



APPLICATION CHECKLIST

MODEL SITE REQUIREMENTS

Residential

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

MODEL SITE PLAN – combine the following 24" x 36" format items into one file labelled "MODEL SITE PLAN"

☐ Model Site Cover Sheet

- Submittal includes one 24" x 36" page that contains all information necessary to verify the Model Site Plan matches the previously approved Model Plan. *** use of Model Site Cover Sheet template recommended
Template link: <https://prescott-az.gov/permit-center/permit-categories/building-permits/> Step Two: Gather All Needed Materials – "Model Home Plan & Model Site Permit Checklists" section

☐ Vegetation Management Plan – if applicable

- Submittal includes one 24" x 36" page that contains all information necessary for Fire Review of defensible space for Zones 1, 2, and 3. Vegetation Management Plan information link:
<https://prescottfire.org/wildfire-risk-management/> "Protect Your Home - Defensible Space Requirements"

PROGRAM OVERVIEW - SUBDIVISION REVIEW, MODEL PLAN REQUIREMENTS, MODEL SITE REVIEW

Subdivision Review

- The subdivision must be mass graded with lots graded at the same time as part of the subdivision development.
- Public Works must have approved the subdivision for release of water meters.
- Building, Public Works, Airport, and Fire departments must approve the subdivision for that subdivision's Model Plans.
- The Fire Marshall may require Fire Sprinklers or Wildlife Urban Interface requirements.

Model Plan Requirements

- The Model Plan must be suitable for all lots in the approved subdivision.
- The number of Plan options is limited to 12 interior and 12 external options per Model Plan.
NOTE: Multiple variations of a garage, room, or patio will be treated as one (1) option. Non-structural modifications to the interior of a building (coat rack/built in desk) will not be counted as an option.
- The number of Available Elevation options is limited to 3 per Model Plan
- If fire sprinklers are required, they must be reviewed as part of the Model Plan review process.
- Fire Plans must have a one-to-one relationship with the Model Plan.
- The approved Fire Sprinkler plan shall be noted on the cover sheet of the Model Plan and vice versa.

Model Site Review

- The Model Plan Review will verify the information on the cover sheet matches the approved Master Plan.
- A cover sheet created by the applicant may be allowed, but its format must be pre-approved prior to submittal and match the layout and content of the City provided Model Site Cover Sheet Template,
- Revisions to the Model Site Permit will be handled through the standard Model Site Process, with valuations updated and applicable revision fees incurred.

For additional information or questions related to other division requirements:

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted:

Revision Date: 02/20/2025