



CITY OF PRESCOTT

APPEAL SUBMITTAL CHECKLIST

IN ORDER TO SUBMIT THIS APPLICATION, YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER. TO SCHEDULE A MEETING PLEASE CALL 928-777-1207.

APP#: _____

No application will be accepted unless it is complete including, but not limited to, the following:

- Signed and dated application stating the request, indicating whether the applicant is the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization.
- Narrative letter explaining the reason for the appeal.
- Ten (10) **FOLDED** copies of the Site Plan, if applicable, including all information specified in the *Land Development Code*, Article 9.17. Building Elevations are encouraged to be submitted with the site plan, if applicable.
- One (1) 8 ½" X 11" xerographic or photo reduction of the Plans.

NOTE: A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER AND A RECEIPT FOR THE FILING FEE WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION.



**CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
201 S. Cortez, Prescott, AZ 86301 (928) 777-1207**

APPEAL APPLICATION

APP# _____

Property Address: _____

Assessor's Parcel Number (s)(APN): _____

Township _____ **Section** _____ **Range** _____ **Current Zoning:** _____

Subdivision Name: _____

		<i>For Staff Use Only</i>
Owner Name & Address: _____ _____ _____		Date Received: _____
Phone: _____ Fax: _____ Email: _____		Taken In By: _____
Applicant/Agent Name & Address (If different than property owner, Agent letter must accompany submittal): _____ _____ _____		Assigned To: _____
Phone: _____ Fax: _____ Email: _____		Date Application Complete: _____
		Fees & Charges: _____
		Receipt #/Date: _____
		BOA Date: _____

Description of Request: _____

Name **Signature** **Date**

ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice

- 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.