



Final Plat Submittal Checklist

No incomplete application will be accepted. All complete application must contain the following.

SUBMITTAL REQUIREMENTS

1. Pre-submittal meeting with Development Service Staff
2. Completed Application.
3. Owner/Agent information provided
4. If Agent, letter of authorization from property owner.
5. Copy of Original title of deed showing proof of legal ownership.
6. Copy of a legal description, record of survey, easements, dedications, and any other referenced recorded of the property identified on the application.
7. Notarized Agreement to Waiver Claims for Diminution in Value (Prop 207 Waiver).
8. One (1) site plan of subject property detailing current conditions.
9. One (1) copy of the Comprehensive Development Plan
10. Three (3) copies of the Final Plat Plan
11. Three (3) copies of the Drainage Report, Soils Report, Water Report and Sewer Report
12. Address listing
13. Legal description of the property identified on the allocation
14. Site Layout, Landscaping plan, building elevations and other pertinent data as requested (see section 5.2.4 Subdivision Technical Review and 5.2.5 Final Plat for full details of requirements)
15. All documents submitted shall also be in electronic form
16. A filing fee in the amount of:

Subdivision & PAD- Preliminary & Final Plat Review (each)	\$800.00
Subdivision & PAD- Preliminary & Final Plat Review (Per Lot)	\$400.00
Subdivision & PAD- Advertising Fee (each)	\$115.00



Final Plat Application

Final Plat Minor Modification Major Modification

Residential Commercial

Project Name: _____ APN#: _____

Site Address: _____

<p>Applicant/Owner/Agent: _____ _____</p> <p>Mailing Address: _____ _____ _____</p> <p>Phone: _____ Email: _____</p>	<i>For Staff Use Only</i>
	<p>Meeting Date: / /</p> <p>Application No.: _____</p> <p>Township_____ Section_____ Range_____</p> <p>Date Received: _____</p> <p>Zoning: _____</p> <p>Fees & Charges: _____</p> <p>Receipt #/Date: _____</p> <p>Assigned To: _____</p> <p>Taken By: _____</p>

Request For Final Plat Approval: Subdivision

Name: _____

Address or Location of Property: _____

Total Acres: _____ Total Lots: _____

Min. Lot Size: _____ Max. Lot Size: _____ Average Lot Size: _____

Existing Zoning: _____ Proposed Zoning: _____
 (if applicable)

I hereby certify that the information submitted for this application is complete and accurate to the best of my knowledge; and that I am the applicant or the bonafide agent of same as stated in the attached documentation.

Name	Signature	Date
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SUBDIVISION TECH REVIEW AND FINAL PLAT ITEMS

5.2.4 SUBDIVISION TECHNICAL REVIEW

1. The subdivider must provide the Zoning Administrator or his/her designee with a complete set of engineering plans and specifications prepared by a civil engineer who is currently registered in the State of Arizona. Such plans and specifications must be designed based upon the approved preliminary plat and may be prepared prior to or in conjunction with the final plat.
2. The final plat will not be considered by Council until all engineering plans for water, sanitary sewer, streets, grading and drainage and all other improvements have been approved by the Public Works Director and other applicable review agencies.
3. When applicable, for water and sewer mainline extensions, the subdivider must furnish Arizona Department of Environmental Quality (ADEQ) and the Public Works Director such evidence as the ADEQ may require regarding the adequacy of the design and operation of the proposed potable water and sanitary sewerage facilities. Applications for plan review by ADEQ may only be made with written authorization of the Public Works Director.
4. Engineering Plan and Specification Submission Comprehensive Development Plan (CDP) In conjunction with the other engineering plans prescribed in this Ordinance, the subdivider must provide a CDP that illustrates the physical relationship of all the proposed utility improvements for the proposed subdivision. The intent of this plan is to cumulatively index all proposed utility improvements for easy reference, and to provide for a coordinated development effort. The subdivider, at his option, may choose to submit a preliminary CDP Staff review prior to the preparation and submittal of a final CDP and other improvement plans
5. At a minimum, the CDP should depict the proposed location and separation of all public improvements and how they relate to the lots or blocks of the subdivision. The CDP should provide approximate distances and measurements of all proposed rights-of-way; easement s; one hundred (100)-year floodplain limits for regulatory flows; utility placements; edge of pavement; curb, gutter, and sidewalk (if required); drainage structures; and the building footprint. The CDP should be overlaid on a topographic map with a contour interval of not less than five (5) feet. The topographic mapping should extend fifty (50) feet beyond the subdivision boundaries. Spot elevations for the proposed grading should be provided at various locations to assist in determining the suitability of topography to the proposed subdivision. Finally, if the project is to be phased, the phase lines must be shown on the CDP.

5.2.5 FINAL PLAT

Final plat Submission: In addition to a completed final plat application form, a complete submittal shall include:



1. A record plat drawn in permanent black ink on linen or mylar on a sheet conforming to twenty-four (24) inches by thirty-six (36) inches with the scale not to exceed one hundred (100) feet to one (1) inch. Two (2) copies shall be submitted. The Zoning Administrator or his/her designee may permit a variation in that scale should there be unusual size or shape to the tract proposed for subdividing. If more than two (2) sheets are required for the drafting of the final plat, an index sheet of the same dimensions illustrating the layout of the entire subdivision shall be shown.
2. A certificate or letter from each utility company providing service to the area indicating approval of the method of the proposed utility installations and confirming the availability of services.
3. An Arizona Department of Transportation access permit where required.
4. If not already completed in Stage III - Subdivision Technical Review, an Infrastructure Improvement Agreement shall be consummated between the subdivider and the Town.
5. A completion date for the construction of the improvements shall be declared and notice given to Zoning Administrator or his/her designee, which date shall be approved by Council. The completion date for the improvements should not exceed two years from the date of such approval. Failure to complete the improvements by the completion date may cause the forfeiture of the assurances described hereafter.
6. A final plat, in recordable form, on disk in digital format compatible with the Town computer database to facilitate the inclusion of the final plat into the Town parcel database. Typically, the form of these files will be in DXF, DWG or other similar industry standards digital file developed in AutoCAD R13 or greater.
7. A copy of the protective covenants, conditions and restrictions (CC&R's) in the form for recording shall be submitted and recorded with the final plat. The CC&R's shall include, at a minimum, a mechanism to allow the capability for home or property owners to establish or create a homeowners association subsequent to the declarant conveying a majority of the subdivided properties to other parties.
8. Identification and Descriptive Data
 - a. North arrow, scale, and date.
 - b. A title which includes the name of the subdivision and its location by section, Township, and range.
 - c. Name, address, registration number, and valid seal of the registered land surveyor preparing the plat.
9. Survey Data
 - a. Subdivision boundary lines and corners, together with courses and distances and all curve or angle data. Subdivision corners must be shown and must close on the ground within .05 foot per one hundred (100) feet; other monuments, lot corners, and other survey points must also be described and located. One (1) tie must be made by true course and distance to a GLO corner, or, if none exists, to a corner of common acceptance. Proposed subdivisions adjacent to existing subdivisions must tie to the corners of the existing subdivisions. adjoining property must be identified by subdivision name, or if unsubdivided, and Forest Service lands noted. All connecting streets, private and public and Forest Service roads must be shown and named.



- b. Name, courses, length and width of all public streets and street cross sections; radii, points of tangency, and central angles of all curvilinear streets; radii of all rounded street line intersections; location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public; and a statement noting that the streets dedicated on the plat will not be accepted for Town maintenance until they are brought up to minimum Town standards.
- c. A registered professional land surveyor must certify that all lots are staked, or will be staked within six (6) months.

10. Existing Conditions Data

- a. Utility easements intended to remain on the property. The notation as described above shall be on the final plat.
- b. Drainage easements intended to remain on the property, with the following notation: “Natural, unimpeded flow is preferred in all drainage ways, wherever practical. No structure of any kind may be constructed or placed, nor may any vegetation be planted nor be allowed to grow within, on or over any drainage easement which would obstruct or divert the flow of storm water. The Town may construct and/or maintain drainage facilities on or under the land in any drainage easement .”

11. Descriptive Data Required:

- a. Name, right-of-way lines, courses, lengths, width of all public streets, crosswalks, utility easements; radii, points of tangency and central angles of all curvilinear streets and rounded street line intersections.
- b. Utility easements needed in conjunction with the new plat to include the notation as cited above.
- c. All drainage ways shall be shown on the plat. The rights-of-way or easements for all major drainage ways, as designated by the Public Works Director, shall be dedicated to the public.
- d. Location and dimension of all residential lots, including identification of each lot by number and size of each lot, total number of lots and average and minimum lot sizes.
- e. All residential lots shall be numbered by consecutive numbers throughout the plat. “Exception”, “tracts”, and parks shall be so designated, lettered or named and clearly dimensioned.
- f. Locations, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated.
- g. Location of all adjoining subdivisions with date, map and page number of recordation noted, or if unrecorded or unsubdivided, so marked.



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.



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

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

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

Dated this _____ day of _____, 200__.

[OWNER]

By: _____

Its: _____

State of Arizona)

) ss

County of _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 200__, by

_____.

My commission expires: _____

Notary Public



REQUIRED NOTIFICATION FOR NEIGHBORHOOD MEETINGS AND PUBLIC HEARING

Arizona Revised Statutes (ARS) requires that the rezoning of land, General Plan Amendments, Conditional Use Permits and other related activities that change the manner in which a property is used undergo a public review and hearing process. The Town of Chino Valley has a three-step process that must be followed prior to Town Council approval of these changes. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROPERLY NOTIFY NEIGHBORS VIA US MAIL AND POST AT THE PROPERTY, AND PUBLISH LEGAL NOTICES IN A PAPER OF GENERAL CIRCULATION.**

1) **Neighborhood Meeting:** The neighborhood meeting gives applicants an opportunity to meet with their neighbors to discuss the proposed change, and take comments from surrounding property owners. This meeting must be held at least thirty (30) days prior to the public hearing before the Planning and Zoning Commission. At least fifteen (15) days prior to the Neighborhood Meeting, notice must be provided by first class mail to all property owners within three hundred (300') feet of the subject property; it must be posted with a sign that meets specific requirements, and it must be published in a newspaper of general circulation. The Neighborhood Meeting is conducted by the applicant (or his/her agent); town staff will be present to take notes.

2) **Public Hearing:** This meeting is held before the Planning and Zoning Commission, which makes recommendations to the Town Council. As with the Neighborhood Meeting, there are statutory deadlines that must be met. The Public Hearing is an official meeting at which adjacent property owners and other persons are given an opportunity to provide comment on the proposed action. The same fifteen (15) day notification deadlines outlined in the Neighborhood Meeting section above apply to the Public Hearing as well.

3) **Town Council:** Final approval for land use actions is given by Town Council. If there were any objections or requests for an additional public hearing to the proposal at the Planning and Zoning Commission public hearing, a second public hearing must be held, including the fifteen (15) day notification. If there were no objections or requests for additional public hearings, the Town Council may consider the request at its next regular meeting. Rezoning of property is effective thirty (30) days after approval of Town Council and cannot be enacted as an emergency measure.



Fifteen Days Prior:
Notification by posting on
property and publication
in a newspaper of general
circulation

**Pre-Application
Meeting with Town Staff**



**Application
Submittal**



**Staff Review and
Resubmittal
(if necessary)**



**Public Hearing
Planning & Zoning**



Town Council



Thirty day appeal period

**Effective Date 30
days after Town
Council approval**