



GENERAL SUBMITTAL CHECKLIST

The following pages are provided as information for the applicant. Please read through this information as it directly applies to what the Community Development Department looks for when processing and reviewing permit applications.

CONTENTS:

- FENCE AND RETAINING WALL PERMIT SUBMITTAL CHECKLIST

CONSTRUCTION PLANS: All plans should be drawn to scale, minimum 3/32” or 1:20

Copies of all General Engineering Standards, Manuals, City and Land Development Codes, and City Plan Review “Checklists” are available to the public on the City’s website at www.prescott-az.gov. Hard copies of the Plan Review “Checklists” will be made available upon request.

One (1) electronic copy of all submittal items in .pdf format.

Fences or non-retaining masonry walls 6ft high and under (from grade).

- Scaled site plan:
 - Label and dimension the locations of all existing and proposed site/retaining fence/walls.
 - Label and dimension all property lines, easements, and setbacks.
 - Show and label all existing structures, fire hydrants, and utility main lines.
 - Label all fence heights and materials.
 - Vehicle access gate or traffic control arm location and details (if applicable) – See Fire Department’s “Automatic Gate Requirements” for Standard details.
 - All roadways and obstructions within 150ft radius of the proposed gate.
 - Gate Key/Card Access location with Knox Box location shown.

Fences or non-retaining masonry walls over 6ft high (from grade) or on commercial properties.

- Scaled site plan:
 - Label and dimension the locations of all existing and proposed site/retaining fence/walls.
 - Label and dimension all property lines, easements, and setbacks.
 - Show and label all existing structures, fire hydrants, and utility main lines.
 - Label all fence heights and materials.

- e. Vehicle access gate or traffic control arm location and details (if applicable) – See Fire Department’s “Automatic Gate Requirements” for Standard details.
 - iii. All roadways and obstructions within 150ft radius of the proposed gate.
 - iv. Gate Key/Card Access location with Knox Box location shown.

- 2. Structural design and calculations sealed by an Arizona Registered Structural Engineer.

Retaining walls 32inches high or less (from grade)

- 1. Scaled site plan:
 - a. Label and dimension the locations of all existing and proposed site/retaining fence/walls.
 - b. Label and dimension all property lines, easements, and setbacks.
 - c. Show and label all existing structures, fire hydrants, and utility main lines.
 - d. Label all fence/wall heights and Label all top and bottom wall elevations at start, end, and grade or directional changes in the wall.
 - e. Existing and proposed contours at 1’ or 2’ intervals.
 - f. Grading quantities (cut and fill in cubic yards).
 - g. Drainage and Slope Management (permanent and temporary).

Retaining walls over 32inches high (from grade)

- 1. Scaled site plan:
 - a. Label and dimension the locations of all existing and proposed site/retaining fence/walls.
 - b. Label and dimension all property lines, easements, and setbacks.
 - c. Show and label all existing structures, fire hydrants, and utility main lines.
 - d. Label all fence/wall heights and Label all top and bottom wall elevations at start, end, and grade or directional changes in the wall.
 - e. Existing and proposed contours at 1’ or 2’ intervals.
 - f. Grading quantities (cut and fill in cubic yards).
 - g. Drainage and Slope Management (permanent and temporary).
- 2. Structural design and calculations sealed by an Arizona Registered Structural Engineer.