INFORMATION FOR SCHEDULING APPLICATIONS FOR PUBLIC HEARING

Development Services Planning staff will do everything we can to insure that your application is processed and scheduled for hearing.

**NOTE** – EVEN THOUGH AN APPLICATION SUBMITTED PRIOR TO THE APPLICATION SUBMITTAL DEADLINE, DOES NOT GUARANTEE THAT AN APPLICATION WILL BE SCHEDULED FOR THE PUBLIC HEARING ON THE DATE THAT THE SUBMITTAL DEADLINE WAS INTENDED.

There are a number of reasons why there MAY be a delay in scheduling an application for public hearing:

1. Although a cursory review of an application is conducted by staff when an application is submitted, applications will be thoroughly reviewed by various reviewing agencies as part if the application review process. If it is determined that an application is not complete, it MAY not be scheduled for hearing until the application is complete and staff has had time to review the completed application.

2. When an application is reviewed, if it is determined that additional information is needed, in order to make an accurate AND COMPLETE assessment of the request, an application will not be scheduled for hearing until the additional information has been submitted and staff has had time to review the information.

3. When an application is reviewed, if it is determined that there are inaccuracies with the submittal that need to be corrected, the application MAY not be scheduled for hearing until the corrections have been made and staff has had time to review the corrections.

4. Even if a complete application is submitted and requires no additional information or corrections, the Planning Commission does, on occasion, cancel meetings if there are only one or two items on their agenda. Fortunately, meeting cancellations are relatively rare; however, please be aware that they do occur.

Generally, complete accurate applications are scheduled for hearing, based upon the application deadline schedule, established by the Board of Supervisors. Staff attempts to work with the applicant to ENSURE THAT this schedule IS MET because delays are frustrating and can be costly. However, a complete and accurate application is what is required and necessary in order for the Planning and Zoning Commissioners and the Board of Supervisors to make the appropriate decision during the public hearing.

Thank you.
This is a guide to be used in submitting a public hearing application in the unincorporated areas of Yavapai County, Arizona.

**Complete Applications**

Submittal of an application does not guarantee the item will be scheduled for the next available public hearing. **Only applications** that are determined to be **entirely complete** according to the Planning Manager will be scheduled for public hearing.

**General Information**

Prior to submitting an application, please **be sure** of all the following information:

1. The legal description of your property is correct;
2. You are the legal owner of the property, or have a letter of authorization to represent the property owner;
3. You have discussed your application with the Development Services Department staff (required pre-application meeting with Planning Division);
4. You have contacted other applicable reviewing agencies prior to submittal of your application (Land Use Unit, Environmental Unit, Flood Control District, etc.);
5. You have completely and accurately described the existing and proposed future uses of the property for your application;
6. You have completed and have signed and/or notarized all applicable forms required for your application;
7. You have completed the citizen participation requirements;
8. You have completed the applicable checklist of required items.

**Filing Fees**

All public hearing application filing fees are **non-refundable** regardless of approval or denial and must be paid at the time of application submittal. Fees are based on the complexity of the proposed use, acreage involved, and changes in density. Once staff has an understanding of the proposal, fees are calculated using the fee schedule as approved by the Board of Supervisors.
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**Legal Description:**  
- See attached Legal Description **OR:**  
  
  Lot: | Block:  
  
  Subdivision:  

I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the owner or authorized agent of the same as stated in the attached documentation.

**Signature:**

**Print Name:**

**Date:**
COUNTY DEPARTMENTS INVOLVED IN THE REVIEW OF DEVELOPMENT PROPOSALS

You may want to contact these Departments/Agencies prior to submittal to see if they have any requirements.

Prescott Office
Yavapai County Development Services
500 S. Marina St., Prescott,
(928) 771-3217

Yavapai County Flood Control District
500 S. Marina St., Prescott
(928) 771-3197

Yavapai County Public Works Department
1100 Commerce Dr. Prescott
(928) 771-3183

Yavapai County Assessor’s Office
1015 Fair St., Prescott
(928) 771-3220

Yavapai County Recorder’s Office
1015 Fair St., Prescott
(928) 771-3244

Yavapai County Sheriff’s Office
255 E. Gurley Street, Prescott
(928) 771-3260

Yavapai County Environmental Health Dept
930 Division St., Prescott
(928) 771-3122

Cottonwood Office

10 S. 6th St., Cottonwood
(928) 639-8151

10 S. 6th St., Cottonwood
(928) 639-8121

10 S. 6th St., Cottonwood
(928) 639-5807

Cottonwood
(928) 639-8100

10 S. 6th St., Cottonwood
(928) 639-8138

Fire District responsible for your area.

OTHER AGENCIES THAT MAY ALSO BE INVOLVED WITH THE REVIEW PROCESS:

Arizona Department of Transportation (ADOT)
1109 Commerce Dr., Prescott
(928) 771-5861

Arizona Department of Environmental Quality (ADEQ)
1110 W. Washington St., Phoenix
(602) 771-2300

Arizona Department of Water Resources (ADWR)
1316 Iron Springs Rd., Prescott
(928) 778-7202

1801 S. Milton, Flagstaff
(928) 774-1491

If the property that you are proposing to develop is adjacent to Arizona State Trust Lands or lands under the jurisdiction of the Bureau of Land Management, U.S. Forest Service, etc., the neighboring agency will also be involved in the review of your proposal. Other factors such as significant archaeological sites or endangered wildlife occurring on the property, proposed structures that could affect aircraft, etc., could involve other agencies in the review as well.
SET UP PRE-APPLICATION MEETING WITH PLANNING STAFF

APPLICATION SUBMITTED AND FEES PAID

FILING DEADLINE

SEND OUT FOR AGENCY REVIEW

ADDRESSING
BUILDING SAFETY
DESIGN REVIEW
ENVIRONMENTAL UNIT
FLOOD CONTROL
LAND USE

OTHERS, I.E.:
ADOT
ADWR
ADRE
FIRE DISTRICT
FOREST SERVICE

REVIEW COMMENTS WITH APPLICANT

PUBLIC HEARING
CONSIDERATION BY THE PLANNING & ZONING COMMISSION
AND/OR BOARD OF SUPERVISORS
Final Site Plan Application Checklist

APPLICANT: ___________________________________________  PARCEL#: __________________

____ 1) A mandatory pre-application meeting with the Development Services Representatives on (DATE)______________;

____ 2) Letter of Intent detailing the proposed use(s) and time period requested (if applicable);

____ 3) Hearing application submittal form filled out completely;

____ 4) The address and directions to the subject parcel for purposes of preparing the hearing notice and posting the property;

____ 5) Permission to enter property statement;

____ 6) Letter of authorization signed and notarized if required;

____ 7) Requested variances and waivers or known deviations from design standards;

____ 8) One (1) copy of a site plan (up to 11”x17” in size). If plan is larger than 11”x17”, then applicant must provide thirty (30) copies upon submittal, which shall be clearly and legibly drawn to a scale of 1” = 200’; or 1” = 100’; or 1” = 50’. A scale of 1” = 100’ is preferred. Whenever possible, scales should be adjusted to produce an overall drawing not exceeding 36” X 42” in size, providing sufficient detail can still be shown.

____ 9) A filing fee in the amount of $____________________. (Determined by the Development Services fee schedule as adopted by the Board of Supervisors).

NOTE:
The applicant or his representative must be present at scheduled Planning and Zoning Commission and Board of Supervisors meetings in order to answer questions. A building permit will be required for the construction of any structure after approval of a Final Site Plan. If such construction is planned, the applicant(s) should obtain a Zoning Clearance Package and familiarize themselves with both those requirements, as well as the requirements of the Building Safety Unit.
Final Site Plan Contents Checklist

APPLICANT: ___________________________ PARCEL#: ___________________________

___ 1) Name of project with associated parcel number;

___ 2) North arrow;

___ 3) Boundaries of parcel and development clearly identified;

___ 4) Date of preparation plus date of any amendments since original submittal;

___ 5) Proposed land uses and densities by area, as well as ownership patterns surrounding land uses and zoning within three hundred feet (300');

___ 6) For projects with development constraints such as difficult topography, FEMA flood plains or numerous washes/arroyos exhibiting unique drainage constraints, topography shall be shown by contours relating to USGS survey datum (shown on the same map as proposed development) including benchmark used. Topography shall be depicted three hundred feet (300') beyond project boundary;

___ 7) Adjacent roadways and proposed means of legal access. Include location and status of all easements and private roads;

___ 8) Appropriate vehicle access, parking and traffic circulation as required by the Planning and Zoning Ordinance Section 602 (Parking and Off-Street Loading);

___ 9) Size, location, setback dimensions and separation of any existing and proposed structures with distances from property lines noted. Also note location and size of any septic tanks, leach fields, and wells;

___ 10) Size, location and height of any proposed or existing signs, lighting, screening (i.e., fences, berms, walls and live vegetative screening);

___ 11) Label all structures, proposed or existing, with intended use;

___ 12) Identify in chart or note form on the site plan the following:
   • Parcel size
   • Existing or proposed utilities (water, wastewater, electric, gas, refuse removal)
   • Fire District

___ 13) Identify on the plan any unique site conditions (rock outcroppings, major drainage features, etc.).

SUPPLEMENTARY CONTENTS OF FINAL SITE PLAN (If required)

In addition to the contents required above, the Development Services Department may require the following supplementary contents:

The following material shall accompany the submission of all Final Site Plans. If this data is not included on the Final Site Plan, then a minimum of two (2) copies are required unless more are required in specific instances by other agencies or regulations. Supplemental submittals at this stage, such as grading, drainage or road plans, should be preliminary plans, not construction plans. They are the type of plans needed to evaluate the sustainability of the Final Site Plan and allow the reviewing agencies to make reasonable decisions. The plans may generally be prepared using scaled distances and elevations taken from the topographic map used for the Final Site Plan. When possible, they should be at the same scale as the Final Site Plan. All supplemental submittals must be consistent with each other and the Final Site Plan.

___ 1) A list of the proposed street names;
2) \textbf{Preliminary Grading Plan:} A preliminary grading plan shall be required when cuts or fills will exceed five feet (5') in height or will extend outside of the normal street right-of-way. The preliminary grading plan shall be in sufficient detail to convey the extent of grading activities such that their impact can be evaluated by the reviewing agencies. The plan shall include existing and finish grade contours and limits of cut and fill areas. Driveway and building locations shall be shown when topographic or other constraints will require specific locations or site grading. A geotechnical report shall accompany the grading plan to support the slope stability assumptions of the grading plan;

3) \textbf{Preliminary Road Plans:} Grades shall be given to the nearest whole percent grade. A profile sheet coinciding with the roads as shown on the Final Site Plan or separate plan and profile sheets shall be prepared at a scale sufficient to allow evaluation of the proposed roads. Proposed drainage structures within the right-of-way shall be shown on the preliminary road plans. The Preliminary Grading Plan may be shown on the Preliminary Road Plans if all of the grading will be related directly to the roads. The reviewing agency's interest in these plans are:
   - Height, stability and slope of cut/fills
   - Affected drainage patterns
   - Potential roadway geometric problems
   - Impacts of the roads on adjacent lots, property and access
   - Relationship of drainage to roadways
   - Other items that may be specific to the roads in the specific subdivision

4) \textbf{Preliminary Utility Plans:} A Preliminary Utility Plan shall be prepared to illustrate the proposed location of utilities and verify that the necessary easements and rights-of-way are proposed on the Final Site Plan. It is recognized that final utility locations are decided by the individual utilities, but the objective of the Preliminary Utility Plan shall be to encourage cooperation in planning by the various utilities;

5) \textbf{Preliminary Drainage Plans:} The Preliminary Drainage Plan shall be part of a Phase II Drainage Report in accordance with the requirements of the Flood Control District and the Yavapai County Drainage Criteria Manual. The plan may include a drainage report, floodplain delineation and floodplain study depending on the size of the project and its location topographically as well as geographically;

6) \textbf{Traffic Impact Analysis:} Generally the following criteria are considered when determining if a traffic impact study is warranted:
   - Significant changes in land-uses are proposed or higher density zoning is sought
   - County arterial highway access is requested or the existing location of access to the property is changed
   - The proposed increased activity or intensity of development will significantly impact vehicular or pedestrian traffic on County roads
   - A total of one hundred (100) or more vehicular trips during an A.M. or P.M. peak hour will be generated by the proposed development

The applicant shall be required to provide financial assurances or complete the installation of any improvements determined necessary to maintain or improve traffic operations and traffic safety functions in direct proportion to the impact caused by the proposed development. A traffic impact study when warranted shall be performed in accordance with "Traffic Impact Analysis for Proposed Development", Arizona Department of Transportation (ADOT), Highway Division, Traffic Engineering Section, 1991. The County Engineer may waive the requirements of ADOT analysis on a case-by-case basis. In cases where the proposed subdivision streets intersect a State or County highway the Traffic Impact Analysis shall be performed as outlined above. In instances where the interior subdivision streets do not intersect or adjoin a State or County highway the level of detail for the traffic study and its contents shall be at the discretion of the County Engineer. The County may direct the applicant to have an independent consultant do the Traffic Study with the applicant to pay all associated costs. Upon submittal to the Department, the study shall be transmitted to and reviewed by the County Engineer's office. Copies shall be made available to other governmental agencies, which may be affected by increased traffic;
7) Any waiver or variance from approved construction standards such as zoning, road design, flood control, etc. shall be in the form of an application specifying each requested waiver or variance and associated justification;

8) Additional information as may be necessary to assure that the proposed Final Site Plan conforms to the provisions of any applicable codes, ordinances and/or regulations, as well as the previous stipulations of approval.

*The above referenced list is for the submittal of information to the Planning Division to review for the requested proposal. If the application is approved, Zoning Clearances/Building Permits will need to be applied for before construction can commence. Full construction drawings may not be necessary. Please contact a Permit Technician at (928) 771-3214 or (928) 639-8151 to determine what type of information will be required on the plans prior to initiating any drawings.
LETTER OF INTENT

To Whom It May Concern:

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 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.

We have spoken to all of our neighbors in the immediate area and they have indicated that they are not opposed to our project and the traffic impact should be minimal on the area due to the small size of the park.

Sincerely,

Mr. and Mrs. John Doe
SAMPLE LETTER OF AUTHORIZATION

DATE: ____________

TO WHOM IT MAY CONCERN:

This letter will serve as authorization for _______ (name, title, corporation) ______, to act as an agent on behalf of ____ (corporation, landowner) _____, including, but not limited to, power of attorney for the purpose of obtaining a _____ (type of request) _____, for ____(type of use) __________ in cooperation with the Yavapai County Development Services Department.

Located on Assessor Parcel Number: _________________________________________________

Landowner Signature: _____________________________________ Date: ___________________

State of Arizona

ss

County of Yavapai

On this ____________ day of _____________________ 20___ before me, the undersigned Notary Public, personally appeared ________________________________________________ who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal

____________________________________________

NOTARY PUBLIC

____________________________________________

Date Commission Expires
PERMISSION TO ENTER PROPERTY

HEARING APPLICATION:

DATE: / / PARCEL NO.: 

NAME: LEGAL DESCRIPTION: 

ADDRESS: (or see attached)

I, the undersigned, hereby give permission to the Yavapai County Development Services staff in the discharge of their duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Yavapai County Planning and Zoning Ordinance, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed, or used in violation of the Yavapai County Planning and Zoning Ordinance; or for any investigation for conditions, compliance, and stipulations under the terms of the Yavapai County Planning and Zoning Ordinance and public hearings concerning this parcel. Such entry shall be limited between the hours of 7:00 A.M. and 6:00 p.m. 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.

Applicant’s Signature: ___________________________ Date: ___________________________

State of Arizona

County of Yavapai

On this ________________ day of __________________ 20__ before me, the undersigned Notary Public, personally appeared ___________________________________________ who Executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal

________________________________________

NOTARY PUBLIC

________________________________________ Date Commission Expires
PROPERTY DIRECTIONS

ASSESSOR'S PARCEL NUMBER: ________________________________

APPLICANT'S NAME: __________________________________________

DIRECTIONS TO PROPERTY:

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ALL MAPS SUBMITTED MUST BE FOLDED TO BE NO LARGER THAN 8.5”X11” IN SIZE