



## Development Services Department

7501 E. Skoog Blvd.

Prescott Valley, Arizona 86314

Phone (928)759-5535

Fax (928)772-7829

email: [devserv@prescottvalley-az.gov](mailto:devserv@prescottvalley-az.gov)

## Manufactured/Mobile Home Application Checklist

Construction Address: \_\_\_\_\_

- Permit Application
- Deposit - \$64.20
- Survey **(1 copy)**
- 8 ½ X 11 Site Plan - 100 square foot minimum shed/storage
- Sewer Connection Plan (Town Form)
- Drainage and Grading Plan (Town Form)
- Culvert Application
- Soils Waiver Affidavit (Engineering specifications may also be required)
- Temporary Utility Agreement
- 8 ½ X 11 Floor Plan
- Contractor's License Statement
- All required FBB-DFB State Approved Stamped Plans – Site Specific
- Manufactured Home Acknowledgement
- HUD Certification
- All Forms Completed/With Original Signature/Dated By Applicant

Note: Separate permit for accessory storage



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**MANUFACTURED HOME CONSTRUCTION PERMIT APPLICATION**

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

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: \_\_\_\_\_

**TOTAL SQUARE FOOTAGES:**

LIVABLE: \_\_\_\_\_ GARAGE: \_\_\_\_\_ DECK (COVERED/UNCOVERED): \_\_\_\_\_

PORCHES: \_\_\_\_\_ PATIOS: \_\_\_\_\_

TOTAL SQ.FT. OF JOB: \_\_\_\_\_ VALUATION: \$ \_\_\_\_\_

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

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

➤ *100 square foot minimum shed/storage required per Section 13-07-020 of Town Code*

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_

YEAR: \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_ VALUE: \$ \_\_\_\_\_

SERIAL #: \_\_\_\_\_ SHED SIZE: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_

-----  
NAME (PRINTED): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# TOWN OF PRESCOTT VALLEY SITE PLAN

PLEASE INDICATE NORTH

PERMIT #: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

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

AFFIDAVIT

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

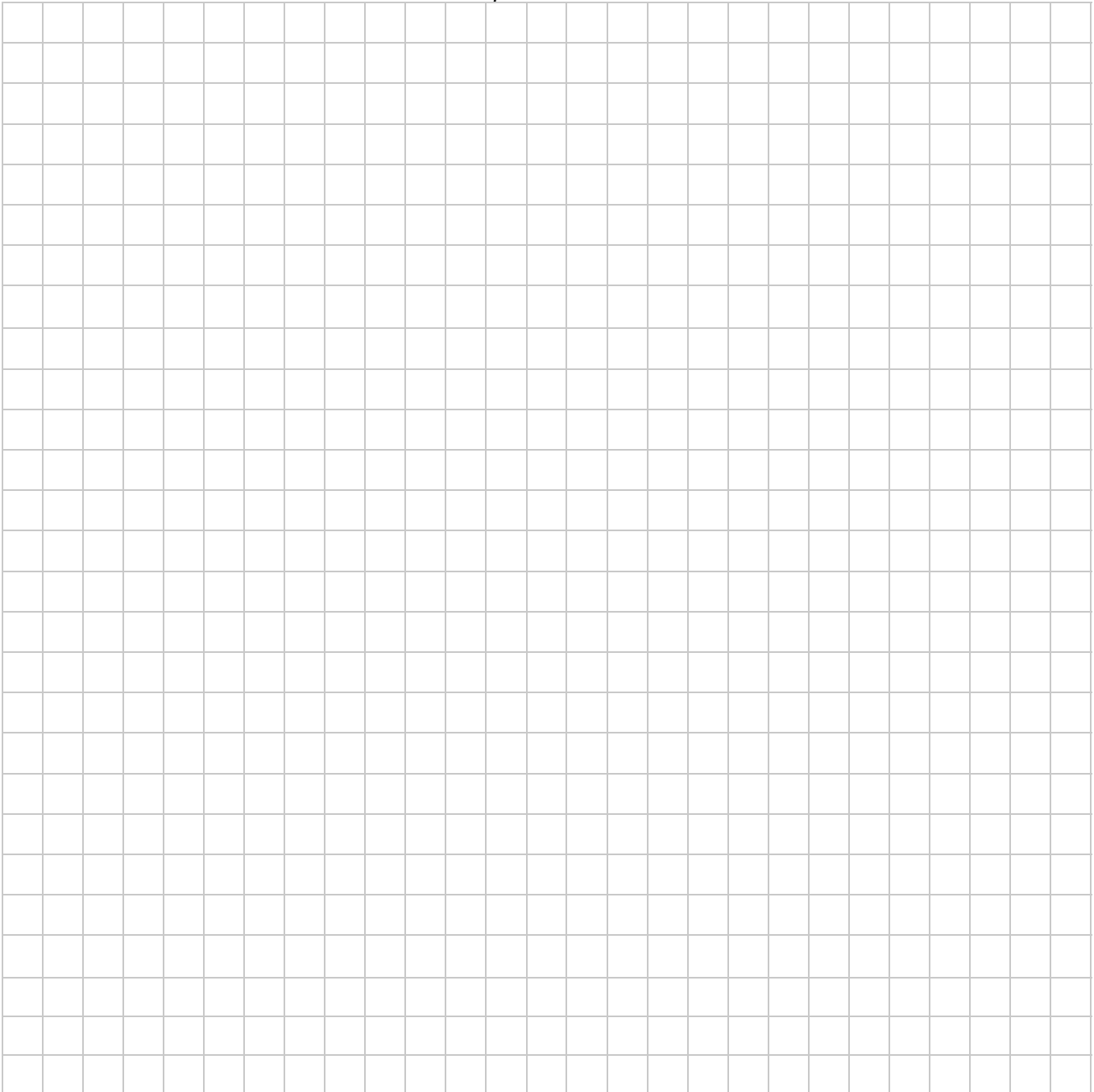
\_\_\_\_\_  
Date

## 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?**

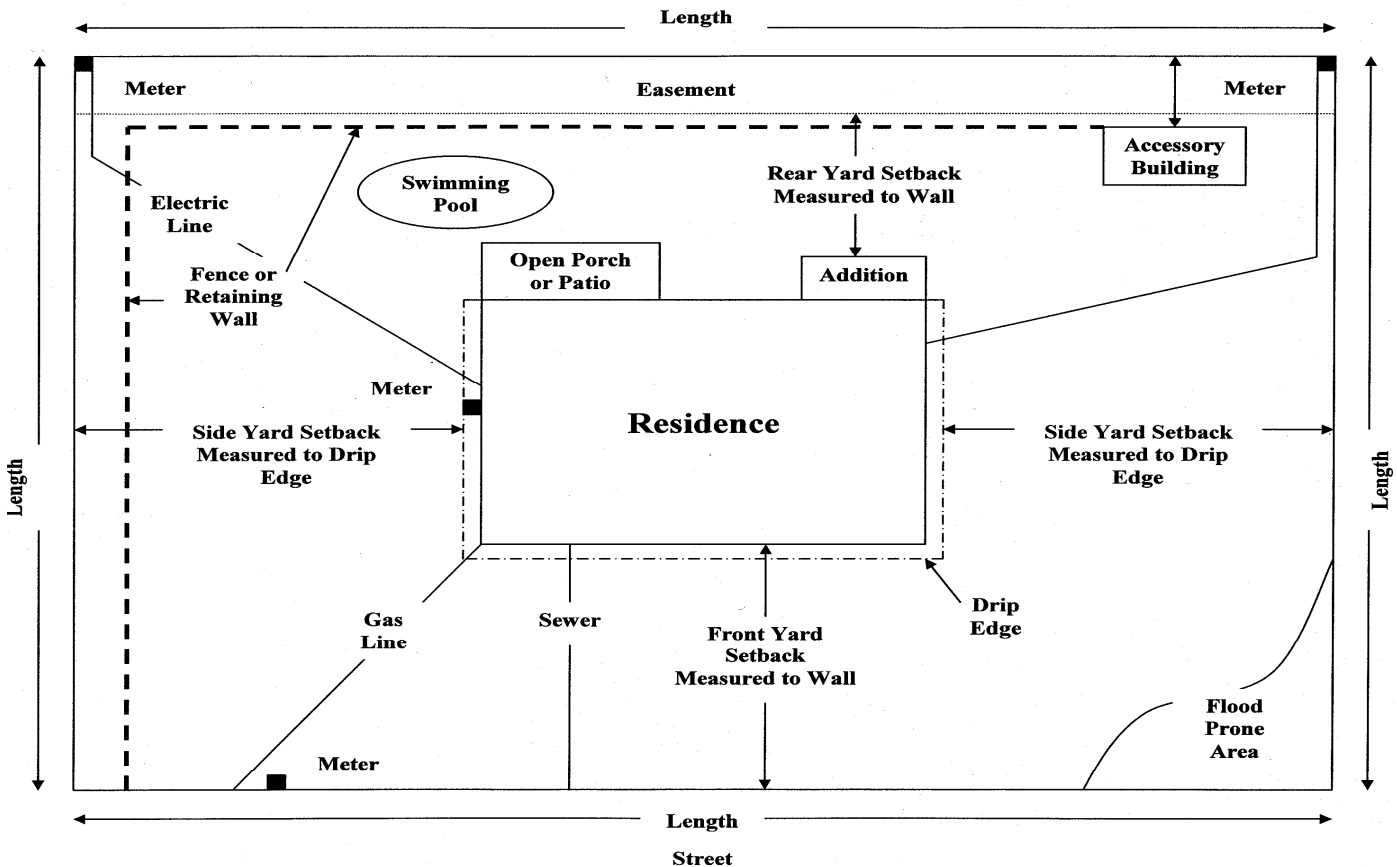
Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

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. Easement locations and size;
11. Other data as may assist in determining the effect of the development on surrounding property.



WATER METER & UTILITY SERVICE APPLICATION

7501 E Skoog Blvd • Prescott Valley, AZ 86314
Phone: 928-759-3020 • Fax: 928-759-5533
Email: customeraccounts@prescottvalley-az.gov

Town Use Only:
CID
LID
UNIT LOT
PARCEL #

Date: Permit Number

Business Name: (Commercial Property Only)

Applicant Name: Last First

Additional Name: Last First

Service Address: Zip

Mailing Address: Zip

Telephone Numbers: Home: Cell Phone:

Employer's Name: Telephone:

Are you the deeded owner of the property? Yes or No (circle one) If yes, the close of escrow date was

Property Owner or Manager's Name: Telephone:

Property Owner or Manager's Mailing Address:

The undersigned referred to as Applicant, at the above service address, hereby certifies that he/she is authorized to order the above requested water meter and agrees to pay all costs and fees due under this agreement including, but not limited to, attorney's fees and court costs.

1. A system capacity charge of \$ and a water resource fee of \$ per residential dwelling unit has been tendered. For connections other than residential, the system capacity charge is determined by a formula utilizing estimated water usage as a proportion of typical single-family residential water usage. (For this purpose, the typical monthly water usage by single-family residential units is estimated as 6,000 gallons.)

2. A water meter charge per the following meter size is also tendered herewith: (Note: Allow at least two weeks for installation)
5/8" = \$512.00 3/4" = \$601.00 1" = \$708.00 1 1/2" = \$1595.00 2" = \$1826.00

3. Deposits: Sewer \$, Water \$ are tendered herewith or Deposit waived due to account. Deposits shall be applied to an owner's utility account after 12 months of acceptable credit.

4. A non-refundable service fee of \$25.00 for technical and administrative services in providing the initial service to the customer.

Applicant Signature: Date:

Federal Tax Identification #: (Commercial Business Only)

Table with 2 columns: Development Services Staff Use Only and Utility Staff Use Only. Rows include Capacity Charge, Water Resource Fee, Meter Charge, Total Received, Cash, Check #, Credit Card, Trust, Received By, and Rev 04.01.22.

# SEWER CONNECTION PLAN

(SEWER TAPS IN RIGHT-OF-WAY REQUIRE A PUBLIC WORKS PERMIT AND INSPECTION)

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

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_ Bldg. sewer located on same side of lot as public sewer. \_\_\_\_ Bldg. sewer depth & location provides for gravity flow to  
Y/N Y/N public sewer.

\_\_\_\_ If Bldg. sewer location or gravity flow provisions are not in compliance, an Ordinance No. 268 waiver agreement must be

**Y/N** signed.

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I, \_\_\_\_\_, being the owner or duly authorized representative of the owner, of the property **located**  
**at** \_\_\_\_\_ **Unit:** \_\_\_\_, **Lot:** \_\_\_\_, **Parcel#:** \_\_\_\_\_ hereby certify that the location  
and depth of the building sewer stub-out fully conforms with all provisions of the Town of Prescott Valley Ordinance No. 268.

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

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



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**DRAINAGE AND GRADING PLAN  
CUSTOM GRADED**

**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 ½ x 11)

*Please indicate North*

*Suggested Scale: 1 inch equals 20 feet*

**CERTIFICATION**

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





**Application to Install Culvert  
In Town Right-of-Way**

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

**Owner Name:** \_\_\_\_\_ **Contractor Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_

Street address for Culvert

\_\_\_\_\_

Unit

\_\_\_\_\_

Lot

Carport/Garage: # of Cars \_\_\_\_\_

Primary Culvert \_\_\_\_\_

Use: (Residential, Commercial, Ind.) \_\_\_\_\_

Secondary Culvert \_\_\_\_\_

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Date of Application**

*FOR OFFICE USE ONLY*

Required Culvert Size: Diameter \_\_\_\_\_

Length \_\_\_\_\_

Gauge \_\_\_\_\_

Depth \_\_\_\_\_

Cover \_\_\_\_\_

Comments:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



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**AFFIDAVIT 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-----**

AFFIDAVIT 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.

AFFIDAVIT GRANTED WITH THE FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_



**TEMPORARY UTILITY FOR CONSTRUCTION AGREEMENT  
(NEW COMMERCIAL/RESIDENTIAL PROJECTS)**

The undersigned does hereby understand and agree that the temporary power for construction connected to the electrical equipment in the location to be used for permanent power is for **construction purposes ONLY**. This electrical power is not to be used as electrical power for occupancy of the building until a certificate of occupancy has been issued.

The certificate of occupancy and a final utility clearance will be issued when the Town of Prescott Valley’s Building, Public Works and Engineering and Planning and Zoning Departments requirements are completed, or arrangements have been made with the individual departments for completion of all their requirements. If the building should be occupied prior to the completion of the above requirements or compliance with this agreement, the Town of Prescott Valley Building Official shall, at his option have the right to order the temporary electrical power disconnected from the building, or portion of the building, which has been occupied without the proper certificate of occupancy or approvals. Neither the Town of Prescott Valley nor the utility company will be held liable for any damages caused by this loss of electrical power.

***I agree that I must complete my construction project within 365 calendar days and receive a certificate of occupancy prior to the 365<sup>th</sup> day, and further that I will not allow 180 days to elapse without an inspection in compliance with Chapter Seven of the Town of Prescott Valley ordinances. Failure to comply with this requirement may result in certain penalties levied against me and the expiration of this permit.***

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***Construction Address*** ***Construction Permit #***

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**Owner/Authorized Agent Signature** **Present Phone #**



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**MANUFACTURED HOME OWNER ACKNOWLEDGEMENT**

The undersigned acknowledges that he/she, as owner of a manufactured home to be located in Prescott Valley, is aware of the following construction and occupancy requirements and agrees to conform to them.

- A drainage and grading permit is required for lots in which 50 cubic yards or more of earth is cut or filled.
- Minimum 3 ft. x 3 ft. landings and adequate stairs are required for each exit door, and skirting is required before an electrical clearance will be called in to the utility company.
- A minimum 100 sq. ft. storage building/shed, attached or detached, is required for each lot before a certificate can be issued to occupy the structure.

\_\_\_\_\_  
**Owner Name (Please Print)**

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

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

**Mobile Home Certification**  
**For Purposes of Obtaining a Building Permit**

By Ordinance, the Town of Prescott Valley requires that any new or used mobile home brought into the Town Boundaries from outside immediate area or limits of the Town, be built to standards set forth by the Department of Housing and Urban Development.

The unit must have an approved label affixed to each part of the structure, which is to be assembled to form the total unit that clearly indicates compliance with the above requirement. No unit manufactured prior to June 15, 1976, is considered acceptable, according to Section 3282.8 of the Federal Register, page 3, Part A.

The undersigned hereby certifies that the structure complies with the above requirements, and if at a later date it may be determined by Town authorities that this is untrue, the permit to set up the structure shall be revoked and the unit or structure in violation shall be caused to be removed by the undersigned. Failure to do so will result in the Town removing said structure at the undersigned's expense.

**I have read the above and fully understand and agree to the terms:**

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mobile and Manufactured Home Supplemental  
Building Permit Information Form**

Purchaser's Name: \_\_\_\_\_

Site of Home: \_\_\_\_\_

Mobile/ Mfg. Home Serial Number: \_\_\_\_\_

Dealer: \_\_\_\_\_

Dealer Address: \_\_\_\_\_

Mobile/ Mfg. Home Sales Price: \_\_\_\_\_

Amount of Sales Tax Paid to Dealer: \_\_\_\_\_

Excavation Contractor: \_\_\_\_\_

(Circle One) Paid by:      Owner      Dealer

Installer: \_\_\_\_\_

(Circle One) Paid by:      Owner      Dealer