

# CORDES LAKES INCORPORATION PROPOSAL



## GENERAL INFORMATION, COUNTY ROLE, AND ELECTION INFORMATION

### WHAT IS INCORPORATION?

The word “incorporation” as it is used in Arizona with regard to communities, means a legal process by which a community that meets certain statutory standards may become a city or town. State law related to this type of incorporation defines a community as “...a locality in which a body of people resides in more or less proximity having common interests in such services as public health, public protection, fire protection and water which bind together the people of the area and where the people are acquainted and mingle in business, social, educational and recreational activities.” State law additionally requires that only communities with populations of 1,500 or more may be incorporated.

Arizona state law offers two methods for incorporation:

- If two-thirds (2/3) of the registered voters in the community sign petitions requesting incorporation and file them with the County Board of Supervisors, the Board of Supervisors is required to declare the community incorporated as a city or town; or
- If 10% of the registered voters sign petitions for incorporation and file them with the County Board of Supervisors, the Board of Supervisors must order an election to be held in order to allow all registered voters within the community the opportunity to vote for or against incorporation.

On November 19, 2007, petitions requesting that Cordes Lakes be incorporated as a town were filed with Yavapai County. The County Recorder’s office examined the petitions in accordance with state law and determined that they contained 122 valid signatures. A total of 115 valid signatures were required to meet the 10% requirement for an election to be held.

On January 22, 2008, the Yavapai County Board of Supervisors approved an Order of Election calling for an election to be held on May 20, 2008, on the question of whether or not Cordes Lakes should be incorporated as a town.

The signed Order of Election, which contains the legal description and map of the area proposed to be incorporated, is available at by clicking on this link → [Order/Map/Legal](#)

## **WHAT IS THE COUNTY'S ROLE IN INCORPORATION?**

County government's role in an incorporation issue is to perform only those functions required by state statute. With regard to the Cordes Lakes incorporation issue, Yavapai County:

- Received a copy of the incorporation petition from proponents of incorporation on June 1, 2007. The proponents were advised that they had until November 28, 2007, to file signed petitions and that it would require 765 valid signatures of registered voters to allow for immediate incorporation or the valid signatures of 115 registered voters in order to have an election on incorporation.
- Received incorporation petitions on November 19, 2007, containing 138 signatures. The County Recorder's Office subsequently verified that there were 122 valid signatures, which met the 10% requirement to allow an election to be held.
- The Board of Supervisors approved an Order of Election on January 22, 2008, for an election on incorporation to be held on May 20, 2008. The County is the party responsible for conducting the election.
- The Board of Supervisors must also canvass the results of the election. This action must be taken not less than six days nor more than 20 days after the election is held.

**If the election for incorporation is successful**, Yavapai County will then also perform the following additional functions:

- Declare the incorporation of the town by approving an Order of Incorporation for the Town of Cordes Lakes and having the Order recorded with the Yavapai County Recorder.
- The Board of Supervisors will appoint the members of the first town council. Board of Supervisors [Resolution No. 1446](#), dated July 19, 2004, describes the method the Board will use for selection of council members, which includes calling for applications for council members; and setting up an advisory committee to review the applications, conduct interviews and make recommendations to the Board of Supervisors regarding the appointments.
- The Board of Supervisors will approve a resolution acknowledging the rights of the Town and conveying to the Town the County's title, right and interest in all streets, alleys, avenues, sidewalks, highways, easements and parks that are within the Town's boundaries.

## WHAT HAPPENS AFTER INCORPORATION?

School district boundaries, fire district boundaries and other special district boundaries do not change because of incorporation. The primary change that results is a shift from County government as the controlling and responsible authority for the area with regard to such things as law enforcement, planning and zoning, and road maintenance to a local, municipal government.

Most of the questions that people may have regarding incorporation and the rights and responsibilities of cities and towns can be answered by reading “**Municipal Incorporation in Arizona**”, an excellent 25-page booklet prepared by the League of Arizona Cities and Towns. **The booklet contains easy to understand information related to the financial aspects of incorporation and the pros and cons of incorporation. It also provides important information related to the ability of cities and towns to bond, levy property and sales taxes, create improvement districts, pass ordinances, and it discusses how certain services may be provided as well as the rights of citizens with regard to initiative, referendum and recall.** The booklet can be read online or downloaded and printed at no charge at the following link: [http://www.azleague.org/pdf/pub\\_municipal.incorp.pdf](http://www.azleague.org/pdf/pub_municipal.incorp.pdf)

State law related to cities and towns is found in Title 9 of the Arizona Revised Statutes, and is available online at no charge at the following link:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=9>

And finally, some questions related to the operation of a city or town may best be answered by people who are involved in the day-to-day operations of cities and towns – town clerks, town managers, council members. Here are some contacts with local cities and towns that may be able to answer questions:

Jami Lewis, Town Clerk  
Town of Chino Valley  
636-2646, extension 119  
[jlewis@chinoaz.net](mailto:jlewis@chinoaz.net)

Liz Burke, City Clerk  
City of Prescott  
777-1272  
[citystaff@cityofprescott.net](mailto:citystaff@cityofprescott.net)

**The decision to incorporate or not incorporate is a right reserved to the community of Cordes Lakes. Please continue reading for specific information related to how residents of Cordes Lakes can vote in the incorporation election that will be held on May 20, 2008.**

# **ELECTION INFORMATION**

## **WHO MAY VOTE IN THIS ELECTION?**

Only persons who live within the boundaries of the proposed incorporation and are registered to vote may vote in this special election. If you are not sure whether you are registered to vote, you may call Yavapai County Voter Registration at 771-3248 to check your registration status.

**The last day to register to vote in this election is April 21, 2008.**

Voters have the choice of voting at a polling place on Election Day or voting early either by requesting an early ballot by mail or by voting an early ballot in person at the Yavapai County Administration Building in Prescott.

## **ELECTION DATE AND POLLING PLACE**

**The incorporation election will be held on May 20, 2008.** There will be one polling place for this election, at the following location:

Cordes Lakes Community Center  
16357 S. Cordes Lakes Drive  
Cordes Lakes, Arizona

The polling place will be open from 6:00 a.m. until 7:00 p.m. on Election Day.



**State law requires voters to provide identification when voting at a polling place. Be prepared to show identification as follows:**

**Photo Identification (only one form of ID required)**. Acceptable forms of ID with the photograph, name and address of the voter are:

- a valid Arizona driver license or Arizona non-operating identification license
- a tribal enrollment card or other form of tribal identification
- a United States federal, state, or local government issued identification

The name and address shown on your ID must reasonably match the information listed on the signature roster at the polling place.

**OR**

**Non-Photo Identification (two forms of ID required)**. Acceptable forms of ID without a photograph that bear the name and address of the voter are:

- a utility bill of the voter that is dated within 90 days of the date of the election (the bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television)
- a bank or credit union statement that is dated within 90 days of the date of the election
- valid Arizona vehicle registration
- Indian census card
- property tax statement for the voter's residence
- tribal enrollment card or other form of tribal identification
- vehicle insurance card
- Recorder's Certificate
- a valid United States federal, state or local government issued identification, including a voter registration card issued by the County Recorder

The name and address shown on your ID must reasonably match the information listed on the signature roster at the polling place.

A person who appears at the polling place to vote but does not provide identification, or whose identification does not match the information listed on the signature roster, will be allowed to vote a **"provisional ballot."** Anyone voting a provisional ballot who did not provide any ID or provided only one form of non-photo ID must appear at the office of the Yavapai County Recorder, 1015 Fair Street, Prescott, Arizona, **no later than 5:00 p.m. on May 23, 2008**, and provide the required identification in order to have their vote counted. You do not need to appear if you presented ID but it did not match what is on file.

## **EARLY VOTING INFORMATION**

**Early voting begins April 17, 2008.** Persons who wish to vote early may vote in person at the Yavapai County Voter Registration Office, 1015 Fair Street, Room 228, Prescott, Arizona. Voters may also obtain an early ballot by mail by calling Voter Registration at 771-3248 and requesting one.

- **The last day to request an early ballot by mail is May 9, 2008.**
- **The last day to vote early at the Voter Registration Office is May 16, 2008.**

The completed early ballot may be mailed to the Voter Registration Office but must be received by that office **no later than 7:00 p.m. on Election Day (May 20)**, or it may be deposited in the Elections Department drop-box located at the Cordes Lakes Community Center on Election Day.

**ALL EARLY BALLOTS MUST BE RECEIVED NO LATER THAN 7:00 P.M. ON ELECTION DAY (MAY 20). POSTMARKS DO NOT COUNT.**

## **ELECTION RESULTS**

Election results will be available on the Yavapai County website beginning at approximately 8:00 p.m. on Election Day. To obtain results, log on to the website at:

[www.co.yavapai.az.us](http://www.co.yavapai.az.us)

and click on the link for "Election Results."

## **CANVASS OF ELECTION**

The Board of Supervisors is required by law to canvass the results of the election and will do so at its meeting on June 2, 2008, at 9:00 a.m. The meeting is open to the public.