



# Construction Document Application Requirements

## Scottsdale Ridge 75-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:

- Native Plant Plan Application (Section 1) (PLANNING)
- Architectural Plan Application (Section 2) (PLANNING)
- Landscape Plan Application (Section 3) (PLANNING) (If applicable)

#### **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 (75-DR-2007), Master Sign Program for Scottsdale Ridge approved by city staff with a date of 12/12/2005, Development Review Board case number (50-DR-2004), and Zoning case number (45-ZN-1989) 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.

#### 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 (PLANNING)

**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)



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### SECTION II.

#### 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 (PLANNING)**

- 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:**

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|---|--|
| <input checked="" type="checkbox"/> Architectural Plans   | <input checked="" type="checkbox"/> Architectural Site Plan                              |
| <input checked="" type="checkbox"/> Project Data  | <input checked="" type="checkbox"/> Architectural Elevations                             |
| <input checked="" type="checkbox"/> Details   | <input checked="" type="checkbox"/> Sections   |
| <input checked="" type="checkbox"/> Structural Plans  | <input checked="" type="checkbox"/> Foundation Plans                                     |
| <input checked="" type="checkbox"/> Electrical Plans  | <input checked="" type="checkbox"/> Landscape Plans (If applicable) (for reference only) |
| <input checked="" type="checkbox"/> Exterior Lighting Manufacture Cut Sheets (on 24 x 36 paper minimum) (If applicable) |  |
| <input checked="" type="checkbox"/> International Environmental Energy Code Calculations (Com-Check is acceptable)      |  |

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

- One (1) copy of structural and electrical calculations (may be on drawings)
- One (1) copy of soils report to accompany for building plan review.
- Construction Specifications - 8 1/2" x 11" bound copies or on plan sheets

## SECTION III.

### Landscape Plan Application Requirements (If applicable)

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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 PLANS APPLICATION**

- Two (2) complete sets** (Planning). (If applicable) 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>.

#### **Landscape Construction Document Plans shall include:**

- Landscape and Irrigation plans: (PLANNING)

(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) (PLANNING)