



Town of Prescott Valley
Development Services Department
7501 E. Skoog Blvd.
Prescott Valley AZ 86314
Phone (928) 759-3050
Fax (928) 772-7829
email: devserv@prescottvalley-az.gov

**APPEAL/INTERPRETATION
APPLICATION
SUBMITTAL CHECKLIST**

Application #: _____ **Site Address:** _____

No application is to be submitted or accepted unless it is complete including, but not limited to, the following:

- Hearing application stating the request, the Assessor's Parcel #, application signed and dated, indicating whether the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization.
- Petition of Appeal to Building Board of Appeals.
- Detailed description indicating why the interpretation of the Building Official should be overturned.
- A legal description of the property identified on the application.
- A site layout, landscape plan, building elevations and other pertinent data as requested (see requirements).
- Permission to enter property statement signed and notarized.
- A filing fee in the amount of:
 - **Interpretation of Town Code and/or Administrative Decision of Building Official = \$50.00**

Note: The applicant, or his representative, should be present at scheduled meetings to answer questions.

BUILDING/SAFETY DIVISION



Town of Prescott Valley
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BUILDING BOARD OF APPEALS APPLICATION

- FOR:** APPEAL OF ADMINISTRATIVE DECISION OF BUILDING OFFICIAL
 INTERPRETATION OF TOWN CODE

Site Address: 	<i>FOR OFFICE USE ONLY</i>		
Owner's Name and Mailing Address: _____ _____ _____ Phone: _____	Hearing Date:		
	HA#:		
	Application Date:		
	T :	R :	S :
Agent's Name and Mailing Address: _____ _____ _____ Phone: _____ Fax: _____ Email: _____	Zoning:		
	Fees & Charges:		
	Receipt No. & Date:		
	Taken by:		
Request: _____ _____			
Assessors Parcel Number:	Lot:	Unit:	
Subdivision Name:			
<p>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.</p>			
_____ Signature		_____ Date	
_____ Please Print Name			



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BUILDING BOARD OF APPEALS

Pursuant to Section 7-01-110 of the Prescott Valley Town Code, a Building Board of Appeals is hereby created and shall consist of seven (7) voting members appointed by, and serving at the pleasure of, the Mayor and Common Council. The Board shall consist of representatives of the following professions or trades who are available and willing to serve, and are residents of the Town of Prescott Valley:

1. An architect;
2. A professional engineer;
3. A general contractor;
4. A person generally representing the public;
5. A person engaged in the electrical, mechanical or plumbing trades; and/or
6. Additional members engaged in the construction, design, real estate, or development industries (from representative areas of the Town).

Authority.

The board shall hear and decide petitions of appeal(s) from the decisions of the Building Official, or his designee, by any affected person, firm, corporation or political subdivision. In so doing, the Board shall interpret the technical codes adopted by the Town, except that it shall not interpret the administrative provisions of the Town's Administrative Code. The Board is not authorized to waive the requirements of the technical codes or the Town's Administrative Code. Ordinarily, no appeal should be heard by the Board unless one (1) member from the affected profession or trade is present. An exception may be made for emergencies or if the requirement is waived by the appellant(s). The decisions and findings of the Board shall be in writing, directed to the Building Official, or his designee, and appellant(s).

Advisory Capacity.

At the request of the Building Official, or his designee, the Board of Appeals may also serve as an advisory board to the Building Official, or his designee, on questions of code interpretation and needed amendments to the technical codes.

Appeal Procedure.

Any appeal by a person, firm, corporation or political subdivision of a decision of the Building Official, or his designee, shall proceed as follows:

1. The appellant(s) shall file an application for review on forms provided by the Building Official, or his designee, accompanied by a fee of fifty dollars (\$50.00).
2. The application shall include a written description of the dispute and the remedy requested, along with a listing of relevant facts.
3. The Board shall meet to consider the appeal in a public hearing **within twenty (20) working days of filing date of appeal paperwork. Notice of the hearing shall be given to the appellant(s) at least five (5) working days prior to the hearing date.** Hearings shall generally be held on the second (2nd) Wednesday of the month, unless the Building Official, or his designee, approves a different date.
4. At the hearing, the appellant(s), his/their representative(s), and any other person(s) whose interest(s) may be affected by the matter on appeal, shall be given the opportunity to be heard. In the event such persons have adverse interest, they or their representatives shall be given a reasonable opportunity to respond to statements by adverse persons.



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**PETITION OF APPEAL
 TO THE BUILDING BOARD OF APPEALS**

All petitioners **MUST** be detailed on this form and all entries and statements on this form must be complete.
 Supporting data may be attached and submitted if desired.

Appeal is hereby made to the Building Board of Appeals for:		
<input type="checkbox"/> APPEAL OF ADMINISTRATIVE DECISION OF BUILDING OFFICIAL <input type="checkbox"/> INTERPRETATION OF TOWN CODE		
Date:	Project Address:	Permit #:
Owner's Name:	Owner's Address:	Phone #:
Appellant's Name:	Appellant's Address:	Phone #:
Appellant's Relationship to Project:		
Explanation of why interpretation of Building Official should be overturned (Use attachment if necessary).		
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State specifically what is proposed in lieu of recommendation of Building Official.		
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_____	_____	_____
Owner's Signature if Appellant is other than owner	Appellant Signature	



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AUTHORIZATION TO ENTER PROPERTY

APPLICATION #: _____ Parcel #: _____ Unit/Lot #: _____

Legal Description (see attached): _____

APPLICANT(s): _____

Address: _____ Phone No.: _____

I, the undersigned, hereby give permission to the Prescott Valley Building Official (or his designee), in the discharge of his/her duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Prescott Valley Town Code, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed or used in violation of the Prescott Valley Town Code; or for any investigations for conditions, compliance and stipulations under the terms of the Prescott Valley Town Code and public hearings concerning this parcel. Such entry shall be within sixty (60) days of the date of my signature (below) or within sixty (60) days of the scheduled date of a public hearing for review, transfer or renewal of the application. Such entry shall be limited between the hours of 7 A.M. and 6 P.M. MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or verbally) at any time.

Applicant's Signature: _____ Date: _____

(check one)

- Owner
- Agent for _____

STATE OF ARIZONA)
) ss
 COUNTY OF YAVAPAI)

On this _____ day of _____ 20__ before me, the undersigned Notary Public, personally appeared who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal,

Notary Public: _____

Date Commission Expires: _____