



Conceptual Plan Review

(subdivisions) Application Instructions

Staff Use Only	
Application Number:	_____
Received By:	_____
Date:	_____
Fees Paid:	_____
Complete:	Y N

Prior to submittal of the Conceptual Plan Review, applicants must meet with Town Staff to discuss goals for the property, Town vision/expectations as identified in the General Plan, requirements of the Land Use Code, character/quality of development the Town is seeking, Town regulations and standards, the application/review process, submittal requirements, and a proposed schedule.

Required for a Conceptual Plan Review

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

The required quantities are shown next to each item.

	Staff Use only
1. Pre-Application meeting with Staff.	Y N
2. Application fee as per the current fee code.	Y N
3. Completed Land Use Application form.	Y N
4. Written Legal description of property.	Y N
5. Directions to property.	Y N
6. Letter of Intent.	Y N
7. Conceptual Plan Review map-1/2 mile radius around property (25 folded copies sized 24"x36") (1 copy 11"x17" reduction) Including: (see Part 5 Section 504 of the Planning & Zoning Ordinance)	Y N
-Vicinity Map.	
-Title of project.	
-Location by Section, Township and Range (G&SRB&M)	
-Reference of approximate distances to section and/or quarter corners.	
-Boundaries	
-North Arrow	
-Scales (both graphic and equivalent inch to feet) using standard engineering Intervals; no to exceed 1" – 200'; 1" – 100' is preferred. Sheet size no smaller than 24'x36".	
-Date of preparation.	
-Names, addresses, phone numbers and notation of relationship to development for landowners, Sub-divider/development agents, engineers, surveyors, land planners, landscape architects, Hydrologists and others responsible for design (include registration numbers).	
-Topography	
-Proposed land uses.	
-Traffic/Circulation Concept Plan.	
-Drainage Concept Plan.	
-Notes/chart (see Part 5 Section 504)	
-Requested waivers.	
8. Additional Requirements	
If requested by the Town Engineer, further information on drainage may be required in conjunction with the Conceptual Plan. The subdivider shall submit a Phase 1 Drainage Report prepared by a registered Arizona Professional Engineer, consistent with the Yavapai County Flood Control District and Yavapai County Drainage Criteria Manual (refer to Camp Verde Engineering Design & Construction Standards.)	

Conceptual Plan Review

(subdivisions)

(continued instructions)

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9. General development information with written descriptions of existing conditions on the site and the proposed development including the following: (staff to recommend the number of copies) Y N
- a. Design rational.
 - b. Proposed number of residential lots or dwelling units, typical lot width and depth, price ranges of lots and dwelling units. (not need if information is shown on the sketch plan)
 - c. General description of plan for drainage and storm water management.
 - d. Water supply information.
 - e. Description of any floodplain hazards on the site.
 - f. How the proposal is in compliance with the General Plan.
 - g. Proposed sanitary sewer facilities on-site or District Sewer connection.
10. Soils Report and Map (1copy) Y N
Based on USDA Soils Conservation Service information. Discuss existing conditions and any potential Constraints/hazards. Discuss any groundwater issues on the property.

NOTE:

Within a reasonable period of time, Staff shall either certify the Conceptual Plan Application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to Community Development. Once the application is deemed complete payment will be accepted and the application process will begin.

SECTION 504 - CONCEPTUAL SUBDIVISION PLAN

A. Purpose

The purpose of the Conceptual Plan is to determine the feasibility of the proposed development and the capacity of the land to support such development. To avoid unnecessary and costly revisions, the subdivider shall as specified by these regulations submit a Conceptual Plan of the proposed development after the Pre-Application meeting with the Community Development Director or designated staff representative.

1. A Conceptual Plan Submittal shall be required as a precursor to a Preliminary Plat under the following circumstances:
 - a. Area to be subdivided is greater than 100 acres in size and/or comprises an entire neighborhood;
 - b. Development tract is a more intense or dense zoning designation than adjoining properties' zoning classification(s);
 - c. Project development to occur in multiple phases;
 - d. Difficult development constraints, such as topography, limited or difficult access, limited existing or available utilities, location within FEMA Flood Plain or encumbered by numerous washes or arroyos exhibiting unique drainage constraints, sewer not available, or effluent disposal opportunities are limited or constrained.
2. An appropriate number of Conceptual Plan copies as determined by the Community Development Department including one in digital form, and an application with fees as specified in the Planning and Zoning Fee Schedule shall be submitted by the subdivider.
3. The Conceptual Plan shall be circulated to and reviewed by Town staff and related reviewing agencies to discover development opportunities or apparent constraints prior to accepting a Preliminary Subdivision Plat submittal.

B. Conceptual Plan Submittal Requirements

1. **Vicinity Map**
2. **Title** - the name of development and "Conceptual Plan"
3. **Location** by Section, Township and Range (G&SRB&M)
4. **Reference** of approximate distances to section and/or quarter corners
5. **Boundaries** of development clearly identified
6. **North arrow**
7. **Scales** (both graphic and equivalent inch to feet) using standard engineering intervals; not to exceed 1" = 200'; 1" = 100' is preferred. Sheet size: no smaller than 24" X 36", no larger than 42" on a side.
8. **Date** of preparation plus date of any amendments since original submittal.
9. **Names**, addresses, phone numbers and notation of relationship to development for landowners, subdivider/development agents, engineers, surveyors, land planners, landscape architects, architects, hydrologists or others responsible for design (include registration numbers).

10. **Topography** by contours relating to USGS survey datum (shown on the same map as proposed development) including benchmark used. Base information must be sufficient in order to review. Topography shall be depicted 300' beyond project boundary.
11. **Proposed land uses** and densities by area as well as ownership patterns surrounding land uses and zoning within 300'.
12. **Traffic/Circulation Concept Plan** (may be graphic and/or narrative) depicting proposed vehicular, pedestrian and recreational stock traffic (access, continuity, traffic flow capacities, secondary emergency access threshold, etc.) Traffic concept plan to include:
 - a. Overall area map where necessary showing existing and proposed roads and their classification (arterial, collector, residential street) within ½ mile of project boundaries. Scale not to exceed 1" = 2,000'
 - b. Identification of legal primary and secondary access opportunities, as well as existing or proposed street right-of-way widths.
 - c. In narrative form, identify general traffic impacts to adjacent property and existing roads, as well as high traffic generation points on site.
 - d. Identification of existing or proposed trail networks and open space features affected by or intended to be implemented as part of future subdivision design.
13. **Drainage Concept Plan** illustrating and discussing in narrative form the proposed methods of handling storm drainage and floodplains that affect property.
 - a. Depict general pre and post-development drainage patterns and flow direction(s).
 - b. Identify potential detention facilities, where necessary.
14. **Notes/chart** to identify on the Conceptual Plan Map the following:
 - a. Total acreage, acreage for each use and each phase
 - b. Number units/lots for each type of use and phase
 - c. Average area per lot/unit proposed
 - d. Percent open space, if any, exclusive of rights-of-way, roadways, building envelopes, and parking areas
 - e. Water source (if new source indicate potential well field and storage tank on Conceptual Plan)
 - f. Method of refuse removal
 - g. Sewer service provider and type, if available
 - h. Fire District
 - i. Proposed utilities available and provider
 - j. Identify site conditions (i.e., rock outcroppings, major drainage features, etc.)
15. **Requested waivers** or known deviations from Section 505 C.12 Subdivision and Street Design standards. Any proposed waiver or waivers shall be identified on the Conceptual Plan and the standard or requirement from which the deviation is requested shall be noted. Failure to provide such identification for waiver shall be grounds for denial.

C. Additional Requirements

If requested by the Town Engineer, further information on drainage may be required in conjunction with the Conceptual Plan. The subdivider shall submit a Phase 1 Drainage Report prepared by a registered Arizona Professional Engineer, consistent with the Yavapai County Flood Control District and Yavapai County Drainage Criteria Manual (refer to Camp Verde Engineering Design & Construction Standards).



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: _____



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)