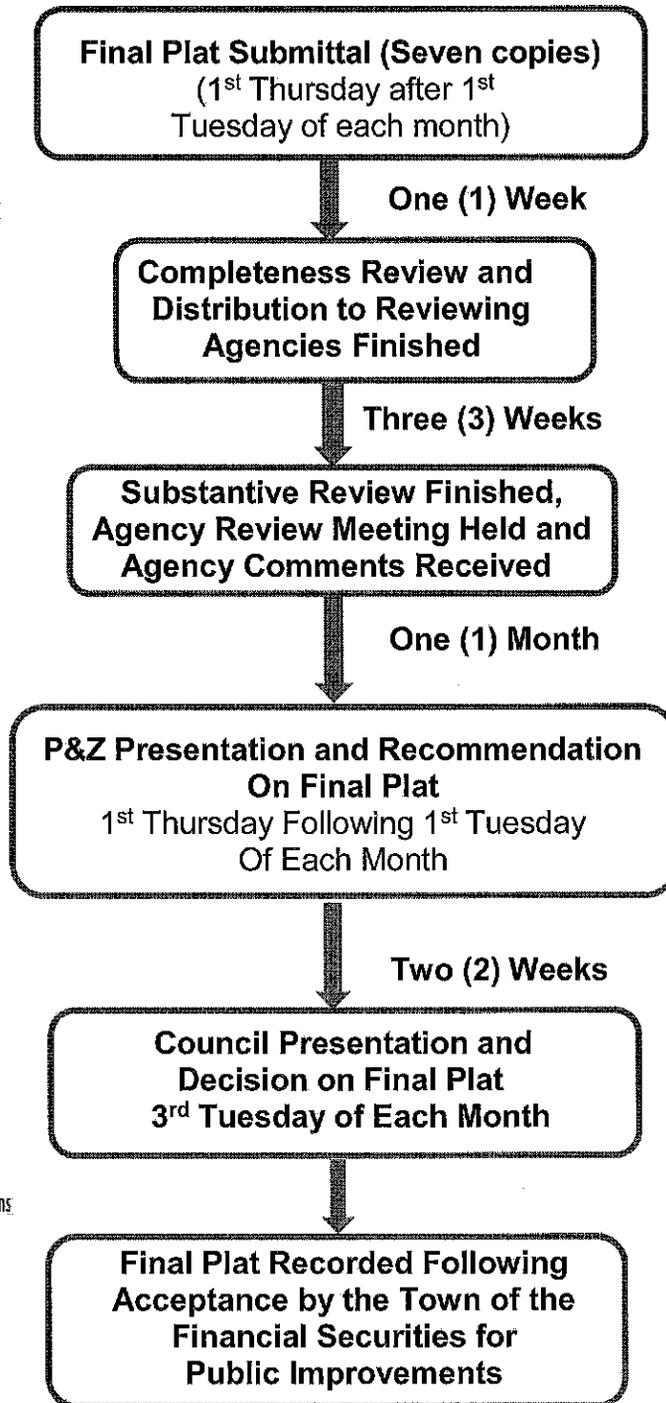


## Final Plat, Process Flow Diagram

(Note: These timeframes apply unless the applicant and Town mutually agree to an extension pursuant to A.R.S. § 9-835(1).)

If deficiencies are found, written or electronic notice is provided to the applicant and the administrative review timeframe (and the overall timeframe) is suspended from the date the notice is issued until the date the municipality receives the missing information from the applicant. If the missing information is not received by the Town within 15 days of the notice, the Town may consider the application withdrawn.

The Town may make one comprehensive written or electronic request for corrections. If it does, the substantive review timeframe and the overall timeframes are suspended until the day the applicant provides the corrections.



# Permit & License Application Process

1

Customer receives application, Bill of Rights, Time Frames & Checklists online or at Town

2

Customer submits complete Application and Fees to Front Counter Representative

3

Staff reviews for initial completeness and accepts application within established time

4a

Town accepts application & provides Substantive Review within overall time frame.

4b

Town rejects incomplete application within Completeness Review time frame—notice of deficiencies issued to applicant

5a

Town approves application and issues electronic or written approval to applicant

5a

Town denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur within 25% of the overall time

6

Town issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justification for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

## Town of Dewey-Humboldt Permit (License) Permitting Time Lines

Pursuant to ARS 9-835, the Town establishes overall permitting time frames during which the Town will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The Town shall approve or deny the request within the overall time frame listed below, however, should the Town extend the review period for additional submittal(s), said extension shall not exceed 25% of the overall time frame.

*Please note: These are projected time frames only and may change due to workload and staffing considerations.*

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Review Application	10 days	20 days	30 days
Special Event Permit	10 days	20 days	30 days
Minor Land Division Application	10 days	20 days	30 days
Sign Permit Application	10 days	20 days	30 days
Temporary Sign Application	10 days	10 days	20 days
Variance Application	10 days	20 days	30 days
Use Permit Application	30 days	60 days	90 days
Zone Map Change Application	30 days	60 days	90 days
Zone Text Change Application	30 days	60 days	90 days
Major General Plan Amendment	30 days	60 days	90 days
Minor General Plan Amendment	30 days	60 days	90 days
Planned Area Development Application	30 days	60 days	90 days
Preliminary Plat Application	20 days	30 days	50 days
Sketch Plan Application	10 days	20 days	30 days
Final Plat Application	20 days	30 days	50 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

## REGULATORY BILL OF RIGHTS

During the Fiftieth Legislature, First Regular Session, the Arizona Legislature passed Senate Bill 1598. This "Regulatory Bill of Rights" went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

### **ARS 9-832. Regulatory bill of rights**

TO ENSURE FAIR AND OPEN REGULATION BY MUNICIPALITIES, A PERSON:

- Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against the Town in a court proceeding regarding a Town decision as provided in section 12-348.
- Is entitled to receive information and notice regarding inspections as provided in section 9-833.
- Is entitled to have the Town not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 9-834, subsection A.
- May have the Town approve or deny the person's license application within a predetermined period of time as provided in section 9-835.
- Is entitled to receive written or electronic notice from the Town on denial of a license application that:
  - Justifies the denial with references to the statute, ordinance, and code or authorized substantive policy statements on which the denial is based as provided in section 9-835.
  - Explains the applicant's right to appeal the denial as provided in section 9-835.
- Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 9-836.

- May inspect all ordinances, codes and substantive policy statements of the Town, including a directory of documents, at the office of the Town or on the Town's website as provided in section 9-837.
- Unless specifically authorized, may expect the Town to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 9-834.
- May file a complaint with the Town concerning an ordinance, code or substantive policy statement that fails to comply with this section.
- As provided in section 9-834, is entitled to have the Town not request or initiate discussions about waiving any of the rights prescribed in this section.

# TOWN OF DEWEY-HUMBOLDT

## DEVELOPMENT APPLICATION

**PROJECT DESCRIPTION:**

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<input type="checkbox"/> General Plan Amendment - Major	<input type="checkbox"/> General Plan Amendment – Minor	<input type="checkbox"/> Pre-Application
<input type="checkbox"/> Community Master Plan	<input type="checkbox"/> Major Use / Site Plan	<input type="checkbox"/> Preliminary plat
<input type="checkbox"/> Commercial Design Review	<input type="checkbox"/> Annexation	<input type="checkbox"/> Zoning Clearance
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Abandonment	<input type="checkbox"/> Rezone
<input type="checkbox"/> Land split (3 parcels max)	<input type="checkbox"/> Lot Combine	<input type="checkbox"/> Variance
<input type="checkbox"/> Area Plan / Amendment	<input checked="" type="checkbox"/> Final Plat / Amendment	<input type="checkbox"/> Land Use District
<input type="checkbox"/> Other _____		

**LEGAL DESCRIPTION:**

Property Address: \_\_\_\_\_

Number of Lots / Units Proposed: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Parcel Size (Acres): \_\_\_\_\_

Existing Land Use District: \_\_\_\_\_ Proposed Land Use District: \_\_\_\_\_

Plat Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tract: \_\_\_\_\_

**DESCRIBE UTILITIES AVAILABLE TO PROPERTY:**

<input type="checkbox"/> Water _____	<input type="checkbox"/> Gas _____	<input type="checkbox"/> Sewer _____
<input type="checkbox"/> Phone _____	<input type="checkbox"/> Electric _____	<input type="checkbox"/> Cable _____

**Describe Public Access to Property:**

\_\_\_\_\_

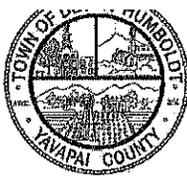
**FEES**

Base Fees: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Subtotal: \_\_\_\_\_ Total: \_\_\_\_\_

*APPLICANT / CONTACT INFORMATION:	OWNER INFORMATION:
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

\_\_\_\_\_  
**Signature of owner or representative**

\*If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.



# Town of Dewey-Humboldt

## Community Development Department

### AGENCIES 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.

#### Town of Dewey-Humboldt

Community Development 2735 S. Hwy 69, Humboldt (928) 632-7362	Public Works 2735 S. Hwy 69, Humboldt (928) 632-7362
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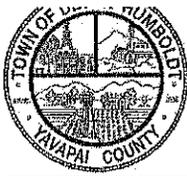
#### OTHER COUNTY/STATE AGENCIES THAT MAY ALSO BE INVOLVED WITH THE REVIEW PROCESS:

Yavapai County Flood Control District 1120 Commerce Dr., Prescott (928) 771-3197	Yavapai County Environmental Health 930 Division St., Prescott (928) 771-3122
Yavapai County Recorder's Office 1015 Fair St., Prescott (928) 639-5807	Yavapai County Assessor's Office 1015 Fair St., Prescott (928) 639-8121
Yavapai County Sheriff's Office 255 E. Gurley Street, Prescott (928) 639-8100	Central Yavapai Fire District 8555 E Yavapai Road Prescott Valley, AZ 86314
Arizona Dept of Transportation (ADOT) 1109 Commerce Dr., Prescott (928) 771-5861	Arizona Dept of Environmental Quality (ADEQ) 1110 W. Washington St., Phoenix (602) 771-2300
Arizona Dept of Water Resources (ADWR) 1316 Iron Springs Rd., Prescott (928) 778-7202	Arizona State Land Trusts 1616 W Adams Street Phoenix, AZ 85007

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

Bureau of Land Management	U.S. Forest Service
Environmental Protection Agency	Federal Aviation Administration

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.



**Town of Dewey-Humboldt**  
**Community Development Department**

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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