Prescott Pre-Application Conference FAQs

- What is a Pre-Application Conference?
  The purpose of the Pre-Application Conference (PAC) is to bring representatives from Planning & Zoning, Engineering Services, Building, Solid Waste, Transportation Services, Historic Preservation and Fire together to provide information to the applicant on key considerations and possible issues the project may encounter. The PAC will also address City Code requirements, answer questions related to the project, and identify additional approvals that may be required to successfully facilitate the project.
- Who needs a Pre-Application Conference?
  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.
- How much does it cost?
  Nothing! This is a free service provided by the City of Prescott.
- How do I schedule a meeting?
  PAC meetings occur every Thursday afternoon via zoom. All required information must be submitted through www.prescottpermits.com or emailed to 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.
- How long does a meeting last?
  Meetings usually last 30-45 minutes depending on the scope of the project.
- Who needs to attend the meeting?
  We need at least one representative who will be able to answer questions about the project. In cases where your project involves one or multiple design professionals it is helpful to have them present to answer more technical questions should they arise.
- What do I need to submit?
  - A completed application, only applicable if submitting via email and not through www.prescottpermits.com
  - A written narrative (description) of the project. Describe your intended use and scope of work involved.
  - A dimensioned floor plan (if interior work proposed)
  - Anything else you think would be helpful to reviewers; the better information we get from you the better feedback we can provide!