



DEVELOPMENT SERVICES INFORMATION REFERENCE LISTING

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

The following is a general reference to assist in directing information inquiries to proper staff persons. First person listed denotes primary contact.

NATURE OF INQUIRY	STAFF PERSON (S)
Abandoned Vehicles	Code Enforcement Officer, Code Enforcement Supervisor
Abatement Activity	Code Enforcement Supervisor, Administrative Staff
Address Inquiry Only	Permit Technician, Code Enforcement Officer
Administrative Hearing Officer	Executive Management (759-3100)
Administrative Hearing Officer - Payment	Administrative Staff
Annexations	Planner, Development Services Director
Assigning New Addresses	Tyler Leman, GIS (759-3129)
Appointments with Director	Administrative Staff
Assessors Parcel Number Inquiries	Permit Technician, Code Enforcement Officer
Board/Commission Agendas and Minutes	Administrative Staff
Building Code Questions	Building Inspector, Chief Building Inspector, Plans Examiner
Building Permit Submittals	Permit Technician
Business Licensing	Town Clerk (759-3135), Code Enforcement Officer
Census Data	Planner, Development Services Director
Culverts	Public Works (759-3070)
Cut and Fill	Public Works (759-3070)
Demographics	Planner, Development Services Director
Density Requirements	Planner, Development Services Director
Drainage and Grading	Public Works (759-3070)
Driveway Requirements	Public Works (759-3070)
Economic Development	Economic Development Manager (759-3106)

Fence/Wall Permits	Permit Technician
Fire Codes	Central Yavapai Fire District (759-9933)
Flood Plain Information	Engineer/Engineering Technician (759-3070)
Footings	Building Inspector, Chief Building Inspector, Plans Examiner
Gas Yard Lines	Building Inspector, Chief Building Inspector, Plans Examiner
General/Comprehensive Plan	Planner, Development Services Director
Graffiti	Police Department (772-9261)
Grants	Planner, Development Services Director
Home Occupations	Code Enforcement Officer, Code Enforcement Supervisor
Improvement Districts	Planner, Development Services Director
Initial Project Reviews	Planner
Liens – Judgment and/or Abatement	Administrative Staff
Land Use Data	Planner, Development Services Director
Litter	Code Enforcement Officer, Code Enforcement Supervisor
Livestock Privileges	Code Enforcement Officer, Code Enforcement Supervisor
Lot Number Inquiries	Planner, Permit Technician
Maps	GIS (759-3126)
Monthly Reporting	Administrative Supervisor, Administrative Staff
Multiple Family Zoning	Code Enforcement Officer, Code Enforcement Supervisor, Planner
Natural Gas Yard Lines and Permits	Building Inspector, Chief Building Inspector, Plans Examiner
Neighborhood Tool Box Program	Code Enforcement Officer, Code Enforcement Supervisor
Ownership Information	Yavapai County Assessor Web Site @ gis.yavapaiaz.gov
Parking and Paving Requirements	Code Enforcement Officer, Code Enforcement Supervisor
Permitting Issues	Permit Technician
Planned Area Developments	Planner, Development Services Director
Population	Planner, Development Services Director
Propane Tank Requirements and Permits	Building Inspector, Chief Building Inspector, Plans Examiner, Central Yavapai Fire District (759-9933)
Records Requests	Town Clerk (759-3135)
Retaining Walls	Plans Examiner, Building Inspector, Chief Building Official
Road Improvements and Complaints	Public Works (759-3070)
Sales Tax	Management Services (759-3010)
Septic Permits	Yavapai County Development Environmental Services
Setbacks	Code Enforcement Officer, Code Enforcement Supervisor, Planner
Sewer Assessments	Management Services (759-3010)
Sewer Requirements and Complaints	Public Works (759-3070)

Sign Permits	Planner
Signage Requirements	Code Enforcement Supervisor, Planner
Site Plan Requirements - Residential	Code Enforcement Officer
Site Plan Requirements – Commercial	Code Enforcement Supervisor
Status of Permit	Permit Technician
Subdivisions	Planner, Development Services Director
Sub-Standard Housing	Chief Building Inspector
Temporary Housing Permits	Permit Technician, Chief Building Inspector
Travel Trailers and Recreational Vehicles	Code Enforcement Officer, Code Enforcement Supervisor
Use Permits	Planner, Administrative Staff
Variances	Planner, Administrative Staff
Violations – Building	Chief Building Inspector, Building Inspector, Plans Examiner
Violations – Zoning	Code Enforcement Officer, Code Enforcement Supervisor
Weeds	Code Enforcement Officer, Code Enforcement Supervisor
Zoning Information	Code Enforcement Officer, Code Enforcement Supervisor
Zoning Map Changes	Planner, Development Services Director