



**CITY OF PRESCOTT  
PUBLIC WORKS DEPARTMENT  
201 S. Cortez Street, Prescott, AZ 86303**

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**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 – NEW SEWER SERVICE SUBMITTAL CHECKLIST

**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](http://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.  Floor Plan
  - a. All utility fixture locations (Include all buildings served by the same meter).
3.  Site Plan
  - a. North arrow and approvable engineering scale (1”=10’ OR 1”=20’ Preferred).
  - b. Architect or Engineer's, seal, signature, date and stamps expiration.
  - c. 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.
  - d. Location of all structures (Existing and Proposed) “grayed back” with notes regarding separate permitting. (If Applicable)
  - e. City of Prescott or Quad City General Engineering standard details (referenced, copied, or attached).
  - f. Locations of all utilities (existing and proposed) from main line connection points to structure with all required items per City of Prescott or Quad City Standard details.
4.  Reimbursement District Receipt (if Applicable).