



Community Development Department
 7501 E. Civic Circle
 Prescott Valley AZ 86314
 Phone (928) 759-3050
 Fax (928)759-5511
 email: comdev@pvaz.net

FINAL DEVELOPMENT PLAN/PLAT (FDP) - RESIDENTIAL APPLICATION SUBMITTAL & CHECKLIST

Project Name: _____ Application #: _____

Site Address : _____ Assessor's Parcel #(s): _____

We do not accept any application via facsimile. Also, no application will be accepted unless it is complete including, but not limited to, the following:

- Type of development plan:
 - Final Development Plan Minor Modification Major Modification
- A mandatory pre-application meeting with Community Development Department Staff.
- Three (3)** hard copies of: a) The Final Development Plan (Plat) plus approved digital image format (PDF), b) The Engineering Plans including SWWPP.
- Two (2)** copies of: a) The Drainage Report, b) The Soils Report, c) The Water Report, d) The Sewer Report.
- Stamped Engineers Cost of Constructions Estimates and Inspection Fees
- Address Listing and Map (*Requirements and Standards provided separately as requested*)
- Completed Hearing application stating the request and the type of proposed development, the Assessor's Parcel #, signed and dated application and whether applicant is the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization. And to include:
 - A filing Fee of:
 - Final Development Plan (Plat) = \$375.00 plus \$5.00 per lot.
 - Minor Modifications = \$250.00
 - Major Modifications (5 or more lots) = \$300.00 + \$100 per lot.
 - Permission to enter property statement signed and notarized.
 - Proposition 207 Waiver Form signed and notarized.

Note: The applicant or his representative should be present at scheduled meetings to answer questions.



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RESIDENTIAL- FINAL DEVELOPMENT PLAN/PLAT

(Final Development Plan (Plat) in Planned Area Development)

Project Name: _____

Assessor's Parcel Number(s): _____

		<i>For Staff Use Only</i>
Applicant/Owner: _____ _____ Mailing Address: _____ _____ _____ Phone: _____ Fax: _____ Email: _____	Meeting Date: / /	
	Application No.: _____ Township _____ Range _____ Section _____ Date Received: _____ Zoning: _____ Fees & Charges: _____ Receipt #/Date: _____ Assigned To: _____ Taken By: _____	
Agent (If different than property owner. Agent letter must accompany submittal): _____ _____ Mailing Address: _____ _____ _____ Phone: _____ Fax: _____ Email: _____	Subdivision: _____ Site Location/Address: _____ _____ _____ Total Acreage: _____ Total Lots: _____	

_____ Name	_____ Signature	_____ Date
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AUTHORIZATION TO ENTER PROPERTY

Project Name: _____ Application No: _____

Parcel Number(s) _____

Legal Description (see attached)

Applicant(s): _____

Address: _____ Phone No.: _____

I, the undersigned, hereby give permission to the Prescott Valley Zoning Inspector (or any Deputy Inspector) in the discharge of his/her 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 Prescott Valley Town Code, 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 Prescott Valley Town Code; or for any investigations for conditions, compliance and stipulations under the terms of the Prescott Valley Town Code and public hearings concerning this parcel. Such entry shall be within 60 days of the date of my signature (below) or within 60 days of the scheduled date of a public hearing for review, transfer or renewal of the application. Such entry shall be limited between the hours of 7 A.M. and 6 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 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: _____

Final Development Plans (Plat) for Residential Subdivision in the Planned Area Development (PAD) Zone District

The purpose of Planned Area Development (PAD) provisions is to:

- A. Ensure orderly and thorough planning and review procedures that will result in high quality urban design and to encourage variety in architectural design through techniques including, but not limited to, variations in building style, lot arrangements and site planning.
- B. Establish procedures to provide flexibility in design, density and development requirements to meet the specific development representations of an applicant, and upon a determination by Council that such variations or modifications do not adversely affect the intent and purpose of the Comprehensive Plan of the Town of Prescott Valley.
- C. Encourage through innovative site planning such things as the preservation of natural character of the land, and economy in construction and maintenance of streets and utilities.
- D. Permit flexibility in design so that developments would produce maximum choice in the types of environments, living units, and commercial installations and facilities available to the public, and produce an efficient, aesthetic and desirable use of open space.
- E. Produce an environment of stable character in harmony with the surrounding areas and developments.

13-19-060(B). All Preliminary Development Plans and Final Development Plans prepared for subdivisions shall be prepared in accordance with the requirements of the Subdivision Code in Chapter 14 of the Town Code which comprises:

- Article 14-01 GENERAL PROVISIONS
- Article 14-02 PLATTING PROCEDURES AND REQUIREMENTS
 - Section 14-02-060 Information Required for Final Plat Submittal*
- Article 14-03 SUBDIVISION DESIGN STANDARDS AND PRINCIPLES
- Article 14-04 STREET AND UTILITY IMPROVEMENT REQUIREMENTS
- Article 14-05 MODIFICATIONS

These provisions are available at the Town of Prescott Valley Web Site: www.pvaz.net

A Preliminary Development Plan (PDP) is approved separately or in conjunction with a Zone Map Change. After approval of a Preliminary Development Plan a Final Development Plan (FDP) can be brought directly to Council for approval of each phase of development. The Final Development Plan must be complete and in conformance with all applicable Town Codes and requirements before being scheduled for the Council Meeting.

13-19-060(H). The Final Development Plan shall include all pertinent information relating to the proposed PAD and contained in the Preliminary Development Plan (as refined and revised) and as may be required by Community Development Department Procedures and policies, the Planning and Zoning Commission, Town Council, or the officer in charge of administering this Chapter as set forth.

13-19-060(M). With the approval of a Final Development Plan by Council, the PAD overlay zoning designation may be used to tailor the strict application of requirements of the underlying zoning district by providing flexibility in design, density and development requirements to meet the specific development representations of an applicant, and upon a determination by Council that such variations or modifications do not adversely affect the intent and purpose of the Comprehensive Plan of the Town of Prescott Valley, nor adversely affect surrounding property (including property values).

Plan Review:

A. In House Construction and Development Plans Review	\$20.00/sheet
B. Outside Consultant Engineering Plans Review	cost plus 5%

Inspection Fees:

A. <u>Utility Lines</u> *Includes water, wastewater, reclaimed water, and stormwater lines	\$0.25/lf *
B. <u>Streets</u> **Includes road surfaces, curbs, gutters, sidewalks, and pedestrian/bicycle paths	\$0.25/sy**

After Approval:

After approval of the initial plan/plat, **two (2) Mylar copies** of the final plan/plat should be prepared for approval at the Town Council meeting.

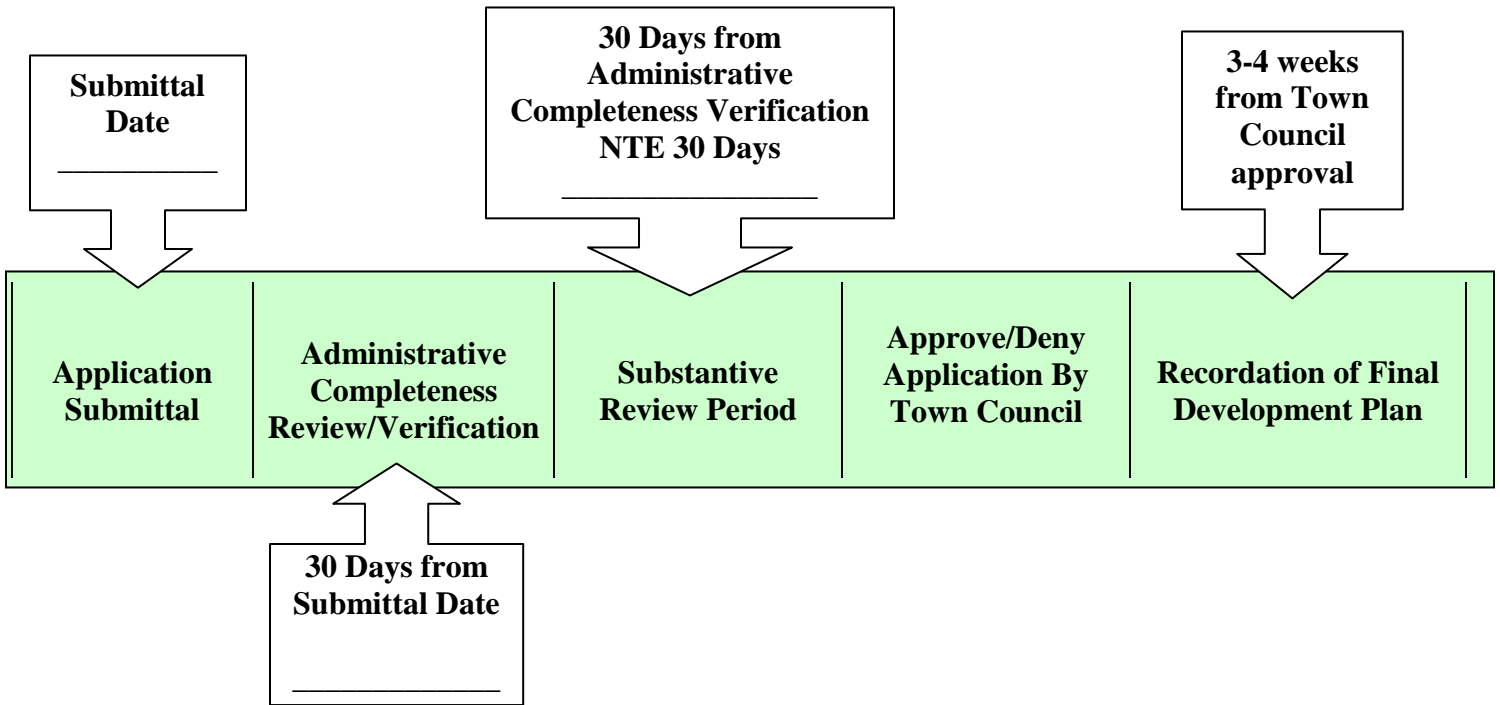
Upon approval by the Town of the Final Plat, the subdivider shall execute an agreement covering: 1) Plan Approval, 2) Construction Timing, 3) Construction Assurances, 4) nContingencies and Lot Development Release (**Section 14-04-080 Assurances by Subdivider**).

Review of the Final Development Plan

The Town Council meets on the second and fourth Thursdays of each month. The plan and application should be submitted at least sixty (60) days prior to the desired meeting date to allow for statutory review and scheduling deadlines. Applicants should allow 30 days for Completeness Review, which will determine if the application itself is complete and all required plans, diagrams, and related materials have been submitted. If it is determined that the application is not complete, the applicant will be notified in writing of the deficiency. Once a Notice of Deficiency is issued, the administrative review period is suspended until all materials are received.

Once staff has determined that the application is complete, the Substantive Review period begins. The applicant will receive one (1) written notice describing the deficiencies in the design of the plan and/or its component parts. Upon issuance of said notice, the Substantive Review period is suspended until corrections are received. If the mandatory project review determines that the plan complies with town standards it can be scheduled for the next Council meeting based on deadline dates.

FINAL DEVELOPMENT PLAN APPLICATION PROCESSING



I have been advised of the maximum timeframe for Completeness and Substantive Review, and understand that these may be extended if the application is determined to be incomplete or incorrect.

Printed Name

Date

Signature

AGENCY CONTACT LIST
(All are 928 area codes)

Planning and Zoning	Phone	Fax	E-mail
Richard Parker, Director	759-3050	759-5511	rparker@pvaz.net
Joe Scott, Planner	759-3057	759-5511	jscott@pvaz.net
Fernando Gonzalez, Code Enf. Supvsr	759-3067	759-5511	fgonzalez@pvaz.net
Building			
Woody Lewis, Building Official	759-3054	759-5511	wlewis@pvaz.net
Public Works			
Norm Davis, Director	759-3070	759-5514	ndavis@pvaz.net
Economic Development			
	775-0032	759-0829	
Parks and Recreation			
Brian Witty, Director	759-3090	772-7829	bwitty@pvaz.net
Police Department			
Chief	772-9261	772-2700	
Fire Department			
	759-9933	772-4957	
Chamber of Commerce			
	772-8857	772-4267	info@pvchamber.org
Yavapai County Health Dept.			
	771-3122	771-3379	
	771-3377	771-3369	
Utilities & Others:			
Dava & Associates			
•	778-7587	778-1047	mail@davacivil.com
UniSource			
•	771-7229	771-1794	
Arizona Public Service			
•	776-3696	776-3671	
Century Link			
•	776-2510	776-2504	
Cable One			
•	443-3341	443-3303	
ADOT			
•	777-5873	771-0058	
ADA Needs			
	772-1266	772-3808	
OMI			
	759-9062	759-9135	

use law which (subject to certain exceptions) reduces existing rights to use, divide, sell or possess said property and thereby reduces the fair market value of the property; and

WHEREAS, "land use law" includes any statute, rule, ordinance, resolution, or law enacted by the state or political subdivision that regulates the use or division of land or any interest in land; and

WHEREAS, ARS §12-1134(I) recognizes that the state or political subdivisions may reach agreements with private property owners to waive claims for diminution in value resulting from land use law actions proposed by the state or political subdivision or requested by the property owners; and

WHEREAS, Arizona courts have recognized the inherent authority of municipal corporations to enter into agreements within the scope of their legislative powers, the same as individuals and other corporations, in matters that appertain to said municipal corporations [see, *Town of Tempe v. Corbell*, 17 Ariz. 1 (1915)]; and

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

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

SECTION ONE. This Agreement applies to that private real property described in Exhibit "A" attached hereto and expressly made a part hereof ("Property").

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

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

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

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

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

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

SECTION SEVEN. The parties agree that this Agreement may be filed in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

SECTION EIGHT. This Agreement runs with the land and is binding upon all present and future owners of the Property.

SECTION NINE. This Agreement is subject to the cancellation provisions of ARS §38-511.

SECTION TEN. The Owner(s) warrant(s) and represent(s) that the Owner(s) is/are the owner(s) of fee title to the Property, and that no other person(s) has/have any ownership interest(s) in the Property. The person(s) who sign(s) on behalf of the Owner(s) personally warrant(s) and guarantee(s) to the Town that he/she/they have the legal authority to bind the Owner(s) to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

_____, (Owner(s))

Owner(s) Signature

Owner(s) Signature

STATE OF ARIZONA)

) ss:

County of Yavapai)

On this ___ day of _____, 20__ _____
personally appeared before me,

_____ who is personally known to me,

_____ whose identity I verified on the basis of _____

_____ whose identity I verified on the oath/affirmation of _____

a credible witness,

to be the signer of the foregoing document, and he/she acknowledged that he/she signed it.

Notary Public
Notary Signature

My Commission Expires:

EXHIBIT "A"

PROPERTY

EXHIBIT "B"

APPLICATION(S)