

**Yavapai County
Department of Elections**

1015 Fair Street-Room 228
Prescott, Arizona 86305
Phone: (928) 771-3250
elections@yavapaiaz.gov



Laurin L. Custis
Director of Elections

TO: Special District Board of Directors Candidate
FROM: Yavapai County Elections Department
SUBJECT: NONPARTISAN CANDIDATE PACKET

Enclosed is the Nonpartisan Candidate Packet for Special District candidates wishing to run for office. The packet includes the following documents and forms:

1. Official Special District Signature Requirements
2. Nonpartisan Nomination Paper
3. Nonpartisan Nomination Petition ****Must be 8 ½" x 11", printed on one page front and back****
4. Posting of Candidate Signs
5. Arizona811 Safety Brochure

Nomination Process

- Step 1:** Obtain petition signatures.
To qualify as a candidate, you will need to obtain at least the minimum number of signatures of qualified electors of the District, as set forth on the enclosed *Signature Requirements*, but no more than **250 signatures**. It is always advisable to obtain more than the minimum number of signatures.
- Step 2:** Get on the ballot by filing a Nomination Paper and Nomination Petitions together.
A Nomination Paper and Nomination Petitions must be filed together. The period for candidates to file these forms is included on the *Signature Requirements*. These forms are due no later than 5:00 p.m. on the last day of filing, at the Yavapai County Elections Department, 1015 Fair Street, Room 228, Prescott.

Campaign Finance

Candidates who raise or spend, in aggregate, more than \$1,400 [A.R.S. §§ 16-905(B) and 16-931] must form a candidate committee. See <https://www.yavapaivotes.gov/Forms> for forms.

If you have any questions, please contact the County Elections Department by phone (toll free numbers listed below) or by e-mail (address printed above).

FOR ELECTION RESULTS VISIT OUR WEB PAGE: <https://www.yavapaivotes.gov/Elections/Election-Results>

Hearing or speech disability? Call 7-1-1 and ask to be connected to 928.771.3250 ext:8 or e-mail elections@yavapaiaz.gov

Toll Free Numbers: Ash Fork \ Bagdad \ Seligman \ Yarnell Areas 1-800-771-2797
Black Canyon City 602-495-8800 Cottonwood \ Camp Verde \ Sedona Areas 928-639-8100



ELECTIONS 2024

Important Dates to Remember



March 12, 2024 (Vote by Mail)

210 day notice	August 15, 2023
180 Day Notice from Jurisdictions	September 14, 2023
First day to file nomination papers (150)	October 16, 2023 *
Last day to file nomination papers (120)	November 13, 2023
Last day for Special Dist write-in candidates to file (106)	November 27, 2023
Last day to mail UOCAVA ballots (45)	January 27, 2024
Last day for write-in candidates to file (40)	February 1, 2024
Last day to register to vote (29)	February 12, 2024
Early voting begins (27)	February 14, 2024
Last day to request an early ballot by mail (11)	March 1, 2024
Last day to receive a replacement ballot in-person	March 12, 2024

July 30, 2024 (Primary Election)

210 day notice	January 9, 2024
180 Day Notice from Jurisdictions	February 8, 2024
First day to file nomination papers (150)	March 4, 2024 *
Last day to file nomination papers (120)	April 1, 2024
Last day for Special Dist write-in candidates to file (106)	April 15, 2024
Last day to mail UOCAVA ballots (45)	June 15, 2024
Last day for write-in candidates to file (40)	June 20, 2024
Last day to register to vote (29)	July 1, 2024
Early voting begins (27)	July 3, 2024
Last day to request an early ballot by mail (11)	July 19, 2024
Last day to vote early in person (4)	July 26, 2024

March 19, 2024 (Presidential Preference Election - PPE)

The date of the PPE may be changed by a proclamation issued by the Governor

Last day for Governor's Proclamation of Election (180)	September 21, 2023
First day to file nomination papers w/SOS (130)	November 13, 2023 *
Last day to file nomination papers w/SOS (100)	December 11, 2023
Last day to mail UOCAVA ballots (45)	February 3, 2024
Last day to register to vote (29)	February 20, 2024 *
Early Voting Begins (27)	February 21, 2024
Last day to request an early ballot by mail (11)	March 8, 2024
Last day to vote early in person (4)	March 15, 2024

November 5, 2024 (General Election)

210 day notice	April 9, 2024
180 Day Notice from Jurisdictions	May 9, 2024
First day to file nomination papers (150)	June 10, 2024 *
Last day to file nomination papers (120)	July 8, 2024
Last day for Special Dist write-in candidates to file (106)	July 22, 2024
Last day to mail UOCAVA ballots (45)	September 21, 2024
Last day for write-in candidates to file (40)	September 26, 2024
Last day to register to vote (29)	October 7, 2024
Early voting begins (27)	October 9, 2024
Last day to request an early ballot by mail (11)	October 25, 2024
Last day to vote early in person (4)	November 1, 2024

May 21, 2024 (Vote by Mail)

210 day notice	October 24, 2023
180 Day Notice from Jurisdictions	November 27, 2023 *
First day to file nomination papers (150)	December 26, 2023
Last day to file nomination papers (120)	January 22, 2024
Last day for Special Dist write-in candidates to file (106)	February 5, 2024
Last day to mail UOCAVA ballots (45)	April 8, 2024 *
Last day for write-in candidates to file (40)	April 11, 2024
Last day to register to vote (29)	April 22, 2024
Early voting begins (27)	April 24, 2024
Last day to request an early ballot by mail (11)	May 10, 2024
Last day to receive a replacement ballot in-person	May 21, 2024

* Statutory date is a non-business day.
Date has been adjusted to the next business day.



YAVAPAI COUNTY DEPARTMENT OF ELECTIONS

OFFICIAL NOVEMBER 2024 SPECIAL DISTRICTS SIGNATURE REQUIREMENTS

Nomination Paper & Petitions due between **June 10, 2024 - July 8, 2024**

Maximum Signatures = 250 for all Races*

* A.R.S. § 16-322(A)(12)

District Name	Number to Elect	Minimum Signatures Required*
FIRE DISTRICTS		
Ash Fork Volunteer Fire District	1	5
Central Yavapai Fire District	3	250
Chino Valley Fire District	3	75
Congress Fire District	1	7
Copper Canyon Fire & Medical District	2	54
Crown King Fire District	2	5
Daisy Mountain Fire District (overlap w/ Maricopa County)	2	148
Groom Creek Fire District	2	5
Mayer Volunteer Fire District	2	19
Peeples Valley Fire District	2	5
Sedona Fire District (overlap w/ Coconino County)	2	66
Seligman Volunteer Fire District	1	5
Verde Valley Fire District	2	74
Wickenburg Volunteer Fire District (overlap w/ Maricopa County)	3	6
Williamson Valley Fire District	3	5
Yarnell Fire District	3	5
DOMESTIC WATER IMPROVEMENT DISTRICTS (DWID)		
American Ranch DWID	3	5
Black Canyon DWID	3	6
Congress DWID	3	5
Diamond Valley Water District	2	6
Highland Pines DWID	3	5
Holiday Hills DWID	2	5
Mayer DWID	3	6
Mystic Heights DWID	1	5
Oak Creek DWID	3	5
Ponderosa Park DWID	3	5
Quail Ridge DWID	2	6
Retreat at Oak Creek DWID	1	5
Stringfield Ranch	2	5
TiPeJi DWID	1	5
Ventura Ranch DWID	3	5
Yavapai Ranch DWID	1	5
DOMESTIC WASTE WATER IMPROVEMENT DISTRICTS (DWWID)		
Big Park DWWID	4	5
Calvary Chapel DWWID	1	5
High Valley Ranch DWWID	3	5
Kings Ranch Unit 2 DWWID	3	5
Mystic Heights DWWID	1	5
Weaver Mountain DWWID	3	5
SANITARY DISTRICTS		
Ash Fork Sanitary District	2	5
Creekside Sanitary District	1	5
ICR Sanitary District	2	8
ROAD IMPROVEMENT / MAINTENANCE DISTRICTS		
Red Rock Road Enhancement Maintenance District	3	24
Sheriff's Posse Community Road Improvement & Maintenance District	2	5
HOSPITAL DISTRICTS		
Central Yavapai Hospital District	2	250

These official numbers are based on Voter Registration totals as of **January 2, 2024**, using calculations from A.R.S. §16-322.



**Nonpartisan Candidate
NOMINATION PAPER
DECLARATION OF QUALIFICATION
A.R.S. §§ 16-311, 16-341**

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ at the election to be held on the _____ day of _____, 20_____.

I will have been a citizen of the United States for _____ years before my election and will have been a citizen of Arizona for _____ years before my election, and I will meet the Constitutional and/or statutory age requirement for taking said office. I have resided in _____ County for _____ years and in precinct _____ for _____ years before my election.

Actual residence address _____ City or Town _____ Zip _____
or description of place of residence (required)

Post office address (if applicable) _____ City or Town _____ Zip _____

Print or type your name on the following line in the exact manner you wish it to appear on the ballot, last name first.

LAST NAME

FIRST NAME

I declare, under penalty of perjury, that the information in this Nomination Paper and Declaration of Qualification is true and correct, and that at the time of filing I am a resident of the county, district, or precinct, that I have no final, outstanding judgments against me of an aggregate of \$1,000 or more that arose from failure to comply with or enforcement of campaign finance law, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek.

CANDIDATE SIGNATURE

DATE

Nonpartisan Nomination Petition

**Put
optional
photo
here**

I, the undersigned, a qualified elector of the county of , state of Arizona, and of
 (here name political division or district from which the nomination is sought) hereby nominate
 who resides at in the county of for the office of
 to be voted at the election to be held , and I hereby declare that I am qualified to vote for this office and that I have
 not signed, and will not sign, any nomination petitions for more persons than the number of candidates necessary to fill such office at the next ensuing election. I further
 declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes
 of updating my voter registration file.

	Signature	Printed name	Actual residence address, description of place of residence or Arizona post office box address, city or town	Date of signing
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Instructions for Circulators

- 1. All petitions shall be signed by circulator.
- 2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the secretary of state.
- 3. Circulator's name shall be typed or printed under the circulator's signature.
- 4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

PRINT NAME

I, _____ a person who is not required to be a resident of this state but who is otherwise qualified to register to

COUNTY

vote in the county of _____ in the state of Arizona, hereby verify that each of the names on the petition was signed in my presence on the date indicated and that in my

belief each signer was a qualified elector who resides at the address given as their residence on the date indicated.

Signature of Circulator

Typed or Printed Name of Circulator

Circulator's Actual Residence Address
(If no street address, a description of residence location shall be included on the petition)

City or Town, State and Zip Code



Posting of Political Signs

All regulations provided on this form are subject to change without notice.

- **It is the candidate's/committee's responsibility to check with all county, city, and/or town Planning and Zoning and Public Works Departments for any additional regulations.**
- All political signs must contain the name and telephone number of the candidate or campaign committee contact person.
- Please obtain permission from the property owner before placing signs on private property.
- **FOR YOUR OWN SAFETY:** Comply with all portions of the Arizona Blue Stake Law prior to the placement of any political sign. **See included Arizona811 brochure.**

YAVAPAI COUNTY:

Pursuant to Arizona state law (A.R.S. § 16-1019), signs cannot:

- Be placed in a location that is hazardous to public safety.
- Obstruct clear vision in the area.
- Adversely affect the intended use of the roadway.
- Interfere with the Americans with Disabilities Act (ADA).
- Be attached to any public facility/building or traffic control device.

Maximum sizes: 16 square feet in residential area, 32 square feet in commercial area and unincorporated private property.

Timeline: May post signs 71 calendar days prior to Election Day, **MUST** remove within 15 calendar days following Election Day **EXCEPT** - on unincorporated private property **MUST** be removed within 10 calendar days following Election Day.

Political Candidates and campaign volunteers shall indemnify, defend, and hold harmless Yavapai County and its employees from and against any and all claims and damages caused in whole or in part by their negligent or willful acts or omissions related to the placement of political signs in, on or about County right of way/roadways.

A.D.O.T.

A.R.S. §28-7903 regulates the placement of signs adjacent to state roadways and interstates; drainage channel or streams; on or around interchanges or crossroads; on or around traffic signs, signals, or devices; and on natural features, including trees and rocks.

UTILITY COMPANIES

Utility Companies **DO NOT** want signs posted on their utility poles. It poses a danger to their workers when staples, nails, or tacks are left in the pole after the sign has been removed from the pole.

State law requires you to have underground utilities marked before installing signs.

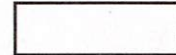







See <http://www.arizona811.com/politicalsigns/>

Dig this:

- Arizona law defines excavating as “any operation in which earth, rock or other material in the ground is moved, removed or otherwise displaced by means or use of any tools, equipment or explosives and includes, without limitation, grading, trenching, digging, ditching, drilling, auguring, boring, tunneling, scraping, cable or pipe plowing and driving.”
- **Utility depth is not known or guaranteed.** The depth of lines, pipes and cables can change over time. Facilities can be a few inches or several feet below the surface of the earth.
- If you strike an underground utility, stop digging. Call the facility owner/operator directly. Do not attempt to repair damages yourself!
- If you dig up an unknown line, stop working in the immediate area. Call 811 so qualified personnel can be sent to the site to determine if the line is active or abandoned.
- Utility marks are valid for 15 working days. If your project exceeds that timeframe, or if your marks disappear or are destroyed, contact Arizona 811 to have the marks refreshed. Marks must remain “visible and valid” for the duration of your project.
- Never dig outside the boundaries of your ticket or move or destroy locate marks.
- Facility owners and local municipalities mark only what they own and operate up to the point of sale, which is typically the meter. To have privately owned lines marked, you might need to hire a private locating company. Arizona 811 cannot recommend private utility locators; consult the internet or Better Business Bureau to find one.

Know the Color Code

Utilities are marked in colors based on their type. Locators use the Uniform Color Code for Utility Mark-ings so utilities can always be identified by their specific color, whether they’re marked with paint, flags or whisksers:

	Proposed excavation
	Temporary survey
	Electric power
	Natural gas, oil, liquid fuels
	Communications, fiber optics, cable TV
	Water and slurry lines
	Reclaimed water
	Sanitary sewer systems

Exposing & Protecting Buried Facilities/ Careful and Prudent Manner

As required by state law, and for your safety, the exact location of all buried facilities **MUST BE EXPOSED WITH HAND TOOLS IN A CAREFUL AND PRUDENT MANNER** when working within 24” of a marked facility. **Even when digging with hand tools, use caution to prevent injuries and damage to the facility.** The uncovered facility must be supported and protected prior to and during your excavation (see Arizona Revised Statutes 40-360.21 for the definition of “Careful and Prudent”). For assistance in safely exposing, supporting, and protecting a facility, contact the member underground facility owner(s)/operator(s) directly.



Digging for any reason?

You must contact Arizona 811 at least two full working days in advance so underground utilities can be located and marked.

It’s free. It’s easy. It’s the law.



**Know what’s below.
Call 811 or click Arizona811.com
before you dig.**

ARIZONA BLUE STAKE IS NOW ARIZONA 811



About Arizona 811

Arizona 811 was established as “Arizona Blue Stake” in 1974 and changed its name to Arizona 811 in 2014. It is the center you must contact



before excavating in any way, anywhere in Arizona, so underground utilities (also called “facilities”) can be marked. Knowing the location of buried facilities is the simplest

and easiest way to prevent accidental utility strikes, which keeps everyone safe; protects the vital utilities we all rely on every day; and protects the environment. Arizona 811 is a private, non-profit agency. Services are free and available statewide. Learn more at Arizona811.com.

Contacting Arizona 811

Hours of Operation:

6 a.m. to 5 p.m. Monday-Friday.

Closed weekends and state holidays.

To have utilities located before you dig:

- Call **811** from anywhere in Arizona or
- Go to **Arizona811.com** to create a ticket online with E-Stake. **Homeowners/Occupants and contractors working at individual residential addresses can use the quick and easy Single Address Ticket tool online, any time - 24x7.**

General contact information:

Phone: (602) 659-7503

Email: Customer.Support@Arizona811.com Web:

www.Arizona811.com



ARIZONA BLUE STAKE IS NOW ARIZONA 811

After You Contact Arizona 811

- Unless otherwise specified to you, Arizona 811 will notify the utility owners/operators in the area where you plan to dig. In response, each affected utility owner/operator (including municipal service providers) will send a utility locator to your dig site to mark the location of their underground lines, cables and pipes, or inform you they have no facilities in conflict with the dig site you identified.
- **Utility locators have two (2) full working days to respond.**
- Arizona 811 will provide you with a list of all utility owners/operators who could have facilities buried at your dig site. **Do not begin digging unless all of the utilities listed on your ticket have responded** by putting marks on the ground (such as paint or flags); calling you; emailing you; or posting an online response.
- If you have not received responses from **all** of the utility owners/operators listed on your ticket after two full working days, or if you have questions about the marks, call 811.

Arizona Law

Arizona law (A.R.S. 40-360.21-32) says underground utilities must be marked before any type of excavation by anyone, including professional excavators, homeowners and anyone else whose work disrupts the subsurface of the earth. This law is enforced by the Arizona Corporation Commission (ACC) who can issue citations for civil penalties of up to \$5,000 per violation. You could also be liable for repair and reimbursement costs and possibly face legal action (see reverse side for the legal definition of excavation). For questions regarding enforcement of this law, contact the ACC at 602-262-5601.

Simple On-Line Tools Available 24/7:

Arizona 811 has simple on-line tools available at Arizona811.com for use by various types of excavators to easily create tickets themselves:

Homeowners/Occupants

working on property they own or occupy or hiring somebody else to do the work can easily create a ticket for a single address using the **single address tool**.



Simply type in the address of your property and use simple check boxes to indicate what part of the lot on which you will be digging. If hiring a contractor to do the work, simply add their name and contact information where indicated. Ticket information including which underground facility owners will respond will be emailed.

Professional Contractors

working on somebody else's property can easily create a ticket for a single address using the **single address tool** customized for contractors. Simply type in the



address of the property where you will be working and use simple check boxes to indicate what part of the lot on which you will be digging. If hiring a sub-contractor to do the work, simply add their name and contact information where indicated. Ticket information including which underground facility owners will respond will be emailed.

Campaign Signs

Political candidates and campaigns can use the **Intersection Selection Tool** to identify the intersections at which signs will be installed using



simple check boxes to select the corners. The day prior to the sign installation date indicated, a list of tickets identifying each intersection corner selected and the status of underground facility owner responses will be emailed.

Find Yourself on our Find My Candidates Page



One of the pillars of the Citizens Clean Elections Act, passed by voters in 1998, is to educate voters about the different facets of the electoral system. In support of this mission the Commission's website has grown to include **candidate profiles** for individuals running for office in Arizona at the statewide, legislative & local level. The candidate portal is an online application provided to candidates who wish to create and maintain a candidate profile, that is presented to voters digitally via the Commission's website.

Benefits:

- Free Publicity regarding Candidacy
- Photo, biography and campaign cornerstones easily shareable
- Increased Transparency
- Ease of Access to Edit Profile through Cand. Portal
- Nearly 18,000 voters visited our election detail pages for the May elections!

Instructions

1. Setting up a candidate portal here—
<https://www.azcleelections.gov/en/run-for-office/candidate-portal>
2. To create a candidate profile, you will first have to create a new login. New login requests are submitted to Clean Elections staff and reviewed as soon as possible. You will receive an automated notice upon approval. A candidate or representative of a candidate (such as a campaign manager) may create/edit a candidate profile. The information submitted should reflect whomever is setting up the profile and the candidate's name must appear in the "Candidate to manage" field. After this is done hit "Create Request".
3. Once approved users are permitted to log in and submit a headshot, social media links and a biography and or statement to share with the public! If needing assistance or you have any questions please feel free to reach us at ccec@azcleelections.gov.

