



CITY OF PRESCOTT
PUBLIC WORKS DEPARTMENT
201 S. Cortez Street, Prescott, AZ 86303

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 Public Works Department looks for when processing and reviewing permit applications.

CONTENTS:

- GRADING AND DRAINAGE – NEW SUBDIVISION PERMIT SUBMITTAL CHECKLIST

CONSTRUCTION PLANS: All plans should be drawn to scale, minimum 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.

1. One (1) electronic copy of all submittal items in .pdf format.
2. Site/Civil Plans (**Please note:** At the approval of the plans we may require electronic a submittal of the final .dwg files before issuance of any projects that include the construction of utility main lines or drainage structures.)
 - a. North arrow and approvable engineering scale (1”=10’ OR 1”=20’ Preferred).
 - b. Design and Revision box (Date the plans are prepared or revised)
 - c. Engineer’s firm, address and phone number in block provided. Self-adhesive label is not acceptable.
 - d. Architect or Engineer's, seal, signature, date and stamps expiration.
 - e. City Approval Signature block for the City Engineer and Utilities Manager.
 - f. 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.
 - g. 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, earthwork, on the as-built as quantities may change from beginning of project to completion.

Grading and Drainage ONLY – New Subdivision

- h. Show, label, and dimension all parcel lines, easements, and setbacks per the current recorded plat or other recorded documents. (L.D.C. 7.4.7)
 - i. A title search may be required for additional easements not shown on the recorded plat.
 - i. Location of all structures (Existing and Proposed) “grayed back” with notes regarding separate permitting. (If Applicable)
 - j. Grading Plan
 - k. Drainage Plans (FEMA information and requirements if applicable).
 - l. Erosion Control Plan/SWPPP.
 - m. Off-site Improvements (additional separate permits may be required; PW-Inspection deposits may be required).
3. Engineer Specifications and reports (if applicable).
- a. Must include Engineers, seal, signature, date and stamps expiration date.
 - i. Geotechnical Report including R-value.
 - ii. Drainage Reports (with Hydraulic Calculations, and Hydrological Maps).
 - iii. SWPPP binder (if disturbing soil over 1acre), and ADEQ NOI are required prior to issuance of a grading permit.
4. Civil Engineer’s Construction Cost Estimate (per General Engineering Standards 1.4.3) for any grading, public infrastructure, or private firelines.
- a. Financial Assurances may be required (G.E.S. 1.4). The amount of the financial assurances shall be based on an estimate of construction costs prepared by a licensed Civil Engineer in the State of Arizona through a duly executed construction contract for the work with a licensed and registered contractor that will be performing the work.