



CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

201 N. Montezuma St., Prescott, 86301 (928) 777-1405

PRE-APPLICATION CONFERENCE (“PAC”) GUIDELINES

A Pre-Application Conference is required with the Community Development Department Staff prior to the submission of any commercial or multi-family application required by the Land Development Code, unless waived by the Community Development Director.

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 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:

- 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
- Adjacent Zoning, Parking, Landscaping, Outdoor Lighting
- Location of Building(s)
- 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

SCHEDULE A MEETING

Pre-Application Conferences occur every Thursday beginning typically at 2:00 p.m. **All required information must be submitted through www.PrescottPermits.com no later than 12:00 noon every Thursday** in order to be placed on the agenda for the subsequent Thursday.

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 preapplication conference is optional for all other applications, although applicants are encouraged to meet prior to submitting any application.

PRE-APPLICATION CONFERENCE SUBMITTAL CHECKLIST

No application will be deemed complete to process until the following is submitted:

- ☐ Site Plan
- ☐ Project location map and layout/site plan (drawn to scale 1 inch = 20 feet)
- ☐ A short narrative (description) of the project. This is captured on the electronic application, but additional narrative may be included with the submitted electronic documents.

A dimensioned floor plan

IF APPLICABLE attachments showing information listed below

- Scale and North Arrow
- Township, Range and ¼, ¼ Section
- Street and Cross Street Location Map
- Building Size, Location, Setbacks, Building Separation, Height, All Uses/Structures
- Lot Dimensions
- Off-Street Parking and Maneuvering Layout
- Fences/Walls, Including Retaining Walls
- Zoning and Historic Preservation Designation
- Building Occupancy and Construction Type
- Proposed and Existing Utility Locations (Water, Sewer, Gas, Electric, etc.)
- Elevations
- 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
- Ingress/Egress Locations
- FEMA Floodplain Information, If Available
- Proposed Trail Connectivity
- 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 Regional Airport, please supply the following additional information if available:

- Building Height, Including Antennas
- Location of Helipads

Pre-Application Conference Follow-up:

Within one week after the Pre-Application Conference, the applicant may receive a summary of revised comments from those that were provided at the meeting. Applications for buildings, 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.