



Community Development Department  
7501 E. Civic Circle  
Prescott Valley AZ 86314  
Phone (928) 759-3050  
Fax (928)759-5511  
email: comdev@pvaz.net

## FINAL PLAT APPLICATION SUBMITTAL CHECKLIST

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

We do not accept any application via facsimile. Also, no application will be accepted unless it is complete including, but not limited to, the following:

- Type:
  - Final Plat
  - Minor Modification
  - Major Modification
- A mandatory pre-application meeting with the Development Assistance Coordinator or Planner.
- Three (3) copies of: a) The Final Plan with electronic PDF, b) The Engineering Plans including SWWPP.
- Two (2) copies of: a) The Drainage Report, b) The Soils Report, c) The Water Report, d) The Sewer Report
- Address Listing
- Engineers Estimate of Cost and Inspection Fees
- Hearing application stating the request and the type of proposed development, the Assessor's Parcel #, signed and dated application and whether applicant is 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 in electronic word format.
- A site layout, landscape plan, building elevations and other pertinent data as requested (see requirements). Electronic image of site layout is also required.
- A filing fee in the amount of:
  - Final Plat - \$375.00 plus \$5.00 per lot**
  - Minor Plat Modification** (2-4 lots residential/Less than 2 acres commercial) = **\$250.00**
  - Major Plat Modification** (5 or more lots residential/2 or more acres commercial) =
    - Residential = **\$300.00 plus \$10.00 per lot**
    - Commercial = **\$300.00 plus \$35.00 per acre**
- Permission to enter property statement signed and notarized.
- Letter of intent detailing the proposed use(s) and time period requested (if applicable).
- Proposition 207 Waiver Form.

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



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**PLANNING DIVISION - HEARING APPLICATION  
 FINAL PLAN/PLAT (FP)**

**COMMERCIAL**  
 **RESIDENTIAL**

Final Plat     Minor Modification     Major Modification

Project Name: \_\_\_\_\_ Assessor's Parcel #: \_\_\_\_\_

Site Address: \_\_\_\_\_ Legal: Unit: \_\_\_\_\_ Lot: \_\_\_\_\_

<b>Applicant/Owner Name &amp; Address:</b> _____ _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____	<i>For Staff Use Only</i>
	<b>Meeting Date:</b> /            / <b>Application No.:</b> _____ <b>Township</b> _____ <b>Section</b> _____ <b>Range</b> _____ <b>Date Received:</b> _____ <b>Zoning:</b> _____ <b>Fees &amp; Charges:</b> _____ <b>Receipt #/Date:</b> _____ <b>Assigned To:</b> _____ <b>Taken By:</b> _____
<b>Agent (If different than property owner. Agent letter must accompany submittal)/Agent Address:</b> _____ _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____	

**Request For Final Plat Approval:**

Subdivision Name: \_\_\_\_\_

Address or Location of Property: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Total Lots: \_\_\_\_\_

Min. Lot Size: \_\_\_\_\_ Max. Lot Size: \_\_\_\_\_ Average Lot Size: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
 (if applicable)

<b>Name</b>	<b>Signature</b>	<b>Date</b>
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**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: \_\_\_\_\_



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## FINAL PLAT CHECK LIST

### Refer to Chapter 14- SUBDIVISIONS of the Prescott Valley Town Code

1.  Proposed name of subdivision and its location by section township and range; small scale vicinity map showing relative location of the plat; referenced by dimension and bearing to section corners and quarter-section corners tied to a Town of Prescott Valley reference point; and subdivision boundaries clearly identified.
2.  Name, address and phone number of landowner (and subdivider, if not the same), engineer, surveyor, architect, or land planner preparing plat, including registrations numbers.
3.  Scale, north arrow and date of preparation, including dates of any subsequent revisions.
4.  Topography by contours relating to Town of Prescott Valley survey datum, or other datum approved in writing by the Town Engineer, shown on same map as the proposed subdivision layout. Source and date of topography shall be noted on the Final Plat.
5.  Location, widths (or rights-of-way and pavement), ownership status and names of all existing streets and improvements therein, utility easements, public areas, existing structures. Access road to the proposed subdivision shall be described to its intersection with a public road right-of-way.
6.  Name, book and page numbers of any recorded subdivisions within or having common boundary with the plat, or notation "UNSUBDIVIDED" where appropriate.
7.  Location width and names of proposed streets, alleys, drainage ways, cross-walks and easements including all connections to adjoining platted or un-platted tracts. Typical roadway sections shall be depicted on the plat.
8.  Lot layout: including minimum building setbacks relating to all streets; typical lot dimensions; dimensions of all corner lots and lots on curvilinear sections of street; each lot numbered individually and total number of lots shown.
9.  Designation of all land to be dedicated or reserved for public or semi-public use, with use indicated.
10.  Reference by note to source of proposed electricity, gas, telephone service, solid waste disposal, police and emergency service agencies.
11.  If plat includes land for which multi-family, commercial or industrial use is proposed, such areas shall be clearly designated together with existing zoning classification, present district boundary lines and status of any pending zoning change.
12.  Statement of method of sewage disposal.
13.  Statement of method of water supply and a copy of the water resources report as submitted to the Arizona Water Commission required by A.R.S. Section 45-513.

14.  Subdivider shall indicate distance and location of refuse disposal area. In addition, method of collection must be indicated.
15.  Draft copy of deed restrictions or CC&RS.
16.  List of proposed street names and alternate street names if determined to be duplicates or not acceptable pursuant to Town Code.
17.  Adequate information to allow Town Engineer to evaluate proposed roadways.
18.  Preliminary drainage report.
19.  Traffic Impact Analysis Study, if required by Town Engineer or ADOT.
20.  Any requested waiver or variance from approved construction standards or these regulations such as zoning, roads, flood control, etc., shall be in the form of an application of exception specifying each requested waiver of variance and associated justification.
21.  The type or form of assurance that will be made for completion of improvements in a subdivision in accordance with A.R.S. Section II- 806-01 and Article V of these regulations.
22.  Filing Fee.
23.  Master Concept Report for Utilities.

**AGENCY CONTACT LIST**  
(All are 928 area codes)

<b>Planning and Zoning</b>	<b>Phone</b>	<b>Fax</b>	<b>E-mail</b>
Richard Parker, Director	759-3050	759-5511	<a href="mailto:rparker@pvaz.net">rparker@pvaz.net</a>
Joe Scott, Planner	759-3057	759-5511	<a href="mailto:jscott@pvaz.net">jscott@pvaz.net</a>
Fernando Gonzalez, Code Enf. Supvsr	759-3067	759-5511	<a href="mailto:fgonzalez@pvaz.net">fgonzalez@pvaz.net</a>
<b>Building</b>			
Woody Lewis, Building Official	759-3054	759-5511	<a href="mailto:wlewis@pvaz.net">wlewis@pvaz.net</a>
<b>Public Works</b>			
Norm Davis, Director	759-3070	759-5514	<a href="mailto:ndavis@pvaz.net">ndavis@pvaz.net</a>
<b>Economic Development</b>			
	775-0032	759-0829	
<b>Parks and Recreation</b>			
Brian Witty, Director	759-3090	772-7829	<a href="mailto:bwitty@pvaz.net">bwitty@pvaz.net</a>
<b>Police Department</b>			
Chief	772-9261	772-2700	
<b>Fire Department</b>			
	759-9933	772-4957	
<b>Chamber of Commerce</b>			
	772-8857	772-4267	<a href="mailto:info@pvchamber.org">info@pvchamber.org</a>
<b>Yavapai County Health Dept.</b>			
	771-3122	771-3379	
	771-3377	771-3369	
<b>Utilities &amp; Others:</b>			
<b>Dava &amp; Associates</b>			
•	778-7587	778-1047	<a href="mailto:mail@davacivil.com">mail@davacivil.com</a>
<b>UniSource</b>			
•	771-7229	771-1794	
<b>Arizona Public Service</b>			
•	776-3696	776-3671	
<b>Century Link</b>			
•	776-2510	776-2504	
<b>Cable One</b>			
•	443-3341	443-3303	
<b>ADOT</b>			
•	777-5873	771-0058	
<b>ADA Needs</b>			
	772-1266	772-3808	
<b>OMI</b>			
	759-9062	759-9135	

When Recorded Return To:  
Town of Prescott Valley  
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**AGREEMENT  
TO WAIVE CLAIM FOR DIMINUTION IN VALUE  
REGARDING ACTION  
PROPOSED BY TOWN OR REQUESTED BY PROPERTY OWNER**

*This Waiver is related to Proposition 207 (Article 2.1 to Chapter 8, Title 12 of the Arizona Revised Statutes) dealing with eminent domain and regulatory takings. The Waiver is as an agreement between the Town and the owners in conjunction with the land use law actions requested by the property owners. Each owner of a fee interest in the subject property is asked to sign the waiver agreement and have the signatures properly notarized. Extra sheets for the Owners signature can be made for multiple owners involved in an application. A legal description should be attached by the applicant. The Town will complete the application number when the application is processed and attach a copy of the completed application.*

This Agreement to Waive Claim for Diminution in Value Regarding Action Proposed by Town or Requested by Property Owner ("Agreement") made as of this\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Town of Prescott Valley, a municipal corporation of Arizona ("Town") and \_\_\_\_\_  
("Owner(s)")

WITNESSETH:

WHEREAS, on December 4, 2006, the Governor of Arizona signed into law the Private Property Rights Protection Act (Proposition 207) approved by the voters on November 7, 2006; and

WHEREAS, Proposition 207 added a new Article 2.1 to Chapter 8, Title 12 of the Arizona Revised Statutes (comprising §§12-1131 through 12-1138) dealing with eminent domain and regulatory takings; and

WHEREAS, ARS §12-1134 permits an owner of private real property to seek just compensation from the state or a political subdivision thereof that enacts or applies a land use law which (subject to certain exceptions) reduces existing rights to use, divide, sell or possess said property and thereby reduces the fair market value of the property; and

WHEREAS, "land use law" includes any statute, rule, ordinance, resolution, or law enacted by the state or political subdivision that regulates the use or division of land or any interest in land; and

WHEREAS, ARS §12-1134(I) recognizes that the state or political subdivisions may reach agreements with private property owners to waive claims for diminution in value resulting from land use law actions proposed by the state or political subdivision or requested by the property owners; and

WHEREAS, Arizona courts have recognized the inherent authority of municipal corporations to enter into agreements within the scope of their legislative powers, the same as individuals and other corporations, in matters that appertain to said municipal corporations [see, *Town of Tempe v. Corbell*, 17 Ariz. 1 (1915)]; and

WHEREAS, the Town (through its Common Council) has, on the date first-above written, duly considered and approved this Agreement with the Owner(s) to waive any claims said Owner(s) may have for diminution in value that may result, now or in the future, from the land use law action(s) proposed by the Town or requested by the Owner(s) as more fully set forth herein;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein (and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged), the parties hereto agree as follows:

SECTION ONE. This Agreement applies to that private real property described in Exhibit "A" attached hereto and expressly made a part hereof ("Property").

SECTION TWO. The land use law action(s) proposed by the Town or requested by the Owner(s) to which this Agreement applies have been designated as follows by the Town's Community Development Department:

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and are based on certain application(s), copies of which ("Application(s)) are shown as Exhibit "B" attached hereto and expressly made a part hereof ("Action(s)").

SECTION THREE. By signing this Agreement, the Owner(s) expressly agree(s) and acknowledge(s) that the Owner(s) hereby waive(s) any right to claim diminution in value or claim just compensation for diminution in value of the Property under ARS §12-1134, now or in the future, in relation to the Action(s). This includes (but is expressly not limited to) agreement and consent by the Owner(s) to all conditions that may ultimately be imposed as part of the Action(s).

SECTION FOUR. It is expressly understood by the parties that this Agreement does not add to, detract from, or otherwise modify any discretion, right, power, authority, obligation, or duty of the Town under applicable law with respect to any legislative, administrative, or quasi-judicial action(s).

SECTION FIVE. This Agreement (including any exhibits attached hereto and any addendum) constitutes the entire understanding and agreement of the Owner(s) and the Town and shall supersede all prior agreements or understandings between the Owner(s) and Town regarding the Property. This Agreement may not be modified or amended except by written agreement of the Owner(s) and the Town.



SECTION SIX. This Agreement is made and entered into in Yavapai County, Arizona, and will be construed and interpreted under the laws of the State of Arizona.

SECTION SEVEN. The parties agree that this Agreement may be filed in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

SECTION EIGHT. This Agreement runs with the land and is binding upon all present and future owners of the Property.

SECTION NINE. This Agreement is subject to the cancellation provisions of ARS §38-511.

SECTION TEN. The Owner(s) warrant(s) and represent(s) that the Owner(s) is/are the owner(s) of fee title to the Property, and that no other person(s) has/have any ownership interest(s) in the Property. The person(s) who sign(s) on behalf of the Owner(s) personally warrant(s) and guarantee(s) to the Town that he/she/they have the legal authority to bind the Owner(s) to this Agreement.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

\_\_\_\_\_, (Owner(s))

\_\_\_\_\_

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Owner(s) Signature

STATE OF ARIZONA     )  
  ) ss:  
County of Yavapai     )

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, \_\_\_\_\_,  
personally appeared before me,  
\_\_\_\_ who is personally known to me,  
\_\_\_\_ whose identity I verified on the basis of \_\_\_\_\_  
\_\_\_\_ whose identity I verified on the oath/affirmation of \_\_\_\_\_  
a credible witness,  
to be the signer of the foregoing document, and he/she acknowledged that  
he/she signed it.

\_\_\_\_\_  
Notary Signature

My Commission Expires:  
\_\_\_\_\_

**EXHIBIT "A"**

**PROPERTY**

**EXHIBIT "B"**

**APPLICATION(S)**