



# Wireless Tower Application Instructions

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

*The purpose of this application is to provide for the development of Wireless Communication Services throughout the Town of Camp Verde while protecting the public health, safety, welfare, and property of the citizens and to ensure the community's remarkable scenic, wildlife, historic, and cultural qualities.*

## Required for a Wireless Tower

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

		<b>Staff Use Only</b>
1.	Pre-Application meeting with Staff. Date: _____	Y N
2.	Application fee as per the current fee code.	Y N
3.	Completed <b>Land Use Application</b> form.	Y N
4.	Letter of Intent and project summary.	Y N
5.	Copy of signed, redacted lease agreement with landowner.	Y N
6.	Certification that the wireless communication facility, as represented in the application, will comply with all FAA, FCC and other applicable regulations.	Y N
7.	Five copies of a site plan (11" X 17") and an electronic PDF showing: <ul style="list-style-type: none"> <li>• Vicinity Map</li> <li>• Parcel Boundaries</li> <li>• Zoning Classification</li> <li>• Adjacent roadways/legal access</li> <li>• Setbacks between proposed facility and the nearest residential unit/or the nearest residential zoned private owned properties.</li> <li>• Elevation drawings of the exterior of each element of the proposed wireless communication facility.</li> </ul>	Y N
8.	A visual analysis of the proposed facility; include method of fencing, concealing equipment, coloration, and landscaping.	Y N
9.	Radio Frequency Propagation Map.	Y N
10.	As a condition of approval, the Town of Camp Verde will require financial assurances to be posted for the removal of the tower and site reclamation in the event the tower is abandoned or the use discontinued. (See Section 810, Reclamation Plan, for requirements). For collations, please provide documentation (a letter or statement within the contract) from the primary tower owner that accepts responsibility for the reclamation.	

*Note: See Part Eight of the P&Z Ordinance for the Town of Camp Verde Wireless Communications Facility Regulations, for specific criteria regarding requirements and processes.*



# 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 | <b>Wireless Tower</b> |
| 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]