



**Community Development Department**

7501 E. Civic Circle  
Prescott Valley, Arizona 86314  
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**FENCE AND RETAINING WALL PERMIT APPLICATION**

**CONSTRUCTION ADDRESS:** \_\_\_\_\_ **PERMIT#:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **UNIT#:** \_\_\_\_\_ **LOT#:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_ **Phone#** \_\_\_\_\_

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

*\*Please be advised that information supplied on this application is public record and may be released upon request.*

**CONTRACTOR:**

**BUSINESS NAME:** \_\_\_\_\_ **BUS. LIC. #:** \_\_\_\_\_

**CONTRACTOR'S LIC. #:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**FAX #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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

**FENCE TYPE:** Wood \_\_\_\_\_ Block \_\_\_\_\_ Chain Link \_\_\_\_\_ Other \_\_\_\_\_

**HEIGHT:** \_\_\_\_\_ **LINEAL FEET:** \_\_\_\_\_ **VALUATION: \$** \_\_\_\_\_

**RETAINING WALLS:**

**HEIGHT:** \_\_\_\_\_ **LINEAL FEET:** \_\_\_\_\_ **VALUATION: \$** \_\_\_\_\_

1. All Fence permit applications must include a plot plan of the property showing the location of fences to be placed. Plot plans must be drawn to scale (1" = 20 feet) on a Town of Prescott Valley Plot Plan Form. (Attached)
2. Residential fences may not exceed four (4) feet in height in the required front yard or six (6) feet in height in the side and rear yards. Exterior side yard fences for corner lots will vary in height requirements depending on the Unit and/or subdivision in which your property is located. Please contact the zoning division at 759-3050 for information regarding exterior side yard setbacks if you own a corner lot.
3. Fence heights are measured from natural grade on the exterior side of the fence.
4. Structural plans required for over 8' in height and also requires engineering.

**NAME (PRINTED):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# TOWN OF PRESCOTT VALLEY PLOT 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**

**TOWN OF PRESCOTT VALLEY – PLOT 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 plat 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.



