



The information checked below must be submitted with all Preliminary Site Plans. Please return this checklist, the submittal fee, and plans with your submittal. Plans should indicate development to be permitted within two (2) years of site plan approval. Three (3) years for phased projects.

DSD KIVA Number: _____

MDEV/SDEV#: _____

SPAD Number: _____

1. Submittal Requirements

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents and copies on CD are not required.

- Major: Submit _____ folded copies [9" x 12" maximum] with a copy of all Pre-Application notes.
- Intermediate: Submit _____ folded copies of final plat with a copy of all Pre-Application notes.
- Submit Preliminary Review fee as outlined on attached Fee Calculation sheet.

Team Leader: _____ Site Plan Reviewer: _____

2. Base Information

The base information shall be used for the preparation of the Preliminary Site Plan, Conceptual Grading and Drainage Plan, and Conceptual Landscape Plan. The base information must include the following unless noted:

- Name, address, telephone, fax number of owner and design professional preparing site plan
- Scale (engineering scales required; 1" = 10' to 1" = 40' minimum). Exception areas: _____
- Vicinity map
- North arrow
- Provide 5" x 5" space in lower right corner of sheet for approval stamps
- Existing and proposed building footprint(s) and uses
- Show and dimension the following:
 - Parcel/Lot Dimensions. (Tie to street monument)
 - Building(s) to property lines and between buildings
 - All existing and proposed easements/rights-of-way
 - Existing and proposed right-of-way improvements (curb/gutter/sidewalk/driveways/bus shelter)
 - Driveway locations and widths
 - Traffic visibility triangles 10' X 20', 33' X 33' (driveways/intersections)
- Show significant natural features (rock formations/washes/vegetation)
- Show proposed walls, retaining walls, fences, berming, retention areas
- Show proposed safety curbing and surface materials (asphalt/decomposed granite/turf/ground cover)
- Show onsite/offsite locations of fire hydrants as used for fire protection of the project (350' spacing)
- Accessible routes to/from building entrances/exits public sidewalks, bus stops, and parking areas

3. Preliminary Site Plan

Provide _____ folded copies to 9" X 12" + 1 pdf disk

Development Summary – Show:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Existing Zoning | <input type="checkbox"/> Development Option |
| <input type="checkbox"/> Zoning Adjustment Case Numbers (if applicable) | <input type="checkbox"/> Number of residential units |
| <input type="checkbox"/> Zoning Stipulations | <input type="checkbox"/> Density Calculations |
| <input checked="" type="checkbox"/> Building Square Footage (each building) | <input type="checkbox"/> Phase lines for phased developments |
| <input checked="" type="checkbox"/> Lot Coverage Calculations | <input type="checkbox"/> Phased calculations projects: show data by phase/ total. |
| <input checked="" type="checkbox"/> Site Acreage: Gross and Net | <input type="checkbox"/> Site Plan Notes |
| <input checked="" type="checkbox"/> Legal Description (separate attachment if lengthy) | |
| <input checked="" type="checkbox"/> Project Description | |

Structures – Show:

- Proposed building entrances
- Proposed building overhangs/canopies
- Proposed building/structure heights (stories/feet) areas/enclosures
- Location of service areas

Site Features – Show:

- Location and height of lighting (if N/A provide note)
- Location and size of refuse
- Above grade utility cabinets and plumbing.

Circulation/Parking – Show:

- Existing and proposed parking (show calculations)
- Number of parking spaces provided/required including accessible spaces
- Dimensions of typical parking stalls, accessible stalls maneuvering areas, parking islands
- Typical angle of proposed parking if less than 90 degrees
- Fire lanes, (minimum 45' radius for turning movement/14' vertical clearance, 20' minimum width)
- Parking structure stall/aisle layout for each level
- Location and size of loading dock stalls
- Provide traffic study (_____ copies)

4. Preliminary Grading and Drainage Plan – Show:

Provide three (3) folded copies

- Floodplain limits/ floodways
- Existing contours
- Grades on adjacent properties/top of curb
- Proposed site grading with spot elevations, flow arrows, and finished floor
- Proposed slopes and heights of berming and depth of retention areas
- Retention areas and depth
- Cross-sections at edge of site if slopes exceed 5%
- Provide offsite drainage report (two (2) copies)

5. Conceptual Landscape Plan – Show

Provide two (2) folded copies

- Proposed water features and landscaping materials: trees, shrubs, ground cover (species optional).
- Proposed wall heights, sections, details
- Proposed slopes and heights of berming and retention areas
- Methods of dust control in parking areas, future phases (turf, decomposed granite)
- Dimension landscape setbacks
- Significant vegetation to be removed, salvaged, or maintained (4" + caliper materials)
- Ten percent line and slope categories

6. Landscape Conservation Plan

Provide two (2) folded copies

- Compliance with Arizona Native Plant Laws (ARS3-904) will be required
- Plant inventory of significant vegetation to be removed, salvaged, or maintained (4" + caliper materials)

7. Building Elevations

Provide two (2) folded copies

- Typical building elevations (four sides/each building) noting primary materials and textures (construction scale)
- Colored Elevations

8. Design Review Detail Sheet

Provide 2 folded copies

- Small scale signage details with dimensions
- Parking canopy details demonstrating compliance with Design Guideline 5.1.8
- Lighting fixture details demonstrating compliance with Design Guidelines 5.1.5 and 5.1.11
- Noise, vibration, reflectivity information of:
- Shaded walkway detail within parking lot
- Small scale wall detail dimensioned and indicating construction materials
- Small scale trail section(s)
- Submit attached written response or exhibits addressing the following Design Review Presumptions/Zoning stipulations:
- Submit worksheet for: _____
- Other: _____

For additional information contact the Planning and Development Department, Site Planning Division, 200 West Washington Street, Phoenix, Arizona 85003 or call (602) 262-7811. Fax number is (602) 495-3637.

FOR STAFF USE ONLY

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Site Planning Division | <input type="checkbox"/> PED Street Names | <input type="checkbox"/> ADOT |
| <input checked="" type="checkbox"/> Project Engineering | <input type="checkbox"/> Aviation | <input type="checkbox"/> APS |
| <input checked="" type="checkbox"/> Traffic | <input type="checkbox"/> CEDD/EDEO | <input type="checkbox"/> SRP Water/Power |
| <input checked="" type="checkbox"/> PDD-Fire | <input checked="" type="checkbox"/> Parks/Recreation Department | <input type="checkbox"/> Southwest Gas |
| <input type="checkbox"/> PDD -Sign | <input checked="" type="checkbox"/> Zoning Division | <input type="checkbox"/> Elem./High School District |
| <input checked="" type="checkbox"/> Building Safety Division | <input type="checkbox"/> Public Transit | <input type="checkbox"/> Cable TV |
| <input checked="" type="checkbox"/> Floodplain Management | <input type="checkbox"/> Solid Waste | <input type="checkbox"/> Other City/County |
| <input type="checkbox"/> Landscape Section | <input type="checkbox"/> Street Transportation | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Impact Fees: Tammy Blonar | <input type="checkbox"/> Other: _____ |