



YAVAPAI COUNTY DEVELOPMENT SERVICES DEPARTMENT

500 S. Marina Street; Prescott, AZ. 86303
Phone: (928) 771-3214 Fax: (928) 771-3432

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

Addressing – Building Safety – Customer Service & Permitting – Environmental – Flood Control – Land Use – Planning & Design Review

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.



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USE PERMIT/ZONING MAP CHANGE PROCESS SUMMARY & SUBMITTAL GUIDELINES

Does not apply to Administrative Use Permit requests

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

APPLICANT					FOR OFFICE USE ONLY			
Project Name:					Type of Application:			
Located in:					Master Parcel #:			
Sec		Tw		Rng	Application #:		Hearing By:	
Assessor's Tax Parcel Number(s):					Fees:		P&Z	
					Receipt #:		BOS	
					Current Zone:		Admin Review	
					Supervisor District:			
					Date Applied:		BOA	
					Taken By:			
					Special Use Code:		Final Action:	A D W
					Related H#			
					Photo ID:			
Property Owner:					Applicant/Agent: (Circle One)			
Mailing Address:					Mailing Address:			
City:					City:			
State:					State:			
Zip Code:					Zip Code:			
Phone:					Phone:			
Fax:					Fax:			
E-mail:					E-mail:			
Request:								
Legal Description: <input type="checkbox"/> 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:								

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 (if applicable);
- ___ 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;
- ___ 7) Letter of authorization signed and notarized if required;
- ___ 8) Comments from ADOT and Public Works
- ___ 9) A copy of deed restrictions that may apply to the subject property;
- ___ 10) Citizen Participation completed including the following:
 - Affidavit of Notification
 - Mailing list of all property owners notified of the application
 - Citizen Participation Report (may be submitted up to the date of advertising)
 - Attendees list, minutes, and information obtained from community meeting, if required
- ___ 11) Requested waivers or known deviations from design standards;
- ___ 12) One (1) copy of a site plan showing: Parcel boundaries, Existing & Proposed Structures, Zoning classification, Adjacent roadways/legal access, Setbacks, Method of fencing, Signage, and Landscaping if applicable. If plan is larger than 11"x17", then applicant must provide twenty (20) copies upon submittal;
- ___ 13) Does the request require a Community Plan Amendment?
- ___ 14) Does the request require a Major or Minor General Plan Amendment?
- ___ 15) Flood/drainage status check from the Yavapai County Flood Control District;
- ___ 16) Environmental Unit status check;
- ___ 17) Traffic study if required;
- ___ 18) 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 Use Permit. 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.

SITE PLAN CHECKLIST FOR USE PERMITS AND ZONING MAP CHANGES

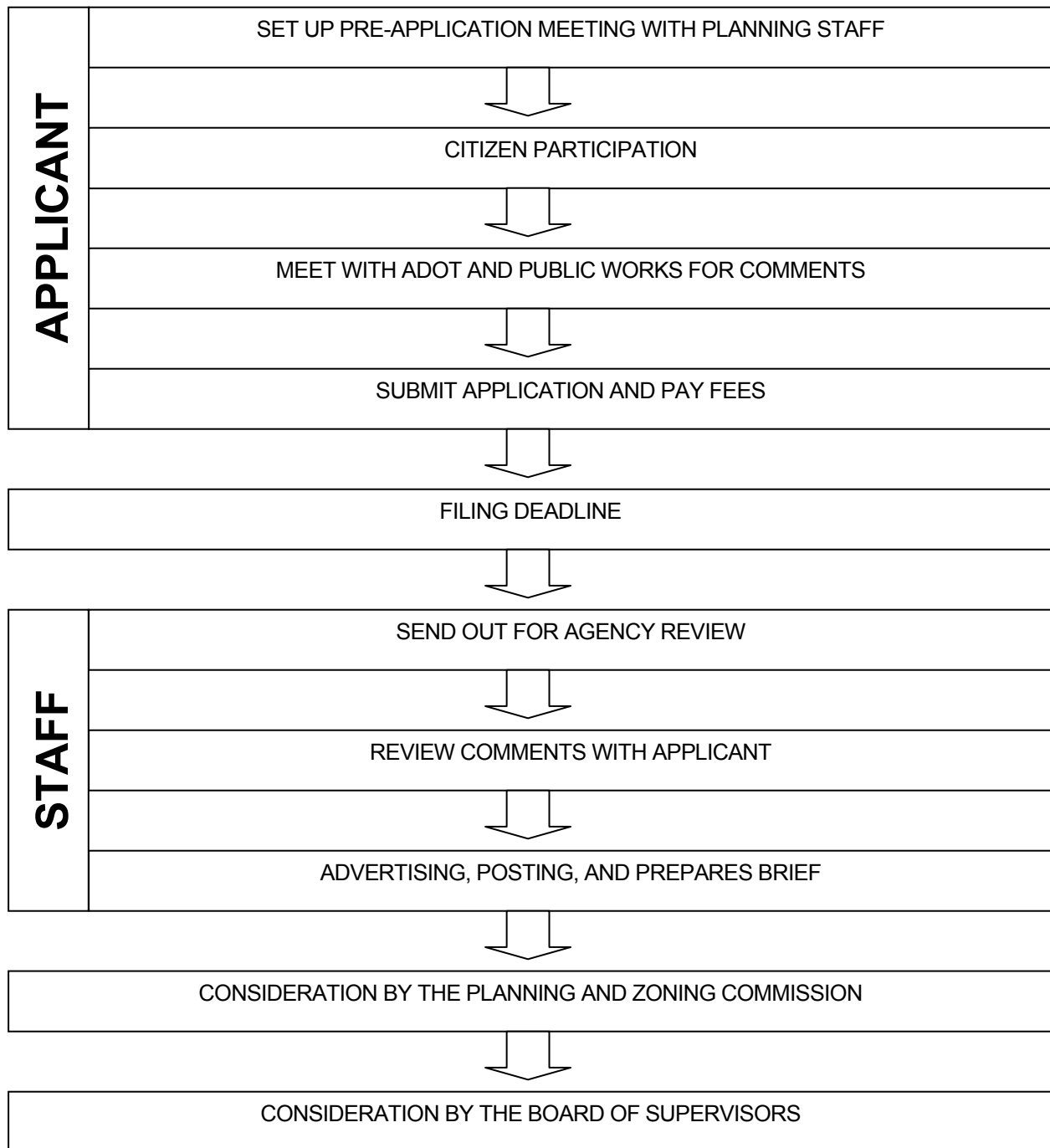
APPLICANT: _____ PARCEL#: _____

NOTE: Planning staff requests that all plans be submitted on no larger than 11"x17" paper.

- ___ 1) Name of project with associated parcel number;
- ___ 2) Site plan drawn to scale using standard engineering intervals such as 1" = 50' or similar as required by project size;
- ___ 3) North arrow, Zoning Classification;
- ___ 4) Boundaries of parcel and development clearly identified;
- ___ 5) Date of preparation plus date of any amendments since original submittal;
- ___ 6) Proposed land uses and densities by area, as well as ownership patterns surrounding land uses and zoning within three hundred feet (300');
- ___ 7) 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;
- ___ 8) Adjacent roadways and proposed means of legal access. Include location and status of all easements and private roads;
- ___ 9) Appropriate vehicle access, parking and traffic circulation as required by the Planning and Zoning Ordinance Section 602 (Parking and Off-Street Loading) parking spaces (including handicapped) and location including number, dimensions, surface material;
- ___ 10) 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 and leach fields, swimming pools, wells, lot dimensions, dimensions of yards and space between buildings;
- ___ 11) Size, location and height of any proposed or existing signs, lighting, screening (i.e., fences, berms, walls and live vegetative screening);
- ___ 12) **Label** all structures, proposed or existing, with intended use;
- ___ 13) Identify in chart or note form on the site plan the following:
 - Parcel size
 - Existing or proposed utilities (poles, meters, lines, water, wastewater, electric, gas, refuse removal)
 - Fire District
- ___ 14) Identify on the plan any unique site conditions (rock outcroppings, major drainage features, roadside ditches and road culverts with size, etc.).

**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.*

HEARING APPLICATION PROCESS



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.

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

Fire District responsible for your area.

Cottonwood Office

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

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

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

SAMPLE PRE-APPLICATION CITIZEN PARTICIPATION LETTER

August 4, 2001

Dear Neighbors,

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.

Your comments and/or concerns are valuable to both Yavapai County and us. You are invited to call or send us a letter. Also on August 10th at 6:00 P.M., we will be on the property and invite you to come and see the project area.

Sincerely,

Mr. and Mrs. John Doe
4321 E. Gurley St.
Prescott, AZ 86303
(928) 555-1234

PROPERTY DIRECTIONS

ASSESSOR'S PARCEL NUMBER: _____

APPLICANT'S NAME: _____

PHYSICAL ADDRESS:

DIRECTIONS TO PROPERTY:

Yavapai County Development Services

Prescott Office
500 S. Marina Street, Prescott, AZ 86303
(928) 771-3214 Fax: (928) 771-3432



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

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

PERMISSION TO ENTER PROPERTY REQUEST FOR INSPECTION

HEARING APPLICATION: _____ PARCEL # _____

LEGAL DESCRIPTION: _____

NAME(S): _____

ADDRESS: _____ PHONE _____

I, undersigned, hereby request and 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 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. I understand that this request and 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

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.

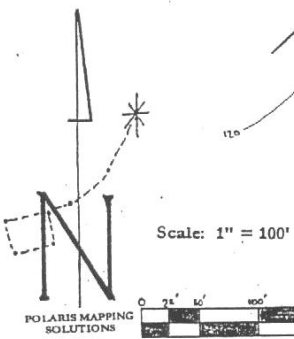
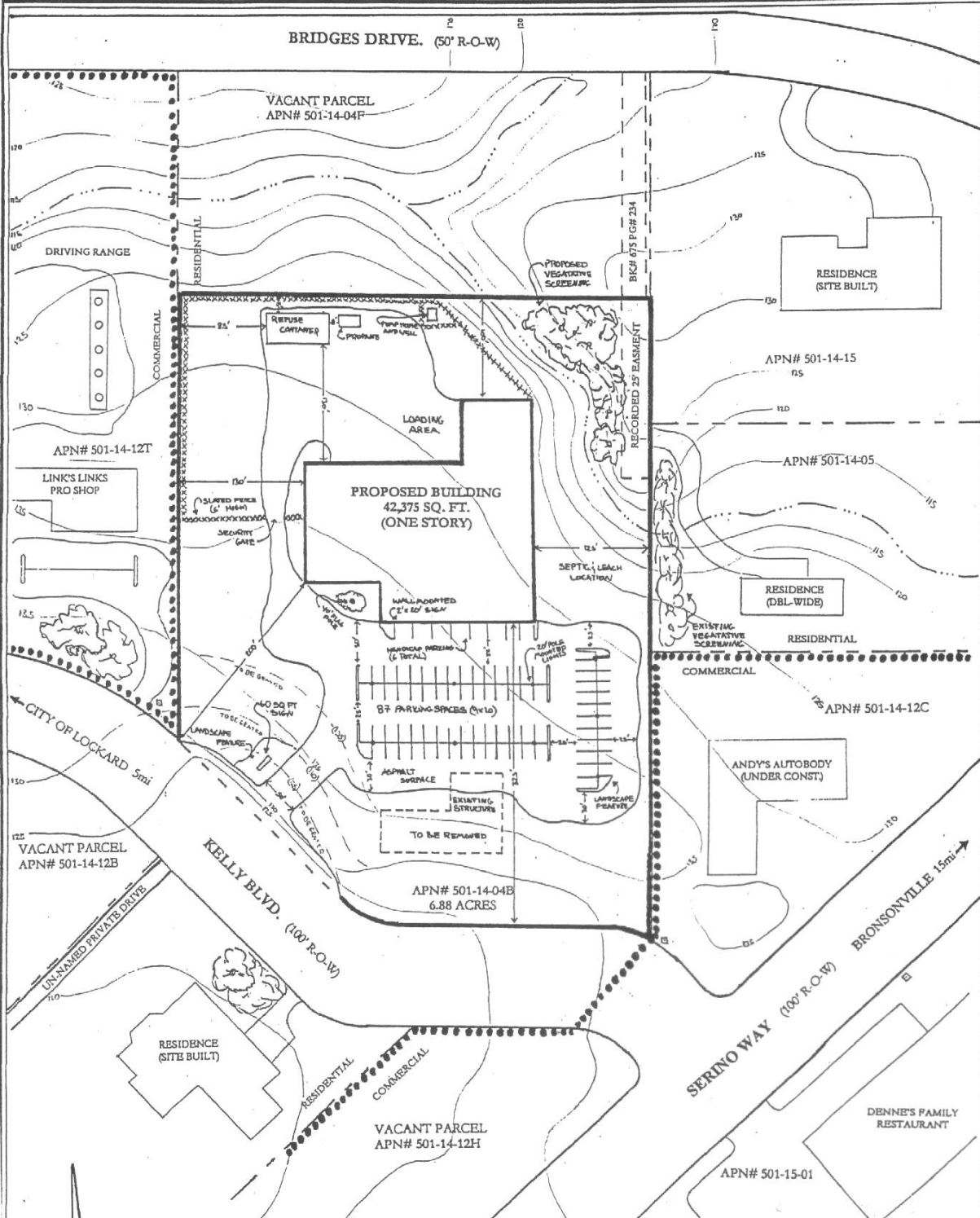
Summary of Concerns:

- *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.

**ALL MAPS
SUBMITTED
MUST BE
FOLDED TO BE
NO LARGER
THAN 8.5" X 11"
IN SIZE**

PROJECT TITLE: MIKE'S MERCANTILE **APPLICANT:** MIKE
PARCEL NUMBER: 500-14-04B **SECTION:** 23 **TOWNSHIP:** 3N **RANGE:** 4W



UTILITIES LIST

Water....	On-site well
Gas....	Shamrock Propane
Electric....	APS
Sewer....	On-site Leach
Fire....	Sebastopol Volunteer
Refuse Removal....	Jay's Waste

LEGEND

	Subject Parcel
	Parcel Boundaries
	Contour Lines*
	Zoning Boundaries
	Fence
	Fire Hydrant
	Wash/Creek
	Trees

SAMPLES

Project Name:	Section:	Township:	Range:
Applicant:	Parcel Number:	Date:	