



CUSTOM HOME TRANSFER

Application for Submittal Requirements

Requirements for Transferring a Custom Home to a New Lot

Documents:

Plans must be updated with 2015 IRC

Planning:

1. 3 new civil grading and drainage plan for the new lot
2. One copy of the stamped approved foundation, floor and elevation plans from the building set for the house being transferred
3. City of Scottsdale 404 Certification Form
4. Comment on plans from Native Plant contractor stating that there is no native plant or 3 native plant inventories

If Dedicating Easements:

1. Complete Title Report no older than 30 days
2. Appropriate dedication forms signed and notarized by all owners
3. Appropriate consent forms signed and notarized by all beneficiaries listed in the title report schedule B
4. Complete legal description and exhibits for all dedications

Building:

1. New soils waiver or report
2. New water meter calc sheet
3. 2 copies of the city approved truss calcs
4. 2 copies of original approved plans
5. 2 copies of the new civil site plan
6. Lot specific, sealed letter from architect/engineer that authorizes use of this plan on new lot.

Fees:

Client is charged the engineering base fee on landform and an hourly fee (first hour fee is collected at time of submittal), plus length for fences and retaining walls per linear foot.

NOTE: No changes allowed to the structure including changes that are due to site conditions

Planning & Development Services Department

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