



**Community Development Department**

7501 E. Civic Circle  
Prescott Valley, Arizona 86314  
Ph (928)759-3050  
Fax (928)759-5511  
email: comdev@pvaz.net

## **Residential Application Checklist**

- Permit Application
- Deposit - \$100.00
- Plans – 1/4" per foot minimum (2 sets)\*
- Survey (1 copy)
- 8 ½ X 11 Plot Plan (on Town of P.V Form – Original Signature by Applicant)
- Drainage and Grading Plan (Town Form)
- Sewer Connection Plan (Town Form)
- Culvert Application\*\*
- Soils Waiver Affidavit (Engineering specifications may also be required)
- Temporary Utility Agreement
- 8 ½ X 11 Floor Plan
- Contractor's License List/Statement
- Truss Specifications - Calculations and Layout Sheets (2 copies)
- Manufactured Floor System with  
Calculations and Layout Sheet (2 copies)
- All Forms Completed/Signed
- Owner/Builder Written Declaration Must be signed and turned in with the application.



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**RESIDENTIAL  
CONSTRUCTION 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: \_\_\_\_\_

**TOTAL SQUARE FOOTAGES:**

LIVABLE \_\_\_\_\_ GARAGES \_\_\_\_\_ DECK COVERED \_\_\_\_\_ UNCOVERED \_\_\_\_\_

PORCHES \_\_\_\_\_ PATIOS \_\_\_\_\_

BASEMENT \_\_\_\_\_ FINISHED \_\_\_\_\_ UNFINISHED \_\_\_\_\_

TOTAL SQ.FT. OF JOB: \_\_\_\_\_ VALUATION: \$ \_\_\_\_\_

SETBACKS: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_

SIDE: \_\_\_\_\_ (L) SIDE: \_\_\_\_\_ (R)

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT NAME (PRINTED): \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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## RESIDENTIAL BUILDING PLAN REQUIREMENTS

RESIDENTIAL CONSTRUCTION PLANS SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- PLANS DRAWN TO SCALE:** (1/4" = 1') on 18" X 24" minimum size paper with non-erasable substance. All plans shall be of sufficient clarity to show proposed construction methods, including dimensions. **ALL PLANS, PAGES AND SHEETS SHALL BE LEGIBLE.**
- FLOOR PLAN:** Show existing and proposed arrangement of rooms (uses noted), locations, sizes and types of windows and doors. **A reduced floor plan is required – 8 1/2" X 11" size with all new dwellings, including exterior dimensions.**
- FOUNDATION PLAN:** Show all support foundations for all exterior and bearing walls, pier pads, interior pads for braced wall panels and retaining wall footings.
- ELECTRICAL PLAN:** Show all outlets for receptacles, lights, fans, switches, smoke detectors, mechanical equipment and meter base location and AMP size. This may be included on the floor plan.
- ROOF FRAMING PLAN:** Show all beam sizes and materials, rafter size and spacing and support post locations. With a manufactured truss roof or floor system (include TJI or similar system) **a copy of the layout sheet and design drawings from the manufacturer are to be submitted with the plans.**
- ELEVATIONS:** Show all views and sufficient portions of existing areas to show tie-in.
- BRACE WALL PLANS**
- CONSTRUCTION DETAIL:** Show building cross-section, including materials to be used (roof through foundation), stairs and stairway details, retaining walls, braced wall panel locations and materials (shear walls for both EXTERIOR and INTERIOR), mechanical equipment locations and type (gas or electric), foundation sections and any other special construction detail.

All residential projects, which establish or increase the structural footprint on the property, require **A MINIMUM OF TWO (2) complete sets of construction plans** for Building Code Plan Review.

# TOWN OF PRESCOTT VALLEY PLOT PLAN

PLEASE INDICATE NORTH

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

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

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

\_\_\_\_\_

## AFFIDAVIT

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

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

**PLOT PLAN MUST BE DRAWN ON THIS FORM FOR RECORD KEEPING**

**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 plan has been approved by the Planning and Zoning Department.

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

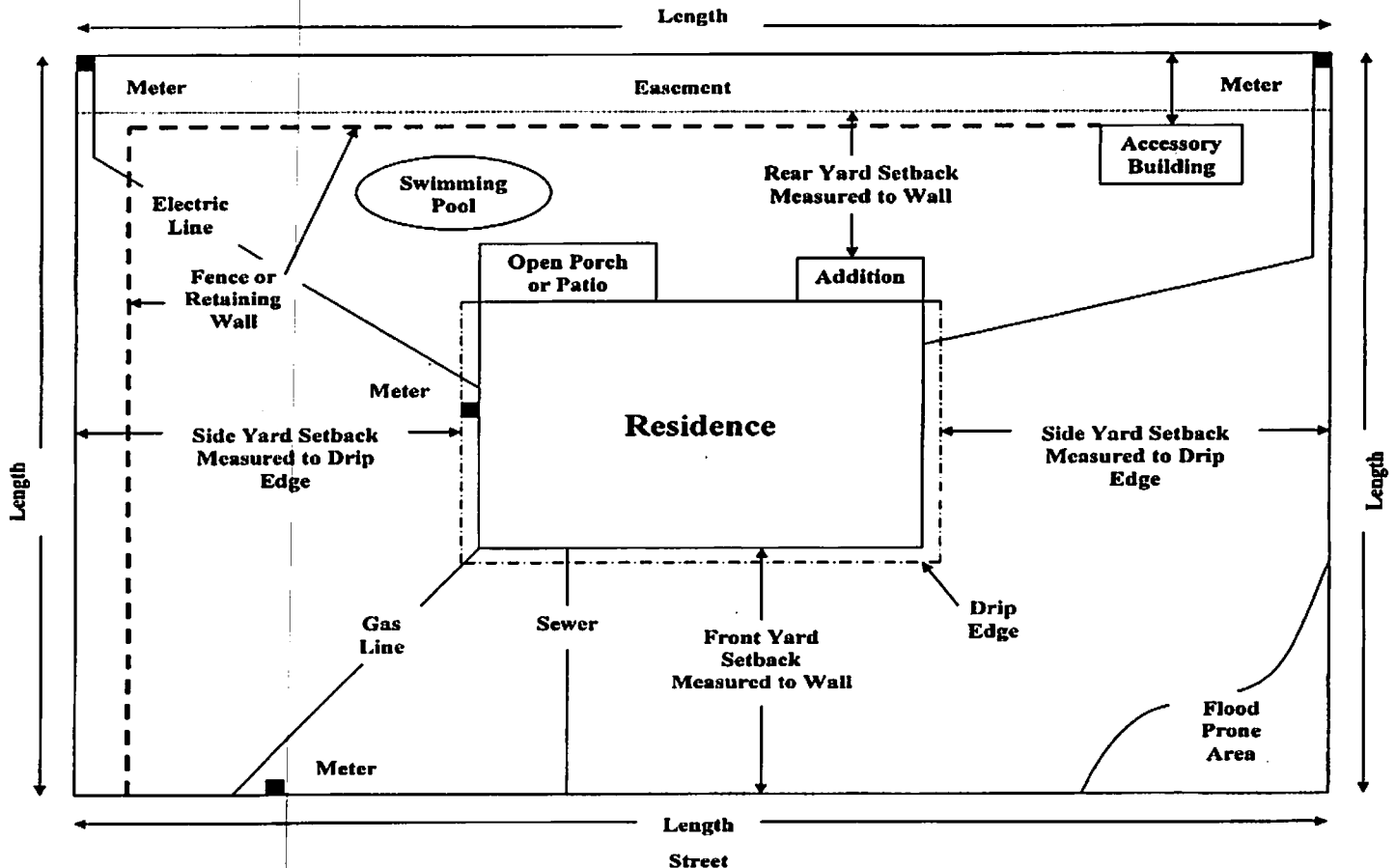
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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.





7501 E. Civic Circle  
 Prescott Valley, Arizona 86314  
 Phone 928-759-3070  
 Fax 928-759-5511  
 email: [comdev@pvaz.net](mailto:comdev@pvaz.net)

## DRAINAGE AND GRADING PLAN

### Custom Graded

Address: \_\_\_\_\_ Assess. Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Permit #: \_\_\_\_\_

Unit/Lot: \_\_\_\_\_ / \_\_\_\_\_ Contact: \_\_\_\_\_ Ph. \_\_\_\_\_ Fx. \_\_\_\_\_

*Please indicate North*

*Suggested Scale: 1 inch equals 20 feet*

#### AFFIDAVIT

I certify that I have read and understand the Town's design details, standard criteria and special concerns and I will comply with all IBC and IRC codes as adopted by the Town and all Town Drainage and Grading (D&G) standards applicable at the time of permit issuance. I certify that all construction will conform to the approved D&G Plan and that no changes will be made without first obtaining approval of the Town of Prescott Valley. Prior to final approval for D&G, an engineer or approved licensed contractor shall certify compliance with this plan.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_

- B General Residential
- B-4 General Residential Engineering
- C-2 Excavating, Grading & Oil Surfacing
- KA Dual Engineering
- KB-1 Dual Building
- KB-2 Dual Residence & Small Commercial
- K-2 Excavating, Grading & Oil Surfacing

**RE: Drainage & Grading Policy for Building Permits**

Dear Contractor's:

On May 15, 2006 the Building Board of Appeals voted unanimously to implement a new policy regarding drainage and grading plans submitted with building permit applications. Effective July 1, 2006, all requests for building permit which require a drainage and grading plan may be designed by contractors which hold one of the following licenses:

1. B General Residential Contractor
2. B-4 General Residential Engineering Contractor
3. C-2 Excavating and Grading
4. KA dual Engineering
5. KB-1 Dual Building
6. KB-2 Dual Residence & Small Commercial
7. K-2 Excavating, Grading & Oil Surfacing

If you are a licensed contractor that does not hold one of the above listed licenses or an owner builder you will be required to have an engineered drainage and grading plan for each individual lot from a registered Arizona Engineer.

Contractors that hold one of these licenses may both design and certify their own drainage and grading plan; however, the Town Engineer may still require an engineer's review and certification after a contractor has submitted a drainage and grading plan, should he deem this necessary.

Attached to this letter is a sample of the format for the Certification (Exhibit A) and a list of items that must be shown on both the plan and the certification when applying for a building permit and requesting a final inspection. Please be advised that **no contractor may request a building final inspection or Temporary Certificate of Occupancy on any home which does not already have a certification of the drainage and grading plan for that project submitted.**

If you have any questions regarding the new drainage and grading submittals and/or certifications policy please contact Community Development @ 982-759-3050.

Sincerely,

Community Development Department

Enclosure



Community Development Department  
7501 E. Civic Circle  
Prescott Valley, Arizona 86314  
Phone 928-759-3050  
Fax 928-759-5511

## DRAINAGE AND GRADING PLAN CUSTOM GRADED

Permit #: \_\_\_\_\_ Address: \_\_\_\_\_ Assess. Parcel #: \_\_\_\_\_

Unit/Lot: \_\_\_\_ / \_\_\_\_ Contact: \_\_\_\_\_ Ph.: \_\_\_\_\_ Fx.: \_\_\_\_\_

(If a larger drawing is available, please reference that drawing by title and date. Attach this sheet to that drawing)

*Please indicate North*

*Suggested Scale: 1 inch equals 20 feet*

### AFFIDAVIT

I certify that I have read and understand the Town's design details, standard criteria and special concerns and I will comply with all IBC and IRC codes as adopted by the Town and all Town Drainage and Grading (D&G) standards applicable at the time of permit issuance. I certify that all construction will conform to the approved D&G Plan and that no changes will be made without first obtaining approval of the Town of Prescott Valley. Prior to final approval for D&G, an engineer or approved licensed contractor shall certify compliance with this plan.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_

- B General Residential
- B-4 General Residential Engineering
- C-2 Excavating, Grading & Oil Surfacing
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Community Development Department  
Building/ Safety

**Drainage & Grading Final Certification & Affidavit**

\_\_\_\_\_  
Name of authorized Licensed Professional/ Contractor (Print)

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Address of authorized Licensed Professional/ Contractor (Print)

\_\_\_\_\_  
Contact Phone Number

Re: Drainage & Grading Certification for (Address) \_\_\_\_\_

In accordance with The Town of Prescott Valley's Building / Safety Policy and Procedures, I  
(Name) \_\_\_\_\_ (Print), working for the above named Professional  
and/ or Contractor of (Company/ Firm Name) \_\_\_\_\_ (Print), have  
accomplished and conformed to the approved Drainage and Grading Plan submitted to the Town of  
Prescott Valley and approved by completing with-in design requirements and verify the following work at  
(Lot) \_\_\_\_\_ of the \_\_\_\_\_ (Subdivision) \_\_\_\_\_, (Unit/ Phase) \_\_\_\_\_ / \_\_\_\_\_.

1. Visual observation of the lot relative to the overall site grading and drainage.
2. Limited vertical elevation survey.
3. Follow-up visual observation and/or additional surveying if necessary to verify that any problem areas noted on the initial visit have been modified to conform to the drainage details shown on the approved drainage and grading plan.

DESCRIPTION	ELEVATION	
	Measured On Site for Final	On Approved D&G Plan
Finished Floor (FF)		
Finished Pad (PAD)		
Highest Top of Curb or Highest Existing Corner Grade _____ (Note: N;S;E;W;NE;NW;SE;SW)		
Finished Grade @ Highest Building Corner _____ (Note: N;S;E;W;NE;NW;SE;SW)		
Positive Drainage Away from Foundation All Sides and to Designated Outfall		___ in. per ___ ft.
Means to divert roof water runoff a minimum of five feet from building has been installed, daylights and flows into a positive drainage away from building.		Yes / No *
Conforms to Approved Drainage and Grading Plan per attached Plan without Altering adjacent property's Drainage and Grading. * Note: If No, an attached detailed explanation and sketch (to scale) on a separate sheet is required.		Yes / No *

(over)

This certification relates only to the conditions present at the time of the observation or follow up observations. Any grading or landscaping performed, by any party including the owner or their separate contractor, should preserve these drainage and grading patterns.

Based upon the above work scope, (Licensed Professional Contractor) \_\_\_\_\_ certifies that the drainage and grading at the above referenced lot meets the intent and substantially conforms to the approved drainage and grading plan as prepared by (Design Firm Name) \_\_\_\_\_ and dated (Date of Drainage and Grading Plan Affidavit) \_\_\_\_\_.

Further, (Licensed Professional Contractor) \_\_\_\_\_ certifies that the drainage and grading at the above referenced lot meets the intent and substantially conforms to all International Building and Residential Codes, as adopted by the Town, and all Town of Prescott Valley drainage and grading standards applicable at the time of Town approval of the drainage and grading plan as prepared by (Design Firm Name) \_\_\_\_\_ and dated (Date of Drainage and Grading Plan Affidavit) \_\_\_\_\_.

**AFFIDAVIT**

I certify that I have read and understand the Town's design details, standard criteria and special concerns and I will comply with Chapter 7 of the Town Code as adopted by the Town of Prescott Valley and all D&G applicable standards at the time of permit issuance. I also certify that all D&G construction has conformed to the approved D&G Plan and that no changes have been made without first obtaining approval from the Town of Prescott Valley. I affirm a State Board Registered Professional/ or an approved licensed contractor has certified compliance with the approved Drainage and Grading Plan through this affidavit prior to requesting a final inspection request.

\_\_\_\_\_  
Signature/ Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Company Name

**Professional/ Contractor's License No.:**

\_\_\_\_\_

- B General Residential
- B-4 General Residential Engineering
- C-2 Excavating, Grading & Oil Surfacing
- KA Dual Engineering
- K-2 Excavating, Grading & Oil Surfacing
- KB-1 Dual Building
- KB-2 Dual Residence & Small Commercial

**Z. Drainage and Grading Plan Checklist  
For Custom Graded Residential Development**

**Historic Prescott Valley Custom Graded Residential Development**  
**Drainage and Grading Plan Checklist & Design Details**

- D-1 Plot plan on approved drainage and grading plan showing the following:
- A. Lot dimension
  - B. Direction North
  - C. Accurate scale (engineering scale – 1:10, 1:20, 1:30)
  - D. Structure locations with setbacks to foundations, eaves and drip lines
  - E. Location of driveways and walkways
  - F. Location of accessory structures (fences, walls, sheds, etc.)
  - G. Easements and Utilities
  - H. Utilities
- D-2 Elevations:
- A. Benchmark in road, either top of curb, centerline of street, or edge of pavement (all other elevations are to be relative to benchmark)
  - B. Lot corners plus high and low points of lot
  - C. Building pad (if applicable)
  - D. Finished floor elevations of all structures for all levels
  - E. One foot native and finish grade contours (only required if property has or will have more than six feet of elevation change across the lot in any direction)
  - F. Driveway critical points (adjacent to structure, street, high & low elev. etc.)
  - G. Critical swale and channel points (invert, top of banks etc.); including street gutter or ditch, if applicable
  - H. Edge of road or top of curb elevations along the street.
  - I. Limiting dimensions, depth and slope of cut and fill
- D-3 Flow directions (indicated by arrows):
- A. Slope away from structure
  - B. Swales from grade break to drain points
  - C. Driveway slopes from side to side and lengthwise (indicate by percent slope and elevations).
- D-4 Special features:
- A. Retaining walls (height, width, length, and precise location)
  - B. Erosion protection (type, size, and location)
  - C. Fall protection (type, height, and location)
  - D. Channels (cross sections, location, and slope) – This item applies when a regional historic drainage either crosses or borders the property.
  - E. Driveway grated troughs (dimensions and location), if required
  - F. Berms, knolls, or embankments - raised as opposed to cut for swales and channels (dimensions and location)
  - G. Pipes – other than R. O. W. culvert (diameter, length, location, slope, and material)
  - H. Brow ditches (cross section and slope)
  - I. If required by the building official or their designee, a cross section drawing through the parcel showing cut and fill, structure, drainage, finished grades, finished floor elevations, etc.

**Historic Prescott Valley Custom Graded Residential Development**  
**Drainage and Grading Plan Checklist & Standard Criteria**

- C-1 Seven inch wood/earth separation.
- C-2 Slope away from structure – Six inch in ten foot minimum or per PV DCSS.
- C-3 2% minimum swale flow line slope to designated drain points. Minimum swale flow line 4% if C-2 can not be meet or per PV DCSS.
- C-4 No run off discharge across side property lines unless an obvious and unavoidable historic side drains point exists.
- C-5 Two foot minimum cut, fill, swale setback from property lines. Minimum setback from easement boundaries varies, see Code provisions.
- C-6 two horizontal: one vertical maximum slope ratio without a geo tech/soils report, cut or fill.
- C-7 Cut or fill slopes steeper than 2 horizontal /1 (2:1) vertical ratio require erosion protection.
- C-8 Cut or fill slopes steeper than 1 horizontal/1 vertical (1:1) require a retaining wall.
- C-9 Slopes steeper than 2 horizontal/1 vertical (2:1) and between 30 inches and 10 feet high require fall protection. Slopes steeper than 3 horizontal/1 vertical (3:1) and higher than 10 feet require fall protection.
- C-10 Retaining walls with a vertical fall greater than 30 inches require fall protection.
- C-11 15% maximum driveway slope with 15% maximum change.
- C-12 Driveways with garage below street and a down sloping driveway greater than 8% require an eight inch by eight inch grated trough with a 2% minimum cross slope.
- C-13 Slope out of garage – three inches in ten feet away minimum on high side, six inch in ten feet away minimum on low side.
- C-14 Driveways bordering a down slope greater than 3 horizontal /1 vertical (3:1) and higher than 30 inches require a six inch vertical curb, or other visible physical or fall protection barrier.
- C-15 Finish floor to be 13 inches above native grade at high structure corner, or 12 inches above street centerline or top of curb at the lot midpoint, or 12 inches above 100-year water surface elevation, whichever is higher.
- C-16 An area drain with a three inch minimum pipe required to drain areas isolated by walkways.
- C-17 Gutter with piping five feet away from foundation required.

- C-18 Contractor responsible for stopping silt and mud from leaving the construction site using, at a minimum, straw waddles, hay bales or silt socks/fence at all points of discharge until all permanent erosion protection is in place and established**
- C-19 General contractor liable for any damage to public infrastructure during the course of construction.**
- C-20 A brow ditch interceptor is required at the crest of any cut slope higher than five feet and must be of sufficient capacity and flow characteristics to divert runoff from a ten year storm event around said cut slope.**
- C-21 All preexisting drainage conveyances bar ditches, washes, ECT. to remain functional during construction.**
- C-22 An affidavit certifying full understanding with all required D&G requirements and promising to construct per the approved final D&G Plan must be signed before permit issuance.**
- C-23 A certification form completed by a registered engineer or a licensed contractor approved for such certification must be submitted to the Town prior to final inspection being scheduled.**

**Historic Prescott Valley Custom Graded Residential Development**  
**Drainage and Grading Plan Checklist & Special Concerns**

**SC-1 Engineering:**

- A. Property is impacted by a 100 year FEMA designated floodplain – Engineering required may be only an elevation certificate or may require a complete engineered drainage and grading plan.
- B. Property is impacted by a flood prone or historic drainage way and concern is deemed by the Town to be severe enough to require an engineered drainage and grading plan – Engineering required may be only an elevation certificate or may require a complete engineered drainage and grading plan to include hydrology study, channel design, finish floor elevation, 100-year water surface elevation etc.

**SC-2 Extra height:**

- A. Property at risk of flooding due to regional drainage exceeding 2.5 acres.
- B. Additional elevation required for gravity sewer service.
- C. Standard finish floor insufficient to meet any other standard criteria.

**SC-3 Extra depth for footings:**

- A. Footing depth shall be below channel flow line if the foundation is within seven feet of the top of an embankment of any regional drainage conveyance (does not preclude soils engineering requirements).
- B. Footing bearing pressure shall be below channel invert, water, sewer or storm drain pipes or other public utilities (45 degree rule).
- C. Additional footing depth may be required if it is deemed by the Town to be in perilous proximity to a downward sloping embankment.

**SC-4 Channelization – a channel design will be expected if an historic drainage with a basin exceeding 2.5 acres crosses the property.**

**SC-5 Fill import – if a regional drainage enters the property in an uncontrolled manner and an excavated channel is not a viable option for conveyance then a detailed fill placement plan will be expected to be incorporated into the drainage and grading plan.**

**SC-6 Soil covering:**

- A. If a swale flow line cannot be ten feet away from foundation (no six inch in ten feet slope away from structure) either the swale parallel to the structure shall be a minimum of 4% or the surface area between the foundation and swale flow line, and including the swale for up to ten feet away from the structure, shall be made impervious to surface water.
- B. If a drainage channel is in close proximity to the foundation and may threaten to saturate the soil below footing depth, the channel shall be expected to be made impervious.

**Special Concerns Note:** The Town of Prescott Valley may be used as an informational resource to determine if a particular parcel has special concerns. This inquiry process can be initiated either before or during the permit process; however, be aware that if a plot plan is not included, information may be incomplete. Please direct such inquiries to The Town of Prescott Valley at 759-3070 or by fax at 759-5514.





**PUBLIC WORKS DEPARTMENT**  
7501 E. Civic Circle  
Prescott Valley, Arizona 86314  
Phone 928-759-3070  
Fax 928-759-5514  
email: works@pvaz.net

## SEWER CONNECTION PLAN

(SEWER TAPS IN RIGHT-OF-WAY REQUIRE A PUBLIC WORKS PERMIT AND INSPECTION)

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Permit # \_\_\_\_\_

\_\_\_\_\_ Bldg. sewer located on same side of lot as public sewer. \_\_\_\_\_ Bldg. sewer depth & location provides for gravity flow to  
Y/N Y/N public sewer.

\_\_\_\_\_ If Bldg. sewer location or gravity flow provisions are not in compliance, an Ordinance No. 268 waiver agreement must be  
Y/N signed.

I, \_\_\_\_\_, being the owner or duly authorized representative of the owner, of the property located  
at \_\_\_\_\_ Unit: \_\_\_\_\_, Lot: \_\_\_\_\_, Parcel#: \_\_\_\_\_ hereby certify that the location  
and depth of the building sewer stub-out fully conforms with all provisions of the Town of Prescott Valley Ordinance No. 268.

\_\_\_\_\_  
Owner/Representative Acknowledgement

\_\_\_\_\_  
Date

Public sewer stub-out located at: \_\_\_\_\_  
Public sewer stub-out depth at: \_\_\_\_\_

For Office Use Only

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT APPROVAL



PUBLIC WORKS DEPARTMENT  
7501 E. Civic Circle  
Prescott Valley, Arizona 86314  
Phone 928-759-3070  
Fax 928-759-5514  
email: works@pvaz.net

## APPLICATION TO INSTALL CULVERT IN TOWN RIGHT-OF-WAY

Owner Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

.....  
\_\_\_\_\_ Street address for Culvert \_\_\_\_\_ Unit \_\_\_\_\_ Lot \_\_\_\_\_

Carport/Garage # of Cars: \_\_\_\_\_  Primary Culvert \_\_\_\_\_  Secondary Culvert \_\_\_\_\_

Use (Residential, Commercial, Industrial): \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

.....  
FOR OFFICE USE ONLY

Required Culvert Size: Diameter \_\_\_\_\_ Length \_\_\_\_\_ Gauge \_\_\_\_\_

Depth \_\_\_\_\_ Cover \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



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 email: comdev@pvaz.net

**AFFIDAVIT OF SITE SPECIFIC SOIL CHARACTERISTICS AND CONDITIONS**

PERMIT#: \_\_\_\_\_ CONSTRUCTION ADDRESS: \_\_\_\_\_  
 PARCEL #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ UNIT#: \_\_\_\_\_ LOT#: \_\_\_\_\_  
 OWNER'S NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please answer YES or NO to all conditions that apply to this site

- Yes  No Expansive soils on site but concrete footings and stem walls will penetrate through the clay soils and bear upon underlying soils or be filled with approved lean concrete slurry within 18 inches or more below finished grade.
- Yes  No Footings will extend through fill and will penetrate through the clay soils and bear upon underlying soils.
- Yes  No Existing fills on site? If yes, Soils Engineering Report Required
- Yes  No Proposed fill to be placed on site? If more than 12 inches a Soils Engineering Report Required

**If the field conditions, as described in the above answers, are found to be different upon a field review, the Town may stop the project and require additional information or work tasks be accomplished prior to continuing with construction.**

- I/We agree to abide by the additional requirements the Town has imposed as a condition of granting this request per design for expansive soils 1805.8 IBC, or alternatively,
- I/We will exercise the option to retain an Arizona registered engineer, experienced and currently practicing in the area of Geotechnical Engineering in the private sector in this area of the State of Arizona to submit a soils report and alternative design solutions for review and approval. See attached soils report.

I/We being the owner or duly authorized representative of the owner of the property located at the above address, hereby request the requirements of the International Building Code relative to soil reports be waived for the reasons stated above. As the owner or duly authorized representative of the owner for the aforementioned property, I/We authorize this document to become a part of the permanent record for this property.

NAME (PRINTED): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**-----FOR OFFICE USE ONLY-----**

**AFFIDAVIT DENIED:**  
 Your request for waiver of a soils investigation report cannot be granted for this project. Investigation of the site and Town records indicates problem soil conditions in the immediate area. A soils report and recommendations by an Arizona registered soils engineer will be required.

**AFFIDAVIT GRANTED WITH THE FOLLOWING CONDITIONS:**  
 \_\_\_\_\_  
 \_\_\_\_\_

Based on the design submitted as shown on plans.

DEPARTMENT AUTHORIZATION \_\_\_\_\_

DATE \_\_\_\_\_



**TEMPORARY UTILITY FOR CONSTRUCTION AGREEMENT  
(NEW COMMERCIAL/RESIDENTIAL PROJECTS)**

The undersigned does hereby understand and agree that the temporary power for construction connected to the electrical equipment in the location to be used for permanent power is for *construction purposes ONLY*. This electrical power is not to be used as electrical power for occupancy of the building until a certificate of occupancy has been issued.

The certificate of occupancy and a final utility clearance will be issued when the Town of Prescott Valley's Building, Public Works and Engineering and Planning and Zoning Departments requirements are completed, or arrangements have been made with the individual departments for completion of all their requirements. If the building should be occupied prior to the completion of the above requirements or compliance with this agreement, the Town of Prescott Valley Building Official shall, at his option have the right to order the temporary electrical power disconnected from the building, or portion of the building, which has been occupied without the proper certificate of occupancy or approvals. Neither the Town of Prescott Valley nor the utility company will be held liable for any damages caused by this loss of electrical power.

*I agree that I must complete my construction project within 365 calendar days and receive a certificate of occupancy prior to the 365<sup>th</sup> day, and further that I will not allow 180 days to elapse without an inspection in compliance with Chapter Seven of the Town of Prescott Valley ordinances. Failure to comply with this requirement may result in certain penalties levied against me and the expiration of this permit.*

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**Construction Address**

**Construction Permit #**

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**Owner/Authorized Agent Signature**

**Present Phone #**



Town of Prescott Valley  
 7501 E. Civic Circle  
 Prescott Valley, AZ 86314  
 Phone (928) 759-3050 Fax 928-759-5511

**PROOF OF VALID CONTRACTOR'S LICENSE**  
**A.R.S. SECTION 32-1168-1169**

**Construction Address:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**SECTION I.** The undersigned does hereby swear and affirm that the applicant for a building permit identified in the attached application (check one).

- General Contractor.** Is currently licensed as a contractor under the provisions of Chapter 11 of Title 32, Arizona Revised Statutes, as identified in Section II and will perform work with such subcontractors as are also all identified in Section II.
- Owner/Builder.** Owns the property which is not intended for sale or rent and (check one or both)
  - Will perform themselves; or jointly with employees who are paid on a time worked basis, not by the job and/or
  - will perform the work with duly licensed contractors, all of whom are identified in Section II
- Developer** Owns property for sale or rent upon which a residential structure or addition is to be constructed by the duly licensed contractor or contractors, all of whom are identified in Section II.

SECTION II	Contractor/Subcontractor Name	Contractor License #	Phone #
General Contractor			
Electrical			
Plumbing			
Mechanical			
Framing			
Grading/Excavation			
Cement/Concrete			
Roofing			
Insulation			
Lathing			
Stucco			
Glass/Store Front			
Painting			
Masonry/Block			
Drywall			
Landscaping			
Manufacture Home			

**THIS AFFIDAVIT IS REQUIRED UNDER STATE LAW TO BE COMPLETED AND SIGNED BY ALL APPLICANTS FOR A BUILDING PERMIT. UNDER STATE LAW, THE FILING OF AN APPLICATION CONTAINING FALSE OR INCORRECT INFORMATION WITH THE INTENT TO AVOID THE STATE LICENSING REQUIREMENTS CONSTITUTES UNSWORN FALSIFICATION, A CLASS 6 FELONY.**

Signature \_\_\_\_\_ Address \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Date \_\_\_\_\_



# TOWN OF PRESCOTT VALLEY

7501 E. CIVIC CIRCLE  
PRESCOTT VALLEY, AZ 86314  
(928) 759-3050 FAX (928) 759-5511

## Owner-Builder Written Declaration

I am an owner-builder who declares the following on the project described below. Owners of property who improve or build new structures on such property and who do the work themselves with their own employees or duly licensed contractors, per ARS 32-1121 A.5 Such property shall not be rented or sold before (one) year per state code and (two) years per Town of Prescott Valley Code.

A separate "Owner-Builder Written Declaration" is needed for each project.

	<b>OWNER-BUILDER INFORMATION</b>
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- A. Owner Name: \_\_\_\_\_
- B. Owner Address: \_\_\_\_\_  
(Full address of owner)
- C. Owner Phone: ( ) \_\_\_\_\_
- D. City \_\_\_\_\_

	<b>PROJECT INFORMATION</b>
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- E. Job Address: \_\_\_\_\_
- G. Lot Number: \_\_\_\_\_ Parcel \_\_\_\_\_

I certify that the above information is correct and that I understand that making a false or fraudulent claim to aid or abet another to obtain a city or town privilege tax exemption is a Class One Misdemeanor [pursuant to Model City Tax Code section 580].

Owner-Builder Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_