



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:

- RIGHT OF WAY - CONSTRUCTION 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 Plan
 - a. Scaled Site plan including the locations of:
 - i. Full width of adjacent road/right-of-way (with dimensions)
 - ii. Locations of all blue staked utilities
 - iii. Location of work being done:
 1. Location of utilities being installed or repaired
 2. Location of concrete/road cut/repair
 3. Location of utility poles/lines being installed or repaired
3. Traffic Control Plan
 - a. Location of all traffic control devices including label and dimensions between each.
4. All applicable Standard Details for the trenching or driveway entrances.