



**Development Services Department**

7501 E. Skoog Blvd.  
Prescott Valley, Arizona 86314  
devserv@prescottvalley-az.gov  
Phone (928) 759-3050  
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# Initial Project Review

PROCEDURAL GUIDE AND APPLICATION

*Please contact Development Services  
to submit your application and plans.*

***(928)759-3050***

## PURPOSE OF INITIAL PROJECT REVIEW

All proposed development projects are required to attend an Initial Project Review meeting. The purpose of the Initial Project Review meeting is to provide applicants with an opportunity to meet with staff from reviewing agencies, utilities, and Departments to review proposed projects prior to formal submittal. This gives the applicant the ability to garner feedback and make corrections in advance of a formal application.

It is the Town's commitment to provide a process that will assist applicants in formulating plans that can be reviewed and approved as quickly as possible. The more complete the IPR submittal, the better the feedback will be. Staff can be contacted in advance of the IPR meeting to answer questions you may have.

Initial Project Review meetings are scheduled for Wednesday mornings; projects submitted by noon on Wednesday will be scheduled for the following Wednesday morning.

**Initial Project Review packets will be submitted via email to [devserv@prescottvalley-az.gov](mailto:devserv@prescottvalley-az.gov) with the following *required* attachments:**

- Completed application including signature.
- Electronic copy of the project narrative. The project narrative should be a written discussion/background of the project, description of proposed uses, desired project timing, and any specific questions for staff.
- Electronic copy of the Development Site Plan (floor plan & elevations are *optional*).  
The Development Site Plan should, but is not required to include the following:
  - Street and cross street location map (Block level) (**Required**).
  - Topographic elevations.
  - Conceptual Drainage and Grading (by a licensed registrant for all commercial projects).
  - Landscaping, per Article 13-26 Site Development Standards.
  - Americans with Disabilities accessible route, per ADAAG Guidelines.
  - All exterior lighting, per Article 13-26a outdoor Lighting Requirements.
  - Parking (Number all parking stalls), per Article 13-24 Off Street Parking Requirements.
  - Off-site improvements.
  - Building(s) location, size, setbacks, building separation & height, including a description of the use(s) where applicable. Per Chapter 13 Zoning.
  - A floor plan and elevations of the building(s) – (Optional - need not be construction quality).
  - All utilities including: Water lines with locations and types of back flow prevention; Location of sanitary sewer.
  - Please provide required information to your licensed registrant to create a Development Site Plan.

**NOTE:** Please note not all the items above are not required; however, the more complete the submittal, the more thorough of a review may be conducted by staff.



**APPLICATION FOR INITIAL  
PROJECT REVIEW**

**Development Services**  
7501 E. Skoog Blvd.  
Prescott Valley, Arizona 86314  
Phone (928)759-3050  
Fax (928)772-7829  
email: [devserv@prescottvalley-az.gov](mailto:devserv@prescottvalley-az.gov)

No.: \_\_\_\_\_ Mtg. Date: \_\_\_\_\_ Mtg. Time: \_\_\_\_\_ Zoning: \_\_\_\_\_

Project Address: \_\_\_\_\_ Sect.: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Assessors Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
For meets and bounds attach legal description

Existing Use of Property: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acres: \_\_\_\_\_ Applicants Interest:  Own  Lease  In Escrow  Option to Buy

Name of Applicant/Agent: \_\_\_\_\_ Phone: H \_\_\_\_\_ W \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contact Person : \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Phone: H \_\_\_\_\_ W \_\_\_\_\_  
Address of Owner: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contact Person : \_\_\_\_\_

Reg. Design Professional: \_\_\_\_\_ Phone: \_\_\_\_\_  
Firm's Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**I, the undersigned, certify that all of the facts set forth in this application are true to the best of my knowledge and that I am either the owner of the property, or that I have been authorized in writing by the owner to file this application and checklist.**

\_\_\_\_\_  
**Print Name of Applicant/Agent    Signature    Date**

Submit this completed application via email to [devserv@prescottvalley-az.gov](mailto:devserv@prescottvalley-az.gov) with the following:

- Electronic copy of the Project Narrative
- Electronic copy of the Development Site Plan