



PERMIT STATUS:       APPROVED                       NOT APPROVED

DATE:              [TODAY]

PERMIT #:      [PERMIT NUMBER]

RE:              [SITE ADDRESS]

ROUND OF REVIEW:       1<sup>ST</sup>               2<sup>ND</sup>               3<sup>RD</sup>               4<sup>TH</sup>

**THE FOLLOWING LIST INCLUDES REVIEW COMMENTS AND REQUIRED CORRECTIONS FOR THIS PROJECT. ALL ITEMS LISTED, REQUIRE CORRECTION AND RESUBMITTAL TO CITY HALL, 201 S. CORTEZ STREET.**

### **DRY UTILITIES**

#### **DRY UTILITIES CHECKLIST**

Not  
App App N/A

Transmittal

- Transmittal on company letterhead
- Contact person and phone number for project
- Company and City of Prescott permit number (after initial submittal)
- Detailed list of items being submitted

Plan Submittal

- Plan Sheets shall be a minimum of 11" X 17" and a maximum of 24" X 36" paper in accordance with City of Prescott CADD standards and shall at a minimum include:
  - North arrow and scale (maximum Scale 1" = 200')
  - Vicinity Map on a smaller scale with north arrow
  - Right-of-way and/or easement lines of the site and its relationship to adjacent property and streets

- Dates of preparation and revisions
- Name, address and phone number of applicant
- Name, address and phone number of engineer
- Project address or address of parcels fronting the right-of-way, if applicable
- Assessor Parcel Number(s) of project or parcel number(s) of property fronting the right-of-way
- Plan set(s) shall be submitted on bond paper
- Plan set submittals and re-submittals shall be submitted to City Hall, 201 S Cortez Street
- A "Blue Stake" notification shall be noted on each sheet of the plans

All supporting or supplement reports shall be bound letter size (8 1/2" X 11"). All larger maps included in the report shall be folded accordion style to letter size and put into pocket folders

All plans shall be oriented with north towards the top or right of each sheet, where practical. A north arrow and scale (both written and graphic) shall be provided on all sheets. All text shall read from the bottom and right of the sheet.

Provide basis for both Horizontal and Vertical Control (NVAD 88 for Vertical Control and City of Prescott Coordinates for Horizontal) and Bench Mark Location

All existing improvements and topography shall be "ghosted" or shown in a lighter line type to differentiate from the new improvements. Provide notes to describe the existing facilities and spot elevations for existing contours. The existing improvements shall include the following:

- Show existing infrastructure including, but not limited to, curb, gutter, sidewalk, pavement, water, water meters, fire hydrants, wastewater, drainage culverts and catch basins, street light poles, traffic signals, signal cabinets
- Drainage Facilities and 100-year Floodplain Limits
  - Irrigation lines, when possible
- Identify and dimension all overhead and underground facilities, including those owned by other providers within the City right-of-way or public utility easement(s)
- Identify and dimension all City of Prescott utilities. (e.g. water, sewer, drainage and street lights)
  - All underground utilities shall be shown on the profile with depth elevations and stationing
  - Profile on the same page as plan review, aligned with matching station

- If utilities have different stationing, reference the corresponding street station for new subdivisions only
- Reference to the nearest City of Prescott survey monument
- City/County Limits, where applicable
- Structures
- Adjacent property Lines, Address, and Assessor's Parcel Numbers, if applicable
- Right-of-Way and Easement

Civil Plan sheets for new improvements shall include the following:

- Property line(s) and right-of-Way (ROW) line(s)
- All recorded and proposed public utility easement(s)
- Identify and dimension all proposed private utilities in the City Right-of-Way and Public Utility easement(s)
- Minimum separation between non-City private utilities and City of Prescott public utilities is four (4') feet horizontal, and two (2') feet vertical in accordance with COP Standard Detail 3-20P. Some depths of City mains may require a greater separation
- Pavement Cuts
  - Trenching
  - Horizontal Boring
    - Potholing and Survey are required for Horizontal Boring
  - Concrete Curing, if applicable per MAG/YAG
  - Permanent Hot or Temporary Road Patches
- Location of Storage of Excavated or Imported Materials
  - Within City Limits a Separate Grading Permit may be Required

Drainage and Erosion Control (SWPPP)

Traffic Control Plan

- Conforms to Manual on Uniform Traffic Control Devices (MUTCD)
- Properly Barricaded
- Flaggers

Public Notification

- Disruption of Service
- Access