



**Development Services Department**

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Ph (928)759-5535

Fax (928)759-5511

email: devserv@prescottvalley-az.gov

**Accessory Structures Application  
Checklist**

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

Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Plans – 1/4" per foot minimum <b>(2 sets)*</b>
<input type="checkbox"/>	<input type="checkbox"/>	8 ½ X 11 Site Plan (Town of P.V. Form – Original Signature by Applicant)
<input type="checkbox"/>	<input type="checkbox"/>	Contractor’s License List/Statement
<input type="checkbox"/>	<input type="checkbox"/>	Certification of Site Specific Soil Conditions (Engineering specifications may also be required)
<input type="checkbox"/>	<input type="checkbox"/>	All Forms Completed/Signed – Original Signatures/Dated By Applicant
Possibly Required	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Deposit - \$_____ <b>(For structures over 250 sq. ft.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Truss Specifications - Calculations and Layout Sheets <b>(2 sets) – (Garages and Workshops)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Drainage and Grading Plan – Town Form <b>(Required for structures Over 400 Sq. Ft. and/or 50% of the lot and/or larger than the home)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Bond Exemption Certificate <b>(If the valuation exceeds \$50,000)</b>

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

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



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**ACCESSORY STRUCTURE PERMIT APPLICATION**

PERMIT#: \_\_\_\_\_ CONSTRUCTION ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ UNIT#: \_\_\_\_\_ LOT#: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL 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: \_\_\_\_\_

COVERED PATIO \_\_\_\_\_ DECK \_\_\_\_\_ COVERED DECK \_\_\_\_\_ PORCH \_\_\_\_\_ AWNING \_\_\_\_\_  
SHED \_\_\_\_\_ RAMADA \_\_\_\_\_ CARPORT \_\_\_\_\_ GARAGE \_\_\_\_\_ WORKSHOP \_\_\_\_\_ REMODEL \_\_\_\_\_

SQ.FOOTAGE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ VALUATION: \$ \_\_\_\_\_

SETBACKS: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_

SIDE: \_\_\_\_\_ (L) SIDE: \_\_\_\_\_ (R)

**\* A site/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 SITE 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

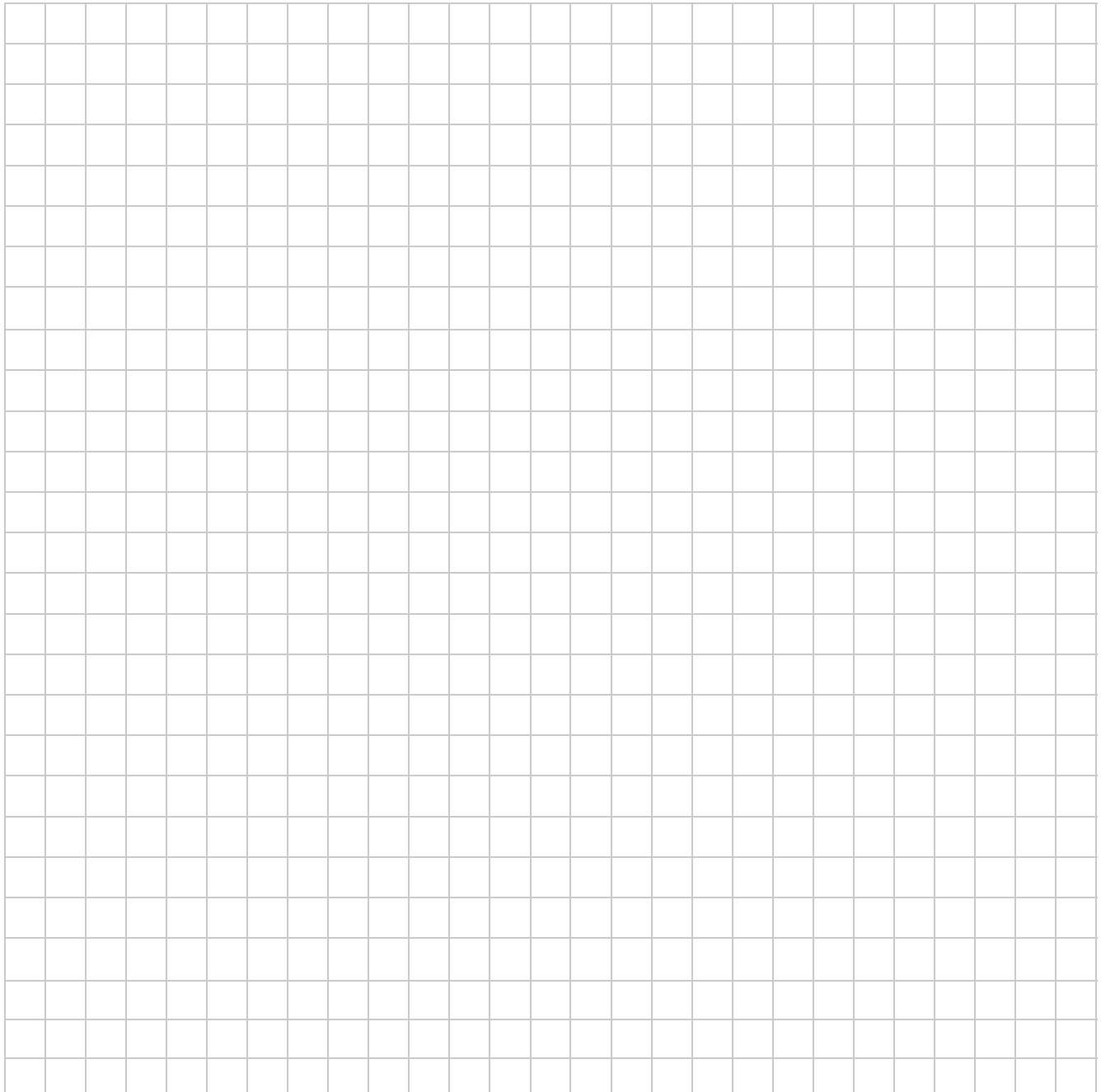
\_\_\_\_\_  
Date

### 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**

*4 squares = 1 inch*



**TOWN OF PRESCOTT VALLEY – SITE 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?**

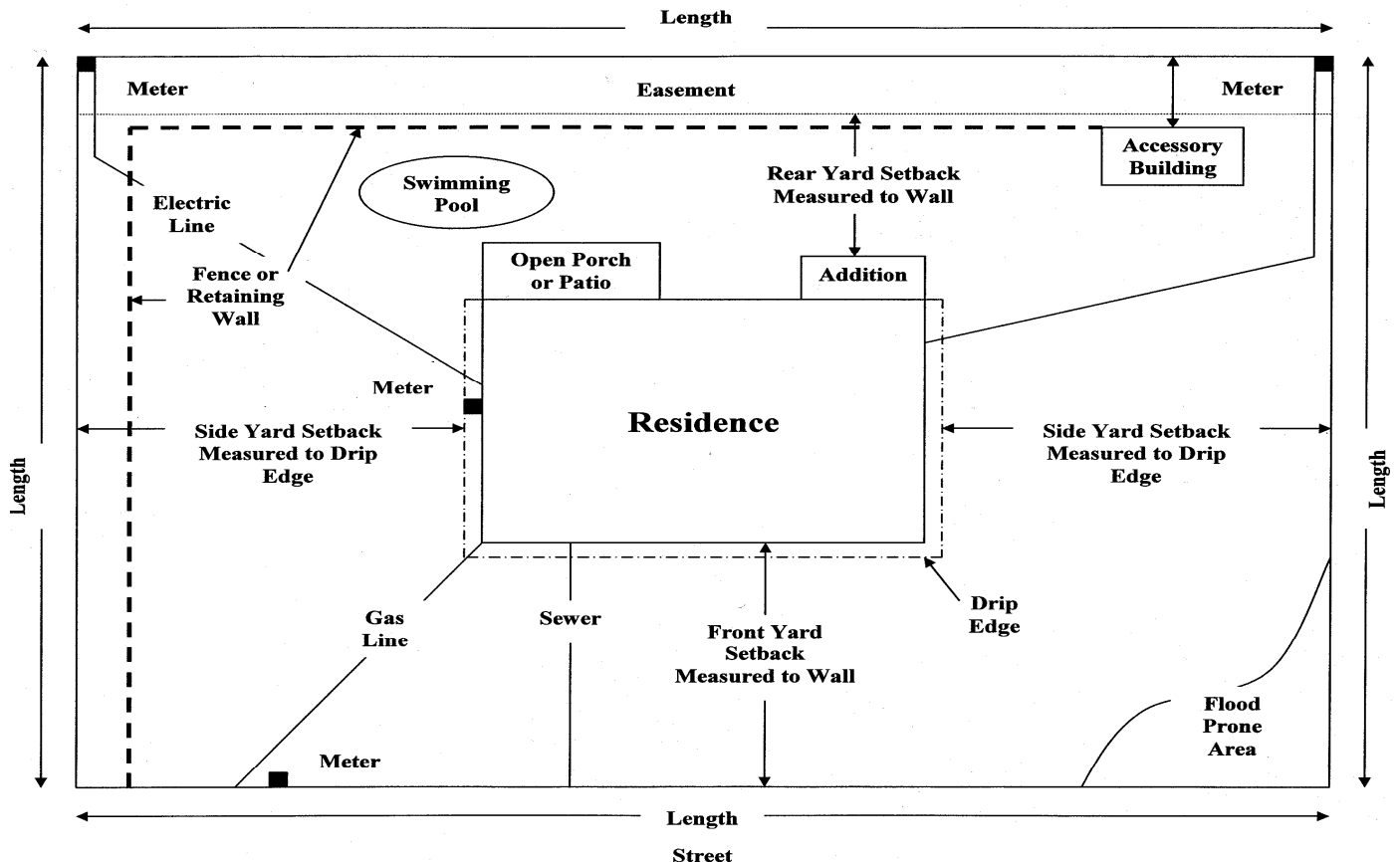
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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.



## **SITE PLAN REQUIREMENTS**

Prescott Valley Town Code **Article 13-03-050.C.** refers to site plans:

### **13-03-050.C. Site Plan.**

- C.** Contents: The owner or owners of property proposed for development shall submit to the Town of Prescott Valley a Site Plan indicating precisely what is planned for the property, and may include the following information as determined necessary by the officer charged with administering this Chapter:
1. Lot dimensions;
  2. All buildings and structures existing and proposed (including dimensions); Indicate roof over-hang on the site plan with a dashed line;
  3. Yards and spaces between buildings from overhang and from wall; Setbacks;
  4. Landscaping, screening and outdoor lighting as required by Article 13-26 of the Zoning Chapter;
  5. Off-street parking as required by Article 13-24;
  6. Vehicular, pedestrian and service access;
  7. Signs and lighting, including location;
  8. Outdoor storage and activities;
  9. Location and name of adjacent rights-of-way;
  10. Sewer Connection Plan;
  11. Easement locations and size;
  12. Other data as may assist in determining the effect of the development on surrounding property.



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**PROOF OF VALID CONTRACTOR'S LICENSE**

**A.R.S. SECTION 32-1169**

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

A.R.S. §32-1169, stipulates that any building permit issuing authority must require each applicant for a building permit to provide a signed statement that the applicant is currently licensed and include that applicant's current license number. The undersigned applicant for a Building Permit from the Town of Prescott Valley hereby certifies the applicant is a contractor licensed by the State of Arizona.

**Company Name:** \_\_\_\_\_

**License #:** \_\_\_\_\_ **AZ Privilege License#:** \_\_\_\_\_

**Bond Exemption Certificate (if the valuation exceeds \$50,000)**

The names of the following contractor's must be supplied in order for this application to meet submittal requirements.

General: \_\_\_\_\_ License #: \_\_\_\_\_

Framing: \_\_\_\_\_ License #: \_\_\_\_\_

Electrical: \_\_\_\_\_ License #: \_\_\_\_\_

Mechanical: \_\_\_\_\_ License #: \_\_\_\_\_

Plumbing: \_\_\_\_\_ License #: \_\_\_\_\_

Other: \_\_\_\_\_ License #: \_\_\_\_\_

If the applicant for a permit purports to be exempt from licensure, then the applicant must sign a statement containing the basis of the asserted exemption. The issuing authority may also require that the applicant provide a statement signed by the Registrar of Contractors to verify any purported exemption.

**Basis of Exemption:** \_\_\_\_\_

**THIS AFFIDAVIT IS REQUIRED UNDER STATE LAW TO BE COMPLETED AND SIGNED BY ALL APPLICANTS FOR A BUILDING PERMIT. UNDER STATE LAW, THE FILING OF AN APPLICATION CONTAINING FALSE OR INCORRECT INFORMATION WITH THE INTENT TO AVOID THE STATE LICENSING REQUIREMENTS CONSTITUTES UNSWORN FALSIFICATION, A CLASS 6 FELONY.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**



**DRAINAGE AND GRADING PLAN  
CUSTOM GRADED**

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Permit #: \_\_\_\_\_ Address: \_\_\_\_\_ Assess. Parcel #: \_\_\_\_\_

Unit/Lot: \_\_\_\_\_ / \_\_\_\_\_ Contact: \_\_\_\_\_ Ph.: \_\_\_\_\_ Fx.: \_\_\_\_\_

(If a larger drawing is available, please reference that drawing by title and date. Attach this sheet to that drawing no larger than 8 1/2 x 11)

*Please indicate North*

*Suggested Scale: 1 inch equals 20 feet*

**CERTIFICATE**

I certify that I have read and understand the Town's design details, standard criteria and special concerns and I will comply with all IBC and IRC codes as adopted by the Town and all Town Drainage and Grading (D&G) standards applicable at the time of permit issuance. I certify that all construction will conform to the approved D&G Plan and that no changes will be made without first obtaining approval of the Town of Prescott Valley. Prior to final approval for D&G, an engineer or approved licensed contractor shall certify compliance with this plan.

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Company Name**

**Contractor's License No.:** \_\_\_\_\_

- B General Residential
- B-4 General Residential Engineering
- C-2 Excavating, Grading & Oil Surfacing
- KA Dual Engineering
- KB-1 Dual Building
- KB-2 Dual Residence & Small Commercial
- K-2 Excavating, Grading & Oil Surfacing

## DRAINAGE AND GRADING

1. 2:1 slope maximum or 1:1 slope with erosion control (i.e., rip rap, grout slopes, etc.).
2. Set-backs for top of cut or toe of slope:
  - 2 ft. to property lines
  - 1 ft. to easement lines
3. **6" in 10 ft. slope away from structure minimum.** Swales should be sloped to the ditch or property line.
4. Stem wall 13" above high elevations of natural grade or provide a grading and drainage plan for cutting a pad.
5. A drainage and grading plan consists of the elevation corners of the lot and the structure at natural grade. Also provide elevations at the center of the road midway in front of the lot. These elevations will be compared to the finished floor elevation.





Development Services Department  
 Building Safety Division

Permit # \_\_\_\_\_

**DRAINAGE & GRADING FINAL CERTIFICATION**

In accordance with Town of Prescott Valley requirements, \_\_\_\_\_ has accomplished

Professional/Contractor

the following work at \_\_\_\_\_ and certifies that the drainage and

Property Address

Unit/Lot

grading meets the intent and substantially conforms to the approved engineering plans, International Building and Residential Codes, as adopted by the Town, and Town of Prescott Valley drainage and grading standards applicable at the time of Town approval of development.

1. Visual observation of the lot relative to the overall site grading and drainage.
2. Limited vertical elevation survey.
3. Follow-up visual observation and/or additional surveying if necessary to verify that any problem areas noted on the initial visit have been modified to conform to the drainage details shown on the approved drainage and grading plans.

DESCRIPTION	ELEVATION	
	Measured on site for final	On approved D&G plan
Finished Floor (FF)		
Finished Pad (PAD)		
Top/Curb @ NW corner		
Top/Curb @ NE corner		
Finished Grade @ SE corner		
Finished Grade @ SW corner		
Positive drainage away from foundation all sides and to designated outfall	Yes /ft	
Conforms to Approved Engineering Plans As Shown On The Attached Drawing/Plan		Yes/No
Means to divert roof water runoff a minimum of five feet from building has been installed, daylighted and flows into a positive drainage away from building.		Yes/No
*NOTE: If No, please provide a detailed explanation and sketch (to scale) on a separate sheet.		Yes/No

Note: Plan elevations shown are based on approved plans dated \_\_\_\_\_ and do not reflect as-built conditions.

Note: Return walls not in.

Professional Engineer Stamp

New structure construction on a vacant (site never built on) lot. The pad elevation will not exceed one (1) foot above the existing lot grade and that the finished lot grade will not exceed the grade of the abutting lots or the surrounding area. Furthermore, I have inspected the lot contour elevations and the new structure construction; lot grading will not have an adverse drainage impact on the abutting lots or the surrounding areas, and there will be no lot-to-lot drainage and no off-site drainage is being blocked-off.

This certification relates only to the conditions present at the time of the observation or follow up observations. Any grading or landscaping performed, by any party including the owner or their separate contractor, should preserve these drainage and grading patterns.

**CERTIFICATION**

- I certify that I will comply with Chapter 7 of the Town Code as adopted by the Town of Prescott Valley and all D&G applicable standards at the time of permit issuance. I affirm a State Board Registered Professional or an approved licensed contractor has certified compliance with the submitted Drainage and Grading Plan through this affidavit prior to requesting a final inspection request and Certificate of Occupancy.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Company Name

Professional/Contractor's  
License No.:

\_\_\_\_\_

- B General Residential
- B-04 General Residential Engineering
- CR-2 Excavating, Grading & Oil Surfacing
- KA Dual Engineering
- K-2 Excavating, Grading & Oil Surfacing
- KB-1 Dual Building
- KB-2 Dual Residence & Small Commercial



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**CERTIFICATION OF SITE-SPECIFIC SOIL CHARACTERISTICS AND CONDITIONS**

PERMIT#: \_\_\_\_\_ CONSTRUCTION ADDRESS: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ UNIT#: \_\_\_\_\_ LOT#: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please answer YES or NO to all conditions that apply to this site

- Yes  No Expansive soils on site but concrete footings and stem walls will penetrate through the clay soils and bear upon underlying soils or be filled with approved lean concrete slurry within 18 inches or more below finished grade.
- Yes  No Footings will extend through fill and will penetrate through the clay soils and bear upon underlying soils.
- Yes  No Existing fills on site? If yes, Soils Engineering Report Required
- Yes  No Proposed fill to be placed on site? If more than 12" outside of the building or more than 24" inside the building a Soils Compaction Report is Required..

**If the field conditions, as described in the above answers, are found to be different upon a field review, the Town may stop the project and require additional information or work tasks be accomplished prior to continuing with construction.**

- I/We agree to abide by the additional requirements the Town has imposed as a condition of granting this request per design for expansive soils 1805.8 IBC, or alternatively,
- I/We will exercise the option to retain an Arizona registered engineer, experienced and currently practicing in the area of Geotechnical Engineering in the private sector in this area of the State of Arizona to submit a soils report and alternative design solutions for review and approval. See attached soils report.

**I/We being the owner or duly authorized representative of the owner of the property located at the above address, hereby request the requirements of the International Building Code relative to soil reports be waived for the reasons stated above. As the owner or duly authorized representative of the owner for the aforementioned property, I/We authorize this document to become a part of the permanent record for this property.**

NAME (PRINTED): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**-----FOR OFFICE USE ONLY-----**

CERTIFICATION DENIED:

Your request for waiver of a soils investigation report cannot be granted for this project. Investigation of the site and Town records indicates problem soil conditions in the immediate area. A soils report and recommendations by an Arizona registered soils engineer will be required.

CERTIFICATION GRANTED WITH THE FOLLOWING CONDITIONS:

Based on the design submitted as shown on plans.

DEPARTMENT AUTHORIZATION \_\_\_\_\_

DATE \_\_\_\_\_

Field Inspection Follow Up:

- Site visit confirms above information. Date: \_\_\_\_\_ By: \_\_\_\_\_ Foundation bearing soils as described Date: \_\_\_\_\_ By: \_\_\_\_\_
- No site fills placed on site. Date: \_\_\_\_\_ By: \_\_\_\_\_ Foundation type, width & depth ok Date: \_\_\_\_\_ By: \_\_\_\_\_
- Fills placed & certified. Date: \_\_\_\_\_ By: \_\_\_\_\_ Floor subgrade prepared as directed Date: \_\_\_\_\_ By: \_\_\_\_\_



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**Owner-Builder Written Declaration**

I am an owner-builder who declares the following to subcontractors working on the project described below: I am improving the property named below for sale; and I will be liable for the city or town privilege tax for such contracting activity; and I have a valid city or town privilege license number as shown below. This declaration is made in accordance with Model City Tax Code section 415(c)(2).

A separate "Owner-Builder Written Declaration" is needed for each project.

**OWNER-BUILDER INFORMATION**

- A. Owner Name: \_\_\_\_\_
- B. Owner Address: \_\_\_\_\_  
(Full address of owner)
- C. Owner Phone: \_\_\_\_\_
- D. City of Town of: \_\_\_\_\_ Privilege License #: \_\_\_\_\_

**PROJECT INFORMATION**

- E. Job Address: \_\_\_\_\_  
(Full address of job)
- F. Subdivision Name: \_\_\_\_\_
- G. Lot Number: \_\_\_\_\_ Book/Map/Parcel: \_\_\_\_\_
- H. Check the Project Type:  
 Residential structure  Lot without structure  
 Other- describe: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION**

- I. Issued to: \_\_\_\_\_  
(Name of subcontractor)  
\_\_\_\_\_  
(Full address of subcontractor, including phone number)

I certify that the above information is correct and that I understand that making a false or fraudulent claim to aid or abet another to obtain a city or town privilege tax exemption is a Class One Misdemeanor [pursuant to Model City Tax Code section 580].

Owner-Builder Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_