



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
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MARCH 25, 2026 at 5:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84842863649?pwd=LgnltCbb3WeY1kGuK1c8zahjbJlegA.1>

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

Meeting ID: 848 4286 3649

Passcode: 549068

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, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.
- 3. Pledge of Allegiance**
- 4. Discussion, consideration and possible approval of the Town's Notice of Intent for FY27 proposed increase to Town rates, fees, or service charges.** Staff Resource: Finance Director Michael Showers and Town Manager Miranda Fisher. Pg. 3
- 5. Discussion, consideration and possible approval of the Town's Notice of Intent for a proposed increase to the transient lodging transaction privilege tax from three-percent (3%) to eight-percent (8%).** Staff Resource; Town Manager Miranda Fisher. Pg. 25
- 6. 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 Bashas on 03-19-2026 at 5:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



Meeting Date: March 25, 2026

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Mike Showers

Agenda Title: Discussion, consideration and possible approval of the Town's Notice of Intent for FY27 proposed increase to the Town rates, fees, or service charges.

Attached Documents:

- Notice of Intent
- FY27 Proposed Town Fees with explanation of fee increase requests

Estimated Presentation Time: 15 mins

Estimated Discussion Time: 15 mins

Reviewed By:

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

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Pursuant to A.R.S. § 9-499.15 and § 9-511.01, the Town is required to publish a Notice of Intent on the Town's website for at least 60 days prior to holding a public hearing on any proposed increase to existing fees or the establishment of new fees. It is recommended that the Town Council formally approve the Notice of Intent prior to its publication.

At the March 25, 2026 meeting, Town staff will present and review the proposed updates to the Town's Fee Schedule. It is important for Council to note that once the Notice of Intent has been published, any proposed fees may only be reduced, not increased. For this reason, the March 25 meeting will serve as an important opportunity for Council to carefully review the proposed changes and provide direction or make modifications where appropriate before the Notice of Intent is posted.

Question(s) before the Council:

- Does the Council have any questions for staff?
- Does the Council have any recommended changes to the fees as presented?



Town Council Agenda Information Memorandum

Proposed Motion:

Move to **APPROVE** Town's Notice of Intent for FY27 proposed increase to the Town rates, fees, or service charges.

OR

Move to **APPROVE** Town's Notice of Intent for FY27 proposed increase to the Town rates, fees, or service charges **with the following changes....**

OR

Move to **DENY** Town's Notice of Intent for FY27 proposed increase to the Town rates, fees, or service charges.

TOWN OF CAMP VERDE

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

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

This Notice of Intent is scheduled to be heard by the Town Council at its meeting on March 25th, 2026 at 5:00 p.m. The Town Council will also hold a public hearing at least sixty days after adoption of the notice of intent on May 27th, 2026, at 5:00 p.m., in which the public may comment on the rates, fees, or service charges. The Camp Verde Town Council will consider adoption of the new rates by resolution after the public hearing on May 27th, 2026. All meetings will be held at 473 S. Main Street, Suite 106, Camp Verde, Arizona.

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

IF APPROVED BY COUNCIL, THE RATES WILL BECOME EFFECTIVE ON JULY 1ST, 2026.

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

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

Dated this 25th day of March, 2026.

TOWN OF CAMP VERDE

Leah Rhodes, Town Clerk

DATE POSTED ON TOWN WEBSITE: _____, 2026.

PUBLISHED ON _____ 2026 at _____ NOT LESS
THAN TWENTY DAYS BEFORE THE PUBLIC HEARING DATE

Town of Camp Verde
FY27 Fee Schedule
Proposed

2025-26	2026-27
Approved 5/21/25, Effective 7/1/25	Department Proposed Changes, Effective 7/1/26

Copy/Duplication Fees (All Departments Except Municipal Court)

Duplication Rates	
Black & White (8.5 x 11 or 11 x 17)	\$0.15
Color (8.5 x 11 or 11 x 17)	\$0.65
Large Format (greater than 11 x 17) per page	\$5.00
Recordings on CD (from Clerk's office only)	\$5.00
Jump Drive (for copying records request or other large files)	\$10.00
Public Records Request (per page)	\$1.00
Public Records Electronic Request	No Charge
Commercial Public Records Request	\$45 per hour - \$100 minimum charge

Remove - The Clerk's Department does not provide files on CDs

Clerk's Office

Notary Fees	No Charge	
Publicity Pamphlet	\$200.00	\$400.00 - Publicity Pamphlets involves a significant amount of Clerk and legal time to prepare
Business License Fees		
Business License Fee/Inspection/Setup Fee	\$50.00	
Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day	
Special Event Vendor (Waived for non-profits)	\$25.00 Per Event	Remove - Special Event Fees are handled by the Parks & Recreation Division
Renewal of Existing Current Business License		
Business License Fee (bi -annual)	\$25.00	Change to bi-annual where the \$25.00 would apply to a 2-year license.
Name/Address Change in Addition to Annual Fee	No Charge	Remove from Fee Schedule since there is no charge.
Liquor License Permits		
Application/Posting/Inspection Fee	\$250.00	\$100.00 - Liquor licenses are not overly time consuming and happen relatively infrequently. As such, we are recommending reduction in fee.
Business License (annually) + the following:		
Series 01 through 14 and Series 16 & 17	\$50.00	
One-time Special Event Permit	\$50.00	
Temporary Extension of Premise	\$25.00	Remove - see note below
Permanent or Temporary Extension of Premise	\$50.00	Combine these two and change the fee to \$50.00 for both since they take the same amount of time.

Town of Camp Verde
FY26 Fee Schedule
Effective 7/1/25

Public Works

Site Plan Review	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report (includes first 2 reviews) \$250 for each subsequent review	
Construction Plans and Grading Plans (Civil grading and drainage)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
As Built Plan Review	\$250.00 per applicable sheet	
Plat Review (Preliminary & Final plat reviews)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
Right of Way		
Encroachment permit		\$295.00
Right of Way Permits (excluding utility companies)		\$70.00
After the Fact Right of Way Permit		\$150.00
Miscellaneous Plan Review		
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	\$250.00 per applicable sheet	
Any Additional inspections	\$50.00 per inspection	
Public Improvement Construction Inspection		\$225.00
Signs		
New Private Road Street Signs (per sign, includes installation)	\$220.00	Change to Cost of the Sign + \$200 for Installation - Signs are very expensive and the current amount charged may not cover cost
Adopt-a-road Street Signs (per sign, includes installation)	\$160.00	Change to Cost of the Sign + \$200 for Installation - Signs are very expensive and the current amount charged may not cover cost

Finance Department

Non Sufficient Funds (NSF) Check Charge	\$13.00	
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Municipal Court

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

Town of Camp Verde

FY26 Fee Schedule

Effective 7/1/25

Library

Card Replacement	\$3.00	Remove - The Library has not been charging for replacement cards and does not intend to do so.
Equipment Overdue Fees	\$5.00-per day	Remove - Equipment is no longer being circulated.
Non-CV Library Overdue items (inside county)	Varies by Library	
Non-CV Library Overdue items (outside county) (per- day)	\$1.00	
Lost items	Replacement Cost	

Marshal's Office

Vehicle Impound Administrative Hearing	\$150.00	
911 Tapes, Photographs, Audio, Video Files	\$15.00	\$40.00/hour - Increasing the fee is comparable to other jurisdictions and matches the amount of work it takes to review and redact if/where needed.
Photographs	\$15.00	Combine with line above and increase fee.
Court Ordered Fingerprint Cards	\$10.00	When the Courts order a fingerprint card, CVMO can complete those for a fee.
Local Background Checks	\$10.00	
Training Room Fee for all private and profit organizations		Remove - CVMO does not intend to charge for the use of their training room.
4-8 hours (waived for non-profits.)	\$25.00	
Less that 4 hours (waived for non-profits)	\$15.00	

Town of Camp Verde

FY26 Fee Schedule

Effective 7/1/25

Parks & Recreation

Heritage Pool Fees		
Adults (18 & over)		
Per Visit	\$3.00	
10 Visits	\$25.00	
Season Pass	\$80.00	
Children		
Per Visit	\$2.00	
10 Visits	\$16.00	
Season	\$60.00	
Family Pass (Immediate Family Only)		
10 Visits	\$40.00	
Season - open swim & Family nights only	\$150.00	
Swim Lessons		
Swim Lesson Session (30 minutes/day, 4 days each week, two weeks)	\$30.00 per session	
Pool Rental Fee		
Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards	\$90.00	\$100.00 - Increase due to staff cost.
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards	\$140.00	\$120.00 - Increase due to staff cost.
Private picnic area - when pool is open	\$20/hour	
Reservation Fee	\$100.00	
Pool Specialty Classes		
Adult - 25% of fees to Town/75% to Instructor. Fees to be determined by instructor.	25% / 75%	
Youth - 20% of fees to Town/80% to Instructor. Fees to be determined by instructor.	20% / 80%	
Facility Fees - General		
Class A - Town co-sponsored groups, non-profits, churches, schools, civic groups, government agencies, and organizations or individuals holding an open not-for-profit event. Class B - Private events for individuals or groups using the facilities in a clearly not-for-profit manner. Class C - Profit making individuals, groups or organizations. Class D - Groups meeting ARS 9-500.14 definition about election or policy positions		
Key Cards		
Lost Key Replacement (per key)	\$110.00	
Banner Pole Fee		
Class A	No Charge	
Class B	\$25.00	
Class C & D	Not Allowed	

Parks & Recreation (cont'd)

Gym Tables		With the new policy limiting table use by third-parties, it is recommended that this section be removed
Class A	No Charge	
Class B, C & D first 30 tables	No Charge – Included with Fee	
Class B, C & D over 30 tables	\$5.00 per table over 30	
Chairs (if available)		With the new policy limiting chair use by third-parties, it is recommended that this section be removed
Class A	No Charge	
Class B, C & D first 100 chairs	No Charge – Included with Fee	
Class B, C & D over 100 chairs	\$1.00 per chair over 100	
Meeting Room Fee		We are seeing an increase in use of meeting rooms and these fees have remained the same for years.
Class A	No Charge	
Class B (per hour-2hr min / per day)	\$15 / \$60	\$20.00 / \$80.00
Class C (per hour-2hr min / per day)	\$25 / \$100	\$30.00 / \$120.00
Class D (per hour-2hr Min)	\$25.00	\$30.00
Rooms have tables & chairs on an "as available" basis for no additional charge		
Electrical Use Fee		
Park/Ramada - Class A	No Charge	
Park/Ramada - Class B w/Bounce house or Band	\$20.00	
Park/Ramada - Class C	\$20.00	
Park/Ramada - Class D - w/Bounce House, band or equipment	\$20.00	
Field power connection	\$20.00 per power post	
Field Prep Fees (dependent on staff availability; 24-hour cancellation notice required)		
Class A	No charge	
Class B	Softball/Baseball \$25 a field Soccer/Football \$50 a field	
Class C & D	Softball/Baseball \$35 a field Soccer/Football \$60 a field	
Specialty Classes		
25% of fees to Town / 75% to Instructor (adult). Fees to be determined by instructor.	25% / 75%	
20% of fees to Town / 80% to Instructor (youth). Fees to be determined by instructor.	20% / 80%	
Outfield Fencing Fee		
Class A	No Charge	
Class B, C & D	\$75.00 per field	Combining B, C & D since they are all \$75.00
Class C	\$75.00 per field	
Sports Fields: Butler Park & Community Center Fees		
Class A	No charge	
Class B (per hour/per day)	\$15.00 / \$100.00	
Class C (per hour/per day)	\$25.00 / \$150.00	
Class D (per hour only)	\$25.00	
Sports Fields: Sports Complex		
Class A	No Charge	
Class B	\$20.00 per hour maximum \$120 per day, per field	
Class C	\$35 per hour per field, maximum \$150 per day, per field	
Class D	\$35 per hour, per field, no max	
Restroom Fee - Class A & B	No Charge - Included w/ field	
Restroom Fee - Class C & D	\$50.00 per day	
Damage deposit	\$300.00 per field	

Parks & Recreation (cont'd)

Concession Stand - Sports Complex		
Class A up to 4 hours	No Charge	Change to no charge for Class A regardless of length of time.
Class A over 4 hours	\$20.00 per day	
Class B	\$40 per 4hr block or \$80 per day	
Class C	\$80 per 4hr block or \$160 per day	
Class D	\$20/hour w/ min \$80	
Damage/Cleaning Deposit Fee	\$200.00	Change to Assessed Post Event as the deposit does not always cover expenses and can be a lengthy process to ensure return of funds when applicable.
Gym Fees		
Class A - less than 100 attending	No Charge	
Class A (per hour-2hr min/per day) - more than 100 attending	\$25 / \$150	
Class B (per hour-2hr min/per day)	\$50 / \$300	
Class C (per hour-2hr min/per day)	\$100 / \$500	
Class D (per hour-2hr min)	\$100/hour	
Cleaning/Damage Deposit Fee - All Classes	\$500.00	Change to Assessed Post Event as the deposit does not always cover expenses and can be a lengthy process to ensure return of funds when applicable.
Gym Floor Preparation Fee		
All Classes	\$75.00	
Park Ramada or Town Ramada Fee		
Class A	No Charge	
Class B	No Charge	
Class C	\$75.00	
Class D	\$15 per hour w/ min \$75	
Kitchen Fee		
Class A	No Charge	
Class B - 4 Hour	\$25.00	
Class B (per day)	\$75.00	
Class C - 4 Hour	\$50.00	
Class C (per day)	\$100.00	
Class D	\$15 per hour w/ min \$100	
Kitchen cleaning fee (if dirty after use)	\$50.00	
Open Container Permit Fee		
All Classes up to 100 people	\$100 per day	
All Classes 101-250 people	\$200 per day	
All Classes over 251 people	\$300 per day	

Town of Camp Verde
FY26 Fee Schedule
Effective 7/1/25

Community Development

Board of Adjustment & Appeals			
Appeal (Refundable if decision over-turned)	\$540.00		\$865.00 - Increase fee to an amount more reflective of staff time it takes to prepare for an appeal.
Variance (Commercial)	\$865.00		See note below
Variance (Residential)	\$540.00		Variances take the same amount of time regardless of it's commercial or residential.
Additional Variance/Same Application	\$60.00		\$270.00 - Increase fee to an amount more reflective of staff time it takes to prepare for a variance (half the cost of a full variance)
General Plan Amendment			
Minor	\$1,840.00		
Major	\$2,200.00		
Map Change for Zoning (ZMC)			
Base Fee (Traditional Rezone)	\$1,840.00		\$2,000.00 - recommending just a flat fee be charged vs. by acre if over 5 acres since it's the same amount of staff time regardless of parcel size.
-Each additional acre over 5 acres	\$100/acre up to \$ 25k max		
Rezone to PAD	\$5,000.00		
Each additional acre over 5 20 acres	\$200/acre up to \$25k max		\$100.00 - Decrease per acre rate to \$100.00; unlike rezones, PADs do take more work depending on parcel size since the whole parcel needs a development plan. Increase the additional acres fee to over 20 acres since PADs are automatically required for parcels 20 acres or more.
Land Use Applications			
Administrative Adjustment Permit	\$210.00		
Administrative Adjustment Permit Renewal	\$105.00		
Minor Land Division	\$310.00		
Lot Line Adjustment	\$310.00		
Residential Temporary Use or Dwelling Permit	\$155 / \$55 Renewal		
Commercial Temporary Use or Dwelling Permit	\$215 / \$55 Renewal		
Development Agreement	\$1,000.00		Add + Escrow Deposit - Amount determined by Town Manager based on Project Size - This will allow the Town to charge fees upfront to cover legal and other consultant fees related to the DA
Technical Review Committee Meetings (TRCM)	\$500.00 plus Fire Marshal Review Fee		TRCMs are now taking the place of Development Standard Reviews; recommending flat fee for the meeting and complete review.
Development Standards Review – Commercial/Industrial	\$2,500 plus \$0.10 sq. ft. over 5000 sq. ft. (\$15k max) plus Fire Marshal Review Fee		See note above
Development Standards Review – Multifamily, RV, Lodging	\$2,500 plus \$10/unit, RV space or room (\$15k max) plus Fire Marshal Review Fee		See note above
Zoning Verification (previously Verification Letter)	\$260.00		\$310.00 - Increase fee to mirror a Minor Land Division since it's a similar amount of work
Text Amendment to Planning & Zoning Ordinance (Citizen Initiated)	\$1,840.00		\$2,000.00 - Increase fee to mirror a Zoning Map Change since it's a similar amount of work
Subdivision Plats			
Administrative Conceptual Plan Review (Subdivisions)	No Fee—\$0		Remove from Fee Schedule since there is no charge.
Preliminary Plat (for 10 lots or less)	\$2,165 plus Fire Marshall Review Fee		\$1,151.00 - Decrease since preliminary plats do not require as much of a review as finals (swapping fee amount between preliminary and final)
Each lot over 10 lots	\$13.00		
Preliminary Plat (for 10 lots or less) if with a ZMC Plus Fire Fee—Each lot over 10 lots	\$1,080 plus Fire Marshal Review Fee		Recommending just two fees - one for a preliminary plat and one for a final plat.
	\$13.00		
Final Plat (for 10 lots or less)	\$1,515.00		\$2,165.00 - Increase since final plats require more work than preliminary plats (swapping fee amount between preliminary and final)
Each lot over 10 lots	\$13.00		
Amended Plat (for 10 lots or less)	\$905.00		
Each additional lot over 10 lots	\$13.00		
Time Extensions	\$325.00		\$100.00 - Recommended decreasing this fee since some extensions are needed for reasons outside of the applicants control

Community Facilities District	As determined by the Town Manager
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Community Development (cont'd)

Planned Area Development (PAD)		
Final Site Plan PAD Review	\$1,000 plus Fire Marshal Review Fee	
Major Amendment	50% of Rezone to PAD Fee plus Fire Marshal Review Fee	
Minor Amendment	\$500.00	\$1,000.00 - Increase due to the time it takes to complete a PAD amendment regardless of whether it's major or minor.
Use Permits		
Open Space Uses	\$1,840 plus Fire Marshall Review Fee	
Residential Uses	\$1,840 plus Fire Marshall Review Fee	
Commercial (C1 & C2)	\$1,840 plus Fire Marshall Review Fee	
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,840 plus Fire Marshall Review Fee	
Mobile/Manufactured Home Parks (for 10 spaces or less)	\$1,840 plus Fire Marshall Review Fee	
Each additional space up to 100 spaces	Plus \$20 / space up to 100 spaces	
Each additional space over 100 spaces	Plus \$13 each additional space	
RV Parks	\$1,840 plus Fire Marshall Review Fee	
Cost per space up to 100 spaces	\$17.00	
Each additional space over 100 spaces	\$13.00	
Mining (5 acres or less)	\$1,080.00	
Each additional acre up to 50 acres	Plus \$60 / acre up to 50 acres	
Each additional acre over 50 acres	Plus \$13 / additional acre	
Continuance of Hearing		
Before Advertising (Applicants Request)	\$165.00	
After Advertising (Applicants Request)	\$325.00	
Sign Permits		
Zoning Clearance	\$110.00	
Building Review	\$65.00	
Illuminated	\$80	
	Note: Each Permit Includes up to (2) Signs, plus \$30 for each additional Sign. Includes up to (2) Inspections.	
Flags / Banners	No Fee	
A Frame Sign	No Fee	
Mural	\$55.00	
Miscellaneous		
Abandonments and/or Reversion to Acreage	\$1,840 plus Fire Marshall Review Fee	
Address Change	\$25.00	
Street Name Change (Citizen Initiated)	\$540.00	
Underground Utilities Exemption	\$215.00	
Wireless Communication		
Administrative Review	\$540.00	
Applications requiring Special UP towers less than 99'	\$1,945.00	
Towers 100 to 199'	\$2,270.00	
Towers 200' and above	\$2,920.00	
Zoning Clearance for Building Permits		
Residential single family dwelling (includes Manufactured and Factory-Built/Modular Buildings)	\$190.00	
Residential remodel \ Accessory structure	\$90.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter	

Community Development (cont'd)

Zoning Clearance for Building Permits (Cont'd)		
Commercial Remodel \ Accessory structure	\$110.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter	
New Commercial (includes Factory-Built/Modular Buildings)	\$325.00	
Investigation Fee (Installing accessory structure, sign, fence, outdoor lighting, or other structures requiring zoning clearance or conducting activities requiring a land use permits without an authorized permit)	Equal to the cost of the Zoning Clearance Fee and/or Land Use Fee	
THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED ANNUALLY IN FEBRUARY. THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.		
GRADING PERMIT FEES		
50 Cubic Yards or Less	\$62.00	
51 to 100 Cubic Yards	\$83.00	
101 to 1,000 Cubic Yards	\$105.00	
1,001 to 10,000 Cubic Yards	\$215.00 for the first 1,000 Cubic Yards plus \$16.50 for each additional 1,000 Cubic Yards	
10,001 to 100,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yards plus \$65.00 for each additional 10,000 Cubic Yards	
100,001 Cubic Yards or More	\$990.00 for the first 100,000 Cubic Yards plus \$55.00 for each additional 10,000 Cubic Yards	
BUILDING PERMIT FEES		
Total Valuation		
NOTE: Unless otherwise noted, the fees listed below are utilized to establish Valuation (cost of construction including labor and materials) to be used in calculating permit fees and do not reflect the actual cost of the permit.		
\$1.00 TO \$500.00	\$47.00	
\$501.00 TO \$2,000.00	\$47.00 for the first \$500.00 plus \$4.25 for each additional \$100.00 or fraction thereof	
\$2001.00 to \$25,000.00	\$108.00 for the first \$2,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof	
\$25,001 to \$50,000.00	\$476.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof	
\$50,001.00 to \$100,000.00	\$784.00 for the first \$50,000.00 plus \$9.25 for each additional \$1,000.00 or fraction thereof	
\$100,001.00 to \$500,000.00	\$1,217.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof	
\$500,001.00 to \$1,000,000.00	\$3,997.00 for the first \$500,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof	
\$1,000,001.00 and up	\$6,982.00 for the first \$1,000,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof	

Community Development (cont'd)

Other Building Fees		
Investigation Fee (Building without a permit)	Equal to the cost of the Building Permit Fee and Building Plan Review Fee	
Inspection Outside of Normal Business Hours	\$100.00 Per Hour/1 Hour Minimum*	
Re-Inspection Fee (After 2 failed inspections)	\$80.00 Per Inspection	
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$80.00	
Building Plan Review Fee	65% of Bldg Permit Fee	
Master Building Plan Review Fee (First Floorplan Review)	65% of Bldg Permit Fee	
Master Building Plan Review Fee (Each additional Floorplan Review under same approved plan)	\$180.00	
Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$65.00 / Hour - 1 Hour Minimum*	
Plan Review Fee for Prefabricated Sheds Not Exceeding 500 Square Feet	\$100.00	
Expedited Permit Review Fee	Cost of External Review OR Double the Building Plan Review Fee if Review Completed Internally	Approval of expedited plan review and whether it is done internally or externally is at the Development Services Director discretion.
Outside Plan Review Or Inspection (For Use Of Outside Consultants and/or Fire Marshal Plan Reviews, Inspections, Or Both**)	Actual Cost**	
Building Permit Application Extension Fee (One Time Extension)	\$25.00	
Building Permit Extension Fee (One Time Extension)	\$25.00	
Building Permit Extension Fee With Completed Inspections	\$50.00	We are looking to be able to extend a building permit if the project is having active inspections completed since sometimes, projects run into unexpected delays.
Temporary Issuance Fee (Residential Certificate of Occupancy)	\$300.00	\$300 1st 3-Months, \$300 2nd 3-Month Period, \$600 for Each 3-Month Period Thereafter up to 18 months, w/ Approval of the Building Official.
Temporary Issuance Fee (One Time Commercial Certificate of Occupancy)	\$500.00	\$500 1st 3-Months, \$500 2nd 3-Month Period, \$750 3rd 3-Month Period, \$1,000 4th 3-Month Period, \$1000 a Month Thereafter up to 18 months w/Approval of the Building Official; Double the Initial Temporary Issuance Fee for Moving in Without a Temporary Certificate of Occupancy.
NOTE: *Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.		
Deposits For Building Permit Applications		
Commercial Projects	Equal To Building Plan Review Fees	
	Plus Engineer Plan Review Fees	
	Plus Fire Plan Review Fees	
	Plus Sanitary Plan Review Fees	
	Plus Zoning Clearance Fees	
New Single/Multi-Family Residence	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)	
Residential Projects Less Than \$5,000.00	\$25.00	
Residential Projects \$5,000.01 to \$10,000.00	\$80.00	
Residential Projects \$10,000.01 to \$25,000.00	\$100.00	
Residential Projects \$25,000.01 or More	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)	
NOTE: Deposits are due at the time of submittal and are NON REFUNDABLE.		

Community Development (cont'd)

Refunds		
Building Plan Review Fees (Once Plan Review Has Begun)	No refund	
Project Cancellation/Withdrawal (Before Permit Has Been Issued)	Retain Deposit	
Issued Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$50.00 or 25%, Whichever is greater	
Issued Over The Counter Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$25.00 or 25%, whichever is greater.	
Valuation Data		
Residential		
New Single and Multi-Family Residences, Mobile/Manufactured Homes	(Excludes Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Detached and Attached Accessory Buildings/Structures	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater	
Detached Residential Accessory Buildings/Structures		
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	\$25.00	
Shade/Mare Motel (per sq ft)**	\$30.00	
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$25.00	
Carport (per sq ft)**	\$19.00	
Gazebo/Ramada (per sq ft)**	\$32.00	
Covered Deck Elevated (per sq ft)**	\$30.00	
Open Deck Elevated (per sq ft)**	\$30.00	
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	\$100.00	
Stairs (per sq ft) (regardless of square footage)	\$14.00	
Attached Residential Accessory Buildings/Structures		
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (per sq ft)**	\$25.00	
Carport (per sq ft)**	\$19.00	
Balcony (per sq ft)**	\$25.00	
Covered Patio at Grade Level (per sq ft)**	\$25.00	
Covered Deck Elevated (per sq ft)**	\$30.00	
Open Deck Elevated (per sq ft)**	\$30.00	
Screened Porch Under Existing Roof Cover (per sq ft)**	\$10.00	
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	\$80.00	
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	
Stairs (per sq ft)	\$14.00	
**PLUS ANY UTILITIES INSTALLED		
NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.		

Community Development (cont'd)

Residential Alteration/Remodel Of Existing Structure	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater	
Enclose Exterior Wall Opening (per sq ft)**	\$20.00	
Add or Remove Interior Partition (includes utilities) (per sq ft)	\$30.00	
Install Window or Sliding Glass Door (per sq ft)**	\$12.00	
Install Exterior Siding (per sq ft)**	\$9.00	
Plaster/Stucco Interior/Exterior (no structural changes) (per sq ft)**	\$9.00	
Add Stone or Brick Veneer (no structural changes) (per sq ft)**	\$18.00	
**PLUS ANY UTILITIES INSTALLED		
NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.		
Commercial (New Building)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Accessory Buildings/Structures (New)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Alteration/Remodel of Existing Structure (Tenant Improvements)	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees	
Demolition of Any Existing Structure (Residential or Commercial)		
Up To Two (2) Structures On Same Assessor's Parcel Number	\$90.00	
More Than Two (2) Structures On Same Assessor's Parcel Number	\$90.00 For the First Two (2) Structures plus \$30.00 For Each Structure Thereafter	
Fireplace/Free Standing Stove/Inserts (Other than New Construction)		
Concrete or Masonry	\$415.00 (Includes Plan Review)	
Block/Retaining Wall		
(Measured from bottom of footing to top of wall; Retaining Walls over 4' require engineered plans) (Length x Height = Sq Footage)		
Retaining Wall: (CMU, Concrete, Brick, Manufactured Unit, Rock/Stone, Etc) (per sq ft)	\$20.00	
Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$15.00	
Other Fences or Free-Standing Walls (Note: Fences over 7' are not allowed on all parcels and are subject to the provisions of the currently adopted Planning & Zoning Ordinance.)		
Wood, Chainlink, Wire, Wrought Iron	Valuation Based on Bid Price Provided by a Licensed Contractor or \$10.00 a LF, Whichever is Greater. Plus Applicable Plan Review Fees	
Gabion Walls (per LF)	Valuation Based on Bid Price Provided by a Licensed Contractor or \$19.50 a LF, Whichever is Greater. Plus Applicable Plan Review Fees	
Roof Structure Replacement (includes demo, trusses, rafters, sheeting and roofing material) (utilities not included)	Applicant's Valuation OR \$16.00 a Sq.Ft. Whichever Is Greater	

Community Development (cont'd)

Shell Building	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.		
Swimming Pool/Spas		
In Ground Pool (Includes Utilities)	Applicant's Valuation OR \$60.00 a Sq.Ft. Whichever Is Greater	
In Ground Spa or Whirlpool (Includes Utilities)	Applicant's Valuation OR \$3500.00 Whichever Is Greater	
On/Above Ground Pool (Pre-fabricated, Flat Fee, Utilities Included)	\$90.00	
On/Above Ground Spa (Flat Fee, Utilities Included)	\$90.00	
Above Ground Water Tank (Over 5,000 Gallons)		
Residential	\$105.00 Flat Fee, Plus Fire Fees	
Commercial	\$540.00 Flat Fee, Plus Fire Fees	
UTILITIES/EQUIPMENT		
New Construction or Addition		
Plumbing (per sq. ft)	\$4.50	
Electrical (per sq. ft)	\$3.50	
Mechanical (per sq. ft)	\$3.50	
Single Permit, Plans Required (electric, plumbing, mechanical)	Applicant's Valuation OR Cost Per Sq. Ft. Listed Above Whichever Is Greater	
Residential Over the Counter Permits		
Electrical	\$90.00	
Mechanical	\$90.00	
Plumbing	\$90.00	
Building	\$90.00	
"Combo (Any Combination Of The Above)"	\$90.00 Flat Fee Plus \$30.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)	
Commercial Over the Counter Permits		We are seeking to allow for OTC permits for commercial in addition to residential
Electrical	\$90.00	
Mechanical	\$90.00	
Plumbing	\$90.00	
Building	\$90.00	
Solar Installation, Battery Energy Storage Systems (BESS), Wind Turbines, Generators		
Residential - Up to 15kwh AC/DC	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.	
Commercial - Up to 15kwh AC/DC	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.	
Residential - Over 15kwh AC/DC	Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	
Commercial - Over 15kwh AC/DC	Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	

Community Development (cont'd)

MISCELLANEOUS EQUIPMENT		
Fire Alarm		
Commercial	Applicants valuation or \$3.50 a sq.ft. whichever is greater; \$375 max, plus Fire Marshal Fees.	
Residential	Applicants valuation or \$1.50 a sq.ft. whichever is greater; \$375 max, plus Fire Marshal Fees.	
Kitchen Type I or II Hood System	Applicant's Valuation OR \$6000.00, Whichever Is Greater, Plus Fire Marshal Fees	
Fire Suppression		
Commercial	Applicants valuation or \$1.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.	Add in Maximum \$375.00
Residential	Applicants valuation or \$1.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.	Add in Maximum \$375.00
Commercial/Residential Retrofit	Applicants valuation or \$2.50 a sq. ft., Whichever is greater, plus Fire Marshal Fees.	Add in Maximum \$375.00
Tower New Installation	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees	
Co-Locate Existing Tower		
Up to \$6,000	\$180.00, Plus Applicable Plan Review Fees	
\$6,001 or More	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees	
Mobile / Manufactured Housing Permits		
NOTE: Designated Fees below (*) are established by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801.		
Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$10.00 per every 10 linear feet.	
Residential Manufactured Home Set*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Manufactured Home - Plan Review	\$180.00	
Residential Factory Built/Modular Building*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Factory Built/modular - Plan Review	\$180.00	
Commercial Factory Built/Modular Building*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Commercial Factory Built/Modular Building - Plan Review	\$180.00	
Code Enforcement Fees		
Civil Hearing Fee	\$50.00	
Animal Shelter		
Impound Fee—where any of the following exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$30.00	\$50.00/day - Impound fee should be charged anytime an animal is being held given the cost it takes to support that animal.
Impound Fee—where any of the following don't exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$50.00	Remove - Impound fee should be charged anytime an animal is being held given the cost it takes to support that animal and as such, is combined with the fee above.
Additional Fee per night	\$10.00	
Animal License Fees		
Altered Dog	\$12.00	
Unaltered Dog	\$24.00	
Licensing late fee each month Jan 31 each year	\$5.00	
NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.		

Town of Camp Verde
FY26 Fee Schedule
Effective 7/1/25

Wastewater Fees

Monthly User Fees		
Single family residence, Apartments	As of 1/1/25: \$4.10 per UPC discharge fixture unit As of 1/1/26: \$4.75 per UPC discharge fixture unit	As of 1/1/26: \$4.75 per UPC discharge fixture unit As of 1/1/27: \$4.85 per UPC discharge fixture unit
Commercial	As of 1/1/25: \$6.35 per UPC discharge fixture unit As of 1/1/26: \$7.35 per UPC discharge fixture unit	As of 1/1/26: \$7.35 per UPC discharge fixture unit As of 1/1/27: \$7.50 per UPC discharge fixture unit
All other	As of 1/1/25: \$4.10 per UPC discharge fixture unit As of 1/1/26: \$4.75 per UPC discharge fixture unit	As of 1/1/26: \$4.75 per UPC discharge fixture unit As of 1/1/27: \$4.85 per UPC discharge fixture unit
Residential Connection Fees		<i>NOTE: Town staff will seek a Fee Schedule amendment once the Willdan Financial Review study of sewer capacity fees are completed</i>
Single family residence	\$1,750.00	
Multiple family residence	\$1,750.00 per residential unit	
New Residential Subdivisions	\$1,750.00 per lot	
Commercial Connection Fees		
Hotels, motels, resorts, lodges, hospitals, nursing homes & supervisory care facilities	\$350.00 per room	
(Rooms equipped with kitchen facilities shall be treated as single-family residential units)	\$1,750.00 per room	
Retail	\$.25 per square foot, \$1,750.00 minimum	
Office	\$.50 per square foot, \$1,750.00 minimum	
Restaurant, Bar	\$30.00 per seat	
Warehouse, Manufacturing	\$.25 per square foot, \$1,750.00 minimum	
Inspection Fees		
Single family residence	\$150.00	
After Hours Inspections	\$250.00/hour; 2 hour minimum	Some projects call for after hours inspections of Utilities and we'd like to be able to charge fees for those.
All other	\$150.00 per hour (2 hour minimum)	
Plan Review	\$78.00 per hour (1 hour minimum)	Plan review cost is covered under the new TRCM fee
Other Fees		
Late Fee	\$10.00	
Account Transfer Fee	\$35.00	
Availability Fee	\$50 per month	
Return Check Fee	\$13.00	
Reconnection Fee	\$1,750.00 plus actual costs incurred by Town	
Annexation Fees	Actual cost incurred by Town	
Plan Review Fees	Actual cost incurred by Town	Plan review cost is covered under the new TRCM fee
Septage Fees	\$0.16 per Gallon	\$0.21 per gallon - Mirrors what other jurisdictions charge
Rate for Vac Truck	\$200/hr.	
Hourly Rate for Utilities Staff	\$40/hour per Employee	
Broken Hauler Station Card	Free if broken card returned, otherwise \$25.00	
Lost Hauler Station Card	\$25.00	
Reclaimed Water (per 1,000 gallons) except Town Facilities	\$2.50 (\$0.0025/gallon)	Seeking to make Town facilities (i.e.: the Sports Complex) exempt from this fee
RV Park Waste Disposal Fee	\$100/month	This is the fee we are seeking to charge for any RV park that allows users to dump waste at their sites.
Septic Tank and Vault contents for users within the current District (This vault fee will only apply until the user is connected to the sewer system).	\$0.01 per gallon	

Town of Camp Verde
FY26 Fee Schedule
Effective 7/1/25

Water Fees

Monthly Usage Charge			
5/8" x 3/4" Meter		As of 1/1/25: \$31.95 As of 1/1/26: \$34.85	As of 1/1/26: \$34.85 As of 1/1/27: \$35.90
1" Meter		As of 1/1/25: \$67.30 As of 1/1/26: \$73.35	As of 1/1/26: \$73.35 As of 1/1/27: \$75.55
1 1/2" Meter		As of 1/1/25: \$75.00 As of 1/1/26: \$165.00	As of 1/1/26: \$165.00 As of 1/1/27: \$169.95
2" Meter		As of 1/1/25: \$235.50 As of 1/1/26: \$256.70	As of 1/1/26: \$256.70 As of 1/1/27: \$264.40
3" Meter		As of 1/1/25: \$248.95 As of 1/1/26: \$271.35	As of 1/1/26: \$271.35 As of 1/1/27: \$379.50
4" Meter		As of 1/1/25: \$302.75 As of 1/1/26: \$330.00	As of 1/1/26: \$330.00 As of 1/1/27: \$339.90
6" Meter		As of 1/1/25: \$470.95 As of 1/1/26: \$513.35	As of 1/1/26: \$513.35 As of 1/1/27: \$528.75
8" Meter		As of 1/1/25: \$807.35 As of 1/1/26: \$880.00	As of 1/1/26: \$880.00 As of 1/1/27: \$906.40
Gallonge Charge Per 1000 gallons			
up to 5,000 gallons		As of 1/1/25: \$3.90 As of 1/1/26: \$4.25	As of 1/1/26: \$4.25 As of 1/1/27: \$4.40
5,001 to 10,000 gallons		As of 1/1/25: \$4.65 As of 1/1/26: \$5.05	As of 1/1/26: \$5.05 As of 1/1/27: \$5.20
10,000 to 50,000 gallons		As of 1/1/25: \$6.40 As of 1/1/26: \$7.00	As of 1/1/26: \$7.00 As of 1/1/27: \$7.20
50,001 gallons and above		As of 1/1/25: \$8.10 As of 1/1/26: \$8.85	As of 1/1/26: \$8.85 As of 1/1/27: \$9.10
Service Line and Meter Installation Charges			
5/8" Meter		\$600.00	
1" Meter		\$700.00	
1 1/2" Meter		\$850.00	
2" Meter		\$1,305.00	
3" Meter		Cost	
4" Meter		Cost	
6" Meter		Cost	
8" Meter		Cost	
Service Line and Meter Installation Charges (cont')			
Hydrants (Non-Refundable)		Cost	
Use of hydrants and/or hydrant meters for residential, commercial or construction customers	\$200.00 plus a \$1,500.00 refundable deposit		
Relocation of hydrant meter		\$100.00	
Inspection Fees			
Single family residence		\$150.00	
After Hours Inspections	\$250.00/hour; 2 hour minimum	Some projects call for after hours inspections of Utilities and we'd like to be able to charge fees for those.	
All other	\$150.00 per hour (2 hour minimum)		
Plan Review	-\$78.00 per hour (1 hour minimum)	Plan review cost is covered under the new TRCM fee	

Water Fees (cont'd)

Capacity Fees		
In-Town		
Fire Service Connection	\$10.00	
5/8" Meter	\$4,000.00	
3/4" Meter	\$4,000.00	
1" Meter	\$8,277.00	
1 1/2" Meter	\$15,405.00	
2" Meter	\$23,958.00	
2 1/2" Meter	\$36,788.00	
3" Meter	\$46,767.00	
4" Meter	\$72,427.00	
6" Meter	\$143,706.00	
8" or Greater (Compound, Class I)	\$229,240.00	
8" or Greater (Turbine, Class I)	\$400,308.00	
Out-of-Town		
All above meter sizes	150% of In-Town Capacity Fees	
Service Charges		
Establishment	\$50.00	
Establishment - After Hours	\$75.00	
Reconnection Fee	\$50.00	
Reconnection (After Hours)	\$75.00	
NSF Check	\$13.00	
Meter Reread (Waived if original incorrect)	\$40.00	
On-site Meter Test (Waived if faulty)	\$100.00	
Pull & Send Meter Testing (Waived if faulty)	Cost of Testing	
Reestablishment (within 12 months)	Minimum Tariff of non- usage months	
Deferred Payment (per month)	1000.00%	
Late Payment Penalty (per month)	1000.00%	
Moving Customer Meter (At customers request)	Cost	
Service Call (changed from "Temporary Turn Off")	\$50.00	
Service Call (After Hours) (changed from "Temporary Turn Off (After Hours)"	\$75.00	
Hourly Rate for Utilities staff Work	\$40/hr. per employee	
Civil Penalties - Unauthorized Turn-on / Turn-off / Tampering	\$100.00 per offense plus any part damages	

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Town Council

Agenda Information Memorandum

Meeting Date: March 25, 2026

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 of the Town's Notice of Intent for a proposed increase to the transient lodging transaction privilege tax from three percent (3%) to eight percent (8%).

Attached Documents:

- Notice of Intent
- Schedule of Proposed Tax Increase & Supporting Report
- Draft Ordinance 2026-A513
- League of Arizona Cities and Town's Hotel Tax Summary Report

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 15 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

At the April 23, 2025 Town Council meeting, staff reviewed with Council how the Town could increase the Transient Lodging Transaction Privilege Tax, commonly referred to as a hotel/motel or bed tax. Under A.R.S. § 9-500.06, municipalities may increase this tax through adoption of an ordinance by the governing body, and the increase does not require voter approval unless required by a municipality's charter or local code. The Town of Camp Verde does not have such a requirement.

At the May 14, 2025 Town Council meeting, the Council agreed to pursue an increase to the Town's bed tax from 3% to 8%. Because the tax increase requires specific statutory noticing requirements prior to adoption, which could not occur prior to the adoption of the FY26 tentative budget, it was determined that it would be most appropriate to pursue the increase as part of the FY27 budget process.

A draft ordinance has since been prepared by the Town Attorney for Council's consideration should the Council wish to move forward with the proposed increase. It is important to note that this Ordinance will not be voted on until after the 60-day Notice of Intent period.

CURRENT TAX STRUCTURE



Town Council

Agenda Information Memorandum

The current tax structure for short-term lodging in Camp Verde is as follows:

- **State Transaction Privilege Tax:** 5.5%
- **Yavapai County Tax:** 0.825%
- **Town General TPT:** 3.65%
- **Town Additional Hotel/Motel Tax:** 3.00%

These rates result in a combined lodging tax rate of approximately 12.975% for short-term lodging in Camp Verde. With a 5.0% increase, the new combined lodging tax rate would be 17.975%

USE OF BED TAX REVENUE

Under A.R.S. § 9-500.06, Arizona law places certain requirements on how revenue from a municipal lodging tax may be used. However, the statute includes an exemption threshold related to the portion of the tax that exceeds the municipality's general transaction privilege tax rate.

Currently, the Town's general transaction privilege tax rate is 3.65%. Under Arizona law, the first two percentage (2%) points above the general tax rate are exempt from the tourism expenditure requirement. This means that the exemption applies to the first 5.65% of the lodging tax rate (3.65% + 2.00%). Only the portion of the lodging tax that exceeds 5.65% is subject to the statutory requirement that revenues be used for tourism promotion and tourism-related attraction development. Therefore, if the Town were to increase the lodging tax to 8%, only 2.35% of the total rate would be subject to the tourism expenditure requirement, while the remaining 5.65% would not be subject to those statutory restrictions.

For the portion of revenues that fall under the statutory requirement, permitted uses include:

- Direct expenditures by the Town to promote tourism, such as sporting events, festivals, or cultural exhibits
- Contracts between the Town and nonprofit organizations or associations for tourism promotion
- Development, improvement, or operation of tourism-related attractions or facilities
- Planning and promotion of tourism-related attractions and facilities

These provisions are intended to ensure that the portion of lodging tax revenues exceeding the statutory exemption supports initiatives that attract visitors, strengthen the tourism economy, and enhance community amenities.

STATUTORY NOTICE REQUIREMENTS

Prior to adopting a tax increase, the Town must comply with the noticing requirements outlined in A.R.S. § 9-499.15. This statute requires the Town to prepare a schedule of the proposed tax increase that identifies the amount of the increase and includes a written report or supporting data that justifies the change. A copy of this report must be filed with the Town Clerk.

In addition, at least 60 days prior to the Council meeting at which the tax increase will be considered, the Town must post a Notice of Intent to Increase Taxes on the homepage of the Town's website. Town staff



Town Council Agenda Information Memorandum

are recommending the Notice of Intent for the lodging tax be posted at the same time as the Notice of Intent to increase rate, fees, or service charges for FY27.

Question(s) before the Council:

- Does the Town Council have any questions, concerns or amendments to the recommended bed tax increase?

Proposed Motions:

I move to **APPROVE** the Town's Notice of Intent for a proposed increase to the transient lodging transaction privilege tax from three-percent (3%) to eight-percent (8%).

OR

I move to **APPROVE** the Town's Notice of Intent for a proposed increase to the transient lodging transaction privilege tax from three-percent (3%) to **[new percentage rate]**.

OR

I move to **DENY** the Town's Notice of Intent for a proposed increase to the transient lodging transaction privilege tax.

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**TOWN OF CAMP VERDE
NOTICE OF INTENT – PROPOSED INCREASE
IN THE TRANSIENT LODGING TRANSACTION PRIVILEGE TAX
FROM THREE PERCENT (3.00%) TO EIGHT PERCENT (8.00%)**

Pursuant to A.R.S. § 9-499.15 and A.R.S. § 9-511.01, the Town of Camp Verde provides Notice of Intent to increase tax rates.

This Notice of Intent is scheduled to be heard by the Town Council at its meeting on March 25, 2026 at 5:00 p.m. The Town Council will also hold a public hearing at least sixty days after adoption of the notice of intent on May 27, 2026, at 5:00 p.m., in which the public may comment on the proposed transient lodging transaction privilege tax increase. The Camp Verde Town Council will consider adoption of the new tax rate by ordinance after the public hearing on May 27, 2026.

All meetings will be held at 473 S. Main Street, Suite 106, Camp Verde, Arizona.

A copy of this Notice of Intent will be posted on the Town's website with a copy of the schedule for proposed increase and supporting documentation at least sixty days prior to the public hearing.

IF APPROVED BY COUNCIL, THE TAX RATE WILL BECOME EFFECTIVE ON JULY 1ST, 2026.

A copy of the schedule for proposed increase and supporting documentation may be reviewed at the office of the Town Clerk of the Town of Camp Verde, at 473 S. Main St. during normal office hours, Monday through Thursday, 7:00 a.m. – 5:00 p.m.

Persons wishing to comment on the proposed changes may do so, in writing, prior to the meeting listed above or may testify in person at the May 27, 2026 meeting.

Dated this 25th day of March, 2026.

TOWN OF CAMP VERDE

Leah Rhodes, Town Clerk

DATE POSTED ON TOWN WEBSITE: _____, 2026.

PUBLISHED ON _____ 2026 at _____ NOT
LESS THAN THIRTY DAYS BEFORE THE PUBLIC HEARING DATE

SCHEDULE OF PROPOSED TAX INCREASE

Current Tax Rate: 3.00% Transient Lodging Transaction Privilege Tax

Proposed Tax Rate: 8.00% Transient Lodging Transaction Privilege Tax

Proposed Increase: 5.00 percentage points

Tax Category Affected: Transient lodging accommodations including hotels, motels, short term lodging, and similar overnight accommodations of 30 days or less.

Current Combined Lodging Tax Rate in Camp Verde

Taxing Authority	Rate
State of Arizona TPT	5.60%
Yavapai County	0.75%
Town of Camp Verde General TPT	3.65%
Town of Camp Verde Additional Hotel/Motel Tax	3.00%
Total Combined Lodging Tax Rate	13.00%

Proposed Combined Lodging Tax Rate (If Adopted)

Taxing Authority	Rate
State of Arizona TPT	5.60%
Yavapai County	0.75%
Town of Camp Verde General TPT	3.65%
Town of Camp Verde Additional Hotel/Motel Tax	8.00%
Total Combined Lodging Tax Rate	18.00%

Proposed Effective Date: If adopted by the Town Council, the proposed increase to will become effective July 1, 2026.

SUPPORTING REPORT

Purpose of the Proposed Increase

The Town of Camp Verde is considering increasing the transient lodging transaction privilege tax from 3% to 8% to provide additional funding for tourism promotion and tourism-related attractions that support the local economy and enhance the visitor experience in Camp Verde.

Tourism plays an important role in the local economy by supporting small businesses, restaurants, wineries, outdoor recreation providers, and community events. Visitors also generate sales tax revenue that helps fund public services and infrastructure that benefit both residents and visitors.

Increasing the bed tax allows the Town to expand investments in tourism-related initiatives without increasing the tax burden on local residents.

Legal Authority

Under A.R.S. § 9-500.23, municipalities are authorized to impose and increase an additional transaction privilege tax on transient lodging. The statute allows the tax to be increased through adoption of an ordinance by the Town Council, and voter approval is not required unless mandated by a municipal charter or local code. The Town of Camp Verde does not have such a requirement.

Economic and Community Context

Camp Verde's economy benefits from tourism related to:

- Outdoor recreation
- Historic and cultural attractions including Fort Verde State Historic Park
- Regional events and festivals
- Local wineries, breweries, and restaurants
- Access to nearby destinations in Northern Arizona

Visitors contribute to local economic activity by supporting local businesses and generating tax revenue that helps fund infrastructure, parks, recreation facilities, and public safety services.

As Camp Verde continues to grow as a destination community in Northern Arizona, additional tourism investment can help the Town:

- Strengthen its regional tourism presence
- Support local businesses and hospitality industry jobs
- Develop and enhance visitor attractions
- Expand community events and cultural programming

Fiscal Considerations

Revenue generated from the transient lodging transaction privilege tax fluctuates based on tourism activity and lodging demand. Increasing the bed tax would allow the Town to generate additional funding to support activities such as tourism promotion and visitor-serving infrastructure.

These revenues may support initiatives such as:

- Tourism marketing and branding
- Community events and festivals
- Tourism infrastructure improvements
- Recreation and cultural attractions
- Partnerships with tourism organizations



ORDINANCE NO. 2026-A513

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, INCREASING THE RATE OF TAXATION IN CHAPTER 8 – TRANSACTION PRIVILEGE TAX, ARTICLE 8-1 – ADOPTION OF TAX CODE, RELATING TO AN INCREASE IN THE TRANSIENT LODGING TRANSACTION PRIVILEGE TAX LEVIED BY THE TOWN OF CAMP VERDE FROM THREE PERCENT (3.00%) TO EIGHT PERCENT (8.00%); AMENDING THE TOWN TAX CODE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AS FOLLOWS:

Section 1. General. The tax rate in the following section of the Town tax code is increased from three percent (3.00%) to eight percent (8.00%):

Section 8-447 Rental, leasing, and licensing for use of real property:
 additional tax upon transient lodging.

Section 2. Providing for Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference are hereby repealed.

Section 3. Providing for Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the Code adopted herein by reference is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. Providing for Penalties. Unless otherwise provided, any person found guilty of violating any provisions of this Ordinance shall be guilty of a Class 2 misdemeanor, and upon conviction thereof shall be punished as provided by law. Each day that a violation continues shall be a separate offense punishable as herein described.

Section 5. The tax imposed pursuant to Section 1 of this Ordinance shall not apply to contracts entered into prior to the effective date of this Ordinance.

Section 6. Effective Date. The provisions of this ordinance shall become effective on _____, 2026.

PASSED, ADOPTED AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS THIS ____ DAY OF _____, 2026.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

I, LEAH RHODES, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE ON THE ____ DAY OF _____, 2026, WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____, 2026.

Leah Rhodes, Town Clerk

Town of Camp Verde, Arizona

Summary of Hotel Tax Options

Public Policy Challenge:	Can a portion of the Town's local "Bed Tax" (the combined Hotel and Additional Tax on Transient Lodging tax classifications) be utilized to help facilitate a capital project?
Revenue / Financing Options:	In Process.

Town of Camp Verde Current TPT: Hotels and Transient Lodging classifications; Maximum Allowable Rates

Local Retail TPT Rate	Hotels TPT Rate (Sec. 444) (Applies to Hotels and Short-term Rentals, any booking length)	Maximum Allowable Hotels TPT Rate <i>Up to 2% above Retail TPT = General Fund revenues. >2% = Dedicated to Tourism</i>	Add'l Tax Upon Transient Lodging (Sec. 447) (Applies to Hotels and Short-term Rentals, Less Than 30 days)	Maximum Allowable Transient Lodging Rate <i>Up to 2% above Retail TPT = General Fund revenues. >2% = Dedicated to Tourism</i>
3.65%	3.65% ~ \$310 k (FY2024)	5.65% ~ \$480 k (estimated)	3.00% ~ \$249 k (FY2024)	5.65% ~ \$469 k (estimated)

Camp Verde collected ~\$310,000 during FY2024 in local TPT from Sec. 444, Hotels classification, based on a tax rate of 3.65%. Increasing the tax rate by 2.00% to the maximum unrestricted tax rate of 5.65% would have resulted in approximately **\$170,000** of additional annual General Fund revenue.

Camp Verde collected ~\$249,000 during FY2024 in local TPT from Sec. 447, Additional Tax Upon Transient Lodging classification, based on a tax rate of 3.00%. Increasing the tax rate by 2.65% to the maximum unrestricted tax rate of 5.65% would have resulted in approximately **\$220,000** of additional annual General Fund revenue.

Increasing both tax classifications to their maximum unrestricted rate would make the **total TPT rate 11.30%** on transient lodging stays less than 30 days (hotels and STRs like AirBnB) and generate **~\$390,000** in additional annual revenue.

1. Hotel and Transient Lodging taxes (Bed taxes) are generally the least sensitive tax for citizens. They are typically paid by tourists, rarely considered when booking a room, and are a straight passthrough for the Hotel/STR operator.

2. Can such funds be used to pay debt service on the bonds issued to finance a capital project?

Yes. Any revenue from these tax classifications up to 2% more than the Retail TPT rate can go to the General Fund and can be spent for any municipal purpose.

3. Public Hearing is always required to increase these taxes.

a. Must prominently post notice on the City website at least 60 days prior to the Council action. Example: "The council may consider changes to the TPT rates related to the Hotels and Additional Tax Upon Transient Lodging tax classifications not less than 60 days from the date of this notice."

b. The effective date for the rate change MUST be on the 1st day of the month at least 60 days after the Council vote. The League strongly recommends setting any effective dates at the start of a calendar quarter (Jan, Apr, Jul, Sep), and preferably at the start of the calendar or fiscal year (January or July).

c. Example: Post notice on 10/15/2025; 60 days later is 12/15/2025 – the Council can vote on the rate increase any day AFTER this date. Assume the vote occurs during January: the effective date MUST be on the 1st of the month that is at least 60 days after the Council approval, i.e., not earlier than April 1, 2026.

4. Most cities and towns can increase their sales and use tax rates by a simple majority vote of the Council. Many Charter cities have provisions that require an election, and some of the non-Charter cities have a Council policy of taking any tax rate increase to a vote of the people. Elections to raise TPT rates are only allowed to occur during even years.