



## Preliminary 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. Five (5) copies of the Preliminary Plat scaled to fit on a 24"x36" sheet.
8. Two (2) 11"x17" reduced copies of the Preliminary Plat.
9. The Preliminary Plat itself shall contain the following information:
  - a. Identification and Descriptive Data
    - i. Proposed subdivision name, location by Township, range, and section, and reference by dimension and bearing to a section or quarter section corner.
    - ii. North arrow, scale, and date of preparation.
    - iii. Name, address and phone number of the owner, and the engineer, surveyor, landscape architect, or land planner who prepared the plat.
    - iv. Vicinity map showing the relationship of the proposed subdivision to main traffic arteries and any other landmarks that would help to locate the project.
    - v. Property owners name, fee number or assessor's parcel numbers for all abutting properties.
  - b. Existing Conditions Data
    - i. Topography by one (1), two (2) or five (5) foot contour intervals adequate to reflect the character and drainage of the land as determined by the Public Works Director, and related to U.S. Coastal and Geodetic Survey (USC&GS) datum, or other datum approved by the Public Works Director.
    - ii. Surveyed location of all existing improvements on public rights of way and private property including land use, structures and fences, walls, shacks, barns, utility lines, wells, streams, irrigation canals and structures, private and public culverts, ditches, washes, lakes, water features of all types, direction of flow, flow pattern, location and extent of areas subject to inundation, and whether such inundation is frequent, periodic, or occasional and data regarding frequency.
    - iii. Location, width, and names of all platted streets, drainage and utility easements, public areas, and municipal boundaries within, adjacent to, or extending from the property.
    - iv. Location of historic and archaeological sites, if any.
    - v. Acreage and zoning of the property and abutting properties.
    - vi. Complete boundary dimensions of the property and engineer's calculations and estimated values for each tributary storm runoff channel for ten (10), fifty (50), and one hundred



- (100)-year frequency storms (the values should be indicated along the boundary of the survey map for all points of drainage entering and exiting the property).
- vii. Evidence of adequate access from an existing public right-of-way.
- c. Proposed Conditions Data
  - i. Proposed lot configuration, including approximate size and dimensions of each lot, and identification of each lot by number, and total number of lots; building setback lines; street layout, including location, width, curve radii, and proposed names.
  - ii. Identification of average and minimum lot size(s).
  - iii. Designation of all land(s) to be dedicated and reserved for public use with use and acreage for each indicated.
  - iv. Location of all proposed private and controlled access streets and identification of all access devices on local streets within the subdivision; their means of accomplishing access control (e.g. signage, traffic barriers, gates, etc.) and monitoring devices and facilities; and their hours of operation and standards and procedures for admittance.
  - v. A general statement regarding proposed utility methods and status of existing capacities of nearby water, sewer, and other public utilities.
- 10. A preliminary draft or outline of protective covenants and restrictions that demonstrate the proposed theme and character of the proposed subdivision.
- 11. Such other information as, in the opinion of the Zoning Administrator or his/her designee, will be required to complete a thorough analysis of the preliminary plat in terms of its compliance with all Town Codes, ordinances, rules and regulations.
- 12. All documents submitted shall also be in electronic form.
- 13. A filing fee in the amount of:

Subdivision Preliminary Plat Review:	\$800.00
Subdivision Preliminary Plat Review Per Lot:	\$20.00
Subdivision Advertising Fee: (Each)	\$115.00



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

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

## Preliminary Plat Application

Residential     Commercial

Project Name: \_\_\_\_\_ APN#: \_\_\_\_\_

Site Address: \_\_\_\_\_

Applicant/Owner/Agent: _____ _____  Mailing Address: _____ _____ _____  Phone: _____ Email: _____	For Staff Use Only
	Meeting Date:            /            /
	Application No.: _____ Township _____ Section _____ Range _____ Date Received: _____ Zoning: _____ Fees & Charges: _____ Receipt #/Date: _____ Assigned To: _____ Taken By: _____

**Request For Preliminary 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
------	-----------	------



## Subdivision Application Procedures and Preliminary Plat Items

### 5.2 SUBDIVISION APPLICATION PROCEDURES

#### 5.2.1 GENERAL PROVISIONS

- A. In General: Every land division shall conform to the goals and objectives of the General Plan, Unified Development Ordinance, and other ordinances adopted by Council and laws of the State of Arizona that specifically relate to subdivisions and the development of land.
- B. Reservation of Public Land: Where a tract to be subdivided contains all or any part of a park, school, flood control facility or other area shown on the General Plan as a public area, or required by Town Council as a public area, such site shall be dedicated to the public or reserved for acquisition by the public within a specified time period. The subdivider and the appropriate public agency shall reach an agreement regarding such acquisition prior to consideration of final plat by Council.

The Town may reserve land within a proposed subdivision for public schools and parks, recreational facilities, open space, water and wastewater facilities and public safety annexes, subject to the following conditions:

1. The required reservations are in accordance with principles and standards adopted by Town Council, which standards include the policies for open space set forth in the General Plan.
  2. The land reserved shall be in the size and shape as to permit the remainder of the land area in which the reservation is located to develop in an orderly and efficient manner.
  3. The public agency for whose benefit an area has been reserved shall have a period of one year after the recording of the final subdivision plat to enter into an agreement to acquire such reserved land area. The purchase price shall be the fair market value thereof at the time of the filing of the preliminary plat plus the taxes against such reserved area from the date of the reservation, and any other costs incurred by the subdivider in the maintenance of such reserved area, including interest costs incurred on any loan covering such reserved area.
  4. If the public agency for whose benefit an area has been reserved does not exercise the reservation agreement set forth in paragraph 3. above, within the agreed upon period of time, the reservation of such area shall terminate unless a mutually agreeable time extension is consummated.
- C. Owner/Agent Authorization: Applications may only be submitted by property owners or their authorized representatives. The Zoning Administrator may require proof of ownership/agency prior to accepting an application.
  - D. Zoning Standards: Proposed subdivision must be designed to meet the specific requirements of the zoning district in which they are located. In the event that a change in zoning is required to enable the development to be built as proposed, any necessary zoning amendment must be initiated by the property owner (or authorized agent) in accordance with the procedures for processing applications for changes in



zoning set forth in this Ordinance. No subdivision plat for which a zone change is required may be considered by the Town until the required zone change has been adopted by Council.

E. Outline of the Review Process: The preparation, review and approval of subdivisions within the Town Limits shall proceed through the following progressive stages:

1. Pre-Application Conference;
2. Preliminary plat submittal - considered by Planning and Zoning Commission and Town Council;
3. Subdivision Technical Review - considered and reviewed by Town Staff and pertinent outside public service and utility agencies;
4. Final plat submittal - considered by Town Council.

(Ord. 06-678, passed 11-9-2006)

#### 5.2.2 PRE-APPLICATION CONFERENCE

Pre-application Conference: The pre-application conference precedes preparation of platting and improvement plans by the subdivider. During this conference, subdividers make their intentions known informally to the Town, are advised of specific public objectives related to the subject tract, and are given detailed information regarding platting procedures and requirements.

- A. The subdivider must provide a general outline of the proposed development including:
  1. Sketch plan(s) and ideas regarding land use, street and lot arrangement, and tentative lot sizes;
  2. Tentative proposals regarding water supply, sewage disposal, surface drainage and street improvements.
- B. Staff will discuss the proposal with the subdivider and provide input and suggestions regarding procedural steps, public policy objectives, design and improvement standards, and general platting requirements. Then, depending upon the scope of the proposed development, the Staff will:
  1. Check existing zoning of the tract and recommend changes in zoning if necessary or desirable;
  2. Determine the adequacy of existing or proposed schools, parks, and other public places;
  3. Inspect the site or otherwise determine its relationship to major streets, utility systems, and adjacent land uses, and identify any unusual problems such as those related to topography, utilities, drainage, etc;
  4. Determine whether a Development Master Plan (DMP) will be required prior to the preparation of a preliminary plat, and the extent to which the property owner will be required to prepare it.
- C. Subdivision Referral and Approval Process: Within fifteen (15) days of the pre-application conference, the Zoning Administrator or his/her designee will send a written notice to the subdivider with Staff's recommendations related to preparation and submittal of a preliminary plat by developer to be considered by the Planning and Zoning Commission and Council.



1. Subdivisions: If the sketch plat involves a subdivision only, the Zoning Administrator or his/her designee will issue a written notice advising the subdivider to proceed with the preparation of a preliminary plat to be considered by the Planning and Zoning Commission and Council.
2. Development Master Plan: A DMP may be required prior to the preparation of a preliminary plat if; the tract is sufficiently large to comprise an entire neighborhood, if the tract is to be developed in multiple phases or if the tract is only a portion of a larger landholding of the subdivider, or the tract is part of a larger land area the development of which is complicated by unusual topographic, utility, land use, land ownership, or other conditions. The Zoning Administrator or his/her designee may issue a Notice to Proceed to prepare a DMP. The entire land area covered by the DMP need not be under the subdivider's control. In many cases the DMP will be the conceptual land use plan needed for a zone change application that may be necessary to permit development of the tract.
  - a. Preparation: Development Master Plans must be prepared to a scale and accuracy commensurate with their purposes, and must include:
    - 1) General street pattern with particular attention to collector streets and future circulation throughout the development;
    - 2) General location and size of existing and proposed school sites, parks, and other public areas;
    - 3) Location of shopping centers, multiple-family residential or other non-residential land uses;
    - 4) Methods proposed for sewage disposal, water supply and storm drainage;
    - 5) Approximate densities and intensities of various land uses.
  - b. Phasing Plan and Schedule Approval: Upon acceptance of the general design approach by the Commission and Town Council, the DMP should be followed by the preparation of a preliminary plat. If development is to take place in several stages, the DMP must be submitted as a supporting document for each stage. The DMP must be kept up to date by the subdivider as modifications take place.

(Ord. 06-678, passed 11-9-2006; Ord. 15-798, passed 6-23-2015)

### 5.2.3 PRELIMINARY PLAT

No later than 120 days after the date of the Zoning Administrator's comment letter, an applicant shall apply for a preliminary plat or submit a Development Master Plan (DMP), unless the applicant can show cause for the delay to the satisfaction of the Zoning Administrator.

#### A. Application Procedures and Requirements

1. In General: The preliminary plat stage of land subdivision involves detailed subdivision planning, submittal, review, and approval of the preliminary plat. The preliminary plat must substantially conform to the conceptual land use plan and may only be submitted subsequent to the issuance of a "Notice to Proceed", and must be accompanied by payment of the prescribed fee. The subdivider must provide all essential information outlined below to enable the Zoning Administrator to determine the character and general acceptability of the proposed development.



- B. Preliminary plat Submission: In addition to a completed preliminary plat Application Form, a complete submittal shall include:
1. Twelve (12) blue line (or blackline) copies of the plat, which must be scaled to fit on one twenty-four (24) inches by thirty-six (36) inches sheet (where practical, although the scale may not exceed one hundred (100) feet to the inch), in addition to two eleven (11) inches by seventeen (17) inches reduced copies, showing:
    2. Identification and Descriptive Data
      - a. Proposed subdivision name, location by Township, range, and section, and reference by dimension and bearing to a section or quarter section corner.
      - b. North arrow, scale, and date of preparation.
      - c. Name, address and phone number of the owner, and the engineer, surveyor, landscape architect, or land planner who prepared the plat.
      - d. Vicinity map showing the relationship of the proposed subdivision to main traffic arteries and any other landmarks that would help to locate the project.
      - e. Property owners name, fee number or assessor's parcel numbers for all abutting properties.
    3. Existing Conditions Data
      - a. Topography by one (1), two (2) or five (5) foot contour intervals adequate to reflect the character and drainage of the land as determined by the Public Works Director, and related to U.S. Coastal and Geodetic Survey (USC&GS) datum, or other datum approved by the Public Works Director.
      - b. Surveyed location of all existing improvements on public rights of way and private property including land use, structures and fences, walls, shacks, barns, utility lines, wells, streams, irrigation canals and structures, private and public culverts, ditches, washes, lakes, water features of all types, direction of flow, flow pattern, location and extent of areas subject to inundation, and whether such inundation is frequent, periodic, or occasional and data regarding frequency.
      - c. Location, width, and names of all platted streets, drainage and utility easements, public areas, and municipal boundaries within, adjacent to, or extending from the property.
      - d. Location of historic and archaeological sites, if any.
      - e. Acreage and zoning of the property and abutting properties.
      - f. Complete boundary dimensions of the property and engineer's calculations and estimated values for each tributary storm runoff channel for ten (10), fifty (50), and one hundred (100)-year frequency storms (the values should be indicated along the boundary of the survey map for all points of drainage entering and exiting the property).



g. Evidence of adequate access from an existing public right-of-way.

#### 4. Proposed Conditions Data

- a. Proposed lot configuration, including approximate size and dimensions of each lot, and identification of each lot by number, and total number of lots; building setback lines; street layout, including location, width, curve radii, and proposed names.
  - b. Identification of average and minimum lot size(s).
  - c. Designation of all land(s) to be dedicated and reserved for public use with use and acreage for each indicated.
  - d. Location of all proposed private and controlled access streets and identification of all access devices on local streets within the subdivision; their means of accomplishing access control (e.g. signage, traffic barriers, gates, etc.) and monitoring devices and facilities; and their hours of operation and standards and procedures for admittance.
  - e. A general statement regarding proposed utility methods and status of existing capacities of nearby water, sewer, and other public utilities.
5. A preliminary plat on disk in digital format compatible with the Town computer 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.
6. Payment of prescribed filing fee.
7. A preliminary draft or outline of protective covenants and restrictions that demonstrate the proposed theme and character of the proposed subdivision.
8. Such other information as, in the opinion of the Zoning Administrator or his/her designee, will be required to complete a thorough analysis of the preliminary plat in terms of its compliance with all Town Codes, ordinances, rules and regulations.

#### C. Preliminary plat Review and Approval

1. Upon acceptance of an application for approval of a preliminary plat, the Zoning Administrator or his/her designee will have five (5) working days to advise the applicant if the submittal is complete. Copies of complete applications will be forwarded to the Town departments and utility and public safety agencies that serve the area for their review and comment.
2. The reviewing agencies and departments shall transmit their comments and recommendations to the Zoning Administrator or his/her designee. The Zoning Administrator or his/her designee will then summarize the received comments and recommendations, prepare a staff report and present it to the Commission.
3. The Commission shall consider the proposed preliminary plat at its next regularly scheduled meeting no sooner than twenty-one (21) days after an application has been determined to be complete. Upon approval of a preliminary plat, or approval with conditions by





the Commission, Council may consider the proposed preliminary plat at its next regularly scheduled meeting.

4. Preliminary plat approval constitutes authorization for the subdivider to proceed with the preparation and submittal of engineering plans and specifications for public infrastructure improvements and the final plat. Preliminary plat approval does not assure final plat approval and shall expire within one (1) year of approval if a final plat is not submitted. Extensions of one (1) year may be granted by the Zoning Administrator or his/her designee upon written request by the applicant/subdivider.

(Ord. 06-678, passed 11-9-2006; Ord. 15-798, passed 6-23-2015)



## 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 \_\_\_\_\_, 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

---

