

Single-Family Plan Requirements

NON-ESL and NON-Foothills Overlay (FO) Zoning Planning Plan Review



Grading and Drainage/Site Plan Requirements

Zoning Ordinance Sec. 1.204; DSPM 4-1.900

Site Plan Data

1. Provide the legal description, address, APN, QS, subdivision and lot number. If an address has not been assigned to the site by the City of Scottsdale, contact Records at (480) 312-2356 to obtain one.
2. Provide the current Zoning District on the site plan.
3. Provide associated case numbers on the right-hand plan margin.
4. Provide the net lot area.
5. Show the name, address and phone # of architect (or designer), engineer and owner on plan.
6. Provide the CDS plan check number (this number is provided at the time the plans are logged into the city for review) along the right border or bottom right hand corner; a 1/4" minimum lettering shall be used on all sheets.

Site Plan Requirements

7. Size 24" x 36" G&D site plan.
8. Show a vicinity map.
9. Provide a north arrow on each site plan sheet.
10. Include a written and graphic (bar) scale.
11. Provide all wall/fence and retaining wall heights, both existing and proposed by elevation or footage. Heights shall include: Top of Wall / Top of View Fence, Top of Footing, and Top of Retaining Wall (when applicable, ex. cuts and fills).
12. Provide top of curb (if no curb, provide top of edge of road/pavement).
13. Call out the lowest finished floor elevation on the site plan using the 88 Datum. For remodels, the City of Scottsdale may have this information available at the Planning and Development Services Records Division located at 7447 E. Indian School Road, Suite 100; or by contacting the division at 480-312-2356. (SRC 37-25 and DSPM 4-1.901.20)
14. Comply with the development standards of the Zoning District and/or approved amended development standards and Section VII of the

- Zoning District as indicated on the City reviewed marked up site plan.
15. Provide the following dimensions on the site plan:
 - a. Property dimensions; (DSPM 4-1.901.9.)
 - b. The Zoning District's required setback;
 - c. The actual location of all proposed structures, including walls, on lot from the property lines;
 - d. The distance between building(s)/structure(s);
 - e. Between structures on adjacent lots (when required by the Zoning District);
 - f. Right-of-way, or private street tract from the centerline to the property line;
 - g. Identify existing and new easements, right-of-way, and improvements; (DSPM 4-1.901.6.)
 - h. Show water and sewer main size; water meter size and location.
The City of Scottsdale may have this information available at the Records Department; or contact 480-312-2356.
 - i. The additional dimensions indicated on the City reviewed marked up site plan.
 16. Show topography (existing and proposed) at a maximum of 2-foot intervals; include any proposed drainage facilities.
 17. Show all existing & proposed utility main and service line locations to the structure & denote utility type. (DSPM 2-2.100)
 18. Site walls shall be setback a minimum of 5 feet from an Open Space boundary line. (ZO Sec. 1.204; DSPM 2-2)
 19. Retaining walls shall be set a minimum of 5 feet, or one foot for each foot of the total depth and height (bottom of footing to the top of the wall), which ever is greater from an Open Space boundary line. Provide cross sections to verify techniques and demonstrate that the Open Space boundary line is not being encroached upon by construction. (ZO Sec. 1.204; DSPM 2-2)

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20. Site walls shall not be constructed on the property line without providing the City of Scottsdale documentation from the adjacent property owner acknowledging that the site wall will be constructed on the property line, if the footing or wall crosses the property line.
- a. If adjacent property owner authorization is not provided, add the following note to the Site Plan:
Construction of footing and worker access shall not occur on adjacent property without express written permission from the adjacent property owner.
21. Retaining walls shall be set a minimum of 3 feet, or 1-foot for each foot of the total depth and height (bottom of footing to the top of the wall) from the property line unless applicant provides to the City of Scottsdale documentation of a recorded private use and benefits easement on the adjacent property, if the footing or wall crosses the property line. (DSPM 2-2.405)
22. If a septic system (tank and seepage field) is used, show and call out the location on the site plan. Reference the Maricopa County Septic Application and/or Permit Number. (DSPM 7-1.300.A.)
23. Solid walls shall not be permitted within or crossing a wash that has a water flow of 50 cfs or greater. (SRC 47-72.7)
29. size of the principal building. (ZO Sec. 5.012.A.6.b. and Sec. 5.102.A.6.b.)
Any proposed modifications to natural watercourses and all walls and fences crossing natural watercourses shall be designed in accordance with the standards and policies specified in chapter 37 (drainage and floodplain ordinance) of the Scottsdale Revised Code.
30. Temporary/Security Fencing that is required or is optionally provided shall be in accordance with the Zoning Ordinance and the Design Standards and Policies Manual. (ZO Sec. 7.700; DSPM 1-1.407)

Required Dedication Documents

31. Provide the originally signed City of Scottsdale Policy on Appeals of Dedications, Exactions, or Zoning Regulations form. This form is to be signed by the property owner, and may be obtained from the City's website by going to scottsdaleaz.gov and searching: *policy on appeals of dedications exactions*
32. Provide a Commitment for Title Insurance that includes a complete Schedule A and B. The City's requirements for an acceptable Commitment for Title Insurance may be obtained from the City's website by going to scottsdaleaz.gov and searching: *commitment for title insurance*
33. Provide the original 8-½" x 11" legal description and exhibit, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- a. Public Non-Motorized Access Easement
- b. Right-of-Way
- c. Drainage Easement
- d. Public Utility Easement
- e. Vehicular Non-Access Easement
- f. Other _____
34. Provide the original Easement dedication form(s) to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted). See Maricopa County form requirements:
<https://recorder.maricopa.gov/site/formrequirements.aspx>

Site Plan Notes

24. Pools require separate approval and permit.
25. Pools shall not be emptied or backwashed into washes, streets, onto an adjacent lot, or tract of land. (DSPM 2-2.501.D.4.c.)
26. All mechanical equipment (air conditioner, pool equip. etc.) shall be screened a minimum of 1 foot above the highest portion of the equipment from all sides and shall be compatible with the adjacent building. Show location of equipment on site plan.
27. A guesthouse shall never be offered for rent. (ZO Sec. 5.012.A.6.c. and Sec. 5.102.A.6.c.)
28. A guesthouse shall not exceed a gross footprint size greater than 50% of the foot print

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35. Provide the original Confirmation of New Dedication form(s) signed and notarized by all beneficiaries listed in Schedule B of the Title Insurance Commitment, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted). See Maricopa County form requirements: <http://recorder.maricopa.gov/web/formreq.aspx>.

Architectural Elevation Requirements

36. Call out all heights above the Lowest Finished Floor88 (LFF88 or LF88) and/or elevations of the roof parapet, top of the roof tile, and chimneys. (ZO Sec. 1.204., DSPM 4-1.901.20)
37. Measured from a point of reference elevation established twelve (12) inches above the average elevation at the top of the curb of the street or streets adjacent to the property, the maximum building height shall not exceed _____ feet in accordance with the underlying zoning district and Article III of the Zoning Ordinance.
38. Where applicable based upon amended development standards, provide a roof height analysis plan identifying roof configuration and elevations over the natural topography.

Native Plant Inventory & Salvage Plan Requirements

39. Comply with the Scottsdale Native Plant Ordinance. (SRC Chapter 46, Article V; and ZO Sec. 7.500.)
40. Native plant inventory & salvage plan shall show locations of all protected species on a 24" x 36" Native Plant Inventory & Salvage Plan or on the Grading & Drainage Site Plan. (Separate 8 1/2" x 11" native plant inventory assessments will not be accepted.) (ZO Sec. 7.504.)
41. Native plant inventory & salvage plan shall show the nursery site location where plant materials are to be stored during construction. (ZO Sec. 7.504.C.)
42. Identify the name of the salvage contractor. A City of Scottsdale-approved salvage contractor shall perform the native plant inventory assessment; the listing of approved

salvage contractors is located online by going to scottsdaleaz.gov and searching: *salvage contractor*

43. Additions and modification shall inventory and indicate all native plants within 50 feet of the improvement and the construction access to the area of improvements. (ZO Sec. 7.504.A.1)
44. When no protected native plants are to be affected by construction, add the following note to the Grading & Drainage Site Plan: No native plants are permitted to be disturbed due to construction and related activities associated with this approval.

Exterior Lighting Review

ZO Sec. 7.600.; and DS&PM Chapter 2-1.

45. Provide 3 copies of the exterior lighting manufacture cut sheets on a 24" x 36" minimum paper size. Each exterior light cut sheet provided shall be legible. The cut sheet or plans shall clearly identify the light fixture manufacture number utilized, wattage, style, and lamp type. (State law prohibits Mercury Vapor lighting.) Refer to ScottsdaleAZ.gov and search: *exterior lighting esl*
46. Provide the electrical floor plan and/or site plan and indicate the location all exterior light fixtures.

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