street and Highways (MUTCD); USDOT/FHWA
 - 2. American Association of State Highway Transportation Officials (AASHTO)
- B. General Striping Guidelines
 - 1. Striping shall conform to the most recent editions of the MUTCD specifications with regard to size, color, reflectivity and placement unless otherwise specified here.
 - 2. All roadways classified as Collector or higher shall require centerline striping, stop bars, crosswalks and other appropriate legends and arrows. Local streets are normally exempt.
 - 3. All thermoplastic applications shall conform to ADOT specification 704. Transverse markings, symbols and legends shall be 90 mil (0.090 inch) thick, longitudinal markings shall be 60 mil (0.060 inch) thick alkylid extruded thermoplastic.
 - 4. All paint application shall conform to ADOT specification 708.
 - 5. All conflicting striping, pavement markings, and curb paint shall be removed by wet sandblasting or other approved method prior to the installation of new striping. Slurry or paint shall not be used to cover existing paint. Pavement that is damaged due to the removal of markers or striping shall be repaired to the satisfaction of the Town Engineer.
 - 6. Through lanes shall be a minimum of twelve (12') feet in width, with the exception that lane(s) of eleven (11') feet minimum are used on the center lane of a Major Arterial Street.
 - 7. Turn lanes shall equal that of the through lanes but shall be at least ten (10') feet wide.
 - 8. Parallel parking lanes adjacent to the curb with a gutter pan shall be a minimum of five (5') feet in width from the edge of gutter.
 - 9. A maximum of two (2') foot offset in the lane striping through an intersection is acceptable.
 - 10. All skip lane lines and edge of road markings shall be four (4") inches in width unless otherwise specified.
 - 11. Four (4") inch solid white edge lines shall be used on streets that do not have curb and gutter.
 - 12. All skip white or yellow road markings shall be a ten (10') foot stripe with a thirty (30') foot gap (forty (40') foot repeated interval).
 - 13. Crosswalks shall normally be twelve (12") inches in width.

14. Stop bars shall be eighteen (18") inches wide and set back two (2') feet from the crosswalk, or in the absence of a crosswalk placed at the desired stopping point. They are required at all intersection locations where crosswalks are used and at all stop-controlled intersections on streets classified a Collector and higher. Additionally stop bars are required at all Local Street intersections that intersect streets classified as a Collector and higher.
15. Dual turn lanes shall require the installation of lane delineation markings, which shall consist of white six (6") inch wide thermoplastic skips placed in a two (2') foot stripe with a four (4') foot gap pattern.

C. Crosswalks

Crosswalks shall be required at all legs of signalized intersections and roundabouts and may be required at other locations in yellow or white, standard or high visibility types as determined by the Town Engineer.

1. A white twelve (12") inch transverse crosswalk shall be used at all designated pedestrian crossings that require the minimum visual treatment.
2. A white crosswalk with twelve (12") inch diagonal and longitudinal marking shall be used on collector streets with higher volumes to provide increased visibility to drivers. This will result in a more noticeable pavement marking than the standard white crosswalk.
3. A white crosswalk with twenty-four (24") inch transverse and twelve (12") inch longitudinal markings provide the highest visibility to drivers and shall be used on arterial streets with the greatest volumes, requiring a more noticeable pavement marking than the diagonal white crosswalk.
4. A yellow crosswalk with twelve (12") inch transverse and optional diagonal markings shall be used at designated school crossings. Its twelve (12") inch wide diagonal markings help to provide increased visibility to drivers and is the standard school crossing on streets with lower volumes.
5. A yellow crosswalk with twenty-four (24") inch transverse and twelve (12") inch longitudinal markings shall be used at designated school crossings on streets classified as Major Collector and higher, requiring a more noticeable pavement marking than the diagonal yellow crosswalk.

D. Speed Hump Markings

The markings shall be white extruded or precut thermoplastic (90-mil thickness) per MUTCD.

E. Bike Lane Marking

1. Bike lane symbols shall be installed as part of on-street bike lane striping at the beginning of each block and at a spacing of six hundred (600') feet thereafter in the absence of intersecting streets.

2. Bike lane striping lines shall be six (6") inches in width, solid white unless otherwise specified.
3. Bike lanes shall be a minimum of four (4') feet in width when placed adjacent to the lip of gutter and five (5') feet in width when placed between a travel lane and a parking aisle.

7.18 GUARDRAIL

All new developments shall provide for the design and construction of guardrail as determined by the warrants, procedures and policies in the AASHTO Roadside Design Guide. In areas where short sections of guardrail are warranted, the developer shall design and construct additional length sufficient to ensure that the guardrail system has collective post strength to resist failure or total displacement of the system.

8 DRY UTILITIES

8.1 GENERAL INFORMATION

8.1.1 Purpose

The purpose of this section is to provide guidelines for the location and installation of private utilities within dedicated Town ROW, private streets, and PUE's. This section also provides criteria to integrate private utilities with Town water and sewer.

8.1.2 Applicability

This Section will identify the minimum criteria for design, permitting, construction and installation of private utilities in dedicated Town ROW, private streets and PUE.

8.2 DEDICATION OF PUBLIC UTILITY EASEMENTS

The developer shall dedicate all public utility easements necessary to provide utility service to and through the proposed project. All PUE's shall be recorded on the plat, survey or by separate instrument in the office of the Yavapai County Recorder.

8.3 BLUE STAKE NOTIFICATION (ARIZONA 811)

A Blue Stake notification shall be placed on each sheet of the plans. Prior to excavation in the Town ROW or PUE, the contractor shall call Blue Stake (1-800-STAKEIT or 811) for the location of all underground utilities.

8.4 UNDERGROUND CONFLICTS

New and existing private utilities within a proposed development shall be placed underground. Transformers, switching cabinets, terminal boxes and 69 KV power transmission lines or larger may be placed above ground, within the PUE. Other locations will require the approval of the Town Engineer.

8.5 CODE CONFLICTS

Town of Camp Verde Municipal Code, Camp Verde Zoning Ordinance Camp Verde Subdivision Ordinance, and Maricopa Association of Governments (MAG) may also apply to the installation and construction of private utilities. If a regulatory conflict exists, the code, which is most restrictive, shall apply.

8.6 CONFLICT REVIEW

- A. Private Utilities located within the Public Utility Easement (PUE) or crossing Town ROW will require a conflict review by the Town Public Works/Engineering Department prior to the issuance of a ROW Permit.

- B. Construction plans for private utility facilities located within Town ROW, Private Street, or PUE must be submitted to Public Works/Engineering Department for review and approval to ensure that the integrity and minimum separation of both the public and private utilities is maintained.

8.7 PLAN REQUIREMENTS & GUIDELINES

The plans submitted shall conform to the CADD mapping standards. The Town reserves the right to reject the plans as submitted by the private utility company. It is recommended that a meeting be scheduled with the Town to review requirements. Minimum standards of the plans shall meet the following:

- A. Identify and dimension all existing and/or proposed utilities in the Town ROW and PUE.
- B. Show all existing rights-of-way and/or proposed PUE(s).
- C. Show existing and/or proposed street improvements. (e.g. pavement, curb, gutter, sidewalk, driveways, street light poles, water meters, fire hydrants, traffic signals and signal cabinets).
- D. Identify and dimension all existing and/or proposed Town of Camp Verde public utilities. (e.g. water, sewer, drainage and streetlights). To avoid conflict, underground utilities shall be shown on the profile with depth elevations and stationing. Profile shall be on the same sheet as the plan view, aligned with the matching station. Utilities may have different stationing, in this case reference the corresponding street station. The nearest Town of Camp Verde monument shall be referenced.
- E. Identify and dimension all underground and above ground facilities including those owned by other providers within the Town ROW or PUE.
- F. Plans shall be a minimum sheet size of 11" x 17" and a maximum size of 22" x 34". Refer to the Town of Camp Verde CADD standard for ROW.
- G. Minimum separation between non-Town private utilities and Town of Camp Verde public utilities is four (4') feet horizontal, and two (2') feet vertical.
- H. Submit three (3) bond sets of plans to Town Hall including a traffic control plan in accordance with MUTCD along with the right-of-way application for review by the Public Works/Engineering Department. A traffic control plan must be approved by the Town Engineer.

8.8 PERMIT REQUIRED

Prior to issuance of a permit to allow the excavation and installation of private underground utilities (e.g. power, telephone, natural gas, cable TV and fiber optic) in any Town ROW, private street or PUE, the developer or contractor installing underground private utilities shall apply for and receive a ROW Permit from the Public Works Department. The permit

request shall include construction plans and a Traffic Control Plan. All work performed as part of the ROW Permit shall conform to the requirements of this section.

8.9 COMMON TRENCH & LOCATIONS

- A. On local streets, private utilities, except natural gas, shall be located in a common trench behind the curb and within the Public Utility Easement (PUE). Exceptions to using a common trench and location would require approval by the Town Engineer.
- B. On collector and arterial streets, with sidewalks on both sides of the street, private utilities, except natural gas, shall be located in a common trench behind the sidewalk and within the PUE, on the side of the street with the least conflict with Town utilities. Exceptions to using a common trench and location would require approval by the Town Engineer.
- C. Natural gas shall be located in a separate trench within the Town ROW, PUE or private streets on the opposite side of the street of the other private utilities. Exceptions to this location would require approval by the Town Engineer. Natural gas may be placed in a common trench with other utilities, with written approval from all utility franchisees within the Town.
- D. Trench and backfill for all underground private non-Town utilities shall conform to TOCV Standard Detail 200CV.

8.10 MINIMUM CLEARANCES

All proposed private utility facilities shall maintain the following minimum clearances between Town of Camp Verde utilities:

- Horizontal – Four (4') feet
- Vertical – Two (2') feet

8.11 PAVEMENT CUTS

- A. There shall be no pavement cutting on public streets with paved surfaces less than seven (7) years old.
- B. Open trenching (pavement cut) is allowed on streets with paved surfaces that are a minimum of seven (7) years old. Backfill and pavement replacement shall conform to TOCV Standard Details 200CV.
- C. Pavement patching for the street cuts shall be made within twenty-four (24) hours of completion of work as specified on TOCV Standard Detail 200CV.
- D. Depending on the condition of existing pavement, additional removal and replacement of pavement wider than the trench may be required. When the trench of any lineal utility project is within three (3') feet or less from lip of gutter, the pavement area between the trench and lip of curb will also require full removal and replacement. Pavement replacement shall be the minimum structural section for said street classification. In no case shall the replacement of existing asphalt be

less than three (3”) inches asphaltic concrete (AC) over six (6”) inches aggregate base course (ABC) (the minimum residential section). In addition, should any raveling or damage occur to the existing pavement within the construction area, the damaged areas shall be saw-cut, removed, and replaced. Damage to curb, gutter and sidewalk shall require full panel removal with saw cuts made at each joint. Removal and replacement of any and all existing infrastructure, damaged pavement, concrete, landscaping and irrigation, etc. shall be at the contractor’s or private utility’s expense.

8.12 HORIZONTAL BORES

In lieu of pavement cuts, developers and contractors may use boring and jacking. Designs with pavement boring shall include a boring profile to ensure proper separation is maintained from all existing utilities. Profiles of existing shall be potholed prior to start of work and included on the boring profile. Utility potholes shall remain open with plate at critical crossings to visually verify depth of bore and avoid utility conflicts.

8.13 DRY UTILITIES CHECKLIST

- A. Dry Utility Plan sheets shall be submitted in accordance with the EDSM, Section 9. Plans shall provide at a minimum the following:
 - 1. Property lines.
 - 2. ROW lines.
 - 3. All recorded and proposed PUE(s).
 - 4. Identify and dimension all existing and proposed private utilities.
 - 5. All existing and proposed infrastructure including curb, gutter, sidewalk, pavement, water, water meters, fire hydrants, wastewater, drainage culverts and catch basins, street light poles, traffic signals, signal cabinets.
 - 6. Traffic Control Plan.

9 SURVEY

9.1 INTRODUCTION

9.1.1 Purpose

The intent of this section is to ensure all projects that involve topographic, boundary, control, as-built, and ALTA surveys; aerial mapping survey ground control; construction staking; ROW and easement investigation; preparation of legal descriptions and exhibits; and improvement plans will apply consistent methods and standards pertaining to ground surface measurement within the Town of Camp Verde.

9.1.2 Applicability

All survey work in the Town of Camp Verde will be performed under the direction of a professional land surveyor registered in accordance with requirements of the State of Arizona Board of Technical Registration at <http://www.btr.state.az.us/>.

9.1.3 Statement of Intent with regard to Digital Data

The Town of Camp Verde requires digital CADD data for all submittals. It is the Town's intent to use this base form data in-house to benefit the public by updating GIS models, Town Survey Models, and As-Built Records with increased accuracy and efficiency. The Town shall not release proprietary CADD format digital information in base form without the consent of the design engineer or registered land surveyor. The Town shall have the right to release IMAGE files of plan set data to the public as public record information in the same way that hard copy plan files are released.

9.1.4 Geographic Information System (GIS) Technology

The Town is using GIS technology for capturing, managing, analyzing, and displaying all forms of geographically referenced data and information. GIS data submitted to the Town shall comply with the Arizona Spatial Data Accuracy and Geo-Referencing Standards available from Arizona Professional Land Surveyors (APLS).

9.2 LAND SURVEYING

9.2.1 Boundary Survey Standards

- A. Boundary Surveys: All land survey work will be performed within the guidelines of the Arizona Boundary Survey Minimum Standards. These standards may be obtained from the State of Arizona Board of Technical Registration at 1110 West Washington Street, Suite 240, Phoenix, Arizona 85007, or online at: <https://btr.az.gov/laws-standards/standards/standards>.

- B. ALTA Surveys: ALTA surveys will be based on American Land Title Association, American Congress on Surveying & Mapping, and National Society of Professional Surveyors, latest edition, Minimum Standard Detail Requirements for ALTA/ACSM Land title Surveys:
http://c.ymcdn.com/sites/www.nsps.us.com/resource/resmgr/ALTA_Standards/20110223ALTAACSMLandTitleSur.pdf?hhSearchTerms=%22minimum+and+standard+and+detail+and+alta%2facsm%22.

9.2.2 Horizontal & Vertical Control System

- A. Survey Datum Requirements. When submitting survey data for engineering plans that are to be submitted to the Town of Camp Verde, the data must meet the following survey datum requirements:
1. Units of measure shall be in international feet for horizontal and vertical coordinates, North American Vertical Datum of 1988 (NAVD88) for vertical, and State Plane (Central-International feet) coordinates for horizontal. Please refer to Table 9-1.
 2. A survey block or note listing at least two on-site points conforming to “Town of Camp Verde Survey Datum Requirements” must be provided. These two points must have a Northing, Easting and a NAVD88 elevation.
 3. Centerline monuments shall be at all Points of Curvature (PC), Points of Tangency (PT) and intersections for horizontal curves. ROW monuments should be a rebar in concrete at PC’s, PT’s and angle points.
 4. All plats shall be submitted in digital CADD format on the Town of Camp Verde Datum as set forth herein for Town of Camp Verde review at the preliminary submittal stage, as well as for final plat acceptance.
 5. All CADD files shall be on a single disk media in AutoCAD (a release currently supported by Autodesk subscription plans). CADD files shall consist of base/design files on the Town coordinate system to include, but not limited to the following: Topography, ROW, Sewer, Water, Drainage, Grading, Typical sections, etc. All deliverables to include, but not limited to the following: General, Civil, Sewer, Water, Standard Details, etc. Also, include a PDF file of all deliverables. All CD/DVDs shall be labeled with the project name, company name, contact name, phone number, and the Town of Camp Verde Project number.

9.3 BENCHMARKS

9.3.1 Benchmark Reference

All civil engineering design plans must reference on the cover sheet the published NGS monument and Town of Camp Verde benchmarks used for vertical control. Description and elevation in the required NAVD88 datum shall be shown.

9.3.2 Plan Datum Reference

All civil engineering design plans shall contain a statement certifying the horizontal and vertical datum used for all horizontal locations and elevations, which are represented in the plans. The statement shall be included on the cover sheet immediately below the benchmark.

9.3.3 Current Datum

Published Town of Camp Verde Benchmarks which reference the National Geodetic Vertical Datum of 1929 (NGVD29) are no longer acceptable for vertical control.

FIGURE 14: SURVEY DATUM REQUIREMENTS

TOWN OF CAMP VERDE SURVEY DATUM REQUIREMENTS	
COORDINATE UNITS:	International Feet
DISTANCE UNITS:	International Feet
HEIGHT UNITS:	International Feet
DATUM	
GEODETTIC (HORIZONTAL) DATUM:	North American Datum of 1983 (2011)
COORDINATE SYSTEM:	Arizona Coordinate System (State Plane)
ZONE:	Arizona Central (0202)
VERTICAL DATUM:	North American Vertical Datum of 1988 (NAVD88)
GEOID MODEL:	GEOID99 (Conus)

10 ALTERATIONS & MODIFICATIONS

10.1 INTRODUCTION

10.1.1 Purpose

- A. The purpose of this Section is to provide guidance to those seeking a formal request to allow an alteration or modification of the adopted EDSM and Town of Camp Verde supplement to MAG Specifications and Standard Details. This Section outlines submittal guidelines, processing timelines for review, fees and the decision and appeal processes for all types of alternations or modification requests. There are three types of alterations or modifications.
 - 1. Administrative Alteration or Modification
 - 2. Technical (Minor) Alteration or Modification
 - 3. Design (Major) Alteration or Modification
- B. The most appropriate time to submit a formal alteration or modification to the engineering standards request is in the preliminary stages of a project's development, in order to avoid delays to the project. Once an applicant decides to move forward with the formal request for an engineering standards alteration or modification, the applicant must follow the process outlined.
- C. Submittal of the formal request for an alteration or modification of the engineering standard does not guarantee approval. Therefore, if the applicant proceeds with design prior to Town staff providing a written determination on the deviation, is at the applicant's own risk.
- D. While a request is under review, the plan review for the project will be placed on an administrative hold until the requested alteration or modification has been completed.

10.1.2 Qualification Criteria

- A. For an engineering standards alteration or modification request to be considered, the applicant must demonstrate that there is a unique property condition causing substantial hardship. In order to qualify for an engineering standards deviation request, the following criteria must be true:
 - 1. There are unique conditions or circumstances applying to the use of the subject property in regard to:
 - a. Lot size or shape
 - b. Topography
 - c. Access control
 - d. Drainage patterns
 - e. Distance to nearest Water Service
 - f. Distance to nearest Sewer Service

- g. Unusual utility conflicts
- 2. The condition causing hardship was not created by the applicant, owner, or any previous owner of the property. The property hardship cannot be self-imposed.
- 3. Without the granting of the alteration or modification, the property cannot be reasonably used.
- 4. Certification that the alteration or modification will not be materially detrimental to persons residing or working in the vicinity, to the adjacent property owner, to the neighborhood, or public welfare in general.
- 5. State or Federal requirements or standards cannot be altered or modified by the Town
- B. It is the burden of the applicant to prove all of the above criteria true. If all of the above criteria can be proven, the Engineer of Record should contact the Public Works Department to discuss the feasibility of applying for an alteration or modification.
- C. In no case shall economic hardship qualify as criteria for evaluating an engineering deviation.

10.2 ALTERATIONS OR MODIFICATION PROCESS

10.2.1 Submittals

When deemed appropriate, the design engineer/applicant shall prepare a formal submittal to request consideration of an alteration or modification of the adopted EDSM.

10.2.2 Application & Documents

- A. All requests for alterations or modifications to EDSM shall be submitted to the Public Works Engineering Department. Applications shall be filled out completely with the printed name and signature of the current property owner and/or agent, as applicable.
- B. All requests for Alteration or Modification to EDSM shall be made with the first submittal or as soon as the issue is identified.
- C. In addition to the Engineering Standard Manual Alteration/Modification Application, the submittal shall include:
 - 1. A narrative describing the project, the proposed modification, justification for the request as defined in the EDSM, Section 10.1.2 and the section of the EDSM, which relates to the modification request.
 - 2. A site plan and an engineered plan signed by the registered professional for the proposed project.
 - 3. Specific engineering analysis needed by staff to complete the evaluation of the request to include but not be limited to, traffic studies, drainage studies,

water and sewer design reports, geotechnical studies, bridge reports, structural reports, typical sections, cross sections and alternative designs.

4. Should additional information be necessary to clarify or facilitate the review of an application, the Town may request any other pertinent information deemed necessary, regardless of items already submitted for other review processes.
- D. Application for Alteration or Modification to EDSM may be submitted prior to or with the underlying development application.
- E. The Town Engineer shall determine the classification for each alteration or modification request (i.e. Administrative Modification, Technical (Minor) Modification or Design Standard (Major) Modification) based upon the complexity of the request. The Town Engineer may modify the classification after reviewing the submittal.

10.2.3 Application Completeness

- A. An application submittal shall be deemed complete only after the Town Engineer reviews the application, including all required or requested information and exhibits.
- B. The Town Engineer shall make a determination of application completeness within three (3) working days of the submittal.
 1. If an application is determined to be incomplete, the Town Engineer will contact the applicant to explain the application's deficiencies and return the incomplete submittal.
 2. No further processing of the application shall occur until the required submittal elements are provided.
 3. If the deficiencies are not corrected by the applicant within thirty (30) calendar days of notification, the application shall be considered withdrawn.

10.2.4 Justification for Request

- A. Town staff shall evaluate the alteration or modification request and reach a determination based upon the information submitted and the criteria listed below:
 - Public Safety (No deviation will be granted which compromises the public's safety)
 - Function
 - Traffic Management
 - Durability/Reliability
 - Cost of Operations and Maintenance to the Town
 - Water and Sewer Service Availability
 - Environmental Quality
 - Storm Water Quality
 - Appearance
 - Zoning Ordinance/Subdivision Ordinance/Town Code

- Quality of Life
 - Other appropriate factors that may contribute to the council goals for the planning and development of the Town
- B. Self-imposed conditions or economic hardship shall not be used as justification to grant an alteration or modification.

10.2.5 Fees

Alteration/Modification submittals shall be accompanied by the payment of a fee. Submittals without the fee will not be accepted. Fees shall be collected in accordance with the most recent fee schedule adopted by the Town Council. If an application is denied or withdrawn, the fee payment is non-refundable.

10.3 ADMINISTRATIVE ALTERATION OF MODIFICATION

Administrative alterations or modifications are defined as a modification involving minor aspects of a particular standard that do not materially affect the functionality of the standard.

10.3.1 Review Procedure

Within five (5) working days of the determination of application completeness, the Town Engineer shall:

- A. Review and evaluate the request in light of the EDSM and other relevant information.
- B. Consult with other staff, as necessary.
- C. Render a decision to grant or deny the request.

10.3.2 Written Determination

Within five (5) working days of the determination of application completeness, the Town Engineer will provide a written decision in response to the application.

10.4 TECHNICAL (MINOR) ALTERATION OR MODIFICATION

Technical (Minor) Alteration or Modification is defined as a modification involving aspects of a particular standard that may change its general function, but not its essential function.

10.4.1 Review Procedure

Within ten (10) working days of the determination of application completeness, the Town Engineer shall:

- A. Review and evaluate the request in light of the EDSM and other relevant information.
- B. Consult with other staff, as necessary.
- C. Render a decision to grant or deny the request.

10.4.2 Written Determination

Within ten (10) working days of the determination of application completeness, the Town Engineer will provide a written decision in response to the application.

10.5 DESIGN ALTERATION OR MODIFICATION

Design (Major) Alteration or Modification is defined as a modification from the EDSM substantial enough to affect the essential function of the standard. Examples include but are not limited to:

- Sight Distances
- Vertical and Horizontal Alignments
- Street Grades
- Geometric Design (length, width, bulb radius, medians, etc.)
- Design Speed Variances
- Pavement Widths
- Crossroad Circulation
- Offset Cross Street Alignments
- Access Policy and Cross Circulation Requirements
- Surface Materials
- Asphalt or Base Course Thickness
- Rolled Curb versus Straight Curb

10.5.1 Review Procedure

Within fifteen (15) working days of the determination of application completeness, the Town Engineer shall:

- A. Review and evaluate the request in light of the EDSM and other relevant information.
- B. Consult with other staff, as necessary.
- C. The Town Engineer may obtain an independent review by a design professional with expertise in the area of the request, if deemed necessary. An additional fee may be required, and a possible extension of review time may apply.
- D. Render a decision to grant or deny the request.

10.5.2 Written Determination

Within fifteen (15) working days of the determination of application completeness, the Town Engineer will provide a written decision in response to the application.

10.6 GENERAL CONDITIONS

- A. The alteration or modification of the same standard may not be submitted for evaluation more than once on the same project site.

- B. Although alteration or modification requests can be submitted until the point at which construction plans are approved, any additional plan review fees required as a direct result of submitting later in the process will be the sole responsibility of the applicant.
- C. If no appeal is filed in writing within thirty (30) calendar days, the decision shall be considered final.

11 RECORD DRAWINGS (AS-BUILTS)

11.1 INTRODUCTION

11.1.1 Purpose

The purpose of this Section is to provide record drawing submittal, review approval guidelines, and requirements for the record drawings of public infrastructure improvement projects within the Town of Camp Verde.

11.1.2 Applicability

The plan submittal, review, and approval guidelines shall apply to all public infrastructure projects which include grading, drainage, storm drain, water infrastructure, water main, reclaimed water, wastewater main, fire line, transportation or traffic infrastructure, landscaping or survey data as defined in the Town of Camp Verde's EDSM.

11.2 RECORD DRAWING PLANS

11.2.1 Record Drawing Plan Submittal

- A. At the completion of the construction of the project and after receiving "APPROVAL" of the "Public Works – Final" Inspection, the Engineer of record shall make a record drawing submittal to Town of Camp Verde Community Development Department. The Engineer of record shall submit the following items as part of the Record Drawing Submittal:
 1. One (1) mylar copy, 22" x 34", of the complete "Record Drawing" set of plans. The mylar shall have an original engineer's seal and signature and each page shall be noted as "As Built". Partial sets of plans shall not be accepted.
 2. Three (3) bond copies, 22" x 34", of the complete "Record Drawing" set of plans. Each copy shall have an original engineer's seal and signature, and each page shall be noted as "As Built". Partial sets of plans shall not be accepted.
 3. PDF file of the complete "Record Drawing" set of plans.
 4. Arizona Department of Environmental Quality (ADEQ), "Approval of Construction" (AOC), if applicable.
 5. Digital File on the Town of Camp Verde Coordinate System in conformance with EDSM, Section 9: Survey. All CAD files will be on a single disk media in AutoCAD (a release currently supported by Autodesk subscription plans). CAD files shall consist of base/design files on Town coordinates to include, but not limited to the following: Topography, ROW, Sewer, Water, Reclaimed Water, Drainage, Grading, Typical Sections, etc. All deliverables to include but not limited to the following: General, Civil, Sewer, Water, Reclaimed Water, Details, etc. All

CD/DVDs shall be labeled with the project name, company name, contact name, phone number, and the Town of Camp Verde project number.

6. Test data in PDF and hardcopy format (e.g. water line disinfection/chlorination, pressure and bacteria test results; low pressure air, mandrel and vacuum manhole testing results; main & lateral closed-circuit video (CCTV) inspection results). Refer to EDSM, Section 4: Water, Section 5: Reclaimed Water and Section 6: Wastewater.

Failure to submit the items listed above in conformance with the EDSM may result in the delay of the setting of a water meter on the site as well as delay of an “Approval to Operate and Release” from the Town of Camp Verde Town Engineer.

- B. The “Record Drawing” submittal shall have a company transmittal sheet listing the name and number of items submitted. The transmittal sheet shall also contain the company name, contact name and phone number.
- C. Record Drawing plans shall include the following information, if it is applicable to the project:

1. Grading & Drainage Plans

- a. Finished pad grades. An average pad grade may be used if the pad is not flat. Pad elevations shall not exceed plus 0.5 feet tolerance (plus 0.2 feet if located adjacent to an existing development). Pad elevations shall not exceed minus 0.2 feet tolerance (0.1 feet if located in a floodplain adjacent to a wash or channel)
- b. Flow line elevations of channels
- c. Hinge point elevations on all slopes and grade breaks
- d. Percentage of all slopes, flow lines and channels
- e. Catch basin grates elevation at top of grate
- f. Inverts of storm drain lines and headwalls
- g. As-built elevations shall be provided at all drainage control points (i.e. detention overflow point, tops and bottom of detention basins, drain rims, valley gutters, curbs, curb openings, flow line elevations in swales, etc.). As-built enough spot elevations to verify the design intentions are met (i.e. grade breaks, high/low points, scuppers, extreme outfall, etc.). Show the direction of drainage flow to illustrate that design intent has been met
- h. Provide calculations to verify the actual as-built volume of all detention facilities included on the as-builts, as well as a table which compares the as-built volumes with the approved, required volumes indicated on the design drawings or in the approved Drainage Report
- i. Detention calculations shall be revised to as-built condition by the engineer of record

- j. Flow line elevations and/or pipe inverts, grate elevations for catch basins, underground detention storage tanks, and all other drainage structures
 - k. Top of flood walls, retaining walls, and cutoff walls
 - l. Stations, offsets, and invert elevations for spillways and box culverts
 - m. When storm drain lines and appurtenances are included in the G&D drawings, please refer to the Storm Drain Plan record drawing requirement for additional required items
2. Water/Reclaimed Water/ Fire Line Plans
- a. Location of all valves
 - b. Main line horizontal angle points
 - c. Pipe sizes, lengths and materials
 - d. Blow-offs and meter boxes
 - e. Horizontal and vertical separation from existing and new utilities and drainage culverts/storm drain
 - f. Street centerline station and offset dimension to:
 - i. All fire hydrants and fittings (e.g. valves)
 - ii. Main at all changes in alignment
 - iii. All horizontal control points (e.g. centerline intersects, PC, PT)
 - g. Centerline station and offset to each service tap, size of tap and meter
 - h. Note centerline station, offset and elevations to all changes in vertical alignment (e.g. dips, bends, etc. required to avoid conflicts with other utilities)
 - i. The drawings must clearly indicate the specific points of reference. No dimensioning from points of curvature or tangency is acceptable for record drawing purposes. In all cases where the pipeline is constructed within, or parallel in close proximity with the ROW, all stationing and dimensioning must be from the nearest appropriate monument line and monument line intersection
 - j. When water services are not installed perpendicular to the water main, both the location of the tap at the main and the distance of the meter set from the nearest side property line of the lot must be shown
 - k. On phased projects, the phase lines must be clearly shown on the key map and on the plan and profile sheets, and their locations clearly identifiable. Actual pipe end locations relative to phasing lines must be shown by dimensioning of stationing
 - l. A complete list of all materials installed and abandoned must be shown. The specific size and material type of each pipeline installed must be shown at every construction reference to that pipe. Any changes to the record drawing must be reflected on the materials list
3. Sewer Plans
- a. Manhole rim and inverts

- b. Pipe sizes and lengths
- c. Recalculated pipe slopes
- d. Location of cleanouts and individual service wyes
- e. Separation from existing/newly installed water mains, reclaimed water mains and culverts
- f. Street centerline station and offset dimension from street centerline to main at manholes
- g. Sewer line stationing at centerline of each service tap at 90 degrees to main; if not installed at 90 degrees to main, station and offset to end of each service tap
- h. New manholes built on existing lines require showing its station from the nearest existing downstream manhole and its distance to the nearest existing upstream manhole
- i. Where construction begins with removal of an existing pipe plug of cleanout, 0+00 stationing always begins at the nearest existing downstream manhole. Pipe length measurement and stationing is always from the centerline of the downstream manhole to the centerline of the upstream manhole or cleanout. Do not give partial pipe lengths in plan of profile at match lines. Always indicate the distance between manholes or to cleanouts or pipe ends
- j. All as-built adjustment to manhole, cleanout and pipe information shall be shown on both plan and profile, and repeated on every sheet that refers to the same information
- k. A complete list of all materials installed and abandoned must be shown. The specific size and material type of each pipeline installed must be shown at every construction reference to that pipe. Any changes to the record drawing must be reflected on the materials list
- l. On phased projects, the phase lines must be clearly shown on the key map and on the plan and profile sheets, and their locations clearly identifiable. Actual pipe end locations relative to phasing lines must be shown by dimensioning of stationing

4. Paving Plans

- a. Top of curb, flow line, and pavement centerline elevations at all grade breaks, Points of Tangency (PT), Points of Curvature (PC), Beginning Curb Return (BCR), and Ending Curb Return (ECR), valley gutters, spandrels at intersections, plus any other location necessary to adequately show drainage
- b. Percentage of slope
- c. Valley gutter inverts
- d. Edge of pavement on rural road sections
- e. Locations of traffic signage, signals, poles and cabinets

- f. Station for all grade breaks
 - g. Back of curb offset dimension at all changes in alignment
 - h. Survey monuments: as-built installation and provide Northing/Easting to the hundredth of one foot. For street monuments, provide top of monument as-built elevation in addition
 - i. Distance from monument line to back/face of curb, edge of pavement, and sidewalk; show on plan view or typical detail for street section
 - j. Beginning and ending stations and elevations for all traffic calming devices
 - k. Stations, offsets, and invert elevations for spillways and box culverts
 - l. Flow line elevations and/or pipe inverts, grate elevations for catch basins, underground detention storage tanks, and all other drainage structures
5. Traffic Signal Plans
- a. Street centerline station and offset dimension to all fixture poles, cabinets, boxes, or other signal related furniture
 - b. Horizontal location of conduit along with elevations to top of conduit
6. Signing & Striping Plans
- a. Street centerline station and offset dimension to all signage, painted arrows, wording and symbols
 - b. Face of curb dimensions to all striping
7. Storm Drain Plans
- a. Street centerline station and offset dimension to the main at all changes in alignment and/or changes in grade
 - b. Street centerline station and offset dimension to all structures and changes in alignment
 - c. Top and invert elevations for all structures
 - d. Drainage pipe inverts
 - e. Finish elevation for catch basins
 - f. Invert elevations of box culverts
 - g. Length of headwall wing
 - h. Length of catch basin wings
8. Landscaping
9. Street Light Plans
- a. Record drawings for streetlights are required to have an Arizona Public Service (APS) ID number on each streetlight noted on the plan
 - b. Street centerline stationing and offsets for streetlights

D. Benchmark locations and elevations must be shown on the coversheet.

E. The following items must be shown on the cover sheet by the Town of Camp Verde department responsible for construction inspection:

- a. Name of Contactor
- b. Permit number {identify phase if applicable}
- c. Date of approval by Town of Camp Verde Inspector
- d. Name of Town of Camp Verde Inspector who witnessed the construction
- F. Record Drawing plans shall be reviewed and approved by the Fire Department, Utilities Division, Public Works Inspection, and Town Engineer.
- G. Record Drawings shall be signed and sealed by a Registered Professional Engineer with the “AS-BUILT CERTIFICATION” approval block as shown below:

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THAT THIS PROJECT HAS BEEN COMPLETED IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED PLANS, SPECIFICATIONS AND REFERENCED STANDARDS, EXCEPT AS SHOWN HEREON; THAT THESE AS-BUILT PLANS REFLECT THE POSITION OF CONSTRUCTED IMPROVEMENTS BASED ON FIELD MEASUREMENTS; AND THAT THE MATERIALS USED IN CONSTRUCTION ARE AS SHOWN BASED ON FIELD OBSERVATION AND TEST RESULTES.

THIS CERTIFICATION DOESN NOT WARRANT MATERIALS, WORKMANSHIP, METHODS OF CONSTRUCTION, OR OTHER ITEMS AFFECTING THE WARRANTY OF THIS PROJECT TO THE TOWN OF CAMP VERDE. USERS OF THIS INFORMATION ARE ADVISED TO OBTAIN INDEPENDENT VERIFICATION OF ACTUAL CONDITIONS.

REGISTERED PROFESSIONAL ENGINEER (CIVIL)

DATE

12 APPENDIX

TOWN OF CAMP VERDE STANDARD DETAILS

1. THE TOWN OF CAMP VERDE DOES NOT WARRANT ANY QUANTITIES SHOWN ON THESE PLANS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL QUANTITIES. THE TOWN OF CAMP VERDE SHALL NOT BE HELD RESPONSIBLE FOR ERRORS IN ESTIMATES OF QUANTITIES, MATERIALS, SCHEDULE, INSTALLATION REQUIREMENTS, OR SIZE.
2. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF SHALL BE NOTIFIED 48 HOURS PRIOR TO ANY CONSTRUCTION WORK BY TELEPHONE AT (928) 554-0823. ANY WORK CONCEALED WITHOUT INSPECTION SHALL BE SUBJECT TO EXCAVATION FOR INSPECTION AND REMOVAL AND REPLACEMENT AT THE CONTRACTOR'S EXPENSE.
3. AN APPROVED SET OF PLANS MUST BE AVAILABLE ON THE JOB SITE AT ALL TIMES. THE CONTRACTOR'S REPRESENTATIVE (CAPABLE OF COMMUNICATING WITH THE TOWN'S REPRESENTATIVES) SHALL BE ON THE JOB AT ALL TIMES THE WORK IS BEING PURSUED.
4. THE PROCEDURES AND METHODS USED TO SAMPLE, TEST MATERIALS, AND REPORT TEST RESULTS WILL BE DETERMINED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT. FOR ALL PHASES OF CONSTRUCTION, THE TYPE, SCHEDULING, FREQUENCY AND LOCATION OF ALL MATERIALS TESTING AND SAMPLING SHALL BE DETERMINED BY THE ENGINEERING DEPARTMENT. THE INSPECTOR SHALL SELECT TESTING LOCATIONS AND INCREASE OR DECREASE THE FREQUENCY OF THE TESTS. COSTS OF MATERIAL TESTING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. A THIRD PARTY TESTING LABORATORY SHALL BE USED FOR ALL MATERIAL TESTING. AS A GENERAL GUIDELINE TESTING FREQUENCY SHALL BE:
 - A. CONCRETE - 1 SET OF 4 CYLINDERS PER 50 CUBIC YARDS OR DAILY
 - B. SUBGRADE - 1 DENSITY TEST PER 500 LINEAL FEET - COMPACTION MINIMUM 95% MAXIMUM DRY DENSITY
 - C. BASE COURSE - 1 DENSITY TEST PER 500 LINEAL FEET - COMPACTION MINIMUM 100% MAXIMUM DRY DENSITY
 - D. ASPHALT - 1 DENSITY TEST PER 500 LINEAL FEET IN EACH LANE. 1 OIL CONTENT PER DAY OF PAVING. 1 GRADATION CHECK PER PAVING DAY. 1 MARSHALL TEST PER DAY OF PAVING.
5. THE CONTRACTOR IS RESPONSIBLE FOR THE DEMOLITION, REMOVAL, AND LEGAL DISPOSAL OF ALL ITEMS SHOWN AS BEING REMOVED ON THESE PLANS.
6. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY THE PRESENCE AND LOCATION OF ALL EXISTING OVERHEAD AND /OR UNDERGROUND UTILITIES AND IRRIGATION LINES THAT MAY INTERFERE WITH THIS CONSTRUCTION, WHETHER OR NOT SAID UTILITIES ARE SHOWN ON THE CONSTRUCTION PLANS FOR THIS PROJECT AND TO ADEQUATELY PROTECT, REPAIR AS REQUIRED, AND MAINTAIN ANY SUCH UTILITIES AND IRRIGATION LINES.
7. THE CONTRACTOR IS ENCOURAGED TO USE RECLAIMED WATER FOR COMPACTION AND DUST CONTROL. RECLAIMED WATER PURCHASE IS AVAILABLE BY CONTACTING THE TOWN OF CAMP VERDE UTILITIES DEPARTMENT (928) 554-0850.
8. ALL DRAINAGE PROTECTIVE DEVICES SUCH AS SWALES, INTERCEPTION DITCHES, PIPES PROTECTIVE BERMS, CONCRETE CHANNELS OR OTHER MEASURES DESIGNED TO PROTECT IMPROVEMENTS, WHETHER EXISTING OR PROPOSED, FROM RUNOFF OR DAMAGE FROM STORM WATER, MUST BE CONSTRUCTED PRIOR TO THE CONSTRUCTION OF ANY IMPROVEMENTS.
9. TRAFFIC CONTROL SHALL CONFORM WITH THE CURRENT TOWN OF CAMP VERDE R.O.W. PERMIT AND MUTCD GUIDELINES, AS APPLICABLE.
10. ALL CONTRACTORS ARE RESPONSIBLE TO OBTAIN AN AZPDES POLLUTION DISCHARGE ELIMINATION SYSTEM PERMIT IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS, INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATION, AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP). A COPY OF THE NOI AND SWPPP SHALL BE AVAILABLE ON THE JOB SITE AT ALL TIMES. THIS APPLIES TO ALL COMMERCIAL SITES REGARDLESS OF SIZE AND RESIDENTIAL SITES GREATER THAN 1 ACRE IN SIZE.
11. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ANY AND ALL OTHER PERMITS AND MEET ANY REQUIREMENTS SET FORTH BY OTHER AGENCIES OR UTILITIES, WHICH HAVE JURISDICTION, AT THE CONTRACTOR'S EXPENSE, INCLUDING OSHA.
12. ALL CONTRACTORS ARE RESPONSIBLE TO CONSTRUCT STABILIZED CONSTRUCTION ENTRANCES, IF REQUIRED, IN ORDER TO REDUCE OR ELIMINATE THE TRACKING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS. GRAVEL TRACK-OUT PADS SHALL MEET CURRENT ADOT EROSION AND POLLUTION CONTROL MANUAL STANDARDS. THE CONTRACTOR SHALL IMMEDIATELY REMOVE ANY SEDIMENT TRACKED ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL WORK AREAS INCLUDING STREETS & PAVED AREAS, DRAINAGEWAYS AND DRAINAGE APPURTENANCES, WORK AREA UTILITIES WHETHER BURIED AND EXPOSED, EMBANKMENTS & CUT SLOPES, AND ALL UNFINISHED WORK AREAS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED SO THAT ACCESS IS NOT DENIED TO ANY PROPERTY ALONG THE PROPOSED CONSTRUCTION FOR ANY DURATION THAT WOULD INTERFERE WITH NORMAL DAILY INGRESS AND EGRESS. ALL DRIVING AREAS SHALL BE GRADED TO FINISH SURFACE FOLLOWING THE REQUIRED TRENCH FILL SPECIFICATIONS IMMEDIATELY AFTER THE INSTALLATION IS COMPLETE IN ORDER THAT ACCESS IS NOT INTERRUPTED AND THAT ACCESS IS UNINHIBITED. NO UNEVEN SURFACES SHALL BE ALLOWED THAT COULD CAUSE ACCIDENTS, VEHICLE DAMAGE, OR LIMITED ACCESS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED TO ASSURE THAT NO UTILITIES ARE INTERRUPTED ALONG THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL LEAVE ALL DRAINAGEWAYS AND APPURTENANCES IN OPERATING ORDER THROUGHOUT THE CONSTRUCTION DURATION. THE CONTRACTOR SHALL ASSURE THAT ALL CUT AND FILL SLOPES ARE RESTORED TO THE PRIOR CONDITIONS OR AS SHOWN ON THE APPROVED PLANS. THE CONTRACTOR SHALL SEE THAT ALL UNFINISHED WORK AREAS SHALL BE MAINTAINED TO ASSURE THAT OPEN TRENCHES ARE SECURE AND NOT LEFT UNATTENDED, THAT DRAINAGE IS NOT ALLOWED TO ENTER OPEN TRENCHES AND DAMAGE EXISTING AND NEW UTILITIES, AND THAT PUBLIC SAFETY IS ASSURED ALONG THE ENTIRE CONSTRUCTION ROUTE AT ALL TIMES. CONTRACTOR SHALL MEET OSHA STANDARDS FOR TRENCH SAFETY.
14. PRIOR TO THE START OF ANY WORK, THE CONTRACTOR SHALL SCHEDULE AND ATTEND A PRE-CONSTRUCTION AND UTILITY COORDINATION MEETING. ALL WORK, PLANS, SPECIFICATIONS, INSPECTION REQUIREMENTS, AND SCHEDULING SHALL BE DISCUSSED AT THIS MEETING.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FOLLOWING ALL ARIZONA 811 LAWS PRIOR TO AND DURING CONSTRUCTION BY CONTACTING THE 811 AUTHORITY AT (602) 659-7500. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THE INTEGRITY OF THE UTILITY LOCATION AS IS REQUIRED THROUGHOUT THE PROJECT CONSTRUCTION DURATION. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE ARIZONA 811 AUTHORITY REGULATIONS. CONTRACTOR SHALL PROVIDE THE TOWN OF CAMP VERDE ENGINEERING STAFF WITH EVIDENCE OF ANY AREA BEING DISTURBED HAVING BEEN LOCATED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.



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16. THE CONTRACTOR IS RESPONSIBLE TO PROVIDE SUFFICIENT MANPOWER, MATERIALS, AND EQUIPMENT ON THE JOB AT ALL TIMES DURING THE DURATION OF THE CONSTRUCTION PROJECT TO BOTH COMPLY WITH THE PROJECT SPECIFICATIONS AND ALSO ACCOMPLISH THE WORK IN A TIMELY MANNER.
17. CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE SPECIFICATIONS AS REQUIRED IN THE CURRENT UNIFORM STANDARD SPECIFICATIONS AND DETAILS OF PUBLIC WORKS CONSTRUCTION BY MARICOPA ASSOCIATION OF GOVERNMENT COMMONLY REFERRED TO AS MAG STANDARDS, TOWN OF CAMP VERDE REGULATIONS OR SPECIFICATIONS, ANSI/AWWA SPECIFICATIONS, AND/OR OTHER STATE AND FEDERAL SPECIFICATIONS, AS APPLICABLE.
18. THE CONTRACTOR SHALL BE RESPONSIBLE TO DETERMINE TRENCH BRACING, SHEATHING, SHORING OR SIDE SLOPES AS REQUIRED FOR THE SAFETY AND CONFORMANCE TO ALL APPLICABLE OSHA LAWS AND CONSTRUCTION STANDARDS FOR THE EXCAVATION AND TRENCHING OF THIS PROJECT. THE CONTRACTOR SHALL ASSURE THAT SUITABLE AND SAFE CONDITIONS, INCLUDING PROPER TRAFFIC AND SAFETY CONTROL, ARE MET THROUGHOUT THE PROJECT DURATION OR WORK WILL BE CEASED UNTIL SUCH TIME THAT THE UNSAFE CONDITION IS RECTIFIED. THE TOWN OF CAMP VERDE SHALL NOT BE HELD IN ANY WAY RESPONSIBLE FOR ANY LOST TIME BY THE CONTRACTOR DUE TO UNSAFE CONDITIONS OR THE ENFORCEMENT OF THIS SPECIFICATION
19. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN TO THE TOWN OF CAMP VERDE PUBLIC WORKS PROJECT MANAGER FOR APPROVAL PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
20. THE TOWN OF CAMP VERDE MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN THEIR JUDGMENT, PROGRESS IS UNSATISFACTORY OR UNAUTHORIZED, THE PRODUCT IS UNSATISFACTORY, WEATHER CONDITIONS ARE UNSUITABLE OR THERE IS DANGER TO THE PUBLIC.
21. SHOP DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR PER MAG SECTION 105.2.
22. THE CONTRACTOR MAY SUBMIT CAREFULLY DOCUMENTED AND CONSIDERED WRITTEN PROPOSALS FOR ALTERNATE MATERIALS AND CONSTRUCTION METHODS WHICH WILL BE CONSIDERED BY THE TOWN ENGINEER.
23. ALL IMPROVEMENTS SHALL BE CONSTRUCTED BY CONTRACTORS LICENSED BY THE ARIZONA STATE REGISTRAR OF CONTRACTORS, WITH A CLASS OF LICENSE(S) FOR THE SPECIFIC WORK BEING PERFORMED.
24. THE TOWN OF CAMP VERDE INSPECTION STAFF SHALL BE NOTIFIED 48 HOURS PRIOR TO BEGINNING DIFFERENT PHASES OF CONSTRUCTION THAT WILL REQUIRE INSPECTION.
25. THE TOWN OF CAMP VERDE RESERVES THE RIGHT TO REQUIRE MODIFICATIONS TO THESE PLANS DURING CONSTRUCTION IF FIELD CONDITIONS WARRANT.
26. ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN THE WARRANTY PERIOD GIVEN IN THE PROJECT CONTRACT FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY AND AT THE EXPENSE OF THE CONTRACTOR.
27. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE STREETS AND OF PARTIALLY COMPLETED PORTIONS OF THE WORK UNTIL FINAL ACCEPTANCE OF THE WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE QUALITY OF EXISTING STREETS LEADING TO THE PROJECT SITE. EXISTING STREETS FOUND TO BE DAMAGED BY CONSTRUCTION TRAFFIC SHALL BE REPAIRED TO THE SATISFACTION OF THE TOWN OF CAMP VERDE TOWN ENGINEER BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.
28. ALL ITEMS REMOVED AND NOT NOTED TO BE SALVAGED IN THE PLANS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE HAULED AWAY.
29. STREETS CLOSED BECAUSE OF CONSTRUCTION SHALL BE PROVIDED WITH BARRICADES AND/OR HAZARD SIGNS AS REQUIRED AND APPROVED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF. THE TOWN OF CAMP VERDE EMERGENCY SERVICES SHALL BE NOTIFIED 48 HOURS PRIOR TO ANY STREET CLOSURE.
30. PRIOR TO APPROVAL OF AN IMPROVEMENT PROJECT, AN "AS-BUILT" PLAN MUST BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEER IN THE FORM OF HARD COPIES, DIGITAL PDF, AND CAD DRAWING. THE AS-BUILT PLAN SHALL INDICATE THE ACTUAL LOCATION OF WATER MAINS, SEWER MAINS, UNDERGROUND DRAINAGE STRUCTURES, ALL SEWER AND WATER SERVICES, ALL FITTINGS, VALVES AND MANHOLES RELATIVE TO RIGHT-OF-WAY BOUNDARIES, LOT LINE, OTHER POINTS OF SURVEY, OR OTHER IMPROVEMENTS IN PLANS.
31. THE ACCURACY OF ALL CONSTRUCTION WORK SHALL BE MAINTAINED AND VERIFIED BY THE CONTRACTOR'S SURVEYOR AT THE CONTRACTOR'S EXPENSE. STAKES WILL BE SET ESTABLISHING LINES AND GRADES (FINISH OR FLOWLINE) FOR ALL CONSTRUCTION INCLUDING ROADS, CURB AND GUTTER, SIDEWALKS, UTILITIES, STRUCTURES, AND OTHER WORK AS CONSIDERED NECESSARY. ALL SURVEY CONTROL SHALL BE SET BY THE CONTRACTOR'S SURVEYOR FROM MONUMENTS PER THESE APPROVED PLANS.
32. A COPY OF THE A.D.E.Q. PERMITS ISSUED PRIOR TO NEW CONSTRUCTION, EXTENSION TO, OR MODIFICATION OF A WATER DISTRIBUTION SYSTEM, SEWAGE COLLECTION OR INDIVIDUAL SEWAGE TREATMENT SYSTEM SHALL BE ONSITE AT ALL TIMES.
33. RELOCATION OF SIGNS, TREES, SHRUBS, MAILBOXES AND OTHER INCIDENTALS REQUIRING RELOCATION SHALL BE MOVED ONLY FAR ENOUGH TO ALLOW CONSTRUCTION OF THE PROJECT AND CAUSE THE LEAST DISRUPTION TO PRIVATE PROPERTY, AND LANDSCAPE. FINAL POSITIONS SHALL BE APPROVED BY THE TOWN OF CAMP VERDE PRIOR TO RELOCATION. ALL RELOCATED ITEMS SHALL CONTINUE TO WORK IN THEIR INTENDED CAPACITY AFTER THE RELOCATION HAS BEEN ACCOMPLISHED. NO SIGNS SHALL BE RELOCATED TO POSITIONS OUTSIDE DESIGNATED RIGHTS-OF-WAY. SAFETY SHALL BE A PRIMARY CONSIDERATION IN THE PLACEMENT OF SHRUBBERY AND SIGNS WHICH COULD POSSIBLY DISRUPT THE SIGHT DISTANCE OF MOTORISTS.
34. NO JOB WILL BE CONSIDERED COMPLETE UNTIL FINAL GRADING IS COMPLETE AND ALL CURBS, PAVEMENT, AND SIDEWALKS HAVE BEEN SWEEPED CLEAN OF ALL DIRT AND DEBRIS, ALL SURVEY MONUMENTS ARE INSTALLED, AND ALL VALVES, MANHOLES AND BOXES HAVE BEEN ADJUSTED TO GRADE ACCORDING TO THESE APPROVED PLANS.
35. THE CONTRACTOR IS RESPONSIBLE TO PROVIDE AN ACCURATE SET OF "AS-BUILT" PLANS AS HARD COPIES, DIGITAL PDF, AND CAD DRAWING TO THE TOWN OF CAMP VERDE TOWN ENGINEER PRIOR TO THE FINAL ACCEPTANCE OF THE PROJECT WORK. THESE AS-BUILT PLANS SHALL ACCURATELY SHOW THE LOCATIONS OF ALL CONSTRUCTION AND AND ITS RELATIONSHIP TO RIGHT OF WAY BOUNDARIES, LOT LINES, OR OTHER POINTS OF SURVEY.
36. TOWN OF CAMP VERDE TOWN ENGINEER RESERVES THE RIGHT TO AMEND NOTES AND DETAILS AS DEEMED NECESSARY WITH APPROPRIATE DIRECTOR APPROVAL.



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1. EXCAVATING CONTRACTOR MUST GIVE LOCATION FOR WASTING EXCESS EXCAVATION IF LOCATED WITHIN THE TOWN OF CAMP VERDE AND A LETTER FROM OWNER GIVING PERMISSION FOR DUMPING PRIOR TO STARTING ON-SITE CONSTRUCTION. IF EXCESS EXCAVATION EXCEEDS 50 CUBIC YARDS AND IS DISPOSED OF ON PRIVATE PROPERTY THE DISPOSAL SITE WILL ALSO REQUIRE A GRADING AND DRAINAGE PERMIT.
2. GRADING AND DRAINAGE PLAN APPROVAL INCLUDES THE CONSTRUCTION OF ALL SURFACE IMPROVEMENTS SHOWN ON THE APPROVED PLANS.
3. COMPACTION SHALL COMPLY WITH M.A.G. SECTION 601 OR AS SPECIFIED IN THESE PLANS.
4. TREES AND SHRUBBERY THAT CONFLICT WITH PROPOSED IMPROVEMENTS SHALL NOT BE REMOVED WITHOUT BEING SHOWN IN THE APPROVED PLANS OR APPROVAL OF THE TOWN ENGINEER.
5. NO CHANGES TO LANDSCAPE PLANS SHALL BE MADE WITHOUT WRITTEN APPROVAL FROM THE TOWN.
6. SUBGRADE PREPARATION SHALL CONFORM WITH THE GEOTECHNICAL REPORT, IF APPLICABLE, FOR THIS PROJECT UNLESS OTHERWISE DIRECTED IN THESE APPROVED PLANS.
7. THE CONTRACTOR SHALL PRESERVE AND MAINTAIN CONSTRUCTION STAKING AND REFERENCE AND CONTROL POINTS UNTIL SUCH A TIME THAT THEY ARE NO LONGER REQUIRED. IN THE EVENT THAT THESE ITEMS ARE MOVED OR DESTROYED IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO HAVE THOSE ITEMS RE-ESTABLISHED FOR LOCATION AND GRADE.
8. THE CONTRACTOR IS RESPONSIBLE FOR THE DEMOLITION, REMOVAL, AND LEGAL DISPOSAL OF ALL ITEMS SHOWN AS BEING REMOVED ON THESE PLANS.
9. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY THE PRESENCE AND LOCATION OF ALL EXISTING OVERHEAD AND /OR UNDERGROUND UTILITIES AND IRRIGATION LINES THAT MAY INTERFERE WITH THIS CONSTRUCTION, WHETHER OR NOT SAID UTILITIES ARE SHOWN ON THE CONSTRUCTION PLANS FOR THIS PROJECT AND TO ADEQUATELY PROTECT, REPAIR AS REQUIRED, AND MAINTAIN ANY SUCH UTILITIES AND IRRIGATION LINES.
10. THE CONTRACTOR IS ENCOURAGED TO USE RECLAIMED WATER FOR COMPACTION AND DUST CONTROL. RECLAIMED WATER PURCHASE IS AVAILABLE BY CONTACTING THE TOWN OF CAMP VERDE UTILITIES DEPARTMENT (928) 554-0850.
11. ALL DRAINAGE PROTECTIVE DEVICES SUCH AS SWALES, INTERCEPTION DITCHES, PIPES PROTECTIVE BERMS, CONCRETE CHANNELS OR OTHER MEASURES DESIGNED TO PROTECT IMPROVEMENTS, WHETHER EXISTING OR PROPOSED, FROM RUNOFF OR DAMAGE FROM STORM WATER, MUST BE CONSTRUCTED PRIOR TO THE CONSTRUCTION OF ANY IMPROVEMENTS.
12. ALL CONTRACTORS ARE RESPONSIBLE TO OBTAIN AN AZPDES POLLUTION DISCHARGE ELIMINATION SYSTEM PERMIT IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS, INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATION, AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP). A COPY OF THE NOI AND SWPPP SHALL BE AVAILABLE ON THE JOB SITE AT ALL TIMES. THIS APPLIES TO ALL COMMERCIAL SITES REGARDLESS OF SIZE AND RESIDENTIAL SITES GREATER THAN 1 ACRE IN SIZE.
13. ALL CONTRACTORS ARE RESPONSIBLE TO CONSTRUCT STABILIZED CONSTRUCTION ENTRANCES, IF REQUIRED, IN ORDER TO REDUCE OR ELIMINATE THE TRACKING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS. GRAVEL TRACK-OUT PADS SHALL MEET CURRENT ADOT EROSION AND POLLUTION CONTROL MANUAL STANDARDS. THE CONTRACTOR SHALL IMMEDIATELY REMOVE ANY SEDIMENT TRACKED ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL WORK AREAS INCLUDING STREETS & PAVED AREAS, DRAINAGEWAYS AND DRAINAGE APPURTENANCES, WORK AREA UTILITIES WHETHER BURIED AND EXPOSED, EMBANKMENTS & CUT SLOPES, AND ALL UNFINISHED WORK AREAS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED SO THAT ACCESS IS NOT DENIED TO ANY PROPERTY ALONG THE PROPOSED CONSTRUCTION FOR ANY DURATION THAT WOULD INTERFERE WITH NORMAL DAILY INGRESS AND EGRESS. ALL DRIVING AREAS SHALL BE GRADED TO FINISH SURFACE FOLLOWING THE REQUIRED TRENCH FILL SPECIFICATIONS IMMEDIATELY AFTER THE INSTALLATION IS COMPLETE IN ORDER THAT ACCESS IS NOT INTERRUPTED AND THAT ACCESS IS UNINHIBITED. NO UNEVEN SURFACES SHALL BE ALLOWED THAT COULD CAUSE ACCIDENTS, VEHICLE DAMAGE, OR LIMITED ACCESS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED TO ASSURE THAT NO UTILITIES ARE INTERRUPTED ALONG THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL LEAVE ALL DRAINAGE WAYS AND APPURTENANCES IN OPERATING ORDER THROUGHOUT THE CONSTRUCTION DURATION. THE CONTRACTOR SHALL ASSURE THAT ALL CUT AND FILL SLOPES ARE RESTORED TO THE PRIOR CONDITIONS OR AS SHOWN ON THE APPROVED PLANS. THE CONTRACTOR SHALL SEE THAT ALL UNFINISHED WORK AREAS SHALL BE MAINTAINED TO ASSURE THAT OPEN TRENCHES ARE SECURE AND NOT LEFT UNATTENDED, THAT DRAINAGE IS NOT ALLOWED TO ENTER OPEN TRENCHES AND DAMAGE EXISTING AND NEW UTILITIES, AND THAT PUBLIC SAFETY IS ASSURED ALONG THE ENTIRE CONSTRUCTION ROUTE AT ALL TIMES. CONTRACTOR SHALL MEET OSHA STANDARDS FOR TRENCH SAFETY.
15. ANY GRADING WITHIN A FLOOD HAZARD AREAS WILL REQUIRE THE REVIEW AND APPROVAL OF GRADING PLANS BY THE TOWN OF CAMP VERDE TOWN ENGINEER.
16. THE TOWN OF CAMP VERDE HAS ADOPTED THE MOST CURRENT YAVAPAI COUNTY DRAINAGE MANUAL.
17. ALL OUTFLOWS FROM DEVELOPED PROPERTY MUST BE EQUAL TO OR LESS THAN PRE-DEVELOPMENT HISTORIC FLOWS. ANY RESIDENTIAL OR COMMERCIAL DEVELOPMENT SHALL NOT CAUSE ADVERSE IMPACT TO ANY DOWNSTREAM OR NEIGHBORING PROPERTIES, INFRASTRUCTURE, DRAINAGES, AND WATERWAYS BY DISCHARGE OF AN INCREASED POST DEVELOPMENT FLOW.
18. ALL DEVELOPMENTS WILL REQUIRE SUBMITTAL OF GRADING & DRAINAGE PLANS AND DRAINAGE REPORT BY AN ARIZONA LICENSED PROFESSIONAL CIVIL ENGINEER.
19. GRADING & DRAINAGE PLANS AND DRAINAGE REPORT MUST INCLUDE NECESSARY CALCULATIONS TO ANALYZE ALL CHANGES MADE TO SITE FROM NATIVE LAND TO POST DEVELOPMENT SITE CONDITIONS FOR FIRST CATCH/FLUSH & DETENTION.



TOCV STANDARD DETAIL

Council Regular Session

GRADING AND DRAINAGE NOTES

January 15, 2025

REVISED:
11/14/2024

DETAIL No:
102CV

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1. ALL PROJECT MATERIALS AND WORKMANSHIP SHALL COMPLY WITH THE MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) STANDARD SPECIFICATIONS AND DETAILS FOR PUBLIC WORKS CONSTRUCTION, THE TOWN OF CAMP VERDE STD DETAILS AND SPECIFICATIONS, THE APPROVED PLANS, TOGETHER WITH GENERALLY ACCEPTED GOOD CONSTRUCTION PRACTICES.
2. THE CONTRACTOR SHALL PROVIDE SUFFICIENT MEN AND EQUIPMENT ON THE JOB SITE AT ALL TIMES TO ASSURE PUBLIC SAFETY AND COMPLY WITH THE CONSTRUCTION SPECIFICATIONS.
3. WATERMAIN PIPE INSTALLATION, EMBEDMENT, AND BACKFILL SHALL CONFORM TO TOWN OF CAMP VERDE STD DTL 200CV AND ITS REFERENCED SPECIFICATIONS.
4. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF WILL CONDUCT INSPECTIONS OF ALL OF THE PROPOSED IMPROVEMENTS. THESE REQUIRED INSPECTIONS WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:
 - A. PRE-EXCAVATION LOCATION OF THE PROPOSED TRENCH AND ANY PROPOSED SAW CUTTING OF ASPHALT OR CONCRETE AND VERIFICATION OF BLUE STAKE.
 - B. EXCAVATED DEPTH AND TRENCH SUBGRADE PREPARATION: ANY CROSSED UTILITIES (PUBLIC OR PRIVATE) WILL BE INSPECTED TO ASSURE NO DAMAGE OCCURRED DURING EXCAVATION.
 - C. THE PLACEMENT OF TRENCH BOTTOM BEDDING INCLUDING QUALITY OF MATERIALS, THICKNESS, MOISTURE, AND COMPACTION IN ACCORDANCE TO THE PIPE BEDDING AND TRENCH DETAIL IN THE APPROVED PLANS.
 - D. THE INSTALLATION AND ASSEMBLY OF THE PROPOSED PIPE AND FITTINGS IN THE TRENCH ATOP THE TRENCH BOTTOM BEDDING. THIS WILL INCLUDE BUT NOT BE LIMITED TO INSPECTING THAT BEDDING HAS BEEN HAND REMOVED BELOW BELLS FOR FLUSH FIT ATOP TRENCH BOTTOM BEDDING, THAT PIPE ENDS HAVE BEEN MARKED AND THEN INSERTED INTO BELL ENDS FOR THE APPROPRIATE DEPTHS, THAT FITTINGS AND PIPE ARE PROPERLY ALIGNED AND BOLTED TOGETHER AS REQUIRED, THAT TRACING WIRE IS INSTALLED AS REQUIRED, THAT ALL DUCTILE IRON FITTINGS AND PIPE ARE WRAPPED AS REQUIRED, AND THAT ALL ITEMS ARE REASONABLY CENTERED IN THE TRENCH SO THAT BEDDING MATERIAL CAN BE PLACED ALONG THE SIDES OF THE PIPE AS REQUIRED BY THE PIPE BEDDING AND TRENCH DETAIL IN THE APPROVED PLANS
 - E. THAT THE PIPE AND FITTINGS ARE APPROPRIATELY BEDDED AROUND AND OVER AS REQUIRED BY THE PIPE BEDDING AND TRENCH DETAIL IN THE APPROVED PLANS INCLUDING QUALITY OF BEDDING MATERIAL, WIDTH/THICKNESS, MOISTURE, AND COMPACTION PER TABLE #1 BELOW.
 - F. THAT TRACER WIRE IS INSTALLED UNDER THE CENTER LINE OF THE PIPE AND IS NOT DAMAGED DURING CONSTRUCTION. BEFORE ACCEPTANCE FOR THE JOB TRACER WIRE WILL BE CHECKED FOR CONTINUITY. DAMAGED WIRE WILL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
 - G. THAT "BURIED WATERLINE" LABELED DETECTOR TAPE IS INSTALLED PROPERLY ATOP THE FIRST COMPACTED LIFT OF NATIVE MATERIAL OR SLURRY ABOVE THE TOP OF PIPE BEDDING AND DIRECTLY ABOVE THE CENTERLINE OF THE BURIED WATERLINE.
 - H. THAT NATIVE BACKFILL USED ABOVE THE BEDDING IS CAREFULLY PROCESSED TO REMOVE ALL ROCK LARGER THAN 3" DIAMETER AND OBTAIN THE APPROPRIATE MOISTURE AND THEN CAREFULLY PLACED IN EVEN AND UNIFORM LIFTS IN THE TRENCH AND COMPACTED TO THE DENSITY REQUIRED TO SATISFY BOTH MAG SPECIFICATIONS IN SECTION 601 AND ADOT REQUIREMENTS FOR WORK IN THEIR RIGHT OF WAY AND PER SPECIFICATIONS IN THESE APPROVED PLANS. THE ALLOWABLE DEPTH OF LIFT WILL BE DETERMINED BY THE CAPABILITIES OF THE COMPACTION EQUIPMENT PROVIDED BY THE CONTRACTOR. DENSITIES OF TRENCH BACKFILL WILL BE CHECKED BY THE PROJECT TESTING CONSULTANT AT THE FOLLOWING VERTICAL AND HORIZONTAL INTERVALS:

TABLE 1

MATERIAL/LOCATION	TEST INTERVAL-VERTICAL	TEST INTERVAL-HORIZONTAL
PIPE BEDDING BASE	TOP OF LIFT	EVERY 350' OR DAILY (WHICHEVER IS GREATER)
PIPE BEDDING	TOP OF BEDDING	EVERY 350' OR DAILY (WHICHEVER IS GREATER)
TRENCH BACKFILL ABOVE BEDDING	EVERY 18" OF VERTICAL FILL*	EVERY 350' OR DAILY (WHICHEVER IS GREATER)

* OR AS REQUIRED BY TOWN OF CAMP VERDE STD DTL 200CV

5. THE CONTRACTOR IS RESPONSIBLE TO PROVIDE AN ACCURATE SET OF "AS-BUILT" PLANS AS HARD COPIES, DIGITAL PDF, AND CAD DRAWING TO THE TOWN OF CAMP VERDE TOWN ENGINEER PRIOR TO THE FINAL ACCEPTANCE OF THE PROJECT WORK. THESE AS-BUILT PLANS SHALL ACCURATELY SHOW THE LOCATIONS OF ALL CONSTRUCTED WATERLINES, FITTINGS, VALVES, BLOCKING, AND TIE-IN POINTS WITH THEIR RELATIONSHIP TO RIGHT OF WAY BOUNDARIES, LOT LINES, OR OTHER POINTS OF SURVEY.
6. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THE SURVEY ACCURACY OF ALL OF THE PROPOSED WORK AT THEIR EXPENSE. THE PROPOSED WORK SHALL BE STAKED BY USE OF MONUMENTATION THAT IS ACCEPTABLE TO THE TOWN OF CAMP VERDE TOWN ENGINEER.
7. THE CONTRACTOR SHALL BE RESPONSIBLE TO "POT-HOLE" OR UNCOVER ALL EXISTING WATER LINE TIE-IN POINTS TO VERIFY THEIR SIZE, MATERIAL, LOCATION AND DEPTH PRIOR TO TRENCHING FOR NEW WATER LINE CONSTRUCTION. THIS MAY BE DONE WITH PROJECT EQUIPMENT JUST PRIOR TO NEW CONSTRUCTION AND SHALL BE DONE UNDER THE SUPERVISION OF THE WATER DIVISION MANAGER.



**TOCV STANDARD
DETAIL**

WATER PLAN GENERAL NOTES

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8. ALL WATER MAIN PIPING SHALL BE DUCTILE IRON PRESSURE CLASS 350 ENCASED IN POLYETHYLENE SLEEVING, OR PVC C-900 CLASS DR14 AS SHOWN IN THE APPROVED PLANS.
9. WATER MAINS SHALL BE BURIED FOR A MINIMUM DEPTH OF 36-INCHES FOR PIPE DIAMETERS 10-INCHES OR LESS AND A MINIMUM OF 48-INCHES FOR PIPES WITH A DIAMETER GREATER THAN 10-INCHES UNLESS SHOWN DIFFERENTLY IN THE APPROVED PLANS OR APPROVED IN WRITING FROM THE TOWN ENGINEER. THE DEPTH SHOWN IN PLANS IS ASSUMED TO BE THE MINIMUM DEPTH.
10. ALL WATER LINES AND FITTINGS SHALL BE BEDDED AND SHADED ABOVE, BELOW, AND AROUND WITH AN APPROVED ROCK FREE, SANDY BEDDING MATERIAL PER THE PIPE BEDDING AND TRENCH DETAIL IN THE APPROVED PLANS. NO CLEAN CHIPS OR PEA GRAVEL WILL BE ALLOWED.
11. THE CONTRACTOR SHALL PROVIDE A BLUE COATED SOLID #12 COPPER TRACER WIRE SECURED TO THE TOP CENTERLINE OF ALL WATER LINES AND SERVICES PER TOWN OF CAMP VERDE STD DETAIL 200CV. THE CONTRACTOR SHALL PROVIDE A LOOPED PIGTAIL AT ALL IN-LINE VALVE LOCATIONS. TRACER WILL BE INSPECTED FOR CONTINUITY PRIOR TO ACCEPTANCE OF THE WORK. NON-CONTINUOUS OR FAULTY WIRE WILL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
12. ALL SERVICE LINES THAT ARE UNDER PAVEMENT OR CONCRETE SHALL BE SLEEVED IN 4-INCH SDR 35 PVC OR APPROVED EQUAL. SERVICE LINES ARE TO BE CONSTRUCTED WITH MUNICIPEX CROSS-LINKED POLYETHYLENE PIPING.
13. ALL WATER LINE ENDS SHALL BE PROVIDED WITH AN APPROVED 2" FLUSH VALVE (BLOWOFF) PER TOWN OF CAMP VERDE STANDARD DETAIL 390CV OR AS SHOWN IN THE APPROVED PLANS.
14. ALL FIRE HYDRANT HOSE AND PUMPER CONNECTIONS SHALL MATCH STANDARD SIZE AND THREADS PER THE COPPER CANYON FIRE DEPARTMENT (NATIONAL STANDARD THREAD WITH 4½" PUMPER PORT).
15. ALL FRAMES, COVERS, VALVE BOXES, VAULT LIDS, ETC., SHALL BE PROPERLY ADJUSTED TO FINISH GRADE WITH THE SURROUNDING GRADE OR PAVING AFTER THE COMPLETION OF PAVING AND GRADING.
16. THE CONTRACTOR SHALL DISINFECT EVERY PART OF THE NEWLY CONSTRUCTED WATER SYSTEM PER ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY BULLETIN #8.
17. THE CONTRACTOR SHALL PROVIDE BACTERIOLOGICAL TESTING OF THE NEWLY CONSTRUCTED WATER SYSTEM PER ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY BULLETIN #8.
18. THE CONTRACTOR SHALL PERFORM PRESSURE TESTING OF THE NEWLY CONSTRUCTED WATER SYSTEM AT THE DIRECTION OF THE TOWN OF CAMP VERDE TOWN ENGINEER AND WATER DIVISION. ALL LEAKS THAT ARE FOUND WILL BE REPAIRED AND RETESTED FOR PRESSURE BY THE CONTRACTOR PRIOR TO THE SYSTEM BEING PLACED INTO SERVICE. IF NECESSARY, THE SYSTEM MAY NEED TO BE ONCE AGAIN DISINFECTED AND MAY NEED TO UNDERGO BACTERIOLOGICAL TESTING AT THE CONTRACTOR'S EXPENSE PRIOR TO IT BEING PLACED IN SERVICE.
19. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF SHALL BE NOTIFIED 48 HOURS PRIOR TO THE START OF CONSTRUCTION SO THAT INSPECTIONS MAY BE SCHEDULED.
20. ALL WORK AND MATERIALS THAT DO NOT CONFORM TO THESE SPECIFICATIONS OR THE APPROVED PLANS ARE SUBJECT TO REMOVAL AND REPLACEMENT TO MATCH THESE APPROVED PLANS UNDER THE DIRECTION OF THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF AT THE CONTRACTOR'S EXPENSE.
21. ALL WORK DONE BY THE CONTRACTOR SHALL BE SUBJECT TO INSPECTION BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF, PRIOR TO BURIAL. ANY WORK PERFORMED WITHOUT THE KNOWLEDGE OF THE TOWN OF CAMP VERDE INSPECTION STAFF IS SUBJECT TO EXCAVATION AND INSPECTION, REMOVAL, REPLACEMENT, OR REPAIR AT THE DIRECTION OF THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT SOLELY AT THE CONTRACTOR'S EXPENSE. REPAIR OF ANY DAMAGE DONE DURING THIS TYPE OF RE-EXPOSURE AND REQUIRED RE-TESTING, ETC. IS SOLELY THE RESPONSIBILITY OF THE CONTRACTOR.
22. ALL VAULTS OR OTHER UNDERGROUND STRUCTURES WILL BE PLACED ATOP SUBGRADE AND BASE COURSE PLACED AND COMPACTED TO 95% MOD, TO THE SATISFACTION OF THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT.
23. ALL PLASTIC PIPES SHALL BEAR THE SEAL BY THE NATIONAL SANITATION FOUNDATION.
24. ALL MATERIALS AND PRODUCTS THAT COME INTO CONTACT WITH WATER OR WATER TREATMENT CHEMICALS SHALL CONFORM TO ANSI/NSF STANDARD 61.
25. ALL CONSTRUCTION MATERIALS USED IN A PUBLIC WATER SYSTEM INCLUDING ALL RESIDENTIAL AND NON-RESIDENTIAL FACILITIES WHICH WILL BE CONNECTED TO SAID PUBLIC WATER SYSTEM, SHALL BE LEAD-FREE AS DEFINED BY R18-5-504.
26. WHERE CULVERTS OR DRAINAGE PIPES CROSS WATER MAINS, A MINIMUM ONE FOOT VERTICAL SEPARATION SHALL BE MAINTAINED.
27. WATER MAINS AND SEWER MAINS SHALL BE SEPARATED IN ORDER TO PROTECT PUBLIC WATER SYSTEMS FROM POSSIBLE CONTAMINATION PER MAG STANDARD DETAIL 404, MAG SPECIFICATION 610.5 AND ARIZONA ADMINISTRATIVE CODE R18-5-502.
28. SUBMITTAL OF AN ENGINEER'S CERTIFICATE OF COMPLETION IS REQUIRED BY ADEQ FOR ALL WATER AND SEWER SYSTEM CONSTRUCTION PRIOR TO TOWN FINAL APPROVAL OF USE.

29. ALIGNMENT AND GRADE STAKING WILL BE OFFSET TEN FEET (10') AND SET EVERY FIFTY FEET ALONG THE PIPE LINE. IN ADDITION, STAKING WILL BE PROVIDED AT ANY CHANGE IN DIRECTION, ANY FITTING AND VALVE, AND CHANGES IN SIZE OF THE LINE. STAKING WILL SHOW CUT TO FLOWLINE FOR PROPER DEPTH OF INSTALLATION. GRADE SHALL NOT DEVIATE BY $\frac{1}{10} \pm$. ALIGNMENT SHALL NOT DEVIATE $\frac{5}{10} \pm$. FINISH GRADE STAKES WILL BE PLACED AT ALL GROUND LEVEL APPURTENANCES SUCH AS METERS, BLOW-OFFS, AIR RELEASE, VALVES, AND FIRE HYDRANTS.
30. PIPE LINES WILL NOT BE INSTALLED MORE THAN SEVENTY TWO INCHES (72") DEEP WITHOUT PRIOR CONSENT FROM THE TOWN ENGINEER.
31. ALL SERVICE AND METER INSTALLATION SHALL CONFORM TO TOWN OF CAMP VERDE DETAILS AND AWWA STANDARDS C600 WITH THE PRESSURE AND LEAKAGE TEST BEING PERFORMED AT 200 PSI.
32. ALL WATER MAIN VALVES SHALL CONFORM TO AWWA C509 STANDARDS CAPABLE OF FUNCTIONING WITH A MINIMUM WORKING PRESSURE OF 200 PSI.
33. ALL METERS INSTALLED WILL BE RADIO READ METERS SPECIFIED BY THE TOWN OF CAMP VERDE. EACH METER SHALL HAVE A SEPARATE SERVICE. ALL NEW CONSTRUCTION THAT CROSSES THE EXPANSE OF A ROADWAY WILL BE SLEAVED WITH A MINIMUM OF 4" SDR 35 PVC PIPE.
34. ALL ACTIVITIES DURING CONSTRUCTION WILL BE REQUIRED TO HAVE A TEMPORARY RPA BACKFLOW ASSEMBLY INSTALLED PRIOR TO THE POINT OF USE. THIS ASSEMBLY MUST BE TESTED TO VERIFY CORRECT OPERATION BEFORE THE WATER CAN BE USED FOR CONSTRUCTION. ALL NON-RESIDENTIAL SERVICES AND METERS REQUIRE THE PERMANENT INSTALLATION OF A RPA BACKFLOW ASSEMBLY. RESIDENTIAL SERVICES AND METERS REQUIRE THE PERMANENT INSTALLATION OF A REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER ASSEMBLY IF AN ALTERNATE WATER SUPPLY IS LOCATED ON THE LOT THAT THE WATER SERVICE IS PROVIDING.

1. ALL FRAMES, COVERS, VALVE BOXES, CLEAN-OUTS, AND MANHOLES SHALL BE ADJUSTED TO FINISH GRADE UPON COMPLETION OF PAVING OR RELATED CONSTRUCTION.
2. INSULATED TRACER WIRE (BRIGHT GREEN COATED, #12, SOLID COPPER) SHALL BE PLACED UNDER MANHOLE FRAMES AND CLEANOUTS AND EXTEND ALONG MAINS AND LATERALS. ALL SPLICES SHALL BE WATER TIGHT. TRACER WIRE IS INSTALLED ABOVE THE CENTER LINE OF THE PIPE AND SECURED TO THE PIPE WITH PVC TAPE. TRACER WIRE SHALL NOT BE DAMAGED DURING CONSTRUCTION. BEFORE ACCEPTANCE FOR THE JOB TRACER WIRE WILL BE CHECKED FOR CONTINUITY. DAMAGED WIRE WILL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. SEWER FORCE MAIN SHALL HAVE THE SAME TRACER WIRE INSTALLED.
3. SEWER CASTINGS SHALL BE MANUFACTURED IN NORTH AMERICA OR APPROVED SPECIFICALLY BY THE TOWN ENGINEER.
4. THE CONTRACTOR IS RESPONSIBLE TO SCHEDULE AND PAY FOR VIDEO INSPECTION OF ALL PUBLIC SANITARY SEWER MAINLINES. COPIES OF THE VIDEO SHALL BE SUPPLIED TO THE TOWN OF CAMP VERDE UTILITIES DIVISION AND THE TOWN ENGINEER.
5. SANITARY SEWER PIPE AND MANHOLES SHALL BE TESTED ACCORDING TO THE FOLLOWING STANDARDS:
 - A. MANHOLE TESTING: THE CONTRACTOR SHALL TEST 100% OF THE MANHOLES USING THE FOLLOWING TEST PROTOCOL:
 1. AIR PRESSURE TESTING USING THE "STANDARD TEST METHOD FOR CONCRETE SEWER MANHOLES BY NEGATIVE AIR PRESSURE (VACUUM) TEST," PUBLISHED BY THE AMERICAN SOCIETY FOR TESTING AND MATERIALS, C 1244/C1244M-20.
 2. THE CONTRACTOR SHALL PERFORM MANHOLE TESTING AFTER INSTALLATION OF THE MANHOLE CONE TO VERIFY WATERTIGHTNESS OF THE MANHOLE FROM THE TOP OF THE CONE DOWN. UPON SATISFACTORY TEST RESULTS, THE CONTRACTOR SHALL INSTALL THE MANHOLE RING AND ANY SPACERS, COMPLETE THE JOINTS, AND SEAL THE MANHOLE TO A WATERTIGHT CONDITION. IF THE MANHOLE CONE, SPACERS, AND RING CAN BE INSTALLED TO FINAL GRADE WITHOUT DISTURBANCE OR ADJUSTMENT BY LATER CONSTRUCTION, THE CONTRACTOR MAY PERFORM THE TESTING FROM THE TOP OF THE MANHOLE RING DOWN.
 - B. LEAKAGE TESTING - THE CONTRACTOR SHALL TEST EACH SEGMENT OF THE SEWER LINE (100%) FOR LEAKAGE USING THE APPLICABLE METHOD BELOW AND RECORD THE RESULTS:
 1. "STANDARD TEST METHOD FOR INSTALLATION AND ACCEPTANCE OF PLASTIC GRAVITY SEWER LINES USING LOW-PRESSURE AIR" PER MAG SPECIFICATION (REV 2017) 611.3 (A) LOW PRESSURE TEST.
 - C. THE CONTRACTOR SHALL PERFORM A DEFLECTION TEST OF THE TOTAL LENGTH (100%) OF ALL SEWER LINES MADE OF FLEXIBLE MATERIALS TO ENSURE THAT THE INSTALLATION MEETS OR EXCEEDS THE MANUFACTURER'S RECOMMENDATIONS AND RECORD THE RESULTS.
 - D. ANY PART OF THE INSTALLATION WHICH SHOWS DEFLECTION IN EXCESS OF 5% OF THE NOMINAL INSIDE DIAMETER PER MAG SECTION 738 OR IN EXCESS OF 5% OF THE AVERAGE INSIDE DIAMETER PER ASTM D-3034 FOR PVC PIPE SHALL BE CORRECTED.
 - E. UNIFORM SLOPE: THE CONTRACTOR SHALL TEST THE TOTAL LENGTH (100%) OF THE SEWER LINE FOR UNIFORM SLOPE BY VISUALLY INSPECTING THE INTERIOR OF THE SEWER LINE USING A TELEVISION CAMERA AND RECORD THE RESULTS. THE CONTRACTOR SHALL COORDINATE THE TESTING WITH THE TOWN OF CAMP VERDE. SEE NOTE 25 FOR ACCEPTABLE DEFLECTION REQUIREMENTS.
6. SDR 26 PVC PIPE AND DUCTILE IRON PIPE WITH SPECIAL SEWER COATINGS ARE ALLOWED MATERIALS FOR SEWER LINES UNLESS OTHERWISE APPROVED BY TOWN ENGINEER.
7. A SEWER CLEANOUT AND BACKWATER DEVICE SHALL BE PROVIDED AT THE EDGE OF THE RIGHT-OF-WAY PER TOWN OF CAMP VERDE STANDARD DETAIL 440CV.
8. TRENCH BOTTOM SHALL BE COMPACTED BY SUITABLE MEANS PER THE PIPE BEDDING AND TOWN OF CAMP VERDE STANDARD DETAIL 200CV. THE INSTALLATION AND ASSEMBLY OF THE PROPOSED PIPE AND FITTINGS IN THE TRENCH ATOP THE TRENCH BOTTOM BEDDING. THIS WILL INCLUDE BUT NOT BE LIMITED TO INSPECTING THAT BEDDING HAS BEEN HAND REMOVED BELOW BELLS FOR FLUSH FIT ATOP TRENCH BOTTOM BEDDING, THAT PIPE ENDS HAVE BEEN MARKED AND THEN INSERTED INTO BELL ENDS FOR THE APPROPRIATE DEPTHS, THAT FITTINGS AND PIPE ARE PROPERLY ALIGNED AND BOLTED TOGETHER AS REQUIRED, THAT TRACING WIRE IS INSTALLED AS REQUIRED, THAT ALL DUCTILE IRON FITTINGS AND PIPE ARE WRAPPED AS REQUIRED, AND THAT ALL ITEMS ARE REASONABLY CENTERED IN THE TRENCH SO THAT BEDDING MATERIAL CAN BE PLACED ALONG THE SIDES OF THE PIPE AS REQUIRED BY THE PIPE BEDDING AND TRENCH DETAIL IN THE APPROVED PLANS.
9. "BURIED SEWER LINE" LABELED METALLIC DETECTOR TAPE SHALL BE INSTALLED PROPERLY ATOP THE FIRST COMPACTED LIFT OF FINAL BACKFILL. TAPE SHALL BE PLACED 18" TO 24" DIRECTLY ABOVE THE TOP OF PIPE.
10. ALL PROJECT MATERIALS AND WORKMANSHIP SHALL COMPLY WITH MAG STANDARD SPECIFICATIONS AND DETAILS, THE TOWN OF CAMP VERDE STANDARD DETAILS AND SPECIFICATIONS, THE APPROVED PLANS AND SPECIFICATIONS, TOGETHER WITH GENERALLY ACCEPTED GOOD CONSTRUCTION PRACTICES.
11. THE CONTRACTOR SHALL PROVIDE SUFFICIENT MEN AND EQUIPMENT ON THE JOB AT ALL TIMES TO ASSURE PUBLIC SAFETY AND COMPLY WITH THE CONSTRUCTION SPECIFICATIONS.
12. SEWER MAIN AND LATERAL TRENCHING, EMBEDMENT AND BACKFILL SHALL CONFORM TO TOCV STD DTL 200CV AND ITS REFERENCED SPECIFICATIONS.
13. CONTRACTOR SHALL PROVIDE ADEQUATE TRENCH OR EXCAVATION STABILIZATION/STEPPING AND SHORING FOR THE SAFETY FOR THE TOWN OF CAMP VERDE PERSONNEL TO ENTER EXCAVATION FOR SEWER TAP /INSPECTION
14. NATIVE BACKFILL USED ABOVE THE BEDDING SHALL BE CAREFULLY PROCESSED TO REMOVE ALL ROCK LARGER THAN 3" DIAMETER AND OBTAIN THE APPROPRIATE MOISTURE AND THEN CAREFULLY PLACED IN EVEN AND UNIFORM LIFTS IN THE TRENCH AND COMPACTED TO THE DENSITY REQUIRED TO SATISFY BOTH MAG SPECIFICATIONS IN SECTION 601 AND ARIZONA DEPARTMENT OF TRANSPORTATION REQUIREMENTS FOR WORK IN THEIR RIGHT-OF-WAY. THE ALLOWABLE DEPTH OF LIFT WILL BE DETERMINED BY THE CAPABILITIES OF THE COMPACTION EQUIPMENT PROVIDED BY THE CONTRACTOR. DENSITIES OF TRENCH BACKFILL WILL BE CHECKED BY TOWN OF CAMP VERDE UTILITY ENGINEER OR DESIGNEE AT THE FOLLOWING VERTICAL AND HORIZONTAL INTERVALS:



TOCV STANDARD DETAIL

WASTEWATER PLAN GENERAL NOTES

REVISED:	DETAIL No:
11/14/2024	104CV-1

TABLE 1

MATERIAL/LOCATION	TEST INTERVAL-VERTICAL	TEST INTERVAL-HORIZONTAL
PIPE BEDDING BASE	TOP OF LIFT	EVERY 350' OR DAILY (WHICHEVER IS GREATER)
PIPE BEDDING	TOP OF BEDDING OR EVERY 12"	EVERY 350' OR DAILY (WHICHEVER IS GREATER)
TRENCH BACKFILL ABOVE BEDDING	EVERY 18" OF VERTICAL FILL*	EVERY 350' OR DAILY (WHICHEVER IS GREATER)

* OR AS REQUIRED BY TOWN OF CAMP VERDE

15. WHERE CULVERTS OR DRAINAGE PIPES CROSS GRAVITY SEWERS OR PRESSURE SEWERS, A MINIMUM OF TWO FEET OF VERTICAL SEPARATION SHALL BE MAINTAINED BETWEEN THE TWO PIPES UNLESS APPROVED BY TOWN ENGINEER.
16. WATER AND SEWER MAINS SHALL BE SEPARATED IN ORDER TO PROTECT PUBLIC WATER SYSTEMS FROM POSSIBLE CONTAMINATION. ALL DISTANCES ARE MEASURED PERPENDICULARLY FROM THE OUTSIDE OF THE SEWER MAIN TO THE OUTSIDE OF THE WATER MAIN. SEPARATION REQUIREMENTS ARE AS FOLLOWS:
 - A WATER MAINS AND SEWER MAINS SHALL BE SEPARATED IN ORDER TO PROTECT PUBLIC WATER SYSTEMS FROM POSSIBLE CONTAMINATION PER MAG STANDARD DETAIL 404, MAG SPECIFICATION 610.5, AND ARIZONA ADMINISTRATIVE CODE R18-5-502.
 - B NO WATER PIPE SHALL PASS THROUGH OR COME INTO CONTACT WITH ANY PART OF A SEWER MANHOLE. THE MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND MANHOLES SHALL BE SIX FEET, MEASURED FROM THE CENTER OF THE MANHOLE.
 - C THE MINIMUM SEPARATION BETWEEN FORCE MAINS OR PRESSURE SEWERS AND WATER MAINS SHALL BE TWO FEET VERTICALLY AND SIX FEET HORIZONTALLY UNDER ALL CONDITIONS. WHERE A SEWER FORCE MAIN CROSSES ABOVE OR LESS THAN SIX FEET BELOW A WATER LINE, THE SEWER MAIN SHALL BE ENCASED IN AT LEAST SIX INCHES OF CONCRETE OR CONSTRUCTED USING MECHANICAL JOINT DUCTILE IRON PIPE FOR TEN FEET ON EITHER SIDE OF THE WATER MAIN.
 - D THE SEPARATION REQUIREMENTS DO NOT APPLY TO BUILDING, PLUMBING, OR INDIVIDUAL HOUSE SERVICE CONNECTIONS.
17. ALL MANHOLES SHALL BE 5' IN DIAMETER WITH 30" MINIMUM RINGS AND LIDS. MANHOLES AT A DEPTH OF 15' AND GREATER AND ALL MANHOLES WITHIN NON-RESIDENTIAL ROADS TO BE CONSTRUCTED OF POLYMER CONCRETE OR AS DIRECTED BY TOWN ENGINEER.
18. ALL SEWER SERVICE LATERALS REQUIRE THE INSTALLATION OF A BACKWATER VALVE AT OR AS CLOSE AS POSSIBLE TO BUILDING PERIMETER PER TOWN OF CAMP VERDE STANDARD DETAIL 440CV.
19. ALL SEWER MANHOLE CONNECTIONS SHALL BE INSTALLED WITH A GASKET, JOINT SEALER, OR WATER STOP BETWEEN THE BASE AND RISER SECTION.
20. ALL MANHOLES AND COMPONENTS SHALL BE CONSTRUCTED OF CLASS A CONCRETE IN CONFORMANCE WITH MAG STANDARD SPECIFICATION SECTION 725. IF MANHOLE IS OVER 20' IN DEPTH, POLYMER CONCRETE IS REQUIRED.
21. SEWER LINES SHALL REMAIN "PLUGGED" AT THE POINT(S) OF CONNECTION TO EXISTING LINES (OUTFALLS) UNTIL ALL PHASES OF THE PROJECT HAVE BEEN ACCEPTED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF. THE PLUG SHALL BE SECURED IN PLACE TO PREVENT THE PLUG FROM ENTERING THE SEWER SYSTEM.
22. NO FLOW SHALL BE RELEASED INTO THE TOWN SANITARY SEWER UNTIL AFTER ALL TESTS HAVE BEEN PASSED AND APPROVED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND THE ENGINEER'S CERTIFICATE OF COMPLETION HAS BEEN FILED AND APPROVAL OF CONSTRUCTION HAS BEEN ISSUED BY ADEQ.
23. ALL PAVEMENT REPLACEMENT SHALL CONFORM TO THE TOWN OF CAMP VERDE STD DETAIL 200CV.
24. THE CONTRACTOR IS RESPONSIBLE TO PROVIDE AN ACCURATE SET OF "AS-BUILT" PLANS AS HARD COPIES, DIGITAL PDF, AND CAD DRAWING TO THE TOWN OF CAMP VERDE TOWN ENGINEER PRIOR TO THE FINAL ACCEPTANCE OF THE PROJECT WORK. THESE AS-BUILT PLANS SHALL ACCURATELY SHOW THE LOCATIONS OF ALL CONSTRUCTED SEWER LINES, FITTINGS, VALVES, BLOCKING, AND TIE-IN POINTS WITH THEIR RELATIONSHIP TO RIGHT OF WAY BOUNDARIES, LOT LINES, OR OTHER POINTS OF SURVEY.
25. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL UNDERGROUND FACILITIES IN ADVANCE OF CONSTRUCTION AND TAKE ALL PRECAUTIONARY MEASURES NECESSARY TO AVOID DAMAGE TO THESE FACILITIES.
26. THE CONTRACTOR IS RESPONSIBLE TO PROVIDE AN ACCURATE SET OF "AS-BUILT" PLANS AS HARD COPIES, DIGITAL PDF, AND CAD DRAWING TO THE TOWN OF CAMP VERDE TOWN ENGINEER PRIOR TO THE FINAL ACCEPTANCE OF THE PROJECT WORK. THESE AS-BUILT PLANS SHALL ACCURATELY SHOW THE LOCATIONS OF ALL CONSTRUCTED WATERLINES, FITTINGS, VALVES, BLOCKING, AND TIE-IN POINTS WITH THEIR RELATIONSHIP TO RIGHT OF WAY BOUNDARIES, LOT LINES, OR OTHER POINTS OF SURVEY.



TOCV STANDARD DETAIL

WASTEWATER PLAN GENERAL NOTES

REVISED: 11/14/2024
DETAIL No: 104CV-2

1. WEATHER INFORMATION AND STORM PREDICTIONS CAN BE OBTAINED BY CALLING THE NATIONAL WEATHER SERVICE - FLAGSTAFF WEATHER FORECAST OFFICE AT 928.556.9161 OR BY VISITING THE NATIONAL WEATHER SERVICE WEBSITE AT HTTP: //WWW.WRH.NOAA.GOV/FGZ
2. PERMANENT EROSION CONTROL MEASURES SHALL BE INSTALLED AS AREAS ARE DETERMINED TO BE COMPLETE.
3. ALL DRAINAGE INLETS RECEIVING RUNOFF FROM DISTURBED SOIL AREAS SHALL BE PROTECTED WITH AN APPROVED SEDIMENT TRAP INLET PROTECTION MEASURE OR BMP.
4. A COPY OF THE APPROVED GRADING & DRAINAGE PLAN FOR THIS PROJECT, TOGETHER WITH A COPY OF THE NOTICE OF INTENT (NOI) AND THIS STORM WATER POLLUTION PREVENTION PLAN (SWPPP), SHALL BE MAINTAINED ON THE SITE AND AVAILABLE FOR REVIEW AT ALL TIMES. THOSE ELEMENTS OF THE GRADING & DRAINAGE PLAN PERTINENT TO OR REFERENCED ON THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE CONSIDERED A PART OF THE SWPPP.
5. THE NOTICE OF INTENT (NOI) SHALL BE COMPLETED AND SUBMITTED TO THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND THE TOWN OF CAMP VERDE AT LEAST 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITY.
6. THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND RELATED RECORDS SHALL BE MADE AVAILABLE UPON REQUEST TO THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND THE TOWN OF CAMP VERDE.
7. THE OWNER OR DESIGNATED CONTRACTOR SHALL AMEND THIS PLAN AS RAINFALL EVENTS, DESIGN CHANGES AND CONSTRUCTION METHODS DICTATE. ALL MODIFICATIONS TO THIS PLAN SHALL BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT FOR REVIEW AND ACCEPTANCE PRIOR TO IMPLEMENTATION.
8. THE IMPLEMENTATION OF THESE PLANS, AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADES OF THESE FACILITIES IS THE RESPONSIBILITY OF THE OWNER OR DESIGNATED CONTRACTOR UNTIL ALL CONSTRUCTION HAS BEEN APPROVED AND A NOTICE OF TERMINATION (NOT) HAS BEEN SUBMITTED TO THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND THE TOWN OF CAMP VERDE.
9. THE FACILITIES SHOWN ON THIS PLAN SHALL BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT-LADEN WATER DOES NOT LEAVE THE PROJECT SITE, ENTER INTO THE DRAINAGE SYSTEM, OR VIOLATE APPLICABLE WATER QUALITY STANDARDS. ADDITIONALLY, THE FACILITIES SHALL BE INSTALLED AND OPERATIONAL PRIOR TO ANY GRADING OR LAND CLEARING ACTIVITIES.
10. WHEN POSSIBLE, MAINTAIN ANY NATURALLY OCCURRING VEGETATION AS A SILT CONTROL BEST MANAGEMENT PRACTICE (BMP).
11. THE CONTRACTOR TO WHOM THE 'AT-RISK'/FINAL GRADING & DRAINAGE PERMIT WILL BE ISSUED SHALL HAVE THE APPROVED STORM WATER POLLUTION PREVENTION PLAN (SWPPP) ISSUED IN THEIR NAME.
12. THE NOTICE OF INTENT (NOI), THE APPROVED STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE PROVIDED TO THE TOWN OF CAMP VERDE BEFORE THE GRADING & DRAINAGE PERMIT WILL BE ISSUED.
13. THE OWNER OR DESIGNATED CONTRACTOR OF THE PROJECT SHALL ALSO MAINTAIN RECORDS WITH THE FOLLOWING INFORMATION:
 - A) THE DATES WHEN MAJOR GRADING ACTIVITIES OCCUR IN A PARTICULAR AREA.
 - B) THE DATES WHEN CONSTRUCTION ACTIVITIES CEASE IN A PARTICULAR AREA (TEMPORARILY OR PERMANENTLY).
 - C) THE DATES WHEN AN AREA IS STABILIZED (TEMPORARILY OR PERMANENTLY).
 - D) THE DATES OF ANY MAINTENANCE, REPLACEMENT, OR REMOVAL OF REQUIRED BMP'S HAS OCCURRED.
14. ONCE THE CONSTRUCTION ACTIVITIES HAVE BEEN COMPLETED AND THE SITE HAS MET THE FINAL STABILIZATION REQUIREMENTS OF THE PERMIT, THE AUTHORIZED SITE REPRESENTATIVE SHALL FILE A NOTICE OF TERMINATION (NOT) WITH THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND PROVIDE A COPY TO THE TOWN OF CAMP VERDE.
15. THE PERMITTEE SHALL MAINTAIN ALL RECORDS ON FILE, INCLUDING THE NOTICE OF INTENT (NOI), THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP), THE NOTICE OF TERMINATION (NOT), AND ANY AND ALL INSPECTION REPORTS FOR A MINIMUM OF THREE (3) YEARS FROM THE FILING DATE OF THE NOTICE OF TERMINATION (NOT).
16. THE OUTLETS OF ALL SEDIMENT BASINS, TRAPS, AND LOCATIONS OF ARTIFICIALLY CONCENTRATED FLOW SHALL BE PROVIDED WITH OUTLET PROTECTION TO PREVENT EROSION AND SCOUR.
17. THOSE RESPONSIBLE FOR SWPPP PREPARATION, IMPLEMENTATION AND PERMIT COMPLIANCE SHALL BE PROPERLY TRAINED, AND SHALL ATTEND THE PRE-CONSTRUCTION MEETING.
18. A CONCRETE WASHOUT SHALL BE INSTALLED FOR ALL PROJECTS THAT PROPOSE CONCRETE TO BE MIXED ON SITE OR BE DELIVERED FROM A BATCH PLANT. THE CONCRETE WASHOUT SHALL BE LOCATED A MINIMUM OF FIFTY (50) FEET FROM ANY DRAINAGE INFRASTRUCTURE OR NATURAL DRAINAGE FEATURES OR WATER BODIES AND INCORPORATE AN IMPERMEABLE LINER (6.0 MIL MINIMUM THICKNESS) TO CONTAIN THE REQUIRED VOLUME. ALL DRIED CONCRETE WASTE SHALL BE BROKEN INTO MANAGEABLE PIECES AND DISPOSED OF OFF-SITE AT AN APPROVED DISPOSAL FACILITY.
19. THE CONTRACTOR SHALL HAVE EMERGENCY MATERIALS AND EQUIPMENT ON-SITE FOR UNFORESEEN SITUATIONS, SUCH AS DAMAGE TO UNDERGROUND WATER AND SEWER UTILITIES WHEREBY FLOWS MAY GENERATE EROSION AND SEDIMENT POLLUTION.
20. SEDIMENT AND EROSION CONTROLS MAY BE REMOVED ONLY WHEN CONTRIBUTORY UPSTREAM AREAS BECOME STABILIZED OR ARE MANAGED UPSTREAM AND AS LONG AS SEDIMENT LADEN RUNOFF WILL NOT DISCHARGE FROM THE SITE.
21. THIS PLAN SHALL BE IN EFFECT UNTIL ALL DISTURBED AREAS ARE PERMANENTLY STABILIZED, TRANSFERRED TO NEW OWNERSHIP, OR DEVELOPED UNDER FUTURE PLANS WITH A NEW NOTICE OF INTENT (NOI), SWPPP, AND PERMIT.



TOCV STANDARD DETAIL

STORM WATER POLLUTION PREVENTION NOTES

REVISED:
11/14/2024

DETAIL No:
107CV

1. A COPY OF THE APPROVED GRADING AND DRAINAGE PLANS FOR THIS PROJECT, TOGETHER WITH A COPY OF THE NOTICE OF INTENT (NOI) AND THE STORM WATER POLLUTION PREVENTION PLANS, SHALL BE MAINTAINED ON THE SITE AND AVAILABLE FOR REVIEW. THOSE ELEMENTS OF THE GRADING AND DRAINAGE PLAN PERTINENT TO OR REFERENCED ON THE SWPPP SHALL BE CONSIDERED A PART OF THE SWPPP.
2. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF SHALL BE NOTIFIED 48 HOURS BEFORE ANY ON-SITE AND/OR OFF-SITE CONSTRUCTION BEGINS, AT (928) 554-0823.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING DUST CONTROL MEASURES. THE CONTRACTOR SHALL ONLY USE RECLAIMED WATER FOR COMPACTION AND DUST CONTROL. RECLAIMED WATER PURCHASE IS AVAILABLE BY CONTACTING THE TOWN OF CAMP VERDE UTILITIES DEPARTMENT (928) 554-0823.
4. THE CONTRACTOR SHALL PERFORM, AT A MINIMUM, A VISUAL INSPECTION OF THE CONSTRUCTION SITE ONCE EVERY MONTH AND WITHIN 24 HOURS OF A RAINFALL GREATER THAN OR EQUAL TO A HALF OF AN INCH OR MORE. THE CONTRACTOR SHALL PREPARE A REPORT DOCUMENTING HIS/HER FINDINGS ON THE CONDITIONS OF THE SWMP CONTROLS AND NOTE ANY PROBLEM AREAS. THE CONTRACTOR'S REPORT IS TO BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT, INSPECTION STAFF, FOR REVIEW AND APPROVAL. FACILITIES SHALL BE MAINTAINED AS NECESSARY TO ENSURE THEIR CONTINUED FUNCTIONING. IN ADDITION, ALL TEMPORARY SILTATION CONTROLS SHALL BE MAINTAINED IN A SATISFACTORY CONDITION UNTIL SUCH TIME THAT CLEARING AND/OR CONSTRUCTION IS COMPLETED, PERMANENT DRAINAGE FACILITIES ARE OPERATIONAL, AND THE POTENTIAL FOR EROSION HAS PASSED.
5. THE CONTRACTOR SHALL AMEND THE SWPPP AS NECESSARY DURING THE COURSE OF CONSTRUCTION TO RESOLVE ANY PROBLEM AREAS, WHICH BECOME EVIDENT DURING THE CONSTRUCTION AND/OR DURING RAINFALLS.
6. THE PERMITTEE SHALL FILE A NOTICE OF TERMINATION (N.O.T.) AFTER COMPLETION OF CONSTRUCTION AND PLACEMENT OF FINAL LANDSCAPE MATERIALS. THE N.O.T. IS TO BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT. THE N.O.T. IS NOT TO BE FILED UNTIL FINAL ACCEPTANCE OF WORK HAS BEEN GRANTED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT.
7. THE PERMITTEE SHALL SAVE ALL RECORDS, INCLUDING THE N.O.I., SWMP, N.O.T., AND INSPECTION REPORTS ON FILE FOR A MINIMUM OF THREE YEARS FROM THE DATE OF FILING THE N.O.T.
8. THE IMPLEMENTATION OF THESE PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE FACILITIES IS THE RESPONSIBILITY OF THE PERMITTEE/CONTRACTOR UNTIL ALL CONSTRUCTION IS APPROVED AND THE N.O.T. IS SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT, INSPECTION STAFF.
9. THE FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT-LADEN WATER DOES NOT ENTER THE DRAINAGE SYSTEM OR VIOLATE APPLICABLE WATER STANDARDS, AND MUST BE INSTALLED AND OPERATIONAL PRIOR TO ANY GRADING OR LAND CLEARING. WHEREVER POSSIBLE, MAINTAIN NATURAL VEGETATION FOR SILT CONTROL.
10. PLAN APPROVAL IS FOR 180 DAYS. PRIOR TO PLAN APPROVAL EXPIRATION, ALL ASSOCIATED PERMITS SHALL BE PURCHASED OR THE PLANS SHALL BE RESUBMITTED FOR EXTENSION OF PLAN APPROVAL.
11. IN AREAS REQUIRING SEEDING AS NOTED ON THESE APPROVED PLANS THE CONTRACTOR SHALL FOLLOW THE SPECIFICATIONS GIVEN IN SECTION 805 OF THE ADOT STANDARD SPECIFICATIONS.
12. ALL LANDSCAPE PROJECTS REQUIRING TOWN MAINTENANCE OR WITHIN THE TOWN RIGHT-OF-WAY SHALL BE INSPECTED FOR THE FOLLOWING:
 - A. PLANT LOCATIONS: THESE LOCATIONS SHALL BE STAKED IN THE FIELD WITH IDENTIFICATION AS TO TREES OR SHRUBS; OR HOLES FOR THE PLANT MATERIALS MAY BE DUG WITH IDENTIFICATION OF PLANT TYPE. USE OF THIS METHOD DOES NOT RELIEVE THE CONTRACTOR OF ANY PLANT RELOCATIONS MADE BY THE TOWN.
 - B. IRRIGATION INSTALLATION: INSPECTIONS SHALL BE MADE AT THE POINT THE IRRIGATION SYSTEM IS INSTALLED. INSPECTIONS OF THE PIPE DEPTH, AUTOMATIC VALVE INSTALLATION AND EMITTER/SPRAY INSTALLATIONS WILL BE MADE.
 - C. SUBSTANTIAL COMPLETION: AN INSPECTION AT COMPLETION OF THE LANDSCAPE AND IRRIGATION INSTALLATION WILL BE MADE. ANY DEFICIENCIES IN THE INSTALLATION WILL BE NOTED AND CORRECTED BY THE CONTRACTOR DURING THE MAINTENANCE PERIOD.
 - D. FINAL ACCEPTANCE: A FINAL INSPECTION IS REQUIRED PRIOR TO TOWN ACCEPTANCE OF THE LANDSCAPE AND IRRIGATION IMPROVEMENTS. THE ABOVE INSPECTIONS REQUIRE A MINIMUM OF 48-HOURS PRIOR NOTIFICATION TO THE TOWN. CALL THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT, INSPECTION STAFF AT (928) 554-0823 TO ARRANGE FOR THESE INSPECTIONS.
13. ALL PLANTINGS AT MATURITY SHALL MAINTAIN A MINIMUM 6'-0" CLEARANCE AROUND ALL FIRE HYDRANTS AND FIRE SUPPRESSION DEVICES.
14. ALL PLANTING AREAS (EXCEPT TURF AREAS) TO BE MAINTAINED BY THE TOWN SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE BY A LICENSED APPLICATOR PRIOR TO AND AFTER THE PLACEMENT OF THE DECOMPOSED GRANITE, RIVER ROCK ETC. APPLICATION DOCUMENTATION WILL BE REQUIRED PRIOR TO ACCEPTANCE OF THE LANDSCAPING BY THE TOWN.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSPECTION, MODIFICATION, AND PROPER MAINTENANCE OF THE EROSION CONTROL DEVICES AS NECESSARY. IN THE EVENT OF FAILURE OR REFUSAL TO PROPERLY MAINTAIN SAID DEVICES, THE TOWN ENGINEER MAY CAUSE EMERGENCY MAINTENANCE WORK TO BE DONE TO PROTECT ADJACENT PRIVATE AND PUBLIC PROPERTY, THE COST (INCLUDING AN INITIAL MOBILIZATION AMOUNT) SHALL BE CHARGED TO THE CONTRACTOR.
16. ALL EROSION CONTROL MEASURES REQUIRED TO RETAIN SEDIMENT ON-SITE AND TO SAFELY DISCHARGE ANY ACCELERATED RUNOFF GENERATED BY THE PROJECT SHALL BE INSTALLED DURING THE INITIAL CONSTRUCTION PHASE OF THE PROJECT.
17. THE CONSTRUCTION AND MAINTENANCE OF ALL EROSION CONTROL SYSTEMS SHALL BE IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED EROSION CONTROL PLAN.
18. TEMPORARY EROSION CONTROL DEVICES SHOWN ON THE EROSION CONTROL PLAN WHICH INTERFERE WITH THE WORK SHALL BE RELOCATED OR MODIFIED AS THE WORK PROGRESSES AS RECOMMENDED BY THE ENGINEER OF RECORD AND AS APPROVED BY THE TOWN ENGINEER.



TOCV STANDARD DETAIL

EROSION AND SEDIMENT CONTROL NOTES

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19. ALL REMOVABLE PROTECTION DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN THE 5-DAY RAIN PROBABILITY FORECAST EXCEEDS 25-PERCENT.
20. EROSION CONTROL SYSTEMS SHALL BE SERVICED AND MAINTAINED TO PROVIDE CONTINUOUS TOWN AND ADEQUACY TO FUNCTION AS DESIGNED. AFTER PRECIPITATION EXCEEDING ONE QUARTER (1/4) INCH IN ANY 12-HOUR PERIOD, OR UPON DIRECTION OF THE TOWN ENGINEER, SILT AND DEBRIS SHALL BE REMOVED FROM CHECK DAMS AND DESILTING BASINS AND THE BASINS PUMPED DRY AND OTHERWISE RESTORED TO THE ORIGINAL DESIGN CONDITION.
21. DESILTING BASINS CONSTRUCTED OF COMPACTED EARTH SHALL BE COMPACTED TO A RELATIVE COMPACTION OF 90 PERCENT OF MAXIMUM DENSITY. A SOIL ENGINEERING REPORT INCLUDING THE TYPE OF FIELD TESTING PERFORMED, LOCATION AND RESULTS OF TESTING SHALL BE SUBMITTED TO THE TOWN ENGINEER FOR APPROVAL UPON COMPLETING THE DESILTING BASIN.
22. EROSION CONTROL PROVISIONS SHALL INCLUDE AND COMPLEMENT DRAINAGE PATTERNS DURING THE CURRENT AND FUTURE PHASES OF GRADING THROUGHOUT THE RAINY SEASON.
23. PAVED STREETS, SIDEWALKS, AND OTHER IMPROVEMENTS SHALL BE MAINTAINED IN A NEAT AND CLEAN CONDITION, FREE OF LOOSE SOIL, CONSTRUCTION DEBRIS, AND TRASH. STREET SWEEPING OR OTHER EQUALLY EFFECTIVE MEANS SHALL BE USED ON A REGULAR BASIS TO CONTROL EROSION. WATERING SHALL NOT BE USED TO CLEAN STREETS EXCEPT FOR THE REMOVAL OF FINE MATERIAL NOT OTHERWISE REMOVED BY SWEEPING OR OTHER MECHANICAL MEANS.
24. STAND-BY CREWS SHALL BE ALERTED BY THE CONTRACTOR OR OWNER FOR EMERGENCY WORK DURING RAINSTORMS.
25. ALL UTILITY TRENCHES SHALL BE BACKFILLED WITHIN 24 HOURS AND MUST BE BACKFILLED BEFORE THE END OF THE WORK DAY IF A 25-PERCENT CHANCE OF RAIN IS PREDICTED.
26. A GRAVEL BAG SILT BASIN OR TRAP SHALL BE PROVIDED AT EVERY STORM DRAIN INLET TO PREVENT SEDIMENT FROM ENTERING THE STORM DRAIN SYSTEM.
27. ALL EROSION CONTROL PLANS MUST PROVIDE A 24-HOUR TELEPHONE NUMBER AND THE NAME(S) OF THE PERSON(S) RESPONSIBLE FOR EMERGENCY WORK. A TELEPHONE ANSWERING MACHINE OR ANSWERING SERVICE IS UNACCEPTABLE.
28. OWNER/CONTRACTOR SHALL USE APPLICABLE BEST MANAGEMENT PRACTICES (BMP'S) AS CONTAINED IN THE ADOT EROSION AND POLLUTION CONTROL MANUAL. OTHER BMP'S MAY BE CITED AND USED PROVIDED SUFFICIENT DETAIL IS CONTAINED IN THE SWPPP OR APPROVED EROSION CONTROL PLAN.
29. CONTRACTOR MUST ENSURE THAT THE CONSTRUCTION SITE IS PREPARED PRIOR TO THE ONSET OF ANY STORM. CONTRACTOR SHALL HAVE ALL EROSION AND SEDIMENT CONTROL MEASURES IN PLACE PRIOR TO THE ARRIVAL OF THE RAINY SEASON.
30. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE MAINTAINED UNTIL DISTURBED AREAS ARE STABILIZED. CHANGES TO THIS EROSION AND SEDIMENT CONTROL PLAN SHALL BE MADE TO MEET FIELD CONDITIONS ONLY WITH THE APPROVAL OF OR AT THE DIRECTION OF THE TOWN ENGINEER.
31. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CHECKED BEFORE AND AFTER ALL STORMS TO ENSURE MEASURES ARE FUNCTIONING PROPERLY.
32. CONTRACTOR SHALL MAINTAIN A LOG AT THE SITE OF ALL INSPECTIONS OR MAINTENANCE OF BMP AS WELL AS ANY CORRECTIVE CHANGES TO THE BMP'S OR EROSION AND SEDIMENT CONTROL PLAN.
33. THE CONTRACTOR SHALL INSTALL THE STABILIZED CONSTRUCTION ENTRANCE PRIOR TO COMMENCEMENT OF GRADING. LOCATION OF THE ENTRANCE MAY BE ADJUSTED BY THE CONTRACTOR TO FACILITATE GRADING OPERATIONS. ALL CONSTRUCTION TRAFFIC ENTERING THE PAVED ROAD MUST CROSS THE STABILIZED CONSTRUCTION ENTRANCE.
34. ALL SEDIMENT DEPOSITED ON PAVED ROADWAYS SHALL BE SWEEPED AT THE END OF EACH WORKING DAY OR AS NECESSARY.
35. CONTRACTOR SHALL IMPLEMENT HOUSEKEEPING PRACTICES AS FOLLOWS: SOLID WASTE MANAGEMENT: PROVIDE DESIGNATED WASTE COLLECTION AREAS AND CONTAINERS. ARRANGE FOR REGULAR REMOVAL AND DISPOSAL. CLEAR SITE OF TRASH INCLUDING ORGANIC DEBRIS, PACKAGING MATERIALS, SCRAP, OR SURPLUS BUILDING MATERIALS AND DOMESTIC WASTE DAILY. MATERIAL DELIVERY AND STORAGE: PROVIDE A DESIGNATED MATERIAL STORAGE AREA WITH SECONDARY CONTAINMENT SUCH AS BERMING. CONCRETE WASTE: PROVIDE A DESIGNATED AREA FOR A TEMPORARY PIT TO BE USED FOR CONCRETE TRUCK WASH-OUT. DISPOSE OF HARDENED CONCRETE OFFSITE. AT NO TIME SHALL A CONCRETE TRUCK DUMP ITS WASTE AND CLEAN ITS TRUCK INTO THE TOWN STORM DRAINS. CONTRACTOR SHALL INSPECT DAILY TO CONTROL RUNOFF AND WEEKLY FOR REMOVAL OF HARDENED CONCRETE. VEHICLE FUELING, MAINTENANCE, AND CLEANING: PROVIDE A DESIGNATED FUELING AREA WITH SECONDARY CONTAINMENT SUCH AS BERMING. DO NOT ALLOW MOBILE FUELING OF EQUIPMENT. PROVIDE EQUIPMENT WITH DRIP PANS. RESTRICT ONSITE MAINTENANCE AND CLEANING OF EQUIPMENT TO A MINIMUM. INSPECT AREA WEEKLY. HAZARDOUS MATERIALS MANAGEMENT: PREVENT THE DISCHARGE OF POLLUTANTS FROM HAZARDOUS MATERIALS TO THE DRAINAGE SYSTEM THROUGH PROPER MATERIAL USE, WASTE DISPOSAL AND TRAINING OF EMPLOYEES. HAZARDOUS WASTE PRODUCTS COMMONLY FOUND ON-SITE INCLUDE BUT ARE NOT LIMITED TO PAINTS & SOLVENTS, PETROLEUM PRODUCTS, FERTILIZERS, HERBICIDES & PESTICIDES, SOIL STABILIZATION PRODUCTS, ASPHALT PRODUCTS AND CONCRETE CURING PRODUCTS.
36. MAINTENANCE IS TO BE PERFORMED AS FOLLOWS:
 - A. REPAIR DAMAGES CAUSED BY SOIL EROSION OR CONSTRUCTION AT THE END OF EACH WORKING DAY.
 - B. SWALES SHALL BE INSPECTED PERIODICALLY AND MAINTAINED AS NEEDED.
 - C. SEDIMENT TRAPS, BERMS, AND SWALES ARE TO BE INSPECTED AFTER EACH STORM AND REPAIRS MADE AS NEEDED.
 - D. SEDIMENT SHALL BE REMOVED AND SEDIMENT TRAP RESTORED TO ITS ORIGINAL DIMENSIONS WHEN SEDIMENT HAS ACCUMULATED TO A DEPTH OF 1 FOOT.
 - E. SEDIMENT REMOVED FROM TRAP SHALL BE DEPOSITED IN A SUITABLE AREA AND IN SUCH A MANNER THAT IT WILL NOT ERODE.
 - F. RILLS AND GULLIES MUST BE REPAIRED.
37. CONTROL MEASURES REQUIRING MAINTENANCE OR ADJUSTMENT SHALL BE REPAIRED IMMEDIATELY AFTER OBSERVATION OF THE FAILING CONTROL MEASURE.
38. SAND BAG INLET PROTECTION SHALL BE CLEANED OUT WHENEVER SEDIMENT DEPTH IS ONE HALF THE HEIGHT OF ONE SAND BAG.
39. REASONABLE CARE SHALL BE TAKEN WHEN HAULING ANY EARTH, SAND, GRAVEL, STONE, DEBRIS, PAPER, OR ANY OTHER SUBSTANCE OVER ANY PUBLIC STREET, ALLEY, OR OTHER PUBLIC PLACE. SHOULD ANY BLOW, SPILL, OR TRACK OVER AND UPON SAID PUBLIC OR ADJACENT PROPERTY, IMMEDIATE REMEDY SHALL OCCUR.
40. DURING THE RAINY SEASON, ALL PAVED AREAS SHALL BE KEPT CLEAR OF EARTH MATERIAL AND DEBRIS. THE SITE SHALL BE MAINTAINED SO AS TO MINIMIZE SEDIMENT LADEN RUNOFF TO AN STORM DRAINAGE SYSTEMS, INCLUDING EXISTING DRAINAGE SWALES AND WATERCOURSES.
41. CONSTRUCTION OPERATIONS SHALL BE CARRIED OUT IN SUCH A MANNER THAT EROSION AND WATER POLLUTION WILL BE MINIMIZED. STATE AND LOCAL LAWS CONCERNING POLLUTION ABATEMENT SHALL BE COMPLIED WITH.

1. ALL CONSTRUCTION SHALL CONFORM TO THE LATEST APPLICABLE MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) UNIFORM STANDARD SPECIFICATIONS AND DETAILS OR SPECIFICALLY AS SHOWN IN THESE PLANS..
2. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT, (928) 554-0826, SHALL BE NOTIFIED 48 HOURS PRIOR TO ANY CONSTRUCTION WORK COMMENCING.
3. EXISTING OR NEWLY DAMAGED AND/OR DISPLACED CONCRETE CURB, GUTTER, SIDEWALK, OR DRIVEWAY SLABS SHALL BE REPAIRED OR REPLACED, AS NOTED BY TOWN INSPECTORS, BEFORE FINAL ACCEPTANCE OF THE WORK.
4. OBSTRUCTIONS TO PROPOSED IMPROVEMENTS SHALL BE REMOVED OR RELOCATED BEFORE BEGINNING CONSTRUCTION OF THE PROPOSED IMPROVEMENTS.
5. PAVING SHALL NOT START UNTIL ALL APPROPRIATE TESTING HAS BEEN COMPLETED AND ACCEPTED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT.
6. SUBGRADE COMPACTION SHALL COMPLY WITH MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) SECTION 601 OR PER GEOTECHNICAL RECOMMENDATIONS.
7. BASE MATERIAL SHALL COMPLY WITH MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) SECTION 702. PLACEMENT AND CONSTRUCTION SHALL BE PER MAG 310.
8. BASE MATERIAL SHALL BE PLACED IN UNIFORM LAYERS NOT TO EXCEED 6" IN DEPTH. EACH LAYER SHALL BE BLADED TO A SMOOTH SURFACE CONFORMING TO THE CROSS SECTION SHOWN ON THE PLANS AND SHALL BE WATERED AND THOROUGHLY ROLLED IN A MANNER SATISFACTORY TO THE TOWN OF CAMP VERDE.
9. ASPHALTIC CONCRETE REQUIREMENTS SHALL BE IN ACCORDANCE WITH SECTION 409 OF ADOT STANDARD SPECIFICATIONS OR SECTION 321 OF M.A.G. STANDARD SPECIFICATIONS. MIX DESIGN SHALL BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEER FOR REVIEW AND APPROVAL.
10. ASPHALTIC CONCRETE SHALL BE COMPACTED TO NOT LESS THAN 95.0 PERCENT OF LABORATORY DENSITY. THE LABORATORY DENSITY WILL BE DETERMINED BY THE CONTRACTOR'S ENGINEER BASED UPON FIELD SAMPLES IN ACCORDANCE WITH THE REQUIREMENTS OF AASHTO T-245, 75 BLOW MARSHALL DENSITY.
11. CORE SAMPLES SHALL BE TAKEN BY THE CONTRACTOR AT RANDOM LOCATIONS IN ACCORDANCE WITH QUALITY CONTROL TESTING.
12. WHEN THE AVERAGE PERCENT OF COMPACTION IS LESS THAN 95.0%, THE CONTRACTOR WILL BE REQUIRED TO REMOVE AND REPLACE ANY PORTIONS AT THE SOLE DISCRETION OF THE TOWN OF CAMP VERDE ENGINEER.
13. BITUMINOUS TACK COAT SHALL BE APPLIED TO ALL ADJACENT CONCRETE AND ASPHALT SURFACES ADJACENT TO THE AREA TO RECEIVE ASPHALTIC CONCRETE. IF THE ASPHALTIC CONCRETE IS TO BE INSTALLED IN MULTIPLE LIFTS THE CONTRACTOR SHALL INSTALL BITUMINOUS TACK COAT IN BETWEEN EACH LIFT AT A MINIMUM APPLICATION OF 0.10 GALLON PER SQUARE YARD.
14. THE MAXIMUM THICKNESS OF A SINGLE LIFT OF PAVEMENT SHALL BE 4".
15. THE EXACT POINT OF MATCHING TERMINATION AND OVERLAY, IF NECESSARY, SHALL BE DETERMINED IN THE FIELD BY THE TOWN ENGINEER OR HIS AUTHORIZED REPRESENTATIVE. WHEN A LONGITUDINAL JOINT ASSOCIATED WITH A TRENCH PATH, PAVEMENT MATCHUP, OR OTHER OCCURS ON A STREET THAT INCLUDES A BIKE LANE, THE JOINT SHALL BE LOCATED OUTSIDE OF THE BIKE LANE.
16. NO JOB WILL BE CONSIDERED COMPLETE UNTIL:
 - A. ALL CURBS, PAVEMENTS, SIDEWALKS, CATCH BASINS, STORM DRAINS, AND MANHOLES HAVE BEEN CLEANED OF ALL DIRT AND DEBRIS.
 - B. SURVEY MONUMENTS ARE INSTALLED AND STAMPED.
 - C. ALL FRAMES, COVERS, AND VALVE BOXES ARE ADJUSTED TO GRADE
17. NO PAVING CONSTRUCTION SHALL BE STARTED UNTIL ALL UTILITY LINES UNDER PROPOSED PAVED AREAS ARE COMPLETED, TESTED, AND APPROVED.
18. THE BASE COURSE WILL NOT BE PLACED UNTIL THE SUBGRADE HAS BEEN APPROVED BY THE TOWN ENGINEER OR HIS AUTHORIZED REPRESENTATIVE.
19. THE LOCATION OF ALL WATER VALVES, FIRE HYDRANTS, AND MANHOLES MUST AT ALL TIMES DURING CONSTRUCTION BE REFERENCED AND MADE ACCESSIBLE TO THE TOWN.
20. ANY UTILITY FACILITIES IN CONFLICT WITH THIS WORK WILL BE RELOCATED BY THE PERMITTEE OR THE UTILITY OWNER. THIS ACTIVITY SHALL BE COORDINATED WITH THE OWNER OF THE UTILITY TO PREVENT ANY UNNECESSARY INTERRUPTION OF SERVICE TO EXISTING CUSTOMERS.
21. ANY EXISTING STREET NAME SIGNS, TRAFFIC SIGNAL DEVICES DESIGNED WITH THE PROJECT SHALL BE MAINTAINED DURING CONSTRUCTION AND PROTECTED BY THE CONTRACTOR AS SHOWN ON THE APPROVED PLANS.
22. ANY CHANGES OR ADDITIONS TO THE PAVEMENT MARKINGS CAUSED BY PAVEMENT OVERLAY, CHIP SEAL, OR INSTALLATION OF UNDERGROUND FACILITIES SHALL BE SHOWN ON THE APPROVED PLANS.



TOCV STANDARD DETAIL

PAVING NOTES

REVISED: 11/14/2024	DETAIL No: 110CV-1
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CHIP SEAL

1. EMULSIFIED ASPHALT SHALL BE TYPE CRS-2P APPLIED AT A RATE OF 0.30 TO 0.40 GALLONS PER SQUARE YARD AND 3/8" INCH CHIP COVER AGGREGATE. EMULSIFIED ASPHALT SHALL BE APPLIED TO THE SURFACE OF THE ROAD IN ACCORDANCE WITH SECTION 330.4 OF THE MAG STANDARD SPECIFICATIONS. TYPE CRS-2P EMULSIFIED ASPHALT SHALL CONFORM TO TABLE 330-2 OF MAG STANDARD SPECIFICATIONS.
2. CHIP SEAL COAT SHALL NOT BE APPLIED FOR A MINIMUM OF 14 DAYS AFTER COMPLETION OF THE ASPHALTIC CONCRETE.
3. THE COVER MATERIAL SHALL CONFORM TO MAG SPECIFICATION 716. THE COVER MATERIAL SHALL BE APPLIED AT A RATE OF 25 TO 30 POUNDS PER SQUARE YARD.

SIEVE SIZE	% PASSING
1/2 INCH	100
3/8 INCH	97/100
1/4 INCH	70/100
NO 8	0-5
NO 200	0-2

5. THE CONTRACTOR IS RESPONSIBLE FOR ALL LABORATORY TEST AND CERTIFICATIONS TO ASSURE THAT THE CHIP MATERIAL IS IN CONFORMANCE TO THE REQUIREMENTS SET FORTH IN THESE SPECIFICATIONS.
6. REPRESENTATIVE SAMPLES OF THE AGGREGATE COVER MATERIAL SHALL BE TAKEN DAILY, AND THE LABORATORY TEST RESULTS AND CERTIFICATES OF COMPLIANCE, CERTIFIED BY THE CONTRACTOR'S ENGINEER, SHALL BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEER. THE TOWN OF CAMP VERDE ENGINEER MAY REJECT DELIVERED CHIP MATERIAL IF, IN HIS OPINION, THE DELIVERED MATERIAL DIFFERS SIGNIFICANTLY FROM THE REPRESENTATIVE SAMPLE.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUCCESSFUL PLACEMENT OF THE CHIP SEAL COAT REGARDLESS OF TEMPERATURES OF MATERIAL COMPLIANCE, AND SHALL GUARANTEE THE SUCCESS OF THE CHIP SEAL COAT PER MAG SPECIFICATION SECTION 330.
8. THE CONTRACTOR SHALL HAVE EACH INDIVIDUAL ROAD SWEEPED WITHIN 24 HOURS OF THE COMPLETION OF THE CHIP SEAL. THE CONTRACTOR SHALL MAINTAIN TRAFFIC CONTROL AND LOOSE GRAVEL SIGNS UNTIL ALL SWEEPING HAS BEEN COMPLETED.
9. BLOTTERING SHALL BE DONE WHEREVER AND WHENEVER NECESSARY, WITH A MATERIAL APPROVED BY THE TOWN OF CAMP VERDE ENGINEER. ALL EXCESS BLOTTER MATERIAL SHALL BE SWEEPED AWAY AND SURFACE OF THE BITUMINOUS ROADWAY SHALL BE REASONABLY CLEAN AND FREE OF ALL LOOSE MATERIAL BEFORE THE SEAL COAT MAY BE APPLIED.

PERMANENT PAVEMENT MARKINGS

1. LONGITUDINAL PAVEMENT MARKINGS SHALL BE INSTALLED IN ACCORDANCE WITH ADOT STANDARD SPECIFICATION 708.
2. TRANSVERSE PAVEMENT MARKINGS SUCH AS STOP BARS, CROSSWALKS, ARROWS AND LEGENDS SHALL BE INSTALLED IN ACCORDANCE WITH ADOT STANDARD SPECIFICATION 705 OR 709.



SURVEYOR CERTIFICATION

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF ARIZONA.

SURVEYOR _____

DATE _____

LICENSE # _____



FOR AS-BUILT MEASUREMENT ONLY
TOWN OF CAMP VERDE
PUBLIC WORKS DEPARTMENT

AS-BUILT CERTIFICATION

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THAT THIS PROJECT HAS BEEN COMPLETED IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED PLANS, SPECIFICATIONS AND REFERENCED STANDARDS, EXCEPT AS SHOWN HEREON; THAT THESE AS-BUILT PLANS REFLECT THE POSITION OF CONSTRUCTED IMPROVEMENTS BASED ON FIELD MEASUREMENTS; AND THAT THE MATERIALS USED IN CONSTRUCTION ARE AS SHOWN BASED ON FIELD OBSERVATION AND TEST RESULTS.

THIS CERTIFICATION DOES NOT WARRANT MATERIALS, WORKMANSHIP, METHODS OF CONSTRUCTION, OR OTHER ITEMS AFFECTING THE WARRANTY OF THIS PROJECT TO THE TOWN OF CAMP VERDE. USERS OF THIS INFORMATION ARE ADVISED TO OBTAIN INDEPENDENT VERIFICATION OF ACTUAL CONDITIONS.

AS-BUILT CERTIFICATION

DESCRIPTION OF AREA

REGISTERED PROFESSIONAL ENGINEER (CIVIL) _____ DATE



TOCV STANDARD
DETAIL

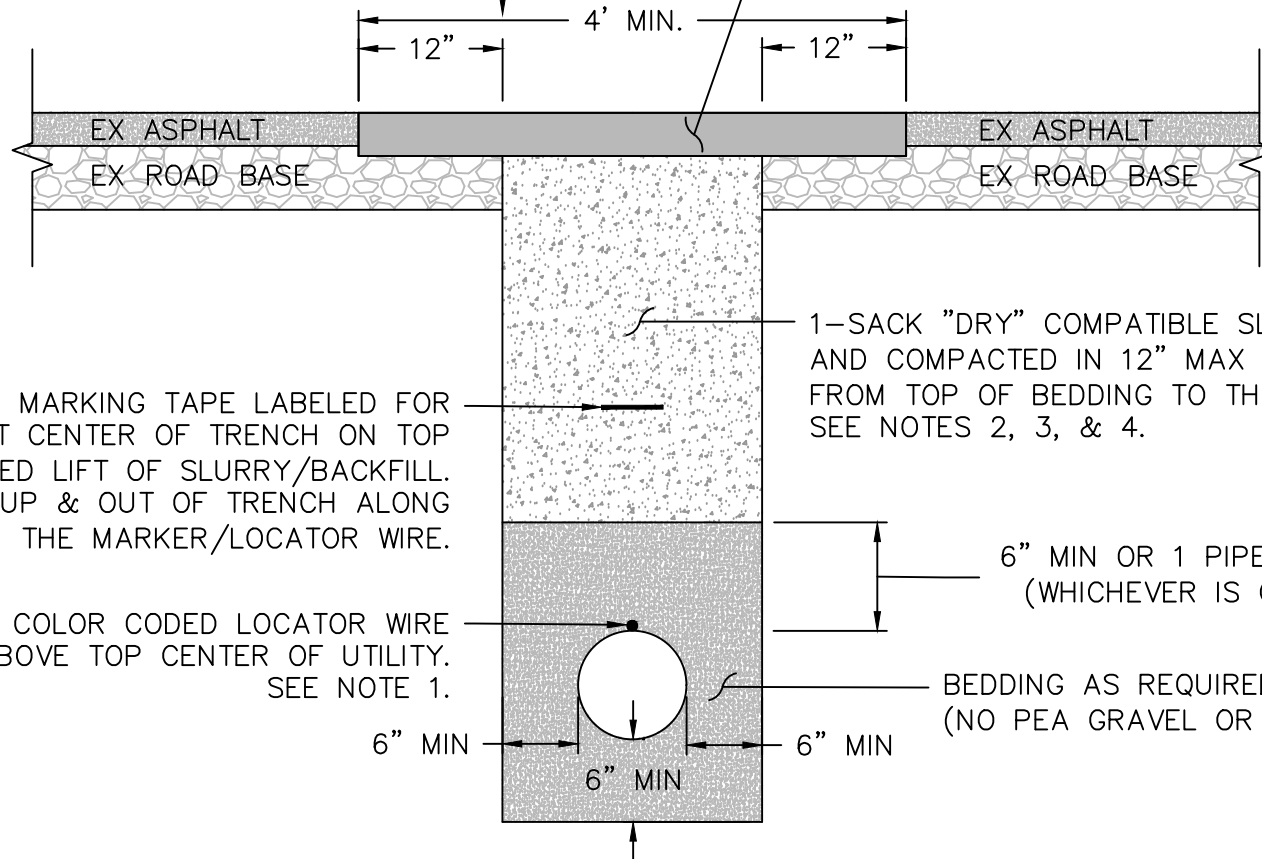
AS-BUILT CERTIFICATION

REVISED:
11/14/2024

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125CV

INITIAL SAW-CUT (TYP BOTH SIDES). ADD NEW SAW-CUT 12" OUT WHEN TRENCH WORK IS COMPLETED TO AVOID DAMAGE TO REPAIR EDGE. TACK-COAT ALL REPAIR EDGES BEFORE PLACING ASPHALT (TYP).

3" MIN ASPHALTIC CONCRETE (AC) PATCH OR MATCH EX AC THICKNESS (WHICHEVER IS GREATER). SEE SHOULDER NOTE BELOW



INSTALL DETECTABLE MARKING TAPE LABELED FOR PRESENT UTILITY AT CENTER OF TRENCH ON TOP OF FIRST COMPACTED LIFT OF SLURRY/BACKFILL. TAPE SHALL TRAVEL UP & OUT OF TRENCH ALONG WITH THE MARKER/LOCATOR WIRE.

INSTALL #12 COLOR CODED LOCATOR WIRE IMMEDIATELY ABOVE TOP CENTER OF UTILITY. SEE NOTE 1.

1-SACK "DRY" COMPATIBLE SLURRY PLACED AND COMPACTED IN 12" MAX UNIFORM LIFTS FROM TOP OF BEDDING TO THE SURFACE (TYP). SEE NOTES 2, 3, & 4.

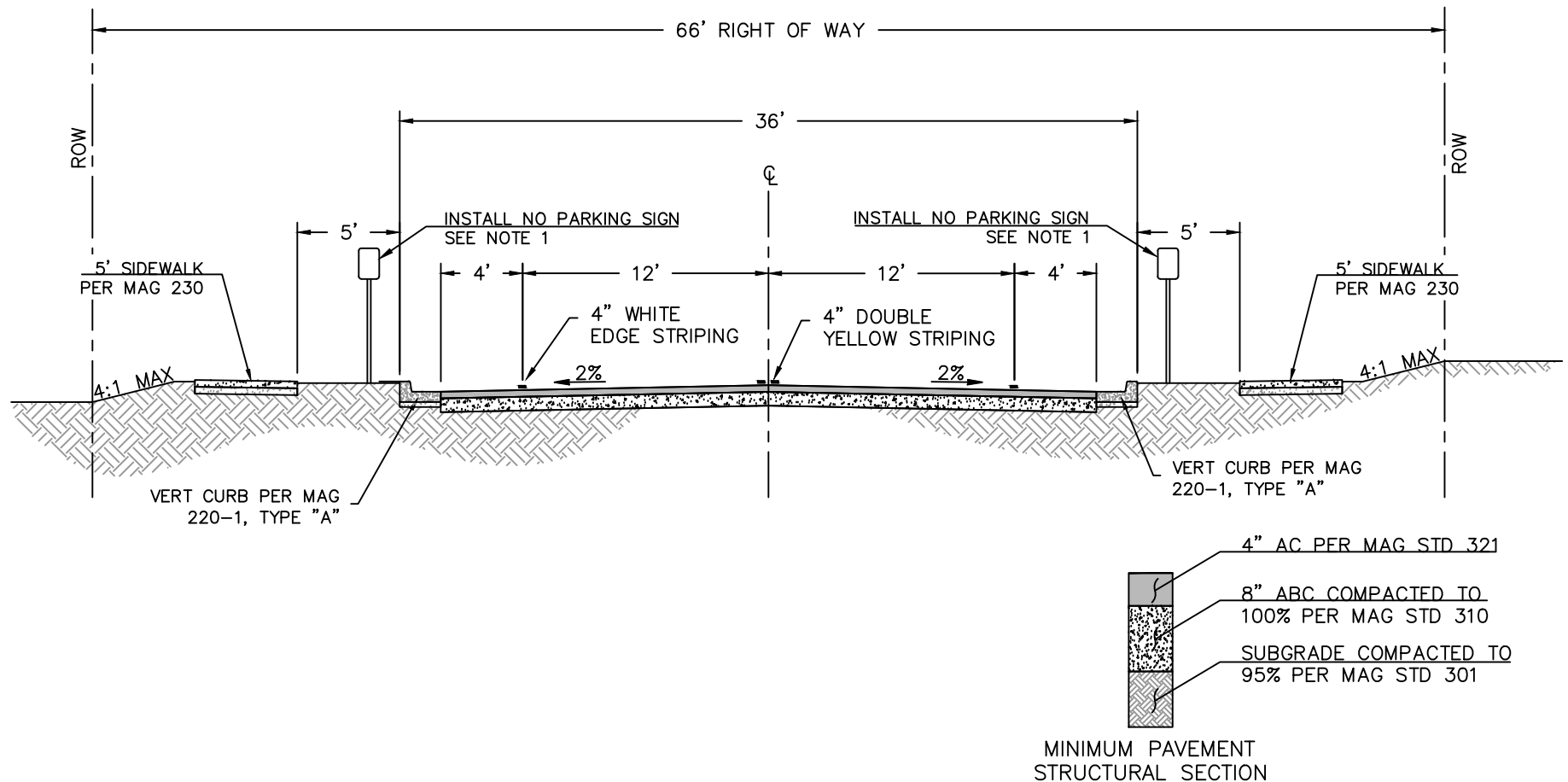
6" MIN OR 1 PIPE DIAMETER (WHICHEVER IS GREATER)

BEDDING AS REQUIRED BY UTILITY (NO PEA GRAVEL OR CHIPS).

6" MIN 6" MIN 6" MIN

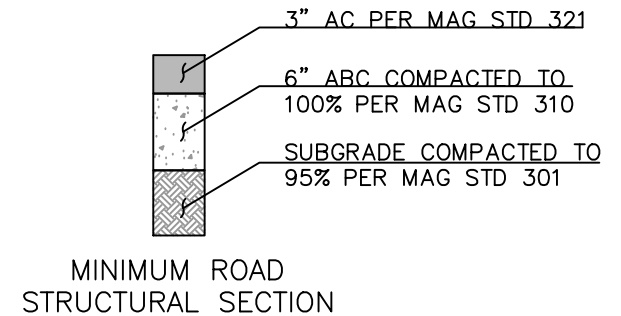
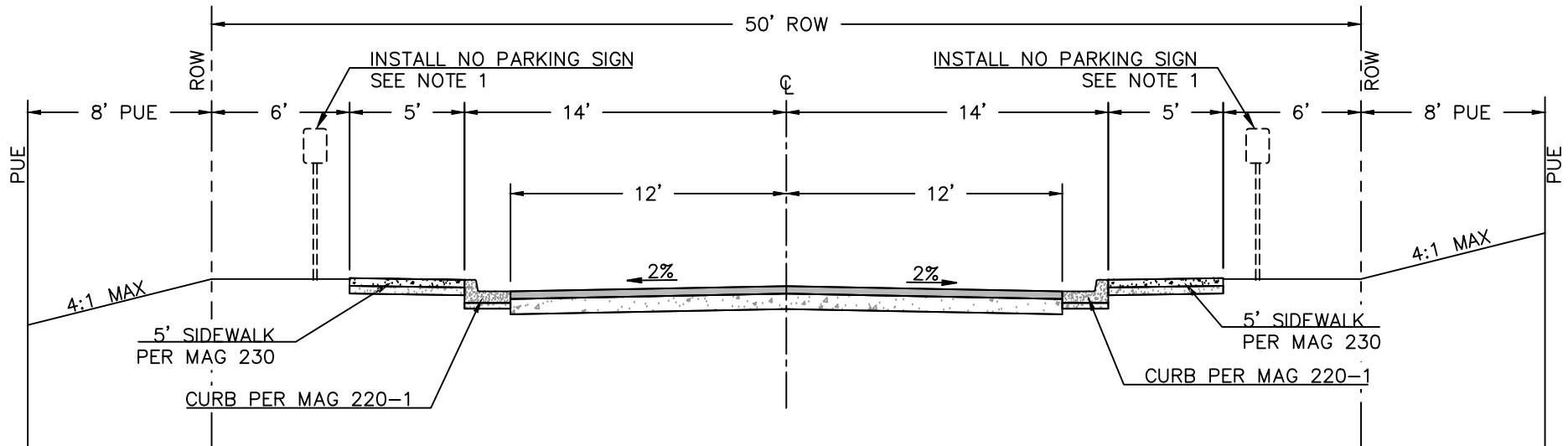
NOTES

1. MARKER WIRE SHALL BE TAPED TO PIPE EVERY 6'. LOOP UP TO SURFACE AT ALL MANHOLES, STUB-OUTS, SERVICE BOXES, CLEANOUTS, BLOW-OFFS, VAULTS, RISERS, ETC.
2. REMOVE SLURRY AS REQUIRED TO PLACE ASPHALT.
3. IF TRENCH (INCLUDING CROSS-TRENCH ENDS) IS WITHIN 4' OF THE PAVEMENT EDGES, TRENCH SHALL BE BACKFILLED WITH THE SAME COMPACTED SLURRY AS CALLED OUT ABOVE TO WITHIN 4" OF THE SURFACE. FILL LAST 4" TO SURFACE WITH NATIVE SOILS.
4. DURING NEW CONSTRUCTION OR IF TRENCH IS FURTHER THAN 4' FROM PAVEMENT EDGE, SLURRY IS NOT REQUIRED. TRENCH MAY BE BACKFILLED WITH NATIVE OR SELECT SOIL AND COMPACTED TO 95% PER MAG STD 601.



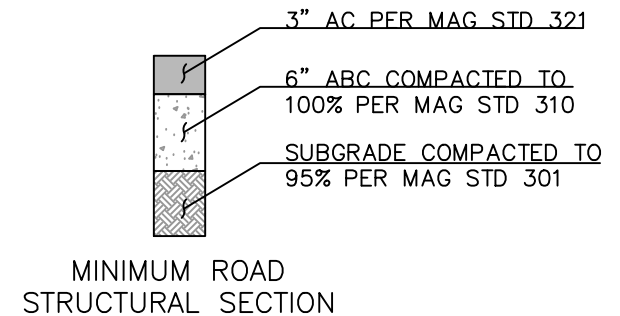
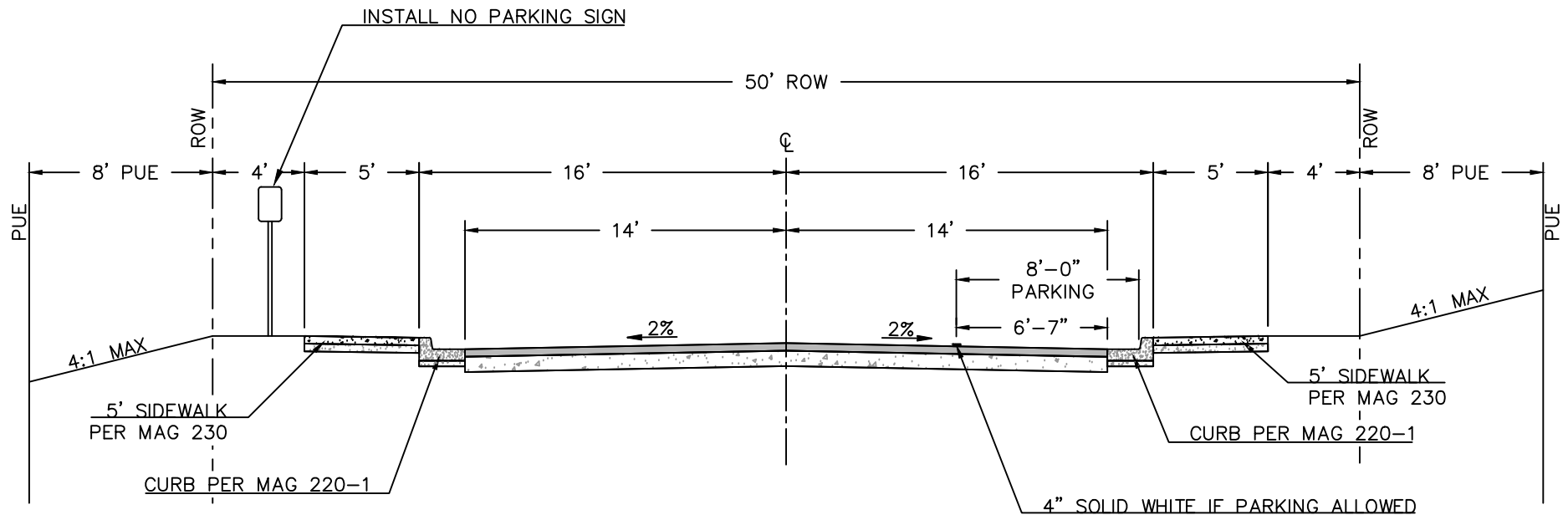
NOTES

1. R7-1 NO-PARKING SIGNS TO BE POSTED BOTH SIDES OF STREET PER STD DTL 290CV.
2. ROAD STRUCTURAL SECTION TO BE DETERMINED BY GEOTECHNICAL ENGINEER BUT NOT LESS THAN MINIMUM PER THIS DETAIL.
3. 4" ABC COMPACTED TO 95% TO BE PLACED UNDER CURB, GUTTER, & SIDEWALK.
4. ALL DIMENSIONS SHOWN ARE MINIMUM.



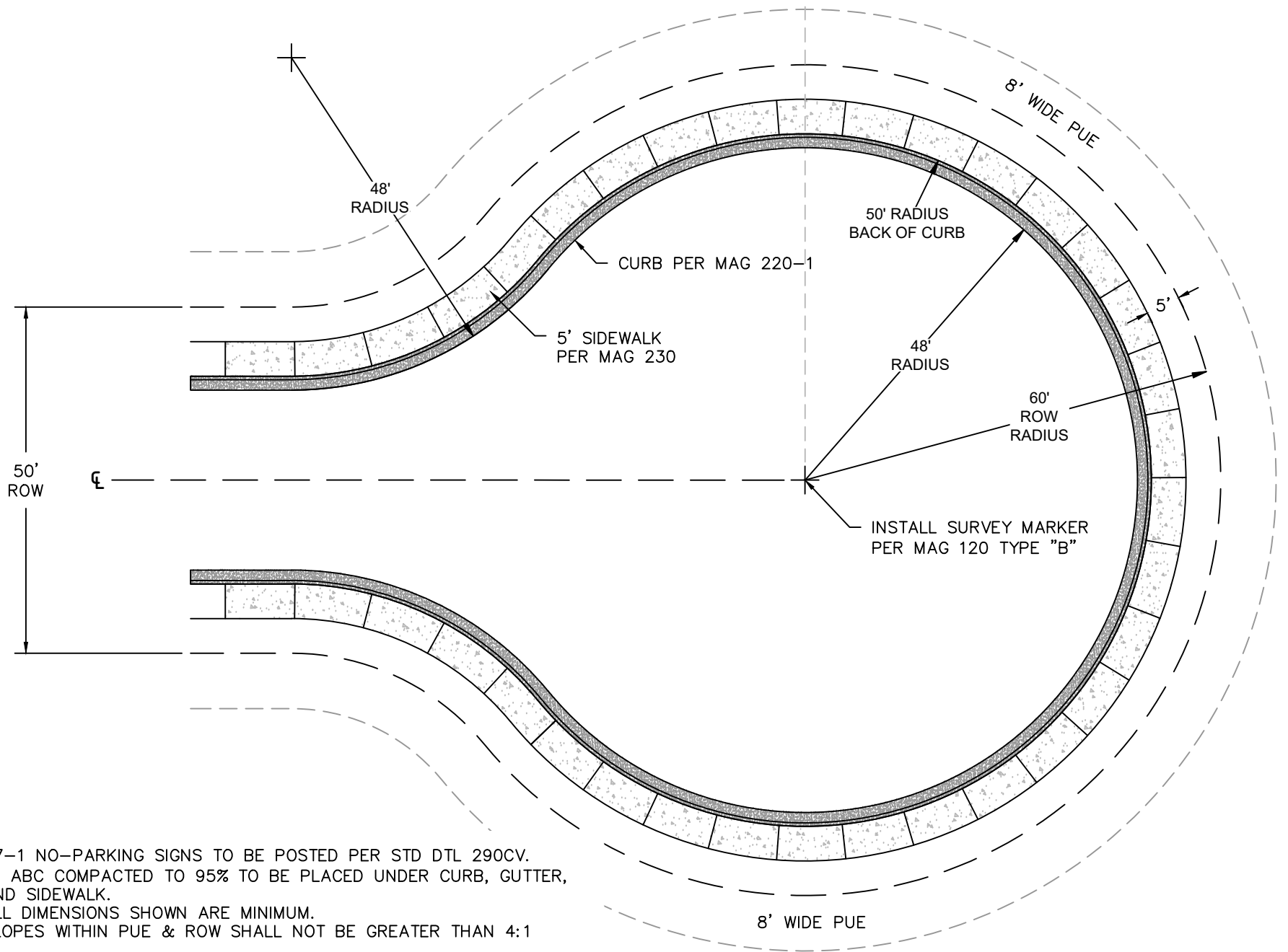
NOTES

1. R7-1 NO-PARKING SIGNS TO BE POSTED BOTH SIDES OF STREET PER STD DTL 290CV.
2. ROAD STRUCTURAL SECTION TO BE DETERMINED BY GEOTECHNICAL ENGINEER BUT NOT LESS THAN MINIMUM PER THIS DETAIL.
3. 4" ABC COMPACTED TO 95% TO BE PLACED UNDER CURB, GUTTER, & SIDEWALK.
4. ALL DIMENSIONS SHOWN ARE MINIMUM.



NOTES

1. R7-1 NO-PARKING SIGNS TO BE POSTED ON ONE SIDE OF STREET PER STD DTL 290CV.
2. ROAD STRUCTURAL SECTION TO BE DETERMINED BY GEOTECHNICAL ENGINEER BUT NOT LESS THAN MINIMUM PER THIS DETAIL.
3. 4" ABC COMPACTED TO 95% TO BE PLACED UNDER CURB, GUTTER & SIDEWALK.
4. ALL DIMENSIONS SHOWN ARE MINIMUM.



NOTES

1. R7-1 NO-PARKING SIGNS TO BE POSTED PER STD DTL 290CV.
2. 4" ABC COMPACTED TO 95% TO BE PLACED UNDER CURB, GUTTER, AND SIDEWALK.
3. ALL DIMENSIONS SHOWN ARE MINIMUM.
4. SLOPES WITHIN PUE & ROW SHALL NOT BE GREATER THAN 4:1



**TOCV STANDARD
DETAIL**

Council Regular Session

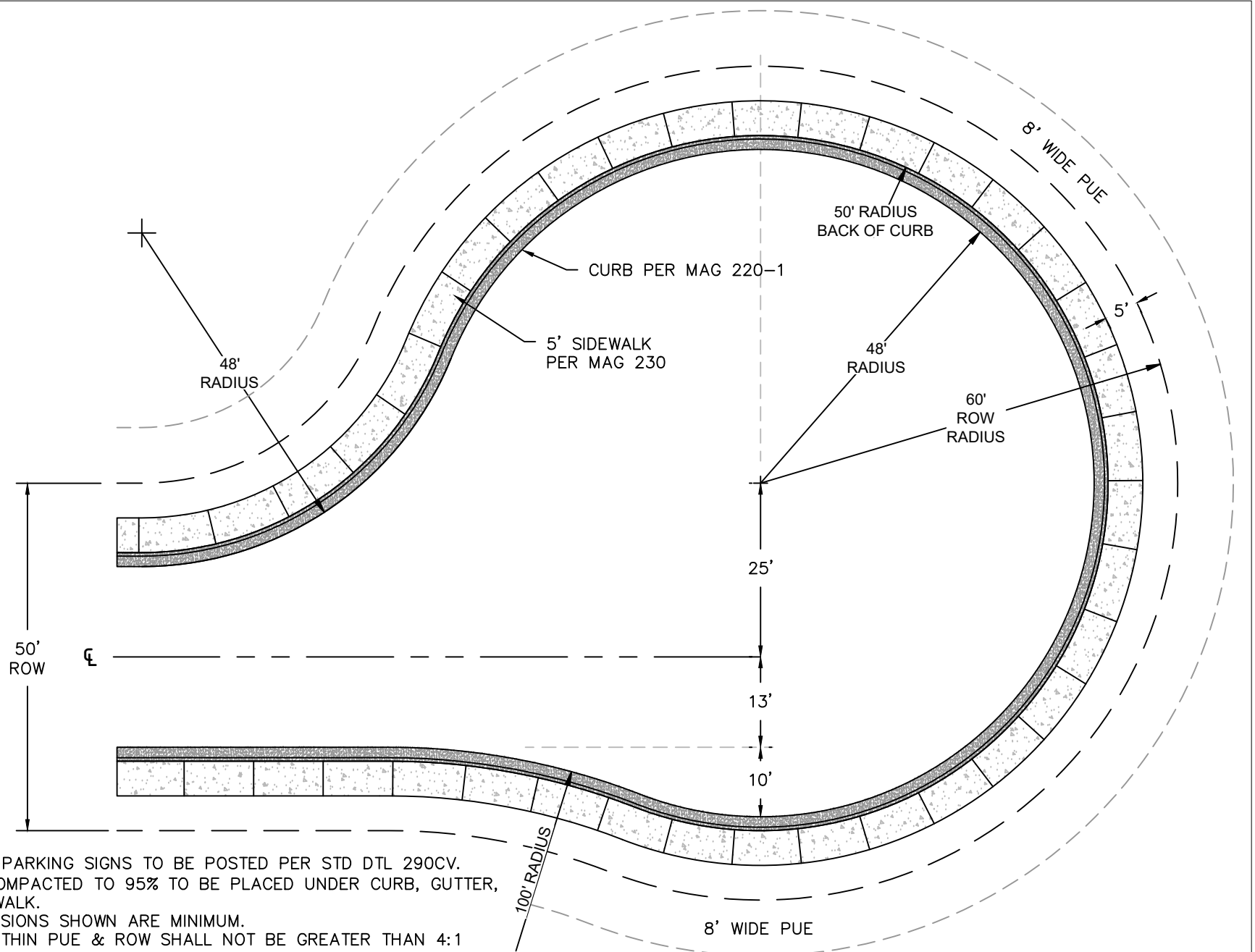
LOCAL STREET CUL-DE-SAC TYPICAL STREET SECTION

January 15, 2025

REVISED:
11/14/2024

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289CV-1

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NOTES

1. R7-1 NO-PARKING SIGNS TO BE POSTED PER STD DTL 290CV.
2. 4" ABC COMPACTED TO 95% TO BE PLACED UNDER CURB, GUTTER, AND SIDEWALK.
3. ALL DIMENSIONS SHOWN ARE MINIMUM.
4. SLOPES WITHIN PUE & ROW SHALL NOT BE GREATER THAN 4:1

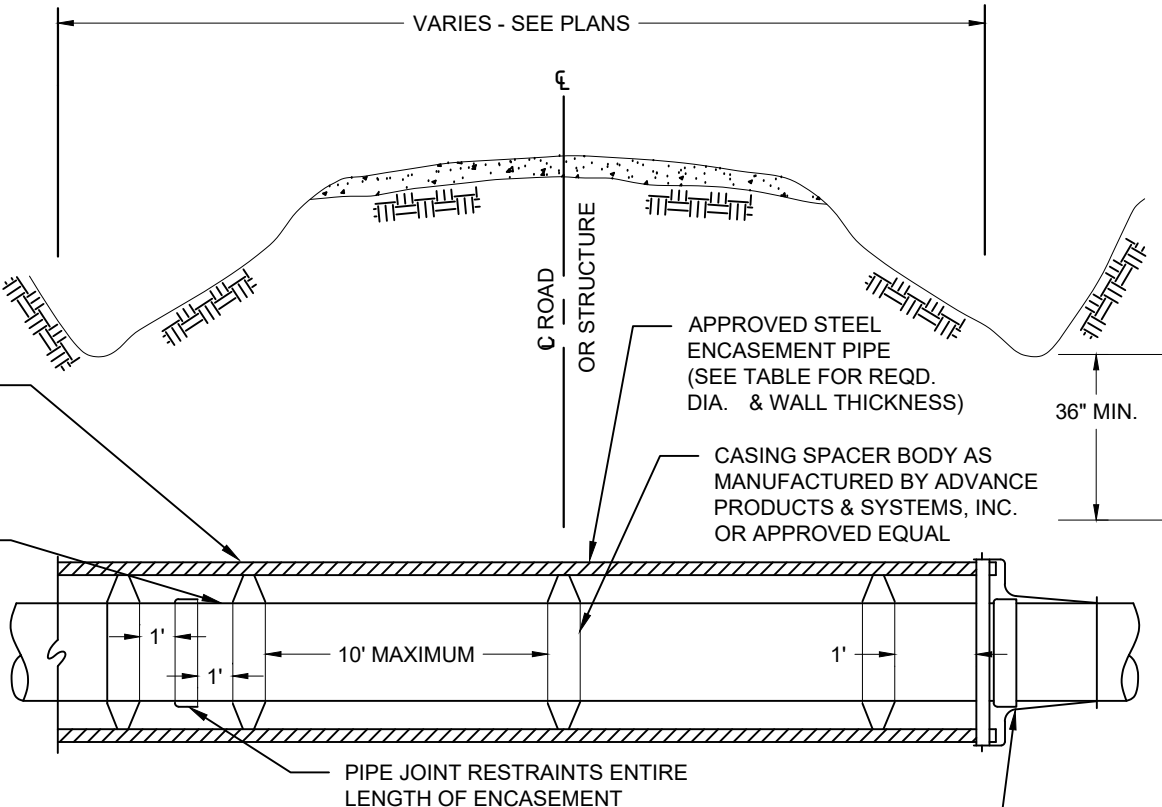
CARRIER PIPE SIZE (IN)	STEEL ENCASEMENT	
	O.D. (IN MIN)	WALL THICKNESS (IN)
6	14	1/4
8	18	1/4
12	21	1/4
18	27	3/8
21	30	3/8
24	36	3/8
27	39	1/2

MINIMUM ENCASEMENT WITHIN ADOT ROW: 36"

STEEL ENCASMENT PIPE SHALL BE WELDED PER ASTM A53-GRADE B AND SHALL HAVE A MINIMUM YIELD STRENGTH OF 35,000 PSI. EXTERIOR OF PIPE SHALL BE COATED WITH COAL TAR EPOXY OR BITUMINOUS ASPHALT.

CARRIER PIPE SHALL BE
DUCTILE IRON PIPE (DIP)

1. FOR ALL CARRIER PIPE OVER 27"
THE STEEL ENCASEMENT PIPE
SHALL BE 12" LARGER THAN THE
CARRIER PIPE AND THE STEEL
ENCASEMENT WALL THICKNESS
SHALL BE 1/2"



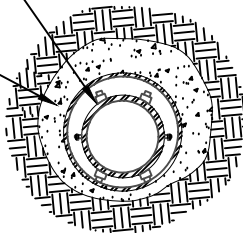
STAINLESS STEEL BAND CASING SPACERS
MODEL SSI BY ADVANCE PRODUCTS &
SYSTEMS, INC. OR APPROVED EQUAL

SEAL ENDS OF PIPE CASING WITH
ADVANCE PRODUCTS & SYSTEMS, INC
MODEL AC SEALS OR APPROVED EQUAL

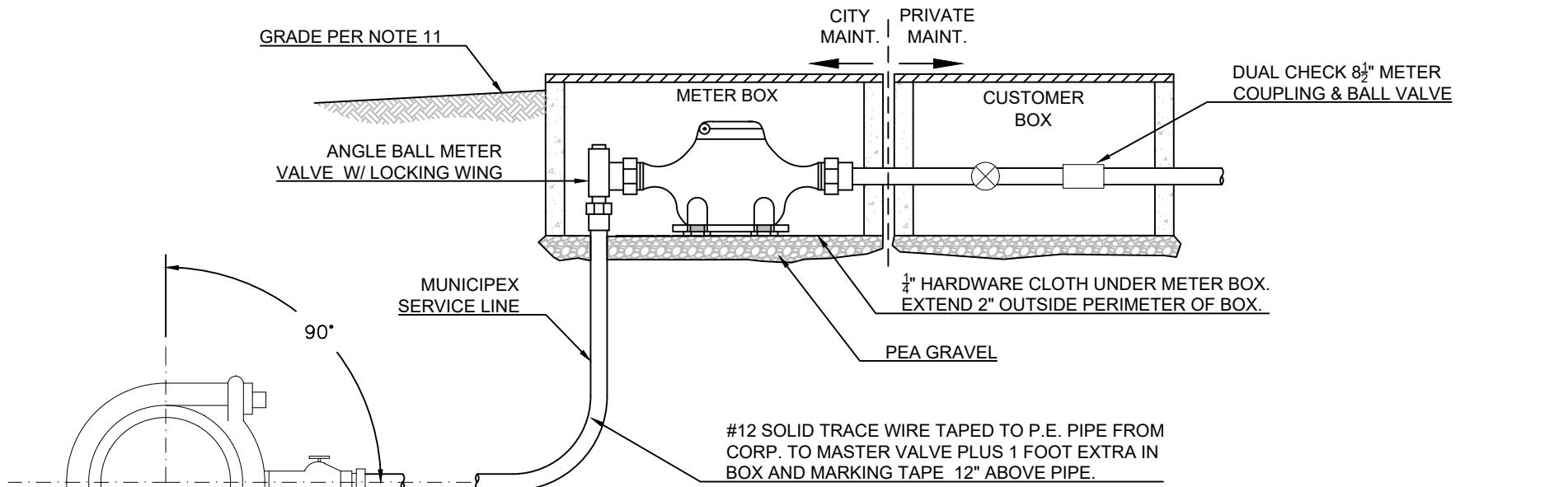
PRESSURE GROUT BETWEEN CASING AND SURROUNDING EARTH

NOTES:

1. ALL FITTINGS SHALL BE RESTRAINED WITH FIELD LOC GASKETS OR APPROVED EQUAL
2. ALL BELLS SHOULD BE PROTECTED WITH MEGA-STOP SERIES 5000 BELL PROTECTION OR APPROVED EQUAL.
3. 1" MAXIMUM BETWEEN SPACERS AND CASING PIPE
4. INSTALLATION SHALL BE IN ACCORDANCE WITH ADVANCE PRODUCTS & SYSTEMS, INC. RECOMMENDATIONS OR APPROVED EQUAL.
5. TRACE WIRE PER AGENCY SPECIFICATIONS.
6. NO PIPE SHALL BE SUPPORTED BY BELL



END VIEW



NOTES:

1. BOXES SHALL BE PER MAG STD. DETAIL 320.
2. SERVICE LINE IS TO HAVE MIN. 3 FT. COVER WITHIN THE ROADWAY PRISM.
3. SERVICE LINE SHALL BE UNSPLICED FROM CORP. STOP AT MAIN TO CURB STOP AT METER BOX.
4. FOR CUT OR FILL SLOPE METER LOCATIONS, CMU WALL OR OTHER APPROVED METHOD SHALL BE REQUIRED FOR PROTECTION OF METER SET.
5. METER TO BE INSTALLED BY TOCV ONLY.
6. WATER SERVICE OR METER BOX SHALL NOT BE LOCATED IN DRIVEWAYS, SIDEWALKS, OR STREETS.
7. WATER METER SHALL BE PLACED IN PUBLIC R/W OR EASEMENT BETWEEN THE BACK OF CURB OR SIDEWALK AND PROPERTY LINE.
8. NO LANDSCAPE FEATURES OR VEGETATION WITHIN 5' OF METER BOXES.
9. CONTRACTOR SHALL VERIFY FACTORY SETTING ON PRESSURE REGULATOR.
10. PRIVATE MAINTENANCE RESPONSIBILITY STARTS AT THE CUSTOMER SHUTOFF VALVE AND BOX.
11. PAVED OR CONCRETE SURFACE - BOX TO BE $\frac{1}{2}$ " ABOVE PAVED OR CONCRETE SURFACE.
NATURAL GRADE - BOX TO BE 2" ABOVE SURFACE. TAPER TO EXISTING SURFACE WITHIN 2 FEET.
12. MUNICIPEX SERVICE LINE TO BE SLEAVED IN 4" SDR 35 PVC PIPE WHEN CROSSING UNDER ROADWAY.

SERVICE SIZE	CITY BOX	CUSTOMER BOX	BALL CORP STOP (FORD OR EQ) - PJ x MIP	ANGLE BALL METER VALVE (FORD OR EQ) - PJ x MIP
3/4"	#1	#1	FB1100-3	BA43-332 W PJ X METER NUT
1"	#2	#1	FB1100-4	BA43-444 W PJ X METER NUT
1.5"	#3	#2	FB1100-6	BFA43-666 W PJ X METER FL.
2"	#4	#2	FB1100-7	BFA43-777 W PJ X METER FL.



**TOCV STANDARD
DETAIL**

Council Regular Session

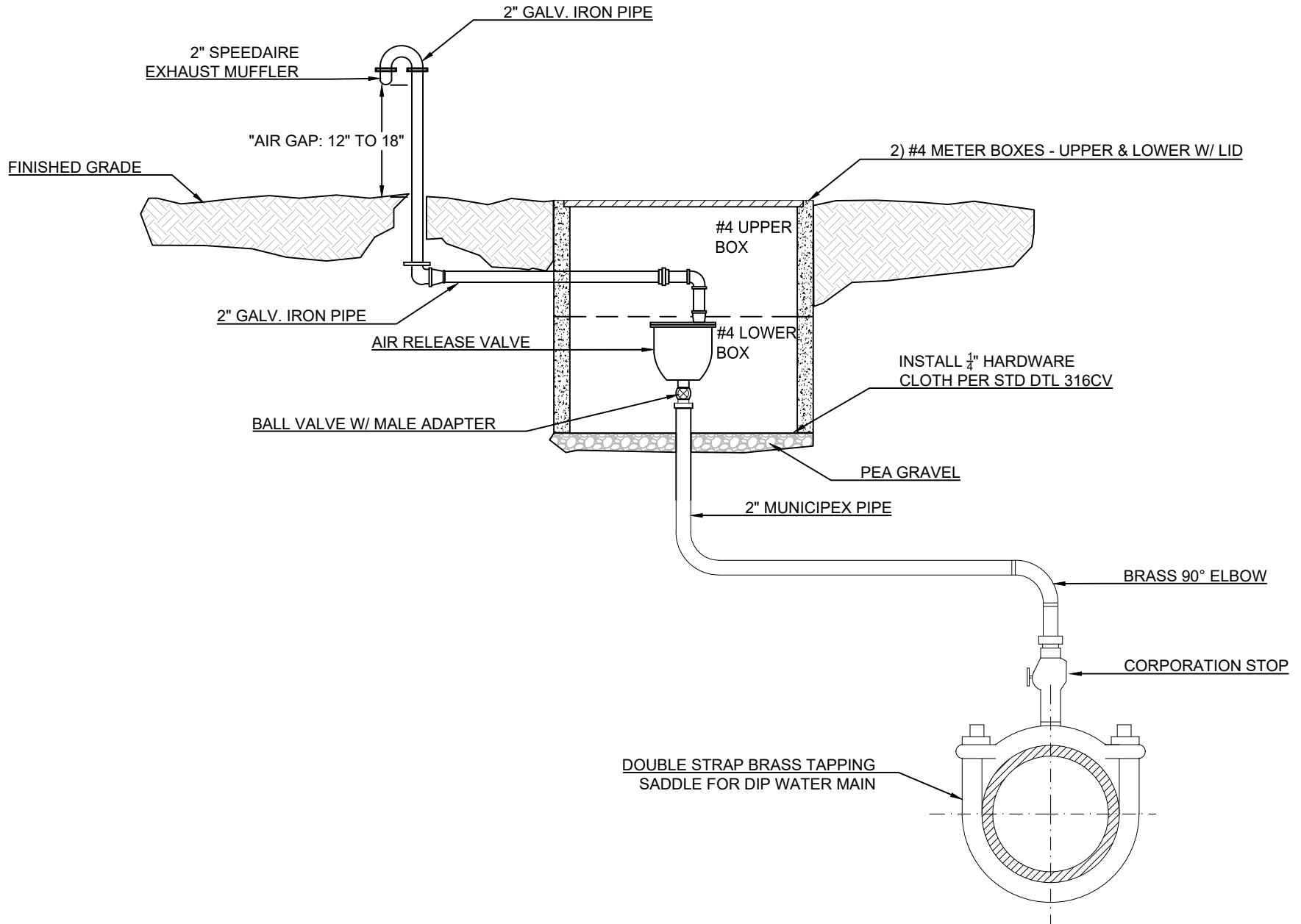
**3/4", 1", 1 1/2", & 2"
SERVICE CONNECTION**

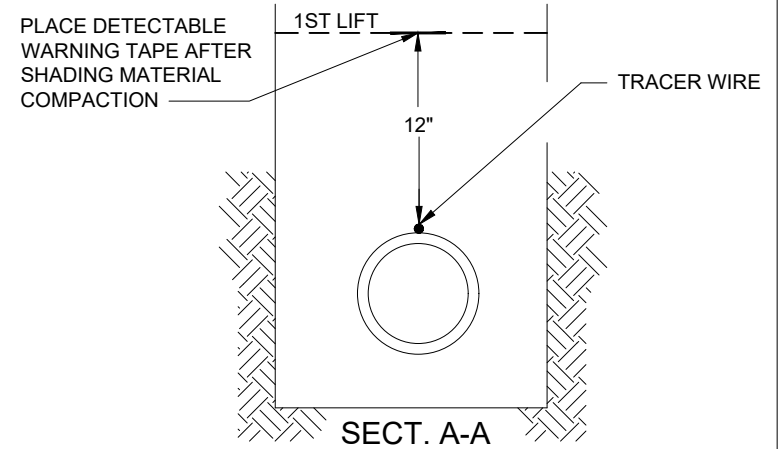
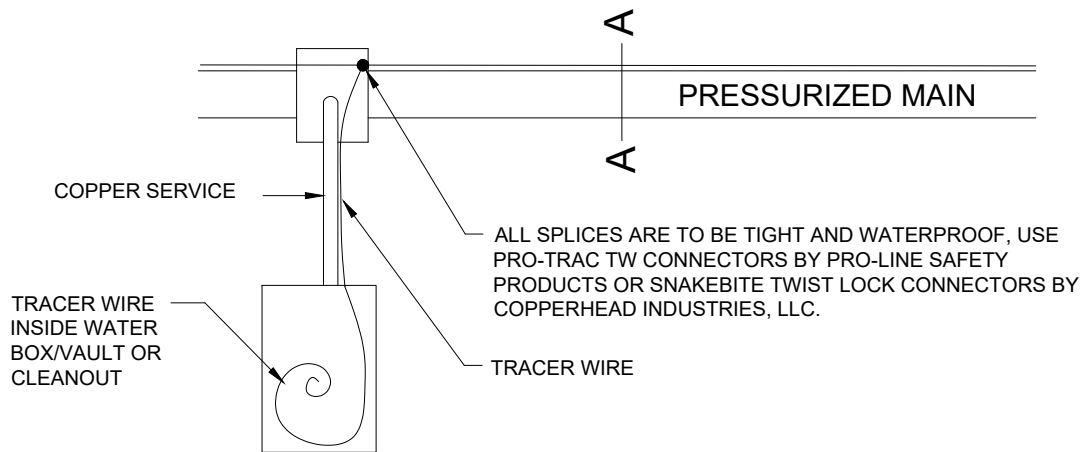
January 15, 2025

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NOTES:

1. TRACER WIRE SHALL BE REQUIRED FOR ALL PRESSURE PIPE INSTALLATION AS INDICATED ON OTHER STANDARD DETAILS. TRACER WIRE SHALL BE #12 AWG HS-CCS, 30 MIL HDPE INSULATION.
2. FINAL CONTINUITY TESTING FOR ACCEPTANCE OF TRACER WIRE SHALL BE MADE AT PROJECT COMPLETION PRIOR TO PAVING.
3. WIRE IS TO BE ATTACHED TO ALL APPURTENANCES.
4. TRACER WIRE IS TO BE PLACED AT TOP CENTER OF PIPE AND SECURED BY TAPE AT A MINIMUM OF 6' INTERVALS.
5. THIS DETAIL DOES NOT PERTAIN TO STRAIGHT RUN GRAVITY SANITARY SEWER MAINS IN THE TOWN OF CAMP VERDE.
6. TRACER WIRE STATION SHALL BE USED AT ALL FIRE HYDRANTS, SEWER WET WELLS, FORCE MAIN DISCHARGE MANHOLES, FORCE MAIN CLEANOUTS, FORCE MAIN VALVE LOCATIONS AND LOW PRESSURE SEWER MAIN APPURTENANCES.
7. CONTRACTOR MUST PROVIDE ENGINEER OF RECORD (EOR) AND AGENCY WITH THE FOLLOWING:
 - A. SAMPLE OF TAPE
 - B. PASS A CONTINUITY TEST, CONDUCTED BY THE CONTRACTOR AND WITNESSED BY THE EOR. THE EOR SHALL PROVIDE A CERTIFICATION OF PASSING TO THE CONTRACTOR AND AGENCY.
8. TO PASS A CONTINUITY TEST, THE FOLLOWING CONDITIONS MUST BE MET:
 - A. CONTINUITY TEST SHALL BE PERFORMED BY USING A METALLIC LOCATOR WITH AUDIBLE TONE AND NUMERIC VALUES FOR CERTIFICATION OF FACILITY LOCATIONS AND SHALL BE IDENTIFIABLE BETWEEN ACCESS POINTS.
 - B. THE WIRE SHALL BE ACCESSIBLE AT ALL ACCESS POINTS AND FROM ACCESS POINT TO ACCESS POINT.
 - C. DEPTH READINGS MUST BE ACCURATE AND CONSISTENT TO WITHIN 15 (DEPTH TO DIAMETER RATIO).
 - D. ACCESS POINTS THAT ARE WIDELY SPACED CAN BE TRACED IN WORST CASE FROM EACH END TO A COMMON MEETING POINT BETWEEN THEM.
9. CONTRACTOR MUST PROVIDE EOR AND TOWN WITH THE FOLLOWING:
 1. SAMPLE OF WIRE.
 2. SAMPLE OF CONNECTOR.
 3. INVOICE COPY SHOWING PURCHASE OF WIRE AND CONNECTOR.
10. TRACER WIRE INSULATION SHALL BE FREE OF NICKS & CUTS. ANY COMPROMISE IN THE INSULATION SHALL BE CUT OUT & TRACER WIRE SHALL BE SPLICED BACK TOGETHER WITH APPROVED CONNECTORS.

DETECTABLE TAPE SHALL BE:

1. PRO-LINE SAFETY PRODUCTS OR HYTECH DETECTABLE TAPE (UNDERGROUND WARNING TAPE). NO EXCEPTIONS.
2. 3 INCHES IN WIDTH
3. 5 MIL OVERALL THICKNESS WITH A .35 MIL SOLID ALUMINUM FOIL CORE.
4. LETTERED WITH A MINIMUM OF 1" INCH.
5. COLOR CODED FOR SPECIFIC UTILITY. WATER - BLUE, SANITARY SEWER - GREEN, RECLAIMED WATER - PURPLE IN ACCORDANCE WITH APWA UNIFORM COLOR CODE.

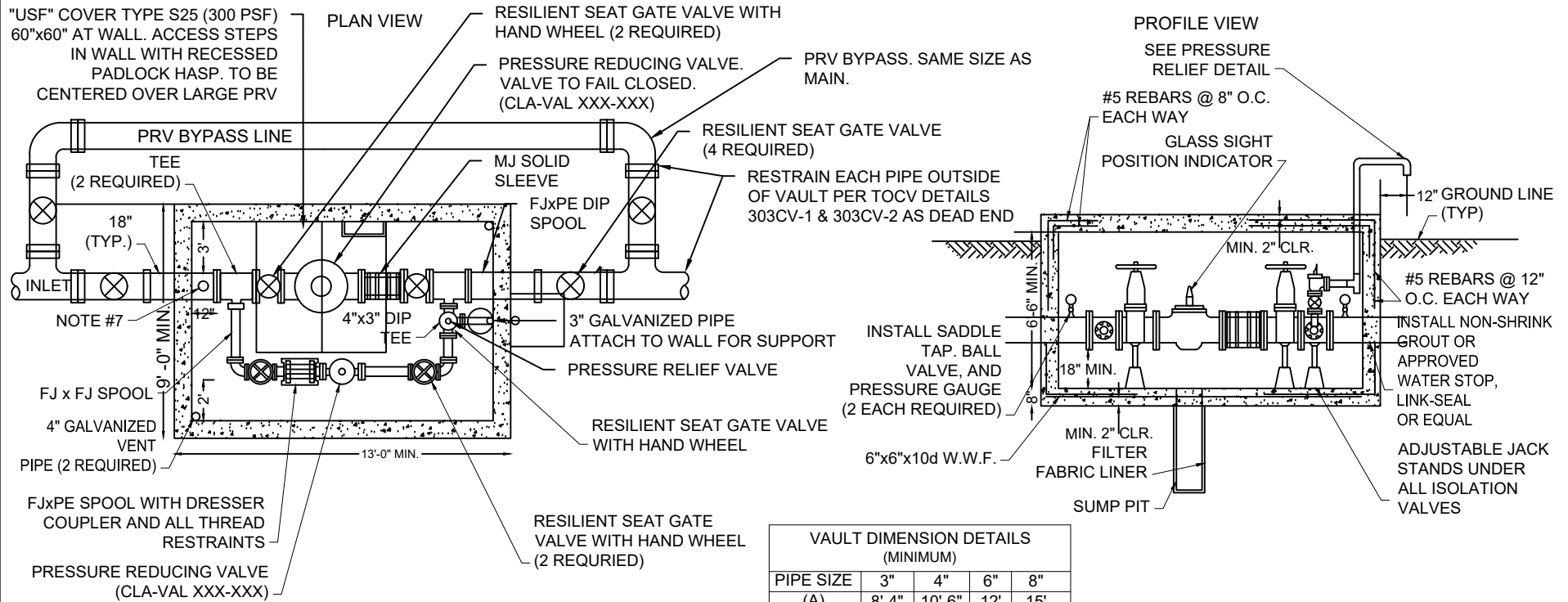


TOCV STANDARD
DETAIL

TRACER WIRE AND DETECTABLE WARNING TAPE

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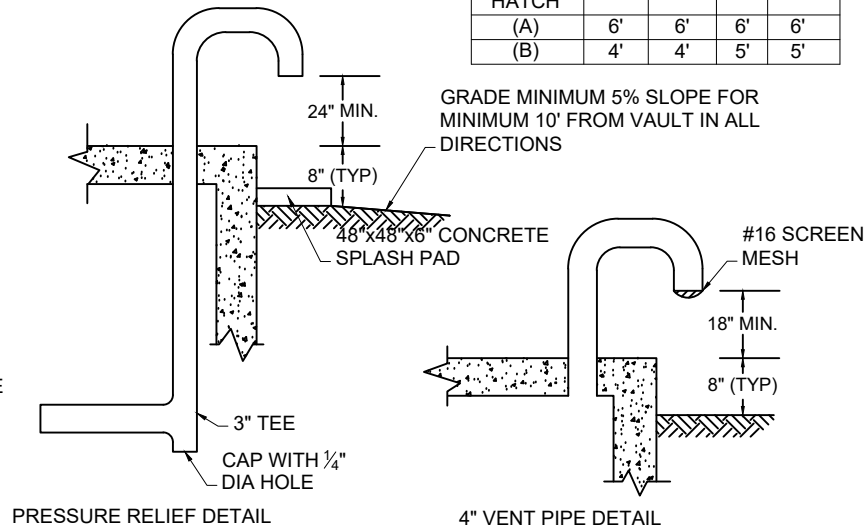
DETAIL No:
319CV



VAULT DIMENSION DETAILS (MINIMUM)				
PIPE SIZE	3"	4"	6"	8"
(A)	8'-4"	10'-6"	12'	15'
(B)	4'-4"	5'	6'	6'
HATCH				
(A)	6'	6'	6'	6'
(B)	4'	4'	5'	5'

VALVE NOTES:

- PRESSURE REDUCING CLAVAL SHALL INCLUDE THE FOLLOWING FEATURES:
 - X46A FLOW CLEAN STRAINER
 - CK2 COOK (ISOLATION VALVE)
 - CV SPEED CONTROL (OPENING & CLOSING)
 - ALL PRV PILOT SYSTEMS MUST BE STAINLESS STEEL HIGH PRESSURE TUBING.
- FINAL PRESSURE SETTINGS TO BE DETERMINED BY AGENCY



VAULT NOTES:

- ALL PRECAST OR POUR IN PLACE CONCRETE TO BE CLASS "A" PER M.A.G. STD. SPEC. 725. ALTERNATE DESIGN TO BE 8" C.M.U. WALLS. GROUT ALL CELLS SOLID. USE 2-#4 REBAR IN BOND BEAM AT TOP OF WALLS AND AT 30" ABOVE FOOTING. #4 REBAR AT 16" O.C. VERTICAL.
- SUMP PIT TO BE 8 CUBIC FEET OF CLEAN #57 ROCK AND LINED WITH FABRIC FILTER LINER MIRAFI TYPE 14ONL OR APPROVED EQUAL.
- ALL FITTINGS AND VALVES TO BE FLANGE JOINT DUCTILE IRON PIPE.
- SLOPE FLOOR AT 5% TO SUMP.
- ACCESS HATCH - USF FABRICATION INC. ALUMINUM SPRING OR TORSION BAR ASSISTED DOUBLE LIDS WITH 90 TO 180 DEGREE OPEN RANGE WITH RECESSED PADLOCK/HASP ASSEMBLY AND 30 PSF RATING.
- PIPELINE PRODUCTS VL-100 EXTENDABLE LADDER. TELESCOPING LADDER MUST BE INSTALLED ON THE VERTICAL WALL JUST BELOW THE SAFETY NET. POSITION THE LADDER TO CENTER OF ACCESS HATCH OR EQUAL.
- 2" SADDLE WITH 2" BALL VALVE & 2" PLUG. THIS IS USED FOR FLOW MODELING & INSERTION PROBES.
- SAFETY NET - U.S. NETTING OR APPROVED EQUAL.



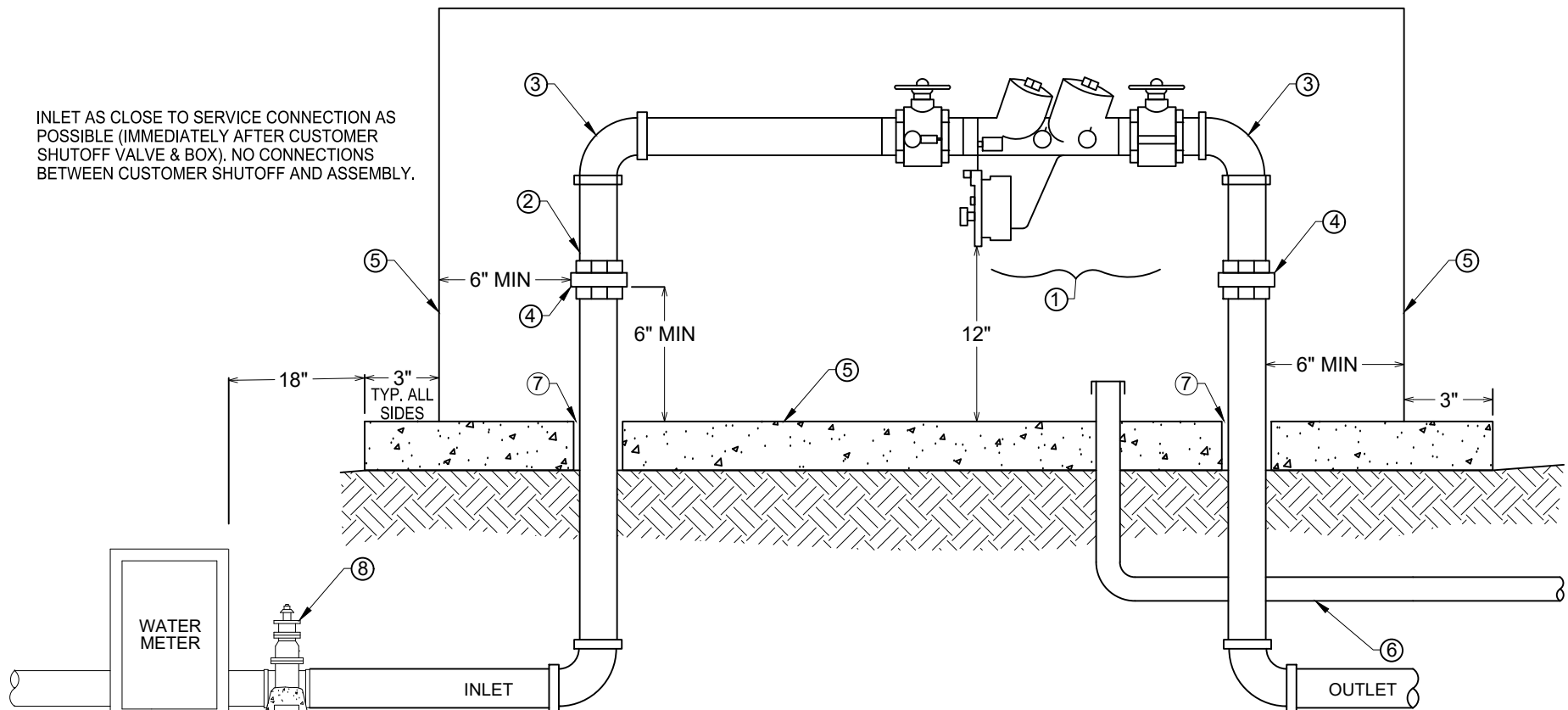
**TOCV STANDARD
DETAIL**

PRESSURE REDUCING VALVE STATION

REVISED:
11/14/2024

DETAIL No:
323CV

INLET AS CLOSE TO SERVICE CONNECTION AS POSSIBLE (IMMEDIATELY AFTER CUSTOMER SHUTOFF VALVE & BOX). NO CONNECTIONS BETWEEN CUSTOMER SHUTOFF AND ASSEMBLY.



NOTES:

1. ALL PIPE/FITTINGS TO BE EITHER TYPE "K" COPPER OR GALVANIZED INCLUDING PIPE BETWEEN CUSTOMER BOX AND BACKFLOW ASSEMBLY.
2. BACKFLOW PREVENTION ASSEMBLY MUST BE LEVEL AND INSTALLED A MINIMUM OF 16" FROM ASSEMBLY BODY TO FINAL GRADE.
3. ALL TEST COCKS (4 REQUIRED) SHALL BE FITTED WITH BRASS PLUGS INSTALLED WITH TEFLON TAPE.
4. COMPRESSION TYPE FITTINGS ARE NOT ALLOWED.
5. INSTALL THE BACKFLOW PREVENTION ASSEMBLY IMMEDIATELY DOWNSTREAM WITHIN 18" OF THE AGENCY WATER METER. BALL VALVE REQUIRED BETWEEN METER & BACKFLOW DEVICE,
6. CALL FOR UNDERGROUND INSPECTION BEFORE BACKFILLING TRENCH.
7. A COPPER/BRASS UNION MUST BE INSTALLED IN THE MIDDLE OF BOTH RISERS.
8. ASSEMBLY SHALL BE APPROVED BY AGENCY AND USC FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH.

LIST OF MATERIALS:

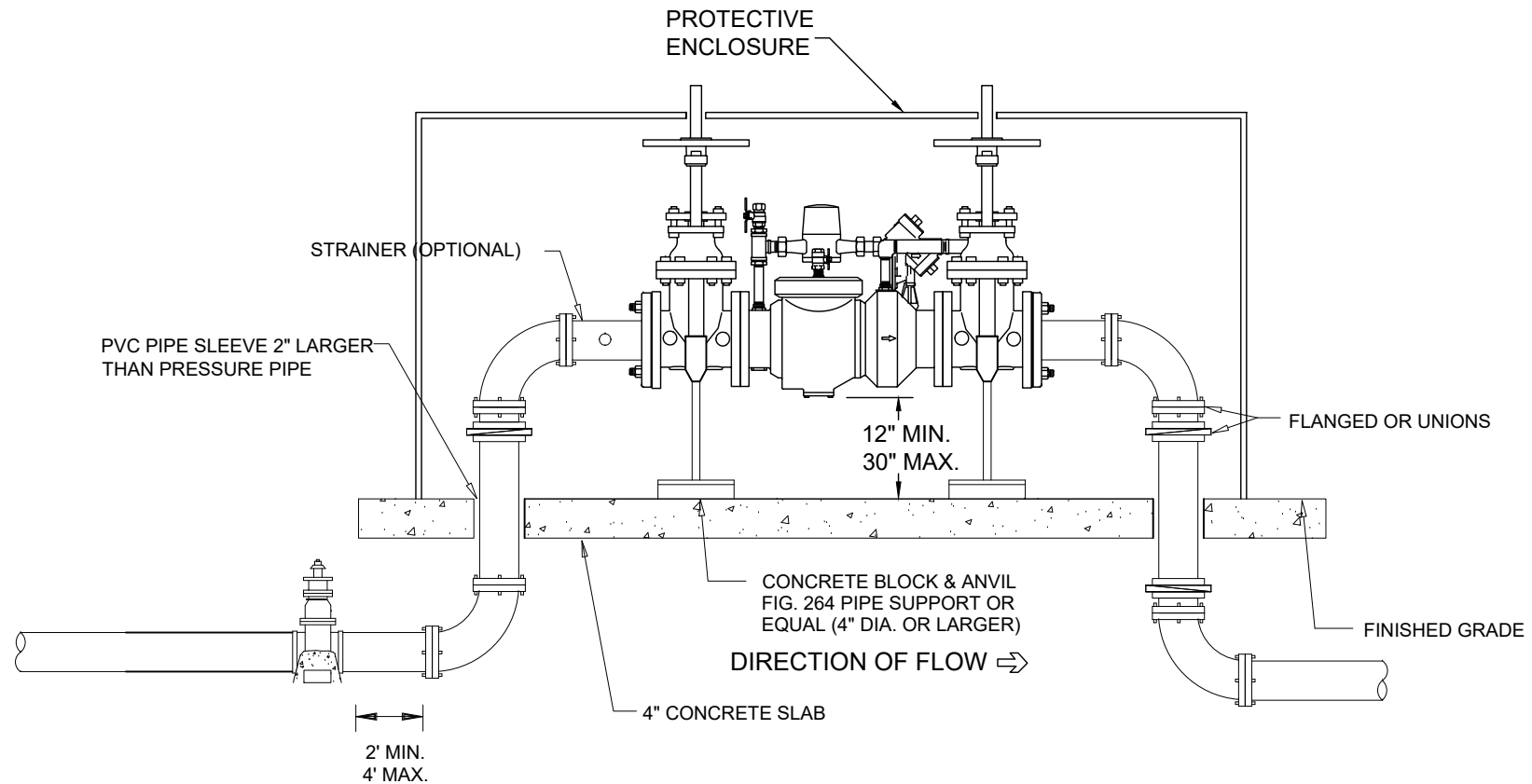
- ① REDUCED PRESSURE BACKFLOW PREVENTION ASSEMBLY, OR DOUBLE CHECK VALVE BACKFLOW PREVENTION ASSEMBLY AS APPROVED BY THE AGENCY, DOUBLE BALL VALVES INCLUDED.
- ② PIPE, TYPE "K" HARD COPPER OR GALVANIZED, $\frac{3}{4}$ " THRU 3".
- ③ 90° ELBOW, COPPER OR GALVANIZED, $\frac{3}{4}$ " THRU 3"
- ④ PIPE UNION, BRASS OR COPPER.
- ⑤ INSTALL 4" CONCRETE PAD, ENCLOSURE, AND HARDWARE. ENCLOSURE SHALL BE AN ASSE 1060 CLASS 1 APPROVED.
- ⑥ ELECTRICAL CONDUIT FOR HEAT TRACE.
- ⑦ PVC PIPE SLEEVE MINIMUM 1" LARGER DIAMETER THAN WATER LINE.
- ⑧ PRIVATE CUSTOMER VALVE.



**TOCV STANDARD
DETAIL**

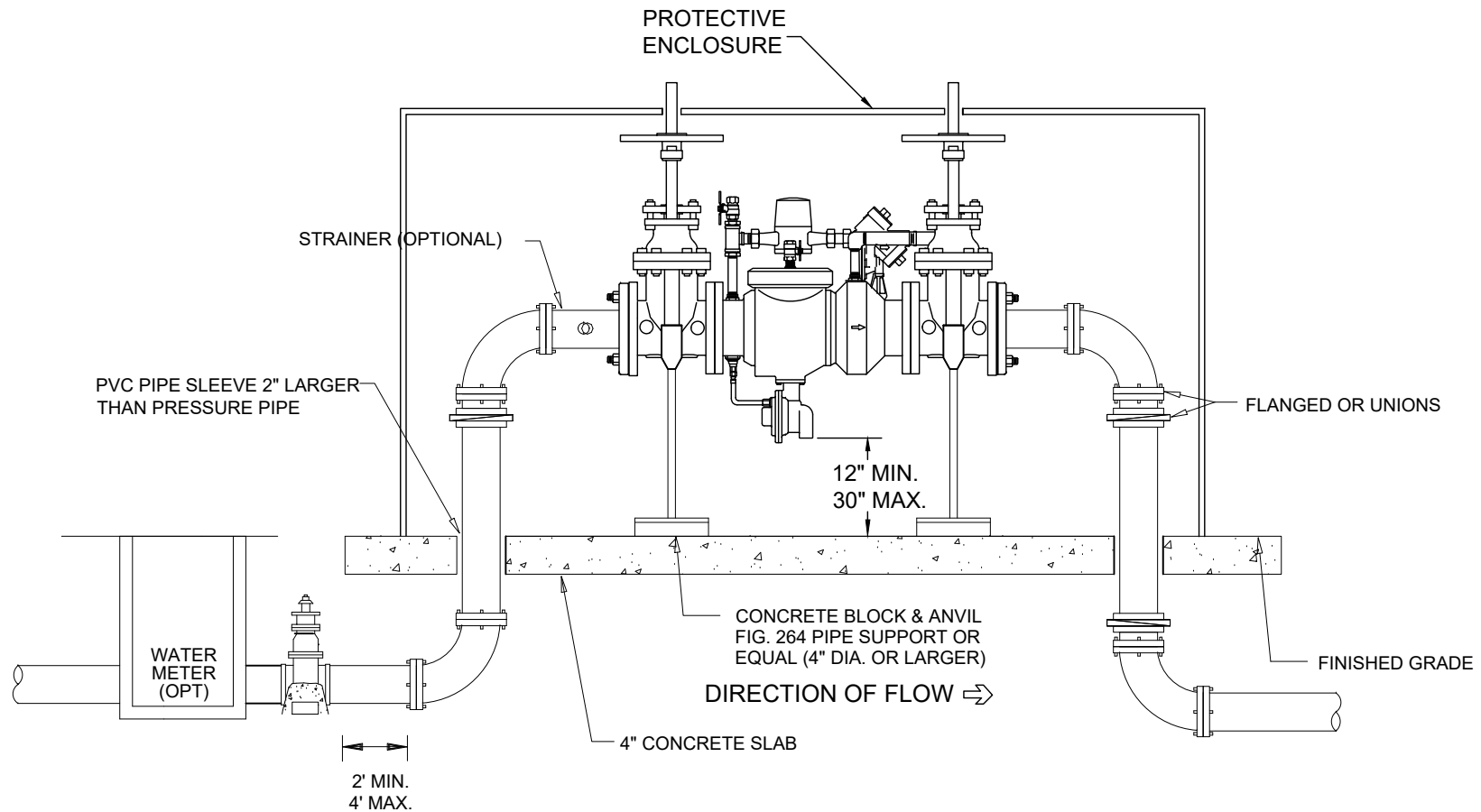
BACKFLOW PREVENTION ASSEMBLY INSTALLATION 3" AND UNDER

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DETAIL No: 324CV-1



NOTES:

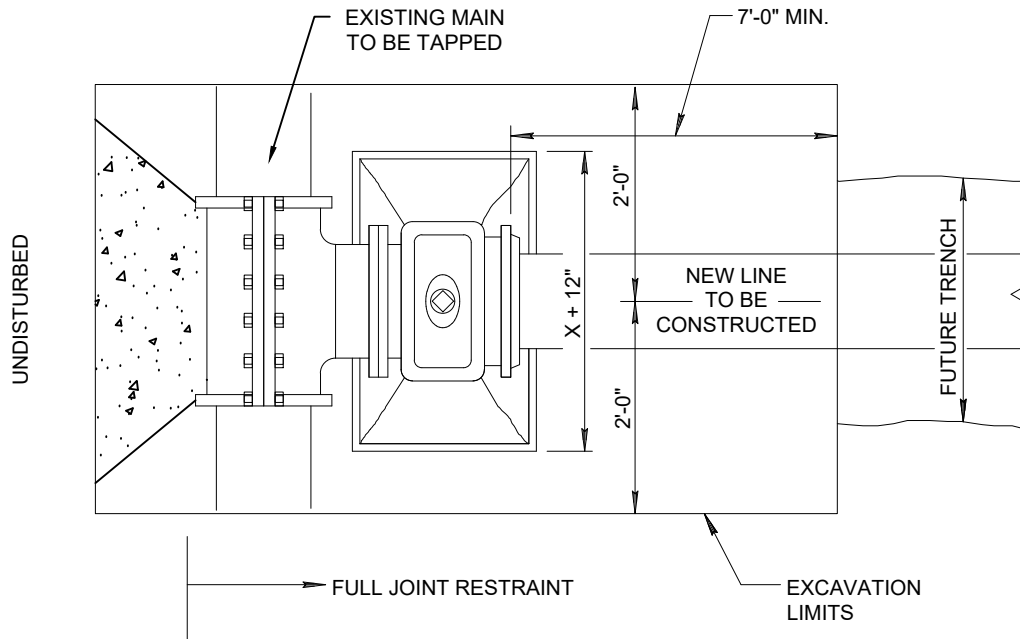
1. NO OBSTRUCTIONS ON ONE SIDE.
2. BACKFLOW PROTECTION REQUIRED PER TOWN CODE.
3. ENCLOSURE REQUIRED (ASSE 1060 CLASS 1).
4. ALL CONNECTIONS SHALL BE FLANGED OR MECHANICALLY RESTRAINED JOINTS.
5. THERE SHALL NOT BE ANY CONNECTIONS ON THE SERVICE LINE BETWEEN THE DC AND THE WATER METER. ENCLOSURES INSTALLED MUST MEET CLEARANCE REQUIREMENTS IN ADDITION TO PROVIDING SIDE AND TOP ACCESS. ENCLOSURES MUST NOT RETAIN WATER.
6. THE ASSEMBLY SHALL BE ACCESSIBLE AT ALL TIMES.
7. INSTALLATION MUST MEET INTERNATIONAL PLUMBING CODES IN ADDITION TO STANDARD WATER DETAILS. INSTALLATION MUST BE LEFT EXPOSED UNTIL INSPECTED AND APPROVED BY THE TOWN.
8. DC SHALL BE LOCATED ABOVE GROUND AND ENCLOSED IN AN ASSE 1060 CLASS 1 APPROVED ENCLOSURE PER INTERNATIONAL BUILDING CODES.
9. DC SHALL BE LOCATED WITHIN 4' OF METER, UNLESS OTHERWISE APPROVED.
10. DOUBLE CHECK VALVE BACKFLOW PREVENTION ASSEMBLY USE SHALL BE REVIEWED AND APPROVED BY AGENCY.
11. ASSEMBLY SHALL BE APPROVED BY USC FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH.



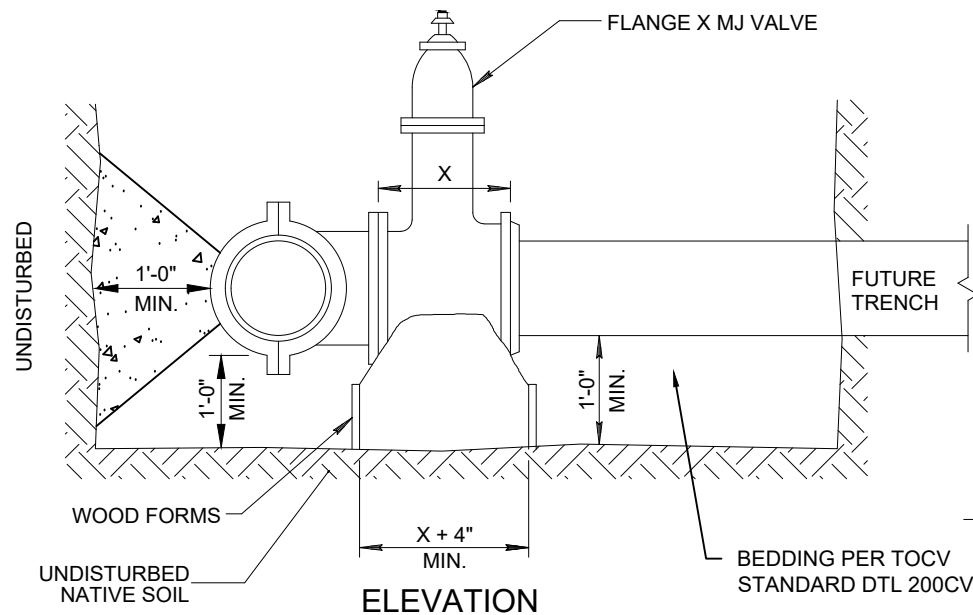
FOR USE WHEN ADDITIVES SUCH AS GLYCOL OR INHIBITORS ARE USED IN FIRE LINE

NOTES:

1. NO OBSTRUCTIONS ON ONE SIDE.
2. BACKFLOW PROTECTION REQUIRED PER TOWN CODE.
3. ENCLOSURE REQUIRED (ASSE 1060 CLASS 1).
4. ALL CONNECTIONS SHALL BE FLANGED OR MECHANICALLY RESTRAINED JOINTS.
5. THERE SHALL NOT BE ANY CONNECTIONS ON THE SERVICE LINE BETWEEN THE RP AND THE WATER METER. ENCLOSURES INSTALLED MUST MEET CLEARANCE REQUIREMENTS IN ADDITION TO PROVIDING SIDE AND TOP ACCESS. ENCLOSURES MUST NOT RETAIN WATER.
6. THE ASSEMBLY SHALL BE ACCESSIBLE AT ALL TIMES.
7. INSTALLATION MUST MEET INTERNATIONAL PLUMBING CODES IN ADDITION TO STANDARD WATER DETAILS. INSTALLATION MUST BE LEFT EXPOSED UNTIL INSPECTED AND APPROVED BY THE TOWN.
8. RP SHALL BE LOCATED ABOVE GROUND AND ENCLOSED IN AN ASSE 1060 CLASS 1 APPROVED ENCLOSURE PER INTERNATIONAL BUILDING CODES.
9. RP SHALL BE LOCATED WITHIN 4' OF METER, UNLESS OTHERWISE APPROVED.
10. DOUBLE CHECK VALVE BACKFLOW PREVENTION ASSEMBLY USE SHALL BE REVIEWED AND APPROVED BY AGENCY.
11. ASSEMBLY SHALL BE APPROVED BY USC FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH.

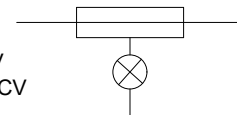


PLAN



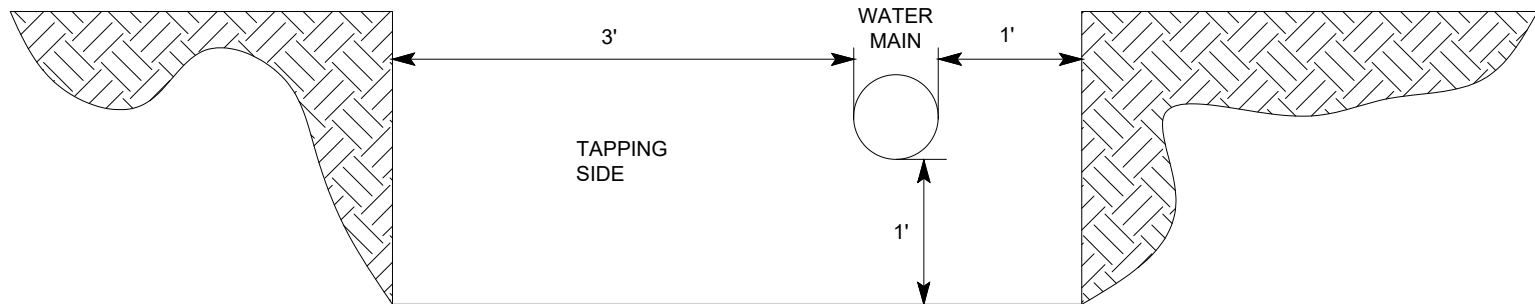
ELEVATION

PLAN SYMBOL



NOTES:

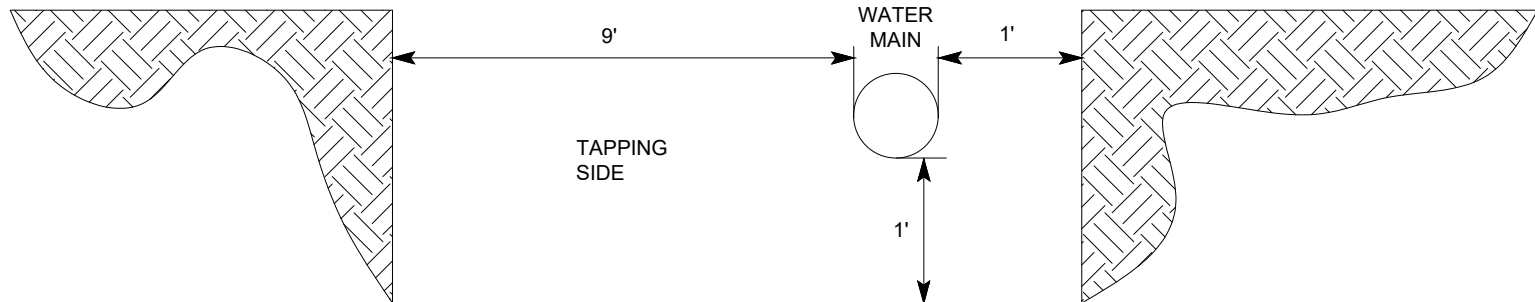
1. VALVE BLOCKING PER MAG STANDARD DETAIL 301CV.
2. TAPS SHALL BE MADE BY CONTRACTOR
3. INSTALL TEMPORARY BLOCKING UNDER VALVE BEFORE TAP IS MADE. ALL FLANGE BOLTS SHALL BE CLEAR OF FOOTING.
4. TAPPING SLEEVES SHALL BE FORD FTSS, ROMAC SST III OR APPROVED EQUAL.
5. INSTALLATION SHALL BE LEAK TESTED TO A MINIMUM OF 200 PSI FOR 30 MINUTES PRIOR TO TAP.
6. TAPPING SLEEVE SHALL BE PLACED AT A MINIMUM OF 3' FROM ANY BELL, COUPLING, VALVE, FITTING, OR OTHER OBSTRUCTION.
7. PROTECT ALL CONCRETE CONTACT AREAS WITH 8 MIL SHEET PLASTIC.
8. JOINT RESTRAINT PER TOCV STANDARD DETAIL 303CV USING A DEAD END ON NEW CONSTRUCTION.
9. INSTALL BOX, COVER, AND VALVE BOX STABILIZER PER AGENCY REQUIREMENTS.
10. ALL EXCAVATIONS SHALL BE OSHA COMPLIANT.
11. MIN. EXCAVATION LENGTH FOR THE TAPPING OPERATION SHALL BE 5' FROM THE FACE OF VALVE.
12. THRUST BLOCKS TO HAVE BEARING AREA AND FORMED PLACEMENT PER MAG STD DTL 380.



NOTE

CONTRACTOR TO EXPOSE AND MAINTAIN TRENCH/EXCAVATION
PER OSHA REGULATIONS.

3/4" THROUGH 2" SERVICE TAP



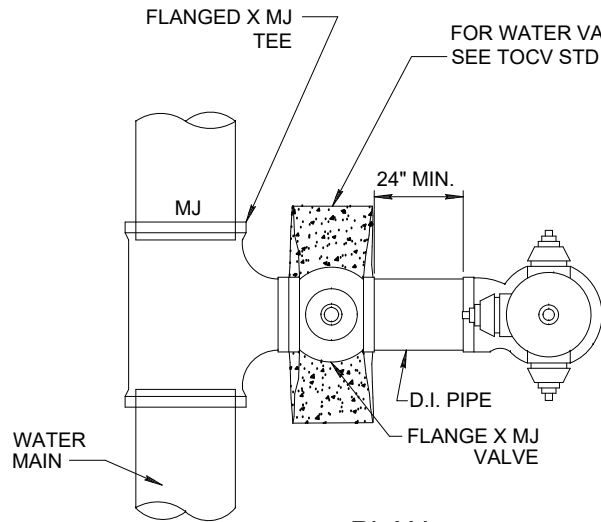
NOTE

CONTRACTOR TO EXPOSE AND MAINTAIN TRENCH/EXCAVATION
PER OSHA REGULATIONS.

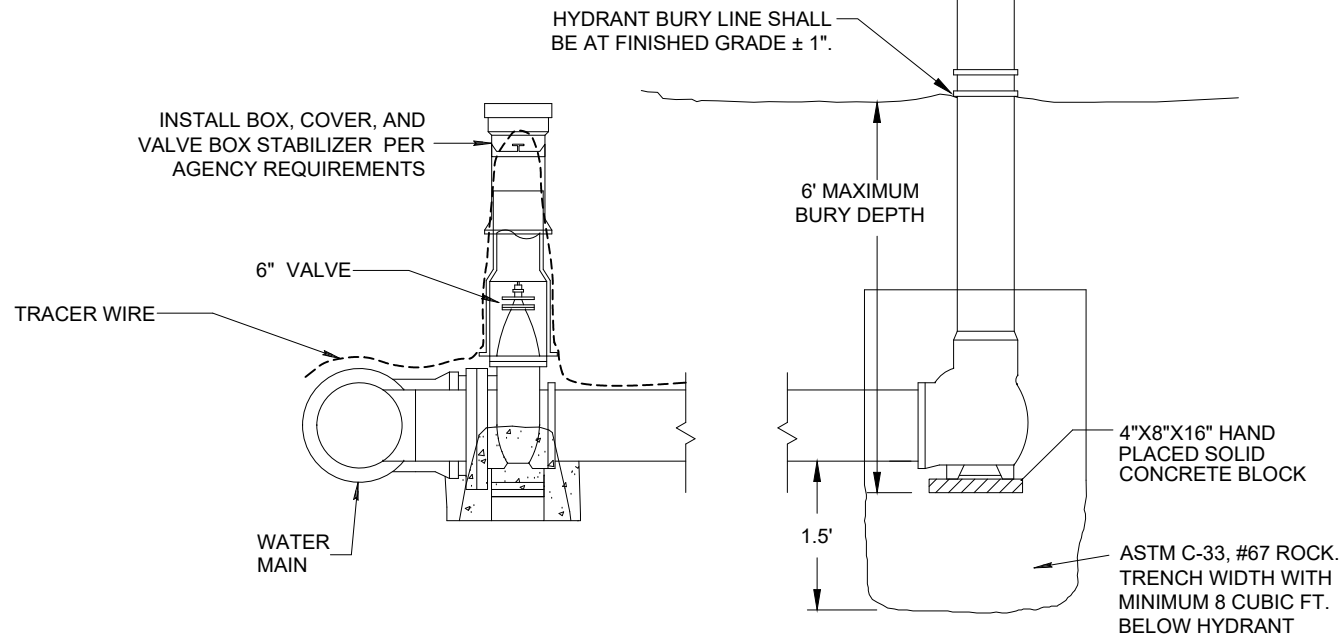
NOTE:

ALL TRENCHES FOR SERVICE TAPS
SHALL BE MINIMUM 3' WIDE.

3" THROUGH 12" SERVICE TAP



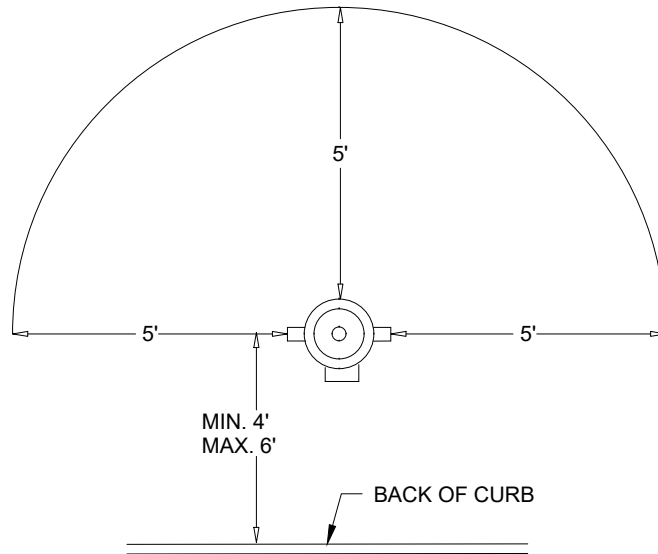
PLAN



PROFILE

NOTES:

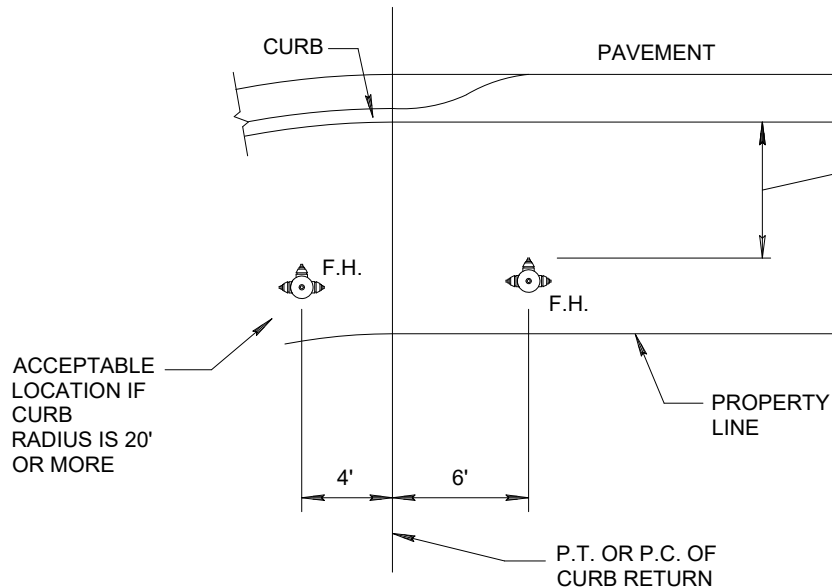
1. ALL HYDRANTS WHICH ARE PRIVATELY MAINTAINED AND OWNED ARE TO BE PAINTED RED.
2. ALL HYDRANTS TO BE WATEROUS W/ 4 $\frac{1}{2}$ " PUMPER CONNECTION - NATIONAL STANDARD THREAD.
3. HYDRANT LEADS SHALL HAVE NO HORIZONTAL BENDS.
4. FULLY RESTRAIN HYDRANT LEAD AND HYDRANT. THRUST BLOCKS ARE NOT ALLOWED.
5. SEE TOCV STD DTL 363CV FOR VERTICAL ADJUSTMENT.
6. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE MANUFACTURED IN THE U.S.A.
7. 5-1/4" PUMPER CONNECTION TO FACE CURB.
8. MAXIMUM OF 1 HYDRANT EXTENSION- ORIGINAL MANUFACTURER.
9. WET BARREL HYDRANTS SHALL NOT BE ALLOWED.



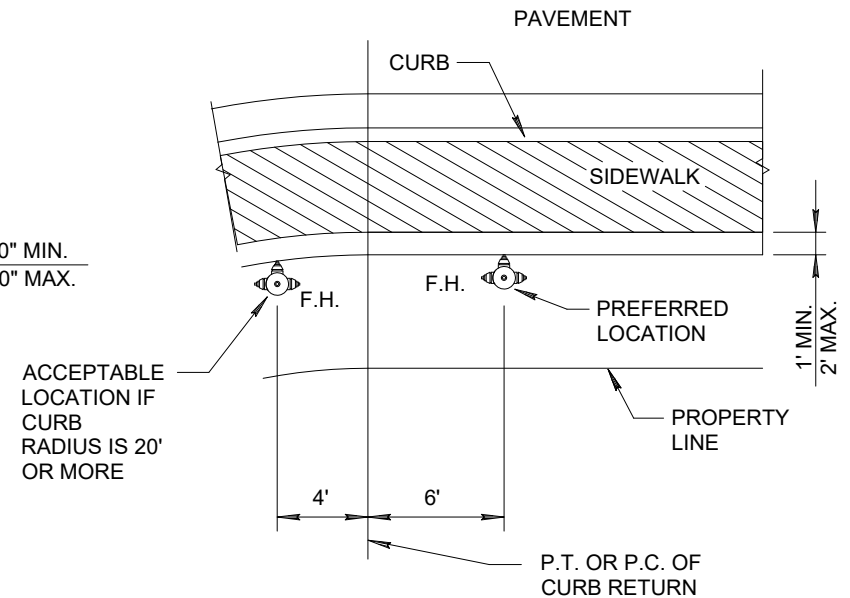
HYDRANT OBSTRUCTION CLEARANCE

NOTES:

1. OBSTRUCTIONS SUCH AS UTILITY POLES, STREET SIGNS, IRRIGATION BOXES, FENCES, LANDSCAPE VEGETATION, ETC. MUST NOT BE PLACED BETWEEN CURB AND HYDRANT.
2. IN PARKING LOT ISLANDS, HYDRANT TO BE MIN. 3' IN ALL DIRECTIONS FROM BACK OF CURB.
3. HYDRANTS TO BE CLEAR OF LANDSCAPE & VEGETATION, DRIVEWAYS, MAILBOXES, OR ANY OTHER VERTICAL OBSTRUCTIONS WITHIN A 5' RADIUS.
4. IF NO CURB AND GUTTER ON ROADWAY, PLACE HYDRANT 6' FROM EDGE OF PAVEMENT (EP) WITHIN RIGHT OF WAY OR UTILITY EASEMENT.



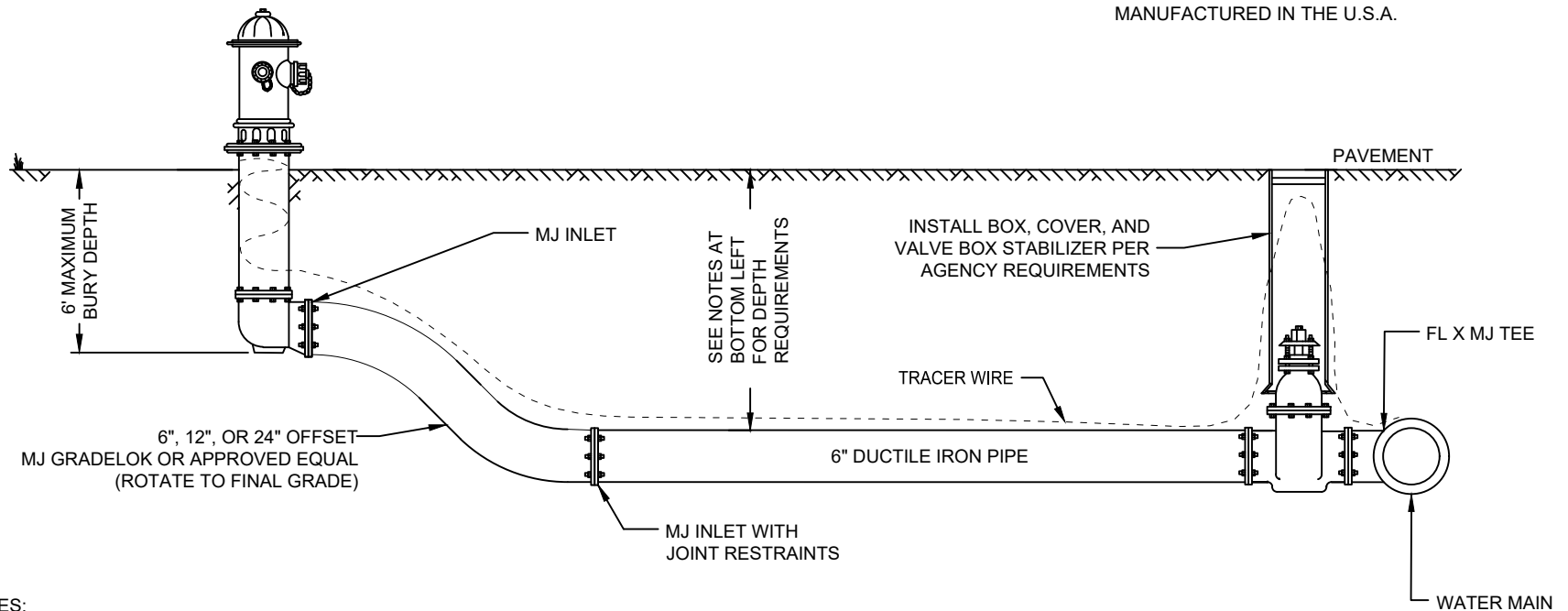
PARKWAY AREA OR NO SIDEWALK



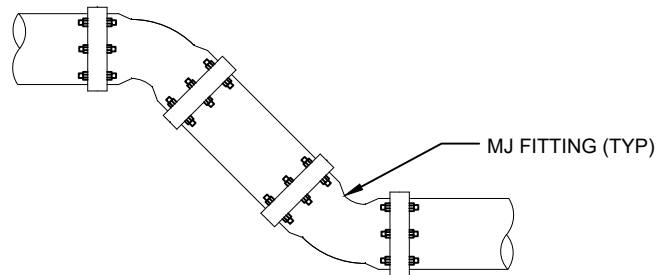
AREA WITH SIDEWALK

NOTES:

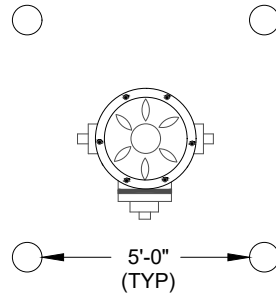
1. THIS DETAIL IS FOR VERTICAL TOCV STD DTL 360CV FOR HYDRANT DETAILS.
2. MECHANICALLY RESTRAIN ALL JOINTS FROM HYDRANT TO WATERMAIN TEE.
3. ALL PIPE, VALVES, FITTINGS, AND APPURTENANCES SHALL BE MANUFACTURED IN THE U.S.A.



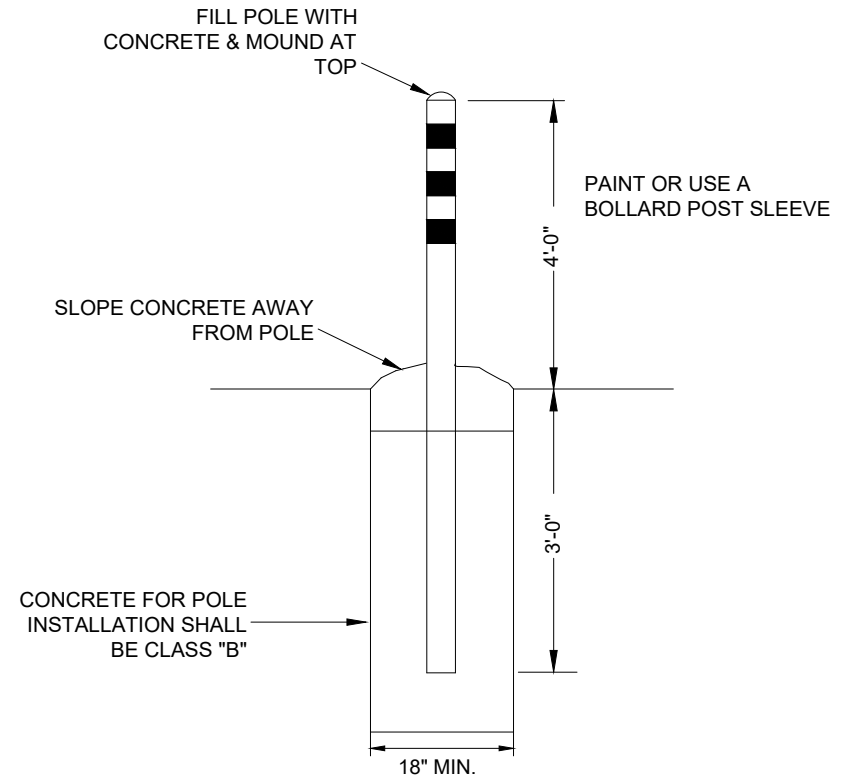
NOTES:
IF DEPTH OF MAIN EXCEEDS 8' CONTRACTOR SHALL INSTALL
2-45° BENDS IN LIEU OF GRADE LOC



NOT TO SCALE

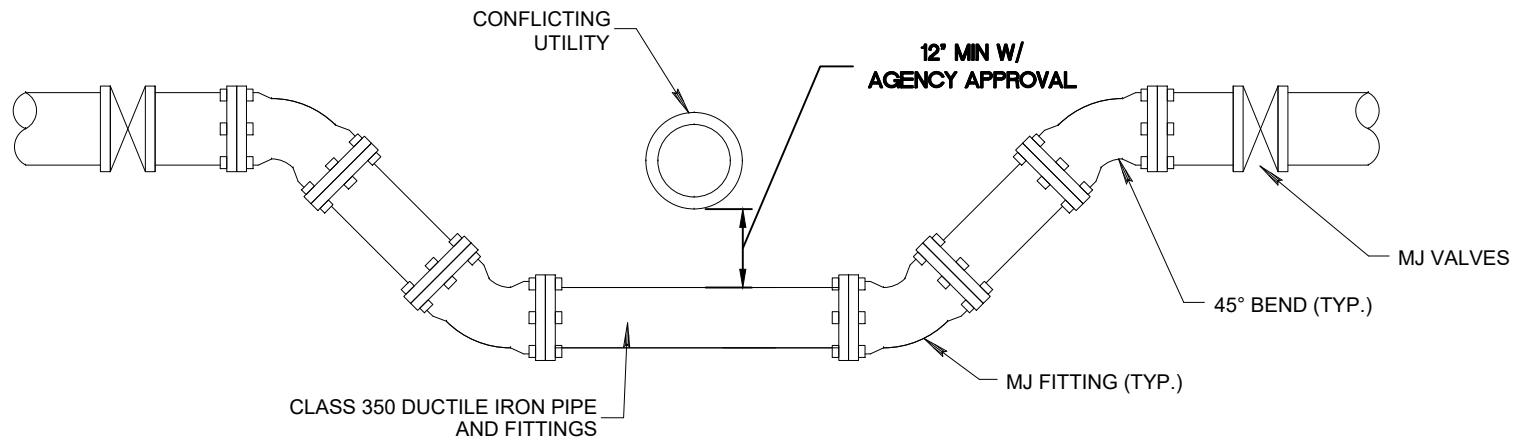


PROTECTION POLE PLACEMENT



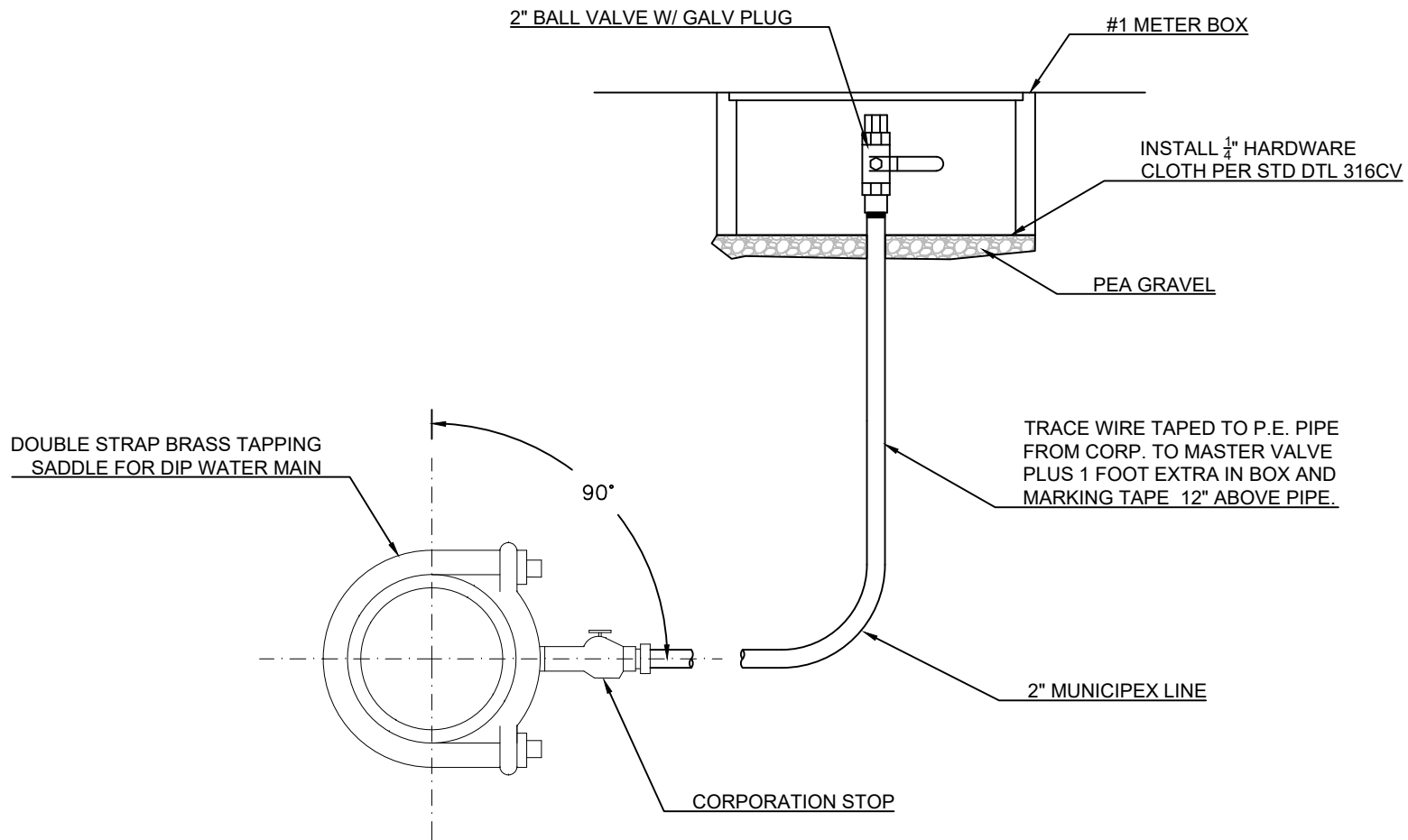
NOTES:

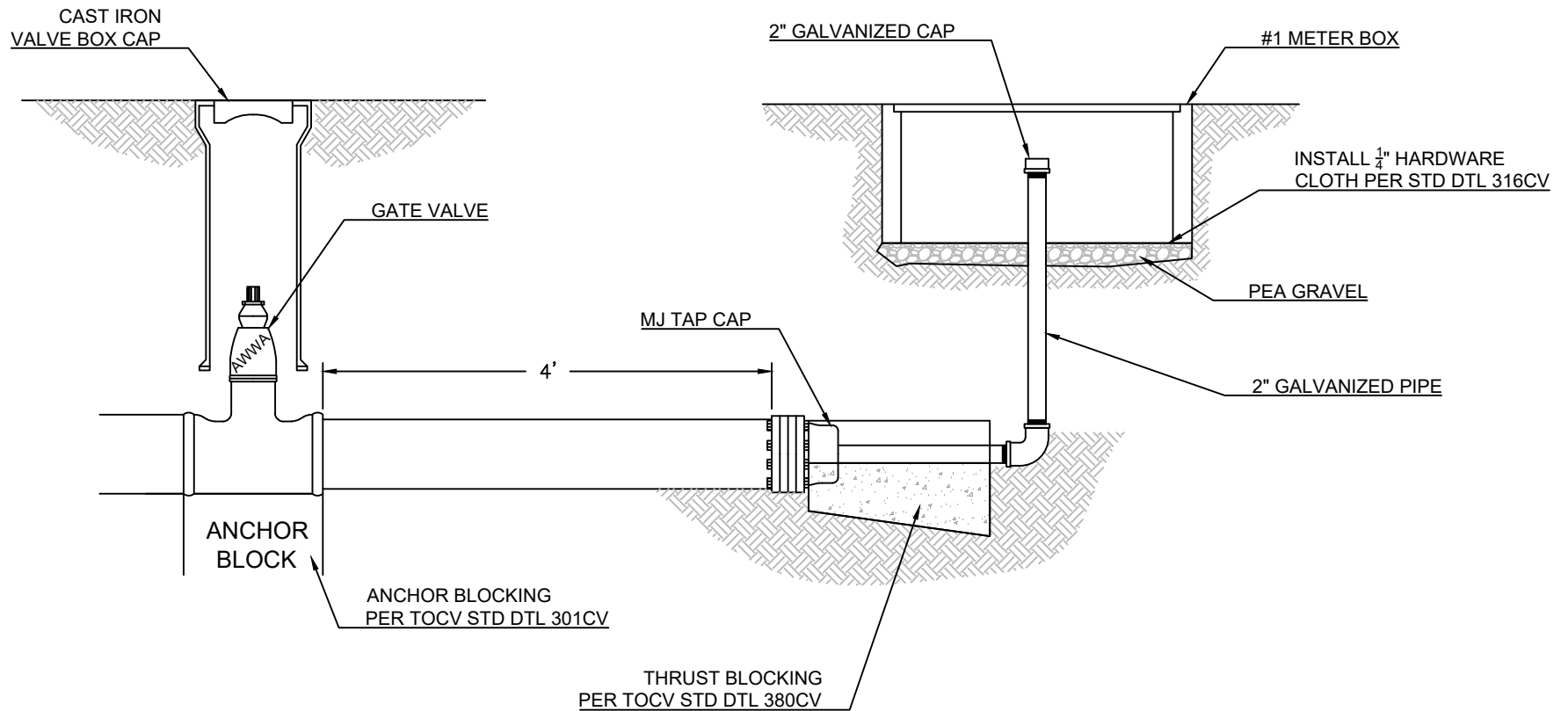
1. DO NOT PLACE POLES IN FRONT OF NOZZLE.
2. POLES MAY BE CHANGED IN NUMBER AND ARRANGEMENT DEPENDING ON INDIVIDUAL NEED.
3. REQUIRED AT SPECIFIED LOCATIONS ONLY.
4. POLE SHALL BE SCHEDULE 40 4" STEEL.
5. PAINT POLE YELLOW AND PLACE 3 - 3" RED REFLECTIVE BANDS.



NOTES:

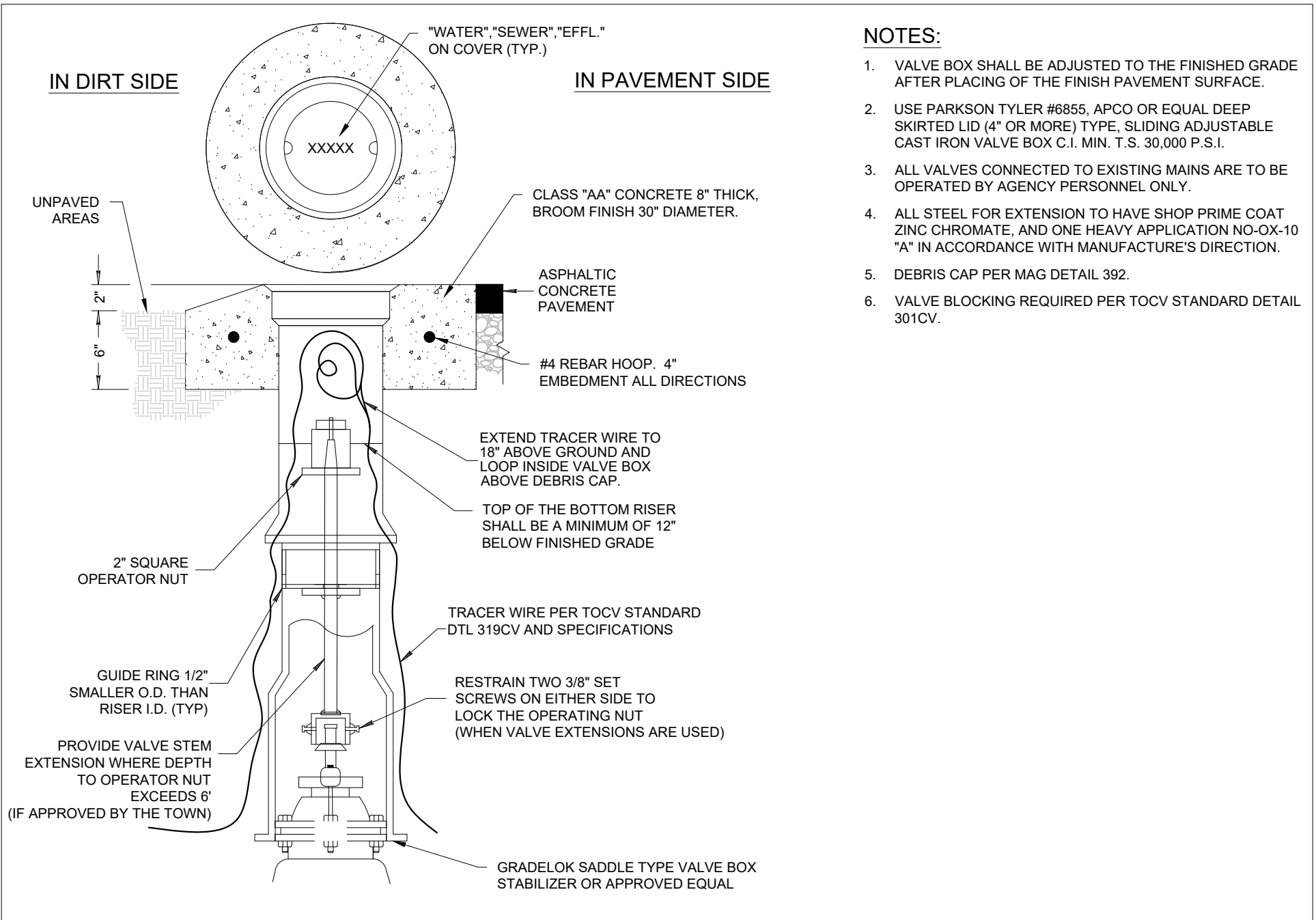
1. ALL PIPE, VALVES, FITTINGS, AND APPURTENANCES SHALL BE MANUFACTURED IN THE U.S.A.
2. ENTIRE VERTICAL REALIGNMENT SHALL BE MECHANICALLY RESTRAINED CL. 350 D.I.P. PER TOCV 303CV-1 AND 303CV-2. RESTRAINED LENGTHS FROM VALVES SHALL BE THE SAME AS DEAD ENDS ON NEW CONSTRUCTION.
3. BOTTOM OF VERTICAL ALIGNMENT SHALL BE ONE PIECE. IF JOINTS ARE REQUIRED, WATER MAIN SEGMENT SHALL BE CENTERED BELOW PIPE OR IN A CASING PIPE.
4. NO SERVICE CONNECTIONS SHALL BE LOCATED WITHIN VERTICAL REALIGNMENT.
5. AIR RELEASE VALVE TO BE INSTALLED ON THE VERTICAL REALIGNMENT AT THE HIGH POINT OF THE LOW SIDE.
6. VALVE(S) AND BLOCKING PER TOCV 301CV (MJ VALVE, TYP.)
7. MJ VALVES NOT REQUIRED.





NOTES:

1. ALL GALVANIZED UNDERGROUND PIPE AND BOLTS TO BE WRAPPED
2. SEE STD DTL 316CV FOR BOX INSTALLATION



NOTES:

1. VALVE BOX SHALL BE ADJUSTED TO THE FINISHED GRADE AFTER PLACING OF THE FINISH PAVEMENT SURFACE.
2. USE PARKSON TYLER #6855, APCO OR EQUAL DEEP SKIRTED LID (4" OR MORE) TYPE, SLIDING ADJUSTABLE CAST IRON VALVE BOX C.I. MIN. T.S. 30,000 P.S.I.
3. ALL VALVES CONNECTED TO EXISTING MAINS ARE TO BE OPERATED BY AGENCY PERSONNEL ONLY.
4. ALL STEEL FOR EXTENSION TO HAVE SHOP PRIME COAT ZINC CHROMATE, AND ONE HEAVY APPLICATION NO-OX-10 "A" IN ACCORDANCE WITH MANUFACTURE'S DIRECTION.
5. DEBRIS CAP PER MAG DETAIL 392.
6. VALVE BLOCKING REQUIRED PER TOCV STANDARD DETAIL 301CV.



**TOCV STANDARD
DETAIL**

Council Regular Session

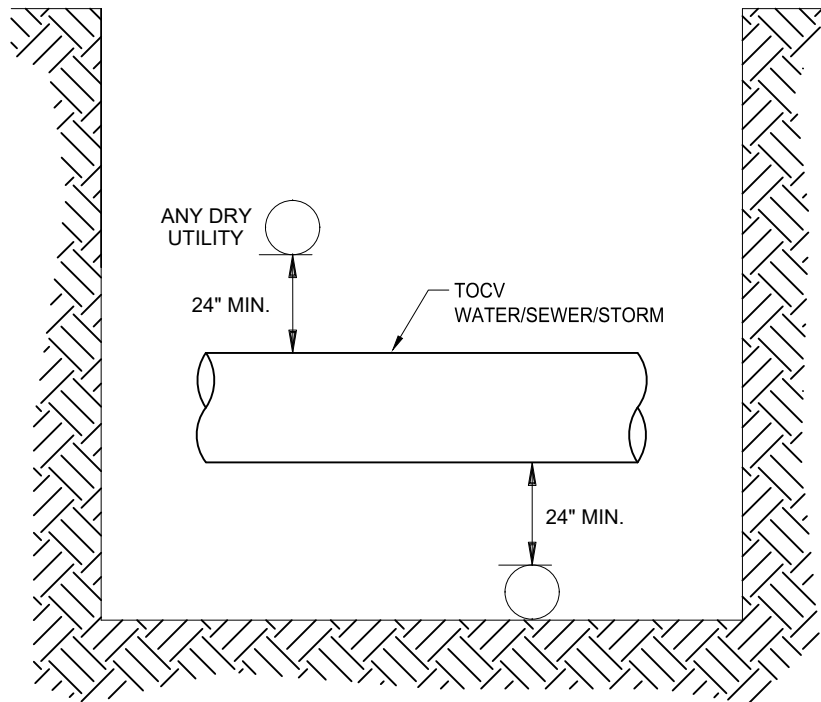
VALVE BOX

January 15, 2025

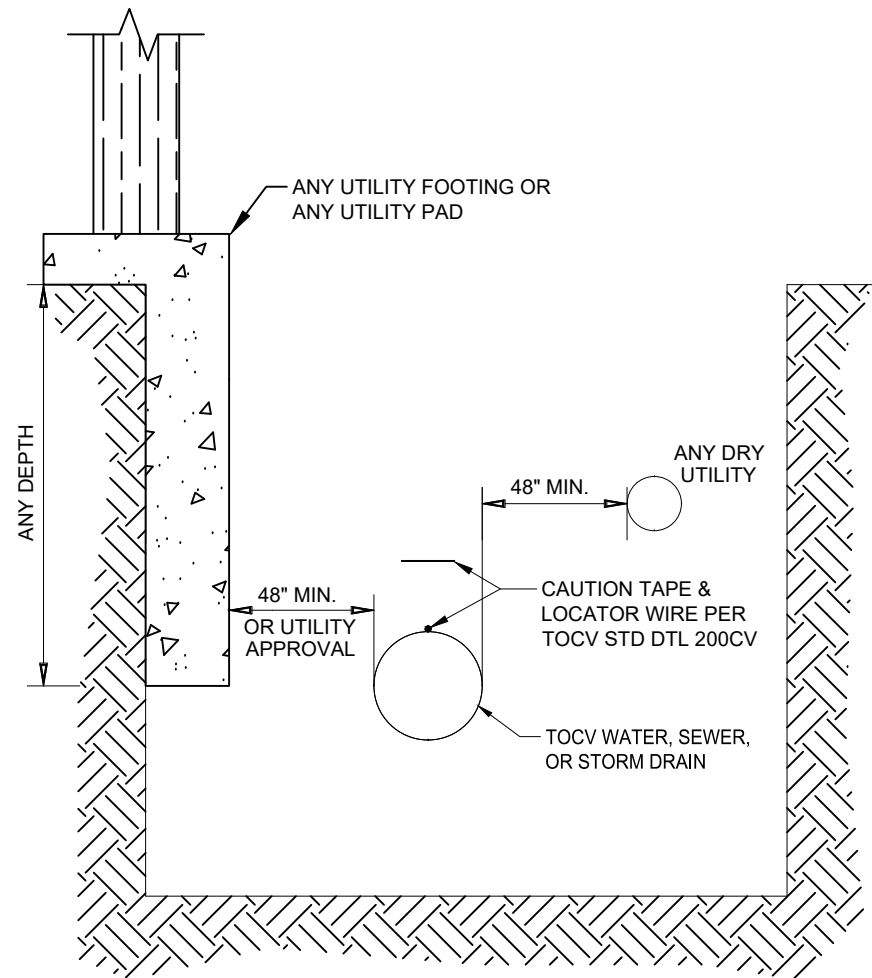
REVISED:
11/14/2024

DETAIL No:
391CV

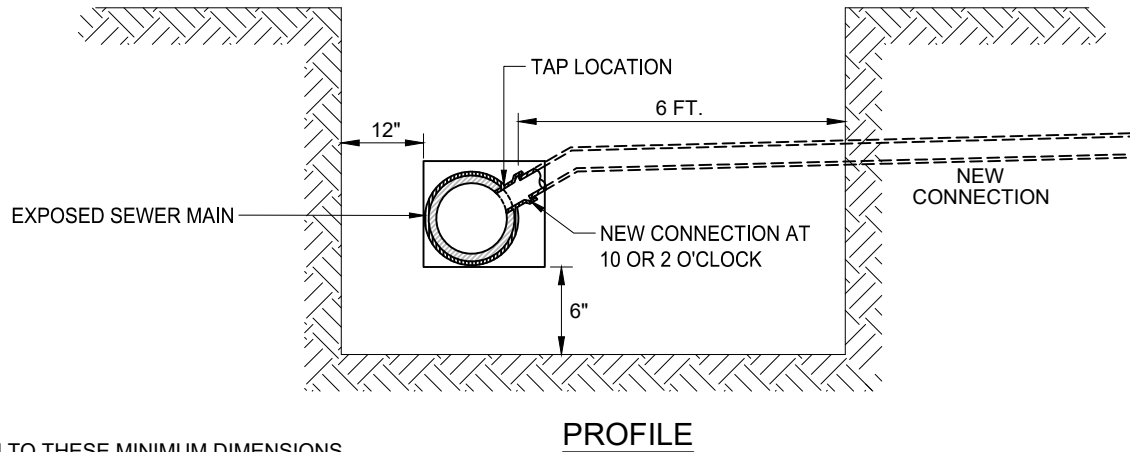
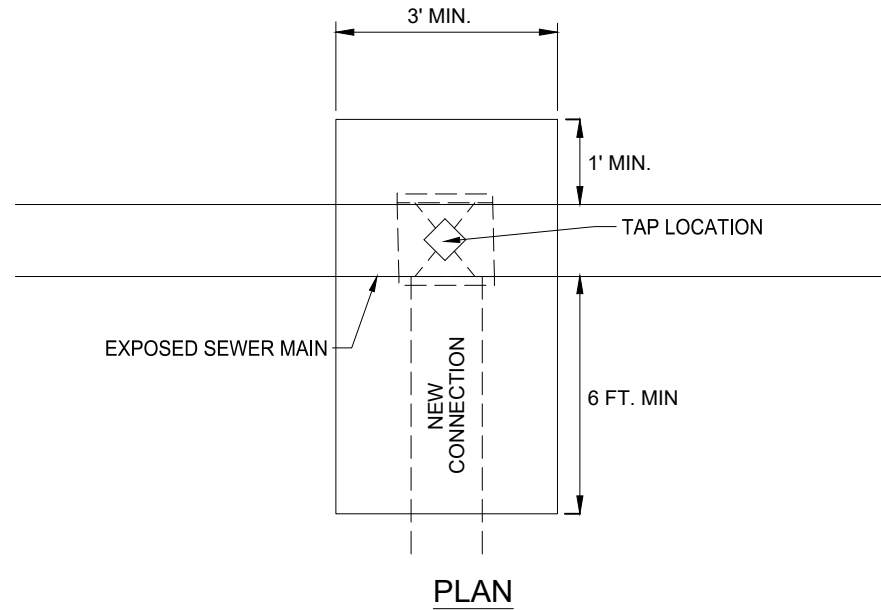
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VERTICAL CLEARANCE

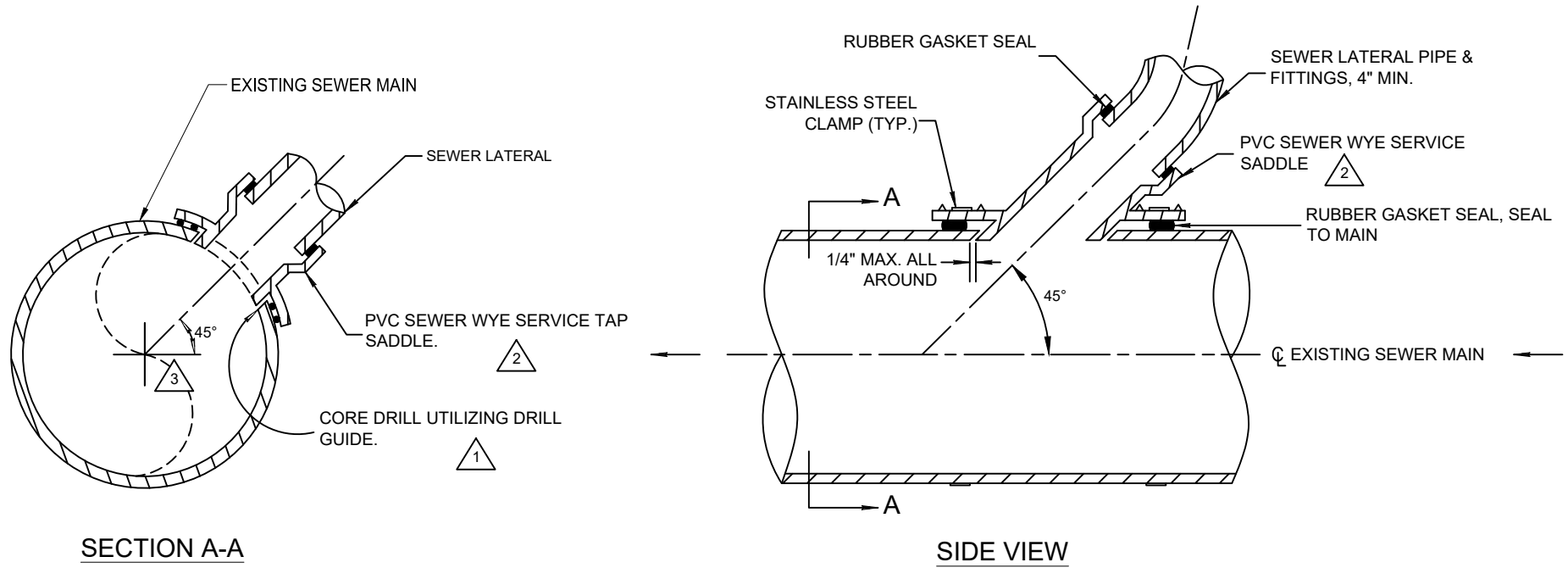


HORIZONTAL CLEARANCE



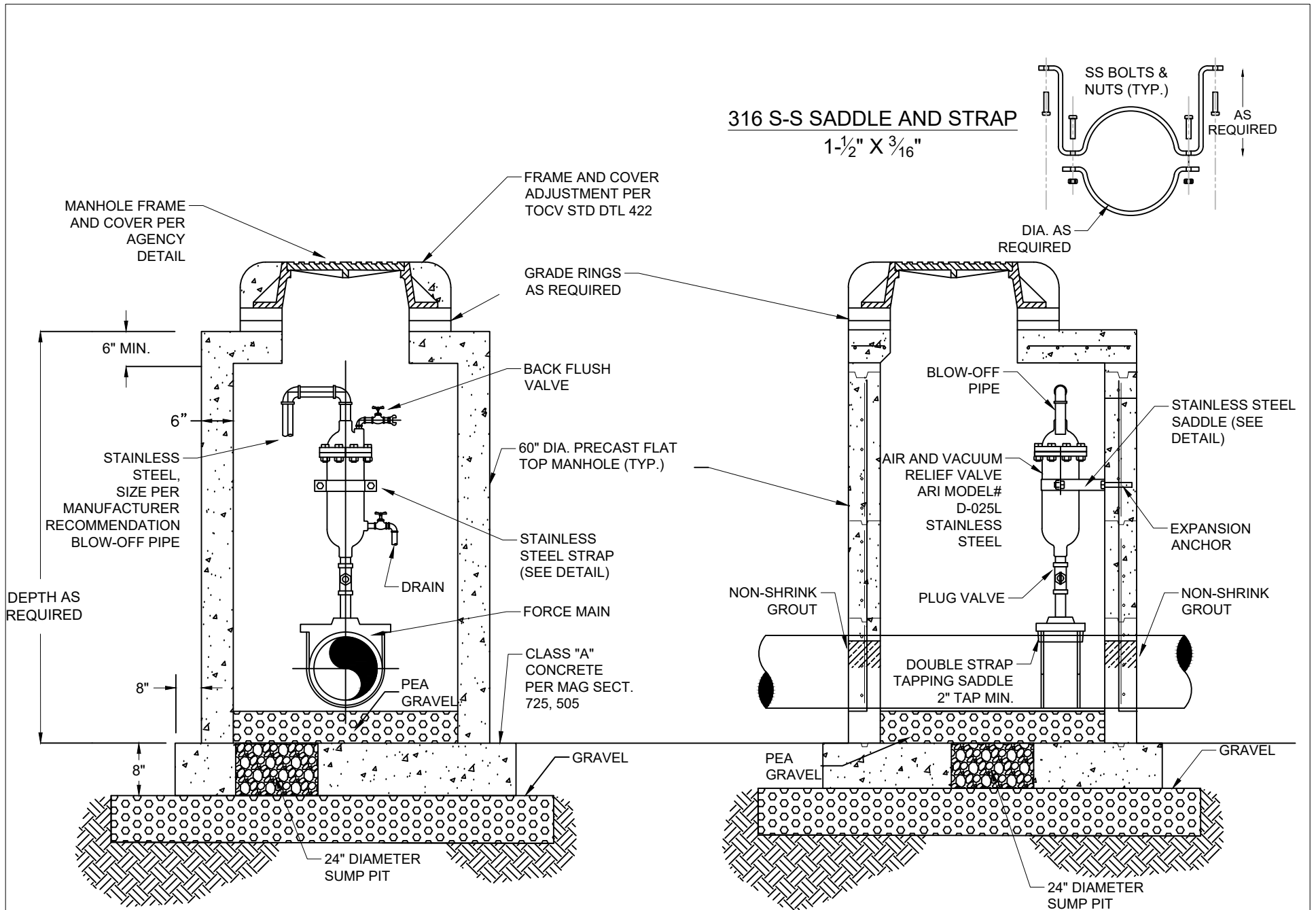
NOTES:

1. CONTRACTOR MUST EXPOSE MAIN TO THESE MINIMUM DIMENSIONS.
2. CONTRACTOR TO PROVIDE SAFE EXCAVATION CONFORMING TO O.S.H.A. REGULATIONS.
3. CONTRACTOR RESPONSIBLE FOR TAP.
4. CONTRACTOR RESPONSIBLE FOR NEW SEWER TAP UNDER TOWN SUPERVISION.



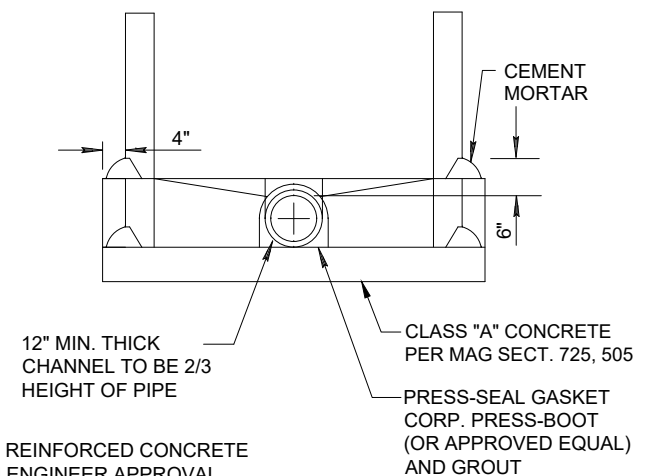
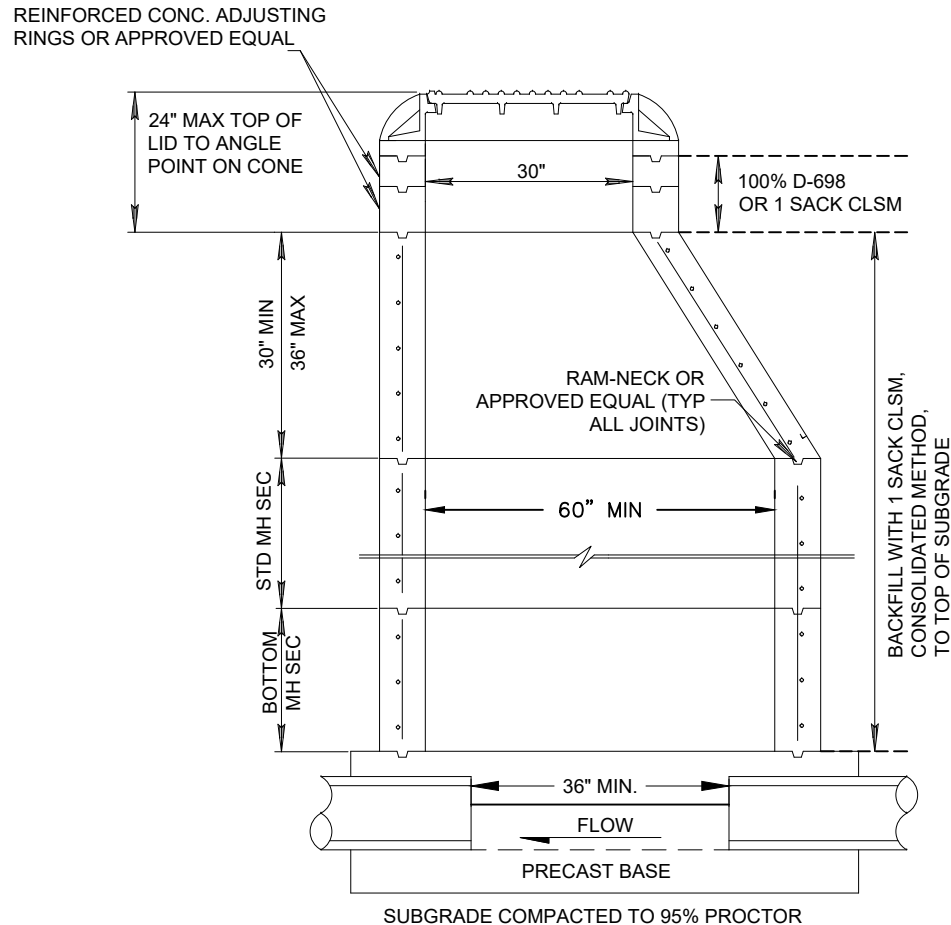
NOTES:

1. EXISTING SEWER MAINS SHALL BE CORE DRILLED UTILIZING A DRILL GUIDE FOR A WYE SADDLE AND A CORE DRILL WITH A LENGTH EXCEEDING THE LATERAL DIAMETER, INSERT-A-DRILL IDY75 & EXTRA LONG HOLE SAW OR APPROVED EQUAL. DIAMOND CORE BITS SHALL BE USED ON NON-PVC MAINS.
2. SERVICE TAP SADDLES SHALL BE PVC SEWER WYE SADDLES. A ROMAC STYLE "CB" SEWER SADDLE OR APPROVED EQUAL MAY BE USED ON EXISTING SEWER MAINS ONLY WHEN MAIN IS NOT PVC.
3. SADDLES SHALL BE INSTALLED AT 45 DEGREES TO MAIN AS SHOWN IN SECTION A-A. IN NO CASE SHALL A LATERAL CONNECTING TO THE EXISTING SEWER MAIN BE LOCATED DIRECTLY ON TOP OF THE PIPE, NOR SHALL IT MATCH THE FLOWLINE OF THE PIPE.
4. SERVICE TAP SHOULD BE SPACED AT A MINIMUM OF 3' AWAY FROM EXISTING SEWER TAP.

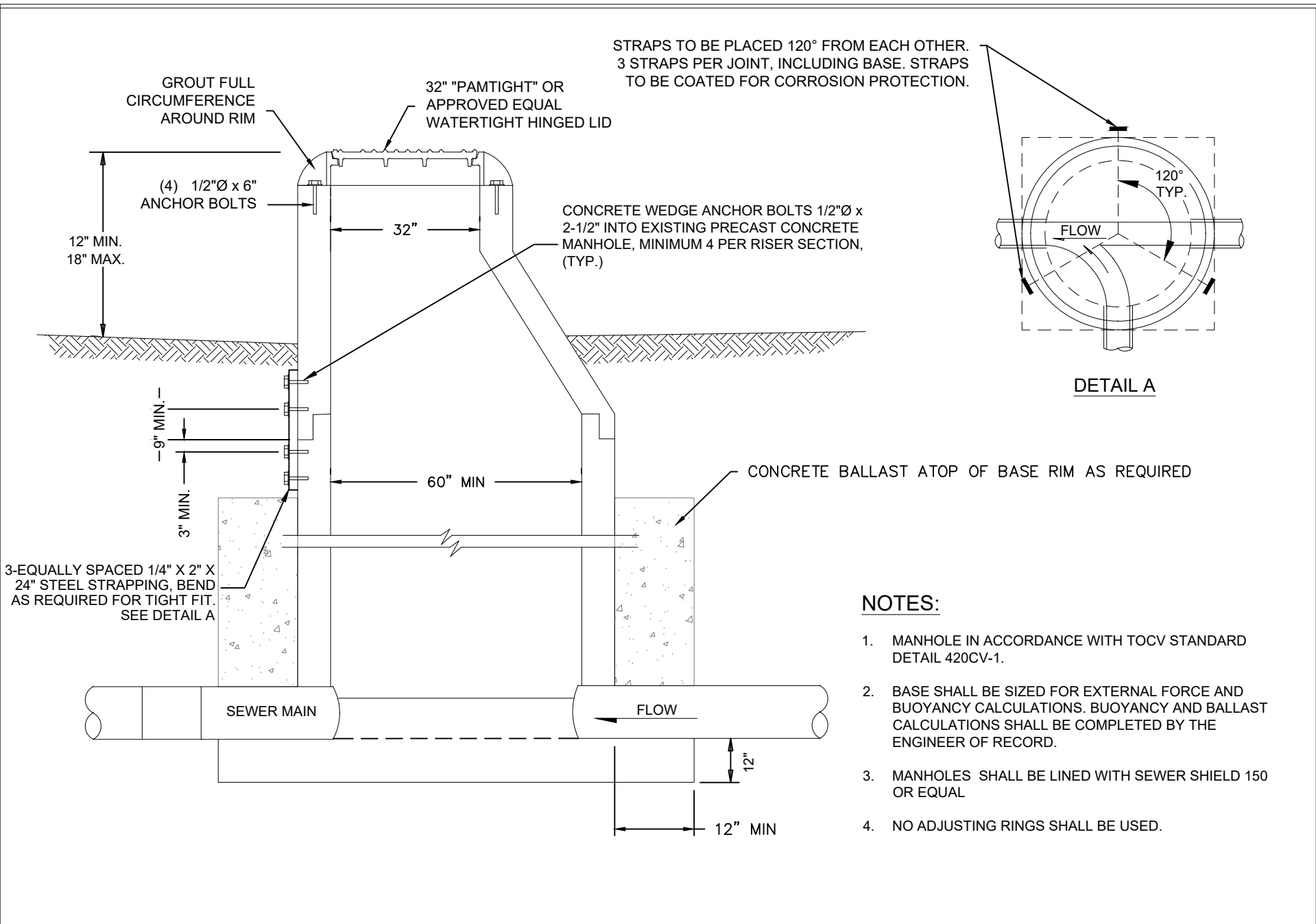


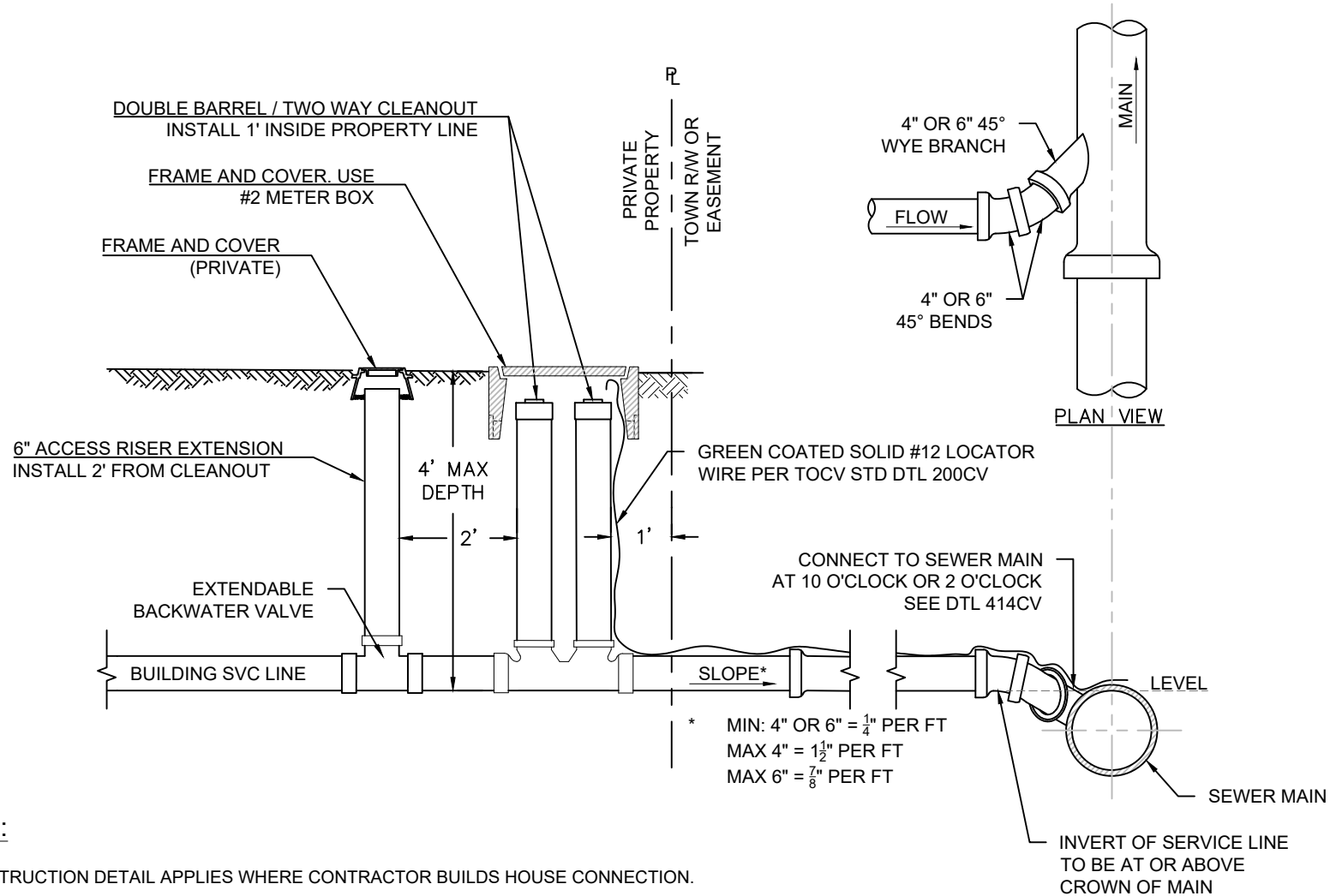
NOTES:

1. 24" MAX. DISTANCE FROM CONE TO RIM WILL BE ATTAINED PRIOR TO SETTING CONE.
2. PRE-CAST, REINFORCED MANHOLE SECTIONS SHALL BE MANUFACTURED IN ACCORDANCE WITH A.S.T.M. C-478.
3. MANHOLE STEPS SHALL NOT BE USED.
4. ALL CONCRETE TO BE CURED AND PROTECTED.
5. GROUT ALL JOINTS TO SMOOTH SURFACE.
6. MANHOLE SHALL BE LINED WITH SEWER SHIELD 150 OR EQUAL.
7. ENGINEER OF RECORD SHALL CERTIFY INVERT AND RIM ELEVATIONS TO ENSURE 24" MAX. DISTANCE FROM CONE TO RIM WILL BE ATTAINED PRIOR TO SETTING CONE.
8. ALL MANHOLES SHALL BE MIN 5' IN DIAMETER WITH 30" MINIMUM RINGS AND LIDS. MANHOLES AT A DEPTH OF 15' AND GREATER AND ALL MANHOLES WITHIN NON-RESIDENTIAL ROADS TO BE CONSTRUCTED OF POLYMER CONCRETE OR AS DIRECTED BY TOWN ENGINEER.



ALTERNATE:
CAST IN PLACE REINFORCED CONCRETE
BASE W/ TOWN ENGINEER APPROVAL.





NOTES:

1. CONSTRUCTION DETAIL APPLIES WHERE CONTRACTOR BUILDS HOUSE CONNECTION.
2. RESIDENTIAL SERVICE LINE SHALL BE MINIMUM 4". SERVICE LINE FROM COMMERCIAL BUILDING TO BE MINIMUM 6".
3. SIZE OF TAP SHALL BE DESIGNATED ON PLANS.
4. CLEANOUT DEPTH TO BE NO GREATER THAN 4'. IF DEPTH REQUIRES, MINIMUM SLOPE CAN BE REDUCED TO $\frac{1}{8}$ " PER FOOT.
5. ALL FITTINGS SHALL BE INSTALLED IN ACCORDANCE WITH ASTM-2321. CONTRACTOR MAY VARY FROM THE DRAWING AND USE APPROPRIATE WYES, TEE-WYES, AND BENDS TO ENSURE NO MISALIGNMENT OF THE PIPE AND FITTINGS.



Meeting Date: January 15, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible approval to release a Request for Proposal for Town Legal Services.

Attached Documents:

- Request for Proposal

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviewed By:

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

Financial Review (if applicable): The annual fiscal budget includes funds for Town Attorney services.

- Funding Source / GL Account Number: General Fund
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☐ N/A ☐ Other:

Background Information:

As we prepare for the FY25-26 budget, it is recommended that the Town evaluate our current legal services to ensure we are meeting the Town's needs effectively and efficiently. By releasing a Request for Proposal (RFP), the Town will be able to assess the financial impact of our current arrangement compared to other available options, and explore the range and quality of legal services available to the Town to ensure the highest standards of service delivery.

The RFP outlines the scope of services required, including general legal counsel, representation in litigation, and any other specialized legal support necessary for the Town's operations. The process will involve a thorough review of submissions, followed by interviews by Town Council with shortlisted firms to determine the most suitable partner.

Connection to the [FY25-FY30 Strategic Plan](#)

This initiative is part of our ongoing commitment to fiscal responsibility and operational excellence.

Question(s) before the Council:

- Does the Council have any questions about the RFP?



Town Council Agenda Information Memorandum

Proposed Motion:

I move to **APPROVE** publishing RFP #2025-202 for Legal Services.

I move to **APPROVE** publishing RFP #2025-202 for Legal Services with the following amendments...

I move to **DENY** publishing RFP #2025-202 for Legal Services.



Request for Proposals (RFP) Town of Camp Verde Legal Services RFP #25-202

Work Summary	The Town Council seeks a Town Attorney who is service-oriented, actively involved in Town matters, creative in finding solutions and proactive in assisting Town officials and staff. The Town prefers to have a single attorney regularly representing the Town but will consider all proposed structures.
Award Terms	The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.
Issue Date	Wednesday, January 22, 2025
Due Date	Wednesday, February 26, 2025; 1:00 PM AZ Time
Inquiries	The deadline for inquiries is Wednesday, February 19, 2025 at 12:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov . Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question and answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	Wednesday, February 12, 2025; 11:00 AM (AZ Time). Microsoft Teams meeting Meeting Link Meeting ID: 226 408 288 966 Passcode: es3pz7fL
Submittal Process	Proposals will be emailed Town Manager Miranda Fisher on or before 1:00 PM (AZ TIME) Wednesday, February 26, 2025. The proposal shall be in pdf format and all required information must be included. Once your proposal is received you will receive email confirmation from Town Manager Fisher.
Document Availability	The Proposal Documents consist of parts: I. Background, II. Organization of Legal Services and Scope of Work, III. Proposal Content and Submittal, IV. Evaluation and Award and V. Solicitation Terms and Conditions. Documents can be downloaded at www.PublicPurchase.com or by contacting Town Manager Miranda Fisher by emailing Miranda.Fisher@campverde.az.gov or calling (928) 451-3670.
Contact	Town Manager Miranda Fisher Miranda.Fisher@campverde.az.gov (928) 451-3670.
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Background

The Town of Camp Verde, Arizona, is a vibrant community located in the Verde Valley of north-central Arizona. Founded in 1865 and incorporated in 1986, Camp Verde is known for its scenic landscapes, strong sense of community, and commitment to sustainable growth. The Town covers approximately 43 square miles and serves a population of over 13,000 residents.

Camp Verde is a hub for outdoor recreation, cultural heritage, and economic development, boasting attractions such as Montezuma Castle National Monument, Fort Verde State Historic Park, and the Verde River. As a growing municipality, Camp Verde is focused on fostering community engagement, enhancing quality of life, and preserving its unique character while planning for future development.

The Town is governed by a Council-Manager form of government, with a Mayor and six Council Members setting policy direction and a professional Town Manager overseeing day-to-day operations. This RFP reflects the Town's commitment to ensuring effective and efficient legal services to support its operations and strategic goals.

2. Organization of Legal Services

The successful Town Attorney shall be retained by and report to the Town Council, generally through the Town Manager, and will serve as the chief legal counsel for the Town of Camp Verde. The Town intends to contract with the successful Proposer to serve as a day-to-day point of contact for, and liaison between, the Town Manager, along with Town Staff and Town Council, as appropriate.

The Town of Camp Verde is a participant in the Arizona Municipal Risk Retention Pool (AMRRP). The AMRRP represents the Town in general liability litigation.

The successful Proposer will be flexible in providing Town Attorney legal services, and the final organization and structure, including roles and responsibilities, for providing the full array of the Town's legal services will be the subject of discussion and refinement as part of the selection process and final contract resulting from this RFP.

2.1 Specification and Scope of Work

The Town Council seeks a Town Attorney who is service-oriented, actively involved in Town matters, creative in finding solutions and proactive in assisting Town officials and staff. The Town prefers to have a single attorney regularly representing the Town but will consider all proposed structures. The primary responsibilities the Town will require of its Town Attorney shall include, but not be limited to, the following:

- Represent and provide legal advice and consultation on a potential daily basis, in coordination with, Town Manager, Town Staff and Town Council as requested or required. Contacts are usually made by email or telephone (but may, when appropriate, include text messaging), and same-day or a 24-hour response time is typically expected.
- Attend in-person, when requested, regular and/or special meetings, and/or be available by phone, and provide review and advice on agenda packet materials and language, advise the public bodies on matters on the agenda, as well as procedural or substantive

issues that arise during the meeting:

- Occasional attendance at, or consultation for, Boards, Commission and appointed committees may be expected.
- The Town Attorney is responsible for coordinating with the Town Manager to prepare materials for Executive Sessions.
- Provide semi-regular reports to the Town Council, Town Manager on significant issues and developments since the previous report, such as the status of pending legal matters, new litigation, legislation, or judicial opinions that have potential impact to the Town, etc.
- Prepare, review and revise staff documents, including, but not limited to, initiation of memorandums concerning legal issues, contracts, agreements, ordinances, resolutions, land use decisions on appeal, and staff reports for the legal support of Town functions and duties. Review of routine items is generally expected to be completed within five (5) business days of submittals; however, a shorter turnaround may be required to meet project deadlines, including but not limited to Council and/or Board and Commission meetings.
- Provide staff assistance, legal research and counseling related to the acquisition or sale of property, preparation of leases, deeds and easements, agreements, utility franchise agreements, operations governed by law, liability situations, and other matters as necessary requiring legal advice.
- Provide support for compliance of Building Codes, Zoning Ordinance and Code enforcement initiatives in coordination with Community Development staff. Support shall include, but not be limited to, establishing necessary procedures and policies for code compliance, enforcing land use regulations that affect Camp Verde's quality of life, as well as addressing public nuisance violations negatively affecting neighborhoods.
- Interpret the Town's Code and assist in dealing with ordinance infractions, as necessary.
- Prepare or review staff prepared amendments to the Town's Code to ensure alignment with State and Federal law and to reflect Town Council direction.
- Recommend policies and procedures that comply with the requirements of the law as needed.
- Provide guidance concerning the requirements of the Arizona Open Meetings Act, public records laws, conflict of interest laws, due process and other legal requirements imposed by statute and common law.
- Represent the Town in litigation or refer legal counsel for matters not covered by the Town's membership in the Arizona Municipal Risk Retention Pool.
- Research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the Town Council and management staff on legal matters pertaining to Town operations.
- Represent the Town before other governmental bodies and agencies to promote the interests of the Town.
- Assist with public records requests including legal requirements and redaction.
- Oversee coordination with special legal counsel and/or the Arizona Municipal Risk Retention Pool on all Town litigation as directed by the Town Council and/or Town Manager.
- Maintain legal files and store all pertinent documents, including but not limited to

- pleadings and orders in all litigation the Town Attorney is handling for the Town.
- Perform other legal duties or special projects as may be required by the Town Council as may be necessary to complete the performance and functions mentioned above.
- Provide a monthly invoice including job titles of staff performing work and time worked by task.

3. Proposal Content and Submittal

3.1.Submittal Checklist

As part of the RFP process, all Proposers are to review, complete, and submit the following proposal components and compliance documents **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed. The Town reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process. Proposals **MUST** include the following components and compliance documents listed in the checklist.

1. **COVER LETTER:** Include a one-page cover letter that contains a general statement of the purpose for submission, and the following detailed company information:
 - a. **BUSINESS ORGANIZATION** State the full name and address of your organization, and if applicable, any branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. Include email addresses and phone numbers for all key personnel.
 - b. **AUTHORIZED NEGOTIATIONS** Include the names, email addresses and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.
2. **PROPOSAL NARRATIVE:** Include responses to all questions and components outlined below in a proposal narrative. Proposers shall complete the fillable “**RESPONSE WORKBOOK**” (attached as an appendix to this solicitation) and submit as their proposal. Please supplement your **WORKBOOK** responses with designs and work samples in a separate attachment. Total RFP submission shall be limited to 50 pages.
3. **COST PROPOSAL:** Complete the cost and staffing proposal found in the fillable “**RESPONSE WORKBOOK.**”
4. **REQUIRED COMPLIANCE DOCUMENTS:** Complete the required compliance forms and documents listed in the checklist below and found in the fillable “**RESPONSE WORKBOOK.**”

All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.

PROPOSAL CHECKLIST Follow this sequence in presenting a proposal, with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form. All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.	
Page #	
PROPOSAL SUBMITTAL	
The proposal prices offered have been reviewed.	
Proposal Package/Envelope has been identified with proposal number and title.	
The Agreement Time and/or schedules have been included.	
The proposal is submitted by the time specified above	
Any addendums have been included/noted in Offer Section.	
PROPOSAL DOCUMENTS	
One-page Cover Letter (on company letterhead)	Response workbook
Table of Contents/Proposal Checklist	Response workbook
Firm Overview	Response workbook
Clients/Potential Conflicts of Interest	Response workbook
General Proposal	Response workbook
Cost of Services	Response workbook
References	Response workbook
REQUIRED RFP COMPLIANCE DOCUMENTS	
Addendum Acknowledgement	Response workbook
Authorized Signature Form	Response workbook
Proposal Form (Proposals not signed in this section will not be considered)	Response workbook

3.2.Submittal Instructions

3.2.1 *Format.*

Proposers shall email their proposal to Town Manager Miranda Fisher on or before 1:00pm (AZ TIME) Wednesday, February 26, 2025.

Any bid received after the time specified will be returned rejected. It is the bidder's responsibility to assure proposal are received via email Town Manager Miranda Fisher (Miranda.Fisher@campverde.az.gov) on or before the specified time. The email must be clearly marked with the bidder's name and the title "Camp Verde Legal Services".

3.2.2 *No Modifications.*

Modifications shall not be permitted after proposals have been opened except as otherwise provided under applicable law.

3.3.Requirements for Proposers

3.3.1. ***Town's Right to Reject Proposals:*** The Town of Camp Verde reserves the right to reject any and all proposals and to waive technicalities.

3.3.2. ***Late Proposals:*** Late submittals will not be considered under any circumstances. It is the sole responsibility of the Proposer to see that his/her proposal is emailed and received by the proper time and at the proper place.

- 3.3.3. ***Proposal Amendment or Withdrawal:*** A proposal may be withdrawn any time before the proposal due date and time. A Proposal may not be amended or withdrawn after the proposal due date and time except as otherwise provided by applicable law.
- 3.3.4. ***Public Record:*** All proposals submitted in response to this solicitation and all evaluation related records shall become property of the Town of Camp Verde and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town of Camp Verde in proposals submitted, and the information sought to be protected clearly marked as proprietary. The Town of Camp Verde will not ensure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. The Town of Camp Verde will provide 48 hours notice before releasing materials identified by the Proposal as confidential or proprietary in order for the Proposer to apply for a court order blocking the release of the information.
- 3.3.5. ***Solicitation Transparency Policy:*** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by the Town of Camp Verde, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subconsultants, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Town Manager and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Mayor, or any member of the Camp Verde Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with the Town of Camp Verde.
- 3.3.6. ***Persons with Disabilities:*** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Town Manager Miranda Fisher. Requests shall be made as early as possible to allow time to arrange the accommodation.
- 3.3.7. ***Proposal Acceptance Period:*** All proposals shall remain open for 180 days after the day of the opening of proposals, but the Town of Camp Verde may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his/her proposal during this period without written permission from the Town of Camp Verde. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, the Town of Camp Verde may retain the security (as applicable), not as a penalty, but as liquidated damages.
- 3.3.8. ***Clarifications.*** The Town of Camp Verde reserves the right to obtain Proposer

clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its proposal.

3.3.9. ***Waiver and Rejection Rights.*** The Town of Camp Verde reserves the right to reject any or all proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.

3.3.10. ***Solicitation Addendum Acknowledgement.*** Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the proposal on the proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the proposal.

3.3.11. ***Evidence of Intent to be Bound.*** The proposal form within the Solicitation shall be submitted with the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Proposer's intent to be bound by its proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the proposal.

3.3.12. ***Non-Collusion and Non-Discrimination.*** By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

3.3.13. **Inquiries**

3.3.13.1. ***Duty to Examine.*** It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any Consultant claim.

3.3.13.2. ***No Right to Rely on Verbal Responses.*** A proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

4. Evaluation and Award

4.1. Evaluation Criteria

General Evaluation Standards

The Town of Camp Verde seeks to obtain the services described in the Scope of Work. The Town Council will review all proposals and determine an appropriate short list of finalists to interview in person. The interviews will permit the designated firms or individuals an opportunity to answer questions the Town Council may have regarding their proposals.

Participation in interviews will be at no cost to the Town. The Town Council will make the final decision on the successful firm. The Town Council desire is to conclude the interview process before the end of April 2025 and execute a contract for legal services starting July 1, 2025.

The Town of Camp Verde will be the sole judge of whether the services offered are acceptable. Proposals from individuals who have provided inadequate services to municipalities in the past, or proposals offering services proven unsatisfactory in the Town's sole judgment may be rejected and not considered.

The Town of Camp Verde reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so.

A Proposer (including each of its principals) who is lawfully prohibited from any public procurement activity may have its proposal rejected.

5. Solicitation Terms and Conditions

GENERAL CONDITIONS

The Agreement time commences upon execution of the Agreement and issuance of the Notice to Proceed. Services shall not commence until issuance of a Notice to Proceed or Purchase Order by the Town of Camp Verde.

Protests: An interested party may protest a solicitation by filing a protest in writing to the Town Manager not fewer than five (5) days before the closing date and time of the solicitation. An unsuccessful Proposer or Bidder may protest a determination of non-responsiveness or non-responsibility by the Town by filing a protest in writing with the Town Manager not more than five (5) days after issuance of notice of such determination by the Town. An unsuccessful Proposer or Bidder may protest a contract award by filing a protest in writing with the Town Manager not more than five (5) days after issuance of a notice of apparent low responsive and responsible Bidder, or a notice of intent to award. The protest shall include the following information: (1) The name, address, and telephone number of the protester; (2) Identification of the contracting activity and the number of the solicitation; (3) The signature of the protester or its authorized representative; (4) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) The specific relief requested.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**



Consultant Agreement
For Professional Services For

Town of Camp Verde Legal Services

Between the

OWNER

Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322
(the "Town")

CONSULTANT

(the "Consultant")

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement") is awarded pursuant to **Proposal #25-202**.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Consultant will be an independent Consultant and not an employee of the Town for all purposes, including, but not limited to, the Fair Labor Standards Act, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code (and any other Arizona income tax laws), the State of Arizona workers' compensation laws and unemployment insurance laws and any of the Town's benefit plans for the Town's employees. Consultant agrees that it is a separate and independent enterprise from the Town, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform any work performed for the Town. This Agreement shall not be construed as creating any joint employment relationship between Consultant and the Town. The Town will not be liable for any obligation incurred by the Consultant, including, but not limited to, unpaid minimum wages and/or overtime premiums. This Agreement shall not be construed to authorize the Consultant to act as an agent for the TOWN in any manner.

The parties further agree and acknowledge that the Town is engaging Consultant as an independent Consultant to provide services to the Town under the terms of this Agreement and that the Town shall not be required, under any circumstance(s), to assume liability for the direct payment of any salary, wage, or other compensation to any person employed by the Consultant before, during, or after this Agreement is in effect.

The Town shall not withhold from sums becoming payable to the Consultant under this Agreement any amounts for federal, state or local taxes, including federal or state income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. The Town shall report all payments to Consultant on Internal Revenue Service Form 1099. The Consultant agrees that any tax obligation of Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility. The Consultant will indemnify the Town for any tax liability, interest, and/or penalties imposed upon the Town by any taxing authority based upon the Town's failure to withhold any amount from the payments for tax purposes.

In performance of services hereunder, the Consultant shall determine his/her necessary hours of work. CONSULTANT shall provide employees, tools, equipment, vehicles, and supplies CONSULTANT may determine to be necessary in performance of services hereunder.

Section I. Terms and Conditions

The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.

Section II. Scope of Work

The Consultant shall provide the Services as set forth in the attached Scope of Work, which is marked as Exhibit A and incorporated herein.

Section III. Compensation

1. **Compensation.** The Owner agrees to pay the Consultant \$_____ for the performance of the Services.
2. **Fees and Invoice.** The Consultant will invoice the Owner for payment. The Owner will not make any advance payment for Services. The invoices shall be sent to the Owner's representative via email.
3. **Payment.** Payment will be made net thirty (30) days of the Owner's receipt of a correct, itemized invoice from the Consultant.

Section IV. Proprietary Rights

The Consultant hereby irrevocably assigns, transfers, and conveys to the Owner without further consideration all worldwide rights, title, and interest in and to all Works created pursuant to this agreement.

Section V. Termination

1. **For Owner's Convenience.** This Agreement is for the convenience of the Owner and, as such, may be immediately terminated without cause after receipt by the Consultant of written notice by the Owner. Upon termination for convenience, the Consultant shall be paid for all undisputed services performed to the termination date.
2. **For Cause.** This Agreement may be terminated by either party upon thirty (30) days written notice should the other party breach any of its terms or otherwise violate the law in connection with the performance of any duty imposed on the party by the terms of this Agreement. In the event of such termination, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.
3. **Due to Work Stoppage.** This Agreement may be terminated by the Owner upon thirty (30) days written notice to the Consultant in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.
4. **Conflict of Interest.** This Agreement is subject to the provisions of A.R.S. § 38-511. The Owner may cancel this Agreement without penalty or further obligations by the Owner or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Owner or any of its departments or agencies is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of any

other party to the Agreement in any capacity or a Consultant to any other party of the Agreement with respect to the Agreement's subject.

5. **Gratuities.** The Owner may, by written notice to the Consultant, cancel this Agreement if it is found by the Owner that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent, or employee of the Owner for the purpose of securing this Agreement. In the event this Agreement is cancelled by the Owner pursuant to this provision, the Owner shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant an amount equal to one hundred fifty percent (150%) of the gratuity.
6. **Fund Appropriation Contingency.** The Consultant understands that the continuation of this Agreement after the close of any given fiscal year of the Owner, which ends on June 30, shall be subject to the budget of the Owner providing for the contract item as expenditure. The Owner cannot assure that the budget item for funding this Agreement will be approved in the future as such assurance would be a legislative and policy determination of the Owner Council at the time of the adoption of the budget. Should the funding of the Agreement not be approved by Owner Council, the Owner may terminate this Agreement as of the close of its fiscal year.

Section VI. Successors and Assigns

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town Manager.

Section VII. Waiver and Severability

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

Section VIII. Whole Agreement

This Agreement, represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

Section IX. Construction

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

Section X. Insurance Requirements

The Consultant shall maintain during the term of this Agreement insurance policies described below issued by companies licensed in Arizona with a current AM Best rating of A- or better. The Owner's Risk Management Division reserves the right to review and make an exception for substitute/alternative coverage. Failure to maintain insurance as specified herein may result in termination of this Agreement at the Owner's option.

Before the Owner signs this Agreement, the Consultant shall furnish the Owner's Risk Manager with certificates of insurance evidencing the coverages, conditions, and limits required by this Agreement, at the following address:

Town of Camp Verde
Risk Manager
473 S Main Street
Camp Verde, AZ 86322
Telephone: (928) 554-0003

The insurance policies, except Worker's Compensation and Professional Liability, shall be endorsed to name the Town of Camp Verde, its agents, officers, officials, employees, and volunteers as additional insureds with corresponding endorsement relative to the additional insured indemnification and with the following language:

The Town of Camp Verde, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.

If any insurance policies are written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of the Consultant's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided, or materially changed without thirty (30) days written notice by certified mail to the Town of Camp Verde Risk Manager. The Consultant's insurance must be primary, and any insurance or self-insurance maintained by the Town shall not be contributed to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subconsultants. The following policies are required:

1. **Commercial General Liability** insurance with a limit of not less than one million dollars (\$1,000,000) plus aggregate coverage of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, property damage, personal injury, products and completed operations, including but not limited to, the liability assumed under the indemnification provisions of this Contract.
2. **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000) for each occurrence with respect to the Consultant's owned, hired, and non-owned vehicles.
3. **Worker's Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than one million dollars (\$1,000,000) for each accident, one million dollars (\$1,000,000) disease for each employee.
4. **Professional Liability** insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the Consultant, or any person employed by the Consultant, with a limit of not less than one million dollars (\$1,000,000) plus aggregate coverage not less than two million dollars (\$2,000,000) each claim.

The Consultant/Subconsultant agrees to procure and maintain at Consultant/Subconsultant's sole expense and to provide a Certificate of Liability Insurance and Endorsements evidencing insurance coverages below.

When policies are renewed or replaced, any retroactive date must coincide with or precede commencement of services by Consultant under this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period of not less than two (2) years.

With the execution of this Agreement, Consultant shall simultaneously furnish any original Certificates of Insurance and corresponding endorsement(s) evidencing the required coverage to be in force on the date of this Agreement.

The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.

Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section XI. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services. Subject to the foregoing standard of care, Consultant and its subconsultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty Consultants, manufacturers, suppliers, and the publishers of technical standards

Section XII. Indemnity

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subconsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant 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 Consultant from and against any and all claims. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Consultant agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the Town of Camp Verde. The obligations under this Section 10 shall survive termination of this Agreement.

Section XIII. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its Subconsultants ('Subconsultants') will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole

discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subconsultant's employee who works on this Agreement to ensure that the Consultant or any Subconsultant is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subconsultants to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed.

Neither the Consultant nor any of the Subconsultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subconsultant establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XIV: No Israel Boycott

The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

Section XV. China

Pursuant to and in compliance with A.R.S. § 35-394, Consultant hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that Consultant will not, use: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. Consultant also hereby agrees to indemnify and hold harmless the Town, its officials, employees, and agents from any claims or causes of action relating to the Town's action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the Town in defending such as action.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this ____ day of _____, 2025

APPROVED AS TO FORM:

Town of Camp Verde:

Town Attorney/Date

By: _____
Mayor/Date

ATTEST:

Town Clerk

Consultant:

By: _____

Date: _____



Town of Camp Verde Legal Services Response Workbook RFP #25-202

Proposer is to complete this Response Workbook and submit as their response to this RFP.

Proposer Name: (Proposer to include response here)

Proposer Address: (Proposer to include response here)

REQUIRED RESPONSES:

Proposer's answers to the following questions will comprise the Proposer's response to this RFP. It should be noted that all attachments or exhibits prepared by the Town and referenced herein are incorporated by reference into the Proposer's response and shall be included in a final contract with the successful Proposer. Information prepared by the Proposer and submitted with their proposal may be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

1. FIRM OVERVIEW

- Office location
- Length of time in business
- Total number of employees and number of local employees
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm
- Experience in providing similar services in municipal law within the last ten (10) years
- Three (3) references
- Email and Phone Contract information for persons(s) submitting the Proposal (preferably the designated attorney who will serve as the firms' primary contact person for the Proposal)
- Provide resumes of persons designated by the firm to be the Town Attorney or substitute Town Attorney (attachment).

(Proposer to include response here)

2. CLIENTS/POTENTIAL CONFLICTS OF INTEREST

Identify any foreseeable or potential conflicts of interest and public clients you serve and the manner in which you would propose to resolve such conflicts.

(Proposer to include response here)

For the person to be designated as the Town Attorney and any substitute Town Attorney(s), list all public clients that person presently represents as Town Attorney or general counsel, along with the meeting dates and times for each governing body.

(Proposer to include response here)

List all private clients that could potentially pose a conflict of interest with your representation of the Town of Camp Verde.

(Proposer to include response here)

Identify all situations in the last five (5) years in which you have been adverse to public entities, either in litigation or administrative matters.

(Proposer to include response here)

3. GENERAL PROPOSAL

The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the Services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

Describe your understanding of the Town of Camp Verde and surrounding area such as its anticipated growth, condition of infrastructure, challenges, etc.

(Proposer to include response here)

Firm Qualifications: Provide list of all current and past municipal clients the firm has represented and designated individuals to provide the services specific to this RFP. Provide the name of the attorney who will attend public meetings and their qualifications and work experience in municipal law.

(Proposer to include response here)

Outline experience with Arizona municipal law relating to general law communities including but not limited to land use, real estate transactions, code enforcement, intergovernmental agreements, open meeting law, election law, contracts, procurement, conflict of interest, and other relevant areas of the law.

(Proposer to include response here)

Describe the firm's view of the role of the Town Attorney.

(Proposer to include response here)

Describe how the Town Attorney would structure the working relationship between the Town Council, Town staff, the Risk Management Pool, and any other specialized attorney/law firm retained by the Town through and with the Town Manager.

(Proposer to include response here)

Describe how the Town Attorney will keep the Town Council and the Town Manager informed about the status of litigation, significant case law, and other legal matters.

(Proposer to include response here)

Describe the response time the Town can expect from the Town Attorney to inquiries made by the Town Council, the Town Manager, and Town staff.

(Proposer to include response here)

Describe the firm's practices regarding professional development training and keeping current with the laws and legal matters affecting municipal government.

(Proposer to include response here)

Identify any reports your firm would provide to the Town Council and Town Manager to update them on pending legal matters, legislation, or disputes.

(Proposer to include response here)

For the person to be designated as Town Attorney and any substitute Town Attorney(s), list all public clients that person presently represents as Town Attorney or general counsel, along with meeting dates and times for each governing body.

(Proposer to include response here)

4. COST OF SERVICES

It is anticipated that the Town will expect the selected firm to provide a system wherein “general” services are either provided under a fixed monthly retainer and any additional “special” services are billed at a pre-negotiated hourly rate, or on an hourly rate as services are rendered.

General Services: Please provide your definition of “general” legal services that would be included in your monthly retainer, (e.g., regular attendance at monthly Town Council meetings, special Town Council meetings, Planning Commission and other Boards, applicable meetings with staff, communications with and on behalf of the Town of Camp Verde, legal and support services provided to and on behalf of the Town, etc.)

(Proposer to include response here)

Special Services: Please define special legal services that would not be included in a monthly retainer amount and how are they different from general legal services.

(Proposer to include response here)

Define type and unit rates for reimbursement of expenses. For example, the rate for mileage, reproduction of documents, etc.

(Proposer to include response here)

Monthly retainer/billable hours: The Proposer may propose a fixed rate under the monthly retainer fee for “General Services” and any proposed compensation schedule for “Special Services” not included in the monthly retainer. Please provide an hourly rate for each individual expected to provide General Services for the Town, as well as an hourly rate for specific special legal services, if different. Please identify the minimum unit of time for which you will bill. Alternatively, the Proposer may provide an hourly rate for services rendered providing an hourly rate for each individual expected to provide general services to the Town. The Town would prefer the proposer to provide both options and work in consultation with the Town for identifying the best method and value.

(Proposer to include response here)

Billing method: Describe your firm’s billing practices as to the method of payment, payment terms and procedures for billing retention, hours, expenses and other accounting requirements.

(Proposer to include response here)

Describe how legal costs will be tracked and managed.

(Proposer to include response here)

ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:

Attach addendum response(s) and acknowledgement(s) here.

(Proposer to include response here)

ONE-PAGE COVER LETTER

Attach cover letter on company letter head here.

(Proposer to include response here)

REFERENCES FORM: List a minimum of three (3) customers on the fillable form below, **excluding the Town of Camp Verde (if applicable)**, for whom your company has provided services of a similar size & scope as described in this Request for Proposal, during the past three (3) years. Include the length of any contracts listed. Proposers may make multiple copies of this document as needed. These references may be used to assess the qualifications of Proposers under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 2:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 3:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Attachments and Required Forms

PROPOSAL FORM

Proposal Form: For the proposal opening January 22, 2025 for services.

Covenant Clause: It is expressly agreed by Proposer that these covenants are irrevocable and perpetual.

Conditions Accepted: The undersigned Proposer declares that before preparing this proposal, he or she has read the Proposal Documents carefully, and that this proposal is made with full knowledge of the kind, quality and quantity of services to be furnished by signing this proposal. Proposer agrees to all conditions contained in the Proposal Documents.

Agreement Acceptance: Proposer proposes and agrees that if this proposal is accepted, he or she will enter into an Agreement with the Town of Camp Verde within ten (10) days after the Town's acceptance of this proposal at the listed scheduled price.

Affidavit: The following affidavit is submitted by the Proposer as part of this proposal:

The State of Arizona)
)
Yavapai County)

The undersigned deponent, of lawful age, being duly sworn upon his oath, deposes and says:

That he/she has lawful authority to execute the within and foregoing proposal; that he/she has executed the same by subscribing his/her name hereto under oath for and on behalf of said Proposer; that Proposer has not directly or indirectly entered into any agreement, express or implied, with any Proposer or Proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the Proposers, the parceling out to any Proposer or any other person of any part of the Agreement or any part of the subject matter of the proposal or proposals or of the profits thereof, and that he/she has not and will not divulge the sealed proposal to any other person whatsoever, except those having a partnership or financial interest with him and said Proposer, until after the sealed proposal or proposals are open.

That Proposer has received and reviewed all Addenda Nos. _____ issued for this Proposal. (Proposer's failure to list all Addenda numbers issued shall be grounds for rejection of the Proposal).

Name

Title

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 2025,
by _____.

Notary Public

My Commission Expires:

TOWN OF CAMP VERDE, ARIZONA

AUTHORIZED SIGNATURE FORM

Camp Verde Agreement Number: 25-202

Consultant Name: _____

WHEREAS, the Town of Camp Verde requires that Consultant execute documents necessary for the prompt and efficient execution of the business related to the AGREEMENT;

NOW, THEREFORE, on behalf of the Consultant, I hereby declare that

(Name of Parties Authorized)

is/are authorized to execute and sign on behalf of said Consultant the following documents:

1. The AGREEMENT
2. The Bond
3. Payrolls
4. Claims
5. CHANGE ORDERS
6. All other papers necessary for the conduct of the corporation's affairs and the execution of the AGREEMENT

The above-named person is granted the authority and duties herein referenced for the duration of the AGREEMENT for this PROPOSAL or until express notice of revocation has been duly given in writing, whichever is the lesser period. In the event Consultant is governed by a Board of Directors, a copy of the Resolution of the Board granting authority to said person(s) is attached hereto, and I hereby verify that such Resolution remains in full force and effect.

Name

Title

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

I, _____ of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the
Board of Directors of said corporation, at a meeting of said Board held on the _____ day of
_____, 2025, and that the same is in full force and effect at this time.

DATED _____, 2025.

(Officer of Corporation)

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

This instrument was acknowledged before me this _____ day of _____,
2025 by _____, appearing before the
undersigned Notary Public, and stated that he executed such instrument on behalf of said
corporation for the purpose and consideration therein expressed.

Notary Public:

My Commission Expires:

[Page intentionally left blank]



Town Council

Agenda Information Memorandum

Meeting Date: January 15, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible approval to release a Request for Proposal for Legal Services for Water Resources.

Attached Documents:

- Request for Proposal

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviewed By:

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

Financial Review (if applicable): The annual fiscal budget includes funds for legal services related to water resources.

- | | | | | |
|---|---|-----------------------------|------------------------------|---------------------------------|
| • Funding Source / GL Account Number: Utilities Funds | | | | |
| • Approved in the FY25 Budget? | ☒ Yes | ☐ No | ☐ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☐ N/A | ☐ Other: |

Background Information:

As we prepare for the FY25-26 budget, it is recommended that the Town evaluate our current legal services related to water resources to ensure we are effectively and efficiently addressing the Town's needs in this critical area. By releasing a Request for Proposal (RFP), the Town will be able to assess the financial impact of our current arrangement compared to other available options and explore the range and quality of specialized legal services available to ensure the highest standards of support in water law matters.

The RFP outlines the scope of services required, including legal counsel and representation in the Gila River adjudication, support in water rights negotiations, guidance on regional water resource management, and other specialized legal services pertinent to the Town's operations. The process will involve a thorough review of submissions, followed by interviews by Town Council with shortlisted firms to determine the most suitable partner to assist the Town in navigating its current and future water resource challenges.

Connection to the [FY25-FY30 Strategic Plan](#)

This initiative is part of our ongoing commitment to fiscal responsibility and operational excellence.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does the Council have any questions about the RFP?

Proposed Motion:

I move to **APPROVE** publishing RFP #2025-203 for Legal Services for Water Resources.

I move to **APPROVE** publishing RFP #2025-203 for Legal Services for Water Resources with the following amendments...

I move to **DENY** publishing RFP #2025-203 for Legal Services for Water Resources.



Request for Proposals (RFP) Town of Camp Verde Legal Services for Water Resources RFP #25-203

Work Summary	The Town Council seeks an Individual Attorney or Attorneys employed by a firm to provide Legal Services for Water Resources. The successful Attorney will need to demonstrate extensive experience and knowledge specifically related to federal and state water law, and local water issues.
Award Terms	The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.
Issue Date	Wednesday, January 22, 2025
Due Date	Wednesday, February 26, 2025; 1:00 PM AZ Time
Inquiries	The deadline for inquiries is Wednesday, February 19, 2025 at 12:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov . Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question and answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	Wednesday, February 12, 2025; 12:30 PM (AZ Time). Microsoft Teams meeting Meeting Link Meeting ID: 230 783 875 092 Passcode: ad7DJ6Ux
Submittal Process	Proposals will be emailed Town Manager Miranda Fisher on or before 1:00 PM (AZ TIME) Wednesday, February 26, 2025. The proposal shall be in pdf format and all required information must be included. Once your proposal is received you will receive email confirmation from Town Manager Fisher.
Document Availability	The Proposal Documents consist of parts: I. Background, II. Organization of Legal Services and Scope of Work, III. Proposal Content and Submittal, IV. Evaluation and Award and V. Solicitation Terms and Conditions. Documents can be downloaded at www.PublicPurchase.com or by contacting Town Manager Miranda Fisher by emailing Miranda.Fisher@campverde.az.gov or calling (928) 451-3670.
Contact	Town Manager Miranda Fisher Miranda.Fisher@campverde.az.gov (928) 451-3670.
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Background

The Town of Camp Verde, Arizona, is a growing community located in the Verde Valley of north-central Arizona. Founded in 1865 and incorporated in 1986, Camp Verde covers approximately 43 square miles and serves over 13,000 residents. The Town is home to unique cultural and natural assets, including the Verde River, a vital resource that plays a critical role in the region's environmental health, recreation, and economic development.

Water resources are integral to Camp Verde's identity and future growth. The Town is committed to balancing sustainable water management with the demands of development, environmental stewardship, and regional collaboration. Effective legal guidance in navigating the complexities of water law, resource management, and intergovernmental agreements is essential to achieving these goals.

The Town operates under a Council-Manager form of government, with a Mayor and six Council Members providing policy direction and a professional Town Manager overseeing daily operations. This RFP seeks qualified legal professionals specializing in water resources law to support the Town in protecting, managing, and maximizing the value of its water resources while addressing current and future challenges.

2. Organization of Legal Services

The successful Water Resources Attorney shall be retained by and report to the Town Council, generally through the Town Manager, and will serve as the legal counsel for the Town of Camp Verde as it relates to water issues.

The Town of Camp Verde is a participant in the Arizona Municipal Risk Retention Pool (AMRRP). The AMRRP represents the Town in general liability litigation.

2.1 Specification & Scope of Work

The Town Council seeks a Water Resources Attorney who is service-oriented, actively involved in Town matters as it relates to water, creative in finding solutions and proactive in assisting Town officials and staff. The Town prefers to have a single attorney representing the Town but will consider all proposed structures. The primary responsibilities the Town will require of its Water Resources Attorney shall include, but not be limited to, the following:

- Conduct a comprehensive review of the Town's current water rights and advise on potential risks or opportunities.
- Assist in identifying and pursuing additional water resources as needed.
- Represent the Town of Camp Verde in the upcoming Gila River adjudication process, including filings, hearings, and negotiations. Provide strategic advice to protect and assert the Town's water rights.
- Represent and provide legal advice and consultation, in coordination with, Town Manager, Town Staff and Town Council as requested or required. Contacts are usually made by email or telephone (but may, when appropriate, include text messaging), and same-day or a 24-hour response time is typically expected.
- Attend in-person, when requested, regular and/or special meetings, and/or be available by phone, and provide review and advice where needed.

- The Water Resources Attorney is responsible for coordinating with the Town Manager to prepare materials for Executive Sessions.
- Provide semi-regular reports to the Town Council, Town Manager on significant issues and developments with regard to water resources since the previous report.
- Prepare, review and revise staff documents, including, but not limited to, initiation of memorandums concerning legal water issues, intergovernmental agreements, contracts, agreements, ordinances, and resolutions. Review of routine items is generally expected to be completed within five (5) business days of submittals; however, a shorter turnaround may be required to meet project deadlines, including but not limited to Council and/or Board and Commission meetings.
- Represent the Town in litigation or refer legal counsel for matters not covered by the Town's membership in the Arizona Municipal Risk Retention Pool.
- Research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the Town Council and management staff on legal matters pertaining to Town's water resources.
- Represent the Town in matters related to the Arizona Department of Water Resources (ADWR) and other regulatory agencies.
- Assist with public records requests including legal requirements and redaction.
- Oversee coordination with the Town's legal counsel and/or the Arizona Municipal Risk Retention Pool on all Town litigation as directed by the Town Council and/or Town Manager.
- Maintain legal files and store all pertinent documents, including but not limited to pleadings and orders in all litigation the Water Resources Attorney is handling for the Town.
- Perform other legal duties or special projects as may be required by the Town Council as may be necessary to complete the performance and functions mentioned above.
- Provide a monthly invoice including job titles of staff performing work and time worked by task.

3. Proposal Content and Submittal

3.1.Submittal Checklist

As part of the RFP process, all Proposers are to review, complete, and submit the following proposal components and compliance documents **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed. The Town reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process. Proposals **MUST** include the following components and compliance documents listed in the checklist.

1. **COVER LETTER:** Include a one-page cover letter that contains a general statement of the purpose for submission, and the following detailed company information:
 - a. **BUSINESS ORGANIZATION** State the full name and address of your organization, and if applicable, any branch office or other subordinate element that will perform or

assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. Include email addresses and phone numbers for all key personnel.

- b. **AUTHORIZED NEGOTIATIONS** Include the names, email addresses and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.
2. **PROPOSAL NARRATIVE:** Include responses to all questions and components outlined below in a proposal narrative. Proposers shall complete the fillable **“RESPONSE WORKBOOK”** (attached as an appendix to this solicitation) and submit as their proposal. Please supplement your WORKBOOK responses with designs and work samples in a separate attachment. Total RFP submission shall be limited to 50 pages.
3. **COST PROPOSAL:** Complete the cost and staffing proposal found in the fillable **“RESPONSE WORKBOOK.”**
4. **REQUIRED COMPLIANCE DOCUMENTS:** Complete the required compliance forms and documents listed in the checklist below and found in the fillable **“RESPONSE WORKBOOK.”**

All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.

PROPOSAL CHECKLIST	
Follow this sequence in presenting a proposal, with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form. All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.	
Page #	
PROPOSAL SUBMITTAL	
The proposal prices offered have been reviewed.	
Proposal Package/Envelope has been identified with proposal number and title.	
The Agreement Time and/or schedules have been included.	
The proposal is submitted by the time specified above	
Any addendums have been included/noted in Offer Section.	
PROPOSAL DOCUMENTS	
One-page Cover Letter (on company letterhead)	Response workbook
Table of Contents/Proposal Checklist	Response workbook
Firm Overview	Response workbook
Clients/Potential Conflicts of Interest	Response workbook
General Proposal	Response workbook
Cost of Services	Response workbook
References	Response workbook
REQUIRED RFP COMPLIANCE DOCUMENTS	
Addendum Acknowledgement	Response workbook
Authorized Signature Form	Response workbook
Proposal Form (Proposals not signed in this section will not be considered)	Response workbook

3.2.Submittal Instructions

3.2.1 *Format.*

Proposers shall email their proposal to Town Manager Miranda Fisher on or before 1:00pm (AZ TIME) Wednesday, February 26, 2025.

Any bid received after the time specified will be returned rejected. It is the bidder's responsibility to assure proposal are received via email Town Manager Miranda Fisher (Miranda.Fisher@campverde.az.gov) on or before the specified time. The email must be clearly marked with the bidder's name and the title "Camp Verde Legal Services for Water Resources".

3.2.2 *No Modifications.*

Modifications shall not be permitted after proposals have been opened except as otherwise provided under applicable law.

3.3.Requirements for Proposers

3.3.1. ***Town's Right to Reject Proposals:*** The Town of Camp Verde reserves the right to reject any and all proposals and to waive technicalities.

3.3.2. ***Late Proposals:*** Late submittals will not be considered under any circumstances. It is the sole responsibility of the Proposer to see that his/her proposal is emailed and received by the proper time and at the proper place.

3.3.3. ***Proposal Amendment or Withdrawal:*** A proposal may be withdrawn any time before the proposal due date and time. A Proposal may not be amended or withdrawn after the proposal due date and time except as otherwise provided by applicable law.

3.3.4. ***Public Record:*** All proposals submitted in response to this solicitation and all evaluation related records shall become property of the Town of Camp Verde and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town of Camp Verde in proposals submitted, and the information sought to be protected clearly marked as proprietary. The Town of Camp Verde will not ensure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. The Town of Camp Verde will provide 48 hours notice before releasing materials identified by the Proposal as confidential or proprietary in order for the Proposer to apply for a court order blocking the release of the information.

3.3.5. ***Solicitation Transparency Policy:*** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by the Town of Camp Verde, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subconsultants, consultants, joint venturers, members, lobbyists, or attorneys (collectively, "Proposers"), shall only

discuss matters associated with this Solicitation with the Town Manager and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Mayor, or any member of the Camp Verde Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with the Town of Camp Verde.

- 3.3.6. ***Persons with Disabilities:*** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Town Manager Miranda Fisher. Requests shall be made as early as possible to allow time to arrange the accommodation.
- 3.3.7. ***Proposal Acceptance Period:*** All proposals shall remain open for 180 days after the day of the opening of proposals, but the Town of Camp Verde may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his/her proposal during this period without written permission from the Town of Camp Verde. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, the Town of Camp Verde may retain the security (as applicable), not as a penalty, but as liquidated damages.
- 3.3.8. ***Clarifications.*** The Town of Camp Verde reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its proposal.
- 3.3.9. ***Waiver and Rejection Rights.*** The Town of Camp Verde reserves the right to reject any or all proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.
- 3.3.10. ***Solicitation Addendum Acknowledgement.*** Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the proposal on the proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the proposal.
- 3.3.11. ***Evidence of Intent to be Bound.*** The proposal form within the Solicitation shall be submitted with the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Proposer's intent to be bound by its proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the proposal.
- 3.3.12. ***Non-Collusion and Non-Discrimination.*** By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or

other anti-competitive practices in connection with the preparation or submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

3.3.13. **Inquiries**

3.3.13.1. ***Duty to Examine.*** It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any Consultant claim.

3.3.13.2. ***No Right to Rely on Verbal Responses.*** A proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

4. Evaluation and Award

4.1. Evaluation Criteria

General Evaluation Standards

The Town of Camp Verde seeks to obtain the services described in the Scope of Work. The Town Council will review all proposals and determine an appropriate short list of finalists to interview in person. The interviews will permit the designated firms or individuals an opportunity to answer questions the Town Council may have regarding their proposals.

Participation in interviews will be at no cost to the Town. The Town Council will make the final decision on the successful firm. The Town Council desire is to conclude the interview process before the end of April 2025 and execute a contract for legal services starting July 1, 2025.

The Town of Camp Verde will be the sole judge of whether the services offered are acceptable. Proposals from individuals who have provided inadequate services to municipalities in the past, or proposals offering services proven unsatisfactory in the Town's sole judgment may be rejected and not considered.

The Town of Camp Verde reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so.

A Proposer (including each of its principals) who is lawfully prohibited from any public

procurement activity may have its proposal rejected.

5. Solicitation Terms and Conditions

GENERAL CONDITIONS

The Agreement time commences upon execution of the Agreement and issuance of the Notice to Proceed. Services shall not commence until issuance of a Notice to Proceed or Purchase Order by the Town of Camp Verde.

Protests: An interested party may protest a solicitation by filing a protest in writing to the Town Manager not fewer than five (5) days before the closing date and time of the solicitation. An unsuccessful Proposer or Bidder may protest a determination of non-responsiveness or non-responsibility by the Town by filing a protest in writing with the Town Manager not more than five (5) days after issuance of notice of such determination by the Town. An unsuccessful Proposer or Bidder may protest a contract award by filing a protest in writing with the Town Manager not more than five (5) days after issuance of a notice of apparent low responsive and responsible Bidder, or a notice of intent to award. The protest shall include the following information: (1) The name, address, and telephone number of the protester; (2) Identification of the contracting activity and the number of the solicitation; (3) The signature of the protester or its authorized representative; (4) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) The specific relief requested.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**



Consultant Agreement
For Professional Services For

Town of Camp Verde Legal Services for Water Resources

Between the

OWNER

Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322
(the "Town")

CONSULTANT

(the "Consultant")

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement") is awarded pursuant to **Proposal #25-203**.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Consultant will be an independent Consultant and not an employee of the Town for all purposes, including, but not limited to, the Fair Labor Standards Act, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code (and any other Arizona income tax laws), the State of Arizona workers' compensation laws and unemployment insurance laws and any of the Town's benefit plans for the Town's employees. Consultant agrees that it is a separate and independent enterprise from the Town, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform any work performed for the Town. This Agreement shall not be construed as creating any joint employment relationship between Consultant and the Town. The Town will not be liable for any obligation incurred by the Consultant, including, but not limited to, unpaid minimum wages and/or overtime premiums. This Agreement shall not be construed to authorize the Consultant to act as an agent for the TOWN in any manner.

The parties further agree and acknowledge that the Town is engaging Consultant as an independent Consultant to provide services to the Town under the terms of this Agreement and that the Town shall not be required, under any circumstance(s), to assume liability for the direct payment of any salary, wage, or other compensation to any person employed by the Consultant before, during, or after this Agreement is in effect.

The Town shall not withhold from sums becoming payable to the Consultant under this Agreement any amounts for federal, state or local taxes, including federal or state income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. The Town shall report all payments to Consultant on Internal Revenue Service Form 1099. The Consultant agrees that any tax obligation of Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility. The Consultant will indemnify the Town for any tax liability, interest, and/or penalties imposed upon the Town by any taxing authority based upon the Town's failure to withhold any amount from the payments for tax purposes.

In performance of services hereunder, the Consultant shall determine his/her necessary hours of work. CONSULTANT shall provide employees, tools, equipment, vehicles, and supplies CONSULTANT may determine to be necessary in performance of services hereunder.

Section I. Terms and Conditions

The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.

Section II. Scope of Work

The Consultant shall provide the Services as set forth in the attached Scope of Work, which is marked as Exhibit A and incorporated herein.

Section III. Compensation

1. **Compensation.** The Owner agrees to pay the Consultant \$_____ for the performance of the Services.
2. **Fees and Invoice.** The Consultant will invoice the Owner for payment. The Owner will not make any advance payment for Services. The invoices shall be sent to the Owner's representative via email.
3. **Payment.** Payment will be made net thirty (30) days of the Owner's receipt of a correct, itemized invoice from the Consultant.

Section IV. Proprietary Rights

The Consultant hereby irrevocably assigns, transfers, and conveys to the Owner without further consideration all worldwide rights, title, and interest in and to all Works created pursuant to this agreement.

Section V. Termination

1. **For Owner's Convenience.** This Agreement is for the convenience of the Owner and, as such, may be immediately terminated without cause after receipt by the Consultant of written notice by the Owner. Upon termination for convenience, the Consultant shall be paid for all undisputed services performed to the termination date.
2. **For Cause.** This Agreement may be terminated by either party upon thirty (30) days written notice should the other party breach any of its terms or otherwise violate the law in connection with the performance of any duty imposed on the party by the terms of this Agreement. In the event of such termination, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.
3. **Due to Work Stoppage.** This Agreement may be terminated by the Owner upon thirty (30) days written notice to the Consultant in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.
4. **Conflict of Interest.** This Agreement is subject to the provisions of A.R.S. § 38-511. The Owner may cancel this Agreement without penalty or further obligations by the Owner or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Owner or any of its departments or agencies is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of any

other party to the Agreement in any capacity or a Consultant to any other party of the Agreement with respect to the Agreement's subject.

5. **Gratuities.** The Owner may, by written notice to the Consultant, cancel this Agreement if it is found by the Owner that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent, or employee of the Owner for the purpose of securing this Agreement. In the event this Agreement is cancelled by the Owner pursuant to this provision, the Owner shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant an amount equal to one hundred fifty percent (150%) of the gratuity.
6. **Fund Appropriation Contingency.** The Consultant understands that the continuation of this Agreement after the close of any given fiscal year of the Owner, which ends on June 30, shall be subject to the budget of the Owner providing for the contract item as expenditure. The Owner cannot assure that the budget item for funding this Agreement will be approved in the future as such assurance would be a legislative and policy determination of the Owner Council at the time of the adoption of the budget. Should the funding of the Agreement not be approved by Owner Council, the Owner may terminate this Agreement as of the close of its fiscal year.

Section VI. Successors and Assigns

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town Manager.

Section VII. Waiver and Severability

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

Section VIII. Whole Agreement

This Agreement, represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

Section IX. Construction

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

Section X. Insurance Requirements

The Consultant shall maintain during the term of this Agreement insurance policies described below issued by companies licensed in Arizona with a current AM Best rating of A- or better. The Owner's Risk Management Division reserves the right to review and make an exception for substitute/alternative coverage. Failure to maintain insurance as specified herein may result in termination of this Agreement at the Owner's option.

Before the Owner signs this Agreement, the Consultant shall furnish the Owner's Risk Manager with certificates of insurance evidencing the coverages, conditions, and limits required by this Agreement, at the following address:

Town of Camp Verde
Risk Manager
473 S Main Street
Camp Verde, AZ 86322
Telephone: (928) 554-0003

The insurance policies, except Worker's Compensation and Professional Liability, shall be endorsed to name the Town of Camp Verde, its agents, officers, officials, employees, and volunteers as additional insureds with corresponding endorsement relative to the additional insured indemnification and with the following language:

The Town of Camp Verde, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.

If any insurance policies are written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of the Consultant's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided, or materially changed without thirty (30) days written notice by certified mail to the Town of Camp Verde Risk Manager. The Consultant's insurance must be primary, and any insurance or self-insurance maintained by the Town shall not be contributed to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subconsultants. The following policies are required:

1. **Commercial General Liability** insurance with a limit of not less than one million dollars (\$1,000,000) plus aggregate coverage of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, property damage, personal injury, products and completed operations, including but not limited to, the liability assumed under the indemnification provisions of this Contract.
2. **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000) for each occurrence with respect to the Consultant's owned, hired, and non-owned vehicles.
3. **Worker's Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than one million dollars (\$1,000,000) for each accident, one million dollars (\$1,000,000) disease for each employee.
4. **Professional Liability** insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the Consultant, or any person employed by the Consultant, with a limit of not less than one million dollars (\$1,000,000) plus aggregate coverage not less than two million dollars (\$2,000,000) each claim.

The Consultant/Subconsultant agrees to procure and maintain at Consultant/Subconsultant's sole expense and to provide a Certificate of Liability Insurance and Endorsements evidencing insurance coverages below.

When policies are renewed or replaced, any retroactive date must coincide with or precede commencement of services by Consultant under this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period of not less than two (2) years.

With the execution of this Agreement, Consultant shall simultaneously furnish any original Certificates of Insurance and corresponding endorsement(s) evidencing the required coverage to be in force on the date of this Agreement.

The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.

Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section XI. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services. Subject to the foregoing standard of care, Consultant and its subconsultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty Consultants, manufacturers, suppliers, and the publishers of technical standards

Section XII. Indemnity

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subconsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant 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 Consultant from and against any and all claims. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Consultant agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the Town of Camp Verde. The obligations under this Section 10 shall survive termination of this Agreement.

Section XIII. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its Subconsultants ('Subconsultants') will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole

discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subconsultant's employee who works on this Agreement to ensure that the Consultant or any Subconsultant is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subconsultants to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed. Neither the Consultant nor any of the Subconsultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subconsultant establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XIV: No Israel Boycott

The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

Section XV. China

Pursuant to and in compliance with A.R.S. § 35-394, Consultant hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that Consultant will not, use: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. Consultant also hereby agrees to indemnify and hold harmless the Town, its officials, employees, and agents from any claims or causes of action relating to the Town's action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the Town in defending such as action.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this _____ day of _____, 2025

APPROVED AS TO FORM:

Town of Camp Verde:

Town Attorney/Date

By: _____
Mayor/Date

ATTEST:

Town Clerk

Consultant:

By: _____

Date: _____



Town of Camp Verde Legal Services Response Workbook RFP #25-203

Proposer is to complete this Response Workbook and submit as their response to this RFP.

Proposer Name: (Proposer to include response here)

Proposer Address: (Proposer to include response here)

REQUIRED RESPONSES:

Proposer's answers to the following questions will comprise the Proposer's response to this RFP. It should be noted that all attachments or exhibits prepared by the Town and referenced herein are incorporated by reference into the Proposer's response and shall be included in a final contract with the successful Proposer. Information prepared by the Proposer and submitted with their proposal may be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

1. FIRM OVERVIEW

- Office location
- Length of time in business
- Total number of employees and number of local employees
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm
- Experience in providing similar services in municipal law within the last ten (10) years
- Three (3) references
- Email and Phone Contract information for persons(s) submitting the Proposal (preferably the designated attorney who will serve as the firms' primary contact person for the Proposal)
- Provide resumes of persons designated by the firm to be the Water Resources Attorney or substitute Attorney (attachment).

(Proposer to include response here)

2. CLIENTS/POTENTIAL CONFLICTS OF INTEREST

Identify any foreseeable or potential conflicts of interest and public clients you serve and the manner in which you would propose to resolve such conflicts.

(Proposer to include response here)

For the person to be designated as the Water Resource Attorney and any substitute Attorney(s), list all public clients that person presently represents as a Water Resources Attorney or general counsel, along with the meeting dates and times for each governing body.

(Proposer to include response here)

List all private clients that could potentially pose a conflict of interest with your representation of the Town of Camp Verde.

(Proposer to include response here)

Identify all situations in the last five (5) years in which you have been adverse to public entities, either in litigation or administrative matters.

(Proposer to include response here)

3. GENERAL PROPOSAL

The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the Services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

Describe your understanding of the Town of Camp Verde, its surrounding area, and its water-related challenges, such as anticipated growth, regional water demands, current and future water infrastructure needs, and legal complexities in water rights adjudication.

(Proposer to include response here)

Provide a list of current and past municipal or public sector clients your firm has represented specifically for water resources or water rights-related matters. Identify the designated attorney(s) who will provide the services outlined in this RFP, including their qualifications, work experience, and specific expertise in Arizona water law.

(Proposer to include response here)

Outline your firm's experience with Arizona water law, including involvement in adjudications, water rights negotiations, and regional water management planning. Highlight any relevant cases or projects your firm has handled that demonstrate expertise in the Gila River adjudication or similar processes.

(Proposer to include response here)

Describe your firm's perspective on the role of a Water Resources Attorney in representing municipal clients. Discuss how you see this role supporting the Town's long-term water resource management and legal objectives.

(Proposer to include response here)

Explain how the Water Resources Attorney would structure the working relationship with the Town Council, Town staff, the Town Manager, and any specialized legal counsel or advisors retained by the Town.

(Proposer to include response here)

Describe how the Water Resources Attorney will keep the Town Council and the Town Manager informed about the status of litigation, significant case law, legislative developments, and other water-related legal matters.

(Proposer to include response here)

Provide an overview of the response times the Town can expect from the Water Resources Attorney to inquiries made by the Town Council, the Town Manager, or Town staff.

(Proposer to include response here)

Describe your firm's practices for professional development, specifically how you stay current

with water resources law, state and federal regulations, and legal matters affecting municipal water management.

(Proposer to include response here)

Identify the reports your firm would provide to the Town Council and Town Manager, such as updates on ongoing legal matters, adjudication progress, relevant legislation, or emerging issues related to water resources.

(Proposer to include response here)

For the individual designated as the Water Resources Attorney and any substitute counsel, list all current public sector or municipal clients represented for water resources matters. Include meeting dates and times for any governing bodies.

(Proposer to include response here)

4. COST OF SERVICES

It is anticipated that the Town will expect the selected firm to provide a system wherein “general” services are either provided under a fixed monthly retainer and any additional “special” services are billed at a pre-negotiated hourly rate, or on an hourly rate as services are rendered.

General Services: Please provide your definition of “general” legal services that would be included in your monthly retainer, (e.g., attendance at Town Council meetings, special Town Council meetings, applicable meetings with staff, communications with and on behalf of the Town of Camp Verde, legal and support services provided to and on behalf of the Town, etc.)

(Proposer to include response here)

Special Services: Please define special legal services that would not be included in a monthly retainer amount and how are they different from general legal services.

(Proposer to include response here)

Define type and unit rates for reimbursement of expenses. For example, the rate for mileage, reproduction of documents, etc.

(Proposer to include response here)

Monthly retainer/billable hours: The Proposer may propose a fixed rate under the monthly retainer fee for “General Services” and any proposed compensation schedule for “Special Services” not included in the monthly retainer. Please provide an hourly rate for each individual expected to provide General Services for the Town, as well as an hourly rate for specific special legal services, if different. Please identify the minimum unit of time for which you will bill. Alternatively, the Proposer may provide an hourly rate for services rendered providing an hourly rate for each individual expected to provide general services to the Town. The Town would prefer the proposer to provide both options and work in consultation with the Town for identifying the best method and value.

(Proposer to include response here)

Billing method: Describe your firm’s billing practices as to the method of payment, payment terms and procedures for billing retention, hours, expenses and other accounting requirements.

(Proposer to include response here)

Describe how legal costs will be tracked and managed.

(Proposer to include response here)

ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:

Attach addendum response(s) and acknowledgement(s) here.

(Proposer to include response here)

ONE-PAGE COVER LETTER

Attach cover letter on company letter head here.

(Proposer to include response here)

REFERENCES FORM: List a minimum of three (3) customers on the fillable form below, **excluding the Town of Camp Verde (if applicable)**, for whom your company has provided services of a similar size & scope as described in this Request for Proposal, during the past three (3) years. Include the length of any contracts listed. Proposers may make multiple copies of this document as needed. These references may be used to assess the qualifications of Proposers under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 2:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 3:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Attachments and Required Forms

PROPOSAL FORM

Proposal Form: For the proposal opening January 22, 2025 for services.

Covenant Clause: It is expressly agreed by Proposer that these covenants are irrevocable and perpetual.

Conditions Accepted: The undersigned Proposer declares that before preparing this proposal, he or she has read the Proposal Documents carefully, and that this proposal is made with full knowledge of the kind, quality and quantity of services to be furnished by signing this proposal. Proposer agrees to all conditions contained in the Proposal Documents.

Agreement Acceptance: Proposer proposes and agrees that if this proposal is accepted, he or she will enter into an Agreement with the Town of Camp Verde within ten (10) days after the Town's acceptance of this proposal at the listed scheduled price.

Affidavit: The following affidavit is submitted by the Proposer as part of this proposal:

The State of Arizona)
)
Yavapai County)

The undersigned deponent, of lawful age, being duly sworn upon his oath, deposes and says:

That he/she has lawful authority to execute the within and foregoing proposal; that he/she has executed the same by subscribing his/her name hereto under oath for and on behalf of said Proposer; that Proposer has not directly or indirectly entered into any agreement, express or implied, with any Proposer or Proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the Proposers, the parceling out to any Proposer or any other person of any part of the Agreement or any part of the subject matter of the proposal or proposals or of the profits thereof, and that he/she has not and will not divulge the sealed proposal to any other person whatsoever, except those having a partnership or financial interest with him and said Proposer, until after the sealed proposal or proposals are open.

That Proposer has received and reviewed all Addenda Nos. _____ issued for this Proposal. (Proposer's failure to list all Addenda numbers issued shall be grounds for rejection of the Proposal).

Name

Title

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 2025,
by _____.

Notary Public

My Commission Expires:

TOWN OF CAMP VERDE, ARIZONA

AUTHORIZED SIGNATURE FORM

Camp Verde Agreement Number: 25-203

Consultant Name: _____

WHEREAS, the Town of Camp Verde requires that Consultant execute documents necessary for the prompt and efficient execution of the business related to the AGREEMENT;

NOW, THEREFORE, on behalf of the Consultant, I hereby declare that

(Name of Parties Authorized)

is/are authorized to execute and sign on behalf of said Consultant the following documents:

1. The AGREEMENT
2. The Bond
3. Payrolls
4. Claims
5. CHANGE ORDERS
6. All other papers necessary for the conduct of the corporation's affairs and the execution of the AGREEMENT

The above-named person is granted the authority and duties herein referenced for the duration of the AGREEMENT for this PROPOSAL or until express notice of revocation has been duly given in writing, whichever is the lesser period. In the event Consultant is governed by a Board of Directors, a copy of the Resolution of the Board granting authority to said person(s) is attached hereto, and I hereby verify that such Resolution remains in full force and effect.

Name

Title

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

I, _____ of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the
Board of Directors of said corporation, at a meeting of said Board held on the _____ day of
_____, 2025, and that the same is in full force and effect at this time.

DATED _____, 2025.

(Officer of Corporation)

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

This instrument was acknowledged before me this _____ day of _____,
2025 by _____, appearing before the
undersigned Notary Public, and stated that he executed such instrument on behalf of said
corporation for the purpose and consideration therein expressed.

Notary Public:

My Commission Expires:
