



Public Works Department
7501 E. Civic Circle
Prescott Valley, Arizona 86314
(928) 759-3070
(928) 759-5514

Commercial Application Checklist Engineering

Permit #: _____ Construction Address: _____

- Transmittal Letter
- Engineering Application
- Application Fees – Fee of \$20.00 per sheet with application
- Engineers Estimate
- Certificate of Assured Water Supply
- Project Plat (5 sets)
- List of Additional Easements
- Construction Plan Set/SWPPP Plan (3 sets)
- SWPPP Report
- Design Reports – Water/Sewer/Drainage/Soils Report
- Previous Redline Comments – If Applicable
- Traffic Impact Analysis – TIA
- All Forms Completed/Signed – Original Signatures/Dated By Applicant

***** All Engineering documents must be sealed. They must be signed or stamped “Preliminary”, “Draft” or “Not for Construction”.**

Taken in/Reviewed by: _____ Date: _____

(This application checklist must be returned with completed application)



**TOWN OF PRESCOTT VALLEY
PUBLIC WORKS/ENGINEERING APPLICATION**

Engineering Development Plan Review App. No. _____

Development Name: _____
 Project Name: _____
 Project Description: _____ APN (if available) _____ - _____ - _____

APPLICANT /OWNER NAME & MAILING ADDRESS: _____ _____ PHONE: _____ CELL: _____ FAX: _____ E-MAIL: _____	FOR OFFICE USE ONLY A/P/D #: _____ APPLICATION DATE: _____ INITIAL FEE: _____ RECEIPT # & DATE: _____ TAKEN BY: _____ IS THERE A RELATED FINAL DEVELOPMENT PLAN SUBMITTAL? <input type="checkbox"/> Yes <input type="checkbox"/> No
ENGINEER/ARCHITECT NAME & MAILING ADDRESS: _____ _____ PHONE: _____ CELL: _____ FAX: _____ E-MAIL _____	
OTHER CONTACT NAME & MAILING ADDRESS: _____ _____ PHONE: _____ CELL: _____ FAX: _____ E-MAIL _____	
PLAN/REPORT NAME 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ If application is for review of construction plans/reports, please list individual plan sets/reports and the number of sheets/pages in each plan set/report separately.	NUMBER OF SHEETS/PAGES _____ _____ _____ _____ _____
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.	
Signature _____ Please Print Name _____	Date _____