CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
201 SOUTH CORTEZ /P.O. BOX 2059
PRESCOTT, AZ 86302
(P) 928-777-1207
(F) 928-777-1258
(TDD) 928-778-1100

PRE-APPLICATION GUIDELINES

PRE-APPLICATION MEETING

Prior to the submission of any commercial or multi-family application required by the Land Development Code, a pre-application meeting with the Community Development Department Staff is required unless waived by the Community Development Director.

PRE-APPLICATION CONFERENCE (PAC)

Pre-Application Conference Applicability. A pre-application conference is required by the Land Development Code, Article 9.1.2, for all Conditional Use Permits, Non-Residential and Multi-Family Developments, Planned Area Developments, Site Plan Reviews, Special Use Permits, Subdivisions, Variance requests, and Zoning Map Amendments (rezoning). A pre-application conference is optional for all other applications, although applicants are encouraged to meet prior to submitting any application.

Pre-Application Conference Purpose. The purpose of the Pre-application Conference is to bring representatives from the City Manager's office, Development Services, Engineering Services, Building, Solid Waste, Public Works Utilities and Transportation Services, Fire, Police and Economic Development together and to provide information to the applicant on key considerations and possible issues the project may encounter, City Code requirements, answer questions related to the project, and identify additional approvals that may be required to successfully facilitate the project. The following topics will be discussed during the Pre-application Conference:

- Economic Development assistance
- Off-site improvement requirements, traffic impacts, site access
- Building requirements
- Zoning requirements and allowed uses
- Historic preservation and archeology survey requirements
- Public utility easements
- Fire requirements
- Location of building(s)
- Adjacent zoning, parking, landscaping, outdoor lighting
- Dumpster type and location
- Water and sewer line locations, capacities and potential improvement required
- Allocation of water to serve the project
- Drainage and floodplain criteria

Pre-Application Conference Submittal Requirements. One (1) 8 ½ X 11 Site plan and Eleven (11) **folded** copies of a project location and layout/site plan (drawn to scale 1 inch = 20 feet) and applicable attachments are required showing the following information:

- Completed Pre-application Conference application
- A brief written description of the project on separate paper-**Required**
- Scale and north arrow
- Township, Range and ¼, ¼ Section
- Street and cross street location map
- Zoning and Historic Preservation designation, if applicable
- Lot dimensions
- Building size, location, setbacks, building separation & height and use for all existing as well as proposed structures
- Dimensioned floor plans **(Required)**
- Elevations **(Optional)**
- Off-street parking & maneuvering layout
- Ingress/egress locations
- Fences/walls, including retaining walls
- General landscaping
- Refuse/dumpster location
- Sign locations
- Topographic elevations
- Conceptual drainage and grading, on site detention
- Any known easements existing or proposed
- Location of the closest two (2) fire hydrants
- Building occupancy and construction type
- Proposed utility locations (water, sewer, gas, electric, etc.)
- **Any other information necessary to clearly define the intended use of the property**

In addition to the information listed above, if the project is located within two (2) miles of the Prescott Municipal Airport, please supply the following additional information:

- Building height, including antennas
- Location of helo pads

Pre-Application Conferences occur every Thursday beginning at 2:00 p.m. The information listed above must be submitted to the Development Services Department no later than 12:00 noon on the Thursday one week prior to the Thursday on which the Pre-application Conference for the project is desired.

Pre-Application Conference Follow-up:

Within five (5) working days after the Pre-Application Conference the applicant will receive a summary of written comments provided at the meeting, from the Private Development Facilitator.

Applications for building, engineering or planning review will be accepted by the City when all comments from the Pre-application Conference have been incorporated into the plan set. If additional technical review is necessary this may be accomplished by requesting a meeting with the Technical Review Committee.

AGENCY CONTACT LIST
(All are 928 area codes)

	PHONE	FAX	E-MAIL
Development Services			
Tom Guice, Director	777-1317	771-5870	tom.guice@cityofprescott.net
George Worley, Asst Director	777-1287	777-1258	george.worley@cityofprescott.net
Mike Bacon, Community Planner	777-1360	777-1258	mike.bacon@cityofprescott.net
Steve Gaber, Community Planner	777-1206	777-1258	steve.gaber@cityofprescott.net
Ryan Smith, Community Planner	777-1209	777-1258	ryan.smith@cityofprescott.net
Wendell Hardin, Community Planner	777-1259	777-1258	wendell.hardin@cityofprescott.net
Nancy Burgess, Historic Preservation	777-1318	777-1258	nancy.burgess@cityofprescott.net
Mark Elliott, Building Plans Examiner	777-1370	777-1258	mark.elliott@cityofprescott.net
Sally Randall, Building Plans Examiner	777-1391	777-1258	sally.randall@cityofprescott.net
Economic Development			
Jane Bristol, Director	777-1275	777-1255	jane.bristol@cityofprescott.net
Transportation Engineering Division			
John Lambert, Civil Plans Examiner	777-1694	771-5929	john.lambert@cityofprescott.net
Greg Toth, Drainage Engineer	777-1622	771-5929	greg.toth@cityofprescott.net
Dick Mastin, Dev Services Mgr	777-1273	771-1251	richard.mastin@cityofprescott.net
Ian Mattingly, Traffic Engineer	777-1683	771-5929	ian.mattingly@cityofprescott.net
Fire Department			
Eric Kriwer, Fire Marshall	777-1761	776-1890	eric.kriwer@cityofprescott.net
Prescott Airport			
Ben Vardiman, Manager	777-1153	771-5861	ben.vardiman@cityofprescott.net
Utilities Engineering Division			
Bruce Canavan, Utilities Engineer	777-1635	771-5929	bruce.canavan@cityofprescott.net
Gwen Rowitsch, Engineering Technician	777-1368	771-5929	gwen.rowitsch@cityofprescott.net
Solid Waste			
Jim Sutton, Field Operations	777-1126	771-5824	tim.legler@cityofprescott.net
Utilities & Others:			
ADOT			
• John Fought	777-5877	771-0058	jfought@dot.state.az.us
Arizona Public Service			
• Paul Unrast	713-5304	443-6654	paul.unrast@aps.com
Cable One			
• Johnny Cedillo	237-6874	443-3303	johnny.cedillo@cableone.net
Chamber of Commerce			
• Pat Forrest	443-5221	443-5404	downtown@cableone.net
Qwest Communications			
• Wayne Pollard	776-2513	776-2504	wayne.pollard@qwest.com
Uni Source			
• Jeff Brown	771-7226	771-1794	jbrown@uesaz.com
Yavapai County Health Dept.			
• Bill Blankemeier – Prescott	442--5493	771-3369	william.blankemeier@co.yavapai.az.us

CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
201 SOUTH CORTEZ /P.O. BOX 2059
PRESCOTT, AZ 86302
(P) 928-777-1207
(F) 928-777-1258
(TDD) 928-778-1100

PRE-APPLICATION CONFERENCE APPLICATION

PAC No.:_____ Mtg. Date:_____ Mtg. Time: _____

Project Name:_____

Project Address:_____

Assessors Parcel #:_____-_____-_____ (For meets and Bounds attach legal description)

Township _____ Range _____ ¼, ¼ Section _____ Zoning: _____

Number of Lots: _____ Total Acreage:_____ Bldg Sq Ft:_____

Description of work: _____
_____

Applicant/New Owner: _____ Contact/Agent: _____
Applicant's Address:_____
_____E-mail:_____
Phone: (W)_____(C)_____ (F): _____

Current Property Owner: _____ Contact/Agent: _____
Owner's Address: _____
_____E-mail:_____
Phone: (W)_____(C)_____ (F): _____

Design Professional: _____Contact/Agent: _____
Firm's Address: _____
_____E-mail:_____
Phone: (W)_____(C)_____ (F): _____

I, the undersigned, certify that all of the facts set forth in this application are true to the best of my knowledge and that I am either the owner of the property, or that I have been authorized in writing by the owner to file this application.

Print Name of Applicant/Agent	**Signature**	**Date**

Site Plan Submittal:

Eleven (11) Folded Site Plans – Required minimum size 11 X 17	Two (2) Floor Plans - **Required**
One (1) 8 ½ X 11 Site Plan - Required	Two (2) Elevations - Optional