



### 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:

- GES ALTERATION AND MODIFICATION – DESIGN (MAJOR) 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](http://www.prescott-az.gov). Hard copies of the Plan Review “Checklists” will be made available upon request.*

1.  One (1) electronic copy of all submittal items (in .pdf format).
2.  Project Narrative
  - a. A narrative describing the project, the proposed modification, justification for the request as defined in the General Engineering Standards, Section 9.1.2, and the section of the General Engineering Standards, which relates to the modification.
3.  Site/Civil Plans
  - a. A site plan and an engineered plan signed by the registered professional for the proposed project.
4.  Specific Engineering Analysis
  - a. Specific engineering analysis needed by staff to complete the evaluation of the request to include but not be limited to, traffic studies, drainage studies, water and sewer design reports, geotechnical studies, bridge reports, structural reports, typical sections, cross sections, engineering calculations, and alternative designs.