



Community Development Department
7501 E. Civic Circle
Prescott Valley, Arizona 86314
Phone (928) 759-3050
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Initial Project Review

PROCEDURAL GUIDE AND APPLICATION

*Please contact Dawn Mosher
to submit your application and plans.*

(928)759-3063

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PURPOSE OF REVIEW PROCESS

The purpose of the Initial Project Review is to provide applicants with an opportunity to meet with staff from reviewing agencies, utilities, and Departments to review proposed projects prior to formal submittal. This gives the applicant the ability to garner feedback and make corrections in advance of a formal application.

It is the Town's commitment to provide a process that will assist applicants in formulating plans that can be reviewed and approved as quickly as possible. The more complete the IPR submittal, the better the feedback will be. Staff can be contacted in advance of the IPR to answer questions you may have.

Initial Project Review meetings are scheduled for Wednesday mornings; projects submitted by noon on Wednesday will be scheduled for the following Wednesday morning.

It is our commitment to provide the guidance necessary to assure that your project will move smoothly through the Town's permitting process.

ZONING AND LAND USE COMPLIANCE

Proposed projects will be reviewed for compliance with existing zoning classifications and land use designations. If the proposed use does not conform to existing zoning and land use parameters, the requirements for the necessary Zoning Map Change and/or General Plan Amendment will be discussed with the applicant. Those properties with a Planned Area Development (PAD) overlay will require the approval of a Preliminary Development Plan (PDP) and Final Development Plan (FDP) by the Planning and Zoning Commission and Town Council respectively, as set forth in Article 13-19 of Town Code. Proposed projects within a previously approved PDP and no substantial changes to the approved plan can proceed directly to the Final Development Plan (FDP) process. Application packets for these processes will be provided at the IPR meeting as necessary.

INITIAL PROJECT REVIEW PROCESS

- ❑ Initial meeting with appropriate staff should be held to discuss the packet and the project review process.
- ❑ Provide required information to your licensed registrant to create a Development Site Plan.
- ❑ Submit ten (10) full size copies of the Development Site Plan with floor plan, one (1) 8 ½ x 11 site plan, and one 11x17 .pdf with the IPR application. Deadline for all IPR submittals is Wednesday at 12 p.m. When your application is submitted a review time and date will be set.
- ❑ Attend the project review meeting to discuss your project with officials from all departments and agencies.
At this meeting...
 - Each reviewer will discuss any deficiencies noted on the Development Site Plan and indicate necessary changes. Written comments will be provided to the applicant.
 - All formal or administrative approval processes required will be disclosed to the applicant.
 - All fees applicable to the project will be disclosed to the applicant.
- ❑ When deficiencies have been corrected the building permit application may be submitted.

NOTE: Direct contact can be made to any of the specialists or Professionals during this process.

BUILDING PERMIT GUIDELINES

1. All drainage and grading **must** be provided by a licensed registered engineer or architect.
2. Buildings in excess of 3,000 square feet **must** be prepared by a licensed registrant.
3. **All** commercial buildings or additions **must** be constructed by a licensed commercial contractor.
4. The proposed use(s) must be determined to be “allowed”, prior to submittal of predevelopment packet.

BUILDING PERMIT PROCESS

- ❑ Submit three (3) sets of the site and building plans along with all other required documentation as noted on the checklist on the front of the Commercial Building Permit Packet.
- ❑ If corrections are necessary you will be notified to make any corrections identified by the Plans Examiner, Central Yavapai Fire Department, Engineering, or the Zoning Division.
- ❑ Permits are generally issued within thirty (30) working days if required corrections are received in a timely manner.
- ❑ Fees for Commercial permits are based on a value per square foot basis, which is based on a buildings group and type under the 2006 International Building Code. In addition to the Commercial building permit fee, your project may be subject to water capacity, wastewater capacity, water resource, sewer in-lieu of , off-site improvement and impact fees.



**APPLICATION FOR COMMERCIAL
PROJECT REVIEW**

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

No.: _____ Mtg. Date: _____ Mtg. Time: _____ Zoning: _____

Project Address: _____ Sect.: _____ Township: _____ Range: _____

Unit: _____ Lot: _____ Assessors Parcel #: _____ - _____ - _____

For meets and bounds attach legal description

Existing Use of Property: _____ Present zoning: _____

BRIEF DESCRIPTION OF PROJECT: _____

Acres: _____ Applicants Interest: Own Lease In Escrow Option to Buy

Name of Applicant/Agent: _____ Phone:H _____ W _____

Applicant's Address: _____ Fax: _____

E-mail: _____

Contact Person: _____

Name of Property Owner: _____ Phone:H _____ W _____

Address of Owner: _____ Fax: _____

E-mail: _____

Contact Person: _____

Reg. Design Professional: _____ Phone: _____

Firm's Address: _____ Fax: _____

E-mail: _____

Contact Person: _____

I, the undersigned, certify that all of the facts set forth in this application are true to the best of my knowledge and that I am either the owner of the property, or that I have been authorized in writing by the owner to file this application and checklist.

Print Name of Applicant/Agent

Signature

Date

Ten (10) 24"x 36: Site Plans Required	Ten (10) 24"x 36" Floor Plans - Required
One (1) 8 1/2 x 11 Site Plan - Required	Two (2) Elevations - Optional

THE SITE PLAN

The Site Plan is the basis for review and approval of non-Building Code requirements. In order for staff to provide complete and accurate feedback, include as much information as possible.

SITE PLAN REQUIREMENTS

- Street and cross street location map (Block level) **(Required)**
- Topographic elevations
- Conceptual Drainage and Grading (by a licensed registrant for all commercial projects)
- Landscaping, per Article 13-26
- Americans with Disabilities accessible route, per ADAAG Guidelines
- All exterior lighting, per Article 13-26
- Parking (**Number all parking stalls**)
- Off-site improvements
- Building(s) location, size, setbacks, building separation & height, including a description of the use(s) where applicable
- A floor plan of the Building(s) – (Optional - need not be construction quality).
- All utilities
 - Water lines with locations and types of back flow prevention
 - Location of sanitary sewer
- A “Certificate of Verification” that all easements, rights of way, or any other encumbrances are noted on the site plan

SITE DEVELOPMENT STANDARDS

Landscaping, Screening, Lighting

The site development standards for landscaping, screening, lighting, signage and parking are available on our website at pvaz.net. Simply click on the “Government” link, choose “Town Municipal Code” and the site development standards are located in Chapter 13 Zoning Code.

OFF-STREET PARKING REQUIREMENTS

The off-street parking requirement, Section 13-24 of the Zoning Code, contains general guidelines for off-street parking of motor vehicles. These requirements are designed to encourage an effectively developed parking area which provides sufficient parking and on-site circulation. The complete guidelines for off-street parking can be found on our website in Chapter 13 of Town Code.

Section 13-24-050 Off-Street Parking Requirements (Minimum)

- | | |
|--|--|
| <ul style="list-style-type: none"> ○ <u>Residential Use:</u> <ul style="list-style-type: none"> ▪ One (1) or two (2) family residences ▪ Multiple family dwellings ▪ Efficiency and one (1) bedroom units ▪ Two (2) or more bedrooms ▪ Rooming houses, fraternities, sororities, resident clubs, lodging facilities ▪ Mobile/manufactured home parks and subdivisions ▪ Model homes | <p><u>Spaces Required:</u>
2 per dwelling unit</p> <p>1 ½ per dwelling unit
2 per dwelling unit</p> <p>1 per sleeping room or
1 per bed, whichever is greater</p> <p>2 per dwelling
5 per dwelling</p> |
| <ul style="list-style-type: none"> ○ <u>Hotels/ Motels:</u>
1 per guest room plus 1 per 3 employees plus additional parking spaces as required for any supplementary use that generates parking needs such as bars, restaurants, convention rooms, etc. | <p><u>Spaces Required:</u></p> |
| <ul style="list-style-type: none"> ○ <u>Institutional Uses:</u> <ul style="list-style-type: none"> ▪ Hospitals ▪ Sanitariums, convalescent and nursing homes, children’s homes, and homes for the aged | <p><u>Spaces Required:</u>
1 per 3 beds, plus 1 per staff Physician, plus 1 per 3 employees</p> <p>1 per 3 beds, plus 1 per employee</p> |
| <ul style="list-style-type: none"> ○ <u>Offices and Clinic Uses:</u> <ul style="list-style-type: none"> ▪ Offices, banks, savings and loan Agencies ▪ Medical and dental offices and clinics | <p><u>Spaces Required:</u>
1 per 200 sq. ft. of usable floor area, plus 1 space per employee</p> <p>1 per 200 sq. ft. of gross floor area</p> |
| <ul style="list-style-type: none"> ○ <u>Places of Public Assembly:</u> <ul style="list-style-type: none"> ▪ Auditoriums, exhibition halls, theaters, convention facilities, meeting rooms ▪ Churches | <p><u>Spaces Required:</u>
1 per every 3 persons for which seating is provided</p> <p>1 per every 3 persons for which seating is provided</p> |
| <ul style="list-style-type: none"> ○ <u>Commercial Recreational:</u> <ul style="list-style-type: none"> ▪ Skating rinks, dance halls, dance studios ▪ Bowling alleys ▪ Billiard parlors | <p><u>Spaces Required:</u>
1 per 100 sq. ft. of usable floor area</p> <p>4 per lane plus 1 per 5 seats in gallery, plus 1 per 2 employees</p> <p>2 per billiard table, plus 1 per employee</p> |

<ul style="list-style-type: none"> ▪ Gymnasiums, health studios 	1 per 400 sq. ft. of usable floor area, plus 1 per 2 employees
<ul style="list-style-type: none"> ▪ Private golf clubs, swimming clubs, tennis clubs and similar 	1 space per 1 ½ member
<ul style="list-style-type: none"> ○ <u>Commercial Sales and Service:</u> <ul style="list-style-type: none"> ▪ Restaurants, bars, cocktail lounges ▪ Drive-in food or drink places with on-site consumption ▪ Mortuaries, funeral homes ▪ Self-service laundries and dry cleaners ▪ Open air businesses, swap meets, mini-golf ▪ Building material yards, plant nurseries, equipment or sales yards and similar ▪ New and used car lots ▪ Automobile service stations ▪ Carwash ▪ Planned shopping centers under unified control ▪ Motor vehicle and machinery sales, auto repair shops ▪ Barber shops, beauty shops ▪ Furniture and appliance stores, household equipment ▪ Supermarkets, drug stores ▪ Retail establishments not elsewhere listed ▪ Bus depots ▪ Video rental outlets 	<p><u>Spaces Required:</u> 1 per 50 sq. ft. of usable floor area, plus 1 per 2 employees 1 per 50 sq. ft. of usable floor area</p> <p>1 per 3 seats, plus 1 per official vehicle 1 per 2 machines 1 per 1000 sq. ft. of open business area 1 per 300 sq. ft. of sales and display area</p> <p>1 per 1000 sq. ft. of outdoor vehicle display area, plus 1 per 200 sq. ft. of indoor floor area 3 per bay 1 per employee, plus reserve space equal to five times the wash line capacity</p> <p>Requirements for all uses elsewhere specified herein 3 per service bay or 1 per 500 sq.ft. of floor area 2 per chair 1 per 800 sq. ft. of usable floor area</p> <p>1 per 150 sq. ft. of usable floor area 1 per 150 sq. ft. of usable floor area</p> <p>1 per 150 sq. ft. of waiting area 1 per 200 sq. ft. of gross floor area</p>
<ul style="list-style-type: none"> ○ <u>Public and Quasi-Public Uses:</u> <ul style="list-style-type: none"> ▪ Elementary and intermediate schools ▪ High Schools ▪ Junior colleges, colleges, universities ▪ Trade schools ▪ Golf courses- public ▪ Post offices ▪ Parks-public/private 	<p><u>Spaces Required:</u> 1 per employee plus 1 per 10 students 1 per 5 students plus 1 per employee 1 per 3 students plus 1 per employee 1 per 5 students plus 1 per employee 5 per hole plus 1 per employee 1 per 200 sq. ft. gross of area, plus 1 per employee 3 per each acre of park</p>
<ul style="list-style-type: none"> ○ <u>Wholesaling and Warehousing Uses:</u> 	<p><u>Spaces Required:</u> 1 per employee</p>
<ul style="list-style-type: none"> ○ <u>Manufacturing and Industrial Uses:</u> 	<p><u>Spaces Required:</u> 1 per 2 employees</p>

DRIVEWAY STANDARDS

Resolution 550

These driveway standards have been prepared to guide the development of safe and efficient access from private property to public streets and rights of ways. The criteria outlined are intended to provide general guidelines for minimum driveway spacing and maximum driveway size and number serving any parcel of land.

Multi-Family Residential Lots:

- Driveways may be two way or one way. Two way driveway width is to be 24' to 30'. One way driveway width is to be 12' to 16'.
- One two way or two way driveways will be allowed for up to four dwelling units. Additional driveways may be permitted for larger projects with the approval of the Town Engineer.
- All traffic maneuvering areas shall be outside of the right of way. The driveway shall be constructed such that backing into the road way is not necessary.
- Driveway entrances to be a minimum of 7' from adjoining property boundaries.
- Driveway entrances are to be no less than 50' from intersecting road rights of way for projects larger than four dwelling units.
- Duplexes can have individual driveways for each unit based upon the same criteria as Single Family Residences.
- Variances are to be submitted to the Town Engineer for approval. Appeals of the Town Engineer's decision are to be decided by the Town Manager.

Commercial and Industrial Lots:

- Driveway size is dictated by the type of traffic using the driveway and by the roadway speed. Large driveways are normally restricted to high speed roadways, driveways with difficult maneuvering requirements, or driveways with a high percentage of large trucks. One way driveway width is to be 15' to 20'. Two way driveway width is to be 30' to 40'. Two driveways may be provided at opposing ends of the property frontage for industrial parcels when necessary to allow for truck access to the rear of the building. Restrictions on this condition may be required where access is on a high volume street.
- Driveway entrance returns are to not cross adjoining property boundaries and are to be no less than 50' from intersecting road rights of way.
- All traffic maneuvering areas shall be outside of the right of way. The driveway shall be constructed such that backing into the road way is not necessary. A minimum of 20 feet is required between the Right-of-Way (ROW) line and the first parking space adjacent to the driveway onto a public street.
- One two way or two one way driveways will be allowed for each parcel with minimum frontage. Additional driveways may be permitted for large parcels (greater than 150 feet of frontage along the ROW) with the approval of the Town Engineer.

(Refer to full text of Resolution 550 for more details)

ON-SITE DETENTION STANDARDS

Town Code requires that the post development runoff rate not exceed the pre-development rate; on-site detention is usually required. The site plans and drainage improvements must be designed and stamped by a registered civil engineer.

Downtown Section 14 Area:

Detention Basin size shall be 0.25
acre-feet per acre of land.

FIRE FLOW REQUIREMENTS

**Other areas greater than or
equal to 1 acre in size:**

Civil engineer shall determine volume based on site study.

All other Commercial and Multi-family Developments:

Engineered grading is required for all developments other than single-family or multi-family of four units or less on individually platted lots, or where, in the opinion of the Building Official or his/her designee, a special condition or unusual hazard exists.

In any areas where drainage has been, or is determined to be a problem, additional mitigation measures may be required. These will be assessed on a case-by-case basis.

COMMERCIAL BUILDINGS



0-4,999 sq. ft. and above

Minimum – One fire hydrant, or automatic fire alarm system or fire sprinkler system

5000 sq. ft. to 7,499 sq. ft

Minimum – Two of the following three:

One fire hydrant, automatic fire alarm system, fire sprinkler system

7500 sq. ft. and above

Minimum – All three of the following:

One fire hydrant AND automatic fire sprinkler system AND

Automatic fire alarm system (If over 100 sprinkler heads)

EXCEPTION:

The following occupancies shall be sprinkled:

Assembly occupancies 5,000 square feet and above

Assembly occupancies with an occupant load of 300 or more

A-2 occupancies with an occupant load of 100 or more

Woodworking/cabinet shops 2,500 square feet and above

All Group E occupancies

Commercial buildings more than 2 stories in height, including basement

Repair garages 3000 square feet and above with open flame or welding

RESIDENTIAL CONSTRUCTION

Apartment houses 5,000 sq. ft. and above, automatic fire sprinkler system required.

Residences 7500 sq. ft. and above, automatic fire sprinkler system required.

Residences that are three stories or higher, automatic fire sprinkler system required.

**THIS MAY NOT BE ALL INCLUSIVE.
PLEASE CONTACT CENTRAL YAVAPAI FIRE DISTRICT
FOR MORE INFORMATION
928/759-9933**

All references are to the 1997 Uniform Fire Code amended to reflect the 2003 International Fire Code.

**CENTRAL YAVAPAI FIRE DISTRICT
COMMUNITY RISK MANAGEMENT DIVISION**



PERMIT AND FEE SCHEDULE

PLAN REVIEW FEES

Alarm and Sprinkler Systems

\$.02 per square foot Minimum fee of \$100.00.

Underground Fire Mains and Remote Fire Dept Connections
\$120.00

Fire Protection Equipment – Commercial-Type Cooking Equipment and Spray
Booths and Spray Rooms
\$ 75.00

Fire Protection Equipment – Fire Pumps
\$125.00

PERMITS REQUIRED - WITH FEES

BLASTING (\$1,000,000.00 Bond required)

Single Project Site - 3 Day \$ 25.00

Single Project Site - 30 Day \$ 50.00

Major Project Site - 90 Day \$100.00

Major Project Site - 180 Day \$150.00

FIREWORKS (\$1,000,000.00 Bond required)

Firework displays valued \$0.00 to \$10,000.00
\$100.00

Firework displays valued at \$10,001.00 and up
\$150.00

ABOVE GROUND FUEL STORAGE (flammable or combustible)

Up to and including an aggregate amount of 5,000 gallons \$ 50.00

Above the aggregate amount of 5,000 gallons \$250.00

PERMITS REQUIRED - WITHOUT FEES

1. Opening burning of waste material.
2. Fumigation or thermal insecticidal fogging.
3. Tents, canopies, and temporary membrane air supported structures.
4. Carnivals, fairs, trade/craft shows, exhibitions.
5. Pyrotechnical special effects material.

**PLEASE CONTACT CENTRAL YAVAPAI FIRE DISTRICT
FOR MORE INFORMATION - 928/759-9933**

All references are to the 1997 Uniform Fire Code amended to reflect the 2003 International Fire Code.

AGENCY CONTACT LIST (All are 928 area codes)

Planning and Zoning

Richard Parker, Director

Joe Scott, Planner

James Gardner, Planner

Fernando Gonzalez, Code Enf. Supv.

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Parks and Recreation			
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Police Department			
	772-9261	772-2700	
Fire Department			
Rick Chase, Fire Marshall	759-9933	772-4957	
Chamber of Commerce			
Marnie Uhl	772-8857	772-4267	info@pvchamber.org
Yavapai County Health Dept.			
Jon Groulx, R.S.	771-3149	771-3379	jon.groulx@yavapai.us
<u>Utilities & Others:</u>			
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