



**Public Works Department**  
7501 E. Skoog Blvd.  
Prescott Valley, Arizona 86314  
(928) 759-3070  
(928) 759-5514

## **Commercial Application Checklist Engineering**

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

- Transmittal Letter
- Engineering Application
- Application Fees – Fee of \$20.00 per sheet with application
- Engineers Estimate
- Certificate of Assured Water Supply
- Project Plat (5 sets)
- List of Additional Easements
- Construction Plan Set/SWPPP Plan (3 sets)
- SWPPP Report
- Design Reports – Water/Sewer/Drainage/Soils Report
- Previous Redline Comments – If Applicable
- Traffic Impact Analysis – TIA
- All Forms Completed/Signed – Original Signatures/Dated By Applicant

**\*\*\* All Engineering documents must be sealed. They must be signed or stamped “Preliminary”, “Draft” or “Not for Construction”.**

Taken in/Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*(This application checklist must be returned with completed application)*



**TOWN OF PRESCOTT VALLEY  
PUBLIC WORKS/ENGINEERING APPLICATION**

**Engineering Development Plan Review App. No. \_\_\_\_\_**

Development Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Description: \_\_\_\_\_ APN (if available) \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

<b>APPLICANT /OWNER NAME &amp; MAILING ADDRESS:</b> _____ _____ _____ PHONE: _____ CELL: _____ FAX: _____ E-MAIL: _____	<b>FOR OFFICE USE ONLY</b> A/P/D #: _____ APPLICATION DATE: _____ INITIAL FEE: _____ RECEIPT # & DATE: _____ TAKEN BY: _____ <b>IS THERE A RELATED FINAL DEVELOPMENT PLAN SUBMITTAL?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ENGINEER/ARCHITECT NAME &amp; MAILING ADDRESS:</b> _____ _____ _____ PHONE: _____ CELL: _____ FAX: _____ E-MAIL _____	
<b>OTHER CONTACT NAME &amp; MAILING ADDRESS:</b> _____ _____ _____ PHONE: _____ CELL: _____ FAX: _____ E-MAIL _____	
<b>PLAN/REPORT NAME</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ If application is for review of construction plans/reports, please list individual plan sets/reports and the number of sheets/pages in each plan set/report separately.	<b>NUMBER OF SHEETS/PAGES</b>
I hereby certify that the information submitted for this application is complete and accurate to the best of my knowledge and that I am the applicant or the bonafide agent of same as stated in the attached documentation.	
Signature _____ Please Print Name _____	Date _____