



# CITY OF PRESCOTT

## HISTORIC PRESERVATION COMMISSION SUBMITTAL CHECKLIST

**IN ORDER TO SUBMIT THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH EITHER THE HISTORIC PRESERVATION SPECIALIST, CAT MOODY OR A CITY PLANNER. TO SCHEDULE A MEETING PLEASE CALL 928-777-1207.**

HP#: \_\_\_\_\_

**No application will be accepted unless it is complete including, but not limited to, the following:**

- A copy of the Pre-Application Conference Letter, if applicable. PAC# \_\_\_\_\_
- Application stating the request, the Assessor's Parcel number, application signed and dated, indicating whether the applicant is the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization. (Refer to Page 2)
- Written narrative describing the proposed use or changes, compatibility with the surrounding area, access to the property, parking, hours of operation, etc. (Refer to Page 3)
- Ten (10) **FOLDED** copies of the Site Plan. (Minimum size 24" X 36") including all information specified in the *Land Development Code*, Article 9.8. (Refer to "**Site Plan Review**" page 4).
  - One (1) 8 1/2" X 11" xerographic reduction or photo reduction of the Site Plan.
  - An electronic file of the Site Plan in a .pdf format.**
- Ten (10) **FOLDED** copies of the architectural drawings, if applicable. Plans must be to scale, include exterior elevations of the building, a landscape plan with botanical and common plant names, provide specifications for proposed work and provide color and texture chips of actual building materials to be used.
- One (1) set of photographs showing all facades of structures to be altered. One (1) set of current site photographs, including neighboring properties. **Photos are required for all sign submittals and may be required for other applications at the direction of the staff planner.**
- Archaeological survey, if applicable.

**NOTE: A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER OR THE HISTORIC PRESERVATION SPECIALIST WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION. SUBMITTAL OF AN APPLICATION DOES NOT GUARANTEE THE ITEM WILL BE SCHEDULED FOR THE NEXT AVAILABLE PUBLIC MEETING. APPLICATION COMPLETENESS MUST BE ATTAINED PRIOR TO THE ITEM BEING SCHEDULED FOR THE COMMISSIONS CONSIDERATION.**

(Office Use Only)

PLANNER TAKING IN APPLICATION \_\_\_\_\_

DATE TAKEN IN \_\_\_\_\_



**CITY OF PRESCOTT  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356**

**HISTORIC PRESERVATION COMMISSION APPLICATION**

HP# \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor's Parcel Number (s)(APN): \_\_\_\_\_

Township \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ ¼, ¼ Section \_\_\_\_\_ Zoning: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

		<i>For Staff Use Only</i>
<b>Owner Name &amp; Address:</b> _____ _____ _____		Date Received: _____
<b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____		Taken In By: _____
		Assigned To: _____
<b>Applicant/Agent Name &amp; Address</b> (If different than property owner, <b>Agent letter must accompany submittal</b> ): _____ _____ _____		Date Application Complete: _____
<b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____		PAC Date: _____
		HPC Date: _____ _____

Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

National Historic Register: Contributor: Yes \_\_\_\_\_ No \_\_\_\_\_

Historic Preservation District Name: \_\_\_\_\_

_____	_____	_____
<b>Name</b>	<b>Signature</b>	<b>Date</b>





## SITE PLAN REVIEW REQUIREMENTS

### *Land Development Code, Article 9.8.*

**Purpose.** The purpose of site plan review is to ensure that all developments have functional, well-designed and user-oriented spatial arrangements. Where Council approval is required, there may be greater emphasis on aesthetic quality.

**Applicability.** No building, site or use shall be developed and no building permits may be issued prior to completion of site plan review and approval, issued by the Community Development Director. In addition, site plan approval by City Council and/or the Planning and Zoning Commission may be required as a prerequisite for building permits.

**Pre-Application Process.** Prior to the submission of an application for review potential applicants may be required to attend a pre-application meeting. The purpose of the conference is to respond to any questions that the applicant or the City may have regarding application procedures, standards, or regulations required by this Code.

**Submittal of Site Plan for Review.** Each site plan shall be prepared to scale showing all the existing and proposed uses, and lot dimensions for a specified property. The plan shall accurately locate and describe the proposed:

- a. Bank stabilization plans;
- b. Curb lines and sidewalks;
- c. Drainageways and any needed detention;
- d. Fences and walls;
- e. Fire hydrants;
- f. Ingress and egress points;
- g. Internal circulation plan;
- h. Landscaping and screening;
- i. Loading and accessibility spaces;
- j. Offi-street parking layout;
- k. Property lines;
- l. Refuse areas;
- m. Setbacks, including corner setbacks and intersection visibility triangles;
- n. Signs, locations and design,
- o. Topographic contours;
- p. Utility lines; and
- q. Any additional information requested by the Community Development Director to define clearly the intended development and use of the property

**Review by Community Development Director.** The Community Development Director or his designee shall review the Historic Preservation Commission application and prepare a staff report.

**Site Plan Review Criteria.** Site Plans shall meet all applicable code standards including, but not limited to standards relative to the following:

- A. Archeological survey, as may be warranted;
- B. Building lot and setback requirements;
- C. Grading and bank stabilization/erosion controls, drainage, runoff and flood control;
- D. Efficient and economic public utility and sanitation access;

- E. Hillside development standards of Section 6.8, where applicable;
- F. Internal circulation, public, private or emergency;
- G. Landscaping, screening and buffering;
- H. Multi-modal transportation options;
- I. Noise, odor and emission control;
- J. Outdoor lighting standards;
- K. Parking and maneuvering areas;
- L. Parking lot screening from public rights-of-way;
- M. Public road or street access with proposed street grades;
- N. Residential Protection Standards, where applicable;
- O. Roof treatments, where applicable;
- P. Sidewalks and trails, as required by the LDC, adopted area plans, or by other applicable requirements of the Prescott City Code;
- Q. Sign location, size and design; and
- R. Traffic control and handling.

**Construction of Improvements.** A site plan approval is a binding development order and all improvements reflected on approved site plans must be completed, and all restrictions and conditions of site plan approval must be fulfilled, prior to issuance of the final certificate of occupancy.

**Expiration of Approval.** An approved site plan shall expire 6 months from the date of approval unless a complete building permit application has been submitted, which shall then be subject to the requirements under the IBC, Sec. 105.3.2.