



## TECHNICAL REVIEW SUBMITTAL CHECK LIST

- Completed Application
- 11 x 17 inch fully dimensioned Site Plan to include the following:
  - Adjacent streets
  - Property Lines
  - Building Location and Dimensions
  - Parking Areas and Driveways
  - Landscape Area and Walkways
  - Refuse Enclosure with Location and Dimensions
  - Storage Areas with Location and Dimensions
  - All Easements and Rights-of-Way
  - Light Plan (Exterior and Parking lots)
  - Electronic Submittal
  - Conceptual drainage and grading plan
  - Conceptual utility plan
  - Conceptual traffic circulation plan and TIA

### **By Note, the following Site Data should be included**

- Current Zoning
- Site Area
- Building Area (Gross square feet)
- Expected Occupancy Load
- Lot Coverage (Percent)
- Landscape Area (Square feet and Percent)
- Floor Area (Gross square feet)
- Number of Parking spaces
- Density (Required for Residential Projects)
- Parking by Number of Bedrooms/Units (Residential projects)



Town of Chino Valley  
Development Services  
1982 Voss Drive  
Chino Valley, AZ 86323  
(928-636-4427)  
[www.chinoaz.net](http://www.chinoaz.net)

## TECHNICAL REVIEW MEETING REQUEST FORM

Initial Project Review meetings are held on the 1st & 3rd Wednesday of each month. Request forms are to be submitted 10 prior to the next scheduled meeting. The following request are subject to an Initial Project Review Meeting. Please check the box that applies to your project.

- New Commercial buildings.
- Alteration of an existing Commercial building that creates additional square footage.
- Conversion of a residential structure to a commercial use.
- A Preliminary development site plan.
- A Preliminary Planned Area Development (PAD) plan.
- Minor Subdivision.
- Conditional Use Permit.

**The information generated as a result of this Technical Review Meeting is valid for one year.**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Brief Description of proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Owners/s: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant / Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Architect / Designer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Technical Review Committee Meetings are held 1<sup>ST</sup> and 3<sup>rd</sup> Wednesday of each month and will be scheduled by appointment only. Upon acceptance of a completed application, an appointment will be set for the first available meeting date.

Applications & required materials must be received a minimum of 10 days prior to the scheduled meeting day.

The following Departments will review this application and supporting documentation:

**Development Services Department:**

Planning – Ruth Mayday, Development Services Director 928-636-4427

Building – James Shinost, Plan’s Examiner 928-636-4427

Administration – Jo Ann Brookins 928-636-4427

**Public Works:**

Engineering - Michael Lopez 928-636-7140

Water Resources – Chris Bartels 928-636-7140

The following Agencies are invited to attend:

Chino Valley Fire District – Andie Smith, 928-308-8309

Chino Valley Irrigation District -

Yavapai County Environmental Services – Richard Nollet 928-442-5587

Chino Valley Unified School District -

Qwest

Unisource

ADOT

APS

Cable One