



# Land Use Application Form

**1. Application is made for:**

- |   |                              |                               |
|---|------------------------------|-------------------------------|
| Zoning Map Change                         | Use Permit                   | Temporary Use Permit          |
| Conceptual Plan Review                    | Preliminary Plat             | <b>Final Plat</b>             |
| PAD Zoning                                | Variance                     | General Plan Amendment        |
| Street Abandonment                        | Minor Land Division          | Wireless Tower                |
| Appeal                                    | Verif. of Non-Conforming Use | Zoning Verif. / Admin. Review |
| Development Standards Review (Commercial) |                              |                               |
| Other: _____                              |                              | <b>Fees:</b>                  |

**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.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_ **AND**

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: \_\_\_\_\_

**TOWN OF CAMP VERDE  
COMMUNITY DEVELOPMENT DEPARTMENT  
FINAL PLAT CHECKLIST**

**A copy of this checklist with appropriate items marked is to be returned  
with the completed application & fee.**

**Fee: Current fee schedule**

SUBDIVISION NAME \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ENGINEER \_\_\_\_\_ PHONE NO. \_\_\_\_\_

\_\_\_\_ 1. Has a preliminary plat been approved for this subdivision?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date of preliminary plat approval \_\_\_\_\_

(Note: Preliminary plat approval is valid for 2 years from the date of approval if no extension of approval is granted.) *(This item may be completed by the Community Development Dept.)*

\_\_\_\_ 2. Are there any deviations between final plat and approved preliminary plat?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Describe deviations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 3. Zoning Ordinance Compliance: *(These items to be completed by the Community Development Department).*

- \_\_\_\_\_ Proposed use is in compliance with existing zoning.
- \_\_\_\_\_ All lot sizes and dimensions meet minimum zoning requirements.
- \_\_\_\_\_ Or, compliant with approved PAD.
- \_\_\_\_\_ Conformance with General Plan.

\_\_\_\_ 4. **INITIAL REVIEW**

**Required Application Materials:**

*(All items are required before first Final Plat review will start)*

- \_\_\_\_\_ (5) full size copies of the final plat FOLDED.
- \_\_\_\_\_ Completed application including: Application form, narrative, and legal description.
- \_\_\_\_\_ (1) copy of CC&Rs.
- \_\_\_\_\_ For private roadways – include provisions for perpetual roadway maintenance.

- \_\_\_\_\_ Total area of subdivision and area of each lot shown on Final Plat.
- \_\_\_\_\_ (5) sets of construction improvement plans.
- \_\_\_\_\_ (5) sets of plans for all off-site improvements to be constructed.
- \_\_\_\_\_ Letter from the Arizona Department of Water Resources, or the servicing water company, stating adequacy of the 100 year water supply for the subdivision.
- \_\_\_\_\_ (1) Cost estimate for constructing on & off-site improvements signed/sealed by AZ registered professional engineer. A revised original of the Engineer's Cost Estimate will be required with Final submittal for review prior to Town Council approval of the Final Plat.
- \_\_\_\_\_ Mathematical calculations of each boundary, lot and tract closure from licensed surveyor – bound and cover stamped & sealed by an Arizona registered land surveyor. This will be submitted with the Final submittal & prior to Town Council approval of the Final Plat.
- \_\_\_\_\_ A final or Phase 3 Drainage Report (3 copies).
- \_\_\_\_\_ All street names for the subdivision are to be approved by the Community Development Department, prior to plat recordation.

\_\_\_\_\_ 5. **Plat Method and Medium of Presentation**

- \_\_\_\_\_ 24" x 36" dimension for all drawings
- \_\_\_\_\_ 2" left margin
- \_\_\_\_\_ Scale not to exceed 200' to the inch

\_\_\_\_\_ 6. **Final Plat Contents:**

- \_\_\_\_\_ Title including: Subdivision name at top of sheet, general description of subdivision by reference to governmental subdivisions, section, township and range, parcel number(s) being subdivided or by previously recorded plat(s), beneath title.
- \_\_\_\_\_ Small scale vicinity map
- \_\_\_\_\_ Location and description of section or quarter corner, either found or set, ties to such corners, all dimensions, angles, bearings, basis of bearing referred.
- \_\_\_\_\_ Boundaries fully balanced and closed.
- \_\_\_\_\_ Subdivision corners noted, monuments found or set indicated and described.
- \_\_\_\_\_ Two corners of subdivision tied by bearing & distance to separate section corners, quarter corners or subdivision monuments.
- \_\_\_\_\_ Corner monuments statement on plat explaining when the monuments for lot corners, street centerline & intersections will be set. If corner monuments are to be set after the Final Plat is recorded then, include the cost for setting all monuments in the Engineer's Cost estimate for the subdivision and will be a part of the subdivision assurances.
- \_\_\_\_\_ Scale, north arrow, legend specifying type of monument used, date of plat preparation, sheet number and number of sheets comprising the plat.
- \_\_\_\_\_ Tract boundary lines, lot and parcel lines, easement lines and use and section lines, all with bearings and dimensions expressed in feet and decimals to the hundredth.
- \_\_\_\_\_ Boundary of subdivision indicated by heavy line.
- \_\_\_\_\_ Lots numbered consecutively throughout the plat as per approved preliminary plat and blocks numbered or lettered (all "tracts and uses" and "parcels" designated, lettered, or named).

- \_\_\_\_\_ Names, right-of-way lines, center lines, courses, lengths and widths of all streets (public or private), alleys and crosswalks with appropriate data for points of tangency, radii, central angles, etc.
- \_\_\_\_\_ Any excepted parcels within or surrounded by the plat boundaries, described by bearings and distances and noted as “not a part of the subdivision.”
- \_\_\_\_\_ Parcels dedicated or reserved for parks, school sites, retention areas or other public use identified.
- \_\_\_\_\_ Location of all drainage ways (dedication or maintenance if applicable)
- \_\_\_\_\_ Minimum building setback from lot lines as approved on the preliminary plat for a PAD that differ from typical residential zoning district setbacks.
- \_\_\_\_\_ Location of all adjoining subdivisions with name, book and page number noted or notation “unsubdivided” or “unrecorded” if appropriate.
- \_\_\_\_\_ All existing private easements within on or over plat indicated, dimensioned and noted as to use to include historic irrigation ditches with access easement.
- \_\_\_\_\_ Limits of the 100-year floodplain identified together with base flood elevation illustrated on final plat and final floor elevation for individual lots if required by flood.
- \_\_\_\_\_ Regulatory minimum finished floor elevations for each lot that is impacted by the floodplain.
- \_\_\_\_\_ Note on the plat indicating that “Floodplain limits, base flood elevations and regulatory elevations may be revised by subsequent studies approved by the Yavapai County Flood Control District.” (if applicable).
- \_\_\_\_\_ Note for types of construction allowed within a public utility easement.
- \_\_\_\_\_ Notation on Final Plat reporting book & pages for CC&R’s or Development Agreements associated with the subdivision.
- \_\_\_\_\_ The following notes shall be on all Final Plats:

***“Natural ground conditions may convey flows through individual lots, caution should be exercised in selecting a building site. Property owners may wish to contact the Yavapai County Flood Control District for additional direction”.***

***“Easements are hereby granted to the Town of Camp Verde and the property owner(s)/home owners is (are) [or The Home Owners Association is] responsible for maintaining the drainage easement as it was intended by the approved plat and engineering plans. Drainage facilities and drainage easements conforming to natural or man made watercourses and shall not be altered or moved by the property owner(s) from the location existing at the time of approval of this plat unless approved by the Town of Camp Verde.”***

***These natural or man-made watercourses will require periodic maintenance to convey on-site or off-site discharges. Periodic maintenance will consist of the removal of sediment, vegetative material or other buildup that has caused the watercourse not to function as it was originally intended since the original approval of this plat.”***

***“ If the drainage easements are not adequately maintained by the property owner(s) the Town of Camp Verde shall not be responsible or liable for any damages, however, it***

*has the authority to come onto the site and maintain the drainage easements. If the Town has to maintain the easement in the interest of health, safety, and the general welfare, the responsible property owner(s) [or Home Owners Association] will be billed. Should court action be necessary to collect these bills the property owner(s) shall be responsible for attorney's fees and costs."*

\_\_\_\_7.       **Certification and Dedication Statements: (On Final Plat)**  
*(See the Town of Camp Verde Subdivision Regulations)*

- \_\_\_\_ Dedication statement dedicating (all streets, alleys, crosswalks, pedestrian ways and other easements for public or private use by person(s) holding title in the subdivision with a witness signature block for the development owner or officer of the Corporation.
- \_\_\_\_ Dedication statement of all drainage easements related to the type of drainage facility and method of maintenance by person(s) holding title in the subdivision and describing each tract and its uses.
- \_\_\_\_ Acknowledgement of dedication by notary.
- \_\_\_\_ Certification signed and acknowledged by all parties having record title interest consenting to the preparation and recordation of plat.
- \_\_\_\_ Certification for execution by land surveyor of record, titled "Certificate of Land Surveyor".
- \_\_\_\_ Engineer's information – name & registration number of registered professional civil engineer(s) who prepared Preliminary Plat.
- \_\_\_\_ Certificate for signature by Town Engineer and Community Development Director.
- \_\_\_\_ Certificate to be signed by Town Clerk.
- \_\_\_\_ Certificate of assured water supply.
- \_\_\_\_ Certificate of type of Assurance for infrastructure construction to allow for recordation of plat. There are 4 types of assurances that are preferred by the Town Council. 1. Construction of all improvements prior to the Final Plat recordation. 2. Performance Bonds, 3. Trust agreement, 4. Unconditional Guarantee from a local Bank of federally insured savings and loan association or from other financial institutions as approved by the Town of Camp Verde.

\_\_\_\_8.       **Street location, arrangement and design in compliance with Sec. 603.00**

\_\_\_\_9.       **All utilities underground in streets or private access ways.**

\_\_\_\_10.       **Engineering plans for subdivision and off site improvements submitted by a registered civil engineer.**

\_\_\_\_11.       **Letters of serviceability from service agencies & noted on plat**

- \_\_\_\_ Arizona Public Service (APS)      \_\_\_\_ Waste Management
- \_\_\_\_ CenturyLink (phone)
- \_\_\_\_ Water
- \_\_\_\_ Sewer
- \_\_\_\_ Cable TV
- \_\_\_\_ Gas

\_\_\_\_\_ 12. **FINAL REVIEW**

- \_\_\_\_\_ A digital format of the REVISED Final Plat is to be provided with the final submittal prior to Town Council approval of the Final Plat.
- \_\_\_\_\_ (2) copies of current title report (within 30 days of submittal) or policy of title insurance showing record of owners, liens, encumbrances and legal access.
- \_\_\_\_\_ (2) Mylars and 1 hard copy of Final Plat for addressing to be scaled at 1" = 300' submitted with the final review and prior to the Town Council approval of the Final Plat.
- \_\_\_\_\_ (1) 8 ½ x 11 reduction of Final Plat
- \_\_\_\_\_ Additional copies of revised Improvement Plans and the Final Plat will be required with the final submittal to the Community Development Department, as determined at time of final plat submittal.

\*When a Final Plat, construction plans, and all required supporting documents have been revised and are acceptable to the Town Engineer and the Community Development Director, the Community Development Department shall request the submittal of (2) reproducible Mylar sets of the Final Plat, completely executed and sealed by the Surveyor preparing the Plat and any and all other parties required to execute the dedication statements (including required notarization). The Final Plat shall then be transmitted to the Town Clerk for action by the Town Council. The Community Development Department will notify the applicant of the date and time that the Town Council will consider action on the Final Plat. Once the Final Plat has been approved by Town Council, the Town Engineer and the Community Development Director, once finding all to be in order, shall sign the Final Plat in their designated areas. The signed Mylars will be returned to the applicant or their designee for recordation. One of the recorded Mylars shall be returned to the Community Development Department for the Town's records.

**Additional Processing:**

Prior to issuing any building permits:

A Development Standards Review will be required for ALL commercial and multi-family projects.

A Final Site Plan approval is required for PADs. This application can be processed at the same Town Council meeting as the Final Plat application; separate fees will apply.

**Items below this line are to be completed by the Community Development Department**

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**Plans**

**Approved by Town, and Approval Date**

Street Improvements      Yes \_\_\_\_\_ No \_\_\_\_\_      Date \_\_\_\_\_  
 Water System              Yes \_\_\_\_\_ No \_\_\_\_\_      Date \_\_\_\_\_  
 Sewage System            Yes \_\_\_\_\_ No \_\_\_\_\_      Date \_\_\_\_\_  
 Grading                      Yes \_\_\_\_\_ No \_\_\_\_\_      Date \_\_\_\_\_  
 Drainage                      Yes \_\_\_\_\_ No \_\_\_\_\_      Date \_\_\_\_\_

Town Council Action \_\_\_\_\_

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Plat Signed by Mayor, Engineer, Community Development Director and Clerk:

Yes \_\_\_\_\_ No \_\_\_\_\_      Date: \_\_\_\_\_

Plat Recorded: \_\_\_\_\_

Returned to Community Development: \_\_\_\_\_

<b>Agency</b>	<b>Number of Sets</b>
Community Development Dept. and Public Works	Final Plat, Sewer Plans, Water Plans, Street Improvement Plans, Grading Plans
Camp Verde Sanitary District	Sewer Plans
Camp Verde Water Co.	Water Plans
Copper Canyon Fire Department	Final Plat, Water Plans, Street Improvement Plans