



City of Prescott
Civil Grading/Underground
Utility Permit Application
Public Works Department
 201 S. Cortez St., Prescott, AZ 86303
 Phone: (928)-777-1269 Fax (928) 777-1251

Project Address:	Assessor's Parcel #:	ENG PERMIT #:
Subdivision:		Lot#:
Description of Work:		
Water Line Linear Feet (LF): Sewer Line Linear Feet (LF):	Fire Line Linear Feet (LF): Paving Square Feet (SF)	Grading Cubic Yards (CY): CY of Cut: CY of Fill:
Approximate Acreage to Be Disturbed By Grading:	Engineer's Estimate TOTAL Cost:	Right-of-Way Permit #: Building Permit #:
Location (Address or APN) That Either Fill Material Originated AND/OR Excess Cut Material Will be Placed and Associated Permit #:		
Geotechnical Engineer:		If Blasting, Provide Contractor: (Fire Department Approval Required)
APPLICANT/CONTACT:		Phone:
Address:		Email Address:
City:	State:	ZIP:
OWNER:		Phone:
Address:		Email Address:
City:	State:	ZIP:
ENGINEER/ARCHITECT		Phone:
Address:		Email Address:
City:	State:	ZIP:
EXCAVATING CONTRACTOR:		Phone:
Address:		Email Address:
City:	State:	ZIP:
Lic#:	City T&P Tax #:	State Tax #:



CITY OF PRESCOTT
PUBLIC WORKS DEPARTMENT
 201 S. Cortez Street, Prescott, AZ 86303
 (928) 777-1269

CONSTRUCTION HOLD HARMLESS

Building Permit #: _____

To the fullest extent allowed by the law, the Contractor(s) agrees to defend, indemnify and hold harmless the City, its employees, agents, invitees and/or volunteers from any claims, demands, causes of action, liability, loss, property damage or any type of damage and/or injury (to property or person, including without limitation, wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any Federal, State or local government body or agency, arising out of or incident to any acts, omissions, negligence or conduct of the City, its personnel, employees, agents, contractors, or volunteers in connection with or arising out of the Contractor's placement of soil pursuant to this grading permit.

It is expressly understood by the undersigned that this permit is revocable at will by the City, at the sole option of the city. If the city revokes this permit, it shall be the responsibility of the permittee to remove, at permittee's expense, all improvements authorized by this permit and restore the property to its original condition.

The Undersigned further releases and discharges the City from any and all claims in which the undersigned has or may have against the City, its agents, or employees, arising out of or in any way connected with the undersigned's activities as set forth on this permit. The applicant agrees to abide by the aforementioned miscellaneous requirements and all provisions and conditions as set forth in this permit.

The undersigned, under penalty of perjury, does hereby certify that all improvements made to the above project, at the address as stated above, by means of the building or improvement of structures or appurtenances of such property, have been performed by a duly licensed contractor unless the entire structure is intended for the undersigned's sole occupancy as owner and no part is provided for occupancy by the public, employees or business visitors and no part of the premises are intended for sale or rent.

I understand the owners who sell or rent property not completed with a licensed general contractor, may be subject to a Class 1 Misdemeanor under Arizona Revised Statutes § 32-1151 and § 32-1154. A Class 1 Misdemeanor is punishable by a fine not to exceed \$2500.00 and/or one year in the County jail. I understand and acknowledge the above certification.

Owner/Contractor: _____

Date: _____



Public Works PW-Inspection Deposit

Effective September 1, 2015, the Prescott City Council adopted a \$75 per hour PW-Inspection Fee for all Public Works related inspections. PW-Inspections are required for any public infrastructure construction* and for any private fireline, that is a direct, open connection to a City water main.

** Public infrastructure means the new construction or replacement of infrastructure that will be turned over to the public (City) for long-term maintenance. This includes items such as, grading, retaining walls, water mains, sewer mains, drainage infrastructure, curb, gutter, sidewalk, asphalt, chip seal, or any other item constructed in the right-of-way or turned over to the City.*

PW-Inspection Fee “Deposit” amount will be collected based on the “**Engineer’s Estimate**” of cost for the “**Public Infrastructure**” portion of the project only. These “Deposit” amounts are ONLY AN ESTIMATE OF PW-INSPECTION FEE COSTS.

A minimum balance of 20% of the original “Deposit” amount shall be maintained in the deposit account at all times. Monthly statements will be provided showing PW-Inspection Fees paid, “Deposit” account balance and/or additional deposits due. Any shortage to the PW-Inspection Fee “Deposit” account owed must be paid prior to a “Certificate of Occupancy” or “Approval to Operate and Release” being issued by the City. Any excess PW-Inspection “Deposit” remaining after the project is released by the City will be returned to the applicant within 30-days.

It is difficult to determine the number of project inspection hours. Variables such as the scale of the work, the number of days, weather delays and the complexity of the project all affect PW-Inspection time tables.

THE FOLLOWING AMOUNTS ARE ONLY ESTIMATED DEPOSIT AMOUNTS:

Description of Service	Construction Cost Based on Engineer’s Estimate	Deposit Amount	Minimum Balance
PW-Inspections	First \$5,000	\$300	0
	\$5,000-\$25,000	\$2,500	\$500
	\$25,000-\$50,000	\$3,000	\$600
	\$50,000-\$100,000	\$4,000	\$800
	\$100,000-\$200,000	\$6,000	\$1,200
	\$200,000-\$500,000	\$7,500	\$1,500
	\$500,000-\$1,000,000	\$15,000	\$3,000
	\$1,000,000-\$2,000,000	\$30,000	\$6,000
	\$2,000,000 and up **	\$40,000	\$40,000

****PROJECTS OVER \$2,000,000 IN ENGINEER’S ESTIMATE**

The City recognizes the importance of managing cash flow throughout the life of projects, especially those greater than \$2M in “Engineer’s Estimate”. In lieu of the Developer paying all anticipated PW-Inspection Fees in a “Deposit” at the time of permit issuance, the Developer may pay PW-Inspection Fees monthly through the progression of the project. A minimum PW-Inspection Fee “Deposit” of \$40,000 shall be posted prior to start of work. The minimum balance shall not fall below \$40,000 at any time. Monthly statements will be provided showing fees due and account balance.

If you have questions concerning the PW-Inspection Deposit and how it is applicable to projects, please contact Sergio Rivera, Development Review Supervisor, City Hall Permit Center, 928-777-1811.

ALL ENGINEERING PLAN SHEETS SHALL INCLUDE:

1. Date plans are prepared. Scale of Plan with North arrow.
2. Engineer's firm, address and phone number in block provided. Self-adhesive label is not acceptable.
3. Survey datum: List at least two control points with coordinates and elevations on City of Prescott datum and ties. Refer to Prescott Land Development Ordinance 9.10.10 for details.
4. Revision Box
5. Quantities Box: Final quantities must be listed on either the title sheet or second sheet, showing as a minimum street footage per street with totals per project, water line and sewer line linear feet, fire hydrants, storm drains, water & sewer taps, earth work, on the as-built as quantities may change from beginning of project to completion.
6. Signature block normally says "Approved By". For "As Built" plans, the signature block should say "Reviewed By" with date. In large lettering write "AS BUILT" near the title block, if the plans are "As Built" plans – Each Sheet.
7. Grading Plan shall be included with first plan submittal.
8. The SWPPP and NOI submittal shall be included with the Grading Plan submittal.

RESUBMITTALS

1. Two (2) sets of revised plans/reports
2. One (1) electronic submittal or revised plans/reports
3. All of the previous redlined/returned check plans/reports
4. If submittals beyond the second review set contain issues that have not been satisfactorily addressed, Engineering Services may call a meeting with the Engineer and the Developer to resolve the issues prior to continuing the plan review process.

Copies of all standards, manuals and City Plan Checking "Checklists" are available to the public for a nominal printing charge at the Engineering Services Department, and on the City's website at www.cityofprescott.net.