

**Stipulations for Case:  
Monument Club  
48-DR-2007**

These stipulations are in order to protect the public health, safety, welfare, and the City of Scottsdale. Unless otherwise stated, the applicant agrees to complete all requirements prior to final plan approval, to the satisfaction of Project Coordinator and the Final Plans staff.

**PLANNING**

**APPLICABLE DOCUMENTS AND PLANS:**

**DRB Stipulations**

1. Except as required by the *City Code of Ordinances*, Zoning Regulations, Subdivision Regulations, and the other stipulations herein, the site design and construction shall substantially conform to the following documents:
  - a. Architectural elements, including dimensions, materials, form, color, and texture, shall be constructed to be consistent with the building elevations submitted by Rick Daugherty Architecture with a date provided on the plans by City Staff of 10/30/2007.
  - b. The location and configuration of all site improvements shall be constructed to be consistent with the site plan submitted by Rick Daugherty Architecture with a date provided on the plans by City Staff of 10/30/07.
  - c. Landscaping, including quantity, size, and location of materials shall be installed to be consistent with the conceptual landscape plan submitted by Aridscape Concepts Inc. with a date provided on the plans by City Staff of 10/30/07.

**ARCHITECTURAL DESIGN:**

**DRB Stipulations**

2. *The owner shall install the automatic sun screens as shown on sheet A-9 in detail 5 wall section A on all windows that do not access a patio.*
3. The face of the service entrance section(s) shall be flush with the building façade and painted to match the building.
4. All exterior mechanical, utility, and communications equipment shall be screened by parapet or wall that matches the architectural color and finish of the building. Wall or parapet height for roof-mounted units shall meet or exceed the height of the tallest unit. Wall height for ground-mounted units shall be a minimum of 1-foot higher than the tallest unit.
5. All exterior conduit and raceways shall be painted to match the building.
6. No exterior roof ladders shall be allowed where they are visible to the public or from an off-site location.
7. Roof drainage systems shall be interior, except that overflow scuppers are permitted. If overflow scuppers are provided, they shall be integrated with the architectural design.
8. Wall enclosures for refuse bins or trash compactors shall be constructed of materials, with colors and textures, which are compatible with the building(s) on the site.
9. All walls shall match the architectural color, materials and finish of the building(s).

**SITE DESIGN:****Ordinance**

- A. Signs are by separate submittal, approval and permit.

**LANDSCAPE DESIGN:****DRB Stipulations**

10. *The landscape plan shall be revised at time of final plans to locate plant material that grows thorns or spiky leaves a minimum of three (3) feet from any pedestrian walkway.*
11. *The landscape plan shall be revised at final plans to eliminate the Nassella tenuissima, Mexican Thread Grass, and replace with a non-invasive native species.*
12. Upon removal of the salvageable native plants, the salvage contractor shall submit completed Native Plant Tracking Form, as well as a list identifying the tag numbers of the plants surviving salvage operations, to the City's Inspection Services Unit within three (3) months from the beginning of salvage operations and/or prior to the issuance of the Certificate of Occupancy.
13. Cut and fill slopes shall be rounded to blend with the existing contours of the adjacent natural grades.

**EXTERIOR LIGHTING DESIGN:****DRB Stipulations**

14. All exterior luminaires shall meet all IESNA requirements for full cutoff, and shall be aimed downward and away from property line, except sign and landscape lighting.
15. The individual luminaire lamp shall not exceed 250 watts.
16. The maximum height from finished grade to the bottom of the any exterior luminaire shall not exceed sixteen (16) feet.
17. All exterior light poles, pole fixtures, and yokes shall be a flat black or dark bronze.
18. No lighting shall be permitted in dedicated NAOS easements.
19. Incorporate into the project's design, the following:

## Site Lighting:

- a. The maintained average horizontal illuminance level, at grade on the site shall not exceed 1.5 foot-candles.
- b. The maintained maximum horizontal illuminance level, at grade on the site, shall not exceed 6.0 foot-candles. All exterior luminaires shall be included in this calculation.
- c. The initial vertical illuminance at 6-foot above grade, along the entire property line, or 1-foot outside of any block wall exceeding 5-foot in height, shall not exceed .3 foot-candles. All exterior luminaires shall be included in this calculation.

## Building Mounted Lighting:

- d. All luminaires shall be recessed or shielded so the light source is not directly visible from property line.
- e. Wall mounted luminaires shall contain house-side shields, and be mounted on a minimum 4-inch long bracket that is mounted perpendicular to the wall.

## Landscape Lighting

- f. All landscape lighting directed upward shall utilize the extension visor shields to limit the view of the lamp source.
- g. Landscaping lighting shall only be utilized to accent plant material.
- h. All landscape lighting directed upward, shall be aimed away from property line.

**Approved 12/06/2007 (lc)**

- i. All landscape lighting hanging in vegetation, shall contain recessed lamps, and be directed downward and away from property line.
- j. The landscape lighting lamp shall be an incandescent or halogen incandescent source, and shall not exceed forty (40) watts.

**VEHICULAR AND BICYCLE PARKING:****DRB Stipulations**

20. Bike rack design shall be in conformance with City of Scottsdale Standard Detail No. 2285, unless otherwise approved in writing by the City of Scottsdale's Transportation Department.

**ADDITIONAL PLANNING ITEMS:****DRB Stipulations**

21. Flagpoles, if provided, shall be one piece, conical, and tapered.

**RELEVANT CASES:****Ordinance**

- B. Case 3-ZN-94 is the associated rezoning request for the property.
- C. This application shall comply with the Environmentally Sensitive Land Ordinance as administratively approved with this application.

## **ENGINEERING**

The following stipulations are provided to aid the developer in submittal requirements, and are not intended to be all inclusive of project requirements. The developer shall submit engineering design reports and plans that demonstrate compliance with city ordinances, the Scottsdale Revised Code and the Design Standards and Policies Manual (DS&PM).

**APPLICABLE DOCUMENTS AND PLANS:**

22. Architectural Site Plan for Monument Club, prepared by Rick Daugherty Architecture, with a submittal date of 10/30/07.
23. Entry Sign Detail/Sight View Triangles/Refuse Plan, prepared by Rick Daugherty Architecture, with a submittal date of 10/30/07.

**DRAINAGE AND FLOOD CONTROL:****DRB Stipulations**

24. Submit a final drainage report that demonstrates consistency with the conceptual drainage report approved in concept by the Planning and Development Services Department.
  - a. Before the approval of improvement plans by city staff, the developer shall submit two (2) hard copies and one (1) compact disc copy of the complete final drainage report and plan.
25. Basin Configuration:
  - a. Basin side slopes shall not be steeper than four-to-one (4:1), (ratio of four (4) feet horizontal to one (1) foot vertical), and basin depths shall not exceed three (3) feet, except as specifically approved by the Floodplain Administrator. A vertical wall may be acceptable to contain the downstream side of a basin subject to the approval of the Floodplain Administrator and the project coordinator.
  - b. A maximum of fifty percent (50%) of the front open space may be used as a retention/detention basin, unless approved by the project coordinator.

**Approved 12/06/2007 (lc)**

- c. Stormwater Storage on Paved Surfaces. Up to fifty percent (50%) of required stormwater storage may be provided in parking areas when the following conditions are met:
- d. Storage system shall be designed to store the first thirty percent (30%) of the required runoff volume from paved areas, in order to avoid formation of nuisance water ponds on the pavement.

**Ordinance**

- D. On-site stormwater storage is required for the full 100-year, 2-hour storm event. The design of the storage basin capacity shall account for any proposed landscaping improvements. The landscaping improvements within the basins shall not reduce the capacity of the basins under the required volume.
  - (1) Basin bleed-off rates shall be set so that the storage basins do not drain completely in less than twenty-four (24) hours. Storage basins must drain completely within thirty-six (36) hours.
  - (2) Infiltration of stormwater through the basin floor is not acceptable as the sole means of draining the basin. Stormwater storage basins should be designed to meter flow to the historic out-fall point of the site. Where an historic out-fall point does not exist (or metering is not possible), other methods of stormwater discharge from the site, such as pumps, etc., may be considered.
  - (3) Stormwater storage basins may not be constructed within utility easements or dedicated right-of-way. Exceptions may be granted with written approval from appropriate utility company.
  - (4) Off-site runoff must enter and exit the site as it did historically.
  - (5) All development shall be designed to satisfactorily convey the 100-year peak discharge through the site without significant damage to structures.
- E. A partial waiver may be considered due to the physical limitations of the site. Any application for one shall be accompanied by sufficient demonstration that there are no adverse off-site impacts due to the reduction in storage.
- F. With the final improvement plans submittal to the Planning and Development Services Department, the developer shall submit a final drainage report and plan, subject to City staff approval.
- G. Underground Stormwater Storage:
  - (1) Underground stormwater storage is prohibited unless approval is obtained from the City's Floodplain Administrator.
  - (2) Drywells are not permitted.
- H. Street Crossings:
  - (1) Watercourse crossings for roads shall be designed to provide for 100-year access to all residential properties by at least one route. Accessibility will be considered to exist if it can be shown by the engineer that at the time of the peak flow, the depth of flow over the road will not be greater than 1-foot.

**ROADWAY, INTERSECTION, AND ACCESS DESIGN:****Streets and other related improvements:****DRB Stipulations**

- 26. The owner shall design and construct the driveway accessing White Feather Lane in general conformance with City of Scottsdale Standard Detail #2256, Type CL-1.
- 27. The owner shall design and construct a single speed hump per MAG Standard Detail 210 across both lanes of White Feather Lane as a speed control device. The speed hump shall be located between the proposed site driveway and the existing driveway located to the south. The developer shall address all drainage impacts on White Feather Lane related to the design and installation of the speed hump with the final improvement plans submittal.

**Approved 12/06/2007 (lc)**

28. The owner shall provide written approval for the installation of the speed hump from the appropriate legal entity that owns the private street with the final improvement plans submittal.
29. The owner shall design and construct either an object or an object marker adjacent to the speed hump to prevent drivers from maneuvering around the hump. This design shall be shown with the final improvement plans submittal per the City's design standards and policies and construction details.
30. The owner shall follow MUTCD requirements for signage and pavement marking for the speed hump and provide this information with the final improvement plans submittal.

**INTERNAL CIRCULATION:****DRB Stipulations**

31. The owner shall provide a minimum parking-aisle width of twenty-four (24) feet.
32. The owner shall provide internal circulation that accommodates emergency and service vehicles with an outside turning radius of forty-five (45) feet and inside turning radius of twenty-five (25) feet.

**Ordinance**

- I. Parking areas shall be improved with a minimum of two-point-five (2.5) inches of asphalt over four (4) inches of aggregate base.

**EASEMENTS AND DEDICATIONS****DRB Stipulations**

## 33. Sight Distance Easements:

- a. Sight distance easements shall be dedicated over sight distance triangles.
- b. Sight distance triangles must be shown on final plans to be clear of landscaping, signs, or other visibility obstructions between two (2) feet and seven (7) feet in height.
- c. Refer to the following figures: 5.3-26 and 5.3-27 of Section 5.3 of the DS&PM.

**Ordinance**

## J. Drainage Easement:

- (1) Drainage and flood control easements shall be dedicated to the City to the limits of inundation for all vista corridor washes, for all washes having a discharge rate of 50 cfs or more, for all FEMA regulatory floodways to the extent of the 100-year base flood elevation, and for all stormwater storage basins. All drainage and flood control easements shall be dedicated to the City with maintenance responsibility specified to be that of the property owner.

## K. Waterline and Sanitary Sewer Easements:

- (1) Before the issuance of any building permit for the site, the developer shall dedicate, to the City, all water easements necessary to serve the site. Water easements shall be in conformance with the Scottsdale Revised Code and Section 6-1.419 of the DS&PM.

**REFUSE:****DRB Stipulations**

34. Refuse enclosures shall be constructed to City of Scottsdale's standards. Details for construction of trash enclosures can be found in the City of Scottsdale Supplements to MAG Standards. Standard detail #2146-1 and 2 (2 is for grease containment) are for single enclosures, and #2147-1 and 2 (2 is for grease containment) are for double enclosures.
35. The owner shall provide an adequate number of refuse enclosures per the City's requirements that follow. *The proposed site plan does not show an adequate number of refuse enclosures given the number of residential units and the clubhouse.*

**Approved 12/06/2007 (lc)**

36. Enclosures must:

- a. Provide adequate truck turning/backing movements for a design vehicle of turning radius  $R$  (minimum) = 45 feet vehicle length of  $L = 40$  feet.
- b. Be positioned to facilitate collection without "backtracking."
- c. Be easily accessible by a simple route.
- d. Not require backing more than thirty-five (35) feet.
- e. Not be located on dead-end parking aisles.
- f. Enclosures serviced on one side of a drive must be positioned at a 30-degree angle to the centerline of the drive.

#### **Ordinance**

L. Refuse enclosures are required as follows:

- (1) Restaurants: One per restaurant
- (2) Commercial Building Space: One for 0 to 20,000 s.f., Two for 20,001 to 40,000 s.f., Three for 40,001 to 60,000 s.f., etc.
- (3) Apartments: One for 0 to 20 units, Two for 21 to 40 units, Three for 41 to 60 units, etc.

M. Underground vault-type containers are not allowed.

N. Refuse collection methods, i.e., site plan circulation will be approved at final plan review.

O. Refuse collection can be provided by the City of Scottsdale's Sanitation Division, at 480-312-5600.

#### **WATER AND WASTEWATER STIPULATIONS**

The following stipulations are provided to aid the developer in submittal requirements, and are not intended to be all-inclusive of project requirements. Water and sewer lines and services shall be in compliance with City Engineering Water and Sewer Ordinance, the Scottsdale Revised Code and Chapters 6 and 7 of the DS&PM.

#### **DRB Stipulations**

37. Where walls cross, or run parallel with, public water mains, public sewer mains, or public fire lines the following shall apply:

- a. For walls constructed parallel to these pipes, the walls shall be a minimum of six (6) feet from the outside diameter of the pipe.
- b. For walls constructed across, or perpendicular to, these pipes, the walls shall be constructed with gates, or removable wall panels, for maintenance and emergency access.

#### **WATER:**

#### **DRB Stipulations**

38. Basis of Design Report (Water):

- a. Before the improvement plan submittal to the Plan Review and Permit Services Division, the developer shall obtain approval of the Water Basis of Design Report from the City's Water Resources Department. The report shall conform to the draft Water and Wastewater Report Guidelines available from the City's Water Resources Department.

#### **Ordinance**

P. The water system for this project shall meet required health standards and shall have sufficient volume and pressure for domestic use and fire protection.

**Approved 12/06/2007 (lc)**

**WASTEWATER:****DRB Stipulations**

## 39. Basis of Design Report (Wastewater):

- a. Before the improvement plan submittal to the Plan Review and Permit Services Division, the developer shall obtain approval of the Wastewater Basis of Design Report from the City's Water Resources Department. The report shall conform to the draft Water and Wastewater Report Guidelines available from the City's Water Resources Department.

40. On-site sanitary sewer shall be privately owned and maintained.

41. Existing water and sewer service lines to this site shall be utilized, or shall be abandoned by disconnection at the main.

**Ordinance**

Q. Privately owned sanitary sewer shall not run parallel within the waterline easement.

**CONSTRUCTION REQUIREMENTS****DRB Stipulations**

## As-Built Plans.

42. City staff may at any time request the developer to submit as-built plans to the Inspection Services Division:

- a. As-built plans shall be certified in writing by a registered professional civil engineer, using as-built data from a registered land surveyor.
- b. As-built plans for drainage facilities and structures shall include, but are not limited to, streets, lot grading, storm drain pipe, valley gutters, curb and gutter, flood walls, culverts, inlet and outlet structures, dams, berms, lined and unlined open channels, storm water storage basins, underground storm water storage tanks, and bridges as determined by City staff.

**Ordinance**

R. Section 404 permits. With the improvement plan submittal to the Plan Review and Permit Services Division, the developer's engineer must certify that it complies with, or is exempt from, Section 404 of the *Clean Water Act of the United States*. [Section 404 regulates the discharge of dredged or fill material into a wetland, lake, (including dry lakes), river, stream (including intermittent streams, ephemeral washes, and arroyos), or other waters of the United States.]

**MONUMENT CLUB  
10200 E. DYNAMITE BL  
SCOTTSDALE, AZ**

## FIRE ORDINANCE REQUIREMENTS

(INCORPORATE INTO BUILDING PLANS AS GENERAL NOTE BLOCK - USE ONLY THE DESIGNATED STIPULATIONS)

1. PREMISES IDENTIFICATION TO BE LEGIBLE FROM STREET OR DRIVE & MUST BE ON ALL PLANS.
2. FIRE LANES & EMERGENCY ACCESS SHALL BE PROVIDED & MARKED IN COMPLIANCE WITH CITY ORDINANCE & IFC AT THE FOLLOWING LOCATIONS.  
WITHIN 300 FEET OF GROUND FLOOR WALLS  
\_\_\_\_\_
3. IT IS THE DEVELOPERS RESPONSIBILITY TO DETERMINE ULTIMATE COMPLIANCE WITH THE FAIR HOUSING ADMENDMENTS ACT & AMERICANS WITH DISABILITIES ACT & INCORPORATE SAME INTO THEIR BUILDING PLANS.
4. SUBMIT PLANS & SPECS FOR SUPERVISED AUTOMATIC EXTINGUISHING SYSTEM FOR ALL COOKING APPLIANCES, HOOD PLENUMS & EXHAUST DUCTS.
5. PROVIDE A KNOX ACCESS SYSTEM:  
 A. KNOX BOX  
 B. PADLOCK  
 C. KNOX OVERRIDE & PRE-EMPTION STROBE SWITCH FOR AUTOMATIC GATES.
6. INSTALL AN AS BUILT DRAWING CABINET ADJACENT TO THE FIRE SPRINKLER RISER. IT SHALL BE OF ADEQUATE SIZE TO ACCOMMODATE BOTH THE FIRE SPRINKLER & FIRE ALARM DRAWINGS. THE CABINET SHALL BE PROVIDED WITH A LOCK & KEYED TO MATCH THE FIRE ALARM CONTROL PANEL & SUPERVISED BY THE FACP IF APPLICABLE.
7. SUBMIT PLANS FOR A CLASS PER SRC FIRE ALARM SYSTEM PER SCOTTSDALE REVISED CODES.
8. PROVIDE INTERIOR TENANT NOTIFICATION WHEN OFF-SITE MONITORING IS REQUIRED.  
(SEE FIRE ALARM INTERPRETATIONS FOR CLARIFICATION)
9. ADD 2-1/2" WET FIRE HOSE VALVES (NSHT) IF FLOOR AREA EXCEEDS 10,000 SQ. FT. PER FLOOR LEVEL AND/OR IF FIRE DEPT. ACCESS IS LIMITED TO LESS THAN 360°. \_\_\_\_\_
10. BUILDINGS MAY BE SUBJECT TO INSTALLATION AND TESTING REQUIREMENTS FOR A PUBLIC SAFETY RADIO AMPLIFICATION SYSTEM.
11. BACKFLOW PREVENTION WILL BE REQUIRED ON VERTICAL RISER FOR CLASS 1 & 2 FIRE SPRINKLER SYSTEMS PER SCOTTSDALE REVISED CODE.
12. PROVIDE ALL WEATHER ACCESS ROAD (MIN. 16') TO ALL BUILDINGS & HYDRANTS FROM PUBLIC WAY DURING CONSTRUCTION.
13. SEE APPROVED CIVILS FOR THE NUMBER OF FIRE HYDRANTS REQUIRED. DEVELOPER SHALL HAVE THE REQUIRED HYDRANTS INSTALLED & OPERABLE PRIOR TO THE FOOTING INSPECTION. HYDRANTS SHALL BE SPACED AT A MAXIMUM OF 700 AT 1500 GPM. THE DEVELOPER SHALL MAKE THE C.O.S. APPROVED CIVIL WATER PLANS AVAILABLE TO THE FIRE SPRINKLER CONTRACTOR.
14. PORTABLE FIRE EXTINGUISHERS SHALL BE INSTALLED. SEE SHEET(S) \_\_\_\_\_
15. EXIT & EMERGENCY LIGHTING SHALL COMPLY WITH THE C.O.S. ORDINANCE & THE IFC. SEE SHEETS \_\_\_\_\_
16. SUBMIT MSDS SHEETS & AGGREGATE QUANTITY FOR ALL HAZARDOUS MATERIALS INCLUDING FLAMMABLES, PESTICIDES, HERBICIDES, CORROSIVES, OXIDIZERS, ETC. A PERMIT IS REQUIRED FOR ANY AMOUNT OF HAZARDOUS MATERIALS STORED, DISPENSED, USED OR HANDLED. COMPLETE AN HMMP & SUBMIT WITH THE BUILDING PLANS.
17. FIRELINE, SPRINKLER & STANDPIPE SYSTEM SHALL BE FLUSHED & PRESSURE TESTED PER NFPA STANDARDS & SCOTTSDALE REVISED CODES.
18. FDC SIAMESE CONNECTIONS FOR SPRINKLERS AND/OR STANDPIPES WILL BE LOCATED PER ORDINANCE AND/OR AT AN APPROVED LOCATION. MINIMUM SIZE 2-1/2 x 2-1/2 x PER CALCS (NSHT)  
 4' TO 8' BACK OF CURB; INDEP. WET LINE.  
 WALL MOUNTED - 15' CLEAR OF OPENINGS.
19. ADEQUATE CLEARANCE SHALL BE PROVIDED AROUND FIRE RISER. DIMENSIONS FROM FACE OF PIPE SHALL MEASURE A MINIMUM OF 12" OFF THE BACK OF WALL, 18" ON EACH SIDE & 36" CLEAR IN FRONT WITH A FULL HEIGHT DOOR. THE FIRE LINE SHALL EXTEND A MAXIMUM OF 3' INTO THE BUILDING FROM INSIDE FACE OF WALL TO CENTER OF PIPE.

20.  **SPRINKLER SYSTEM SHALL BE INSTALLED TO COMPLY WITH MINIMUM NFPA CRITERIA 2002 EDITION & SCOTTSDALE REVISED CODES. SYSTEMS WITH 100 HEADS OR MORE SHALL HAVE OFF-SITE MONITORING. AFTER BUILDING PLAN REVIEW, INSTALLING CONTRACTOR SHALL SUBMIT (3) THREE COMPLETE SETS OF DRAWINGS & HYDRAULIC CALCULATIONS REVIEWED BY A MINIMUM NICET III DESIGN TECHNICIAN.**
- A. MODIFIED NFPA 13-D SYSTEM WITH RESIDENTIAL QUICK RESPONSE SPRINKLER HEADS (2002 EDITION)**
- B. MODIFIED NFPA 13R SYSTEM (2002 EDITION) WITH RESIDENTIAL QUICK RESPONSE SPRINKLER HEADS IN DWELLING UNITS & ATTIC AREAS FED FROM SEPARATE FIRELINE PER C.O.S. ORDINANCE & INTERPRETATIONS & APPLICATIONS. CALCULATE UP TO FOUR REMOTE HEADS & 900 SQ FT MIN. IN ATTIC.**
- C. NFPA 13 2002 EDITION COMMERCIAL SYSTEM / DESIGN CRITERIA: PER OCCUPANCY/USE/HAZARD SEISMIC DESIGN CATEGORY SHALL BE DETERMINED BY STRUCTURAL ENGINEER.**
- D. THE FIRE SPRINKLER SYSTEM DESIGN FOR WAREHOUSE / STORAGE OCCUPANCIES SHALL BE BASED ON THE FULL HEIGHT CAPACITY OF THE BUILDING PER SCOTTSDALE REVISED CODE. DENSITY CRITERIA:**
- E. SPRINKLER DESIGN CRITERIA FOR UNSPECIFIED WAREHOUSE COMMODITIES: .45 OVER 3000 SQ. FT.**
- F. THE PROJECT SPECIFICATIONS SHALL BE SUBMITTED WITH CONTRACT DRAWINGS.**
- G. RESIDENCE FIRE SPRINKLER SYSTEM TO BE DETERMINED IN CONJUNCTION WITH APPLICABLE CONSTRUCTION CODE REQUIREMENTS, ACCESS, EXITING, ETC.**

Submit three (3) complete sets of drawings submitted by installing contractor, after building plan review is complete. Please refer questions to Fire Dept. Plan Review, 312-7070, 312-7684, 312-7127, 312-2372.



# Construction Document Application Requirements

Case Name 48-DR-2007



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

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

To modify these requirements, 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 submitting the first Construction Document Application review.** The City of Scottsdale's Planning and Development Services Staff reserves the right to refuse to modify these requirements.

All Zoning Ordinance and Development Review Board stipulations and requirements *may not be listed below*. It is the applicants responsibility to demonstrate compliance with all Zoning Ordinance requirements, associated Building and Fire Codes, Design Standards and Policies Manual requirements, Civil Plan requirements, City Code requirement, and Development Review Board stipulations prior to the issuance of any building and / or civil encroachment permit. The city of Scottsdale 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 purposes.

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

- Items To Be Completed Prior To First Construction Document Application Submittal (Section 1)
- Native Plant Plan Application (Section 2)
- Architectural Plan Application (Section 3)
- The Improvement Plan Application (Section 4)
- Map of Dedications Application (Section 5)
- Additional Requirements (Section 6)

### **The COVER SHEET for Civil, Landscape, Architectural, and Native Plant PLANS must contain:**

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 number 48-DR-2007 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 instructions for construction plan preparation can be found in the city of Scottsdale's DESIGN STANDARDS AND POLICIES MANUAL, available at [www.scottsdaleaz.gov/design/DSPM](http://www.scottsdaleaz.gov/design/DSPM), or at the Records counter (call 480-312-2356).**



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

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## SECTION I.

Items To Be Completed Prior to First Construction Document Application Submittal

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PROVIDE DOCUMENTATION OF COMPLETION OF THE FOLLOWING REQUIREMENTS AT THE TIME OF CONSTRUCTION DOCUMENT SUBMITTAL:

- Basis of Water Design
- Basis of Sewer Design
- Documentation from the owner of White Feather Lane consenting to proposed changes to the street improvements.
- With the final plan submittal provide the approved documentation allowing the property to develop under the Environmentally Sensitive Land Ordinance instead of the entitled Hillside Ordinance.

*The following items are the minimum requirements necessary to submit construction documents for review. Civil plans and building plans must be submitted at the same time, in separate packages.*

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## SECTION II.

### Native Plant Application Requirements

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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.**

#### 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:  
[www.scottsdaleaz.gov/codes/NativePlant/Forms/NP\\_Requirements.pdf](http://www.scottsdaleaz.gov/codes/NativePlant/Forms/NP_Requirements.pdf)

## SECTION III.

### Architectural Plan Application Requirements



Items listed must be submitted at first submittal of construction document application, with a copy of this list. All plans must be signed and sealed. **Incomplete application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal of the applicant. **The applicant is strongly encouraged consult [www.scottsdaleaz.gov/bldgresources/planreview](http://www.scottsdaleaz.gov/bldgresources/planreview) for minimal submittal and construction document preparation requirements.**

#### ARCHITECTURAL PLAN APPLICATION

- FOUR (4) complete sets** (Building, Planning, and Fire Reviews), each on **24 x 36 paper, and at 1/8" scale or larger** so plans are legible when reduced. **Incomplete submittals will not be accepted.**

**Architectural Construction Document Plans shall include:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Architectural Plans  | <input checked="" type="checkbox"/> Architectural Site Plan | <input checked="" type="checkbox"/> Open Space Plan                                 |
| <input checked="" type="checkbox"/> Floor Plan Worksheet | <input checked="" type="checkbox"/> Project Data            | <input checked="" type="checkbox"/> Schedules                                       |
| <input checked="" type="checkbox"/> Elevations           | <input checked="" type="checkbox"/> Details                 | <input checked="" type="checkbox"/> Sections  |
| <input checked="" type="checkbox"/> Exiting Plan         | <input checked="" type="checkbox"/> Structural Plans        | <input checked="" type="checkbox"/> Foundation Plans                                |
| <input checked="" type="checkbox"/> Retaining Walls      | <input checked="" type="checkbox"/> Mechanical Plans        | <input checked="" type="checkbox"/> Electrical Plans                                |
| <input checked="" type="checkbox"/> Photometrics Plans   | <input checked="" type="checkbox"/> Plumbing Plans          | <input checked="" type="checkbox"/> Civil & Landscape Plans<br>(for reference only) |
- Exterior Lighting Manufacture Cut Sheets (on 24 x 36 paper minimum)
  - International Environmental Energy Code Calculations (Com-Check is acceptable).
  - Complete Improvement plans (civil and landscape / Irrigation plans) 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 comply 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.
- Construction Specifications - 8 1/2" x 11" bound copies or on plan sheets

**Additional Documentation for Planning Review:**

- Provide Documentation of approval from the Airport Director or designee for aviation hazard easements, noise disclosure statements, soundproofing requirements, and building height.

## SECTION IV.

### Improvement Plan Application Requirements



Items listed must be submitted at first submittal of construction document application, with a copy of this list. **Incomplete application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal of the applicant.

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

### IMPROVEMENT PLANS APPLICATION

- FOUR (4) complete sets** (Civil, Drainage, 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)
- 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)
- Slope Analysis
- NAOS graphic & calculation worksheet
- ALTA Survey Plan (**no older than 1 year from the date of the 1<sup>st</sup> submittal of the Improvement Plan Application, for reference only**)
- Map of Dedication (**for reference only**)
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#### One (1) copy of the following Reports for Engineering Plan Review:

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

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

- Basis Of Design Report – Water\*\*
- Basis Of Design Report – Sewer\*\*
- Geotechnical Report

**\*\*Reports 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 (unless additional copies are indicated below) of the following Additional Information for Engineering Plan Review:**

- 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)
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**SECTION V.**Map of Dedication Plan Application Requirements

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**MAP OF DEDICATION APPLICATION**

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

**The Map of Dedication Application shall include:**

- Final Plat plans
- 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 1<sup>st</sup> submittal of the Improvement Plan Application, for reference only)**  
For Title requirements see [www.scottsdaleaz.gov/bldgresources/planreview/title.asp](http://www.scottsdaleaz.gov/bldgresources/planreview/title.asp).
- NAOS graphic & calculation worksheet.

## SECTION VI.

### Additional Information

#### 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.