



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

CONDITIONAL USE PERMIT CHECKLIST

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 \$1,000.00 plus \$20.00 per acre, rounded up, and the advertising fee of \$115.00
- A narrative statement describing the project. Additional narrative describing how this proposal will not be materially detrimental to persons residing or working in the vicinity adjacent to the property; to the neighborhood; or to the public welfare. Discuss how this proposed use is reasonably compatible with uses permitted in the surrounding area.

NOTE: The burden of proof to satisfy these requirements rests with the applicant.

- A Site Plan depicting the ultimate use of the property.
- Copy of title or deed showing proof of legal ownership.
- Copy of legal description, record of survey, easements, dedications and any other referenced recorded documents.
- A fully dimensioned site plan (minimum 11 x 17 inch) showing all existing and proposed buildings/structures & their dimensions, lot dimensions, setbacks, parking, circulation areas & required landscape areas.
- A site map indicating the current zoning and land uses for adjacent properties.
- Electronic copy of all documents. Email to planning@chinoaz.net

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: _____
