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 of 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.
USE PERMIT PROCESS
SUMMARY & SUBMITTAL GUIDELINES

Pre-Application Meeting: You need to set up a meeting with a planner to discuss the project. At this meeting you should provide us with as much information in regards to the application as you can. This helps staff head you in the right direction and if there are any issues that may delay the application process. Staff will need a parcel number, or the physical address of the parcel, prior to the meeting. 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.

Filing Fees: All public hearing application 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.

Application Review: Once it has been determined by staff that your application is complete, a copy of your site plan, letter of intent, and other pertinent information such as drainage, traffic, etc., will be forwarded to various reviewing agencies for their review and comment. If those reviewing agencies find the information submitted is complete and find the proposal to be acceptable, your request will be scheduled for the next available Planning & Zoning Commission public hearing.

Notification: Prior to the hearing, a notification that your request will be considered by the Planning & Zoning Commission will appear in the local newspaper. A poster, announcing the date and time of the Commission’s hearing where your request will be considered, will be placed on your property and notification letters will be sent to surrounding property owners (300 ft. if the parcel is one acre or less or 1,000 ft. if the parcel is more than one acre in size). Even though you are fulfilling the application’s citizen participation requirements, all of these notifications are intended to allow members of the public the opportunity to express their support for, or opposition to, your application as part of the public hearing process.

Issues Considered: When the Planning & Zoning Commission considers your request, the following items may be considered:

1. Does your request conform to, or conflict with, the County General Plan and the specific Community Plan for the area (if a Community Plan has been adopted for the subject area);
2. Does the surrounding neighborhood support or oppose your request;
3. Have all health and safety issues been addressed;
4. Is the use compatible with, and adequately buffered from, surrounding land uses (if necessary);
5. There could be other issues that are specific to your application that the Commission may consider as well.

Approval/Denial: The Planning & Zoning Commission will forward a recommendation to the Board of Supervisors to approve or deny your application; however, they may postpone consideration of your request until such time as you have submitted additional information, if necessary to make an informed decision. Use Permits/Zoning Map Changes are approved by the County Board of Supervisors, at a separate hearing, after the Planning & Zoning Commission has reviewed the request and offered a recommendation of approval or denial. Approvals may be subject to a number of conditions, if the Commission feels they are warranted, in order to address any impacts as well as public health, safety and welfare issues.

*To assist with insuring that your application is processed in as timely and efficient manner as possible, you should stay in contact with the planner that has been assigned to your application, as your application is being processed.*
## APPLICATION FORM

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>FOR OFFICE USE ONLY</th>
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<tbody>
<tr>
<td><strong>Project Name:</strong></td>
<td><strong>Type of Application:</strong></td>
</tr>
<tr>
<td><strong>Located in:</strong></td>
<td><strong>Master Parcel #:</strong></td>
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<td>Sec</td>
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<tr>
<td><strong>Assessor’s Tax Parcel Number(s):</strong></td>
<td><strong>Hearing By:</strong></td>
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<tr>
<td><strong>Application #:</strong></td>
<td>Fees:</td>
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<tr>
<td><strong>Receipt #:</strong></td>
<td>P&amp;Z</td>
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<tr>
<td><strong>Current Zone:</strong></td>
<td>BOS</td>
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<tr>
<td><strong>Supervisor District:</strong></td>
<td>Admin Review</td>
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<tr>
<td><strong>Date Applied:</strong></td>
<td>BOA</td>
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<td><strong>Taken By:</strong></td>
<td>Final Action: A D W</td>
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<tr>
<td><strong>Special Use Code:</strong></td>
<td><strong>Related H#</strong></td>
</tr>
<tr>
<td><strong>Photo ID:</strong></td>
<td><strong>Property Owner:</strong></td>
</tr>
<tr>
<td><strong>Applicant/Agent: (Circle One)</strong></td>
<td><strong>Mailing Address:</strong></td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
<td><strong>City:</strong></td>
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<td><strong>City:</strong></td>
<td><strong>State:</strong></td>
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<td><strong>Phone:</strong></td>
<td><strong>Fax:</strong></td>
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<td><strong>Fax:</strong></td>
<td><strong>E-mail:</strong></td>
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<tr>
<td><strong>E-mail:</strong></td>
<td><strong>Request:</strong></td>
</tr>
<tr>
<td><strong>Legal Description:</strong> □ See attached Legal Description OR:</td>
<td><strong>Lot:</strong></td>
</tr>
<tr>
<td><strong>Block:</strong></td>
<td><strong>Subdivision:</strong></td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Print Name:</strong></td>
<td><strong>Date:</strong></td>
</tr>
</tbody>
</table>
Yavapai County Development Services
Wireless Administrative Review Application Checklist

APPLICANT: ____________________________ PARCEL#: ____________________________

No application is to be submitted or accepted unless it is complete including, but not limited to, the following:

1. A mandatory pre-application meeting with the Development Services Representatives on (DATE) ____________.

2. Hearing application submittal form filled out completely;

3. Letter of Intent detailing the proposed use(s) and time period requested;

4. A legal description of the property/lease area identified on the application; if too lengthy, please attach (legal should be 11 point font or larger);

5. Permission to enter property statement;

6. Letter of authorization signed and notarized;

7. Certification that the wireless communication facility, as represented in the application, will comply with all FAA, FCC and other applicable regulations (notarized);

8. Copies of all wireless telecommunication licenses for providers who will use the facility at the time of filing the application;

9. One (1) copy of a site plan, see attached checklist. If plan is larger than 11"x17", then applicant must provide a digital copy upon submittal;

10. A filing fee in the amount of $870.00. (Determined by the Development Services fee schedule as adopted by the Board of Supervisors).

Yavapai County Development Services
Wireless Administrative with Comment Period Application Checklist

APPLICANT: _______________________________ PARCEL#: ____________________________

No application is to be submitted or accepted unless it is complete including, but not limited to, the following:

1. A mandatory pre-application meeting with the Development Services Representatives on (DATE)__________,

2. Hearing application submittal form filled out completely;

3. Letter of Intent detailing the proposed use(s) and time period requested;

4. A legal description of the property/lease area identified on the application; if too lengthy, please attach (legal should be 11 point font or larger);

5. Permission to enter property statement (notarized);

6. Letter of authorization signed and notarized;

7. Citizen Participation completed. Includes:
   • Citizen Participation Plan
   • Affidavit of Notification (notarized)
   • Citizen Participation Report (may be submitted up to the date of advertising)
   • Mailing list of all property owners within one thousand feet (1,000') of the parcel boundary
   • Attendees list, minutes, and information obtained from required community meeting Copy of signed, redacted lease agreement with landowner;

8. Certification that the wireless communication facility, as represented in the application, will comply with all FAA, FCC and other applicable regulations;

9. Copies of all wireless telecommunication licenses for providers who will use the facility at the time of filing the application;

10. One (1) copy of a site plan, see attached checklist. If plan is larger than 11"x17", then applicant must provide a digital copy upon submittal;

11. A visual analysis, which may include photo simulations, field mock-ups, or other techniques which identify the potential visual impacts of the proposed facility.

12. Certification that no Yavapai County or municipal owned site, or existing wireless facility reasonably meets the needs of the applicant, listing all such sites within five (5) miles of the proposed site and the reason each is not physically adequate for the reasonable commercial coverage, or not economically feasible for location;
A filing fee in the amount of $1885.00 (Determined by the Development Services fee schedule as adopted by the Board of Supervisors).
Yavapai County Development Services

Wireless Facility Use Permit Application Checklist

APPLICANT: ___________________________ PARCEL#: ___________________________

No application is to be submitted or accepted unless it is complete including, but not limited to, the following:

1. A mandatory pre-application meeting with the Development Services Representatives on (DATE) ________
2. Hearing application submittal form filled out completely;
3. Letter of Intent detailing the proposed use(s) and time period requested;
4. A legal description of the property/lease area identified on the application; if too lengthy, please attach (legal should be 11 point font or larger);
5. The address and directions to the subject parcel for purposes of preparing the hearing notice and posting the property;
6. Permission to enter property statement (notarized);
7. Letter of authorization signed and notarized;
8. Citizen Participation completed. Including:
   a. Citizen Participation Plan
   b. Affidavit of Notification
   c. Citizen Participation Report (may be submitted up to the date of advertising)
   d. Mailing list of all property owners on the notification distance listed below
   e. Attendees list, minutes, and information obtained from required community meeting

Citizen participation notification required by tower height:

<table>
<thead>
<tr>
<th>Tower Height</th>
<th>Radius</th>
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<tbody>
<tr>
<td>99 feet and under</td>
<td>1,000 feet</td>
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<tr>
<td>100 to 199 feet</td>
<td>2,500 feet</td>
</tr>
<tr>
<td>200 feet and above</td>
<td>5,000 feet</td>
</tr>
</tbody>
</table>

9. RF frequency propagation maps showing the coverage areas of the proposed site and how it interacts with the coverage areas of connecting sites. If the applicant is seeking co-location of multiple carriers, the RF propagation coverage maps should also include on a separate map, the coverage areas obtained from the lowest co-location point on the tower;
10. Certification that the wireless communication facility, as represented in the application, will comply with all FAA, FCC and other applicable regulations;
11. Copy of wireless telecommunication license for provider who will use the facility at the time of filing the application;
12. One (1) copy of a site plan, see attached checklist. If plan is larger than 11”x17”, then applicant must provide a digital copy upon submittal;
13. A visual analysis, which may include photo simulations, field mock-ups, or other techniques which identify the potential visual impacts of the proposed facility. Photo simulations shall be provided from the three (3) closest residences within one-half (1/2) mile of the proposed site and from the closest collector or arterial street. The Development Services Director may at his/her discretion, request additional photos from specific vantage points;
14. Certification that no Yavapai County or municipal owned site, or existing wireless facility reasonably meets the needs of the applicant, listing all such sites within five (5) miles of the
proposed site and the reason each is not physically adequate for the reasonable commercial coverage, or not economically feasible for location;

15. A filing fee in the amount of $3830.00. (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 Use Permit. If such construction is planned, the applicant(s) should obtain a Permit Application Package and familiarize themselves with both those requirements, as well as the requirements of the Building Safety Unit.
Yavapai County Development Services
Wireless Site Plan Checklist

APPLICANT: ___________________________ PARCEL#: ___________________________

*NOTE: Planning staff would request that all plans be submitted on 11”x17” paper*

1. Name of project at top of sheet with parcel number;
2. Names, addresses, phone numbers and notation of relationship to project for landowners, agents, engineers, and other involved individuals/companies;
3. Vicinity map;
4. Location by Section, Township and Range (G&SRB&M);
5. Boundaries of project clearly identified (lease area in reference to parcel boundary);
6. North arrow;
7. Scale, both graphic and equivalent inch to feet;
8. Date of preparation plus date of any amendments since original submittal;
9. Zoning classification of the site;
10. Size, location, setback dimensions, and separation of any existing and proposed structures with distances from property lines shall be noted;
   - Adjacent roadways and proposed means of legal access. Include: location and status of all easements and private roads;
   - Location and heights of all exterior lighting, fences, walls and berms;
11. Elevation drawings of the exterior of each element of the proposed facility, and a note as to the coloration of that element;
12. Fall zone radius of one foot (1’) for every one foot (1’) in height above grade from the base of the proposed tower or pole (Admin Review with Comment or Use Permit only);
13. One (1) copy of a site plan, see attached checklist. If plan is larger than 11”x17”, then applicant must provide a digital copy upon submittal;

*The above referenced list is for the submittal of information to the Planning Division to review for the siting of the facility or colocation on an existing facility. 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.*
## HEARING APPLICATION PROCESS

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>STAFF</th>
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<tbody>
<tr>
<td>SET UP PRE-APPLICATION MEETING WITH PLANNING STAFF</td>
<td>SEND OUT FOR AGENCY REVIEW</td>
</tr>
<tr>
<td>CITIZEN PARTICIPATION</td>
<td>REVIEW COMMENTS WITH APPLICANT</td>
</tr>
<tr>
<td>MEET WITH ADOT AND PUBLIC WORKS FOR COMMENTS</td>
<td>ADVERTISING, POSTING, AND PREPARES BRIEF</td>
</tr>
<tr>
<td>SUBMIT APPLICATION AND PAY FEES</td>
<td></td>
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<tr>
<td>FILING DEADLINE</td>
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<tr>
<td>CONSIDERATION BY THE PLANNING AND ZONING COMMISSION</td>
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<tr>
<td></td>
<td>CONSIDERATION BY THE BOARD OF SUPERVISORS</td>
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</table>

**NOTE:** ALL PUBLIC HEARING APPLICATIONS WILL FOLLOW THIS PROCESS WITH THE EXCEPTION OF FINAL SUBDIVISION PLATS, WHICH ARE NOT HEARD BY THE PLANNING AND ZONING COMMISSION.
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.

<table>
<thead>
<tr>
<th>Prescott Office</th>
<th>Cottonwood Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yavapai County Development Services</td>
<td></td>
</tr>
<tr>
<td>1120 Commerce Dr., Prescott, (928) 771-3217</td>
<td>10 S. 6th St., Cottonwood (928) 639-8151</td>
</tr>
<tr>
<td>Yavapai County Flood Control District</td>
<td></td>
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<tr>
<td>1120 Commerce Dr., Prescott, (928) 771-3197</td>
<td>10 S. 6th St., Cottonwood (928) 639-8151</td>
</tr>
<tr>
<td>Yavapai County Public Works Department</td>
<td></td>
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<tr>
<td>1100 Commerce Dr. Prescott</td>
<td></td>
</tr>
<tr>
<td>(928) 771-3183</td>
<td></td>
</tr>
<tr>
<td>Yavapai County Assessor's Office</td>
<td></td>
</tr>
<tr>
<td>1015 Fair St., Prescott, (928) 771-3220</td>
<td>10 S. 6th St., Cottonwood (928) 639-8121</td>
</tr>
<tr>
<td>Yavapai County Recorder's Office</td>
<td></td>
</tr>
<tr>
<td>1015 Fair St., Prescott, (928) 771-3244</td>
<td>10 S. 6th St., Cottonwood (928) 639-5807</td>
</tr>
<tr>
<td>Yavapai County Sheriff's Office</td>
<td></td>
</tr>
<tr>
<td>255 E. Gurley Street, Prescott (928) 771-3260</td>
<td>Cottonwood (928) 639-8100</td>
</tr>
<tr>
<td>Yavapai County Environmental Health Dept</td>
<td></td>
</tr>
<tr>
<td>930 Division St., Prescott, (928) 771-3122</td>
<td>10 S. 6th St., Cottonwood (928) 639-8138</td>
</tr>
</tbody>
</table>

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

- 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

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.
SAMPLE
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
PROPERTY DIRECTIONS

ASSESSOR’S PARCEL NUMBER: __________________________________________________

APPLICANT’S NAME: ____________________________________________________________

PHYSICAL ADDRESS:
____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

DIRECTIONS TO PROPERTY:
_____________________________________________________________________________
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Yavapai County Development Services

Prescott Office
1120 Commerce Dr., Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432

Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153


PERMISSION TO ENTER PROPERTY REQUEST FOR INSPECTION

HEARING APPLICATION:________________________PARCEL:_____________________

LEGAL DESCRIPTION:_________________________________________________________________

NAME(S):__________________________________________________________________________

ADDRESS:__________________________________________________________________________PHONE:______________________

I, undersigned, hereby request 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 within sixty (60) days of the date of my signature (below) or within sixty (60) days of the date of a public hearing for review, transfer, or renewal of the application. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or verbally) at any time.

APPLICANT’S SIGNATURE:____________________________________________________DATE:_________________

(Check one)

______OWNER

______AGENT FOR__________________________________________________________

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 __________________________________________________
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
PUBLIC WORKS COMMENTS

ASSESSOR’S PARCEL NUMBER: ________________________________

APPLICANT’S NAME: __________________________________________

REVIEWERS COMMENTS:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

REVIEWER

NAME: ___________________________________________________________

TITLE: ___________________________________________________________

DATE: ___________________________________________________________
ADOT’s COMMENTS

ASSESSOR’S PARCEL NUMBER: ______________________________________

APPLICANT’S NAME: ____________________________________________________________

REVIEWERS COMMENTS:
________________________________________________________________________________________
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REVIEWER

NAME:____________________________________________________________________________

TITLE:____________________________________________________________________________

DATE:____________________________________________________________________________
1. **CITIZEN PARTICIPATION PLAN**

   **A.** Every applicant who is proposing a project, which requires a public hearing, shall include a citizen participation plan, which shall be implemented prior to the first public hearing. This process shall be started prior to submitting a Zoning Map Change, General Plan Major Amendment, or Use Permit application. This process should not occur until after the required pre-application meeting and consultation with the Planning Division staff.

   **B.** Purpose
   
   1. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
   
   1. Ensure that the citizens and property owners within the community have an adequate opportunity to learn about applications that may affect them and to work with the applicants to resolve concerns at an early stage of the process;
   
   2. Facilitate ongoing communication between the applicant, interested citizens and property owners, County staff, Planning Commissioners and elected officials throughout the application review process.

   **C.** The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

   **D.** The level of citizen interest and area involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined by the applicant after consultation with the Planning Division. At a minimum, the target area should include the following:

   1. Property owners notice area shall be as follows:
      
      **Subject Property Size Notice Boundary**
      
      a. One (1) acre or less - three hundred feet (300’)
      b. More than one (1) acre - one thousand feet (1,000’)

   2. The head of any homeowners associations or community/neighborhood within at least 1,000 feet radius of the project site unless a greater distance is required by other sections of this ordinance;

   3. Other interested parties who have requested that they be notified;

   4. Those residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application.

   **E.** At a minimum, the applicant is encouraged to include the following information regarding the involvement of the target area:

   1. How those interested in, and potentially affected by, an application will be notified that an application has been made;

   2. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;
3. How those interested and potentially affected parties will be provided an opportunity to discuss the applicant’s proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;

4. The applicant’s schedule for completion of the citizen participation plan;

5. How the applicant will keep the Planning Division informed on the status of their citizen participation efforts.

F. These requirements are in addition to any notice provisions required by state statute and the Planning and Zoning Ordinance.

G. Additional meetings
   1. Extenuating circumstances may warrant the Planning staff to encourage the applicant to hold additional citizen participation meetings including, but not limited to:
      a. Timeframe between the last meeting and the date of the submittal;
      b. Any substantial changes that have occurred to the development proposal since the last citizen participation meeting was held.

2. CITIZEN PARTICIPATION REPORT

A. The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing. This report will be included in the information provided to the Planning and Zoning Commission by the Planning staff at the public hearing on the matter.

B. It is recommended that the citizen participation report include the following information:
   1. Details of techniques the applicant used to involve the public, including:
      a. Dates and locations of all meetings where citizens were invited to discuss the applicant’s proposal;
      b. Content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other publications;
      c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located;
      d. The number of people that participated in the process.
   2. A summary of concerns, issues and problems expressed during the process, including:
      a. The substance of concerns, issues, and problems;
      b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process;
      c. Concerns, issues and problems the applicant is unwilling or unable to address and why.
AFFIDAVIT OF NOTIFICATION

DATE: ____________

I __________________________________________________, being the owner or authorized applicant/agent for the Yavapai County Hearing Application referenced below, do hereby affirm that the attached mailing list of names and addresses accurately reflects the ownership of property within the notification boundary area (300 ft. if the parcel is one acre or less or 1,000 ft. if the parcel is more than one acre in size) of the boundaries of the subject property related to the Hearing Application according to Yavapai County Assessor records. In the case of a wireless facility application, the attached mailing list accurately reflects the ownership of property within the distance required per Section 605 - Wireless Communications Facilities, of the Yavapai County Planning and Zoning Ordinance.

APPLICANT/AGENT NAME (PLEASE PRINT): _________________________________________

APPLICANT/AGENT SIGNATURE: ___________________________________________________

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

PLANNING DEPARTMENT USE ONLY

HEARING APPLICATION: __________________________

PROJECT NAME: ___________________________________________
SAMPLE
CITIZEN PARTICIPATION REPORT

Applicant: Mr. and Mrs. John Doe
Project: 20 space RV Park in Black Canyon City

August 4, 2001
- Printed citizen participation letters (see attached) to advise neighbors of our intent to apply for the Use Permit.
- Hand delivered letters to Smith and Brown.
- Mailed letters to White, Roberts, Anderson, Jones, Cluff, Davis, White, Simpson, Johnson, Fisher and Bryant.
  *Note: These are all of our neighbors within 1,000 feet from our property line*

August 8, 2001
- John Jones called. He had no objection to our proposed RV Park.

August 9, 2001
- Bob and Pat Smith called. They had concerns about the location of the RV’s. After our conversation with them we have decided to modify the site plan and place the RV spaces closer to the vacant State Trust Land to the east.

August 10, 2001
- Held meeting on subject parcel. Meeting was attended by Mike Fisher, Lynn Roberts, and Andy Bryant. No objection to the project was given. Questions were posed about the location of the RV’s and the wastewater treatment facility. Mr. Fisher questioned if the proposed store would be open for just the residents of the park or would it be available for use by neighboring residences. We indicated that it would be open to all.

August 12, 2001
- Letter mailed to Steve and Mary Anderson returned to post office as “Not Deliverable as Addressed”. Confirmed address matched County tax records.

August 14, 2001
- Letter received from the Cluff family who reside in Scottsdale. They indicated opposition to the liquor license. We have enclosed their letter in our application submittal to the County.

August 18, 2001
- Application submitted to Planning and Design Review Division of the Yavapai County Development Services Department.

*We will continue to update the County of any new contact from our surrounding property owners.*

Summary of Concerns:
- **Location of the RV’s:** We have decided to modify the site plan and place the RV spaces closer to the vacant State Trust Land to the east.
- **Liquor License:** In order for the store to be profitable and of value to the residents of the park, we feel the store must be able to have a liquor license.