



Temporary Use Permit Application Checklist

<u>Staff Use Only</u>	
Application Number:	_____
Received By:	_____
Date:	_____
Fees Paid:	_____
Complete:	Y N

Required Items		
<i>Complete sets of these documents are required at the time of application.</i>		
		<u>Staff Use only</u>
1.	Pre-Application meeting with Staff Date: _____	Y N
2.	Application fee, per the current fee code	Y N
3.	Completed <i>Land Use Application</i>	Y N
4.	Letter of Intent (See attached sample) -Describe the purpose for the use, on-site parking, and hours of operation -Describe the proposed limited duration for the proposed structure(s) and uses. If seasonal, list the months of use. (Seasonal agricultural sales stands do not require a fee).	Y N
5.	Completed <i>Permission to Enter Property</i> statement, signed by the property owner.	Y N
6.	<u>Site Plan</u> (8½" x 11", or as approved -- 2 paper copies and 1 PDF version) -Location of any proposed structures, such as, but not limited to, tents, construction or sales-related offices, model homes, booths or sales stands. -If a permit for a Temporary Dwelling Unit, show existing buildings and proposed location of the temporary unit. -Show all proposed utility lines and their service connection points. If portable toilets are to used, please note their location on the site plan.	Y N
<p>Relocation of any structures as approved under a Temporary Use Permit will require prior approval by the Community Development Director or designee.</p> <p>The use may have specific conditions outlined, based on the Community Development Director's review, to mitigate potential impacts to the surrounding properties.</p> <p>Violations of the terms and conditions of the Temporary Use Permit approval constitutes grounds for its immediate revocation.</p> <p>This Temporary Use Permit is not a Temporary Building Permit. The Building Official and Fire Marshal will determine if a Temporary Building Permit is required.</p> <p>This Temporary Use Permit will remain valid for a period of one year from the date of approval, or as determined by the Community Development Director.</p>		



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: _____

SAMPLE LETTER OF INTENT/NEIGHBORHOOD MEETING LETTER

[date]

To Whom It May Concern:

We are proposing to process an application to change the zoning from (current zoning) to (proposed zoning).

In July of this year, we purchased a property approximately twenty-two (22) acres in size in the vicinity of the community of Black Canyon City adjacent to the Old Black Canyon Highway. The parcel number(s) for this property (or project) is(are) [parcel number(s)]. The property is currently vacant and is surrounded on three (3) sides by State Trust Land and residential properties. We are proposing to develop this property for the purposes of constructing and operating a twenty (20) space RV Park.

The business will operate year-round, seven (7) days per week. RV spaces will be rented, not sold, on both a short term and long term basis with some spaces for overnight camping. There will also be a manufactured home placed on-site for the caretaker's/manager's residence. There will only be three (3) employees for the operation of the park, including the following: a manager/caretaker, a part-time office employee for evenings/weekends, and a maintenance person. The registration office will be located in a 20'x40' site-built structure and will be open from 7:00 A.M. to 10:00 P.M. The office building will also contain a small convenience store. The store will sell small items such as chips, soda, batteries, aspirin, beer and wine. We have submitted an application for a class 10 liquor license to sell packaged beer and wine for the residents and/or patrons of the park, as well as the general public.

We are proposing to install a self contained package water treatment facility, which we have already discussed with the Yavapai County Environmental Services Unit and ADEQ. The property will be heavily landscaped, as indicated on our site plan, with a variety of trees and bushes and will be watered with the treated effluent from the package treatment facility.

The neighborhood meeting for this proposal will be held at [address] on [date] at [time].

Feel free to submit written comments to me and/or attend the meeting in person to discuss the project.

Sincerely,

[name]

[mailing address]

[phone number]



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)

Affidavit

I, _____, owner/agent of parcel _____ have notified the neighbors within 300' of above property, by sending letters on _____ to notify them of the neighborhood meeting that I conducted on the _____ day of _____ 20_____.

I posted my property with meeting the date, time, and place, on the _____ day of _____ 20_____, and taken a photograph of such posting.

I, _____, owner/agent of parcel _____ will provide a summary of neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde with the associated application submittal, attesting to the issues and concerns discussed at the above neighborhood meeting.

Summary

Statement: _____

If Summary statement is too long, attach a copy.

State of Arizona }

County of Yavapai }

Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20_____.

Signature of Notary

When Recorded Return To:
Town of Camp Verde
473 S. Main St
Camp Verde, Arizona 86322

**AGREEMENT
TO WAIVE CLAIM FOR DIMINUTION IN VALUE
REGARDING ACTION
PROPOSED BY TOWN OR REQUESTED BY PROPERTY OWNER**

This Agreement to Waive Claim for Diminution in Value Regarding Action Proposed by Town or Requested by Property Owner (“Agreement”) made as of this _____ day of _____, 20____, by and between the Town of Camp Verde, a municipal corporation of Arizona (“Town”) and:

_____, (“Owner(s)”);

WITNESSETH:

WHEREAS, on December 4, 2006, the Governor of Arizona signed into law the Private Property Rights Protection Act (Proposition 207) approved by the voters on November 7, 2006; and

WHEREAS, Proposition 207 added a new Article 2.1 to Chapter 8, Title 12 of the Arizona Revised Statutes (comprising §§12-1131 through 12-1138) dealing with eminent domain and regulatory takings; and

WHEREAS, ARS §12-1134 permits an owner of private real property to seek just compensation from the state or a political subdivision thereof that enacts or applies a land use law which (subject to certain exceptions) reduces existing rights to use, divide, sell or possess said property and thereby reduces the fair market value of the property; and

WHEREAS, “land use law” includes any statute, rule, ordinance, resolution, or law enacted by the state or political subdivision that regulates the use or division of land or any interest in land; and

WHEREAS, ARS §12-1134(I) recognizes that the state or political subdivisions may reach agreements with private property owners to waive claims for diminution in value resulting from land use law actions proposed by the state or political subdivision or requested by the property owners; and

SECTION SEVEN. The parties agree that this Agreement may be filed in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

SECTION EIGHT. This Agreement runs with the land and is binding upon all present and future owners of the Property.

SECTION NINE. This Agreement is subject to the cancellation provisions of ARS §38-511.

SECTION TEN. The Owner(s) warrant(s) and represent(s) that the Owner(s) is/are the owner(s) of fee title to the Property, and that no other person(s) has/have any ownership interest(s) in the Property. The person(s) who sign(s) on behalf of the Owner(s) personally warrant(s) and guarantee(s) to the Town that he/she/they have the legal authority to bind the Owner(s) to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

TOWN OF CAMP VERDE, a municipal corporation of Arizona, (Town)

Charles German, Mayor

ATTEST:

Judith Morgan, Town Clerk

APPROVED AS TO FORM:

William Sims, Town Attorney

Dated this _____ day of _____, 20____

OWNER:

OWNER:

Print Name

Print Name

Signature

Signature

STATE OF ARIZONA)
) ss.
County of _____)

On this ____ day of _____, 20____, before me, the undersigned Notary Public,
personally appeared _____, who acknowledged that this document was
executed for the purposes therein contained.

Notary Public

My Commission Expires: _____

Exhibit “A” Property Description and Map
(Can be included as separate document)

Exhibit "B" Town Application
(Copy of completed Town Application)