



Town of Chino Valley  
Development Services  
1982 Voss Drive  
Chino Valley, Arizona 86323  
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### FINAL PLAT CHECKLIST

- FINAL PLAT
- MINOR MODIFICATION
- MAJOR MODIFICATION
- RESIDENTIAL PLAT
- COMMERCIAL PLAT

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 \$2400.00 plus \$50.00 per lot, rounded up, and the advertising fee of \$115.00
- A narrative statement describing the project.
- One copy of the Final Plat
- One copy of the Drainage Report, Soils Report, Water Report, and Sewer Report.
- Address Listing
- Site Layout, Landscaping Plan, Building Elevations and other pertinent data as requested (see UDO 5.2.4 and 5.2.5 for full details of requirements).
- Engineer's cost Assessment for Assurances and Construction Costs
- Copy of legal description, record of survey, easements, dedications, and any other referenced recorded documents.
- A site map depicting the ultimate use of the property (if known).
- 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.
- A fully dimensioned blue line set, including dimensions for each lot.
- Electronic copy of all documents. Email to [planning@chinoaz.net](mailto:planning@chinoaz.net)
- 2 mylar copies of final plat, once the paper copies are approved.
- Check to Yavapai County Recorder (# of pages determines amount of check)

**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: \_\_\_\_\_

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