



Town of Chino Valley
Development Services
1982 Voss Drive
Chino Valley, Arizona 86323
Phone: (928) 636-4427
Email: planning@chinoaz.net

LAND DIVISION CHECKLIST

- LOT SPLIT LOT TIE LOT LINE ADJUSTMENT

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-_____ (attach copies of notes)
- Application Fee of \$300.00 plus \$50.00 per lot.
- Signed and notarized copy of "The Waiver of Claims for Diminution of Value"
- Lot Split/Lot Tie/Lot Line Adjustment plat scaled to fit on a 24 x 36" sheet. The plat shall include the information as listed:
 - Signature Block for Development Services Director & Town Engineer
 - Identification and Descriptive Date
- Copy of original 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.

Please provide any additional information or displays that will reflect the scope of your project.

Recordation – After Town Staff Approval of Land Division Review

- One (1) Mylar Copy
- Check made out to "County Recorder Office" - recording fee of \$24.00 first page, \$20.00 per subsequent pages.

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