



**Community Development Department**

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Phone (928) 759-3050

Fax (928) 759-5511

# Initial Project Review

PROCEDURAL GUIDE AND APPLICATION

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

**(928)759-3063**

## **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.

## **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) copies (8 ½ x 11) of the project narrative. The project narrative should provide all information necessary to allow for a thorough understanding of the proposed activity. Include a written discussion/background of the project, description of proposed uses, desired project timing, and describe any specific questions for staff.
- ❑ Submit ten (10) full size copies of the Development Site Plan with floor plan, one (1) 8 ½ x 11 Development 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. The Development Site Plan should, but is not required, to include all of the following:
  - 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 Site Development Standards.
  - Americans with Disabilities accessible route, per ADAAG Guidelines.
  - All exterior lighting, per Article 13-26a outdoor Lighting Requirements.
  - Parking (Number all parking stalls), per Article 13-24 Off Street Parking Requirements.
  - Off-site improvements.
  - Building(s) location, size, setbacks, building separation & height, including a description of the use(s) where applicable. Per Chapter 13 Zoning.
  - A floor plan of the Building(s) – (Optional - need not be construction quality).
  - All utilities including: Water lines with locations and types of back flow prevention; Location of sanitary sewer.

**NOTE:** Please note not all of the items above are required however the more complete the submittal the more thorough of a review may be conducted by staff.



**APPLICATION FOR INITIAL  
PROJECT REVIEW**

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7501 E. Skoog Blvd.  
Prescott Valley, Arizona 86314  
Ph 928-759-3050  
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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: Development Site Plans Required	Ten (10) 24"x 36" Floor Plans - Required
One (1) 8 ½ x 11 Development Site Plan - Required	Two (2) Elevations - Optional
Ten (10) 8 ½ x 11 Project Narratives - Required	