



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 – LICENSE AGREEMENT 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. Scaled Site plan including the locations of:
 - a. Full width of adjacent road/right-of-way (with dimensions). Label the street, sidewalk, curb, etc.
 - b. Location of business/building frontage.
 - c. Locations of any signs, light poles, fire hydrants, trees or tree wells, mailboxes, trash receptacles, planters, or other structures in the right-of-way.
 - d. Location of proposed uses:
 - i. For use of public sidewalk or parking spaces show fenced area, parklet design and size, number of parking spaces, other uses within the space such as trees or barriers.
 1. For parklets, show all reflective signage/devices and bumpers at both ends of the structure.
 2. Show and dimension all ADA access (minimum 48” unobstructed) through or around the proposed lease area.
 - ii. For carriage rides, bike rides or other non-motorized transportation uses show drop-off and pick up locations, proposed routes and temporary signage.
 - iii. For building encroachments show type and extent of encroachment.
3. DRAFT Insurance policy

Right of Way – License Agreement

4. Project Narrative
 - a. Narrative should include: The proposed uses for the Lease Agreement and any items noted on the map such as, the “Semi-Permanent” uses (eg. Tables, chairs, lighting, fence, trees, hostess station, umbrellas, temporary signage.), and proposed duration of use.