



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:

- WATER AND SEWER CONNECTION ONLY – IRRIGATION METER PERMIT SUBMITTAL CHECKLIST
 - *Irrigation meters are only permitted on Commercial and HOA owned properties.*

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. Landscaping Plans
 - a. Planting sheet – to include the locations and types of plants or landscape materials.
 - i. Plant list must meet Arizona Department of Water Resources’ regional plant list for the Prescott AMA.
 - b. North arrow and approvable engineering scale (1”=10’ OR 1”=20’ Preferred).
 - c. Architect or Engineer's, seal, signature, date and stamps expiration.
 - d. 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.
 - e. Water plans including service and meter size, water backflow, PRV, and Irrigation line layout.
 - f. Location of all structures (Existing and Proposed) “grayed back” with notes regarding separate permitting. (If Applicable)