

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>
- ☒ **(Section 1)** Improvement Plan Application – Digital submittal through the Improvement/Civil Plans Project Type
- ☒ **(Section 2)** Plat / Map of Dedication/Release Application – Digital submittal through the Plats/Dedications/Releases Project Type
- ☐ **(Section 3)** Water & Wastewater Information
- ☐ **(Section 4)** Environmental Information

**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.
- 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:



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<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. Improvement Plan Document Application Requirements

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.**

- ☒ 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: <a href="https://eservices.scottsdaleaz.gov/bldgresources/plans">https://eservices.scottsdaleaz.gov/bldgresources/plans</a>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Improvement Plan Set file (including the following):</b>	
	<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"/>	Landscape and Irrigation plans. (Please See Notes 1 and 2 below)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Following engineering files, 1 pdf file each: (for reference) (See Note 3 Below)</b>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Final Water Basis of Design Report



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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Final Sewer Basis of Design 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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Final Drainage Report and hydrology and hydraulic analysis files</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>No-Conflict Forms (Originals must be signed by each utility prior to plan approval)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Commitment for Title Insurance (not more than 30 days old from the date of the first submittal)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Right of Way, PUE, Sight Visibility, Access, etc. legal description(s) and graphic exhibit (See Note 4 &amp; 5 below)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Drainage Easement legal description(s) and graphic exhibit for dedication(s) (See Note 4 &amp; 5 below)</b>

### 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 2.

### Plat / Map of Dedication/Release Application Requirements

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

### **SECTION 3.**

#### **Water & Wastewater 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 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 4. Environmental Information**

#### **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.