

## PRE-APPLICATION CONFERENCE (“PAC”) GUIDELINES

A Pre-Application Conference is required with the Community Development Department Staff prior to the submission of any commercial or multi-family application required by the Land Development Code, unless waived by the Community Development Director.

### PURPOSE

The purpose of the Pre-Application Conference is to bring representatives from the City Manager's office, Development Services, Engineering Services, Building, Solid Waste, Public Works Utilities and Transportation Services, Fire, Police and Economic Development together to provide information to the applicant on key considerations and possible issues the project may encounter, City Code requirements, answer questions related to the project, and identify additional approvals that may be required to successfully facilitate the project. The following topics will be discussed during the Pre-Application Conference:

- Off-site improvement requirements, traffic impacts, site access
- Building requirements
- Zoning requirements and allowed uses
- Historic preservation and archaeology survey requirements
- Public utility easements
- Fire requirements
- Location of building(s)
- Adjacent zoning, parking, landscaping, outdoor lighting
- Dumpster type and location
- Water and sewer line locations, capacities and potential improvement required
- Allocation of water to serve the project
- Drainage and floodplain criteria

### SCHEDULE A MEETING

Pre-Application Conferences occur every Thursday beginning typically at 2:00 p.m. **All required information must be submitted through [www.PrescottPermits.com](http://www.PrescottPermits.com) or emailed to [pac.submittal@prescott-az.gov](mailto:pac.submittal@prescott-az.gov) no later than 12:00 noon every Thursday** in order to be placed on the agenda for the subsequent Thursday. If submitting via email, please also complete the attached one-page application and include it with your submitted documents.

**Pre-Application Conference Applicability:** A pre-application conference is required by the Land Development Code, Article 9.1.2, for all Conditional Use Permits, Non-Residential and Multi-Family Developments, Planned Area Developments, Site Plan Reviews, Special Use Permits, Subdivisions, Variance requests and Zoning Map Amendments (rezoning). A pre-application conference is optional for all other applications, although applicants are encouraged to meet prior to submitting any application.

## PRE-APPLICATION CONFERENCE SUBMITTAL CHECKLIST

**No application will be deemed complete to process until the following is submitted:**

- Completed Application, only applicable if submitting via email and not through [www.prescottpermits.com](http://www.prescottpermits.com)

Site Plan (drawn to scale 1 inch = 20 feet)

A short narrative (description) of the project. Describe your intended use and scope of work involved.

A dimensioned floor plan

**IF APPLICABLE** attachments showing information listed below

- Scale and North Arrow
- Township, Range and  $\frac{1}{4}$ ,  $\frac{1}{4}$  Section
- Street and cross street location map
- Zoning and Historic Preservation designation
- Lot dimensions
- Off-street parking and maneuvering layout
- Fences/walls, including retaining walls
- Building size, location, setbacks, building separation, height, and use for all existing and proposed structures
- Building occupancy and construction type
- Ingress/egress locations
- Elevations
- General landscaping
- Refuse/dumpster location
- Sign locations
- Topographic elevations
- Conceptual drainage and grading, on site detention
- Any known easements (existing or proposed)
- Location of the closest two (2) fire hydrants
- Proposed and existing utility locations (water, sewer, gas, electric, etc.)
- FEMA Floodplain Information, if available
- Proposed trail connectivity
- Any other information necessary to clearly define the intended use of the property

In addition to the information listed above, if the project is located within two (2) miles of the Prescott Regional Airport, please supply the following additional information if available:

- Building height, including antennas
- Location of helipads

**Pre-Application Conference Follow-up:**

Within one week after the Pre-Application Conference, the applicant may receive a summary of revised comments from those that were provided at the meeting. Applications for buildings, engineering or planning review will be accepted by the City when all comments from the Pre-Application Conference have been incorporated into the plan set. If additional technical review is necessary, this may be accomplished by requesting a meeting with the Technical Review Committee.

**PRE-APPLICATION CONFERENCE APPLICATION**

**\*Project Name:** \_\_\_\_\_

**\*Project Address:** \_\_\_\_\_

**\*Assessor's Parcel #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **\*Zoning:** \_\_\_\_\_

**\*Applicant/New Owner:** \_\_\_\_\_ **Contact/Agent:** \_\_\_\_\_

**\*Applicant Address:** \_\_\_\_\_ **\*(ZIP)** \_\_\_\_\_

**\*Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Current Property Owner:** \_\_\_\_\_ **Contact/Agent:** \_\_\_\_\_

**\*Owner's Address:** \_\_\_\_\_ **\*(ZIP)** \_\_\_\_\_

**\*Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Design Professional:** \_\_\_\_\_ **Contact/Agent:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_ **(ZIP)** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I, the undersigned, certify that all of the facts set forth in this application are true to the best of my knowledge and that I am either the owner of the property or that I have been authorized in writing by the owner to file this application.**

\_\_\_\_\_  
**Print Name of Applicant/Agent**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**