



Planning Site Plan Checklist

Over-the-counter Reviews Only

Site plan must show entire lot and be to scale. Examples of acceptable scales are 1"=10', 1"=20', and 1/8"=1'. Site plan must be legible and scale shall accurately reflect parcel configuration. Provide three copies of site plan. *Site plans for walls alone shall be required to provide only the items listed with an asterisk (*).*

- *Provide Zoning
- *Site address, assessor's parcel number (APN), Q.S., lot & subdivision
- *North arrow
- *Written and graphic scale
- WALLS ONLY**
- *Label Lot dimensions
- *Identify street dimensions and sidewalk improvements
- *Label and dimension all easements (represent on plan with dashed lines)
- *Label and dimension all required setbacks to the property line
- *Label and dimension all proposed setbacks (property line to structure, and all distances between structures)
- *Include FEMA block. Additions that are located within a flood zone or are adjacent to washes cannot be reviewed without approval from Stormwater Management staff. This information can be obtained by calling Records dept. at 480-312-2356

- Vicinity Map
- Net Lot Area
- Provide total square footage calculations for all existing improvements including livable area, garages, patios and detached structures
- ADDITIONS**
- Provide total square footage data for all proposed additions
- Provide all wall and retaining wall heights, both existing and proposed by elevation or footage; provide means to convey drainage through wall/fence as required
- Retaining walls need approval by engineering
- Identify lowest floor elevations on plan (88 Datum) (If attached bldg dept. checks it matches existing; if detached, planning dept. checks, see engineering for approval)
- Provide three top of curb elevations to verify building height compliance (If no curb, provide edge of road/pavement)
- Call out height and/or elevation of roof parapets and ridges on the elevation sheet
- NOTE: All exterior light fixtures which contain light bulbs of 100 watts or greater shall be fully shielded and directed downward.
- NOTE: All mechanical equipment (air condition, pool equip. etc.) shall be screened a min. of 1' above the highest portion of the equipment from all sides and shall be compatible with adjacent building. Show the location on the site plan.
- NOTE: Guesthouse shall never be offered for rent. Guest homes on lots under 35,000 sq. ft. may not provide cooking facilities.
- Comply with the City of Scottsdale Native Plant Ordinance. Show location of all protected species on the site plan. Provide native plant inventory as performed by a City of Scottsdale approved salvage contractor. Identify name of salvage contractor. If no protected plants exist, provide NOTE: No protected native plants will be affected by construction.

Planning & Development Services Department

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