



PRELIMINARY PLANNED AREA DEVELOPMENT APPLICATION (PAD)

Preliminary Planned Area Development Fee: _____ Date Paid _____

SECTION 1.9.4.1 PRELIMINARY PAD APPLICATION

A Master development plan (showing general land use concepts, but not requiring lotting plans at this stage) shall be submitted to and accepted by the Development Services Director, or his designee, for consistency with Chino Valley Ordinances, policies and plans, and shall indicate the following (Development Services need 14 Copies of the plan to distribute to various disciplines):

- A. Locational information including an area map showing adjacent property ownership and existing uses within three hundred (300) feet of the parcel, and a legal description of the metes and bounds of the parcel.
- B. Physical constraints to the site's development: existing topographical features, including any portions of the site that are subject to flooding (indicating the extent and frequency, retention areas, calculations and maintenance responsibility); proposed roadway or major utility line extensions which may impact development; areas within aircraft approach and holding patterns and such other impediments to the property's use and improvement as may be present or planned for the future.
- C. Proposed site development addressing:
 1. The location and nature of the various uses and their areas in acres (summarizing land use areas, total number of dwelling units and approximate percentage allocation by dwelling type, calculation of the residential density in dwelling units per gross acre as defined in the General Plan;
 2. The proposed circulation system, including any improvements (public or private) needed to accommodate additional traffic;
 3. The open space system (including a general statement regarding ownership and maintenance) with indication of responsiveness to General Plan recreation/open space and perimeter treatments;
 4. Relationship of the project to surrounding land uses; and,
 5. Evidence of proposed land use compatibility with existing and projected community requirements, with the goals of the General Plan.

SECTION 1.9.4.2 PRELIMINARY PAD REVIEW

The Zoning Administrator, or his designee, in writing, may waive any of the above-required information that is not applicable; or require any additional information when necessary to clarify any aspect of the project or its potential impacts on the community.



- A. The preliminary development plan shall be reviewed by the Town Development Services Department and any other agencies deemed appropriate by the department. The department shall compile and return written comments within thirty (30) business days.
- B. Thereafter, the Commission shall conduct a public hearing on the preliminary development plan and transmit recommendations to Council for review.
- C. Council may adopt the recommendations of C01nmission without holding a second public hearing if there is no objection, request for public hearing, or protest. The Council shall hold a public hearing if requested by the applicant, any person appearing in opposition at the Commission hearing or who has filed a written protest, or any member of Council.
 - 1. Council may approve a Preliminary PAD only upon finding that the proposal meets the intent, objectives and general requirements of the PAD process; and is in conformance with the Town General Plan, amendments thereto, and all pertinent Ordinances and policies.
 - 2. The Council may, as necessary, attach conditions to PAD approval, which may include but are not limited to the following considerations: intensities and densities of less than the maximum allowed above; use limitations; landscaping; screen planting; setback and height of building; paving, location of drives and parking areas; storm drainage and storm water retention; public and/or private open space; shape and size of lots; grouping and uses of buildings; maintenance of grounds; regulation of signs; fences and walls; adequacy of vehicle and pedestrian circulation and access; timing and phasing; elevations and architectural theme; or any other reasonable considerations the Council finds germane to maintain community character and neighborhood quality.
 - 3. Unless otherwise specified by Council approval, the preliminary development plan shall be submitted, in its entirety or for initial development phases, for preliminary plat approval within two (2) years from Council adoption.

Application	\$800 and \$20 per lot
Advertisement fee	\$115.00 per advertisement
1. Neighborhood meeting	
2. Planning Commission hearing	



PRELIMINARY PLANNED AREA DEVELOPMENT SUBMITTAL REQUIREMENTS

ALL PRELIMINARY PLAT APPLICATIONS ARE TO BE SUBMITTED TO THE DEVELOPMENT SERVICES DEPARTMENT (DSD)

1. Please provide a copy of the title, deed or contract showing proof of legal owner or contract purchaser.
2. Please provide the original notarized copy of the "Agreement to Waive Claims for Diminution in Value" (see page 12 of this application).
3. Preliminary plat filing fees.
4. Submit 14 application forms.
5. Submit 14 (24 x 36) copies of the preliminary plat.
6. Submit 14 (11x17) copies of the preliminary plat.
7. Email a PDF or JPEG to dsd@chinoaz.net of the plat and any additional electronic documents.
8. Email and electronic (Microsoft Word, PDR or JPEG) legal description and record of survey.
9. List of requested modifications to the requirements of the zoning ordinance.
10. Submit 5 (24 x 36) copies of the Grading & drainage plan.
11. Submit 14 (11 x 17) copies of the Street cross section - typical per 4. 26.5 and 5.3 of the 1. UDO.
12. Submit 14 (11 x 17) copies of the Landscape plan per section 4.26 of the UDO (14 copies)
13. Submit 14 (11 x 17) copies of the Outdoor lighting plan per section 4.24 of the UDO
14. Submit 14 (8½ x 11) copies of the typical building elevations (14 copies), and
 - a. One Colors & materials board

Fold and distribute a full size copy (24x36)

DSD forward Preliminary Plat Submittal, Technical Review Letter, Planning Commission staff report, and approved Ordinance for the Preliminary Plat to all staff members on the technical review letter.

The DSD shall refer copies of the preliminary plat to the following reviewing offices that shall make known their recommendations in writing addressed to the Planning and Zoning Commission:

- a. Town Engineer
- b. Yavapai County Highway Department (YCHD). YCHD will receive a copy of the preliminary plat when Plat abuts a County Highway.
- c. Local health department
- d. State Department of Transportation (SDT). SDT will receive a copy of the preliminary plat when Plat abuts a State Highway.
- e. All interested utilities and agencies (including the soil conservation district and county flood control district)
 1. APS (11x17)
 2. Gas (11x17)
 3. Phone (11x17)



4. Cable (11x17)
5. City of Prescott (11x17)
6. Chino Valley utilities (24x36) will get a copy with technical review letter and
7. Planning Commission staff report
8. Fire Department (24x36) will get a copy with technical review letter and Planning
9. Commission staff report
10. WATER RESOURCES

Town code § 50.56 Effluent Collection, Treatment, and Recharge Policy

(A) All new developments, subdivided and un-subdivided, containing 1 or more lots of less than 1 acre shall be required to construct an effluent collection system as approved by the Town and connect to the Town's effluent CTR system.

(B) The Town will design, build, and operate an effluent CTR system on its own schedule. If a development requires additional effluent collection, treatment, and recharge capacity prior to the time such services or capacity is available from the Town, the Development shall provide financial resources sufficient to construct the additional capacity as requested, at their own expense, at the Town's facilities only. The Development shall receive reimbursement of financial resources provided according to the schedule as per the development agreement(s).

(F) All new developments, subdivided and un-subdivided, shall be required to demonstrate adequate financial capability and assurance, as approved by the Town of Chino Valley, to design and construct the effluent CTR system components sufficient to serve the new development and other areas as approved by the Town.

Town code § 51.036 Residential Assured Water Supply

All new subdivisions shall demonstrate to the satisfaction of the Town an application has been submitted to the Arizona Department of Water Resources (ADWR) for a 100-year Assured Water Supply for any new development in the Prescott Active Management Area with the filing for preliminary plat approval of the Town. The 100-year Assured Water Supply certificate, issued by ADWR, shall be submitted with the final plat application.

Town code § 51.055 Approval by Town Engineer and Public Works Director Required

No public water or sewer extension shall be made until the plans and specifications are approved by the Town engineer and the Public Works Director. Water and Sewer extensions shall be designed and constructed in accordance with ADEQ Bulletin 10, ADEQ Bulletin 11, AWWA Standards, YAG and MAG Standards when appropriate. With concurrence with the Town Engineer the Director may authorize variances from the standards and specifications.

Town code § 51.057 Extensions, Construction, Ownership, and Maintenance

In new subdivisions and developments where public sewers and water mains are authorized by the Director, the mains, service lines and appurtenances, including storage tanks and pumps stations, shall be designed and constructed at the developer's expense in accordance with plans and specifications approved by the Public Works Director.



Town code § 51.041 Development of Water System Master Plan

(B) The Developer will be responsible for all costs for the design, and construction of all water or CTR system infrastructure in general conformance with the Town's Water and Sewer Master Plans, or any revisions thereto.

CITIZEN REVIEW PROCESS FOR NEIGHBORHOOD MEETING

Additional information can be found in Section 1.9.5 on page eight (8) of this application.

1. To set up a neighborhood meeting you must choose a date that is a minimum of 25 days after the date the application for a PAD is received by the Town of Chino Valley. The preferred start time of the neighborhood meeting is between 4 and 5 p.m.
2. Please complete and submit one (1) copy of the "Sample Neighborhood Meeting Letter" that is to be sent to property owners notifying them of the time, date and location of the Neighborhood Meeting. A sample letter is included in this application packet.
3. Using the Yavapai County Assessor's office Web-Site or another source, the applicant shall create a vicinity map showing the areas within 300 feet of the property boundaries and a mailing list which includes the names and addresses of the property owners located within 300 feet of the property boundaries.
 - a. The Planning Division will review the materials and get back to the applicant to confirm the meetings time and date.
4. **AFFIDAVIT OF MAILING:** Please provide the original notarized copy of the affidavit of mailing once the neighborhood meeting letters have been mailed out.
5. At least 15 days prior to the neighborhood meeting, the Development Services Department shall publish an ad in a newspaper of general circulation in the Town which includes the time date and location of the neighborhood meeting.

CITIZEN REVIEW PROCESS FOR THE PLANNING COMMISSION MEETING

1. The Development Services Department will provide the date that the request will be placed on the Planning Commission agenda.
2. Please complete and submit one (1) copy of the "Sample Public Meeting Letter" that is to be sent to property owners notifying them of the time, date and location of the Planning
3. Commission Public Hearing. A sample letter is included in this application packet.
4. **AFFIDAVIT OF MAILING:** Please provide the original notarized copy of the affidavit of mailing once the Planning Commission Public Hearing Letters have been mailed out.
5. At least 15 days prior to the Planning Commission Public Hearing, the Development Services
6. Department shall publish an ad in a newspaper of general circulation in the Town which includes the time date and location of the Hearing.



PLANNED AREA DEVELOPMENT APPLICATION

1	PROPERTY OWNER NAME		
	Mailing Address		
	Telephone Number		
	Fax Number		
	E-Mail Address		
2	APPLICANT NAME		
	Mailing Address		
	Telephone Number		
	Fax Number		
	E-Mail Address		
3	ENGINEER NAME		
	Mailing Address		
	Telephone Number		
	Fax Number		
	E-Mail Address		
4	ARCHITECT/DESIGNER		
	Mailing Address		
	Telephone Number		
	Fax Number		
	E-Mail Address		
5	PROJECT SITE LOCATION		
6	ASSESSORS PARCEL NUMBER (S)		
7	EXISTING ZONING		
8	REQUESTED ZONING		
9	EXISTING LAND USE		
10	EXISTING STRUCTURES		
11	FLOOD ZONE DESIGNATION		
12	ADJACENT ZONING	12a	ADJACENT LAND USE
	North _____		North _____
	South _____		South _____
	East _____		East _____
	West _____		West _____
13	TOPOGRAPHY		
14	INTENT OF SUBDIVISION	A Lots Only _____ B Lots & Dwellings _____ C Condominiums _____ D Other _____	

15	SITE DIMENSIONS		
16	SITE AREA	Gross	
17	SITE AREA	Net	
18	TOTAL NUMBER OF LOTS/UNITS		
19	DENSITY		
20	LARGEST LOT		
21	SMALLEST LOT		
22	AVERAGE LOT SIZE		
23	MINIMUM LOT FRONTAGE		
24	PERCENTAGE OF OPEN SPACE		
25	PERCENTAGE OF ACTIVE OPEN SPACE		
26	RIGHT OF WAY AREA		
27	UTILITIES PROVIDED BY	Electric	_____
		Gas	_____
		Water	_____
		Sewer	_____
		Cable	_____
		Fire Protection	_____
28	STATEMENT OF INTENT		

Applicant Signature: _____ **Date** _____

Owner Signature: _____ **Date** _____

(OFFICE USE ONLY)	
Date of Meeting _____	Time of Meeting _____
Agency's Notified _____	
Log# _____	



CITIZEN REVIEW PROCESS

1.9.5 CITIZEN REVIEW PROCESS

Prior to any public hearing, as required under this Ordinance, on any application for any Ordinance that changes any property from one zoning district to another, a use or conditional use permit application that imposes any regulation not previously imposed, or that removes or modifies any such regulation previously imposed, the Zoning Administrator, or his/her designee, shall require the applicant to conduct a neighborhood meeting or an acceptable alternative prior to a public hearing to consider the proposal. A written notice of the application shall be mailed to all landowners of property within three hundred (300) feet of the property that is subject to a rezone, use or conditional use permit application and to such other persons as the Zoning Administrator, or his/her designee, reasonably determines to be other potentially affected citizens. In determining the number of potentially affected citizens, the Zoning Administrator, or his/her designee, shall review the density and intensity of residential development in the general vicinity, the existing street system, and other factors that may be related to the zoning or Use Permit's impact on the character of the neighborhood.

The written notice shall also include a general explanation of the substance of the proposed rezoning, Use Permit application and shall state the date, time and place scheduled for a neighborhood meeting, at which any adjacent landowner(s) or those other potentially affected citizens, will be provided a reasonable opportunity to express any issues or concerns that the landowner or citizen may have with the proposed zoning or Use Permit application before any required public hearing. The written notice shall be given at least fifteen (15) days before the neighborhood meeting in the following manner:

The notice shall be published once in a newspaper of general circulation published or circulated in the Town.

The notice shall be posted upon the sign required in this Ordinance, unless waived by the Zoning Administrator or his/her designee.

The notice shall be mailed in accordance with the same procedures as required in, and delivered in accordance with the provisions of the Ordinance.

The Zoning Administrator, upon consultation with the applicant, shall establish a time, date and place for the neighborhood meeting that provides a reasonable opportunity for the applicant, adjacent landowners and those other potentially affected citizens to discuss and express their respective views concerning the application and any issues or concerns that they may have with the zoning or change of zoning and Use Permit proposed by the application. The Zoning Administrator, or his/her designee, shall attend the meeting, but is not required to conduct the meeting. The Zoning Administrator, or his/her designee, shall report the results of the neighborhood meeting to the Commission and Town Council at such time as they take action on the application.



At the discretion of the Zoning Administrator, or his/her designee, an alternative citizen review process may be used that does not involve a neighborhood meeting. The alternative process shall consist, at a minimum, of the following:

Written notice as described above, except that the notice shall only indicate the name, address and phone number of the member of the planning staff to whom adjacent landowners within three hundred (300) feet or other potentially affected citizen, may contact to express any issues or concerns that the landowner or citizen may have with the proposed rezoning.

A staff report summarizing any issues or concerns expressed by adjacent landowners shall be presented to the Commission and Mayor and Council at such time as they take action on the application.



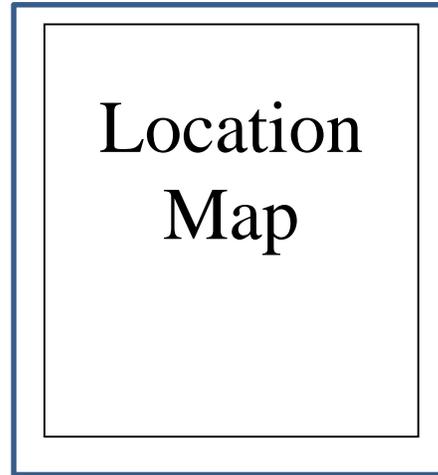
Date

From: Applicant Name
Applicant Address
Applicant City, State, Zip

To: Property Owner Name
Property Owner Address
Property Owner City, State, Zip

RE: (General description of location)
(Property Address/APN optional)

Type of Application: **(TYPE)**



Dear Property Owner:

(APPLICANT/DEVELOPER) is proposing **(REQUEST)** for Assessor's Parcel Number(s) **(NUMBER)**. This **(ACRES OR AREA)** parcel is located **(Street Address and major cross streets)**.

The Town of Chino Valley Unified Development Ordinance (UDO) requires the applicant to conduct a neighborhood meeting prior to holding a public hearing before the Planning and Zoning Commission. The meeting is designed to allow adjacent landowner(s) or other potentially affected citizens an opportunity to discuss the proposed action and express their respective views concerning the application.

A neighborhood meeting will be held at **(TIME)**, on **(Day)**, **(DATE)**, at the **Chino Valley Town Council Chambers, 202 N. State Route 89, Chino Valley, AZ**. **(APPLICANT/DEVELOPER)** will describe the proposal and answer any questions. Staff may attend the meeting and report the results of the neighborhood meeting to the Commission and Town Council at such time as they take action on the application. All interested parties are invited to attend.

This item has tentatively been scheduled for a public hearing before the Planning and Zoning Commission on DATE 2015 and Town Council on DATE 2015. Both Public Hearings will be held at **6:00 pm** at the **Town Council Chambers, 202 N. State Route 89, Chino Valley, AZ**. Staff will present the item to the Commission/Town Council, including a recommendation for approval or denial. The **(APPLICANT/DEVELOPER)** will describe the proposal and answer any questions. Town Council may take additional comment and will render a final decision. All interested parties are invited to attend.

If you and would like more information please contact the Town of Chino Valley Development Services Department at 928-636-4427, or the **(APPLICANT)** at **(PHONE NUMBER)**.

Sincerely,

(Applicants name)



PUBLIC MEETING SAMPLE LETTER

Applicant Name
Applicant Address
Applicant City, State, Zip

Date

Property Owner Name
Property Owner Address
Property Owner City, State, Zip

RE: *Property Parcel Number*

Property Address

TYPE OF APPLICATION:

Dear Property Owner:

It is the intent of *applicant name* who reside(s) at the above address to (*rezone, conditional use permit to, preliminary plat on*) parcel # *xxx-xx-xxx* from the current zoning of *xxx* to *xxx*. This parcel is located at *xxxxxxx*. (*Describe reason for the rezone/conditional use permit request.*)

A public hearing will be held before the Planning and Zoning Commission on *date* at the Chino Valley Council Chambers-South Campus, located at 202 N. State Route 89, Chino Valley, Arizona at 6:00p.m. All interested parties are invited to attend.

Please return the lower portion of this letter with your comments to: Town of Chino Valley, Development Services Department, 1982 Voss Dr. # 203, Chino Valley, AZ, 86323 or you can express any concerns by contacting the Town of Chino Valley Development Services Department at 928-636-4427.

Thank you for your consideration in this matter.

Detach Here

Please Check One

Applicant Name _____
Applicant APN# _____

_____ I approve of this rezoning/conditional use permit

_____ I oppose this rezoning/conditional use permit

Comments: _____

Name _____

Signature _____

Address _____

PLEASE RESPOND BY DATE

PLEASE NOTE: Comment letters may be submitted to the Development Services Department 24 hours prior to the scheduled Public Meeting.



AFFIDAVIT OF MAILING- NEIGHBORHOOD MEETING AND PUBLIC HEARING

STATE OF ARIZONA)
) **ss.**
COUNTY OF YAVAPAI)

I, _____, being the applicant or agent of the applicant for the following action: _____ for Assessor's Parcel Number(s) 306-_____-_____, do hereby swear that I personally mailed or caused notification letters to be mailed to all owners of record according to the Yavapai County Assessor's Office that are located within 300 feet of the property boundaries of the aforementioned parcel(s) on (date) _____, 20__ at _____ a.m. p.m. Said letters contained the appropriate words for the type of request being made of the Town of Chino Valley, and the date, time and place of public hearing. The total number of letters mailed is _____, and are listed on sheet attached hereto and made a part hereof.

Signature of Applicant or Agent

Subscribed and sworn before me this _____ day of _____ 20_____.

Notary Public

My Commission expires on _____



TOWN OF CHINO VALLEY AGREEMENT TO WAIVE CLAIMS FOR DIMINUTION IN VALUE

PURSUANT TO A.R.S. §12-1134

I/We, _____, ("Owner") am/are all the owner(s) of real property ("Property") generally located at _____, consisting of approximately _____ acres, as shown in the evidence of ownership attached as Exhibit A and legally described in Exhibit B, both of which are attached to this Agreement.

The Property is subject to the land use laws of the Town of Chino Valley, Arizona or to be annexed by the Town. For purposes of this Waiver, "land use law" shall be defined as set forth in A.R.S. **§ 12-1136**.

I/We have requested that the Town take/approve the land use action ("Requested Action") as set forth in Exhibit C, which is attached to this Agreement.

I/We acknowledge that as the request is processed for approval, changes may be made to the details and requirements for approval of the request. Some of these changes may materially alter the request, so that the final approval may be substantially different than originally requested. I/We understand and agree that execution of an additional waiver will be required for approval if the request is altered.

I/We acknowledge that the Requested Action may alter my/our rights to use, divide, sell or possess our Property, and that, pursuant to A.R. S. **§ 12-1134**, as the owner of property directly regulated by a land use law, I/we may be entitled to compensation from the Town for diminution of value in the property if the action I/we have requested from the Town reduces the fair market value of the above described property.

By signing this Agreement, I/We together with Owner's heirs, successors or assignees, hereby voluntarily agree to waive any and all claims for diminution in value for the Property which may arise pursuant to A.R.S. **§ 12-1134** as a result of the Town's actions, including but not limited to approvals, denials or conditions of approvals with respect to the above-described Requested Action. Owner

understands that this Agreement shall run with the Property and be binding upon subsequent landowners and shall be recorded by Owner.

I/we hereby further understand that the Town is acting in reliance upon my/our representations in this waiver.

Dated this _____ day of _____, _____

(Property Owner)

(Property Owner)

State of Arizona)
) ss
County of Yavapai)

SUBSCRIBED and SWORN to before me this ____ day of _____, _____

Notary Public: _____ My Commission Expires: _____



TOWN OF CHINO VALLEY AGREEMENT TO WAIVE CLAIMS FOR DIMINUTION IN VALUE

PURSUANT TO A.R.S. §12-1134

I/We, _____, ("Owner") am/are all the owner(s) of real property ("Property") generally located at _____, consisting of approximately _____ acres, as shown in the evidence of ownership attached as Exhibit A and legally described in Exhibit B, both of which are attached to this Agreement.

The Property is subject to the land use laws of the Town of Chino Valley, Arizona or to be annexed by the Town. For purposes of this Waiver, "land use law" shall be defined as set forth in A.R.S. **§ 12-1136**.

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understands that this Agreement shall run with the Property and be binding upon subsequent landowners and shall be recorded by Owner.

I/we hereby further understand that the Town is acting in reliance upon my/our representations in this waiver.

Dated this _____ day of _____, _____

(Property Owner)

(Property Owner)

State of Arizona)
) ss
County of Yavapai)

SUBSCRIBED and SWORN to before me this ____ day of _____, _____

Notary Public: _____ My Commission Expires: _____



Development Services Department
1982 N. Voss Drive #203
Chino Valley, AZ 86323

928-636-4427
928-636-6937
www.chinoaz.net

EXHIBIT A
EVIDENCE OF OWNERSHIP



Development Services Department
1982 N. Voss Drive #203
Chino Valley, AZ 86323

928-636-4427
928-636-6937
www.chinoaz.net

EXHIBIT B LEGAL DESCRIPTION



Development Services Department
1982 N. Voss Drive #203
Chino Valley, AZ 86323

928-636-4427
928-636-6937
www.chinoaz.net

EXHIBIT C
REQUESTED LAND USE ACTION