



# Land Use Application Checklist

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

### Required Items

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

*Please provide (1) paper copy with original signatures and a PDF version of the complete application, except the Site Plan, which requires (5) paper copies and (1) PDF version.*

		<u>Staff Use only</u>	
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.	Written Legal Description of property	Y	N
5.	Neighborhood Meeting Documents (See #12 below)	Y	N
6.	Letter of Intent (See attached sample)	Y	N
7.	Town Engineer or ADOT approval of site access (if applicable)	Y	N
8.	Site Plan (24"x36", or as approved) <b>(5 paper copies and 1 PDF version)</b>	Y	N

**-See Section 400.D.1 for preparation of a Site Plan-**

Vicinity map

- North arrow, scale (1" =100' or 1" =200'), and date of preparation.
- Subdivision or block and lot name of the area to be utilized for a Use Permit (if applicable)
- Locations and boundaries, including dimensions, of property(s) proposed for Use.
- Acreage or square footage contained within property proposed for Use.
- Zoning and existing land uses on all lands adjacent to the proposed Use.
- Location and dimensions for all existing right-of-way within, and adjacent to, the Use.

9.	Completed <b>Permission to Enter Property</b> statement, signed by the property owner.	Y	N
10.	Completed <b>Waiver of Diminution of Value</b> , signed and notarized by the property owner.	Y	N
11.	Provide self-addressed, stamped envelopes for all property owners within 300' for notification of public hearing to be sent out by staff. (Use same notification list as the neighborhood meeting).	Y	N

**12. Neighborhood Meeting Requirements:**

Property owner or designated agent must provide the Community Development Department the following information on the neighborhood meeting with application submittal.

- a. At least 15 days prior to the meeting, mail letters notifying all neighbors within 300' of the subject property that includes a description of the proposed use; the meeting place, date, and time; and an option to provide written comments. (See attached sample. The letter must be approved by Community Development before sending out to insure proper representation of the issue). Include copies of the notices with your application submittal.
- b. Post the subject property with the meeting place, date, and time. Provide Community Development with a photo of the sign(s) posted on the property.
- d. The applicant shall prepare a written summary of the meeting by way of affidavit, including:
  - A sign in sheet of attendees.
  - A summary of questions and answers which were discussed with the neighbors.
- e. Affidavit must be completed and notarized.
- f. Include copies of all written comments that were received from the public or agencies.
- g. Submit the neighborhood documentation to Staff no later than 10 days prior to the public hearing.

\*The application must be submitted within 6 months of the neighborhood meeting; otherwise, the neighborhood meeting must be held again.

**Please Note: A request will not be scheduled on an agenda until the application is complete. Submittal of an application does not constitute a complete application until it has been verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, the application will be scheduled for a public hearing before the Planning & Zoning Commission; if a recommendation is made, then the application will be scheduled for action by the Town Council. The applicant or their designated representative must attend the public hearings when their application is being considered. Failure to attend may result in postponement of action by the Planning and Zoning Commission.**



# 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](http://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

WHEREAS, the Town (through its Common Council) has, on the date first-above written, duly considered and approved this Agreement with the Owner(s) to waive any claims said Owner(s) may have for diminution in value that may result, now or in the future, from the land use law action(s) proposed by the Town or requested by the Owner(s) as more fully set forth herein;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein (and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged), the parties hereto agree as follows:

SECTION ONE. This Agreement applies to that private real property described in **Exhibit “A”** attached hereto and expressly made a part hereof (“Property”) and the recitals set forth above are true and correct and are incorporated herein by reference. Owner has independently determined and believes that the application of the Town’s land use laws to the Property will not reduce the fair market value of the Property.

SECTION TWO. The land use law action(s) proposed by the Town or requested by the Owner(s) to which this Agreement applies have been designated as follows by the Town’s Community Development Department:

**Town Application Number**

and, are based on certain application(s), copies of which (“Applications”) are shown as **Exhibit “B”** attached hereto and expressly made a part hereof (“Action(s)”).

SECTION THREE. By signing this Agreement, the Owner(s) expressly agree(s) and acknowledge(s) that the Owner(s) hereby waive(s) any right to claim diminution in value or claim just compensation for diminution in value of the Property under ARS §12-1134, now or in the future, in relation to the Action(s). This includes (but is expressly not limited to) agreement and consent by the Owner(s) to all conditions that may ultimately be imposed as part of the Action(s).

SECTION FOUR. It is expressly understood by the parties that this Agreement does not add to, detract from, or otherwise modify any discretion, right, power, authority, obligation, or duty of the Town under applicable law with respect to any legislative, administrative, or quasi-judicial action(s).

SECTION FIVE. This Agreement (including any exhibits attached hereto and any addendum) constitutes the entire understanding and agreement of the Owner(s) and the Town and shall supersede all prior agreements or understandings between the Owner(s) and Town regarding the Property. This Agreement may not be modified or amended except by written agreement of the Owner(s) and the Town.

SECTION SIX. This Agreement is made and entered into in Yavapai County, Arizona, and will be construed and interpreted under the laws of the State of Arizona.



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)