



CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
201 SOUTH CORTEZ /P.O. BOX 2059
PRESCOTT, AZ 86302
(P) 928-777-1207
(F) 928-777-1258
(TDD) 928-778-1100

PRE-APPLICATION GUIDELINES

PRE-APPLICATION MEETING

Prior to the submission of any commercial or multi-family application required by the Land Development Code, a pre-application meeting with the Community Development Department Staff is required unless waived by the Community Development Director.

PRE-APPLICATION CONFERENCE (PAC)

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 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 and 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:

- Economic Development assistance
- Off-site improvement requirements, traffic impacts, site access
- Building requirements
- Zoning requirements and allowed uses
- Historic preservation and archeology 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

Pre-Application Conference Submittal Requirements. Eleven (11) **folded** copies of a project location and layout/site plan (drawn to scale) and applicable attachments are required showing the following information:

- Completed Pre-application Conference application
- A brief written description of the project
- Scale and north arrow
- Township, Range and ¼, ¼ Section
- Street and cross street location map
- Zoning and Historic Preservation designation, if applicable
- Lot dimensions
- Building size, location, setbacks, building separation & height and use for all existing as well as proposed structures
- Dimensioned floor plans (**Optional**)
- Elevations (**Optional**)
- Off-street parking & maneuvering layout
- Ingress/egress locations
- Fences/walls, including retaining walls
- 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
- Building occupancy and construction type
- Proposed utility locations (water, sewer, gas, electric, etc.)
- 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 Municipal Airport, please supply the following additional information:

- Building height, including antennas
- Location of helo pads

Pre-Application Conferences occur every Thursday beginning at 2:00 p.m. The information listed above must be submitted to the Development Services Department no later than 12:00 noon on the Thursday one week prior to the Thursday on which the Pre-application Conference for the project is desired.

Pre-Application Conference Follow-up:

Within five (5) working days after the Pre-Application Conference the applicant will receive a summary of written comments provided at the meeting, from the Private Development Facilitator.

Applications for building, 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.

AGENCY CONTACT LIST
(All are 928 area codes)

	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
<u>City Manager</u>			
Gwen Rowitsch, Dev. Facilitator	777-1368	777-1258	gwen.rowitsch@cityofprescott.net
<u>Development Services</u>			
Tom Guice, Director	777-1317	771-5870	tom.guice@cityofprescott.net
George Worley, Asst Director	777-1287	777-1258	george.worley@cityofprescott.net
Mike Bacon, Community Planner	777-1360	777-1258	mile.bacon@cityofprescott.net
Steve Gaber, Community Planner	777-1206	777-1258	steve.gaber@cityofprescott.net
Ryan Smith, Community Planner	777-1209	777-1258	ryan.smith@cityofprescott.net
Nancy Burgess, Historic Preservation	777-1318	777-1258	nancy.burgess@cityofprescott.net
Mike Baker, Building Official	777-1228	777-1258	mike.baker@cityofprescott.net
Steve Weber, Plans Examiner	777-1267	777-1258	steve.weber@cityofprescott.net
Sally Randall, Plans Examiner	777-1391	777-1258	sally.randall@cityofprescott.net
<u>Economic Development</u>			
Jane Bristol, Director	777-1275	777-1255	jane.bristol@cityofprescott.net
Karen Greenspoon, Business Dev	777-1204	777-1255	karen.greenspoon@cityofprescott.net
<u>Engineering Services</u>			
John Lambert, Civil Plans Examiner	777-1694	771-5929	john.lambert@cityofprescott.net
Jerry Jacks, Drainage Engineer	777-1622	771-5929	jerry.jack@cityofprescott.net
Dick Mastin, Dev Services Mgr	777-1273	771-1251	richard.mastin@cityofprescott.net
<u>Fire Department</u>			
Ted Galde, Fire Marshall	777-1761	776-1890	ted.galde@cityofprescott.net
<u>Prescott Airport</u>			
Rick Severson, Director	777-1152	771-561	rick.severson@cityofprescott.net
<u>Public Works</u>			
Bruce Canavan, Utilities Engineer	777-1635	771-5929	bruce.canavan@cityofprescott.net
Kerry Boekenkamp, Utilities Engineer	777-1646	771-5929	kerry.boekenkamp@cityofprescott.net
Ian Mattingly, Traffic Engineer	777-1683	771-5929	ian.mattingly@cityofprescott.net
Ben Burns, Engineer Tech	777-1602	771-5929	ben.burns@cityofprescott.net
<u>Solid Waste/Streets</u>			
Tim Legler, Field Operations Mgr	777-1126	771-5824	tim.legler@cityofprescott.net
<u>Utilities & Others:</u>			
ADOT			
• John Fought	777-5877	771-0058	jfought@dot.state.az.us
Arizona Public Service			
• Clint Bryan	713-5304	776-3670	clint.bryan@aps.com
Cable One			
• Johnny Cedillo	237-6874	443-3303	johnny.cedillo@cableone.net
Chamber of Commerce			
• Pat Forrest	443-5221	443-5404	downtown@cableone.net
Qwest Communications			
• Wayne Pollard	776-2513	776-2504	wayne.pollard@qwest.com
Uni Source			
• Jeff Brown	771-7226	771-1794	jbrown@uesaz.com
Yavapai County Health Dept.			
• Bill Blankemeier – Prescott	442--5493	771-3369	william.blankemeier@co.yavapai.az.us



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PRE-APPLICATION CONFERENCE APPLICATION

PAC No.: _____ Mtg. Date: _____ Mtg. Time: _____

Project Address: _____

Assessors Parcel #: _____ - _____ - _____ (For meets and Bounds attach legal description)

Township _____ Range _____ 1/4, 1/4 Section _____

Zoning: _____ Lot Number: _____ Total Acreage: _____

Description: _____

Applicant Name: _____ **Contact Person/Agent:** _____

Applicant's Address: _____

E-mail: _____

Phone: (W) _____ (C) _____ (F): _____

Property Owner: _____ **Contact Person/Agent:** _____

Owner's Address: _____

E-mail: _____

Phone: (W) _____ (C) _____ (F): _____

Design Professional: _____ **Contact Person/Agent:** _____

Firm's Address: _____

E-mail: _____

Phone: (W) _____ (C) _____ (F): _____

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**

Site Plan Submittal:

Eleven (11) Folded Site Plans – Required	Two (2) Floor Plans - Optional
One (1) 8 1/2 X 11 Site Plan - Required	Two (2) Elevations - Optional