

**Final Plat and Improvement Plans
Construction Document Application Requirements:
Case Name: Sereno Canyon
22-PP-2005**

A copy of these construction document submittal requirements must accompany your first plan review submittal. Provide each item listed on the submittal checklists at your first final plan review application.

If the applicant chooses to have these requirements modified, the applicant must contact the City of Scottsdale's Project Coordinator in the Planning and Development Services Department. The applicant must have Construction Document Application Requirements document revised prior coming into the City of Scottsdale to submit the first final plan review application. The City of Scottsdale's Planning and Development Services Staff reserves the right to refuse to modify these requirements.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All Zoning Ordinance and Development Review Board Stipulation and requirements may not be listed below. It is the applicant responsibility for demonstrating compliance with all Zoning Ordinance requirements, associated Building and Fire Codes, Design Standards and Policy Manual Requirements, Civil Plan Requirements, City Code Requirement, and Development Review Board Stipulations prior to the Issuance of any building permit, and / or civil encroachment permit. The City of Scottsdale Staff Reserves the right to request additional information in order to verify Zoning Ordinance, Building and Fire Codes, and City Code requirements, Development Review Board requirements, Civil Requirements, and associate information for documentation and records proposes.

- **The following plans must be submitted with the first final plan review application in separate packages see the separate sections below for each of the application submittal content requirements:**

- All Items in Section 1 have been address (Section 1)
- Native Plant Plan Application (Section 2)
- The Final Plat Plan Application (Section 3)
- The Improvement Plan Application (Section 4)
- Architectural Application (Section 5)
- Additional Requirements (Section 6)

The cover sheet of the Civil plans, Landscape plans, Architectural plans, and Native Plant plans must contain the following information:

- 1) County Assessor parcel number of property on which improvements are being proposed.
- 2) Full street address assigned by the City of Scottsdale Records Department.
- 3) The complete Development Review Board case numbers (22-PP-2005 and 113-DR-2005), Use Permit case number (21-UP-2005), and Zoning Case number (1-ZN-2005) in the right hand margins. The pre-application number is not needed on the plans. All numbers must be in 1/4-inch letters. Leave additional space on your right hand margin for the plan check number that will be assigned after Construction Document Application has been submitted.

- 4) Provide space for the City of Scottsdale Plan check number, and Native Plant Case number in the right hand margin. The numbers will be provided with all applicable case numbers must be in 1/4-inch letters.
- 5) On the appropriate plan, provide the name, address, phone number, and email address of the owner, and the party preparing the plans (architect, engineer, landscape architect, salvage company, etc.).

Detailed information regarding construction plan preparation to the City of Scottsdale can be found in the City of Scottsdale's DESIGN STANDARDS AND POLICIES MANUAL. You may access the manual online at <http://www.scottsdaleaz.gov/design/DSPM/> and <http://www.scottsdaleaz.gov/bldgresources/PlanReview/default.asp> or call the One Stop Shop at 480-312-7080.

- All construction plans, reports, etc., must be in conformance with those approved by the Development Review Board.

Section 1 Items To Be Completed Prior To The First Construction Document Application Submittal.

- Listed below are items to be completed before the first construction document application submittal. Provide documentation of completion of these requirements at the time of construction document submittal:

<input checked="" type="checkbox"/>	Basis Of Design Report – Water
<input checked="" type="checkbox"/>	Basis Of Design Report – Sewer
<input checked="" type="checkbox"/>	Application for release/abandonment of easement application must be approved

Section 2 Native Plant Plan Application Requirements

This information pertains to submittals made for salvage plant (native plant) permit. Submittals must be complete and submitted to the Permit Services Division of the Planning and Development Services Department with the appropriate plan check fees. **The Native / Salvage Plant Submittal may be submitted prior to or concurrent with the first construction document submittal.**

- **THE NATIVE / SALVAGE PLANT PLAN PERMIT CANNOT BE ISSUED UNTIL THE PLAT HAS BEEN APPROVED BY THE CITY COUNCIL AND HAS BEEN RECORDED.**

NATIVE PLANT APPLICATION

Submit Native / Salvage Plans

- **The Native / Salvage Plant Plan Application may be submitted prior to the first submittal of the Construction Document Application.**

- Contact the City of Scottsdale's Native plant specialist at 480-312-7000 or go to the City of Scottsdale's web site for the most recent Native Plant Submittal requirements:

http://www.scottsdaleaz.gov/codes/NativePlant/Forms/NP_Requirements.pdf

Section 3 Final Plat Application Requirements

All final plats must be approved by the City Council. A final plat will be placed on the City Council's agenda only after staff has received a complete submittal and the improvement plans and plat address Development Review Board Requirements. The applicant will be notified once the final plat has been tentatively placed on the City Council meeting agenda. The Final Plat Application shall including the following items:

FINAL PLAT APPLICATION

- Provide **THREE (3)** complete sets (CIVIL, Fire Reviews, and Planning – Legal – Survey). Plans shall be prepared in accordance with the Design Standard and Policy Manual and the submittal requirements checklist on the City's Web Site: <http://www.scottsdaleaz.gov/design/DSPM/>.
- **The Plat Application shall include:**
 - Final Plat plan
 - ALTA Survey.
 - Title Insurance Policy (No older that 30 days) (one report shall be attached to each final plat plan) **(no older than 1 year from the date of the 1st submittal of the Improvement Plan Application, for reference only)**
 - NAOS graphic & calculation worksheet.
 - Preliminary plat
 - 8-1/2" X 11" transparency of the staff approved final plat must be submitted to four (4) weeks prior to the scheduled City Council date
- **Digital Submittal for GIS information**
 - Digital Submittal

Section 4 Improvement Plan Application Requirements

Each item listed on this checklist must be submitted at your first construction document submittal, along with a copy of this list. **Incomplete submittals will not be accepted.** All plans must be signed and sealed. If necessary, the plan reviewer may require additional information and plans after the first submittal.

- **Required Plan Size: 24" X 36"**
- **Minimum Horizontal Scale: 1" = 20'**
- **Minimum Vertical Scale: 1" = 2'**
- **Landscape and Civil Plans Shall Be Drawn At The Same Scale.**

IMPROVEMENT PLANS APPLICATION

- Provide **THREE (3)** complete sets (CIVIL, Planning, and Fire Reviews). Plans shall be prepared in accordance with the Design Standard and Policy Manual and the submittal requirements checklist on the City's Web Site: <http://www.scottsdaleaz.gov/design/DSPM/>.

- **Improvement Construction Document Plans shall include:**

- A sealed engineer's statement on the cover sheet of all civil plan sets stating that, "The engineer of record on these plans has received a copy of the approved stipulations for this project and has designed these plans in conformance with the approved stipulations."**
- Grading and Drainage Plan (Including water and sewer services)
- Water Plans
- Sewer Plans
- Paving Plans (including striping & signage)
- Striping & Signage Plans
- Traffic Signal Plans
- Structural Plans for Drainage Structures only (including details & calculations)
- Landscape and Irrigation plans:
 - (Retaining walls, fence walls and fences over 3-feet, monuments over 3-feet, entry gate features, building structures, and high voltage electrical or panel electrical must be included a the Architectural Plan Application for review and approval. Walls may be designed by a Landscape Architect, but shall not be included in the Landscape plans. High voltage connections, electrical panels, electrical meters, and high voltage electrical shall be design by an electrical Engineer and submitted for building code review)
- Fountain/Water feature details and elevations (fountain structures shall be included in the Architectural Plan Application for review and approval, but shall not be included in the Landscape plans.)
- Slope Analysis
- NAOS graphic & calculation worksheet
- ALTA Survey Plan (no older than 1 year from the date of the 1st submittal of the Improvement Plan Application, for reference only)
- Final Subdivision Plat (for reference only)
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- One (1) copy of the following Reports for Engineering Plan Review:

- **Engineering Reports**

- Final Drainage Report.
- Water Basis of Design Report (BOD)
- Sewer Basis of Design Report (BOD)
- Structural Report
- Title Report or Title Insurance Policy (not more than 30 days old from the date of the 1st submittal)

- One (1) copy of the following Engineer's Estimates for Engineering Plan Review:

- **ENGINEER'S ESTIMATES (for payment in-lieu)**

- Street improvements

- One (1) copy of the following Engineering Reference Documents for Engineering Plan Review:

- **REFERENCE DOCUMENTS**

- Master Drainage Report **
- Master Water Report**
- Basis Of Design Report – Water**
- Basis Of Design Report – Sewer**
- Master Circulation Report**
- Final Circulation Report**
- Master Signalization Plan**
- Final Signalization Plan**
- Geotechnical Report

**Note: These reports are required to be approved prior to the submittal of Improvement Plans for Plan Review. Developer shall, as a minimum, provide a copy of the cover sheet with City Staff signatures of acceptance.

- One (1) copy of the following (unless additional copies are indicated below) of the following documents under "Other Additional Information" for Engineering Plan Review:

- **Other Additional Information**

- Two Copies of Completed 404 Certification Form
- Two Copies of the Notice of Intent (NOI)
- Copy of the No-Conflict Form (Originals must be signed by each utility prior to plan approval)

Section 5: Architectural Plan Submittal Requirements

Each item on listed checklist must be submitted at with your first submittal of the construction document application, along with a copy of this list. **Incomplete application will not be accepted.** All plans must be signed and sealed. If necessary, the plan reviewer may require additional information and plans after the first submittal of the applicant.

Detailed information regarding the construction document preparation of plans submitted to the City of Scottsdale in the Architectural Plan Application can be found in the City of Scottsdale's web site. **The applicant is strongly encouraged consult the City of Scottsdale's web site for minimal submittal requirements at: <http://www.scottsdaleaz.gov/bldgresources/planreview/default.asp>**

ARCHITECTURAL PLAN APPLICATION

- Provide **FOUR (4)** complete sets (Building, Planning, and Fire Reviews). Each set shall be on a minimum of **24 x 36 paper, and at a – minimum 1/8" scale** or larger so plans are legible when reduced. **Incomplete submittals will not be accepted.** The plans shall include the following plans and information:

- **Architectural Construction Document Plans shall include:**

- Architectural Plans

- Architectural Site Plan
- Open Space Plan
- Floor Plan Worksheet
- Project Data
- Schedules
- Elevations
- Details
- Sections
- Exiting Plan
- Structural Plans
- Foundation Plans
- Mechanical Plans
- Electrical Plans
- Photometrics Plans
- Exterior Lighting Manufacture Cut Sheets (on 24 x36 paper minimum)
- International Environmental Energy Code Calculations (Com-Check is acceptable).
- A copy of the complete Improvement plans (civil and landscape / Irrigation plans) shall be included in each set for reference.

- **Architectural Construction Document Calculations for Building Code Review:**

- One (1) copy of structural, electrical, and water calculations (may be on drawings)
- One (1) copy of soils report to accompany for building plan review.
- One (1) set of Water & Sewer Development Fee Documents for each **NON-RESIDENTIAL** Building Permit Application. Documents shall include:
 - a. Non-Residential Development Fee Agreement (City Format), signed by the Owner and notarized,
 - b. Exhibit "A" - 8 1/2" x 11" Written Legal Property Description (Developer Format),
 - c. Exhibit "B" - 8 1/2" x 11" Site Map (Developer Format), and
 - d. Exhibit "C" - Non-Residential Water & Sewer Need Report (City Format).

Documents must be completed in compliance with Maricopa County record formatting requirements:

- a. Pages must be 8 1/2" x 11" originals (no facsimiles),
- b. Margins must be at least 1/2" (top, bottom, and side), and
- c. Print size must be at least 10-point, with no condensed text.

- **Additional Documentation for Planning Review.**

- Two Copies of Copy of Certificate of Approval for Archaeological Resources signed by the City Archaeologist

Section 6:	Additional Requirements
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ADDITIONAL REQUIREMENTS

Arizona Department of Environmental Quality (ADEQ):

- The developer shall be responsible for conformance with ADEQ regulations and requirements for submittals, approvals, and notifications. The developer shall demonstrate compliance with Engineering Bulletin #10 Guidelines for the Construction of Water Systems, and applicable chapters of the Arizona Administrative Code, Title 18, and Environmental Quality. In addition:

Maricopa County Environmental Services Department (MCESD):

- Before approval of final improvement plans by the Plan Review and Permit Services Division, the developer shall submit a cover sheet for the final improvement plans with a completed signature and date of approval from the Maricopa County Environmental Services Department (MCESD).
- Before issuance of encroachment permits by city staff, the developer shall provide evidence to city staff that a Certificate of Approval to Construct Water and / or Wastewater Systems has been submitted to the MCESD. The MCESD staff will on a document developed and date stamp this evidence.
- Before commencing construction, the developer shall submit evidence to city staff that Notification of Starting Construction has been submitted to the MCESD. The MCESD staff shall on a document developed and date stamp this evidence.
- Before issuance of Letters of Acceptance by the City's Inspection Services Division, the developer shall provide to the City a final set of as-built mylars of the improvements.

Water and Wastewater Requirements:

- The developer shall pay a Sewer Development Fee for City sewer service in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City sewer system. All questions may be referred to Water Resources at 480-312-5650.
- The developer shall pay a Water Development Fee and Water Resources Development Fee for City water supply in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City water system. All questions may be referred to Water Resources at 480-312-5650.
- Prior to the issuance of any building permit, the developer shall pay a Water Meter Fee for connection to the City water system in accordance with City Ordinance. If there is an existing water meter for this project, applicable water meter fees must be paid only if a larger meter is required.

Arizona Department of Environmental Quality (ADEQ) Requirements:

- All construction activities that disturb one or more acres shall obtain coverage under the Arizona Pollutant Discharge Elimination System (AZPDES) Construction General Permit. To gain coverage, operators of construction sites must:
- Submit a Notice of Intent (NOI) to ADEQ;
- Prepare a Stormwater Pollution Prevention Plan (SWPPP) and keep a copy on site;
- Send a Notice of Termination (NOT) to ADEQ when construction is completed.
- Contact ADEQ at 602-771-4449 for further information. Forms are available from the City of Scottsdale One Stop Shop, or from ADEQ.