

INTRODUCTION

This chapter presents an overview of the city's development process to assist design professionals in preparing plans and reports needed for project development. It identifies requirements for preparing improvement plans and documents to submit for city review and approval.

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- 1-2 Improvements Plan Requirements

One Stop Shop

7447 E. Indian School Road
Suite 100
480-312-2500

Advance Planning, Policy & Design

7506 E. Indian School Road
480-312-7990

Current Planning

7447 E. Indian School Road
Suite 105
480-312-7000

Plan Review

7447 E. Indian School Road
Suite 125
480-312-7080

www.ScottsdaleAZ.gov/Design/DSPM



DEVELOPMENT PROCESSES

This section provides details of Scottsdale's 5-phased development process – which normally begins with a pre-application, followed by formal application and entitlement, plan review and permitting, inspections, and ultimately, issuance of a certificate of occupancy. It also identifies plan submittal requirements and anticipated review timeframes.

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GENERAL INFORMATION

1-1.000

The Design Standards and Policies Manual (DS&PM) presents clear and concise technical requirements, policies, and processes to enable design professionals to prepare plans and reports necessary for development of both public and private projects within the city.

The City of Scottsdale Planning and Development Service's mission is to assist the development and improvement of property in a way that protects the public's health, safety, and welfare, recognizes landowners' rights, and achieves the lasting value and quality of life. The city accomplishes this through processes that enable compliance with zoning and technical codes, and advance the community's vision and values, which are then reflected in the built environment (see Figure 1.1-1 below).

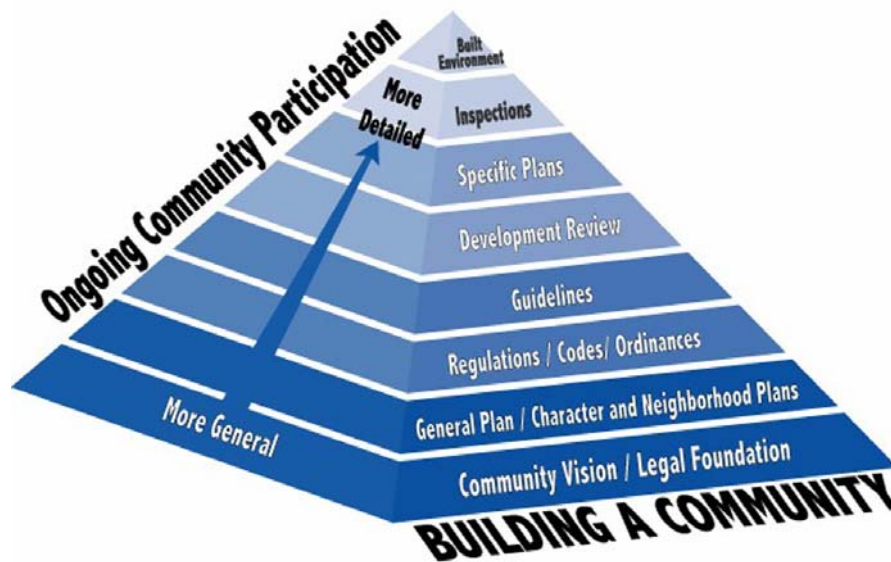


FIGURE 1.1-1. COMMUNITY DEVELOPMENT PYRAMID

This manual consists of ten chapters that address the development process, site planning issues, land divisions and dedications, grading and drainage, transportation, water systems, wastewater systems, medians, parks and trails, public works and facilities, and native plants. The information is presented in a sequence that parallels developing a raw tract of land from site planning and platting issues to grading and drainage considerations and through the rest of the chapters.

These guidelines clarify and supplement requirements in the Scottsdale Revised Code, including the zoning and subdivision ordinances, floodplain and stormwater regulation, fire and building codes, and other regulations for land development and construction within Scottsdale. The intent is to assist homeowners, architects, developers, engineers, contractors, and others through the development process.

1-1.100

DEVELOPMENT PROCESS

Land development in Scottsdale typically involves five steps as shown in Figure 1.1-2 below. Fewer steps may be necessary for less complex projects such as a residential development project or those eligible for a minimum building permit. See www.scottsdaleaz.gov/onestopshop for a list of minimum permit activities.



FIGURE 1.1-2. SCOTTSDALE DEVELOPMENT PROCESS

1. **Pre-Application:** Most development activities begin with a pre-application to the city, which will help identify the process, submittal requirements, review parameters, and timeframes. See [Figure 1.1-3](#) for projects requiring a pre-application (pre-app), and [Section 1-1.200](#) for a discussion of the pre-app process.
2. **Entitlement Process:** The Entitlement Process consists of making a formal application to the city and obtaining development approval through one or more of the four public hearing approval processes (see [Section 1-1.300](#)). Neighborhood notification and involvement requirements must be met PRIOR to formal application. See [Section 1-1.301](#) for a discussion of these processes. Once neighborhood notification and involvement requirements are met and formal application is made, projects must go through specific approval processes identified in [Figure 1.1-3](#). Residential development that complies with current Zoning District development standards and minimum permits can bypass this entitlement step; all other projects must complete the entitlement process before submitting for Plan Review and Permitting.
3. **Plan Review & Permitting:** This step consists of preparing plans, submitting documents for plan review, and obtaining permits for all construction activities (see [Section 1-1.400](#)). Timeframes for 1st, 2nd, and 3rd reviews differ by project type.
4. **Inspections:** All permitted construction activities must be inspected by the city's Inspection Services staff. See [Section 1-1.500](#) for inspection information.
5. **Certificate of Occupancy:** Obtaining a Certificate of Occupancy (C of O) is the final step before any development can be occupied or used. Prior to the issuance of a certification of shell building or a final C of O there must be full compliance with all stipulations of the Development Review Board. See [Section 1-1.600](#) for C of O requirements.

DEVELOPMENT APPROVAL PROCESSES							
Project Type	Other Processes			Public Hearing Processes			
	PA	N/C	SA	BOA	PC	CC	DRB
Abandonment	✓	N			✓	✓	
Amended Development Stds.	✓	C			✓	✓	
Amended Stipulations	✓	C			✓	✓	
Annexation	✓	C			✓	✓	
Commercial Repainting	✓	*	*				*
ESLO Hardship Exemption	✓	N				✓	
General Plan Amendment	✓	N			✓	✓	
Land Divisions/Assemblage			✓				
Master Planned Community	✓	*			✓	✓	*
Master Sign Plan	✓	*					✓
Master Site Plan	✓	N			✓	✓	
Municipal Use Master Site Plan	✓	N			✓	✓	
New Construction—Major	✓	N					✓
New Construction—Minor	✓	*	*				*
Release of Easement			✓				
Rezoning	✓	C			✓	✓	
Subdivision Plat	✓	N				✓	✓
Text Amendment	✓	C			✓	✓	
Use Permit	✓	N			✓	✓	
Wash Modification (ESL)	✓	*	✓			*	
Wireless Comm. Facility	✓	C	*		*	*	*
Zoning Variance	✓	C		✓			
PA = Pre-Application SA = Staff Approval BOA = Board of Adjustment PC = Planning Commission CC = City Council DRB = Development Review Board			N = Neighborhood Involvement Policy C = Citizen Review Policy <i>* A pre-application meeting will determine what process will be required; in some instances a staff approval may be issued, in others a public hearing will be necessary.</i>				

FIGURE 1.1-3. DEVELOPMENT APPROVAL PROCESSES

PRE-APPLICATION

- Most development projects require a Pre-Application. See [Figure 1-1.3](#) for a listing of projects that require pre-applications. Pre-application (Pre-App) process and forms are available at the One Stop Shop or at www.scottsdaleaz.gov/bldgresources/devprocess.

Note: A pre-application is NOT required for single family residences (where development complies with current Zoning District development standards) and for minimum permits. Minimum permits can be obtained directly from www.scottsdaleaz.gov/onestopshop.

1-1.200

1-1.201**SUBMITTAL REQUIREMENTS**

The specific pre-application requirements will vary by project type (see the pre-application form), but all submittals must include the following:

- Pre-Application Questionnaire and Fee
- Conceptual Drawing
- Transparency
- Context Photos
- Records Packet – Assessors Map, Zoning Map, Water & Sewer Maps, and Aerial Photo.

These documents can be purchased at Records or downloaded from the Digital Map Center at <http://eservices.scottsdaleaz.gov/dmc>.

1-1.202**PRE-APPLICATION CONFERENCE**

Pre-application conferences are usually scheduled 1 to 2 weeks after the pre-app submittal. The pre-application meeting is typically a 1/2 to 1-hour meeting where the applicant meets with the assigned Principal Planner to discuss the project request. The initial meeting is scheduled within one week of receipt of pre-application. This meeting provides the City and the applicant a more complete understanding of the size, scope and feasibility of the request. One Stop Shop will call to schedule the pre-application meeting.

Following the meeting with the principal planner, the application will be processed in one of three ways:

1. Staff approval
2. Complete Pre-Application review
3. An additional meeting to conduct further review

Download a complete listing of issues at www.scottsdaleaz.gov/bldgresources/developer/.

1-1.300**ENTITLEMENT PROCESS**

The Entitlement Process consists of making formal application to the city and gaining development approval, and may include a pre-app, neighborhood notification and involvement, staff approval, and approval from one or more of the following public hearing approval processes—Board of Adjustment, Planning Commission, City Council, and Development Review Board. (See [Figure 1-1-3](#) for specific approval processes.)

Single family residential development that complies with current Zoning District development standards and minimum permits can bypass the entitlement process; all other projects must complete the entitlement process before submitting for Plan Review and Permitting. Neighborhood notification and involvement requirements must be met PRIOR to formal application.

1-1.301**NEIGHBORHOOD NOTIFICATION & INVOLVEMENT**

Scottsdale has two distinct neighborhood notification and involvement policies: the Neighborhood Involvement Plans and the Citizen Review Process; staff determines which policy is applicable based on the type of project being proposed. [Figure 1-1.3](#) lists the most common project types and identifies the required notification policies and approval process.

Neighborhood notification and involvement requirements must be met PRIOR to formal application. The goal is to ensure notification and community involvement prior to the filing of a formal application. Additional notification is required for the public hearing process pursuant to State Statutes and the Scottsdale Zoning Ordinance. See [Appendix 1-1A](#) and www.scottsdaleaz.gov/bldgresources/devprocess/.

A. Neighborhood Involvement Plans

1. Neighborhood Involvement is required for the following projects:
 - General Plan Amendments
 - Conditional Use Permits (including Municipal Use Master Site Permits)
 - Abandonments
 - Development Review Board cases (Design Review)
 - Board of Adjustment cases

The scope and scale of the project influence the specific requirements that are outlined by staff at the pre-application conference.

2. Typical Neighborhood Involvement Requirements
 - Inform neighbors of proposal
 - Post a "Project Under Consideration" sign on the property
 - Hold an open house
 - Create a Neighborhood Involvement Report that documents completion of requirements

B. Citizen Review Process

Much more detailed and complex than the Neighborhood Involvement Plans, the Citizen Review Process is intended for the more intricate projects with a greater impact on neighboring properties.

1. The Citizen Review Process is required for:
 - Rezonings
 - Zoning Ordinance Text Amendments
 - Zoning Stipulation Amendments
 - Council Approved Amended Development Standards
 - City Council Site Plan Approvals
2. Typical Citizen Review Process Requirements
 - Submit a Citizen Review Plan prior to notification and involvement efforts
 - Inform neighbors of proposal
 - Post a "Project Under Consideration" sign on the property
 - Hold at least one open house
 - Create a Citizen Review Report that documents completion of requirements

FORMAL APPLICATION SUBMITTAL

At the pre-application conference, the project coordinator provides the applicant with the appropriate application checklist for the formal submittal. Submittal requirements are project-specific, and vary by project type, scope, and the approval process required. All submittal requirements must be completed before the application will be accepted. Submit complete application materials to the One Stop Shop. A Pre-Submittal meeting with the coordinator is required. Planning staff will confirm that the submittal package is complete for filing.

1-1.302

1-1.303**STAFF REVIEW**

Within 30 days of the formal submittal, staff will provide a letter to the applicant with one of the following:

- List of issues that need to be resolved before public hearing date is set, or
- List of project stipulations/requirements and tentative public hearing date.

If new/revised materials need to be submitted in response, staff review time for the review of these materials is approximately 2 weeks. Once identified issues have been addressed, projects are scheduled for public hearing.

Process flowcharts can be found at www.scottsdaleaz.gov/bldgresources/flowcharts/.

1-1.304**PUBLIC HEARINGS**

There are four types of public hearings that may be a part of the entitlement process: the Board of Adjustment, Planning Commission, City Council and Development Review Board. See [Figure 1-1.3](#) for common project types and which public hearing, if any, is required.

The application, all maps, plans and other accompanying data and material is of public record and is available for public inspection during office hours in the Records Division. Summary information and key application materials are also posted to a Case Fact Sheet online at www.scottsdaleaz.gov/projects/projectsinprocess/.

A. Board of Adjustment (BOA)

The Board of Adjustment generally meets once a month, and has the power to review and approve variances from zoning ordinance requirements and administrative decisions (Zoning Interpretations) that create unnecessary hardships in the development of property because of exceptional or extraordinary conditions. If a proposed project does not comply with the Zoning Ordinance requirements, but the applicant does not want to rezone or request amended development standards, Board of Adjustment approval must be obtained prior to proceeding through any other entitlement process.

Board of Adjustment cases are typically scheduled for public hearing within 4 to 6 weeks of formal submittal. For more information, visit www.scottsdaleaz.gov/boards/BOA/ or call 480-312-7000.

1. Zoning Ordinance Variances

The Board of Adjustment typically hears requests for variances from zoning development standards, such as set backs, open space requirements, and building heights. See www.scottsdaleaz.gov/bldgresources/forms for a zoning ordinance variance checklist.

A variance shall not be authorized unless the Board shall find sufficient evidence of the following (as required by state statute):

- a. There are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district; and
- b. Such special circumstances were not created by the owner or applicant; and
- c. The authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; and
- d. The authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to the adjacent property, to the neighborhood, or to the public welfare in general.

The Board of Adjustment is not authorized to:

- Make any changes in special circumstances self-imposed by the property owner, or
- Adjust or change conditions placed by the City Council at the time of rezoning or use permit approval.

2. Zoning Interpretations

The Board will hear appeals from decisions made by staff responsible for interpreting and enforcing the Zoning Ordinance. These appeals shall be filed within 30 days of such decisions on a form provided by the City. For more information on requesting Zoning Interpretations, contact the Current Planning office at 480-312-7000.

3. Appeals

Board of Adjustment decisions may be appealed to the Maricopa County Superior Court; any appeal must be made to the Court within 30 days of the Board's decision. The special action is filed as a civil matter at the Court Clerk's office counters at the following locations:

- Downtown Phoenix: 201 W Jefferson
- Southeast Campus (Mesa): 222 E Javalina

For more information on fees and filing a special action, contact the Clerk of the Superior Court at 602-506-3676 or go to www.superiorcourt.maricopa.gov.

PLEASE NOTE: This information is for informational use only, and does not constitute legal advice. Those who wish to file a special action may wish to retain counsel.

B. Planning Commission

The Planning Commission typically holds public meetings twice a month (Wednesdays) on all matters relating to:

- Creation of zoning districts,
- Amendments to all zoning ordinances and
- Any other matter within the scope of the zoning power.

The Planning Commission acts as an advisory board to the City Council on land use and zoning matters; the Council has the final ruling. The Planning Commission is also authorized to confer with other advisory commissions, such as the Transportation or Historic Preservation Commissions.

Typical cases to be heard before the Planning Commission include, but are not limited to:

- Rezoning Request (ZN) - rezone from current zoning designation to another.
- General Plan Amendment (GP) - change the general plan from current land use designation to another designation. See www.scottsdaleaz.gov/generalplan.
- Use Permit (UP) - request for a use listed as "conditionally permitted" in the zoning district. See www.scottsdaleaz.gov/bldgresources/devprocess/.
- Abandonment (AB) - request for the City to release its interest in public right of way, roadway easement and alleys.
- Municipal Use Master Site Plan (MUP) - all City projects over 1 acre.

For Planning Commission process, see [Figure 1.1-4](#) below; additional information is available at www.scottsdaleaz.gov/bldgresources/devprocess/.

C. City Council

The City Council makes the final determination of approval or denial of cases that are heard by the Planning Commission (see [Figure 1.1-3](#)). The Council hears all matters concerning or relating to General Plan Amendments, zoning district map amendments, zoning ordinance text amendments, conditional use permits, conditional use permit revocations, municipal use master plans, abandonments, and appeals from Development Review Board. For more information, visit www.scottsdaleaz.gov/bldgresources/devprocess/.

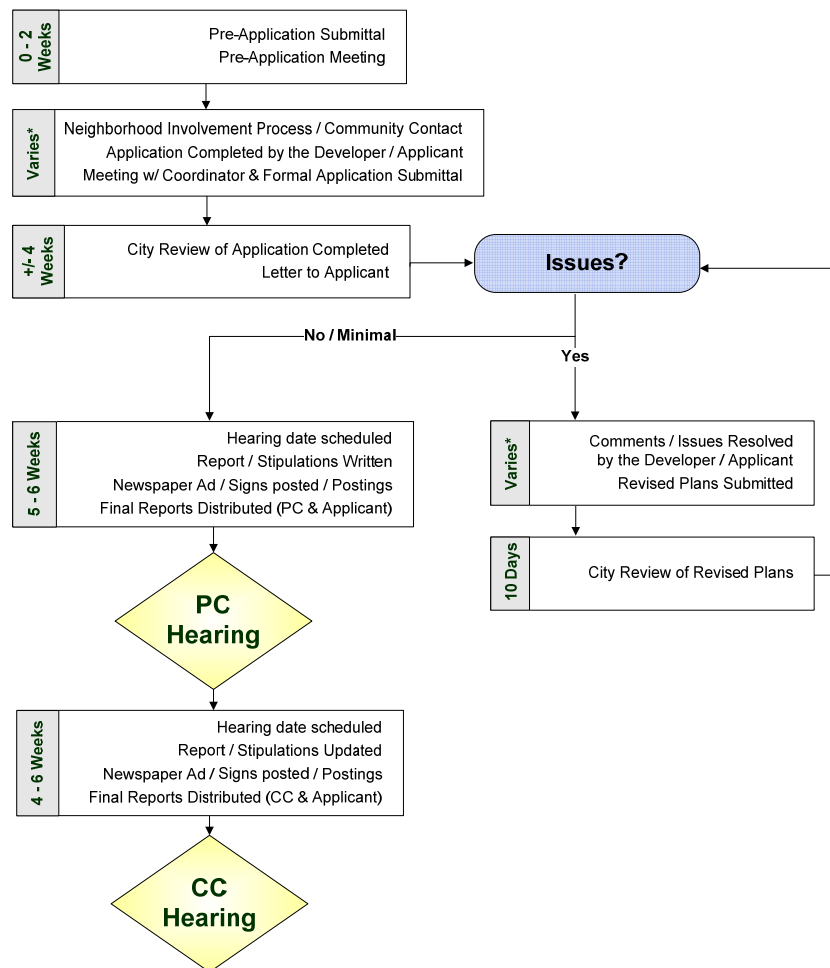


FIGURE 1.1-4. PLANNING COMMISSION / CITY COUNCIL PROCESS

A few case types (ESLO Hardship exemptions, development agreements, etc) go directly to City Council for approval (www.scottsdaleaz.gov/bldgresources/devprocess/). In many cases, these projects are still required to complete some aspect of neighborhood notification and involvement.

Most Council decisions go into effect 30 days after Council approval (Rezoning, Text Amendments, etc.), but some Council approvals are effective immediately (Use Permits) and some are not effective until recording (Plats). The project coordinator will notify applicants of specific effective dates for each project. See [Figure 1.1-4](#) for the City Council approval process.

1. Written Protest by Property Owners

Legal protests may be filed against a requested rezoning (zoning map amendment) subject to the following requirements:

- a. The legal protest against a proposed rezoning shall be filed in writing with the City Clerk at or before 12:00 noon on the Friday preceding the City Council hearing at which the zoning map amendment will be considered.

- b. The rezoning shall not become effective except by a favorable vote of 3/4 of all members of the City Council. If any members of the Council are unable to vote because of a conflict of interest, then the required number of votes for passage of the rezoning shall be 3/4 of the remaining membership of the Council, provided that the required number of votes shall in no event be less than a majority of the full membership.
- c. A legal protest may be filed only by property owner(s) who represent any of the following conditions:
 - 20 percent or more of the area included in the rezoning, or
 - 20 percent or more of the area of those immediately adjacent to the subject property of the zoning map amendment along any side in each cardinal direction extending 150 feet as measured from the perimeter of the subject property, or
 - 20 percent or more of the area of those directly opposite the subject property of the zoning map amendment extending 150 feet from the dedicated street frontage of the opposite lots.

2. Conditional Use Permit Revocation/Modification

- a. A revocation hearing shall be conducted by the City Council following the notice and hearing procedures of Section 1.702 of the Zoning Ordinance.
- b. The conditional use permit shall be revoked or modified if 4 of the City Council members find that 1 or more of the following conditions has occurred:
 - A material change in the conditional use without an amendment; or
 - Material noncompliance with the conditions prescribed upon issuance of the conditional use permit or with representations by the permittee as to the nature of the conditional use to be conducted; or
 - Operation of the conditional use in such a manner as to cause a substantial detrimental impact on neighboring persons or property.
- c. Any person aggrieved by a decision of the Council, or any taxpayer, city officer or department affected by a decision, may appeal to the Superior Court at any time within 30 days after the Council has rendered its decision.

3. Appeals

Appeals of Rezoning, Text Amendment, and Use Permit decisions can be made to the Maricopa County Superior Court within 30 days of the Council's decision.

The special action is filed as a civil matter at the Court Clerk's office counters at the following locations:

- Downtown Phoenix: 201 W Jefferson
- Southeast Campus (Mesa): 222 E Javalina

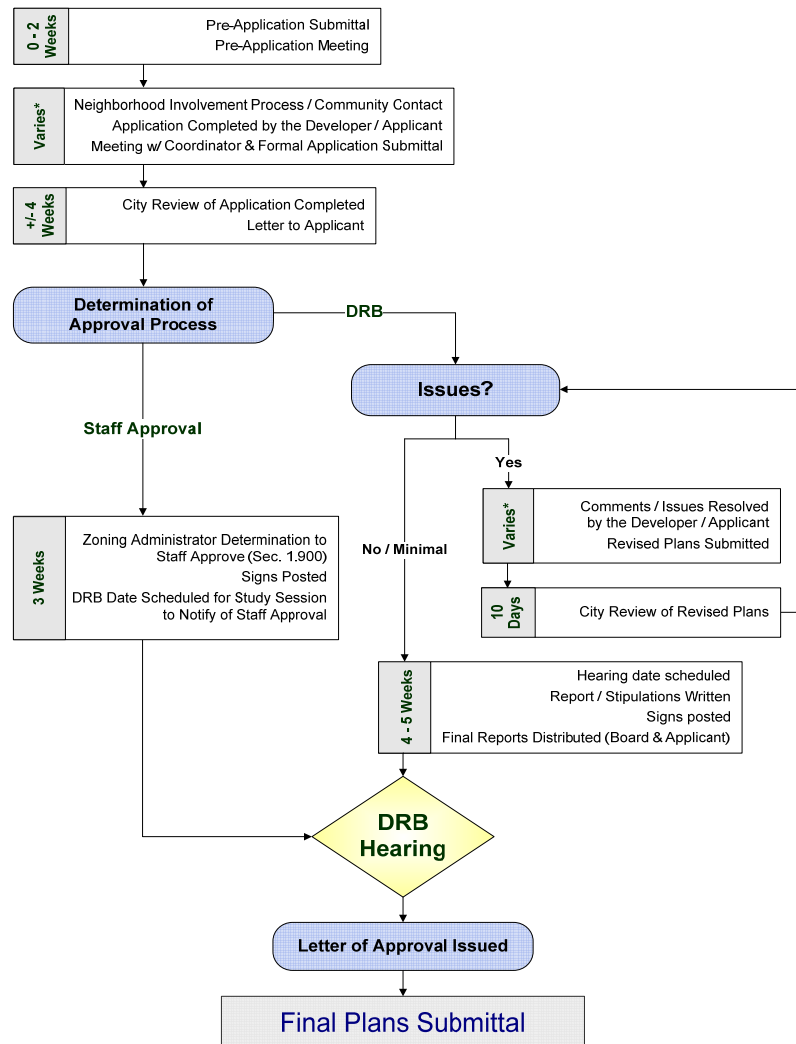
For more information on fees and filing a special action, contact the Clerk of the Superior Court at 602-506-3676 or go to www.superiorcourt.maricopa.gov.

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D. Development Review Board (DRB)

The purpose of the Development Review Board is to maintain the quality of development in Scottsdale through review of architectural design and layout of proposed development plans for commercial development and preliminary plats for residential subdivisions. This includes site planning and the relationship of the development to the surrounding environment and the community. See Figure 1.1-5 for the Development Review Board process and www.scottsdaleaz.gov/bldgresources/forms/ for an application.

The Development Review Board meets twice per month, generally on the Thursdays that are in the same week as the City Council meetings. This is usually on the 1st and 3rd Thursday of each month. However, the precise schedule each month may vary, depending on holidays, elections, etc.



* Time Period Determined by Developer / Applicant.

FIGURE 1.1-5. DEVELOPMENT REVIEW BOARD PROCESS

1. Expiration of Approval

The DRB approval of plans for development shall expire 1 year from the date of approval, providing that a building permit has not been issued, unless a different time period is made a condition of DRB approval.

The Zoning Administrator may grant a one-time extension of approval for up to 1 year if the applicant files for the extension prior to the approval becoming void.

2. Appeals

An applicant can appeal a DRB decision. See the Zoning Ordinance Section 1.907 for details on when and how to appeal or contact Planning and Development Services at 480-312-7000 or email planninginfo@scottsdaleaz.gov.

The City Council has the right to review DRB decisions, and can uphold, modify or over-rule the Board's decision.

SPECIAL CIRCUMSTANCES

1-1.305

A. ESLO Hardship Exemptions

In 2004, the City Council adopted revisions to the Environmentally Sensitive Lands Ordinance (ESLO), including provisions that allow a property owner to apply for a hardship exemption from the regulation (see the Zoning Ordinance Section 6.1022.D).

The ESLO Hardship Exemptions are heard by the City Council, and are only granted if the applicant demonstrates that the proposal meets specific criteria. The four criteria for an exemption are:

1. The applicant must demonstrate a Substantial Hardship that reduces the ability to use the parcel(s).
2. The requested exemption must be consistent with the intent and purpose of the ESL Ordinance.
3. The application of the new ESLO standards does not achieve significant benefit for protection of the environment and community.
4. The requested exemption must be in conformance with a previously adopted version of the ESL Ordinance.

For the ESLO Hardship Exemption application form and further information, visit www.scottsdaleaz.gov/codes/ESLO/ or call 480-312-7000.

B. General Plan Amendments

The General Plan is designed to be a broad, flexible document that changes as the community needs, conditions, and direction change. It can be revised through city-initiated amendments, through citizen/property owner requests, or through referenda (citizen petition and vote). The decision to amend the General Plan is determined by the City Council. For more information, see www.scottsdaleaz.gov/generalplan/amendments.

The amendment process involves a lengthy review and notification process, and requires 2 Planning Commission hearings before going to the City Council for final approval or denial. See www.scottsdaleaz.gov/bldgresources/forms for a GP Amendment checklist.

1. "Major" Amendments

The Growing Smarter (1998) and Growing Smarter Plus (2000) legislation changed some of the requirements regarding the administration of General Plans throughout the state. In many cases, Scottsdale was already doing the new things required. It provided a new definition of a major amendment to the General Plan, and proposed a more involved citizen process in the General Plan. The Growing Smarter Plus legislation put into place more requirements for community acceptance of the General Plan and re-defined "major amendments" to the General Plan.

State Statutes define a major amendment as a proposal that results in a substantial alteration of the municipality's land use mixture or balance, established in the city's General Plan land use element. Each city is required to establish its own criteria for what is or is not a major General Plan Amendment. The Scottsdale City Council generally determined that a land use designation change from a lesser to a more intense land use is a major GP amendment. Also, any change in the designation that includes 10 or 15 acres or more (depending on the location in the city) is considered a major General Plan Amendment.

Major General Plan Amendments are processed once a year, with a spring submittal deadline (usually in April) and a City Council hearing in late fall or early winter (November or December).

2. Non-Major Amendments

General Plan Amendments that do not meet the criteria for a "major" amendment can be submitted and processed at any time in the year.

1-1.306**NOTICE OF MEETINGS**

State law governs the majority of notification requirements for cases that must be heard at a public hearing (ARS §§ 38-431.01). The type of notification required varies by case and hearing type. City requirements can be found in Article I of the Zoning Code, online at www.scottsdaleaz.gov/codes/zoning. Please Note: the City of Scottsdale has established policies that are in some cases more rigorous than required by state law.

The city may use the following methods for hearing notification:

- Posting a sign on the subject property
- Postcards to particular addresses
- Case Fact Sheets posted to www.scottsdaleaz.gov/projects/projectsinprocess/
- Legal Notice published in paper

A summary of notification requirements is shown in [Appendix 1-1A](#). See the Project Coordinator for more information, or call 480-312-7000.

1-1.307**APPEALS OF CITY ACTIONS**

Property owners have a right to appeal the following City actions:

1. Any dedication or exaction required by an administrative agency or official of the city as a condition of granting approval of a request to use, improve or develop real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) where an administrative agency or official has no discretion to determine the dedication or exaction.
2. The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decisions.
3. The appeal must be in writing and specify the City action appealed and the date final action was taken, and it must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken. No fee will be charged for filing.

Address Appeals to: Hearing Officer c/o City Clerk, 3939 Drinkwater Boulevard, Scottsdale, AZ 85251

The City Attorney's Office will review the appeal for compliance with the above requirements, and will notify the property owner if the appeal does not comply. Eligible appeals will be forwarded to the hearing officer, who will schedule a hearing within 30 days of receipt. Ten days notice will be given of the date, time and place of the hearing unless less notice is acceptable to the property owner.

The city will submit a takings impact report to the hearing officer.

In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development proposed.

In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.

The hearing officer must render his decision within five working days after the appeal is heard. The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.

If dissatisfied with the decision of the hearing officer, a complaint may be filed for a trial de novo with the Superior Court within 30 days of the hearing officer's decision.

For more information contact the City Attorney's office at 480-312-2405.

PLEASE NOTE: This information is for informational use only, and does not constitute legal advice. Those who wish to file a special action may wish to retain counsel.

PLAN REVIEW & PERMITTING

1-1.400

Residential development that complies with current Zoning District development standards and minimum permits can bypass the entitlement process; all other projects must complete the entitlement process before submitting for Plan Review & Permitting.

Application for plan check and building permits are made at the One Stop Shop. For a fee schedule, call 480-312-2500 visit www.scottsdaleaz.gov/bldgresources/fees/.

PLAN PREPARATION

1-1.401

A. Resources

1. COS Standard Plans and Architectural Design Guidelines

The city provides standards plans for use in smaller/simpler projects. Standard Plans can be downloaded from www.scottsdaleaz.gov/onestopshop. These include:

- Attached Residential Patio Cover
- Detached Garage/Storage Shed
- Carport Enclosure to Garage
- Masonry Fence/Wall

Architectural design guidelines for specific uses are available for:

- Restaurants
- Gas stations and convenience stores
- Commercial retail
- Office

See [Section 2-1.300](#) or see www.scottsdaleaz.gov/design/ArchEng/.

2. Standard Detail Drawings

Standard Detail drawings are provided online in both pdf and dwg format. Files can be downloaded at www.scottsdaleaz.gov/design/detaildrawings/.

3. MAG Standard Details & Specifications

Maricopa Association of Governments (MAG) sponsors and distributes the Uniform Standard Specifications and Details for Public Works Construction, which, in addition to the City of Scottsdale (COS) Supplement to MAG Specifications and Details, is the basis for public works construction in Scottsdale (see www.mag.maricopa.gov/publications.cms).

4. COS Supplement to MAG

The City annually prepares and adopts its Supplement to MAG Uniform Standard Specifications and Details to provide the highest quality of construction within the public right-of-way. This document can be downloaded at www.scottsdaleaz.gov/design/COSMAGSupp.

B. Construction Plan Requirements

Guidelines and standards for preparing improvement plans and documents for submittal to the city for approval are identified in [Section 1-2](#).

C. Green Building

Scottsdale's Green Building Program is designed to reduce the environmental impact of building. The concept of green building involves a whole-systems approach, which uses design and building techniques to minimize environmental impact and reduce energy use while improving the health of its occupants. Scottsdale's program rates buildings in the areas of site, energy, building materials, indoor air quality, water, and solid waste. This voluntary program offers incentives to influence design and product choices.

For more information, visit www.scottsdaleaz.gov/greenbuilding/.

1-1.402

PLAN REVIEW

The following information identifies submittal requirements for each type of development project for plan review. See www.scottsdaleaz.gov/bldgresources/planreview for review cycle timeframes.

Case documents identify specific items required for final plan submittal, including additional documents, such as design reports, and dedication documents. See the Submittal Checklist from the Case file for this information.

Scottsdale has developed a program for digital plan submittal for Tenant Improvement and Single Family Residential zoned R1-## (see [Section 1-2.200](#)). More information on this process is available at www.scottsdaleaz.gov/bldgresources/digital.

A. Residential Development

Homeowners should check the deed restrictions in their subdivision, since deed restrictions may be more stringent than city ordinances. Call 480-312-7800 for information on required setbacks, easements, flood zones, and legal descriptions. See also www.scottsdaleaz.gov/bldgresources/SFRProcess.asp.

Prepare and submit 3 sets of construction plans and 4 site plans. Plan check fees are to be paid at the time of application for plan check.

- Plan checks for home improvements can be made over the counter at the One Stop Shop.
- Plan checks for new single-family residences and other new construction are also submitted to the One Stop Shop. Most plans will be reviewed within 35 days for first review, and 25 days for subsequent reviews.

A permit is issued once building plans are approved and permit fees paid. Failure to obtain a building permit within 180 days of submitting plans requires the resubmission of the plans and payment of the appropriate plan review fees. Prior to the plan review expiration date, the Development Services Director may grant a one time 180-day extension depending on the relationship of the plans to the current codes; and depending on whether or not any required DRB approval has expired.

Key web sites for additional information:

- Homeowner Resources: www.scottsdaleaz.gov/bldgresources/Homeowner/
- Setbacks: www.scottsdaleaz.gov/bldgresources/setbacks.asp
- Plan Requirements: www.scottsdaleaz.gov/bldgresources/PlanReview/SFR_review.asp

B. Commercial Development

Commercial development requires review and approval of the site plan, elevations, colors, landscaping, etc., from the Development Review Board (DRB). Preliminary Plats, new construction and major tenant improvements all require DRB approval. See www.scottsdaleaz.gov/bldgresources/commercialprocess.asp.

Once DRB approval is obtained, submit plans for review to the One Stop Shop. Single Family, Multifamily, Commercial, Civil, and Tenant Improvement plans should use the e-Application for plan review and permitting at www.scottsdaleaz.gov/onestopshop.

C. Public Works/Infrastructure

Construction within city rights-of-way, including infrastructure improvements, may require review and approval from DRB, particularly for landscaping, walls, or other aesthetic elements. Improvement plans may be submitted once DRB approval (if required) is obtained. Improvement plans for Capital Improvement Projects must be submitted according to procedures established in Chapter 9, Public Works and Infrastructure.

D. Plan Review Fees

Plan review fees are outlined at www.scottsdaleaz.gov/bldgresources/Fees.

BUILDING PERMITS

1-1.403

A. Applying for a Building Permit

To obtain a building permit, complete the e-Application, the Minimum Permit application online, or obtain these forms from the One Stop Shop (see www.scottsdaleaz.gov/bldgresources/forms). Information required for application includes:

1. Describe the work to be done under the permit.
2. Provide the legal description of the land, including street address or similar description, which will identify the specific location of the proposed building or work.
3. Indicate the use and occupancy for the proposed work.
4. Provide construction documents and other information as required by the most recently adopted International Building Code.
5. State the valuation of the proposed work.
6. Provide the applicant's or applicant's authorized agent's signature.
7. Provide other information on the application as required by the city's building official.

B. Action on Application

Building plan review staff reviews applications for completeness and conformance with applicable laws. The building official will reject applications that do not conform, and will provide written reasons for this action. Staff will issue permits as soon as practicable once applications conform to code requirements.

C. Time Limitation of Application

An application for a permit for proposed work expires after 180 days from the date of filing, unless it was pursued in good faith or a permit was issued. The building official may grant time extensions for additional periods, each not exceeding 180 days. A time extension request must be made in writing prior to the application expiring, and must demonstrate a justifiable cause. If the application expires, an additional fee is required to reinstate the application as calculated below:

- If within 6 months of the expiration date, the fee is ½ of the original application cost; or
- If beyond 6 months of the expiration date, a re-application and the full application fee are required, based on the current fee schedule.

D. Activities Requiring Building Permits

Building permits are necessary to safeguard health, property, safety, and welfare of citizens. Homeowners, contractors, or developers who build or undertake improvements, repairs, or demolition must obtain a building permit. Permits are required for all construction work, ranging from a swimming pool or room addition by a homeowner to a major development site undertaking. Work started without a permit will be fined an amount equal to double the permit fee.

1. Examples of activities requiring building permits:

- Spa installation
- Swimming pools
- Fences
- Barns - including port-a-stalls
- Corrals
- Patio/garage enclosures
- Carports
- Room additions
- Guest homes
- Solar heater installation
- Rewiring of any electrical
- Repair of residential/commercial sewer
- Tenant improvements
- Alteration of building exterior

2. Minimum Building Permits

Minimum Building Permits, as listed below, typically apply only to single-family residential development. These permits can be obtained with a credit card online at www.scottsdaleaz.gov/onestopshop.

- Replace gas water heater
- Replace water lines for single family residence
- Repair broken water lines
- Hot water recirculator
- Exterior appliance natural gas line (BBQ, Pool Heater, Fire Pit/Fireplace, Torches, Gaslights, Patio Heater)
- Exterior appliance propane gas line (BBQ, Pool Heater, Fire Pit/Fireplace, Torches, Gaslights, Patio Heater)
- Repair natural gas line
- Repair propane gas line
- Meter clearance
- Replace pool pump
- Plumbing for a water softener
- Sewer line repair
- Service upgrade or change out (400 AMP max.)
- Replace electric water heater
- Relocate panel box
- Raise electrical mast
- Electrical re-wire
- Residential load controller
- Ceiling fan
- Replace main breaker
- Temporary power pole
- Air conditioner change out

Minimum permits require an inspection to confirm installation per the Building Code. Inspection requirements will be provided at permit issuance. Call Inspection Services for more information or to schedule an inspection at 480-312-5750.

E. Permit Expiration & Renewal

Once a permit is issued, there are 180 days to obtain the first inspection or the permit will expire. Each proceeding inspection must occur within 180 days of the latest inspection. A fee is required to reinstate an expired permit.

- If within 6 months of the expiration date, the fee is ½ of the original application cost; or
- If beyond 6 months of the expiration date, a re-application and the full application fee are required, based on the current fee schedule.

F. Revocation of Permits

The building official is authorized to suspend or revoke a permit wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of building codes as adopted by the city.

G. Building Permit Fees

Permit fees for commercial, residential, and miscellaneous permits, and a fee calculator (for estimating residential plan review and permit fees), are outlined at www.scottsdaleaz.gov/bldgresources/fees.

ENCROACHMENT PERMITS**1-1.404****A. Activities Requiring an Encroachment Permit**

Encroachment Permits are necessary to protect the health, safety, and welfare of the general public. They are required for any construction activity in a public right-of-way, including easements where the city has an interest, such as Natural Area Open Space (NAOS) or drainage easements. Work initiated without an Encroachment Permit will be fined an amount equal to double the permit fee.

B. Certificate of Insurance

A Certificate of Insurance is required prior to obtaining an Encroachment Permit. The certificate must be in the amount of 1 million dollars. The City of Scottsdale must be named as "Additionally Insured". For more information call 480-312-2500.

C. Permit Expiration & Renewal

Improvement plan approvals are valid for a period of 6 months. An Encroachment Permit must be issued within this period or the plan approval expires. Expired plans must be re-submitted for approval, a full fee must be paid (calculated at the current fee schedule), and shall be subject to current standards and requirements. Once an Encroachment Permit is issued, an inspection must be obtained within 6 months, or the permit will expire. Each successive inspection must occur within 6 months of the previous inspection, or the permit will expire. If an Encroachment Permit expires, the plan approval also expires and will require re-approval.

D. Revocation

The city may revoke an Encroachment Permit or plan approval if any false statement or misrepresentation was made in the application of the plans for which the permit or approval was based.

E. Encroachment Permit Fees

Additional inspection and permits fees for specified encroachments are required as outlined at www.scottsdaleaz.gov/bldgresources/fees.

CONSTRUCTION ACTIVITY**1-1.405****A. Construction Crew Hours**

Construction may not start more than 30 minutes prior to official sunrise and must stop at official sundown. Official times are as recorded by the National Weather Service. Starting and ending times vary throughout the year. During the summer, contractors may be allowed to start work as early as 4:45 a.m. if the official sunrise is at 5:15 a.m.

For more information, call Inspection Services at (480) 312-5750. For official sunrise and sundown times, visit the National Weather Service at www.weather.gov.

B. Construction Debris and Alleys

It is unlawful to use the alley for disposal of construction debris or to cover/damage the surface of the alley in any way. It is illegal to place cement, dirt or any other construction debris in the alleys or in any city refuse container. The city recommends the following practices:

- Contain all construction waste (dirt, cement, etc.) away from the alley surface and arrange for proper disposal.
 - Do not use the alley to clean out cement mixers and/or other tools.
 - Remove (sweep and hose off) any dirt or other material that may spill in the alley.
 - Leave the alley in pre-construction condition when construction is complete.
1. Inspection Services will inspect the condition of the alley during all phases of construction. Failure to comply with these requirements may result in:
 - a. A “Stop Work Order” being issued until the project is brought into compliance and the alley restored to its original condition.
 - b. Issuance of a citation for illegal dumping and/or failure to properly maintain the alley in accordance with the Scottsdale Revised Code.
 2. Best Practices for managing construction debris include:
 - a. Protect the alley surface by placing roofing paper, plywood, and landscaping fabric, etc. along the fence line.
 - b. Contain all construction debris inside the fence line.
 - c. Remove debris immediately after construction is completed.
 - d. Do not clean out cement mixers and/or tools in the alley.
 - e. Do not block the alley at any time.
 3. In the event construction waste (dirt or cement, etc.) is not contained away from the alley:
 - a. Remove all large debris and haul it away.
 - b. Sweep any dirt, cement or gravel off the treated portion of the alley.
 - c. Hose off any remaining dirt, cement, or gravel from the treated portion of the alley.
 - d. Return the portion of the alley along the fence line to its original condition and grade.

1-1.500**INSPECTIONS**

Inspections are made for building, electrical, mechanical, and plumbing for residential, commercial, and industrial development, and remodeling of existing buildings. Water, sewer, paving, concrete, and grading activities also require city inspection. As part of the development process, all permitted construction activities must be inspected by the city's Inspection Services staff. Examples of activities requiring inspection include replacing water heaters, major commercial projects, construction and landscaping within the public rights-of-way, survey benchmarks, compliance with Natural Area Open Space and Native Plant Ordinance requirements, and coordination with the Fire Department for fire code inspections.

A. Scheduling or Canceling an Inspection

The Inspection Job Card (received at the time of permit issuance) must be posted on the job site with an approved set of plans for the inspector's use. All construction must be inspected before any completed work is covered or concealed – such as foundation, electrical rough wiring, etc.

Inspections can be scheduled (or canceled) in several ways:

- Online at www.scottsdaleaz.gov/bldgresources/inspections
- Via automated phone scheduling system at 480-312-5796, or
- By calling Inspection Services at 480-312-5750.

See [Appendix 1-1B](#) or www.scottsdaleaz.gov/bldgresources/inspections for a listing of the three-digit inspection codes required when using the automated systems. Using these systems also requires the keycode printed on the permit receipt.

B. Estimated Time of Arrival

To determine the estimated time of an inspection, call 480-312-5750 and have the permit number or address available so staff can direct the call to the appropriate inspector. Only the assigned inspector can provide the estimated time of arrival.

CERTIFICATE OF OCCUPANCY

1-1.600

A. Issuance of Certificate of Occupancy

Before any development can be occupied or used, an applicant must apply for a Certificate of Occupancy (C of O). Additionally, all Development Review Board stipulations must be complied with before the city will issue a certification of shell building or a Final C of O. Within 3 days of submitting an application, the C of O or certification of shell building will be issued, provided the project passes a Final Inspection. The issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of any code or ordinance of the city.

The city's building code requires certain information to be included on the C of O. Most important is the project address; the code also requires the name of the owner of the property at the time the certificate was issued. The C of O stays with the property for perpetuity, even with changes in ownership. If the property ownership changes during construction, documentation to that fact can be submitted and a change made to the permit.

See www.scottsdaleaz.gov/bldgresources/devprocess/.

B. Temporary Certificate of Occupancy

The issuance of a Temporary Certificate of Occupancy allows temporary occupancy until the building is completed and a Final Certificate of Occupancy is issued. Should the Temporary Certificate of Occupancy expire prior to the issuance of the Final Certificate of Occupancy, the expiration will require the City of Scottsdale to take appropriate steps as outlined in the Scottsdale Revised Code, Ordinance 3505, Section 110.4.

For each Temporary Certificate of Occupancy issued, a refundable cash deposit is required, or an irrevocable letter of credit (acceptable to the Inspection Services Director or City Attorney) paid to the city of Scottsdale, to assure compliance to code and ordinance requirements. For most projects, the amount of the cash deposit will be the same as the cost of a combination building, electrical, mechanical and plumbing permit fee, as specified in Scottsdale Revised Code, Chapter 46, Article VII, or \$1,000.00, whichever is greater. For single-family residential projects, the deposit shall be the same as the cost of a combination permit, or \$1,000.00, whichever is less.



Introduction – Appendix 1-1A

Enhanced Notification Matrix

Effective January 31, 2003	PLANNING COMMISSION AND CITY COUNCIL					DEVELOPMENT REVIEW BOARD	BOARD OF ADJUSTMENT	RESPONSIBLE PARTY
	General Plan Amendment (Major & Non-Major)	Zoning Change / Amendment (includes site plan and stip changes)	Zoning Text Amendment	Conditional Use Permit (includes municipal use master site plan)	Abandonment	Site Plan, Prelim. Plat, Building Elevation	Variance	
Pre-Application								
City Web Site	yes	yes	yes	yes	yes	yes	yes	City
Citizen Review Plan	no	required	required	no	no	no	no	Applicant
Project Under Consideration Sign	no	4'x4'	4'x4'	no	no	no	no	Applicant
Project Information Letter/Postcard *	no	750'	750'	no	no	no	no	Applicant
Neighborhood Meeting/s--staff attendance optional	If req'd by staff	1 minimum	1 minimum	no	no	no	no	Applicant
Citizen Review Report	no	required	required	no	no	no	no	Applicant
Neighborhood Involvement Plan	required	no	no	required	required	optional	optional	Applicant
Formal Application								
Keeping You Informed postcard * (10-14 days after submittal)	750'	750'	750'	300'	300'	300'	300'	City
Notice of Public Hearing Sign	4'x4'	4'x4'	4'x4'	4'x4'	2'x3'	2'x3'	2'x3'	City/Applicant
Newspaper Ad for public hearing	yes	yes	yes	yes	yes	no	yes	City
City's web public hearing info	yes	yes	yes	yes	yes	yes	yes	City
Posting of Agendas (on-line & at 10 public places)	yes	yes	yes	yes	yes	yes	yes	City
Planning Commission Hearing Info Postcard (3 wks prior)	750'	750'	750'	300'	300'	n/a	n/a	City
City Council Hearing Info Postcard (3 wks prior)	750'	750'	750'	300'	300'	n/a	n/a	City
Other legal requirements (certain projects)	see statutory requirements	see statutory requirements	see statutory requirements	n/a	n/a	n/a	n/a	City

* Radius of Notification Area



3-Digit Inspection Type Codes

Scheduling Inspections

To schedule, cancel or review status on an inspection via the automated telephone system, call 480-312-5796. While in the system, you may exit at any time by pressing ** or press 0 to speak to a representative.

On-Line scheduling can be done at www.scottsdaleaz.gov/bldgresources/inspections. Refer to this website for the current 3-digit inspection codes.

Requires the key code printed on your permit receipt.

Inspection Types for Standard Building Permits

001 Pool Rough (pre-gunite)	023 Temporary Power Pole
002 Pool Final (pre-plaster)	024 Temporary Electric / Permanent Position
003 Exterior Footing	025 Temporary C of O - Building
004 Stem Wall	026 Final Building
005 Under-slab Soil & Waste	027 Final Electric
006 Interior Footing(s)	028 Final Mechanical
007 Under-slab Water	029 Final Plumbing
008 Building Water Supply	030 Final Fire
009 Building Sewer	031 Final C of O – On-Site
010 Underground Electric	032 Temporary C of O – On-Site
011 Masonry Grout	033 Lowest Floor Certification
012 Bond Beam	035 Miscellaneous Footings
013 Temporary C of O – Off-Site	036 Temporary C of O – Fire
014 Roof Deck – Strap & Sheer	037 Backflow Preventor
015 Rough Plumbing	038 Fence Footing
016 Rough Electric	039 Fence Final
017 Rough Mechanical	040 Retaining Wall Footing
018 Rough Frame	041 Retaining Wall Final
019 Gypsum Wallboard	042 Pre-Site Inspection
020 Exterior Foam & Lath	043 Final C of O – Off-Site
021 Natural Gas Line	045 Temporary C of O – Survey
022 Propane (LP) Gas Line	



Development Processes – Appendix 1-1B

3-Digit Inspection Type Codes

Codes required when using on-line or automated phone system inspection scheduling.

Green Building Inspection Types

(In addition to the standard inspection types)

Mandatory Requirements

Optional Requirements

121 Protected Building Entrances	172 Sealed Mechanical Rooms	210 Site Use
124 Interior Treated Lumber	175 LRV Interior Walls	230 Structural Element
127 Exterior Wall Insulation	178 Airtight Recessed Lights	245 Building Envelope
130 Ceiling Insulation	181 Task Lighting	270 Insulation
133 Air/Thermal Barrier	184 Insulated Hot Water Piping	280 Heating, Cooling and Ventilation
136 NFRC Rated Windows	187 Water Heater Timer	295 Indoor Air Quality
139 SHGC Rated Windows	190 Energy Efficient Water Heater	310 Electrical
142 Electric AC	193 Interior Finishes with Low VOC	330 Plumbing
145 Gas AC	196 Ceramic Tile Finished Floor	345 Roofing
148 Sealed Ductwork	199 Recycle Center	355 Exterior Finish
151 Insulated Ductwork		370 Interior Finish
154 Pressure Balancing		380 Interior door, Cabinetry and Trim
157 Programmable Thermostat		395 Finished Floor
160 Ceiling Fan Outlets		410 Pool and Spa
163 Carbon Monoxide Detector		420 Solid Waste and Recycling
166 Continuous Fresh Air		430 Special Options
169 Replaceable Filter		

Encroachment Permit Inspection Types

100 Pre Construction Meeting	601 Grading
101 Water	602 Grading Walk-Thru
102 Water Walk-Thru	701 Landscape
201 Sewer	702 Landscape Walk-Thru
202 Sewer Walk-Thru	801 Utility
301 Paving	802 Utility Walk-Thru
302 Paving Walk-Thru	901 Miscellaneous
401 Concrete	902 Miscellaneous Walk-Thru
402 Concrete Walk-Thru	
501 Drainage	
502 Drainage Walk-Thru	

IMPROVEMENT PLAN REQUIREMENTS

1-2

This section identifies requirements for preparing improvement plans and documents for submittal to and approval by the city. It includes cover sheet and plan sheet information, specifics for digital submittals, various approval blocks, and special plan requirements.

One Stop Shop

7447 E. Indian School Road
Suite 100
480-312-2500

Advance Planning, Policy & Design

7506 E. Indian School Road
480-312-7990

Current Planning

7447 E. Indian School Road
Suite 105
480-312-7000

Plan Review

7447 E. Indian School Road
Suite 125
480-312-7080

Contents

Sections		Figures	
1-2.100	Submittal Requirements	1.2-1	Typical Cover Sheet
1-2.200	Digital Submittal & Review	1.2-2	Benchmark Certification Statements
1-2.300	Cover Sheet Format & Information	1.2-3	Civil Approval Block
1-2.400	As-Builts	1.2-4	Civil Reapproval Block
1-2.500	Reports & Other Documents	1.2-5	Civil Approval with Architectural Improvements Block
1-2.600	Dirt Haul / Encroachment Permits	1.2-6	Civil Reapproval with Architectural Improvements Block
		1.2-7	Landscape Maintenance Block
		1.2-8	Landscape Approval Block
		1.2-9	Landscape Reapproval Block
		1.2-10	No Conflict Signature Block
		1.2-11	Flood Insurance Rate Map (FIRM) Information
		1.2-12	Engineers FEMA Certification
		1.2-13	General Notes for Public Works Construction

SUBMITTAL REQUIREMENTS

1-2.100

Prepare all improvement plans and documents for submittal for city approval according to the following standards.

A. Sheet Size

Prepare plans on 24 inches x 36 inches sheets, with a minimum 2-inch left border and minimum ½ inch border on other sides.

B. Scale

Requirements for scale depend on the type of submittal. See [Section 4.801](#) for grading and drainage plan requirements. Plan and profile sheets shall use a horizontal scale of 1 inch = 20 feet and a vertical scale of 1 inch = 2 feet, unless otherwise approved by Plan Review staff prior to the first submittal of final plans.

C. Lettering

Use a minimum lettering and numbering size of 3/16 inch for manually drafted plans. Use 1/8 inch (12-point font) size letters, numbers, and symbols for mechanically drafted plans. All lettering, numbering, and line work must be uniform and legible.

D. Plan Review Submittals

1. Submit blue line prints or copies of plans.
2. Present plan layout, graphics, and call-outs in a clear and an uncluttered manner acceptable to Engineering and planning staffs.
3. Provide cross-referencing between all plan sheets that have details, detail call-outs, notes, cross-sections, etc.
4. Orient north at the top or right side of each sheet. Provide a north arrow and bar scale.

E. Reproducibility

City staff will not accept plans they determine will not produce legible microfilm.

F. Seal/Signature

Include appropriate professional State of Arizona seal, signature, and date on each sheet. Copies of this information are acceptable on the improvement plans submitted during the review cycles to the One Stop Shop. When original plans are submitted for approval at the end of plan review, the originals shall bear the registrant's seal with a wet signature and date. Except for capital improvement plans, a registered landscape architect is not required to prepare and seal landscape and irrigation plans.

G. Plan Approval Submittal

Submit original plan sheets on 4-mil Mylar with the appropriate professional State of Arizona seal with registrant's wet signature and date. If the improvement plans require reapproval, the original cover sheet on 4-mil Mylar with the original Civil Approval/Signature

Block must be submitted with the Civil Reapproval Block added for signatures (see [Section 1-2.300](#) for appropriate signature approval blocks). The reapproval submittal must also include the revised plan sheets on 4-mil Mylar with the appropriate professional State of Arizona seal with registrant's wet signature and date. Vellum may be used as the medium for submittal of original landscape and irrigation plans.

1-2.200

DIGITAL SUBMITTAL & REVIEW

To find out if a project qualifies for digital submittal and review, contact a digital submittal specialist at 480-312-2500 and check the city's website for updates at www.scottsdaleaz.gov/BldgResources/Digital/Default.asp.

1. DWF Composer (.dwf) will be the standard software for submittal and reviewing plans. For information on how to use DWF Composer, DWF Viewer, or DWF Writer, go to www.autodesk.com.
2. Supported Supplemental Material types are Adobe PDF, Microsoft Word, and Excel (Office 2000 compatible).
3. File naming conventions need to follow the requirements outlined in [Chapter 3-1.700](#).
4. Digital Signature Acceptance – per the Board of Technical Registration, RA-30-304 G. Use of Seals: An electronic signature, as an option to a permanently legible signature, in accordance with A.R.S. Title 41 and Title 44, is acceptable for all professional documents. The registrant will provide adequate security regarding the use of the seal and signature. To view the code and rules go to www.btr.state.az.us.
5. Examples of plans that staff may review include Tenant Improvement and Single Family Residential zoned R1-##.

1-2.300

COVER SHEET FORMAT & INFORMATION

The following information, as depicted in Figure 1.2-1, must be included on the cover sheet.

<p align="center">XYZ SUBDIVISION SEWER IMPROVEMENT PLANS SCOTTSDALE, AZ</p>		<p align="center">XYZ SUBDIVISION SEWER PLANS</p>												
<p>CITY OF SCOTTSDALE GENERAL NOTES</p> <p>ZONING</p> <p>ASSESSOR'S PARCEL NUMBER</p> <p>UTILITY COMPANIES</p> <p>CITY OF SCOTTSDALE GENERAL NOTES</p> <p>MARICOPA COUNTY ENVIRONMENT SERVICES DEPARTMENT APPROVAL</p>	<p>112th Street</p> <p>100th Ave</p> <p>Hwy 202</p> <p>VICINTY MAP</p> <p>LEGAL DESCRIPTION</p> <p>SHEET INDEX</p> <p>QUANTITIES</p> <p>NATIVE PLANT PERMIT #</p>													
<p>OWNER / DEVELOPER CONTACT PERSON NAME, ADDRESS PHONE NUMBER FAX NUMBER</p> <p>ARCHITECT CONTACT PERSON NAME, ADDRESS PHONE NUMBER FAX NUMBER</p> <p>ENGINEERING COMPANY CONTACT PERSON NAME, ADDRESS PHONE NUMBER FAX NUMBER</p>		<p align="center">SEAL AND SIGNATURE</p>												
<p align="center">CITY OF SCOTTSDALE REVIEW AND RECOMMENDED APPROVAL BY:</p> <table border="1"> <tr> <td>DATE</td> <td>BY</td> <td>DATE</td> <td>BY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		DATE	BY	DATE	BY									<p align="center">SHEET NO.</p>
DATE	BY	DATE	BY											

FIGURE 1.2-1. TYPICAL COVER SHEET

1. Title - Include the project name and the plan set content.
2. City Name - Below the title, include the words "Scottsdale, AZ".
3. Vicinity Map - Locate the project relative to a minimum of 2 intersecting arterial streets.
4. Legal Description - Provide project property legal description. When a legal description is not feasible, list the township, range, section, and location.

5. Benchmark
 - a. Use City of Scottsdale datum NAVD 1988, or, if a local benchmark is used, provide the equation used to conform to the City of Scottsdale datum/elevations. To access the City of Scottsdale horizontal and vertical datum, go to www.scottsdaleaz.gov/landsurvey.
 - b. All improvement plans must contain a City of Scottsdale NAVD 88 Benchmark on the cover sheet with an elevation equation, as required.
 - c. All improvement plans must also contain a statement certifying the datum used for all elevations represented in the plans to be included on the plan cover sheet, immediately below the benchmark, and shall state one of the following as seen in Figure 1.2-2:

I hereby certify that all elevations represented on this plan are based on the elevation datum for the City of Scottsdale Benchmark provided above.

or

I hereby certify that all elevations represented on this plan are based on the elevation datum equation on the City of Scottsdale Benchmark, as provided above.

FIGURE 1.2-2. BENCHMARK CERTIFICATION STATEMENTS

- d. In addition, all plans that include an occupiable structure, residential or non-residential, are required to provide the Lowest Finish Floor elevation on the plans, including the Engineer's Certification. The format for the Lowest Floor elevation shall be **L.F. 88 = XXXX.YY feet**.

The completed elevation is stated (for example 2695.67, NOT 95.67 or 695.67), and shall be the basis on the NAVD 88 elevation datum, not an equated datum for the site.

6. Civil Plan Signature Blocks - Include Civil Approval Blocks shown below, as applicable.
 - a. When civil improvement plans do not include architectural improvements use the Civil Approval and Reapproval blocks shown in [Figures 1.2-3](#) and [1.2-4](#).
 - b. If civil improvement plans depict construction or installation of architectural improvements such as electrical, mechanical, plumbing, or structural elements such as a gated entry to be constructed per the civil plan, use the Civil Approval and Reapproval with Architectural Improvement blocks in [Figures 1.2-5](#) and [1.2-6](#).

CIVIL APPROVAL			
Review & Recommended Approval by:			
Paving		Traffic	
G & D		Planning	
W & S		Fire	
Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ Engineering Coordination Mgr. (or designee) </div> <div> _____ Date </div> </div>			

FIGURE 1.2-3. CIVIL APPROVAL BLOCK

CIVIL REAPPROVAL			
Reapproval #	Revised Sheet No.(s)	Description of Revision(s)	
Paving		Traffic	
G & D		Planning	
W & S		Fire	
Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Engineering Coordination Mgr. (or designee) Date </div>			

FIGURE 1.2-4. CIVIL REAPPROVAL BLOCK

CIVIL APPROVAL WITH ARCHITECTURAL IMPROVEMENTS					
Review & Recommended Approval by:					
Electrical		Paving		Traffic	
Mechanical		G & D		Planning	
Plumbing		W & S		Fire	
Structural		Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Engineering Coordination Mgr. (or designee) Date </div>					

FIGURE 1.2-5. CIVIL APPROVAL WITH ARCHITECTURAL IMPROVEMENTS BLOCK

CIVIL REAPPROVAL WITH ARCHITECTURAL IMPROVEMENTS					
Reapproval #	Revised Sheet No.(s)		Description of Revision(s)		
Electrical		Paving		Traffic	
Mechanical		G & D		Planning	
Plumbing		W & S		Fire	
Structural		Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Engineering Coordination Mgr. (or designee) Date </div>					

FIGURE 1.2-6. CIVIL REAPPROVAL WITH ARCHITECTURAL IMPROVEMENTS BLOCK

7. Landscape Plan Signature Blocks - Include the Landscape Maintenance Block shown in Figure 1.2-7:

ALL LANDSCAPE AREAS AND MATERIALS, INCLUDING THOSE LOCATED IN PUBLIC RIGHTS-OF-WAY, SHALL BE MAINTAINED IN A HEALTHY, NEAT, CLEAN AND WEED-FREE CONDITION. THIS SHALL BE THE RESPONSIBILITY OF THE

(Property Owner / Developer / HOA)

FIGURE 1.2-7. LANDSCAPE MAINTENANCE BLOCK

- a. If landscape and irrigation plans are not prepared by the same engineer/designer as the civil engineering drawings, include the Landscape Approval Blocks shown in Figures 1.2-8 and 1.2-9 on the cover sheet of the landscape and irrigation plans.

LANDSCAPE PLAN APPROVAL		
Case #	Approved by	Date
CONSTRUCTION AND INSTALLATION SHALL BE IN ACCORDANCE WITH THIS PLAN AND ALL DEVIATIONS WILL REQUIRE REAPPROVAL. THE CITY WILL NOT ISSUE A CERTIFICATE OF OCCUPANCY UNTIL INSPECTION SERVICES STAFF APPROVES THE LANDSCAPE INSTALLATION.		

FIGURE 1.2-8. LANDSCAPE APPROVAL BLOCK

LANDSCAPE PLAN REAPPROVAL		
Reapproval #	Revised Sheet #(s)	Description of Revision(s)
Case #	Approved by	Date
CONSTRUCTION AND INSTALLATION SHALL BE IN ACCORDANCE WITH THIS PLAN AND ALL DEVIATIONS WILL REQUIRE REAPPROVAL. THE CITY WILL NOT ISSUE A CERTIFICATE OF OCCUPANCY UNTIL INSPECTION SERVICES STAFF APPROVES THE LANDSCAPE INSTALLATION.		

FIGURE 1.2-9. LANDSCAPE REAPPROVAL BLOCK

8. No Conflict Signature Block/Coordinating with Utilities

The developer must coordinate with all utility companies that will provide service to the site by sending them a copy of the proposed improvement plans and a No Conflict Form (www.scottsdaleaz.gov/bldgresources/forms) for signature. Include the No Conflict Signature Block shown in Figure 1.2-10 on the cover sheet of the improvement plans based on the information in the completed No Conflict Forms, and submit with the first improvement plans submittal.

Submit a completed No Conflict Form (www.scottsdaleaz.gov/bldgresources/forms) for each affected utility company with the improvement plans submittal to the One Stop Shop. Final plans approval and permits will be issued only after receiving all completed No Conflict Forms.



NO CONFLICT SIGNATURE BLOCK				
Utility	Utility Company	Name of Company Representative	Telephone Number	Date Signed
Electric				
Telephone				
Natural Gas				
Cable TV				
Other				
Other				

Engineer's Certification

I _____, as the Engineer of Record for this development, hereby certify that all utility companies listed above have been provided final improvement plans for review, and that all conflicts identified by the utilities have been resolved. In addition, "No Conflict" forms have been obtained from each utility company and are included in this submittal.

Signature _____ Date _____

FIGURE 1.2-10. NO CONFLICT SIGNATURE BLOCK

9. FEMA Blocks and Information

- a. In accordance with the Federal Emergency Management Agency and city requirements, the following information (Figure 1.2-11) must be included on the cover sheet of all plans in order to establish lowest finish floor elevations and flood proofing elevations for both residential and nonresidential structures.

Community Number	Panel # Panel Date	Suffix	Date of FIRM (Index Date)	FIRM Zone	Base Flood Elevation (in AO Zone use Depth)
045012					

FIGURE 1.2-11. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

- b. Include the Engineers FEMA Certification shown in Figure 1.2-12. **Please Note:** Certification of data is a statement that the data is accurate to the best of the Certifier's knowledge. Certification of analysis is a statement that the analyses have been performed correctly and in accordance with sound engineering practices. Certification of structural works is a statement that works are designed in accordance with sound engineering practices to provide protection from the base flood. Certification of as-built conditions is a statement that the structure has been built according to the plans being certified, is in place, and is fully functioning (from the Code of Federal Rules – 44CFR 65.2).

The lowest floor elevation(s) and/or floodproofing elevation(s) on this plan are sufficiently high to provide protection from flooding caused by a 100-year storm, and are in accordance with Scottsdale Revised Code, Chapter 37 – Floodplain and Stormwater Regulation.

FIGURE 1.2-12. ENGINEERS FEMA CERTIFICATION

10. MCESD Approval

Prior to the city approving the final plans, Maricopa County Environmental Services Department (MCESD) is required to review and approve all public water and wastewater line extensions and construction of all water and wastewater related facilities within the city's service area. The developer must include a signature block with a completed signature and date of approval from MCESD. Relocation or realignment of an existing water or wastewater line to resolve a utility conflict does not require county approval.

11. As-Built Certification

Provide a statement that the surveyor of record for the project certifies that "record drawing" measurements as shown were made under the surveyor's supervision or as noted, and are correct to the best of the surveyor's knowledge and belief. Also, provide a signature line for the name of the registered land surveyor, the date, and the registration number.

12. City Project and Case Numbers

List all applicable plan check numbers and case numbers in the border along right edge using a minimum of ¼ inch (24 point font) size lettering. Case numbers may include approvals for zoning (ZN), use permit (UP), development review (DR), preliminary plat (PP), and staff approvals (SA). List all applicable plan check numbers for the improvement plans, including other related plans, such as master plans, basis of design reports, stormwater storage waiver, etc.

13. Public Works Construction - Include General Notes for Public Works Construction shown in [Figure 1.2-13](#).**14. Sheet Index****15. Utility system ownerships****16. Other agency approvals as required****17. Contact Information - Provide engineer, architect, owner, and developer company names, contacts, addresses, and telephone and fax numbers.****18. Construction quantities (for work in public rights-of-way or easements).****19. Zoning - Identify current zoning of the property****20. Legend - Define symbols, non-standard abbreviations, etc.****21. "Blue Stake" Note - Required on all plans that include excavation of any type (see [Figure 1.2-13](#))****22. Key Map - Provide a key map on multi-sheet plans to relate plan sheets to project locations and type of improvements.****23. Storage Basin Volumes - State the volume provided and volume required for stormwater storage basin certification.****24. Native Plant Plan and Permit number.**

GENERAL NOTES FOR PUBLIC WORKS CONSTRUCTION

1. All construction in the public rights-of-way or in easements granted for public use must conform to the latest Maricopa Association of Governments (MAG) Uniform Standard Specifications and Uniform Standard Details for Public Works Construction as amended by the latest version of the City of Scottsdale Supplemental Standard Specifications and Supplemental Standard Details. If there is a conflict, the city's Supplemental Standard Details will govern.
2. The city only approves the scope, not the detail, of engineering designs; therefore, if construction quantities are shown on these plans, they are not verified by the city.
3. The approval of plans is valid for six (6) months. If an encroachment permit for the construction has not been issued within six months, the plans must be resubmitted to the city for reapproval.
4. A Public Works inspector will inspect all works within the City of Scottsdale rights-of-way and in easements. Notify Inspection Services 24 hours prior to beginning construction by calling 480-312-5750.
5. Whenever excavation is necessary, call the Blue Stake Center, 602-263-1100, two working days before excavation begins. The Center will see that the location of the underground utility lines is identified for the project. Call "collect" if necessary.
6. Encroachment permits are required for all work in public rights-of-way and easements granted for public purposes. An encroachment permit will be issued by the city only after the registrant has paid a base fee plus a fee for inspection services. Copies of all permits must be retained on-site and be available for inspection at all times. Failure to produce the required permits will result in immediate suspension of all work until the proper permit documentation is obtained.
7. All excavation and grading that is not in the public rights-of-way or not in easements granted for public use must conform to Chapter 70, Excavation and Grading, of the latest edition of the Uniform Building Code prepared by the International Conference of Building Officials. A permit for this grading must be secured from the city for a fee established by the Uniform Building Code.

FIGURE 1.2-13. GENERAL NOTES FOR PUBLIC WORKS CONSTRUCTION

1-2.400

AS-BUILTS

The registrant will provide the city with the original (4-mil) Mylar drawings or photographic (4-mil) Mylars required for the As-Builts of construction within all public rights-of-way or easements dedicated to the city.

1-2.500

REPORTS & OTHER DOCUMENTS

Reports and other submitted documents must include the following:

1. Appropriate State of Arizona professional seal, signature, and date;
2. 8 ½ inches x 11 inches format for exhibits. Larger size exhibits may be included, provided they are secured within the report or document. Any exhibits that are not bound in the document shall bear the appropriate State of Arizona professional seal, signature, and date.

DIRT HAUL / ENCROACHMENT PERMIT

1-2.600

1. Obtain a Haul Route/Encroachment Permit when estimated dirt hauls (dirt, demolition debris, etc.) of 5,000 cubic yards or more require use of the public rights-of-way.
2. Estimated dirt hauls of less than 5,000 cubic yards may require a “Haul Route / Encroachment Permit” as determined by the city at the time of grading plan review.
3. The Haul Route / Encroachment Permit must address:
 - Haul Routes
 - Travel times
 - Traffic control requirements (such as barricade plans and signage)
 - Dust control requirements
 - Restoration procedures
 - Safety procedures
 - Public notification
 - Possible additional requirements