



PERMIT STATUS: APPROVED NOT APPROVED

DATE: [TODAY]

PERMIT #: [PERMIT NUMBER]

RE: [SITE ADDRESS]

ROUND OF REVIEW: 1ST 2ND 3RD 4TH

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.

SUBMITTALS AND RECORD DRAWINGS

SUBMITTALS CHECKLIST

Not
App App N/A

Transmittal

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

Plan Submittal

- Plan Sheets shall be on 24" X 36" paper and be 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
 - Boundary lines of the site and its relationship to adjacent property and streets
 - Dates of preparation and revisions

- Seal and Signature of Engineer of Record
- Name, address and phone number of applicant
- Name, address and phone number of Engineer of Record
- Project address, if applicable
- Yavapai County Assessor Parcel Number
- Plan sets shall be submitted on bond paper in the quantity stated on the application
- Plan set submittals and re-submittals shall be submitted to City Hall, 201 S Cortez Street
- "Blue Stake" notification shall be noted on each sheet of the plans
- Quantities Listed on Cover Page (eg. Water, wastewater, grading, paving, etc)

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 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. Refer to General Engineering Standards checklists for specific Drainage, Water and Sewer for report content and format

Cover Page of all Reports shall include:

- Project Title
- Date Report Submitted and Revision Dates (COP File Number, once assigned)
- Name, address and phone number of client
- Name, address and phone number of engineering firm
- Seal/signature of the Arizona Registered Professional Civil Engineer responsible for preparing the report

Separate improvement plan sheets shall be submitted for the following:

- Map of Dedication
- Subdivision Plats
- Site Plans
- Street Improvements
- Storm Drain Improvements

- Water System Improvements
- Wastewater System Improvements
- Grading and Drainage Improvements
- Traffic Signalization
- Traffic Signage and Pavement Marking Improvements
- Temporary Traffic Control
- Landscape and Irrigation Improvements
- Streetlight Improvements
- Reclaimed Water Improvements
- Storm Water Management Plan (SWPPP)

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

- Drainage Facilities
- Overhead and underground utilities
- Irrigation lines, when possible
- City/County Limits, where applicable
- 100-year Floodplain Limits
- Structures
- Property Lines, Address, if assigned and Lot Numbers
- Current Assessor Parcel Number(s)
- Right-of-Way and Easement

AS-BUILT PLANS CHECKLIST

At the completion of the construction of the project and after receiving “APPROVAL” of the Public Works Final Inspection, the Engineer of Record shall make an as-built submittal to City Hall, 201 S Cortez Street. The Engineer of Record shall submit the “AS-BUILT PLANS SUBMITTAL REQUIREMENTS FOR PUBLIC IMPROVEMENTS” form and the required documents noted therein. Submittal items may include the following:

Not
App App N/A

One (1) mylar copy, 24” x 36”, of the complete “AS-BUILT” set of plans.

Mylar shall have an original engineers seal and signature and each page shall be noted as "AS-BUILT". (Partial set of plans shall not be accepted)

Three (3) bond copies (24" x 36") of complete "AS-BUILT" set(s) of the plan

Each copy shall have an original engineers seal and signature and each page shall be noted as "AS-BUILT". Partial sets of plans shall not be accepted.

Arizona Department of Environmental Quality (ADEQ) APPROVAL OF CONSTRUCTION (AOC), for both sewer and water, if applicable

Digital File on City Coordinates

Test Data in pdf and hardcopy format (Eg. Chlorination, Pressure and bacteria test results, Low pressure air mandrel and vacuum manhole testing results)

Failure to submit the items listed above may result in the delay of the setting of a water meter on the site as well as delay of an Approval to Operate and Release from the City of Prescott Public Works Director.

The AS-BUILT PLAN submittal shall have a company transmittal sheet listing the name and number of items submitted

Transmittal sheet shall also contain the company name, contact name and phone number

As-Built plans shall include the following information, if applicable to the project:

Grading and Drainage Plans

Finished pad grades. An average pad grade may be used if the pad is not flat

Flow line elevations of channels

Detention basins, including certification that basins were built per plan

Hinge point elevations on all slopes and grade breaks

Percentage of all slopes, flow lines and channels

Catch basin grates invert elevation and rim elevation of grate

Inverts of storm drain lines and headwalls

Water Plans

Location of all valves

Main line angle points

Pipe sizes, lengths, slopes, and type

Blow-offs and meter boxes

- Horizontal and vertical separation from existing utilities and drainage culverts/storm drain
- Sewer Plans
 - Manhole rim and inverts
 - Pipe sizes, lengths, slopes, and type
 - Recalculated pipe slopes
 - Location of cleanouts and individual services
 - Separation from existing and recently constructed water mains and culverts
- Paving Plans
 - Top of curb and gutter flow line elevation at all grade breaks and curb returns and spandrels at intersections
 - Top of curb elevation at Point of Curvature (PC's) and Point of Tangency (PT's)
 - Percentage of slope
 - Valley gutter inverts
 - Edge of pavement on rural road sections
 - Location of survey monuments
 - Location of traffic signage, signals, poles and cabinets
- Non-City Utilities
 - Location of conduits for power, telephone, cable TV and gas, if available. Additionally, cite the source of the locations on the plans
 - Location of all above ground facilities and poles

As-Built plans shall be reviewed and approved by the Fire Department, Water Operations Division, Wastewater Division, Field Operations and the Public Works Inspector. If approved, the Public Works Director or his designee shall prepare the Approval to Operate and Release from the City of Prescott for the project