

Construction Document Application Requirements

AT-RISK CHECKLIST for Case 5-DR-2023

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

The Improvement Plan Application, Plat/Map of Dedication/Release Application, and Architectural Plan Application (if required) must be submitted at the same time, in separate packages as described below. The Native/Salvage Plant Plan Application, (This is also used for Downtown area properties) may be submitted prior to any other application. The Fire Department Deferred submittals may be submitted with the Architectural and Improvement Plan Application or after the plan approval or at a later date.

 **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** To modify these requirements, the applicant must contact the City of Scottsdale's Project Coordinator in Planning and Development Services. **Any modification to the Construction Document Application Requirements must be completed PRIOR to submittal of the first Construction Document Application plan review application.** The City of Scottsdale's Planning and Development Services staff reserves the right to refuse to modify these requirements.

- The following Construction Document Applications must be in separate packages by Section. See the individual sections herein for each of the application submittal content requirements:

☒ **Completed Permit Applications.** The permit applications are to be completed online at the following weblink:

<https://eservices.scottsdaleaz.gov/bldgresources/Plans>

1. Native/Salvage Plant Plan Application (as applicable)
2. Improvement Plan Application – Digital submittal through the Improvement/Civil Plans Project Type (as applicable)
3. Architectural Plan Application – Digital submittal through the Commercial or Multi-Family or Single-Family Project Type, as appropriate (as applicable).
4. Plat / Map of Dedication/Release Application – Digital submittal through the Plats/Dedications/Releases Project Type (as applicable).
5. Fire Department Requirements for Deferred Sprinkler, Extinguishing and/or Alarm Systems (as applicable).
6. Public Safety Radio Amplification System Information (as applicable).
7. Water & Wastewater Information (as applicable).
8. Environmental Information (as applicable).

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

- 1) County Assessor parcel number(s) of parcels on which improvements are being proposed.
- 2) Full street address assigned by the City of Scottsdale Records Department.
- 3) The applicable Development Review Board case number (##-DR-####), Zoning Case number (##-ZN-####), or other associated case number 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.



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- 4) 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

<https://www.scottsdaleaz.gov/planning-development/plan-review>

or call the One Stop Shop at 480-312-2500.

All construction plans, reports, etc., must be in conformance with those approved by the Development Review Board and all associated Stipulations.

SECTION 1.
Native/Salvage Plant Application Requirements
(as applicable)

This information pertains to submittals made for native/salvage plant plan review. Submittals must be complete and submitted to the One Stop Shop 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/SALVAGE PLANT APPLICATION

1. **Submit the Native/Salvage Plans (Including the removal of any tree in the Downtown Area)**
(Native/Salvage Plan application and permit is required to remove any plant protected by the Native Plant ordinance, and any tree (native or not) in the Downtown Area.)
 - **The Native/Salvage Plant Plan Application may be submitted prior to or concurrent with the first submittal of any Construction Document Application. For the most recent Native/Salvage Plant submittal requirements and application form, please see the Native Plant Permit Application on the City's website at:**

The Native Plant Permit application and submittal requirements can be found online at:

<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Codes+and+Ordinances/Native+Plant+Application+Narrative.pdf>






<https://www.scottsdaleaz.gov/codes/native-plant>

SECTION 2. Improvement Plan Document Application Requirements (as applicable)

Items listed must be submitted online through the Improvement/Civil Plans Project Type e-application with a copy of this list. **Incomplete e-application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal. **The applicant is strongly encouraged to consult the City of Scottsdale's Design Standards and Policies Manual (DSPM) for the minimal submittal and construction document preparation requirements.**



















See the "Building Code Information" page for additional information and mandatory code requirements: <https://www.scottsdaleaz.gov/codes/building-code>

- Improvement/Civil Plan e- Application shall include **one (1) DIGITAL PDF plan set**, 24"x36" plan sheets (no other plan size will be accepted) with a minimum horizontal Scale: 1" = 20', a minimum vertical scale: 1" = 2'. In addition to the complete set, additional digital plans and/or report PDF files as indicated in the table below shall be include with the Improvement Plan e-application.

Engineering, Stormwater, Fire, and Planning One (1) Digital File Set			Plans and Related Documents
Required	Provided	Submittal Item Digitally through the City's website at the following link: https://eservices.scottsdaleaz.gov/bldgresources/plans	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improvement Plan Set file (including the following):	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grading and Drainage Plans (including drainage structures, retaining walls, walls/ fences, etc.)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water & Sewer Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paving Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Striping & Signage Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street light plan

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conduit Plan – include location and size of conduit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape and Irrigation plans. (Please See Notes 1 and 2 below)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NAOS Plan and calculation worksheet
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traffic Signal Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slope Analysis Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Following engineering files, 1 pdf file each: (for reference) (See Note 3 Below)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Master Water Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Master Drainage Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Final Water Basis of Design Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Master Sewer Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Final Sewer Basis of Design Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Master Circulation Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Circulation Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Master Signalization Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Signalization Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Signalization Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALTA Survey Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Plat or Map of Dedication/Release
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Calculations for retaining walls, fence walls, fences
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate for the required improvements



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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Drainage Report and hydrology and hydraulic analysis files
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SWPPP booklet including erosion control plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed 404 Certification Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice of Intent (NOI)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	No-Conflict Forms (Originals must be signed by each utility prior to plan approval)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commitment for Title Insurance (not more than 30 days old from the date of the first submittal)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Right of Way, PUE, Sight Visibility, Access, etc. legal description(s) and graphic exhibit (See Note 4 & 5 below)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage Easement legal description(s) and graphic exhibit for dedication(s) (See Note 4 & 5 below)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aviation Easement legal description and graphic exhibit (See Note 4 & 5 below)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NAOS, Scenic Corridor, etc. easement(s) legal description and graphic exhibit (See Note 4 & 5 below)

NOTES:

1. Retaining walls, fence /walls, monuments, and entry gate features shall be included in the **Civil plan set for review and approval**. Walls and wall details may be shown on the Landscape plan set for color and material approval only.
2. Building structures such as Ramadas, Mailboxes and Water features/fountains shall be included in the **Architectural Plan set for review and approval**. Structures may be shown on the Landscape plan set for reference only.
3. Any outstanding reports shall be accepted by the City prior to the first submittal of Improvement Plans.
4. **Signed Easement Dedication forms** (signed by owners) and **Confirmation of Dedication forms** (signed by beneficiary(s)) will be requested only after the legal description and graphic exhibits are reviewed by City staff and accepted for processing.
5. When **multiple dedications** are occurring, a singular Plat or Map of Dedication shall be used in place of individual legal and graphic exhibits.

SECTION 3. Architectural Constuction Document Application Requirements (as applicable)




Items listed must be submitted online through the Single Family or Multi-Family or Commercial Project Type e- application as appropriate, with a copy of this list. All plans must be signed and sealed.

Incomplete e-application will not be accepted. If necessary, the plan reviewer may require additional information and plans after the first submittal. **The applicant is strongly encouraged to consult** <https://www.scottsdaleaz.gov/planning-development/plan-review> for minimal submittal and construction document preparation requirements.

See the “Building Code Information” page for additional information and mandatory code requirements: <https://www.scottsdaleaz.gov/codes/building-code>

1. Architectural Plan e-application shall include **one (1) DIGITAL PDF plan set, 24”x36”** plan sheets (no other plan size will be accepted).

In addition to the complete set, additional digital plans and/or report PDF files as indicated in the table below shall be include with the Architectural Plan e-application.

Building, Planning, and Fire One (1) Digital File Set		Plans and Related Documents	
<div style="display: flex; justify-content: space-between;"> <div>Required</div> <div>Provided</div> </div>		Submittal Item Digitally through the City’s website at the following link: https://eservices.scottsdaleaz.gov/bldgresources/plans	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	
		Architectural Plan Set (including the following):	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mechanical Plans



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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open Space plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photometric Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Lighting Manufacture Cut Sheets (on 24" x 36" paper minimum)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of structural, electrical, and water calculations (Either as a separate 8 ½" x 11" document or on the drawings)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of soils report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the International Energy Compliance Code compliance documentation. (Energy modeling calculations and report, or Com-Check is acceptable)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the Construction Specifications - 8 ½" x 11" bound copies or on plan sheets
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Plat/Condominium Plat/Map of Dedication (for reference only)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil & Landscape Plans (for reference only)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certificate of No Effect for archaeological resources signed by the City Archaeologist.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Certificate of Approval for archaeological resources signed by the City Archaeologist.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		NAOS Plan and calculations worksheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Purchase Agreement for In-Lieu Parking Credits. (This must be the original form, signed by the applicant).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Approval from the Airport Director or designee for aviation hazard(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Water Resource Department's approval of the water features/fountains.

SECTION 4.
Plat / Map of Dedication/Release Application Requirements
(as applicable)

Items listed must be submitted online through the Single Family or Multi-Family or Commercial Project Type e- application, with a copy of this list. **Incomplete e-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 to consult the City of Scottsdale's Design Standards and Policies Manual (DS&PM) for the Plat preparation requirements.**

- ☒ Plat or Map of Dedication e-application shall include **one (1) DIGITAL PDF plan set**, 24"x36" plan sheets (no other plan size will be accepted). In addition to the complete set, additional digital plans and/or report PDF files as indicated in the table below shall be include with the Improvement Plan e-application.

Engineering, Stormwater, Fire, Planning, Maps, Survey, and GIS One (1) Digital File Set			Plans and Related Documents
Required	Provided	Submittal Item Digitally through the City's website at the following link: https://eservices.scottsdaleaz.gov/bldgresources/plans	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plat/Map Set (including the following):	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plat/Map
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Map of Release (for reference only)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALTA Survey (for reference only)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NAOS graphic & calculation worksheet
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covenants Conditions and Restrictions (CC&Rs)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commitment for Title Insurance (not more than 30 days old from the date of the 1st submittal)	




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<input checked="" type="checkbox"/>	<input type="checkbox"/>	NAOS Plan and calculation worksheet.
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SECTION 5.
**Fire Department Requirements For Deferred Sprinkler, Extinguishing,
 and/or Alarm System Submittals**
(as applicable)

 FIRE ORDINANCE REQUIREMENTS	
(INCORPORATE INTO BUILDING PLANS AS GENERAL NOTE BLOCK - USE ONLY THE DESIGNATED STIPULATIONS)	
<input type="checkbox"/>	1. Premises identification to be legible from street or drive.
<input type="checkbox"/>	2. Fire Lanes & Emergency Access shall be provided & marked in compliance with City Ordinance and International Fire Code requirements.
<input type="checkbox"/>	3. Provide all weather access roads (minimum 16' (ft.) in width) to all buildings and hydrants from public way during construction.
<input type="checkbox"/>	4. A fire sprinkler system shall be installed and comply with currently adopted NFPA standards.
<input type="checkbox"/>	5. Buildings are subject to installation and testing requirements for Public Safety radio amplification system.
<input type="checkbox"/>	6. Submit Hazardous Material Management Plan (HMMP) for all Hazardous Materials. Submit HMMP with Building submittal.
<input type="checkbox"/>	7. Fire lines, sprinklers and standpipe systems shall be flushed and pressure tested per NFPA Standards and Scottsdale Revised Codes.
<input type="checkbox"/>	8. Backflow prevention is required for all NFPA 13/13R systems.
<input type="checkbox"/>	9. Provide a KNOX access system: <ul style="list-style-type: none"> <input type="checkbox"/> a. KNOX box <input type="checkbox"/> b. Padlock <input type="checkbox"/> c. Key switch and preemption device override for automatic gates
<input type="checkbox"/>	10. Fire Department Connections shall be Installed in a location approved by Scottsdale Fire Code Official.
<input type="checkbox"/>	12. Fire sprinkler system design criteria for unspecified shell buildings shall be .45 gpm over 3000 square feet.
<input type="checkbox"/>	11. Provide "Owner's Information Certificate" with fire sprinkler plan submittal.
<input type="checkbox"/>	13. Fire sprinkler system design for warehouse/storage occupancies shall be based on the full height capacity of Building per Scottsdale Revised Code.
<input type="checkbox"/>	14. Provide a combination lock box for building access keys and fobs for police and public safety personnel.



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INSTRUCTIONS – After Building and Civil plan approval, installing contractor(s) shall submit the following information:

Plans and Related Documents	Fire Review	
	Req.	If applicable
Submittal Item:		
NFPA compliant Sprinkler system	<input checked="" type="checkbox"/>	
NFPA compliant Fire Alarm system	<input type="checkbox"/>	<input type="checkbox"/>
UL 300 compliant commercial hood suppression system	<input type="checkbox"/>	<input type="checkbox"/>
<p>“Required” check boxes (completed by Fire Code Official) indicate whether or not a submittal item is required.</p> <p>“If Applicable” check boxes (completed by Fire Code Official) indicate a submittal may be required, this will be stated on Building plan by “Architect of Record” and approved by the Fire Code Official on Building submittal.</p> <p>All deferred Fire submittals shall not be included in Building plan submittal(s)</p>		
One (1) copy of Plan Submittal	<input type="checkbox"/>	
One (1) copy of supporting calculations	<input type="checkbox"/>	
One (1) copy of Manufacture Data Sheets	<input type="checkbox"/>	



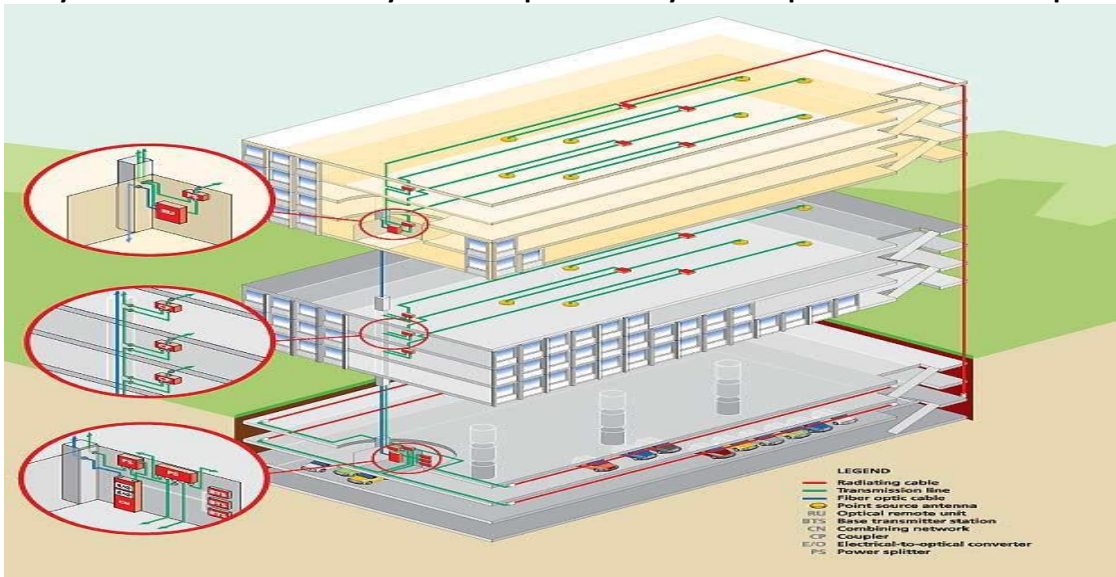
NOTE:

At a minimum, all submitted information shall be reviewed by the applicant’s NICET level III Certified Engineering Technician (CET) or a Professional Engineer, as required, prior to the submittal – refer to the more comprehensive base checklists on-line.

The plans must demonstrate compliance with the adopted Codes, Ordinances, Standards and Interpretations for each appropriate application.

SECTION 6.
Public Safety Radio Amplification System Information
(as applicable)

City of Scottsdale Public Safety Radio Amplification System Requirements for Developers



Since December 1995, the City of Scottsdale has required all non-single family buildings to have public safety radio communications coverage (See S.R.C. Sec. 31-47(b), Public Safety Radio Amplification Systems) so that a police officer or firefighter can use their portable radio to communicate with the dispatch center or with other personnel. The requirement for public safety radio coverage applies to new construction and tenant improvements that trigger the building to be brought into compliance with current National Electric Code, as adopted by the city.

What is a Public Safety Radio Amplification System?

The Federal Communications Commission regulates the “signal boosters” which are used to improve radio communications in areas that radio signals are blocked or shielded due to environmental or man-made obstacles. These signal boosters are more commonly referred to a Bi-Directional Amplifier (BDA) system and are installed in buildings, underground parking and other open or closed spaces that do not have adequate radio signal coverage (see diagram). The BDA system consists of a donor antenna that sends and receives radio signals to/from the host radio site and carries that radio signal to an amplifier that routes the radio signals to antennas located throughout the structure. The police officer or firefighter who is inside a building or structure with a BDA will have their portable radio unit send and receive communication over the BDA system.

Will My Building Need a BDA System?

Unfortunately, the requirement for a BDA system for your building or structure is difficult to determine as location, size, surrounding buildings and construction materials all factor into the need for a BDA. If



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your building has either a basement level or an underground parking garage, it is almost certain that your project will require a BDA system. For all buildings – whether or not there is a basement or underground parking – after drywall has been installed, a member of the City’s Public Safety Radio Department will perform a radio signal strength assessment to determine if a BDA system is required at your location.

How Much Do BDA Systems Cost?

The cost of a BDA system generally ranges from \$15,000 to \$75,000, depending on the number of floors, stairwells, and total area that needs to have the radio signal amplified.

If you have any questions or would like additional information, you may contact the City Radio Engineer at radioengineer@scottsdaleaz.gov

SECTION 7.
Water & Wastewater Information
(as applicable)

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 Permits to Work in the Right-of-Way by city staff, the developer shall provide evidence to city staff that a Certificate of Approval to Construct (ATC) Water and or Wastewater Systems has been submitted to the MCESD in the form of a document developed by the County with date stamp.
- Before commencing construction, the developer shall submit evidence that approval to construct has been issued by the MCESD.
- 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 and Approval of Construction (AOC) by the MCESD.

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.
- Special Infrastructure or Special Design Elements must be approved by the City of Scottsdale Water Resources Division.



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SECTION 8.
Environmental Information
(as applicable)

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:

- Prepare a Stormwater Pollution Prevention Plan (SWPPP) and submit for City review and approval as part of the improvement plan submittal;
- Submit a Notice of Intent (NOI) to ADEQ;
- Provide the NOI Certificate of Approval to the City before the final plan approval.
- 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.
- The approved SWPPP shall be kept onsite at all times during construction.