



# Town of Camp Verde

## Community Development Department – Building Division

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

◆ Telephone: 928.554.0050 ◆ [www.campverde.az.gov](http://www.campverde.az.gov) ◆

# COMMERCIAL GRADING PERMIT APPLICATION

Note: Please see Section 401 – Grading/Drainage/Detention of the current Planning & Zoning Ordinance for additional information and requirements.

**In order to process a commercial grading permit application, the following information must be submitted:**

- Completed Application Packet** - including project information, property information, property owner information, applicant information, designation of agent, contractor information, and plot plan sketch and *if applicable*, a Special Structural Inspections Certificate and Driveways/Culvert Application.
  - **Please Note: All contractors must have a valid ROC License and Town Issued Business License.**
- One (1) Set Of Electronic PDF Construction Documents (Plans)**
- Five (5) Sets Of Construction Documents (Plans)** – One (1) Set Provided Must Be Original Wet Seal
  - Plans must be submitted on a minimum of 18” x 24” and a maximum of 36” x 48” size paper at no less than ¼” = 1’ and details at ½” = 1’. Plans, including calculations shall be legible and easy to read, and of sufficient clarity to indicate the location, nature and extent of the work proposed.
  - Cover Sheet** – Including The Following Information:
    - Contacts (Principal, Company Name, Address & Phone Number)
    - Parcel Number & Address
    - Owners Name, Address & Phone Number
    - Sheet Index
    - Project Data (Codes Referenced, Zoning, Use, Site Coverage, Cut & Fill Amounts, etc.)
  - Site Plan** - Including An 8.5” x 11” Plot Plan Drawn To Scale Or Dimensioned Indicating The Following:
    - Assessor’s Parcel Number and Project Address
    - Scale Used (May Be Engineer Or Architect’s Scale)
    - Direction of North
    - Parcel Diagram (Including Property Lines and Dimensions)
      - Label front of property.
      - Label adjacent streets or alleys within 150’ of property. Indicate width, length, turning radius and grade.
      - Indicate location and dimensions of easements that apply with proof of legal access.
      - Indicate ingress/egress (driveway locations).
      - Indicate topography, both existing and proposed, with contour lines shown in two (2) foot increments.
      - Indicate the location of any terrain features that affect placements including washes, creeks or ditches within twenty (20) feet of the building site.
      - Indicate all existing and proposed buildings and structures (actual footprints).
      - Indicate dimension and setbacks of all buildings to property lines and between new and existing structures.
      - Indicate utility easements and lines.
      - Indicate location of existing or proposed septic tank and leach lines, sewer line(s), water line(s), fire hydrant(s), electric and any other utility lines (including dimensions, size and setback or distance from proposed building).
      - Indicate location of well (if applicable).
      - Indicate location of propane tanks (including dimensions, size and setback or distance from proposed building, if applicable).
      - Delineate parking spaces and include ADA accessibility.
      - Show calculations for number of required parking spaces for type of use.
      - Indicate areas to be landscaped (15% of parking area) and list plant types and size.
- Civil Plans** – Shall Include and Be Designed and Sealed by an Arizona Registered Design Professional.
  - Paving, Grading and Drainage Plan.
  - Storm Water Pollution Prevention Plan (if applicable).
  - Water and Sewer Plans.
  - Utility locations and connections.
  - Sealed Engineers cost estimate for off-site improvements to include a 10% contingency to be approved by the Town Engineer.
  - Notarized Bond for off-site improvements with additional 20% contingency of Engineer’s total cost estimate, to be approved by Town Attorney.
- Four (4) Copies of Drainage Report** – One (1) Copy Provided Must Be Original Wet Seal.
- Three (3) Copies of Engineered Soils Report** – One (1) Copy Provided Must Be Original Wet Seal.

- ADEQ Notice of Intent (NOI)/Authorization To Discharge** – If Applicable
  - A hard copy application has been attached to this application packet along with instructions provided by the Arizona Department of Environmental Quality (ADEQ). The NOI can also be submitted online: <https://az.gov/app/smartnoi>.
- Deposit** will be collected upon submittal of application in accordance with the current adopted fee schedule.

**PLEASE NOTE: A Notice of Termination from the Arizona Department of Environmental Quality (ADEQ) along with Two (2) sets of As-Built Plans and/or Engineer’s Letter Of Certification of Grading Improvements will be required as a condition of the permit prior to final approval and/or bond release.**

Additional Information may be required as determined by the Building Official/Town Engineer.  
A separate permit will be required for all deferred submittal items.

The Following Approvals May Be Required Before A Commercial Grading Permit Is Issued:

- Camp Verde Building Department
- Camp Verde Planning & Zoning Department
- Camp Verde Public Works Department
- Camp Verde Waste Water Division
- Camp Verde Fire District
- Yavapai County Environmental Services
- Yavapai County Flood Control
- Yavapai County Health Services – (Submit Plans Directly To Yavapai County For Approval)
- Arizona Department of Transportation – ADOT (Submit Plans Directly To ADOT For Approval)
- Arizona Department of Environmental Quality – ADEQ (Submit Plans Directly To ADEQ For Approval)

**AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED**



Handicap Relay: 711 or Voice: 1-800-842-4681 TTD: 1-800-367-8939

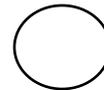


**PLOT PLAN SKETCH:**

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

PARCEL NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

INDICATE NORTH:



SCALE: \_\_\_\_\_

NO SMALLER THAN 1" = 50'

I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls, and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within twenty (20) feet of any proposed or existing structure has been indicated.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_