



Community Development Department

7501 E. Civic Circle
Prescott Valley, Arizona 86314
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ACCESSORY STRUCTURE PERMIT APPLICATION

PERMIT#: _____ **CONSTRUCTION ADDRESS:** _____

PARCEL #: _____ - _____ - _____ **UNIT#:** _____ **LOT#:** _____

OWNER'S NAME: _____

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: _____

SHED _____

SQ.FOOTAGE: _____ **HEIGHT:** _____ **VALUATION: \$** _____

SETBACKS: **FRONT:** _____ **REAR:** _____

SIDE: _____ (L) **SIDE:** _____ (R)

*** A plot plan describing the size and location of the structure must accompany this form.**

****Required setbacks are based on overall height of the structure.**

DESCRIPTION OF WORK: _____

NAME (PRINTED): _____

SIGNATURE: _____ **DATE:** _____

TOWN OF PRESCOTT VALLEY PLOT PLAN

PLEASE INDICATE NORTH

PERMIT #: _____

APPLICANT: _____

ADDRESS: _____

CERTIFICATE

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 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.

