



CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
201 SOUTH CORTEZ PRESCOTT, AZ 86303
PHONE: 928-777-1207
FAX: 928-777-1258
(TDD) 928-778-1100

PRE-APPLICATION CONFERENCE (PAC) GUIDELINES

PRE-APPLICATION CONFERENCE

A Pre-Application Conference is required with the Community Development Department Staff prior to the submission of any commercial or multi-family application required by the Land Development Code, unless waived by the Community Development Director.

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 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:

- 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

SCHEDULE A MEETING

Pre-Application Conferences occur every Thursday beginning at 2:00 p.m. **All required information must be submitted to the Community Development Department no later than 12:00 noon every Thursday** in order to be placed on the agenda for the subsequent Thursday.

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 Application Submittal

REQUIRED:

Two hard copies and an electronic copy email to: pac.submittal@prescott-az.gov

* **Folded Site Plan**

* Project location map and layout/site plan (drawn to scale 1 inch = 20 feet)

* A short narrative (description) of the project, on separate document/page

* A dimensioned floor plan

* **APPLICABLE** attachments showing information listed below

- | | |
|---|--|
| <input type="checkbox"/> Completed Pre-Application Conference application form (and all required materials) | <input type="checkbox"/> Refuse/dumpster location, if applicable |
| <input type="checkbox"/> Scale and North Arrow | <input type="checkbox"/> Sign locations, if applicable |
| <input type="checkbox"/> Township, Range and ¼, ¼ Section | <input type="checkbox"/> Topographic elevations, if applicable |
| <input type="checkbox"/> Street and cross street location map | <input type="checkbox"/> Conceptual drainage and grading, on site detention, if applicable |
| <input type="checkbox"/> Zoning and Historic Preservation designation, if applicable | <input type="checkbox"/> Any known easements (existing or proposed) |
| <input type="checkbox"/> Lot dimensions | <input type="checkbox"/> Location of the closest two (2) fire hydrants |
| <input type="checkbox"/> Building size, location, setbacks, building separation, height, and use for all existing and proposed structures | <input type="checkbox"/> Building occupancy and construction type |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Proposed utility locations (water, sewer, gas, electric, etc.) |
| <input type="checkbox"/> Off-street parking and maneuvering layout | <input type="checkbox"/> FEMA Floodplain Information, if available |
| <input type="checkbox"/> Ingress/egress locations | <input type="checkbox"/> Wet and Dry Utilities on Site Plan, if available |
| <input type="checkbox"/> Fences/walls, including retaining walls, if applicable | <input type="checkbox"/> Any other information necessary to clearly define the intended use of the property |
| <input type="checkbox"/> General landscaping, if applicable | |

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 helipads

Pre-Application Conference Follow-up:

Within one week after the Pre-Application Conference, the applicant will receive a summary of written comments provided at the meeting. Applications for buildings, 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.



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PRE-APPLICATION CONFERENCE APPLICATION

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

*Project Name: _____

*Project Address: _____

*Assessor's Parcel # _____ - _____ - _____ *Zoning: _____

*Project Description: _____

*Applicant/New Owner: _____ Contact/Agent: _____

*Applicant Address: _____ *(ZIP) _____

*Phone: _____ Cell: _____ Email: _____

*Current Property Owner: _____ Contact/Agent: _____

*Owner's Address: _____ *(ZIP) _____

*Phone: _____ Cell: _____ Email: _____

Design Professional _____ Contact/Agent: _____

Applicant Address: _____ (ZIP) _____

Phone: _____ Cell: _____ Email: _____

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

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
- I. The licensing application may be in either print or electronic format.

**Form last up-
dated 12/12/18**