

CHAPTER 16. ENGINEERING

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Article 16-01 ENGINEERING STANDARDS

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16-01-010 Purpose.

To promote the orderly and systematic growth of the municipal infrastructure of the Town, and to provide for a common planning and design framework to which staff and citizens can refer consistently, the Town of Prescott Valley Engineering Standards are herein adopted.

(Ord. No. 263, Enacted, 07/25/91)

16-01-020 Standards.

- A. These Standards take the form of engineered standard detail drawings, engineered standard specifications, and engineering/planning guidelines.
- B. The latest revision of the Uniform Standard Specifications for Public Works Construction and the Uniform Standard Details for Public Works Construction (as hereinafter amended from time to time in this Code), sponsored and distributed by the Maricopa Association of Governments (M.A.G.), are hereby adopted as if set forth in full herein, to be the Engineering Standards for the Town of Prescott Valley. Three (3) copies of these Standards (including amendments and supplements) shall be filed in the Office of the Town Clerk and kept available for public use and inspection.
- C. Any conflicts between these Engineering Standards of the Town of Prescott Valley and other County, State, or Federal standards and regulations applicable to a particular project shall be resolved by applying the most restrictive.

(Ord. No. 26, Enacted, 04/10/80; Ord. No. 263, Rep&ReEn, 07/25/91)

16-01-030 Engineering Fees.

A schedule of engineering fees shall be adopted from time to time by resolution of the Town Council. The fee schedule shall outline the costs of required Engineering Department permits, the costs of providing copies of these Standards or other information supplied to developers, and other costs deemed necessary and appropriate by the Town.

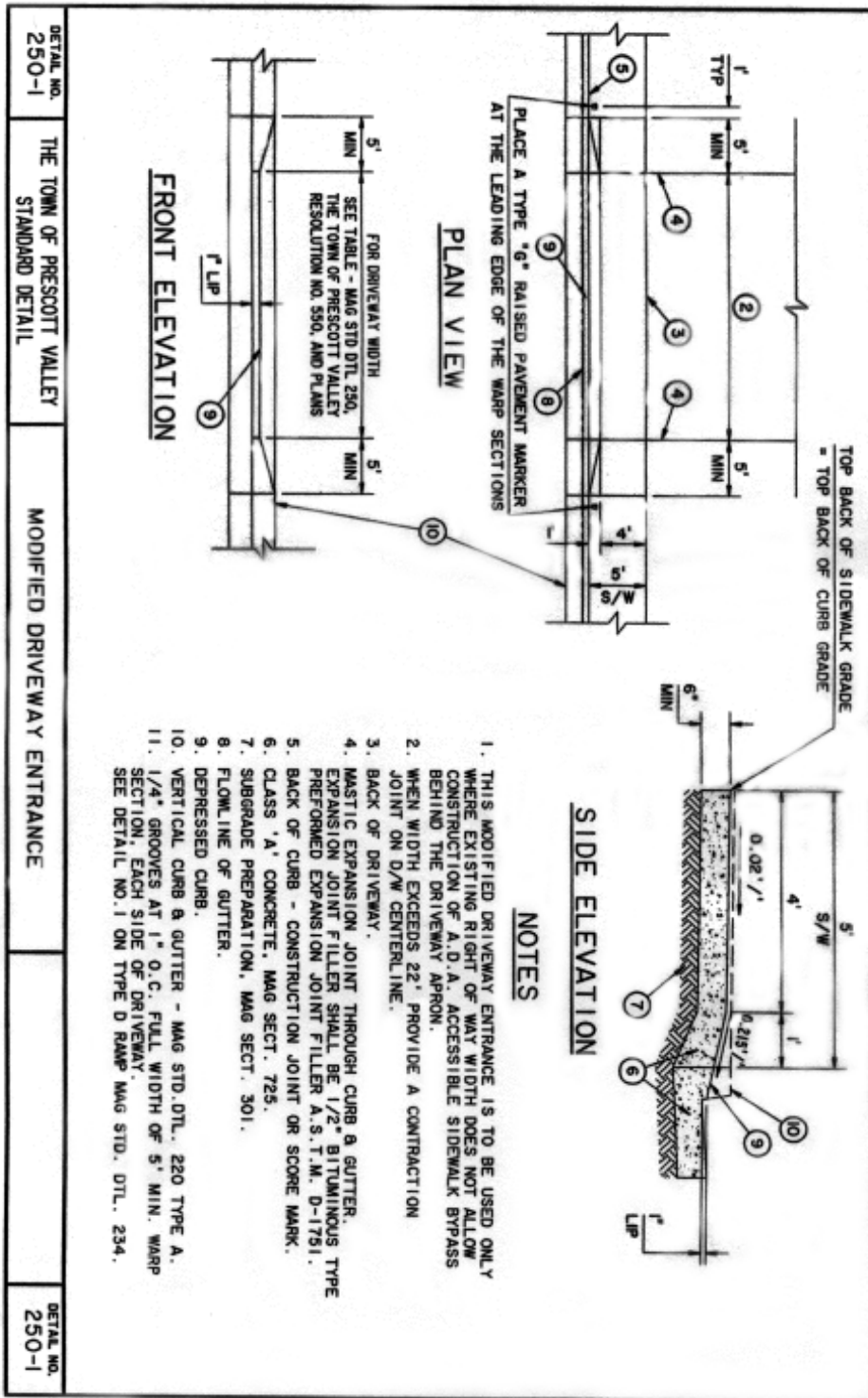
(Ord. No. 263, Enacted, 07/25/91)

16-01-040 Amendments to M.A.G. Standards.

The following amendments are made to the Maricopa Association of Governments Uniform Standard Specifications and Standard Details for Public Works Construction (M.A.G. Standards), as adopted:

- A. Detail No. 250-1 (see Figure A) is hereby added to the Uniform Standard Details for Public Works Construction.
- B.
 - 1. The Central Yavapai County Governments Unified Construction Standards (Y.A.G. Standards 1998), prepared and jointly adopted by Yavapai County, the City of Prescott, the Town of Prescott Valley, and the Town of Chino Valley, are hereby adopted as if set forth in full herein to be a Supplement to the M.A.G. Standards adopted above as the Engineering Standards for the Town of Prescott Valley. Three (3) copies of these Y.A.G. Standards 1998 shall be filed in the Office of the Town Clerk and kept available for public use and inspection.
 - 2. Any conflicts between the Y.A.G. Standards 1998 and the latest revision to the M.A.G. Standards adopted above shall be resolved in favor of the Y.A.G. Standards 1998. Any conflicts between the M.A.G. Standards adopted above (as supplemented by the Y.A.G. Standards 1998) and other County, State, or Federal standards and regulations applicable to a particular project shall be resolved by applying the most restrictive.

Figure A



(Ord. No. 415, Enacted, 05/08/97; Ord. No. 452, Amended, 02/25/99)

Article 16-02 OFF-SITE IMPROVEMENT STANDARDS

- 16-02-010 Off-Site Improvements.
- 16-02-020 Off-Site Improvements Defined.
- 16-02-030 Exceptions.
- 16-02-040 Minimum Requirements.
- 16-02-050 Off-Site Improvement Plans.
- 16-02-060 Completion/Waiver and Assurance of Performance.
- 16-02-070 Permits.
- 16-02-080 Appeals.

16-02-010 Off-Site Improvements.

- A. Off-site improvements shall be required for:
 - 1. Any subdivision of land, subject to the subdivision regulations of the Town, including "land splits" as set forth in §13-22-010(C) of the Town Code (as amended).
 - 2. All development or improvements subject to a development agreement as defined in Section 7-11-030(A), except as exempted hereinafter.
- B. Single-family or duplex developments on contiguous parcels, being developed simultaneously or in phases, and owned by the same or related parties or entities, will be considered as one development and shall be subject to the provisions of this Article.

(Ord. No. 457, Enacted, 04/08/99; Ord. No. 839, amended, 02/22/18)

16-02-020 Off-Site Improvements Defined.

Off-site improvements shall include any construction or reconstruction within a Town, State, or County public right-of-way, public easement, or drainage-way within the corporate limits of the Town. Off-site improvements include, but are not limited to:

- A. The construction of a street section, including grading, base course, pavement, street lights, curb and gutter, sidewalk or bicycle path, other traffic improvements, and drainage facilities to Town standards and specifications.
- B. The construction of driveways and Town right-of-way access facilities to Town standards and specifications.
- C. The construction and/or extension of public facilities, including water, sewer, storm drain, gas, electric power, street lighting, telephone, and cable television in

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accordance with the requirements of the owning franchise or utility and Town standards and specifications.

- D. The construction of an alley section, including grading, base course, pavement, and drainage facilities to adopted Town standards and specifications.
- E. The installation of fire hydrants in accordance with Town standards (the number and location being set by the requirements of the Central Yavapai Fire District and approved by the Town Engineer).
- F. The construction of drainage improvements in accordance with adopted Town standards and specifications and Town flood plain regulations.

(Ord. No. 457, Enacted, 04/08/99)

16-02-030 Exceptions.

The following developments shall be exempt from constructing off-site improvements under this Article:

- A. A single-family residence, or a duplex or multi-family residence on a lot of record not exceeding one (1) acre in area on May 12, 1999, and an addition or alteration to any such residence, shall be exempt from the construction of street improvements (including alley improvements). Driveway access, water and sewer line extensions, and drainage facilities required to serve the platted lot shall be constructed to Town standards and specifications unless otherwise exempted hereinafter. Sidewalk or bicycle path installation shall not be required unless such facilities (provided at other property owners' expense) are in place on the adjacent lot or lots.
- B. Where the construction, alterations or additions consist solely of the installation or replacement of mechanical equipment, or when an alteration or an addition to a building is less than fifty percent (50%) of the total square footage of the building before the alteration or addition is started. However, additions or alterations to a building shall be considered cumulative over time, and if the sum total of all such alteration or additions exceeds the fifty percent (50%) value, off-site improvements shall then be required, based on the new total square footage of the building.
- C. No improvement shall be required for a development which has previously been assessed, and has fully paid, for such improvement; however, this exemption shall not be construed as an exception to, or contribution in lieu of, development fees.

(Ord. No. 457, Enacted, 04/08/99)

16-02-040 Minimum Requirements.

Off-site improvements shall be required for all projects as established by the Town Engineer in conjunction with the Development Services Director and in conformance with the following minimum requirements:

- A. Rights-of-Way: If, as determined by the Prescott Valley Planning and Zoning Commission, the property to be developed does not have adequate rights-of-way to facilitate intensified use, or will not accommodate proposed or contemplated public improvements or drainage, then necessary rights-of-way and/or drainage-ways shall be granted to the Town. The Planning and Zoning Commission may impose special building setback requirements to assure clear space for future right-of-way needs. Public rights-of-way or public utility easements must be provided for all public improvements which are or will become property of the Town.
- B. Water: Water lines sized for the development in accordance with Town standards and, if required by the Town Engineer, such lines shall be extended across the full front, side, and/or rear of the property being developed.
- C. Sanitary Sewer: Sanitary sewer lines sized for the development in accordance with standards and, if required by the Town Engineer, such lines shall be extended across the full front, side, and/or rear of the property being developed.
- D. Drainage: Drainage plans and improvements shall be required in accordance with Town grading and drainage standards and flood plain regulations.
- E. Street Improvements: Street improvements, including a minimum of one (1) full traffic lane, shall be constructed across the full property front, side, and rear which is adjacent to an existing or newly-dedicated Town street, right-of-way, or dedicated access.
 - 1. If such Town street, right-of-way or dedicated access has been designated as a Federal Aid Urban Collector or Arterial street, half-street improvements shall be required. Half-street improvements shall consist of curb and gutter, sidewalk or bicycle path and drainage facilities to Town standards, constructed on the side of the street adjoining the property being developed.
 - 2. Full street improvements shall be required for any multi-residential or non-residential construction, or addition thereto in excess of 50% of the base square footage located adjacent to and served by a newly-dedicated Town street right-of-way, such dedication completed on behalf of the property being developed. Full street improvement shall consist of the construction of a street section, including grading, base course, pavement, curb and gutter, sidewalk or bicycle path and drainage facilities to Town standards, constructed the full width of the right-of-way and on both sides of the street.
 - 3. Where the property being developed is separate from an existing improved public street by an unimproved section of public street, the Town may construct street improvements thereby making the property being developed adjacent to an existing improved public street. If the Town elects to construct the street improvements, it will construct the street improvements at a time that will coincide with the construction of the street improvements required of the property being developed.

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4. When property access is necessary or proposed via an alley, as the result of a new development or a change of use, full width alley improvements shall be constructed along the alley frontage according to Town standards. Alley improvements shall also be extended to the nearest public street if no such improved connection, in whole or part, presently exists.
- F. Driveway and Town Right-of-Way Access: Surfacing shall extend off-site to meet existing Town street surfacing, or a distance designated by the Town Engineer at which future Town street surfacing will meet the driveway surfacing. All driveway culvert ends shall be protected from crushing or other damage by conforming with Town standards and/or by obtaining Town Engineer approval.
1. A single-family residence is not required to surface driveways and parking areas; however, if surfacing is provided, it shall extend off-site to existing or future Town street surfacing.
 2. Any multi-family residential or non-residential construction shall install surfacing on all driveway areas connecting on-site parking with the Town street, extending off-site to existing or future Town street surfacing.
- G. Street Lighting: Street lighting plans and improvements shall be required in accordance with Town standards.
- H. Fire Hydrant Installation: Fire hydrant installation shall be provided pursuant to Central Yavapai Fire District requirements and in accordance with Town standards.
- I. Town Acquisition of Right-of-Way: When it is necessary to improve a street and sufficient right-of-way is not available from other area property owners not subject to the provisions of this Article, the Development Services Director may, with the approval of the Town Council, obtain the right-of-way upon terms that are equitable to the property owner and the Town, including assumption by the Town of all or part of the costs of street improvements.
- J. Traffic-Related Off-Site Improvements: The Planning and Zoning Commission may require, as a consideration of development approval, that certain developments perform, and submit for approval, a Traffic Impact Analysis (TIA).
1. When the approved TIA identifies impacts to the public road system, as a result of the proposed development, impact mitigation is required. Design and construction of improvements that mitigate the identified impacts shall be approved by the Town Engineer and constructed by the developer.
 2. All required improvements identified in the TIA must be wholly attributable to the impact created by the development.
- K. Other Improvements: Including, but not limited to, the extension and installation of power and/or communications utilities, as may be required by the Town Engineer.

(Ord. No. 457, Enacted, 04/08/99; Ord. No. 894, Amended, 01/13/22)

16-02-050 Off-Site Improvement Plans.

Approval of off-site improvement plans consisting of engineered plans and specifications shall be a prerequisite to the issuance of a building permit. Off-site improvements shall be constructed in accordance with the plans and specifications approved by the Town Engineer and in accordance with Town standards.

- A. Project Engineer: The owner or developer shall assure the Town that an Engineer, registered in Arizona, will be employed to provide required services for public improvements, unless waived by the Town Engineer. The responsibilities of the Engineer shall include, but not be limited to the following:
 - 1. Preparation of the required Engineering Design Report for subdivisions and/or plans for required public improvements.
 - 2. Certification that horizontal and vertical alignment and dimensions of public improvements have been staked in conformity to Town standards and specifications and to the Engineering Design Report or plans approved by the Town Engineer.
- B. Plans Required with Payment-in-Lieu: When off-site improvements are waived, and a cash deposit is made in lieu thereof in accordance with §16-02-060 of this Article, the submittal of off-site improvement plans and specifications, covering a sufficient geographical area to permit informed engineering analysis, are still required as a prerequisite to the issuance of a building permit by the Building Official.

(Ord. No. 457, Enacted, 04/08/99)

16-02-060 Completion/Waiver and Assurance of Performance.

The required off-site improvements shall be completed, waived or secured by financial assurance of performance as a prerequisite to the issuance of a Certificate of Occupancy by the Building Official. The Town may, as an incentive for desired types of development, provide certain, off-site improvements; however, such incentive shall be provided only as specified in a development agreement approved by the Town Council.

- A. Completion: Improvements will be considered complete when they have been inspected and accepted by the Town Engineer, who shall certify in writing to the Building Official that the completed off-site improvements have been constructed in accordance with the approved plans and specifications. As-built information must be submitted to and accepted by the Town Engineer prior to the issuance of the certification of acceptance of off-site improvements by the Town Engineer.
- B. Waiver of Off-Site Improvements: When, in the opinion of the Town Engineer, the installation of any of the off-site improvements will create a drainage or maintenance problem if installed prior to future improvements of other properties in the immediate vicinity, waiver of the installation may be directed by the Town or may be considered at the request of the property owner.

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1. The Town Engineer, upon the approval of the Town Council, may waive the installation of the off-site improvements.
 2. The waiver becomes effective when, prior to such improvement, there is deposited in cash with the Town by, or on behalf of, the property owner the amount estimated by the Town Engineer to pay the cost of the installation of such off-site improvements waived.
 3. All sums thus deposited shall be used by the Town to defray the cost of such future installation of the required off-site improvements, and when thus installed the portion of such deposit exceeding the cost of said installation of the off-site improvements shall be refunded, without interest, to the person making the deposit.
 4. All cash sums thus collected by the Town shall be utilized within ten (10) years for construction of the approved off-site improvement plans or such funds shall be refunded, without interest, to the person making the deposit.
- C. Assurance of Performance: Subject to approval by the Town Engineer and Town Attorney, the following alternatives for assurance of performance are available to the developer:
1. Cash Deposit. The developer may fulfill the public improvement requirement by a cash deposit. A separate accounting for the cash deposit will be maintained by the Town; however, the developer does not accrue interest on this type of assurance.
 2. Certificate of Deposit. The developer may provide a certificate of deposit (automatically renewable) as assurance of construction for the off-site improvements required. The certificate of deposit must be accompanied by an "Assignment of Certificate of Deposit and Acknowledgment by Issuer" form. Upon discharge of the obligation, the interest accrued would be returned to the developer along with the certificate of deposit.

(Ord. No. 457, Enacted, 04/08/99)

16-02-070 Permits.

It shall be the responsibility of the applicant, as a prerequisite to obtaining a building permit, to conform to all applicable Federal, State, County, Town and special district regulations, requirements, statutes and codes and furnish the off-site improvement plans and specifications to the Building Official, for approval by the Building Official, Town Engineer and Development Services Director, prior to the applicant receiving a building permit. In addition, the applicant shall submit data regarding traffic that would be generated to and from the property for which the permit is being applied.

- A. Permit Required for Work Within Town Rights-of-Way or Easements: A permit issued by the Town Engineer (or designee) shall be required prior to any construction within public rights-of-way or public easements. Such permit shall be issued subject to the following requirements:
1. Approval of an Engineering Design Report and construction plans for subdivisions or approval of construction plans for other public improvements, unless plan requirements have been waived by the Town Engineer. Plans shall have Arizona Department of Environmental Quality approval for water and sanitary sewer systems and shall be approved by all utility companies.
 2. Payment of inspection and testing fees for all public improvements located within public rights-of-way or public easements shall be in accordance with the current fee schedule adopted by the Town Council and on file with the Town Clerk.
 3. Engineering Design Report and/or plan approval shall be valid for one (1) year from the approval date of the Town Engineer, after which time review and approval by the Town Engineer, payment of fees for any uncompleted work at the then current fee schedule, and reissuance of the permit(s) are required.
 4. Private utility companies shall be required to obtain permits for work upon their facilities within public rights-of-way or public easements and shall be exempt from payments of fees.
- B. Construction and Inspection: Construction and scheduling of construction of public improvements shall be the responsibility of the owner or developer or his/her designated representative. All construction shall conform to Town standards and specifications and to the Engineering Design Report and/or plans approved by the Town Engineer.
1. No underground utilities shall be installed in a new street until rough grading of the street is complete. All underground utility construction shall be complete, including service lines to each lot, prior to paving a street.
 2. Inspection for conformity to the Engineering Design Report and/or plans and specifications approved by the Town Engineer will be provided by the Town. Scheduling of inspection, including notification before beginning construction and requests for inspection at check points during the course of construction, shall be required. The Town Engineer shall have the authority to halt construction temporarily and order any changes necessary to bring the construction of public improvements into conformity with Town standards and specifications and the Engineering Design Report and/or plans approved by him/her.
- C. Acceptance of Public Improvements: The Town Engineer shall provide for inspection of required improvements during construction to ensure their satisfactory completion.
1. If the Town Engineer finds upon inspection that any of the required improvements have not been constructed in accordance with the Town's

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engineering standards and specifications and the approved construction plans, the developer shall be responsible for completing or replacing such improvements to the Town specifications.

2. Final inspection of public improvements will be scheduled with the Town Engineer prior to their acceptance.
- D. **Building Permits:** The Chief Building Official may issue a building permit when the required Engineering Design Report and/or construction plans for public improvements have been conditionally approved by the Town Engineer and found to be in substantial compliance with Town standards and specifications; and an assurance has been provided pursuant to §16-02-060(C) and roadway infrastructure, pavement, curb, gutter, and sidewalk have been completed for single-family subdivisions.
- E. **Certificate of Occupancy:** The Chief Building Official may issue a certificate of occupancy for any building when all required public improvements have been completed and accepted by the Town Engineer.

(Ord. No. 457, Enacted, 04/08/99; Ord. No. 894, Amended, 01/13/22)

16-02-080 Appeals.

The developer may request that the Hearing Officer grant relief from the requirements established by this Article. In addition, if appropriate, the developer may also appeal any dedication or other requirement imposed by the Town where practical difficulties exist for which the developer proposes an alternative solution.

- A. **Application:** The following procedures shall apply to a request for relief:
1. The applicant shall submit to the Development Services Director a written request setting forth the nature of the request for relief.
 2. The application shall reference the specific engineering standards or other requirements for which adjustment is sought and also contain a narrative description of the special circumstances in support of the request.
- B. **Review:** Hearing Officer review will be scheduled upon receipt of a completed application within twenty-one (21) days, unless scheduling requires otherwise.
1. The applicant will be notified in writing of the hearing date.
 2. The Hearing Officer may recommend granting, modifying, or denying the requested relief.
- C. **Appeals:** Appeals from the Hearing Officer's decision may be made by the Town, the applicant or any aggrieved party.
1. Notice of intent to appeal shall be filed, and applicable fees paid, within fifteen (15) days of the decision.

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2. Appeals shall be heard by the Board of Adjustment within thirty (30) days, unless scheduling requires otherwise.

(Ord. No. 457, Enacted, 04/08/99; Ord. No. 894, Amended, 01/13/22)