



**Development Services**  
7501 E. Skoog Blvd.  
Prescott Valley, Arizona 86314  
Phone (928)759-3050  
Fax (928)772-7829  
email: devserv@prescottvalley-az.gov

## **APPEAL/INTERPRETATION APPLICATION SUBMITTAL CHECKLIST**

**Application #:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

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

- A mandatory pre-application meeting with the Planning staff, or representative, on (date) \_\_\_\_\_.
  
- Hearing application stating the request and the type of proposed development, the Assessor's Parcel #, application signed and dated, indicating whether the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization.
  
- A legal description of the property identified on the application; if too lengthy, please attach.
  
- A site layout, landscape plan, building elevations and other pertinent data as requested (see requirements).
  
- Permission to enter property statement signed and notarized.
  
- Letter of intent detailing the proposed use(s) and time period requested (if applicable).
  
- A filing fee in the amount of:
  - **Appeals of Administrative Decisions = \$53.50**
  - **Interpretation of Code = \$53.50**

**Note: The applicant, or his representative, should be present at scheduled meetings to answer questions. If construction is planned, the applicants should obtain a Building Permit application and familiarize themselves with requirements. Any associated building permits will be issued after Public Hearing approvals.**



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**PLANNING & ZONING DIVISION  
 BOARD OF ADJUSTMENT APPLICATION**

**FOR:**             APPEAL             INTERPRETATION

<b>Site Address:</b>	<i>FOR OFFICE USE ONLY</i>		
<b>Owner's Name and Mailing Address:</b> _____ _____ _____ <b>Phone:</b> _____	Hearing Date:		
	HA#:		
	Application Date:		
	T :	R :	S :
<b>Agent's Name and Mailing Address:</b> _____ _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____	Zoning:		
	Fees & Charges:		
	Receipt No. & Date:		
	Taken by:		
<b>Request (detailed as follows):</b> _____ _____ _____ _____			
<b>Assessors Parcel Number:</b>	<b>Lot:</b>	<b>Unit:</b>	
<b>Subdivision Name:</b>			
<b>I hereby certify that the information submitted for this application is complete and accurate to the best of my knowledge; and that I am the applicant or the bona fide agent of same as stated in the attached documentation.</b>			
_____ <b>Signature</b>		_____ <b>Date</b>	
_____ <b>Please Print Name</b>			

# TOWN OF PRESCOTT VALLEY SITE PLAN

PLEASE INDICATE NORTH

PERMIT #: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### CERTIFICATION

I/We certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.

\_\_\_\_\_  
Signature of owner or authorized representative

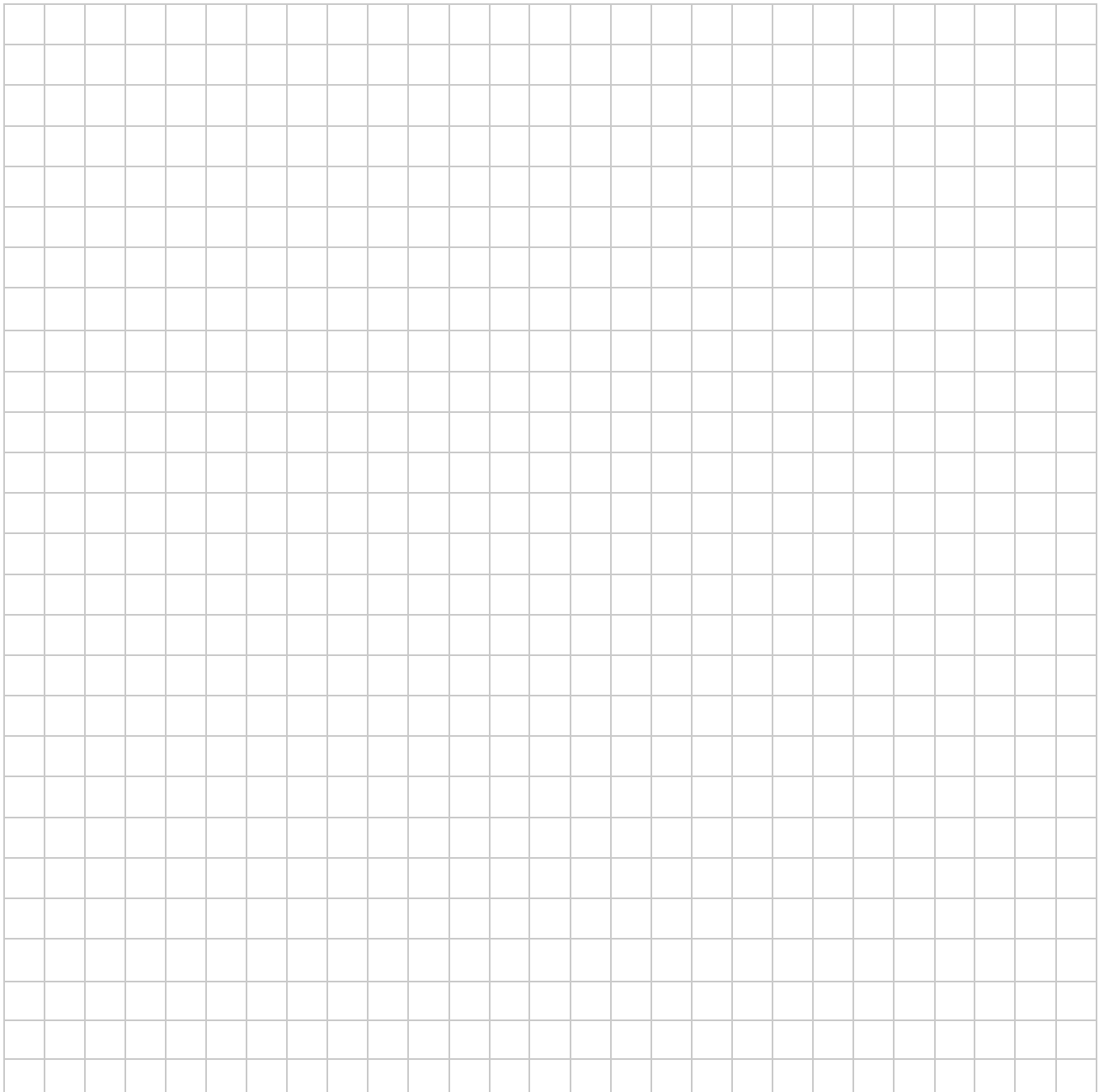
\_\_\_\_\_  
Date

### ALL SIDE YARD SETBACKS MEASURED TO ROOF DRIP LINE

(Show roof drip line with dashed line and indicate side yard setback to roof drip line)

**SUGGESTED SCALE: 1 INCH EQUALS 20 FEET**

*4 squares = 1 inch*



**TOWN OF PRESCOTT VALLEY – SITE PLAN EXAMPLE**

**What is the purpose of site plan/plot plan requirements?**

Site Plan/Plot Plan requirements enable the Planning and Zoning Department to provide detailed review where new developments will occur to minimize land use conflicts, prevent incompatible uses and ensure that the standards and purposes of the Zoning District are met.

**When is a site plan/plot plan required?**

A site plan/plot plan is necessary for any building, structure or use to be constructed in any Zoning District in the Town. No building permit will be issued until the proposed site plan/plot plan has been approved by the Planning and Zoning Department.

**What information is contained on a site plan/plot plan?**

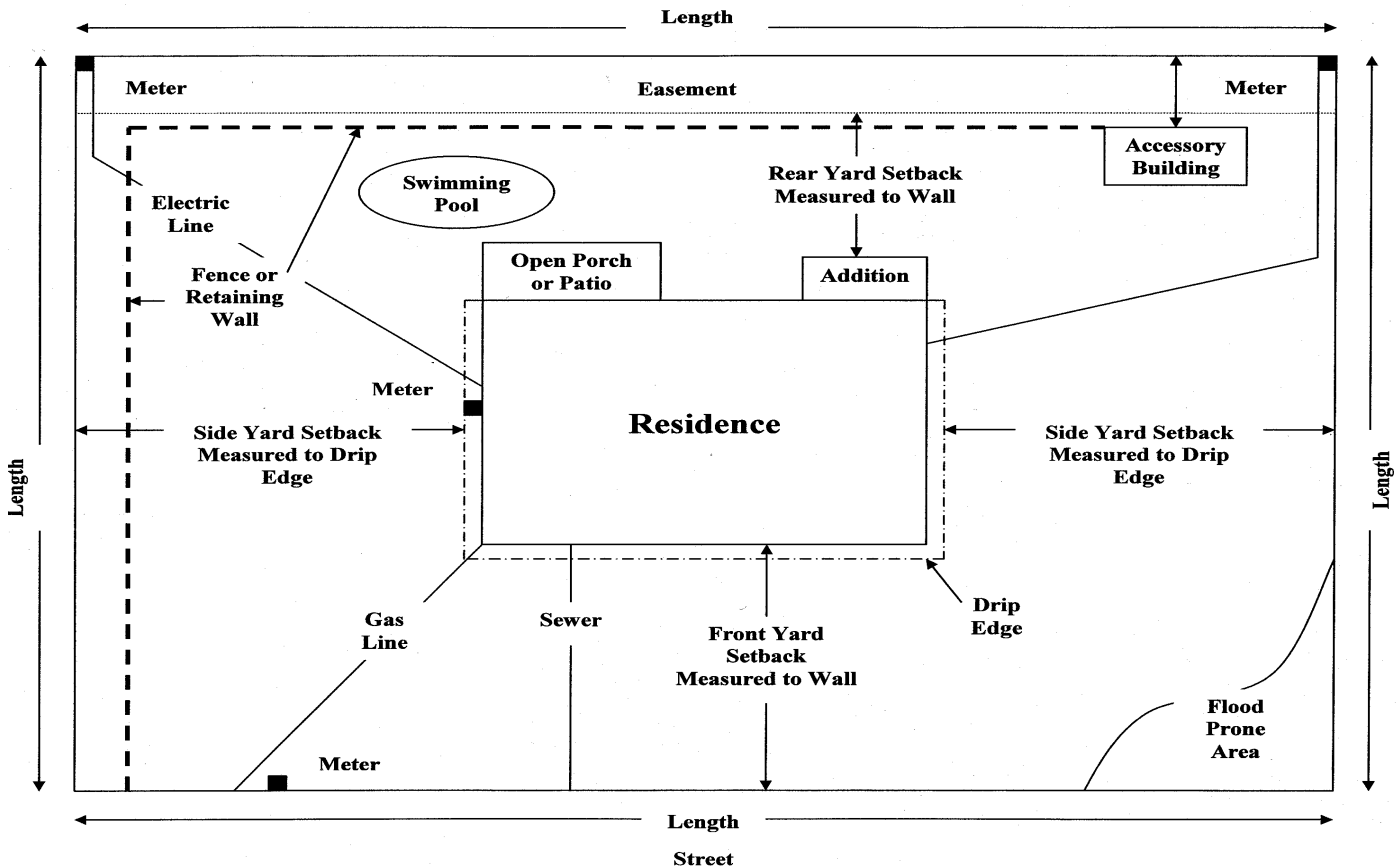
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

1. Northerly direction.
2. Lot or parcel dimensions.
3. All buildings and structures existing and proposed, including dimensions.
4. All building setbacks and space between buildings.
5. Indicate roof drip line with dashed line.
6. Location and name of adjacent streets.
7. Location of sewer line, incoming water yard line and meter, electric yard line and meter and gas yard line and meter.
8. Location of water courses or floodplain, if applicable.
9. Location and dimension of easements.

**What information is contained on a multi-family, commercial, industrial, or public development site plan/plot plan?**

The following information is required for the applications listed above:

1. Landscaping as required by Zoning Ordinance.
2. Off-street parking, site access and circulation areas as required by Zoning Ordinance.
3. Pedestrian and service access and areas.
4. Location of exterior lighting.
5. Location of all signage.
6. Location of outside storage and activities.
7. Location of fire hydrants, if applicable.
8. Any other information that may assist Staff in determining the effect of the development on surrounding property.



## **SITE PLAN REQUIREMENTS**

Prescott Valley Town Code **Article 13-03-050.C.** refers to site plans:

### **13-03-050.C. Site Plan.**

**C. Contents:** The owner or owners of property proposed for development shall submit to the Town of Prescott Valley a Plot Plan indicating precisely what is planned for the property, and may include the following information as determined necessary by the officer charged with administering this Chapter:

1. Lot dimensions;
2. All buildings and structures existing and proposed (including dimensions); Indicate roof over-hang on the site plan with a dashed line;
3. Yards and spaces between buildings from overhang and from wall; Setbacks;
4. Landscaping, screening and outdoor lighting as required by Article 13-26 of the Zoning Chapter;
5. Off-street parking as required by Article 13-24;
6. Vehicular, pedestrian and service access;
7. Signs and lighting, including location;
8. Outdoor storage and activities;
9. Location and name of adjacent rights-of-way;
10. Easement locations and size;
11. Other data as may assist in determining the effect of the development on surrounding property.

**AUTHORIZATION TO ENTER PROPERTY**

APPLICATION #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Unit/Lot #: \_\_\_\_\_

Legal Description (see attached): \_\_\_\_\_

APPLICANT(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I, the undersigned, hereby give permission to the Prescott Valley Zoning Inspector (or any Deputy Inspector) in the discharge of his/her duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Prescott Valley Town Code, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed or used in violation of the Prescott Valley Town Code; or for any investigations for conditions, compliance and stipulations under the terms of the Prescott Valley Town Code and public hearings concerning this parcel. Such entry shall be within 60 days of the date of my signature (below) or within 60 days of the scheduled date of a public hearing for review, transfer or renewal of the application. Such entry shall be limited between the hours of 7 A.M. and 6 P.M. MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or verbally) at any time.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(check one)

- Owner
- Agent for \_\_\_\_\_

STATE OF ARIZONA        )  
   ) ss  
 COUNTY OF YAVAPAI     )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ before me, the undersigned Notary Public, personally appeared who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal,

Notary Public: \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_