



Land Use Application Form

1. Application is made for:

- | | | |
|---|---------------------|----------------------|
| Zoning Map Change | Use Permit | Temporary Use Permit |
| Conceptual Plan Review | Preliminary Plat | Final Plat |
| PAD Final Site Plan Review | Variance | Appeal |
| Street Abandonment | Minor Land Division | Wireless Tower |
| Administrative Review | Lot Line Adjustment | Zoning Verification |
| Development Standards Review (Commercial) | Other: _____ | |

2. Project Name: _____

3. Contact information: (a list of additional contacts may be attached)

Owner Name: _____	Applicant Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____	Phone: _____
E-mail: _____	E-Mail: _____

4. Property Description: Parcel Number _____ Acres: _____

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

5. Purpose: (describe intent of this application in 1-2 sentences)

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action. I have also attached a completed Permission to Enter form for consent to access the property regarding this action.

Owner: _____ Date: _____

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: _____ Date: _____



PAD

Site Plan Review Checklist

Staff Use Only	
Application Number: _____	
Received By: _____	
Date: _____	
Fees Paid: _____	
Complete:	Y N

Complete sets of these documents are required at the time of the application.

	<u>Staff Use only</u>
1. Pre-Application meeting with Staff Date: _____	Y N
2. Application fee as per the current fee code	Y N
3. Completed Land Use Application form	Y N
4. Written Legal Description of property	Y N
5. Letter of Intent (See attached sample)	Y N
6. Agency review and approval of site access (if applicable)	Y N
7. Site Plan (5 paper copies and 1 PDF version)	Y N

Per Section 400.D.1, preparation of a Site Plan-

Site Plan drawn to scale (not to exceed 1"=200', 1"=100' preferred), and fully dimensioned, including: (submit an 11" x 17" size drawing(s) of site plan with application)

- Property boundary lines
- Adjacent streets, alleys, sidewalks or trails
- Existing and/or proposed points of vehicular access
- Existing major terrain features and topographic contours and proposed grading changes
- Existing and/or proposed drainage ways and detention areas as needed
- Existing and/or proposed easements for utility lines, drainage, ingress and egress or other
- Locations of existing and proposed buildings, signs with detailed and dimensioned color graphics, light posts, fences, walls and other structures, all fully dimensioned and with dimensions between structures and to lot lines
- An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. Method of shielding shall be indicated.
- Location and layout of on-site parking spaces and driveways, and loading areas and access
- Locations, dimensions and materials planned for walkways, landscaping and other outdoor amenities
- Locations, types and sizes of devices proposed for screening of refuse collection areas, outdoor mechanical equipment and storage, parking and loading areas
- Locations, types and sizes of materials or structures for buffering of adjacent residential uses
- North arrow and scale of drawing
- Notations showing: proposed primary and accessory uses; owner/ developer's name, address and contact data; engineer, architect, planner or other preparer of the site plan
- Notation that site improvements shall be designed in compliance with the Town of Camp Verde Engineering Design and Construction Standards
- Other materials as may be requested by the Community Development Director
- Vicinity map
- North arrow, scale, and date of preparation.
- Subdivision or block and lot name of the area to be utilized for a Use Permit (if applicable)
- Locations and boundaries, including dimensions, of property(s) proposed for Use.
- Acreage or square footage contained within property proposed for Use.
- Zoning and existing land uses on all lands adjacent to the proposed Use.
- Location and dimensions for all existing right-of-way within, and adjacent to, the Use.
- Building elevations.

8. Sec. 400.D.2: Appearance Compatibility Drawings are required for non-residential and multi-family developments.

Appearance Compatibility Drawings include the following:

- Dimensioned, scaled (preferred scale of 1/8"=1') elevations of any building facade facing a street
- Dimensioned, scaled (preferred scale of 1/8"=1') elevation and plan drawings of outdoor lighting structures and signs including detailed dimensioned and color graphics. A scaled (preferred scale of 1"= 90') outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. Method of shielding shall be indicated.

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- Dimensioned, scaled (preferred scale of 1"= 60') landscape and irrigation plans depicting the locations, size and type of plant (Low water use drought tolerant plants see Section 402.B.1.d and irrigation materials to be installed in the following areas:
 - o Areas along or between sidewalks and streets, and within parking areas
 - o Landscaping used as screening materials between non-residential and residential uses, and/or to screen non-residential parking areas from adjoining residential uses
 - Descriptions of the proposed buildings/structures compatibility with the character of buildings in the vicinity (i.e., adjacent on the sides or across the street frontage, other than across I-17), and with the western/rural small-town image of Camp Verde (for examples of desirable building types please refer to Visual Library document available at the Community Development Department) and on the Town of Camp Verde Website. compatibility descriptions may be written or graphic (photographs of existing comparison buildings are recommended), and shall address the following features:
 - o height, scale, proportion and profile
 - o building façade patterns and architectural details
 - o surface texture, materials and color
9. Completed ***Permission to Enter Property*** statement, signed.

When a complete application is received, the item will be scheduled for Planning & Zoning Commission review and recommendation to the Town Council.



Town of Camp Verde

Community Development

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322

◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

PERMISSION TO ENTER PROPERTY

APPLICATION #: _____ PARCEL NO: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER'S NAME: _____

ADDRESS: _____

PHONE NO.: _____

I, the undersigned, hereby give permission to the Town of Camp Verde Community Development Department or Public Official, in the discharge of duties stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the application made under the terms of Camp Verde Town Codes or Ordinances. Such investigation may be made to determine whether or not any portion of such property, building, grading or other structure is being placed, erected, maintained, constructed, or used, in violation of the Codes or Ordinances of the Town of Camp Verde or any other agencies that they have agreements with that pertain to the building, grading, placement of structures, or use associated with the property. Such entry shall be within 90 days of the date of my signature or within the active limitations of any permits issued to me by the Town of Camp Verde for land use, building, grading, erecting, maintaining or constructing. Such entry shall be limited between the hours of 7AM and 6PM MST. I understand that this permission to enter property is **OPTIONAL** and **VOLUNTARILY GIVEN** and may be withdrawn or revoked (either in writing or orally) at any time.

Property Owner or Designated Agent

Date

(Must have signed Designation of Agent from Property Owner on file)