



Town of Chino Valley
Development Services
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LAND DIVISION CHECKLIST

LOT SPLIT

LOT TIE

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL. FAILURE TO SUPPLY ALL ITEMS AT THE TIME OF APPLICATION WILL RESULT IN A DELAY OF YOUR PROJECT.

- Completed Application
- Pre-Application Meeting number PA-_____ (or attach copies of notes)
- Application Fee of \$800.00 plus \$20.00 per lot, rounded up, and the advertising fee of \$115.00.
- A narrative statement describing the project.
- Lot split/tie plat scaled to fit on a 24 x 36" sheet and 11" x 17" reduced copy, containing the following information:
 - Identification and Descriptive Date,
 - Existing Conditions Data, and
 - Proposed Conditions Data, per [UDO 5.2.6](#) (link to UDO)
- Copy of title or deed showing proof of legal ownership.
- Copy of legal description, records of survey, easements, dedications and any other referenced recorded documents.

NOTE: Additional information may be required to complete a thorough analysis of the Lot Split/Lot Tie in terms of its compliance with Town Codes, ordinances, policies, rules, and regulations.

It is strongly encouraged that you provide any additional information or displays that will reflect the scope of your project.

The following information is missing and needs to be provided before this application can be accepted.
Deadline to provide missing items: _____
