



**CITY OF PRESCOTT
COMMUNITY DEVELOPMENT 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 Community Development Department looks for when processing and reviewing permit applications.

CONTENTS:

- SIGN 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.

1. One (1) electronic copy of all submittal items in .pdf format.
2. Copy of approved Comprehensive Sign Package (if applicable).
3. FACE CHANGE
 - a. Day/Night sign rendering(s).
 - b. Lighting Plan (if applicable).
 - i. If adding new lighting, then provide the electric circuit details.
 - c. Site Plan
 - i. Location of Sign being changed/installed
 - ii. North arrow and scale (1"=10' or 1"=20' scale preferred).
 - iii. Property information and parcel number.
 - iv. Show, label, and dimension all parcel lines, easements, and setbacks.
4. WALL MOUNT
 - a. Day/Night sign rendering(s).
 - b. Engineered attachment design to meet 30lbs. snowload and 105mph windload, or provide pre-engineered Sign Association documents for attachment
 - c. Lighting Plan (if applicable).
 - i. If adding lighting, then provide the electric circuit details.

Sign Permits

- d. Site Plan
 - i. Location of Sign being changed/installed
 - ii. North arrow and scale (1"=10' or 1"=20' scale preferred).
 - iii. Property information and parcel number.
 - iv. Show, label, and dimension all parcel lines, easements, and setbacks.

5. MONUMENT

- a. Day/Night sign rendering(s).
- b. Engineered Foundation Plan and/or Retaining Wall (over 2') Plan: With footing sizing, retaining wall engineering if over 2', point load sizing, and details, or provide pre-engineered Sign Association documents for foundation.
- c. Engineered attachment design to meet 30lbs. snowload and 105mph windload, or provide pre-engineered Sign Association documents for attachment.
- d. Elevation Plan: All four (4) sides, including existing and proposed grades, and how to get from new to existing.
- e. Lighting Plan (if applicable)
 - i. If adding lighting, then provide the electric circuit details.
- f. Site Plan
 - i. Location of Sign being changed/installed
 - ii. North arrow and scale (1"=10' or 1"=20' scale preferred).
 - iii. Property information and parcel number.
 - iv. Show, label, and dimension all parcel lines, easements, and setbacks.
 - v. Provide structure height.
 - vi. Locations of all existing utility lines.
 - vii. Existing and proposed contours at 1' or 2' intervals (if grading is required for the monument sign).
 - 1. Grading quantities (cut and fill in cubic yards).
 - viii. Drainage management around monument sign.
 - ix. Sight visibility triangle information (corner lot or in line with driveways).