



RESOLUTION 2007-718

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING FEES FOR TOWN SERVICES**

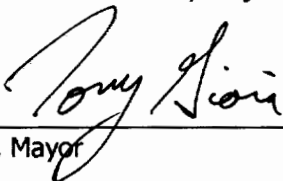
WHEREAS, the Town Council is authorized by sections of the Town Code to set fees for business licenses (Section 9-1-5 and Section 9-3-7), and for use of public facilities (Section 13-1-2), to be adopted by resolution, and

WHEREAS, departments have submitted to Council recommended fees for services to the public as set forth in Exhibit A incorporated herein by reference,

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE
RESOLVE TO ADOPT THE FOLLOWING FEE SCHEDULES:**

1. *Departmental Fees.* Fees for services to the public as set forth in Exhibit A are hereby adopted, effective March 1, 2007.
2. *Copying.* Current agenda packets for the Council or a commission are \$.10 per page (first 3 pages free). All other copies of a public record are \$.25 per page, unless the request is for documents or records greater than 60 days old, which will be charged at \$1.00 per page. Library copy fees are \$.10 per page.
3. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
4. *Exceptions for Candidates and Agenda Items.* Council and Mayor candidates may be given agenda packets, budget information, and such other material as may assist them in assuming their position should they be elected, without charge, and any person or organization which has an item on an agenda may be given a copy of that agenda packet without charge.

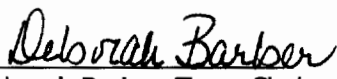
PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of January 17, 2007:



Tony Gioia, Mayor

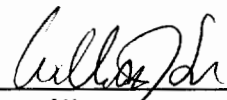
Date: 1/18/07

Attest:



Deborah Barber, Town Clerk

Approved as to form:



Town Attorney

Administrative Services 2007 Fee Schedule

Notary Services:

- \$2.00 per signature for acknowledgements
- \$2.00 per signature for jurats
- \$2.00 for oaths or affirmations without signature
- \$2.00 per page for certifications

Duplication Rates:

- **Agenda:** 10 cents per page after three pages
- **Minutes:** 25 cents per page
- **All other public documents:** \$1.00 per page
- **Recordings:** \$5.00 per CD
\$1.00 per tape

Casual Business Permits:

- **\$10.00 per day, maximum for three (3) days (waived if vendor purchases booth for Community event sponsored by the Town)**

Commercial Public Record Requests:

- **\$200.00 for Business License list, plus the cost of reproduction**

Argument in Publicity Pamphlet:

- **\$100 per argument.**

Camp Verde Community Library Fee Schedule January 2007

- Photocopies \$.10 per copy
- Printouts from Public access computers \$.10 per page
- Temporary library card for seasonal residents (**refundable***) \$25.00
- Replacement of lost cards \$3.00
- Overdue items (from our library) **\$.10 per item per day**
- Overdue videotapes (from our library) \$.50 per tape per day
- Overdue items (from libraries inside County) Varies from library to library
- **Overdue items (from libraries outside County) \$1.00 per item per day**
- Items placed on hold and not picked up after 8 days \$1.00 Per item
- Lost book, magazine, or other library item Replacement cost of the item plus \$5.00 processing fee and any overdue fines.

*** Provided the card is clear at the time of the requested refund (no fines, no over due items & nothing checked out on the card)**

MUNICIPAL COURT FILING FEES

Effective August 25, 2004

HB 2128, Chapter 3

The filing fee schedules offered through this web page reflect the state fees established by statute. Please check with the court for additional local fees.

A.R.S. § 22-404		
CLASS	DESCRIPTION	BASE FEE
E	MINIMUM CLERK FEE	\$17.00
	RESEARCH IN LOCATING A DOCUMENT	17.00
	RECORD DUPLICATION	17.00
F	PER PAGE FEE	\$0.50
G	SPECIAL FEES	
	INJUNCTION AGAINST HARASSMENT	N/C
	DOMESTIC VIOLENCE, ORDER OF PROTECTION PURSUANT TO SECTION §13-3602	N/C
A.R.S. § 12-284		
CLASS	DESCRIPTION	BASE FEE
G	SPECIAL FEES	
	MARRIAGE LICENSE (Includes covenant marriages) (1)	\$50.00

(1) Pursuant to A.R.S. § 25-127, if a city or town is more than 4 miles from the county seat, the clerk of the superior court may allow a city or town clerk within the county to issue marriage licenses.

NOTE: Fee to convert an existing marriage to a covenant marriage - courts are advised to charge the superior court's \$18 minimum clerk fee "Demand for notice, filing paper, or performing any act for which a specific fee is not provided by statute."

Parks & Recreation Facilities Rules, Regulations and Rental Charges No Changes

Weight Room Membership_

Added:

- **Weight Room door is not to be propped or left open. Leaving the door open will result in key being revoked.**
- **Key Cards \$5.00, replacement cards are \$10.**
- **Set of family key cards with a family membership is \$25.00, replacement cards are \$10 each.**

These changes are due to the fact that we are now using a key card lock on the weight room door.

Jim Ellington commented on the cost issue brought up by Haddon and the objection to bisecting the park; the Town Engineer had clarified those needs. And as far as putting the cart before the horse, the Town needs to show the State that we are serious; get the park done.

Paul Clawson said that with the compromise reached, the residents are giving up something and the Town is giving up something. He stated that Option "C" is the best choice and is supported by the residents. As for the Trails Commission, it was not their decision to make.

Kathy Davis questioned what authority Town staff has to change the designated use of a road; is that authority in the Town Code. Ms. Davis advocates more public involvement in future planning.

Lynn Reddell explained the responsibility of the Trails Commission to address items brought before them; Black Bridge Park is a community park, not just a neighborhood park.

Bob Bussing complained that the Council is wasting time talking about a park that Bill Lee has said nothing can be done until the Town gets approval from SHPO. It is crazy. Get the sewer and water in line before these other projects are started.

Patricia George said that she has seen 20 to 30 vehicles loaded with kayaks in her area, adding that you do not want that going past people's yards.

There was no further public input.

7. **Discussion, consideration, and possible approval of a 60/40 split of alcohol sales with the Verde Valley Rangers Sheriff's Posse at the following events: Crawdad Festival, Cornfest, Block Party, Pioneer Days, and Ft. Verde Days.**

On a motion by Kovacovich, seconded by Gioia, the Council voted 5-2 to continue the 50-50 split of alcohol sales already in effect with the Verde Valley Rangers Sheriff's Posse; Smith and Baker abstained.

PUBLIC INPUT

Jim Ellington spoke in support of the Verde Valley Rangers, saying that they have taken over around 90% of the responsibilities and will be taking on the clean-up as well.

There was no further public input.

 8. **Discussion, consideration, and possible approval of approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, revising the Parks & Recreation Fee Schedule, adding a \$10.00 fee for use of electric at the Ramada, Gazebo, and Butler Park.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, revising the Parks & Recreation Fee Schedule, adding a \$10.00 fee for use of electric at the Ramada, Gazebo, and Butler Park

PUBLIC INPUT

Ann Everett suggested that, rather than have to increase the fee in the future, to just double the requested fee to \$20 now.

There was no further public input.

**Charges for use of Town of Camp Verde
Parks and Recreation Facilities and Special Event Permits
Rules, Regulations and Rental Charges**

I. APPLICATION - PRIORITIES

- (a) The primary use of municipal public recreation building and facilities is for activities of a constructive recreational nature, organized and conducted by the Parks and Recreation Division.
- (b) Town activities, Town sponsored groups and Town agencies will have priority use of the facilities over other applications for the facility space. When conflict occurs, facility use permits held by non-sponsored groups may be cancelled as authorized by the Director of Parks and Recreation.
- (c) The application for use of Parks and Recreation facilities or special event vendor permits will be made at least one week before the anticipated use. If a deposit is required, the facility will not be considered reserved until deposit is made.
- (d) Any request for exception to rules or service charges for use of buildings or facilities must be presented in writing to the Parks and Recreation Division no later than one (1) month prior to the date requested. Request will be presented to Camp Verde Town Council for review and determination of request.
- (e) The use of the building or facility shall not be granted when, as determined by the Director of Parks and Recreation, such use of the building or facility is not in the best interest of the Town. Anyone refused use of building may appeal the decision of the Parks and Recreation Director. Appeal must be presented before Town Council. Council Meetings are the First and Third Wednesday of each month. Item must be on the agenda to be discussed. Forms for putting items on the Agenda can be picked up at Town Hall.
- (f) Application shall be issued to responsible adults (over 21 years of any) only, who shall be in attendance when application is made.

II. APPROVAL / REVOCATION - RULES OF CONDUCT FOR ACTIVITIES

At the discretion of the Director of Parks and Recreation, all activities may be required to be under competent, adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment. If a Parks and Recreation Division employee is on duty, he/she shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it shall be the responsibility of the recreation leader on duty to report same to the Parks and Recreation Director. Cleanup of the contracted area will be the responsibility of the user. The permit holder shall be charged on an hourly basis to pay for cleanup if it is necessary for the Town to provide additional cleanup services.

- (a) All permits shall be immediately revocable by the Director of Parks and Recreation upon his determination that a violation of any rules, this code, or other Town Ordinance or State Statue has occurred. If notice of cancellation of a request is not received at the office of Parks and Recreation at least forty-eight (48) hours prior to the date of the event, the permit holder may be held responsible for all charges at the discretion of the Director. Also, any person or persons guilty of violating any of the following provisions may be prohibited, at

the discretion of the Director of Parks and Recreation, from future use of facilities.

- (b) No apparatus (scenery, etc.) furniture or equipment shall be moved into a Parks and Recreation Facility unless special permission is granted in advance and so stated in the permit. Such apparatus, furniture, or equipment (provided by the holder of the permit) shall be removed from the Parks and Recreation Facility promptly after use and before 8:30 a.m. the following morning so there shall not be any interference with normal Parks and Recreation programs. Failure to comply may prohibit such groups from using facilities at a later date.
- (c) The organization using facilities shall indemnify the Town for any and all damage to the facility by any person or persons attending the activity, and all liability and damages to any person for injuries, including death. When the Director of Parks and Recreation requires insurance, the Organization shall furnish to the Town of Camp Verde a certificate of insurance naming the occurrence and \$100,000.00 property damage/each occurrence. Responsibility for loss, breakage, or need for repair of any piece of furniture, equipment or portion of the facility rest sole with the person in charge (the individual signing the agreement) who shall report same to the Director of Parks and Recreation.
- (d) Building facilities and public park areas must be vacated by 10 p.m. unless permission is granted specifically in the permit. It is the responsibility of the permit holder to assure that this policy is administered. Programs shall be concluded on time to provide for cleanup and clearance of the facility as stated in the permit.
- (e) The following specific rules shall be observed while using any facility, and the permit holder shall be held responsible for any loss or damage growing out of such violation.
 - (1) The use of tobacco in any facility in any form is prohibited.
 - (2) Functions shall be confined to the specific part of the facility assigned to the permit holder.
- (f) Glass beverage containers are not permitted in any of the public parks or facilities.
- (g) Alcohol consumption is by permit only, and may not be sold unless issued a State Special Liquor Permit.
- (h) Amplified music without authorization is prohibited. The Camp Verde Noise Ordinance is strictly enforced.
- (i) Overnight camping without authorization is prohibited.
- (j) Ramada reservation is by permit only and is required for all Town Ramada's. The fee for Ramada reservation will be set forth in the attached fee schedule. All same day reservations need to be completed before 12 noon on the day of the event; all weekend reservations need to be completed before Friday noon before the event. Key for the bathrooms can be picked up with a \$20.00 Deposit.
- (k) The total number of people admitted for any usage shall not exceed the seating capacity of the facility involved, as determined by the Town of Camp Verde Fire Department.
- (l) All statutes and ordinances of the Federal, State, County and Town shall be obeyed.
- (m) At the discretion of the Director of Parks and Recreation, a minimum of one Parks and Recreation Division employee shall be on duty at all times, and no organization using a Parks and Recreation facility shall make any payment to such employee unless contracted through the Town of Camp Verde. The Director of Parks and Recreation may require any person, group or organization to reimburse

the Town for any expense incurred as direct result from an activity sponsored by said person, group or organization within a recreational facility. The Director of Parks and Recreation may specify the number of required Parks and Recreation employees.

- (n) The use of Town owned special equipment shall be permitted only when operated by Parks and Recreation division employees, or other persons specifically authorized in the permit. When used by other than Parks and Recreation employees, and so stated in the permit, the special equipment must be returned in the condition it was found (with exception of normal wear) or the user shall be responsible for repair or replacement charges.
- (o) No material of any kind shall be attached to any part of the facility or area without express written approval from the Director of Parks and Recreation.
- (p) If control personnel, parking attendant etc. are necessary, the permit holder shall supply such personnel. The Director of Parks and Recreation, Town Marshal or others, as determined by the Town Manager, shall specify when control personnel are necessary.
- (q) Concession rights shall be reserved unless specifically stated otherwise in the permit.
- (r) No Parks and Recreations Division Kitchen Facility shall be used except as specifically outlined by the Parks and Recreation Division. The usual rental charge shall be consistent with actual cost incurred by the Town. Facilities must be cleaned after use and approval inspection given.
- (s) Continuous use of facilities by clubs or enterprises shall be permitted through signed agreements, which may be re-issued annually, by the Town Council. No permit shall exceed a one-year period of time. Permits may be re-issued each year with the approval of the Director of Parks and Recreation.
- (t) When an application for use of facilities has been approved by the Director of Parks and Recreation, the notification section shall contain the date, hours of usage, age of group, type of activity and anticipated number of participants.
- (u) No person shall make a false statement on any application as provided for in this Chapter.
- (v) Control of lights, keys, locks and locking of doors, gates etc. will be the responsibility of the permit holder, unless a Parks and Recreation Employee or Employees attend the facility.
- (w) Use of facility shall not include business or commercial activities, except by special agreement with the Department.
- (x) All admission fees and prices charged are subject to the approval of the Parks and Recreation Commission and Town Council.

III. CLASSIFICATIONS

Class A - Town co-sponsored organized groups or agencies. These organizations may be exempt from rental fees with the agreement of community service of some kind. (Discretion of Parks and Recreation Director)

Class B - Nonprofit, individuals, groups or organization using facilities whose purpose is clearly of a non-profit nature and benefits the Town in part or whole. These organizations may be exempt from rental fees with the agreement of community service of some kind. (Discretion of Parks and Recreation Director)

Class C - Profit making individuals, groups or organization using facilities for raising money or whose purpose is clearly of a profit making status.

V. SWIMMING POOL ADMISSION

	<u>Per Visit</u>	<u>Season</u>	<u>10 Visits</u>
Adults (18 & Over)	\$2.00	\$60.00	\$15.00
Children	\$1.50	\$50.00	\$12.50
Family Pass (Immediate family only) (Season passes can be paid in two payments: 1/2 on June 1 st and 1/2 on July 1 st)		\$100.00	\$25.00

Season passes for open swim and Family Nights only. Lap swimmers and Aerobics may purchase 10 visit passes or pay by the visit.

Swim Lessons \$21.00 - 30 minutes

Private use: Sundays only. \$25.00 per hour plus staff wages. \$100.00 refundable cleaning deposit.

\$50.00 deposit on event due upon reservation - non-refundable. Applied towards rental fee only.

Weight Room Fees - Individual membership

Daily	\$ 3.00	Monday through Sunday 8:00 a.m. to 8:00 p m.
Monthly	\$ 15.00	
3 Months	\$ 30.00	
Annual	\$100.00	

Specialty classes: Town Sponsored:

20% of fees generated to Town and 80% to Instructor (adult programs)

15% of fees generated to Town and 85% to Instructor (youth programs)

RESERVATION PERMIT FEE AND DEPOSIT SCHEDULE

	Class A	Class B	Class C
Ball Fields	No charge or by agreement	No charge or by agreement	\$10 hr. rental
Ball Field Preparation	No charge or by agreement	\$15 per day	\$25 per day
Soccer Fields	No charge or by agreement	No charge or by agreement	\$10 hr. rental
Soccer Field Preparation	No charge or by agreement	\$25 each time	\$50 each time
Lights (per hour)	No charge or by agreement	\$20 per hour	\$30 per hour
Cancellations of light reservations must be made 24 hours prior to reservation date or the hourly fee will be charged.			
Key Deposit	\$20.00	\$20.00	\$20.00
Community Center (Gym)	No Charge or by agreement	\$25 per hour	\$40 per hour
Cleaning Deposit Community Center (Gym)	\$400.00	\$400.00	\$400.00
Set up Fee in Community Center (Gym)	100.00	\$150.00	\$200.00
Meeting Room Rental	No Charge	\$10 per class	\$20 per class
Set up of Table and Chairs in Meeting Rooms	\$25 per event	\$45 per event	\$75 per event
Park or Town Ramada Reservation	\$5.00	\$5.00	\$20.00
Table Rentals with 8 chairs	By agreement	\$5.00 per table	N/A
Chair Rentals	By agreement	\$.50 each	N/A
Sno-Cone Machine	By Agreement	\$25.00 per day	N/A
Popcorn Machine	By Agreement	\$25.00 per day	N/A

CAMP VERDE WEIGHTROOM MEMBERSHIP APPLICATION

Please Print

Name _____

Mailing Address _____ City _____ State _____

Phone Home _____ Work _____ Birthday _____

In Emergency Notify _____ Phone _____

Have you had a membership with us before? Yes _____ month/year _____ No _____

Today's Date _____ Amount Received _____

Expiration Date _____ Taken By _____

Renew Date _____ Renew Date _____

Expires _____ Expires _____

Renew Date _____ Renew Date _____

Expires _____ Expires _____

Renew Date _____ Renew Date _____

Expires _____ Expires _____

Please read the contract statement below and sign, acknowledge that you have read and will abide by statements written:

I, _____, understand and agree to abide by the following conditions in application for membership to the Camp Verde Weightroom:

- * I understand that my use of the Weightroom facility is accepted at my own risk, and agree to hold harmless the Town of Camp Verde, its employees and representatives for any injury I may sustain.
- * I understand to use extreme caution with regard to my safety and the safety of others when using the Weightroom facility and its equipment.
- * I will abide by the rules and regulations of the Weightroom, which are clearly posted, and abide by the verbal instructions of the Weightroom staff.
- * Failure to abide by facility rules and regulations MAY RESULT IN LOSS OF PRIVLEDGES WITHOUT REFUND

Applicant's Signature _____ Date _____

I have received and read a copy of the Weightroom Rules (initial) _____

**TOWN OF CAMP VERDE
PARKS AND RECREATION DEPARTMENT**

WEIGHTROOM/GYM FACILITY

A. Enforcement of Rules is an important factor concerning a safe work place.

1. All patrons must sign log sheet each visit to the Weightroom.
2. No one under the age of 16 is allowed to use equipment.
3. Patrons must put away weights or equipment used.
4. Use one machine or bench at a time. Circuit training or utilizing a variety of machines or equipment at one time is not allowed. (Rotating to other equipment without finishing total sets on primary equipment being used is prohibited.) Exceptions will be granted during periods or hours of low frequency use. This is to be determined by the Weightroom Attendant on duty. Requests to circuit train must be expressed to the attendant on duty prior to implementing of such training.
5. Heavy lifting without a spotter is prohibited.
6. To ensure your safety, please use equipment properly and report any evidence of equipment malfunction or damage immediately to facility staff.
7. Power Lifting, slamming or dropping of weights or equipment is strictly prohibited.
8. Please restrict use of equipment to a maximum of 30 minutes, thereby being considerate to other patrons.
9. Foul or abusive language or behavior is strictly prohibited
10. Horseplay or fighting is prohibited
11. Towels are recommended on all equipment during use. Please use towels to wipe off equipment after use.
12. Proper attire is required while working out in the Weightroom. (Shirts, shorts, sweats, aerobic attire, and proper footwear to be worn at all times.)
13. Changing room facilities are unisex and handicapped accessible. This room is available only to facility patrons using Weightroom equipment.

PLEASE BE CONSIDERATE AND HELP KEEP YOUR FACILITY CLEAN AND NEAT FOR EVERYONE TO USE

B. Employees and volunteers shall maintain a safe work area by ensuring public safety through monitoring aisle space and items within walkway which could cause tripping hazards.

VIOLATION OF ANY RULES WILL BE ENFORCED BY THE
PARKS & RECREATION DIRECTOR.
VIOLATORS ARE SUBJECT TO SUSPENSION FROM THE FACILITY.

WEIGHTROOM DOOR IS NOT TO BE PROPPED OR LEFT OPEN.
LEAVING THE DOOR OPEN WILL RESULT IN KEY BEING REVOKED.

WEIGHTROOM MEMBERSHIP FEES

<u>Individual</u>		<u>Family</u>	
Daily	\$3.00	3 Month	\$60.00
Monthly	\$15.00	Annual	\$200.00
3 Months	\$30.00		
Annual	\$100.00		

Key Cards are \$5.00 (Replacement Keys are \$10.00).

Set of Family Key Cards \$25.00 (Replacement Keys are \$10.00).

All Memberships must be applied for at the Parks and Recreation Office.
No one will be admitted without a membership card.



Camp Verde Marshal's Office will provide fingerprinting services on Mondays and Wednesdays, between the hours of 1:00 P.M. and 4:00 P.M.

The Yavapai County Sheriffs Office provides fingerprint services on Tuesday and Thursdays, from 1:00 P.M. and 4:00 P.M. they are located at 3505 W HWY 260
COURT ORDERED FINGERPRINTS WILL BE DONE AT ANY TIME

Copies of reports, tapes, photographs and etc are available during regular business hours, Monday through Friday.

Report = \$5.00 charge for up to 20 pages. A .25 cent per page fee will apply to over 20 pages.

911 Tape = \$10.00 (Available in cassette form only with proper written request)

Photographs \$10.00 (Available in paper or CD form)

Pursuant to A.R.S 39-121. Inspection of public records

Public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours.

Pursuant to A.R.S. 39-121.03 Request for copies, printouts or photographs; statement of purpose; commercial purpose as abuse of public record; determination by governor; civil penalty; definition

C. A person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses it for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

Camp Verde Animal Shelter
Fee Schedule
January 2007

Impound Fee: \$25.00

An additional fee of \$10.00 is added for each night an animal is held.

Camp Verde License Fees:

Altered dog: \$6.00

Unaltered: \$8.00

If license are purchased after March 1st

Altered: \$10.00 and Unaltered: \$12.00

No license will be issued with out proof of Rabies Vaccinations.

Adoption Fees:

Dogs

Females \$80.00 and Males \$50.00

Cats

Females \$50.00 and Males \$25.00

The adoption fees are refundable upon proof of animal being neutered or spayed.

Adoption charge for Altered Animals \$25.00!

**Camp Verde Street Department
Fees for 2007
Resolution 2007-718**

Road Cut Permits:

- \$50.00 except for utility companies

New Private Road Street Signs

- \$75.00 each sign

MEMO

Date: January 12, 2007
To: Mayor and Council
Through: Bill Lee, Town Mgr
From: Nancy Buckel, Community Development Dir.

Attached you will find the proposed Fee Schedule for 2007 that the Commission reviewed at their meeting of Thursday, January 11, 2007. They voted to recommend the following changes:

1. Increase all fees by 10% rounded to the nearest \$5
2. To add an additional \$450 to every application that requires public notification such as mailings, postings, newspaper notices and publishing of documents.
3. To establish a verification letter fee of \$100

I would like to point out that it has been Town policy to notify neighbors within 300' by letter and posting and advertisement on all of our hearing, not just those that required by statute to notice the public. Therefore, all hearing applications have been increased the \$450 recommended by the Commission.

The building fees will automatically increase in February when we receive the Building Journal Fee Schedule. This action was approved by Council last year when the fees were reviewed. There was type-o in Director's memo when he referred to the Arizona adjustment factor. It should be 87% of the fee schedule, not 87.5%. It should be noted that a building permit fee is calculated from three different fees.

1. Zoning Clearance
2. Plan Review (65% of the Building permit fee from the 1997 Uniform Administrative Code.)
3. Building permit fee (Includes valuation calculator from the Building Journal) & the building permit fee schedule from the 1997 Uniform Administrative Code.

**TOWN OF CAMP VERDE
2007 PLANNING AND ZONING FEES**

SERVICE/APPLICATION	FEE*
BOA Appeals	\$110
Variance Fees:	\$620
Additional Variance/Same Application	\$55
Non-conforming Use Hearing	\$220
Copies for Maps (plotted or color)	
Large	\$30
11" x 17"	\$10
8" x 11"	\$5
General Plan Amendment	
Minor	\$ 1000
Major	\$1550
Map Change for Zoning (ZMC):	
To Agriculture zone	\$870
Residential to Residential	\$835/50 acres + \$55 /acre additional
Residential to Commercial or Commercial to Industrial	\$1000/ 5 acres + \$85/acre additional
PAD and PUD	\$835/1 acre + \$55/acre up to 10 acres + \$2/acre over 10 acres
Major Amendment	\$835/1 acre + \$55/acre up to 10 acres + \$2/acre over 10 acres
To Mixed Use/Low Density	Same as PAD/PUD fees
To Mixed Use/High Density	Same as PAD/PUD fees
Minor Land Division	\$165
Subdivision Plats:	
Preliminary Plat	\$1000 for 10 lots + \$10/lot over 10 lots
Final Plat	\$835 for 10 lots + plus \$10/lot over 10 lots, \$4300 maximum fee
Amended Plat	\$835 for 10 lots + plus \$10/lot over 10 lots, \$4300 maximum fee
Final Site Plan PAD Review	\$550
Time Extensions	\$110
Commercial Site/Design Review	\$350
Community Facilities District	\$55,000
Development Agreement:	
Revision to amend	Hourly wage of employees and cost of materials for project.
Reconsideration	Hourly wage of employees and cost of materials for project.

Use Permits:	
Open Space Uses	\$670
Residential Uses	\$670
Commercial (RCD, RS, C1 & C2)	\$1000
Heavy Commercial/Industrial Uses	\$1000
Heavy Industrial	\$1000
Mobile Home Parks	\$1000/10 spaces +\$15/space up to 100 spaces + \$10 for each additional space
RV Parks	\$1000/10 spaces +\$15/space up to 150 spaces + \$5 for each additional space
Mini Storage	\$1000/20,000 sq. ft of enclosed storage + \$10/1,000 sq. ft. addition
RV Storage	\$1000/50 storage or parking spaces + \$5 for each additional space
Mining	\$1000/ 5 acres + \$55/acre up to 50 acres + \$10 for each additional acre
Continuance of Hearing	
Before advertising	\$55
After advertising	\$110
Sign	
Non-illuminated	\$1/sq. foot – minimum \$10 fee
Illuminated	\$1/sq. foot – minimum \$10 fee
Mural	\$25
Off Premise Sign	\$330
Street Abandonment	\$110
Verification Letter	\$100
Underground Utilities Exemption	\$25
Wireless Communication	\$220
Administrative Review	
Administrative Review w/comment	\$550
Applications Requiring Special UP	
Towers Less than 99'	\$1,550
Towers 100' to 199'	\$2,100
Towers 200' and above	\$2,650
Zoning clearance for building permits	
Accessory buildings-residential remodel	\$25
Commercial remodel	\$110
Commercial	\$0.01 per square foot/minimum \$100
Fence	\$0.05 per linear ft./minimum \$10
Houses	\$85
Manufactured Home	\$55

- In addition to the standard fee associated with an application, the applicant will bear any charges encumbered by the Town for any plans sent out for technical or professional review, which the Town is subsequently charged.
- Further, any service or application provided in the Town of Camp Verde Zoning Ordinances that requires public notification and is not mentioned within this fee structure will be charged a flat \$450 fee.

meeting. The Mayor and Manager must approve any late additions to the agenda. The attorney reviews all agendas.

- ✓ The Town Code requires that the agenda be posted no later than 12:00 p.m. on the Friday before the Wednesday meeting. Thus, agendas and packets are prepared on Friday mornings no later than 9:00 a.m. (See Resolution 99-432)

8. Meeting Follow-up:

- ✓ A log should be prepared indicating what documents are to be processed, dates signatures are obtained, the date and to whom the document is sent, and date the document is indexed and filed.
- ✓ All documents must be processed Thursday morning or immediately following a Council meeting. Review the Actions Taken or check with the Clerk to determine if changes were made to any of the documents.
- ✓ Process the document and log.

9. Notary Public Service:

The Clerk is the official 'keeper' of the Town Seal. As such, the Clerk and staff are required to affirm, sign, transmit, and notarize the Town's legal documents. Consequently, it is necessary for Clerk's Office staff to acquire a Notary Commission from the Arizona Secretary of State. The Town will pay all costs associated with the Notary Commission and associated liabilities.

The following Arizona Revised Statutes detail some of what is involved or required of a notary:

ARS §41-312.C – a notary public is a public officer commissioned by this state and the following apply without regard to whether the notary public's employer or any other person has paid the fees and costs for the commissioning of the notary public, including costs for the official seal and journals:

1. A notary public's official seal and commission and any journal that contains only public record entries remain the property of the notary public.
2. A notary public may perform notarizations outside the workplace of the notary's employer except during those times normally designated as the notary public's hours of duty for that employer. All fees received by a notary public for notarial services provided while not on duty remain the property of the notary public.

3. An employer of a notary public shall not limit the notary public's services to customers or other persons designated by the employer.

D. A notary public shall continue to serve until the notary public's commission expires, the notary public resigns the commission, the notary public dies or the secretary of state revokes the commission. An employer may not cancel the notary bond or notary commission of any notary public who is an employee and who leaves that employment.

ARS §41-313. Duties:

A. Notaries public shall perform the following notarial acts, when requested:

1. Take acknowledgments and give certificates of the acknowledgments endorsed on or attached to the instrument.
2. Administer oaths and affirmations.
3. Perform jurats.
4. Perform copy certification.

B. Notaries public shall:

1. Keep, maintain and protect as a public record a journal of all official acts performed by the notary as described in section 41-319.
2. Provide and keep the official seal that is imprinted in dark ink with the words "notary public", the name of the county in which the notary is commissioned, the name of the notary as it appears on the notarial application, the great seal of the state of Arizona and the expiration date of the notarial commission.
3. Authenticate with the official seal all official acts, and affix the date of the expiration of the notary's commission as the notary on every certificate or acknowledgment signed and sealed by the notary.
4. Respond to any requests for information and comply with any investigations that are initiated by the secretary of state or the attorney general.

Because the Mayor and Council are concerned that our citizens are served, yet at the same time, concerned about burdening Town resources to such an extent that results in a disservice to the taxpayers, the following guidelines apply to notary services:

- ✓ Notary services will be provided without charge to the general public, Council, and staff members.
- ✓ Notary service will be available to the general public on an appointment basis only.
- ✓ Town employees will notarize *all* documents, when presented by a person with **appropriate and current form of identification; no evidence of coercion; and in control of mental facilities**, except for wills, codicils (supplement or an appendix to a will), and trusts. Living wills (documents that do not include monetary, real estate, or other physical property bequests) are excluded from this exception.
 - If a document requires witness signatures, the client must provide credible witnesses for the document. The Town will NOT provide witnesses.

*Approved by
Council 3-7-07*

MEMO

Date: February 14, 2007

To: Bill Lee, Town Manager

From: Nancy Buckel, Community Dev. Dir. *NB*

Attached you will find a fee schedule the permit techs have put together for items not covered in the Building Journal Fee Schedule that require building permits. . In the past, they have either contacted Cottonwood or the County Building Dept to get an appropriate fee for the permit. Because we want to be consistent in our fees, our department felt that we needed a schedule written down. It is based on what has been historically charged in the past, the Yavapai County current fees or what seems reasonable for the project. Should we take this to Council to approve even though it wasn't done at the time the fee schedule was approved or wait until next year? We have to charge something and the fee for utility structures is too high for most of these projects. Direction would be appreciated

ELEVATOR PERMIT FEES

Table 3-E

New Installations:

Passenger or Freight elevator, Escalator, moving walk	Up to and including \$40,000.00 of valuation - \$89.00. Over \$40,000.00 of valuation - \$89.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$40,000.00
Dumbwaiter or private residence elevator	Up to and including \$10,000.00 of valuation is \$25.00. Over \$10,000.00 of valuation is \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00
Major Alterations: Fees for major alterations shall be as set forth in Table 3-A. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch.	

ELEVATOR ANNUAL CERTIFICATES OF INSPECTION FEES

Table 3-F

Each Elevator	\$41.50
Each Escalator or Moving Walk	\$24.65
Each Commercial Dumbwaiter	\$16.75

(Each Escalator or Moving Walk unit powered by one motor shall be considered as a separate Escalator or Moving Walk)

GRADING PLAN REVIEW FEES

Table 3-G

50 Cubic Yards (38.2 m ³) or less	No Fee
51 to 100 Cubic Yards (40 to 76.5 m ³)	\$23.50
101 to 1,000 Cubic Yards (77.2 to 764.6 m ³)	\$37.00
1,001 to 10,000 Cubic Yards (765.3 to 7645.5 m ³)	\$49.25
10,001 to 100,000 Cubic Yards (7646.3 to 76 455 m ³)	\$49.25 for the first 10,000 Cubic Yards (7645.5 m ³) plus \$24.50 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.
100,001 to 200,000 Cubic Yards (76 456 to 152 911 m ³)	\$269.75 for the first 100,000 Cubic Yards (76,455 m ³), plus \$13.25 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.
200,001 Cubic Yards (152 912 m ³) or more	\$402.25 for the first 200,000 Cubic Yards (152 911 m ³), plus \$7.25 for each additional 10,000 Cubic Yards (7545.5 m ³) or fraction thereof.
OTHER FEES: Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed	\$50.50*

**Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.*

GRADING PERMIT FEES

Table 3-G

50 Cubic Yards (38.2 m ³) or less	\$23.50
51 to 100 Cubic Yards (40 to 76.5 m ³)	\$37.00
101 to 1,000 Cubic Yards (77.2 to 764.6 m ³)	\$37.00 for the first 100 Cubic Yards (76.5 m ³), plus \$17.50 for each additional 100 Cubic Yards (76.5 m ³) or fraction thereof.
1,001 to 10,000 Cubic Yards (765.3 to 7645.5 m ³)	\$194.50 for the first 1,000 Cubic Yards (764.6 m ³), plus \$14.50 for each additional 1,000 Cubic Yards (764.6 m ³) or fraction thereof.
10,001 to 100,000 Cubic Yards (7646.3 to 76 455 m ³)	\$325.00 for the first 10,000 Cubic Yards (7645.5 m ³), plus \$66.00 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.
100,001 Cubic Yards (76 456 m ³) or more	\$919.00 for the first 100,000 Cubic Yards (76 455 m ³), plus \$36.50 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.

OTHER INSPECTIONS AND FEES:

Inspection outside of Normal Business hours	\$50.50 ₂ per hour (minimum charge two hours)
Re inspection fees assessed under provisions of Section 305.8	\$50.50 ₂ per inspection
Inspection for which no fee is specifically indicated	\$50.50 ₂ per hour (minimum charge one-half hour)

1. The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fees paid for the original permit and the fee shown for the entire project.

2. Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

FEES FOR ALL OVER THE COUNTER PERMITS

When no plan review is required, an over the counter permit may be issued for Electrical, Mechanical, Building and Plumbing as long as all work follows the Building Codes adopted by the Town Of Camp Verde.

Each permit will require the following fee for issuance:

Electrical	\$50.00
Mechanical	\$50.00
Plumbing	\$50.00
Building	\$50.00

For combination permits the first permit will be issued at the full fee and each additional permit will be issued at 50 % of the regular fee.

Separate permits will be required for each construction project.

ADDITIONAL SPECIFIC VALUATION DATA

VALUATION DATA AS NOTED

****PLUS ANY UTILITIES INSTALLED**

• **AGRICULTURAL BUILDINGS**

A. Barn (wood) (Metal or Masonry; depends on classification during plan review)	\$28.65 SQ. FT
B. Shade/Mare Motel/Pole Barn	\$15.00 SQ. FT
C. Greenhouse	\$15.00 SQ. FT

• **ALTERATION TO AN EXISTING STRUCTURE - RESIDENTIAL**

Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, etc., the valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless noted otherwise.

• **SINGLE ALTERATION TO AN EXISTING STRUCTURE – RESIDENTIAL**

A. Enclose Exterior Wall Opening	\$5.00 SQ. FT
B. Add or Remove Interior Partition (includes utilities)	\$30.00 SQ. FT
C. Install Window or Sliding Glass Door	\$7.50 SQ. FT
D. Install Exterior Siding	\$4.00 SQ. FT
E. Plastering (with no structural changes)	
Interior	\$2.00 SQ. FT
Exterior (stucco)	\$4.00 SQ. FT
F. Add Stone or Brick Veneer (with no structural changes)	\$4.00 SQ. FT

• **AWNING OR CANOPY (SUPPORTED BY BUILDING)**

A. Canvas	\$4.00 SQ. FT
B. Metal	\$8.00 SQ. FT

• **BALCONY** \$15.00 SQ. FT

• **CARPORT**

A. Wood	\$15.00 SQ. FT
B. Metal	\$15.00 SQ. FT

- **DEMOLITION OF AN EXISTING STRUCTURE**

- A. Per structure on Assessor Parcel Number \$50.00
- B. After two structures on *same* Assessor Parcel Number \$25.00

- **FIREPLACE/FREE STANDING STOVE** (other than new construction)

- A. Concrete or Masonry (plans required) Valuation
- B. Pre-Fabricated Metal (no plans required) Valuation
- C. Exterior Fireplace/Barbeque (plans required) Valuation

- **MANUFACTURED HOUSING (FOUNDATION)** \$5.00 L.F.

- **MASTER PLAN FEE**

- A. First Floor plan (per plan) 65% of Building Fee
- Each additional Floor Plan \$100.00

- **PATIO/DECK/PORCH**

Covered Patio at Grade Level	\$15.00 SQ. FT.
Covered Deck Elevated	\$15.00 SQ. FT.
Open Deck Elevated	\$10.00 SQ. FT.
Screened-In Porch Under Existing Roof Cover	\$6.00 SQ. FT.
Pre Fabricated Metal Awning	\$6.00 SQ. FT.
Gazebo/Ramada	\$12.50 SQ. FT.

- **BLOCK WALL** \$5.00 SQ. FT
(Fence or Free Standing Wall)

- **RETAINING WALL**
(Measured from bottom of footing to top of wall; All retaining walls over 4 feet require engineered plans)

- A. CMU, Concrete \$15.00 SQ. FT
(length X height to calculate square footage)
- B. Brick Reinforced \$15.00 SQ. FT
- C. Un-Reinforced Manufactured Unit \$15.00 SQ. FT
(keystone, pavestone or versa lock, etc.)

- **ROOF STRUCTURE REPLACEMENT**
(Includes trusses, rafters, sheeting and roofing materials)
 - A. Asphalt Shingles Valuation
 - B. Clay Tile Valuation
 - C. Wood Shake or Shingle Valuation
 - D. Rolled Roofing Valuation
 - E. Built Up or Hot Mopped w/Aggregate Valuation

- **SHELL BUILDING** \$50.00 SQ. FT.

Definition – A **shell building** is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A “**Shell Only**” building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a **SHELL BUILDING** under this definition.

- **RESIDENTIAL STORAGE BUILDING OR SHED** \$15.00 SQ. FT.
(Over 200 sq. ft.)

- **SWIMMING POOL**** \$25.00 SQ. FT.
Sq. ft. of water surface area based on length X
Width or nearest dimension if irregularly

- **SPA OR WHIRLPOOL** \$25.00 SQ. FT.
(Includes utilities)

- **STAIRS** \$7.00 SQ. FT.

- **TENANT IMPROVEMENTS**** VALUATION

- **ABOVE GROUND WATER TANK**
(Over 5000 gallons)
 - A. Residential \$100.00 each flat fee
 - B. Commercial \$400.00 each flat fee

UTILITIES

- **SINGLE PERMIT; *ELECTRICAL OR PLUMBING OR MECHANICAL EACH TRADE***

A. Up to \$6,000.00	\$50.00
B. \$6,001.00 Or More	Building Permit Fee Only Per Valuation

- **COMBINED PERMIT;
FOR SINGLE EQUIPMENT INSTALLATIONS ONLY**
(Such as Electric and Mechanical for A/C equipment, Building and Electric for wood stove, plumbing and Mechanical for heater, etc.)

A. Up to \$6,000.00	\$50.00
B. \$6,001.00 Or More	Building Permit Fee Only Per Valuation

- **FOR NEW CONSTRUCTION OR ADDITION**

A. Plumbing	\$3.50 SQ. FT.
B. Electrical	\$2.50 SQ. FT.
C. Mechanical	\$1.50 SQ. FT.

EQUIPMENT

- **AIR CONDITIONING**

A. Commercial (plans required)	\$4.00 SQ. FT.
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- **FIRE ALARM**

A. Commercial	\$.50 SQ. FT.
B. Residential	\$.25 SQ. FT.

- **KITCHEN TYPE I OR II HOOD SYSTEM**
(Plans required)

VALUATION

- **SOLAR INSTALLATION (plans required)**

- A. Up to \$6,000.00
- B. \$6,001.00 Or More

\$150.00 Flat Fee
Per Valuation

- **SPRINKLER SYSTEM**

- A. Commercial
- B. Residential

\$2.60 SQ. FT.
\$2.60 SQ. FT.

- **TOWER (plans required)**
(New installation)

- A. Up to \$6,000.00
- B. \$6,001.00 Or More

\$185.00 Flat Fee
Per Valuation

- **CO-LOCATE EXISTING TOWER (plans required)**

- A. Up to \$5,000.00
- B. \$5,001.00 Or More

\$165.00 Flat Fee
Per Valuation

**AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF
ADOPTED CODES**

**** PLUS ANY UTILITIES INSTALLED**

- **DEPOSITS**

To expedite the processing of permit applications, the following deposit will be collected at the time of plans submission. Exact fees will be computed during the plan check process.

New Commercial Project	\$300.00
New Residence	\$150.00
Residential Remodel/Addition And Commercial Remodel/Addition	
Up to \$5,000.00	\$25.00
\$5,001.00 to 10,000.00	\$50.00
\$25,001.00 and Up	\$100.00
Grading	
Up to 1000 CU. YDS.	\$20.00
1001 CU YDS. Or More	\$100.00

- **REFUNDS**

Plan Check Fees	No Refunds once the plan check process has begun
Plan Withdrawn	Retain \$50.00 Per Hour (minimum charge on hour or calculated plan review fee whichever is greater)
Building Permit Fees (no work started and no inspections called)	Retain \$25.00 or 25% whichever is greater
Plumbing, Electrical, Mechanical Fees (no work started and no inspections called)	Retain \$10.00 or 25% whichever is greater

2007-718

Amended approved by
Council 9-5-07TOWN OF CAMP VERDE
2007 PLANNING AND ZONING FEES

SERVICE/APPLICATION	FEE*
BOA Appeals	\$110
Variance Fees:	\$620
Additional Variance/Same Application	\$55
Non-conforming Use Hearing	\$220
Copies for Maps (plotted or color)	
Large	\$30
11" x 17"	\$10
8" x 11"	\$5
General Plan Amendment	
Minor	\$1000
Major	\$1550
Map Change for Zoning (ZMC):	
To Agriculture zone	\$870
Residential to Residential	\$835/50 acres + \$55 /acre additional
Residential to Commercial or Commercial to Industrial	\$1000/ 5 acres + \$85/acre additional
PAD and PUD	\$835/1 acre + \$55/acre up to 10 acres + \$2/acre over 10 acres
Major Amendment	\$835/1 acre + \$55/acre up to 10 acres + \$2/acre over 10 acres
To Mixed Use/Low Density	Same as PAD/PUD fees
To Mixed Use/High Density	Same as PAD/PUD fees
Minor Land Division	\$165
Subdivision Plats:	
Preliminary Plat	\$1000 for 10 lots + \$10/lot over 10 lots
Final Plat	\$835 for 10 lots + plus \$10/lot over 10 lots, \$4300 maximum fee
Amended Plat	\$835 for 10 lots + plus \$10/lot over 10 lots, \$4300 maximum fee
Final Site Plan PAD Review	\$550
Time Extensions	\$110
Design Review	
Board Review: <u>Commercial Bldg</u> <u>PUD/PAD</u>	\$350
Director Review: <u>Commercial Bldg</u> <u>Signs</u>	\$100 \$50
Community Facilities District	\$55,000
Development Agreement:	
Revision to amend	Hourly wage of employees and cost of materials for project.
Reconsideration	Hourly wage of employees and cost of materials for project.

2007-718

Amended approved by
Council 9-5-07

Use Permits:	
Open Space Uses	\$670
Residential Uses	\$670
Commercial (RCD, RS, C1 & C2)	\$1000
Heavy Commercial/Industrial Uses (C3 & M1)	\$1000
Heavy Industrial (M2)	\$1000
Mobile Home Parks	\$1000/10 spaces +\$15/space up to 100 spaces + \$10 for each additional space
RV Parks	\$1000/10 spaces +\$15/space up to 150 spaces + \$5 for each additional space
Mini Storage	\$1000/20,000 sq. ft of enclosed storage + \$10/1,000 sq. ft. addition
RV Storage	\$1000/50 storage or parking spaces + \$5 for each additional space
Mining	\$1000/ 5 acres + \$55/acre up to 50 acres + \$10 for each additional acre
Continuance of Hearing	
Before advertising	\$55
After advertising	\$110
Sign	
Non-illuminated	\$1/sq. foot – minimum \$10 fee
Illuminated	\$1/sq. foot – minimum \$10 fee
Mural	\$25
Off Premise Sign	\$330
Street Abandonment	\$110
Verification Letter	\$100
Underground Utilities Exemption	\$25
Wireless Communication	\$220
Administrative Review	
Administrative Review w/comment	\$550
Applications Requiring Special UP	
Towers Less than 99'	\$1,550
Towers 100' to 199'	\$2,100
Towers 200' and above	\$2,650
Zoning clearance for building permits	
Accessory bldgs.- Res. remodel	\$25
Commercial remodel	\$110
Commercial	\$0.01 per square foot/minimum \$100
Fence	\$0.05 per linear ft./minimum \$10
Houses	\$85
Manufactured Home	\$55

- In addition to the standard fee associated with an application, the applicant will bear any charges encumbered by the Town for any plans sent out for technical or professional review, which the Town is subsequently charged.
- Further, any service or application provided in the Town of Camp Verde Zoning Ordinances that requires public notification and is not mentioned within this fee structure will be charged a flat \$450 fee.

4. The Director may approve an application for a building or structure in lieu of forwarding the application to the Board if the proposal meets any of the criteria a through d below. The Director shall have the same duties and powers of the Board in regard to these buildings and structures. If there are concerns that cannot be resolved between the Applicant and the Director or if the proposal does not clearly meet the criteria set forth in Subsection J, the application shall be forwarded to the Board for consideration.
- a) Any and all resurfacing of vertical structures.
 - b) Signs that are 64 square feet or less in area, are building-mounted or monument style, and clearly meet both the requirements and intent of this Ordinance and the requirements of Sections 118 (Sign Regulations) and 120 (Outdoor Lighting Ordinance).
 - c) A proposed building or vertical structure that:
 - i. is either an addition or an accessory structure to an existing building and does not exceed twenty-five percent (25%) of the existing building floor area or five thousand (5,000) square feet
 - ii. conforms to the criteria set forth in Section J of this Ordinance for all proposed and existing buildings, vertical structures, signs and landscaping on the site, and
 - iii. is complimentary with surrounding properties as well as with the existing building.
 - d) An addition or accessory building that does not substantially or detrimentally alter the appearance of the site as seen from off-site.
5. The Design Review Board shall have the power to approve, conditionally approve, or deny all applications for Design Review.
6. Upon receiving approval or a conditional approval from the Design Review Board, the Applicant may proceed with the preparation of a complete set of plans for submittal to the Department for a building permit. Prior to issuance of a building permit, the Building Inspector shall determine that all Design Review requirements have been met.

J. CRITERIA

1. In considering an application for Design Review, the Design Review Board shall be guided by the following criteria:
 - a) The general design of buildings, structures, signs, and the surrounding site shall reflect the simple building style historically prevalent within the Town, and should draw on the western, rural, and historic military influences that have shaped Camp Verde's architecture since its inception. Comfortable simplicity is to be preferred over architectural complexity, while still addressing massing and scale considerations.