Public Works Department
433 N. Virginia Street
Prescott AZ 86301
928-777-1130

GENERAL REQUIREMENTS CHECKLIST

SINGLE FAMILY RESIDENTIAL

INTRODUCTION

The following checklist includes information on submittal and design standards for commercial development sites in the City of Prescott. This checklist is offered as a convenience to help applicants prepare a reasonably complete submittal. It includes essential information that should be provided with construction plans for most projects, but of necessity cannot include all possible items that may be required for approval. Some submittals might require more or less information depending on the nature and complexity of the project. The following list covers the most common design situations, for complete standards, please reference the City of Prescott Code, the Land Development Code, and the General Engineering Standards, latest edition.

ABBREVIATIONS

COP	-	City of Prescott
DTL	-	Detail
GES	-	General Engineering Standards
LDC	-	Land Development Code
QC	-	Quad Cities (Prescott, Prescott Valley, Chino Valley, Dewey-Humboldt)
STD	-	Standard
GP	-	General Practice

GENERAL SUBMITTAL REQUIREMENTS

COP USE ONLY					GES / LDC* / CITY CODE† STD DTL♦
REQ	**N/A**	**#**	**ITEM**		
		1	Application Packet Submittals		
		1.1		Completely fill out the Right-of-Way Application with submittal packet if any construction will take place in the City Right-of-Way, or if any construction materials will be placed/stored in the City Right-of-Way.	GP
		1.2		Completely fill out the Grading Application with submittal packet, even if grading is minor.	GP
		1.2.A		Material import/export – provide location of material origination or export. Approved disposal site (permit #), if within City limits, shall be subject to provisions in the LDC.	2.4.1.G
		1.3		Completely fill out the City Utility Tie-in Application and Fixture Count Sheet in the submittal application packet.	GP
		1.4		Completely fill out the FEMA Questionnaire in the submittal application packet.	GP
		2	One (1) electronic pdf copy of legible Site/Civil Plans (see item C).		GP
		3	Three (3) sets of full size (minimum 24” x 36”), paper, legible Site/Civil Plans with the following requirements:		2.4.1.B
		3.1		North arrow and scale. (1 =10' OR 1"=20' scale preferred).	GP
		3.2		Property information and parcel number.	GP

GENERAL SUBMITTAL REQUIREMENTS - Continued

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REQ	N/A	#	ITEM			
		3.3		Engineer's, Architect's, or Drafter's firm, address and phone number in block provided. Self-adhesive label is not acceptable.		GP
		3.3.A			A drainage report and engineered site plan will be required for sites where there are significant off-site flows entering the site. Drainage reports and construction plans shall be prepared and sealed by an Arizona Registered Professional Civil Engineer.	3.2.2.C, 3.2.2.G
		3.3.B			All site disturbance, grading and restoration (bank stabilization) plans shall be prepared by an Arizona-registered civil engineer except where existing slopes are less than 20% or where the site will not be subject to mass grading.	6.7.3.B*, 6.7.4.D*
		3.4		All existing site conditions, structures, and infastructure on the property and in the Right-of-Way fronting the property. - Curbs(type), gutters, sidewalks, ADA ramps, drainage structures, fire hydrants, speed bumps/humps, utility boxes, road material and slope, fire turn-around, contours, retaining/site walls/fences, utilitiy lines, structures, ect.		2.4.1.B.2
		3.5		All proposed onsite improvements (See the General Design Requirements sections below).		
		3.6		All proposed off-site improvements (additional separate permits, such as Right-of-Way or Civil Infastructure permits, may be required).		
		3.6.A			The mailbox location and design to conform to City Code and Standard Details. Details may be referenced, attached, or printed on plans.	134Q-1♦
		3.7		Erosion and sediment control plan (either part of site plan or separate plan sheet in submittal). See sample plan.		6.7,9.6.3*
		3.8		Show, label, and dimension all parcel lines, easements, and setbacks per the current recorded plat or other recorded documents. Provide book/page if available.		7.4.7*, 2.4.1.B.3
		3.8.A			Drainage Easements - Construction shall not impede, constrict or block the flow of water in any easement or natural watercourse.	7.4.7.B*
		3.8.A.a				Walls, fences, footings, and eaves may be allowed within drainage easements and drainage conveyance systems, i.e. swales , channels, similar as long as the Registered Engineer can provide all the necessary documentation and demonstrate that the existing and/or proposed drainage conveyance system has/ or will have sufficient capacity and that no downstream or upstream flooding will occur.
		3.8.B			Drainage Easements - Fencing shall not be allowed within a drainage easement, except along the boundary of such easement, approximately parallel to the anticipated flow.	7.4.7.B*
		3.8.C			Public Utility Easements - Cut or fill shall not be allowed on a public utility easement containing a City-owned utility without written permission of the City Engineer or designee.	7.4.7.C.3*

GENERAL SUBMITTAL REQUIREMENTS - Continued

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REQ	N/A	#	ITEM			
		3.8.D			Public Utility Easements - Utility easements containing water lines, but not sewer lines, may be fenced if unlocked gates with a minimum width of 16 ft are provided to allow free movement of excavating machines, maintenance equipment, and personnel throughout the full length of the easement.	7.4.7.C.7*
		3.8.E			Public Utility Easements - Fences shall be prohibited within easements that contain sanitary sewer.	7.4.7.C.7*
		3.8.F			Walls, fences, footings, eaves may only be permitted in PUE's containing dry utilities with written approval from the 4 main dry utility companies listed in the City GES's.	
		3.8.G			(N.V.A.E.) Non Vehicular Access Easement - Driveways and construction accesses may not cross the NVAE easement.	
		3.9		Provide grading quantities (cut and fill in cubic yards) even if minor.		2.4.1.B.13
		3.10		City of Prescott or Quad City General Engineering standard details referenced, copied, or attached.		GP

GENERAL DESIGN REQUIREMENTS

WATER

COP USE ONLY				GES / LDC* / CITY CODE† STD DTL♦
Y	N/A	#	ITEM	
		4	One Meter per building policy - All water furnished or sold by the city shall be delivered or supplied through meter only, and every separate building supplied with the city water must have its own separate service connection and meter, except that two (2) or more buildings located on the same lot or on contiguous lots under the same ownership, or property known as a court, apartment house or block covering more than one lot, may, upon written permission granted by the city manager, be supplied through the same connection and meter as long as the single ownership continues. Upon change from such single ownership, a new and separate connection shall be immediately made for the building or premises for the indirect connection. No person having a water service connection shall otherwise furnish or deliver water to any other water user, whether gratuitously or for a charge.	2-1-24†
		5	Property must be abutting a water main for a service connection to be made. In cases where the main is not abutting, the main must be extended at the expense of the property owner before a connection is made.	2-1-12†
		6	Show and label the locations of the water meter box/yoke (provide yoke size if existing), the shut off valve (behind the meter), and the pressure regulator per the Standard Details. Details may be referenced, attached, or printed on plans. Note if the box/yoke is existing or proposed. If existing provide the yoke size.	4.7.18.B, 316P♦
		7	Water and sewer service laterals shall not be installed in the same trench. A minimum six (6') foot horizontal seperation shall be maintained.	5.9.10.D.7, 4.7.18.H
		8	Water sevice connections, if none already exists, shall be designed perpendicular to the main.	4.7.18.H

SEWER

COP USE ONLY				GES / LDC* / CITY CODE† STD DTL♦
Y	**N/A**	**#**	**ITEM**	
		9	One Sewer connection per building policy - A separate sewer connection to the main sewer line shall be constructed for every separate building except as provided in the plumbing code adopted by the City and any exception required the written permission of the building official and the City engineer. No person having a sewer service connection shall otherwise permit a connection to that sewer service connection by another person or user whether gratuitously or for charges.	2-1-15†
		10	Property must be abutting a sewer main for a service connection to be made. In cases where the main is not abutting, the main must be extended at the expense of the property owner before a connection is made.	5.8.1.A
		11	Show and label the locations of the sewer stub out (from main line tap), the clean outs (near the property line), and the backwater valve per the Standard Details. Details may be referenced, attached, or printed on plans. Note if the sewer stub is existing or proposed.	440P-3♦
		12	All sewer service laterals shall have a sewer backwater valve installed per the most recently adopted International Plumbing Code (IPC) and in accordance with COP Std Details.	5.9.10.D.6, 440P-3♦
		13	Water and sewer service laterals shall not be installed in the same trench. A minimum six (6') foot horizontal seperation shall be maintained.	5.9.10.D.7, 4.7.18.H

DRAINAGE

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Y	**N/A**	**#**	**ITEM**	
		14	Show all stormwater flow directional arrows.	3.2.5.B
		15	The one-hundred (100) year Federal Emergency Management Agency (FEMA) designated Special Flood Hazard Area (SFHA) limits shall be delineated.	2.4.1.B.5
		16	Show and label the locations of all roof and foundation drains.	3.2.5.B
		17	Show and label the locations of all existing and proposed drainage facilities.	3.2.5.B
		17.1	Provide profile and any details.	
		17.2	Include notes for during construction and permanent stabilization.	
		18	Culverts:	3.5
		18.1	The mimimum driveway culvert size is eighteen (18") inches.	3.5.2.K
		18.2	All culvert outlets shall include erosion and scour protection measures that protect the embankment as well as the receiving channel.	3.5.3.B
		18.3	Profile for all culverts, showing both existing ground and proposed finished ground/grade profile, for the entire length of the culvert.	2.4.1.B.8
		18.4	Inlet and outlet elevations for all culverts.	2.4.1.B.9
		19	Swales:	
		19.1	Provide drainage calming devices (rip-rap or similar)at the end of the swale location(s) to return concentrated flow in swale to natural sheet flow.	3.9

GRADING

Grading as defined by the LDC is "Any change of existing surface conditions by excavating, placing of any soils or rocks, or stripping of vegetation."

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Y	**N/A**	**#**	**ITEM**		
		20	Accurately show and label all existing contours at a maximum interval of two (2') feet with elevation labels at ten (10') foot intervals, which extend at least one-hundred (100') feet beyond the perimeter of the property. Spot elevations shall be shown where the contours do not clearly depict the slope or direction of drainage flow.		2.4.1.B.1
		20.1		Topographic contours provided shall be representative of current field conditions. Provide source information (City GIS, Registered Surveyor and benchmark information or other).	2.4.1.B.1
		21	Accurately show and label all proposed contours at a maximum interval of two (2') feet with elevation labels at ten (10') foot intervals.		2.4.1
		21.1		Top of the cut slope to be a minimum of 5ft from the property line or restrictive easement.	6.7.6
		21.2		Toe of the fill slope to be a minimum of 2ft or half of the fill height from the property line or the restrictive easement.	6.7.6
		21.3		2:1 slopes are the maximum permitted without an AZ Geotechnical Engineer recommendation for stability. - 1:1 slopes require an AZ Geotechnical Engineer letter of recommendation.	2.3.1
		22	Label the finished floor elevation, proposed grade elevation, and natural grade elevation at all structure corners and major elevation changes.		3.2.5.B

EROSION & SEDIMENT CONTROL

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Y	**N/A**	**#**	**ITEM**		
		23	Erosion and Sediment Control plan is required as part of the site plan or on a separate sheet submitted with the site plan. See the AZPDES/Environmental Checklist.		6.7*, 9.6.3
		23.1		Erosion and sediment controls identified on plans downstream of proposed construction (ex: perimeter controls, cover, dust abatement).	3.9
		23.2		Track-out pad required (see SFR Sample Site Plan for specs).	3.9
		23.3		Good housekeeping (ex: waste management, concrete washout, street	3.9
		24	Drainage and Slope Management (permanent and temporary stabilization).		
		24.1		Any portion of a site disturbed by site preparation and/or construction shall be adequately revegetated and stabilized prior to Certificate of Occupancy.	6.5.3.G*
		24.2		Slopes that are steeper than two to one (2:1) shall require stabilization to control erosion using approved methods a soil analysis prepared by a licensed Geotechnical Engineer.	2.9.3.B

RETAINING WALLS

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Y	**N/A**	**#**	**ITEM**		
		25	Show, label, and dimension all existing or proposed retaining/site walls/fences on plan.		2.9
		26	Show the finish grade elevations at base and top of wall. - At start, end, direction change, and elevation change (steps) locations.		2.9.1.B.12
		27	Retaining walls to meet all reqirements set by the IBC and IRC.		
		27.1		Retaining walls used in conjunction with or adjacent to channels and subject to inundation or flow shall be designed for such conditions.	3.4.4.G
		27.2		Walls over 2ft in height or with a surcharge require AZ Registered Engineer certification.	2.9.C

RIGHT-OF-WAY & DRIVEWAY

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Y	**N/A**	**#**	**ITEM**	
		28	Provide driveway location, slope, and material	255P♦
		29	Show if the curb at the driveway entrance needs to be modified.	250Q-1♦, 250Q-2♦
		30	One driveway entrance permitted for residential sites unless corner lot or U-shaped.	7.4.3.L*
		31	Max residential driveway entrance width is 30ft	250Q-1♦, 250Q-2♦
		32	Mimimum residential driveway entrance width is 12ft	250Q-1♦, 250Q-2♦