



Single-Family Plan Requirements

Hillside District (HD) Zoning Planning Review

Minimum Grading and Drainage Site Plan Requirement

Site Data

1. Provide the legal description, address, APN, QS, subdivision and lot number. If city has not assigned an address to the site, contact Records at (480) 312-2356.
2. Provide the current Zoning District on the site plan.
3. If the parcel is zoned R-4 HD, R-4R HD, R-5 HD, provide the case number for architectural elevation approval (DR or SA number).
4. Provide the net lot area.
5. Provide the name, address and phone # of architect, engineer and owner on the site plan.

Plan Requirements

6. Show a vicinity map.
7. Provide a north arrow on each site plan sheet.
8. Include a written and graphic (bar) scale.
9. Comply with the development standards of the Zoning District and/or Section VII of the Zoning Ordinance as indicated on the City reviewed marked up site plan.
10. Provide all wall/fence and retaining wall heights, these shall include the existing and proposed by elevation or height. Heights shall include: Top of Wall / Top of View Fence, Top of Footing, and/or Top of Retaining Wall (when applicable, e.g. cuts and fills).
11. Provide the top of curb elevation (if curb does not exist, provide the top of the edge of the road/pavement).
12. Show the location of all exterior mechanical equipment on site plan.
13. Provide the following dimensions on the site plan:
 - a. property dimensions;
 - b. the Zoning District's required setback;
 - c. the actual location of all proposed structures, including walls, on lot from the property lines;
 - d. the distance between building(s)/structure(s);
 - e. the distance between structures on adjacent lots (when required by the Zoning District);
 - f. the right-of-way, or private street tract from the centerline to the adjacent property line;
 - g. identify any existing and new easements, right-of-way, and improvements.

- h. provide the dimensions indicated on the City reviewed marked up site plan.
14. Show the topography (existing and proposed) at a maximum of 2 feet intervals, and any proposed drainage facilities.
15. Show and label all existing & proposed utility main and service line locations to the structure.
16. Site walls shall be setback a minimum of 5 feet from a CA, COS, HC, NAOS or OS line.
17. Retaining walls shall be set a minimum of 5 feet, or one-foot for each foot of the total depth and height (This is from the bottom of footing to the top of the retaining wall.), which ever is greater from a CA, COS, HC, NAOS or OS line.
18. Site walls shall not be constructed on the property line without providing to the City of Scottsdale documentation from the adjacent property owner that acknowledges that the site wall will be constructed on the property line, or if the footing or wall crosses the property line.
19. Retaining walls shall be set a minimum of 3 feet, or one-foot for each foot of the total depth and height (bottom of footing to the top of the wall), from the property line unless documentation is provided to the City of Scottsdale of a recorded private use and benefits easement on the adjacent property.
20. If a septic system (tank and seepage field) is/will be used, show and call out the location on the site plan.
 - ▲ The septic system shall not be located in a NAOS easements.
21. Identify the Lowest Finished Floor₈₈ (LFF₈₈ or LF₈₈) elevation called out on the site plan using the City of Scottsdale's 88 Datum. For remodels, the City of Scottsdale may have the Lowest Finished Floor elevation information available at the Planning, Neighborhoods, and Transportation Division's Records Division located at 7447 E. Indian School Road, Suite 100; or you may contact the division at 480-312-2356.
22. ▲ Solid walls shall not be permitted within or crossing a wash that has a water flow of 50 cfs or greater. Section 47-72.7.
23. Identify all boulders or boulder features that exceed 4-feet in width and 4-feet in height, or as otherwise required by Zoning Ordinance or Development Review Board approval.

Plan Notes

24. Pools require separate approvals and permits.

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- 25. Pools shall not be emptied or backwashed into washes, streets, NAOS, scenic corridors, on to adjacent lots, or tracts of land.
- 26. All mechanical equipment (air conditioner, pool equipment etc.) shall be screened on all sides by a wall that has a height that is a minimum of 1 foot above the highest portion of the equipment. The wall material and finish shall be compatible with the adjacent building.
- 27. A guesthouse shall never be offered for rent. Guest homes on lots under 35,000 square feet may not provide cooking facilities.
- 28. A guesthouse shall not exceed a gross footprint greater than 50% of the foot print of the principal building.
- 29. A registered surveyor shall stake and rope or fence the NAOS easement in accordance with the site plan and the easement legal description.
- 30. Temporary/Security fencing that is required or is optionally provided shall be in accordance with the Zoning Ordinance and the Design Standards and Policies Manual.

Native Plant Requirements

- 31. Comply with the City of Scottsdale Native Plant Ordinance (Chapter 46, Article V, of the City of Scottsdale's Revised City Code, and Section 7.500 of the Zoning Ordinance).
- 32. Native plant inventory assessment: show the locations of all protected species on a 24" x 36" Native Plant Plan or on the Grading/Drainage Site Plan. (Separate 8 1/2" x 11" native plant inventory assessments will not be accepted.)
- 33. Identify the name of the salvage contractor. A City of Scottsdale approved salvage contractor shall perform the native plant inventory assessment; a list of approved salvage contractors is available online at <http://www.scottsdaleaz.gov/codes/NativePlant/SalvageContractors.pdf>.
- 34. Add the following note to the Site Plan: No native plants are permitted to be disturbed due to construction and related activities associated with this approval.
- 35. Site plan declares no native plant disturbance.
- 36. Additions and modifications shall inventory and indicate all native plants within 50-feet of the improvements and the construction access to the area of improvements.
- 37. Identify the specific location of the construction envelope on site plan. The construction envelope consists of an area enclosed by a line extending 15-

feet out from all disturbances areas on the lot, or as approved by the Development Review Board.

Natural Area Open Space (NAOS)

Site Plan and NAOS Requirements

- 38. If a lot's NAOS requirements are not predetermined during the platting or land division process, provide the slope data calculations and table in accordance with the HD District on the site plan.
- 39. Provide the square footage of required, provided, undisturbed, and disturbed NAOS areas on the site plan. The percentage calculations of each area shall also be included. (Calculations must be provided.)
- 40. Show proposed and existing NAOS location(s) on site plan.
- 41. If the utility locations and service connections encroach into the NAOS, a 5-foot wide NAOS revegetation width shall be shown on each side of utility line and accounted for in NAOS data table.
- 42. ▲ Any NAOS dedicated within 5-feet of a site wall shall be considered revegetated NAOS.
- 43. ▲ Any NAOS dedicated within 5-feet or one-foot for each foot of the total depth and height (This is from the bottom of footing to the top of the retaining wall.), which ever is greater, of a retaining wall shall be considered revegetated NAOS.
- 44. ▲ NAOS shall not be dedicated within 5 feet of a building.
- 45. ▲ NAOS dedicated within 10 feet of a building shall be considered revegetated NAOS for the length of the building.
- 46. A maximum of 25% of the required NAOS may be disturbed.
- 47. Revegetated NAOS is applied at 50% credit. (Example: If the required NAOS is 10,000 square feet and 2,500 square feet disturbed and revegetated, only 1,250 of the revegetated NAOS will be credited toward the total required NAOS. Therefore the property owner will need to dedicate an additional 1,250 square feet of undisturbed NAOS, or an additional 2,500 square feet of revegetated NAOS.)
- 48. If a pool is to be constructed, and the only access to the pool location is through a designated NAOS area, a width of 10 feet (or a portion of the NAOS that would allow a 10-foot wide



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construction access) for the length of the effected NAOS shall be considered revegetated NAOS.

Required Dedication Documents

- 49. Provide the originally signed City of Scottsdale Policy on Appeals of Dedications, Exactions, or Zoning Regulations form. This form is to be signed by the property owner.
- 50. Provide a Commitment for Title Insurance that includes a complete Schedule A and B. The City of Scottsdale's requirements for an acceptable Commitment for Title Insurance may be obtained from the City of Scottsdale's website at: <http://www.scottsdaleaz.gov/bldgresources/PlanReview/title.asp>.
- 51. Provide the original NAOS Easement dedication form signed by the owner(s) and notarized. (Forms that contain fax information will not be accepted)
- 52. Provide the original 8-1/2" x 11" legal description and exhibit for NAOS. The legal description and exhibit shall be sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 53. Provide the original Scenic Corridor Easement dedication form signed by the owner(s) and notarized. (Forms that contain fax information will not be accepted)
- 54. Provide the original 8-1/2" x 11" legal description and exhibit for Scenic Corridor Easement. The legal description and exhibit shall be sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 55. Provide the original Multi-Use Trail Easement dedication form signed by the owner(s) and notarized. (Forms that contain fax information will not be accepted)
- 56. Provide the original 8-1/2" x 11" legal description and exhibit for Multi-Use Trail Easement. The legal description and exhibit shall be sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 57. Provide the original Right-of-way dedication form signed by the owner(s) and notarized. (Forms that contain fax information will not be accepted)
- 58. Provide the original 8-1/2" x 11" legal description and exhibit for Right-of-way. The legal description and exhibit shall be sealed by a registered professional. (Forms that contain fax information will not be accepted)

- 59. Provide the original Non-vehicular Access Easement dedication form signed by the owner(s) and notarized. (Forms that contain fax information will not be accepted)
- 60. Provide the original 8-1/2" x 11" legal description and exhibit for Non-vehicular Access Easement. The legal description and exhibit shall be sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 61. Provide the original, notarized confirmation of easement signed by all beneficiaries listed in Commitment for Title Insurance's Schedule B, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted)
- 62. Provide the original, notarized confirmation of right-of-way signed by all beneficiaries listed in Commitment for Title Insurance's Schedule B, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted)

Additional Requirements

Grading & Drainage Site Plan – Cuts and Fills

▲ It is highly recommended to submit a pre-application early in the design development process of your application if cuts and/or fills are desired that may be 4 feet or greater to prevent delay and redesign costs. The City's North Area Principal Planner at will review the Cut and fills at the pre-application meeting. Cut and fills 4 feet and greater should receive the proper City approvals prior to the 1st submittal.

▲ Applications that do not receive these approvals prior to the first submittal may be determined as incomplete, and may be subject to the 1st review time frames and/or additional fees when they are resubmitted. If an application is resubmitted with out the proper City Approval for cuts and/or fills 4 feet or greater, the submittal(s) will be returned unreviewed regardless of how long the application is in the City for review.

- 63. **▲ Cuts and fills exceeding 4 feet require a Staff Approval or the DRB approval as determined by the North Area Planner. Provide evidence of this approval with the case number on the**

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plans. Plans will not be accept for review until these approvals have been obtained. (Questions regarding these comments shall be directed to the Planning Plan Reviewer, .)

- 64. Provide sections through the site and building as indicated on the City site plan mark up.

Architectural Elevation Plan Requirements:

- 65. Call out all heights above the Lowest Finished Floor88 (LFF88 or LF88) and/or elevations of the roof parapet, top of the roof tile, and chimneys.
- 66. Measured from average natural slope (pre-disturbed) grade, the maximum building height shall not exceed 30 feet in accordance with the HD Zoning District.
- 67. Measured from average natural slope (pre-disturbed) grade, the maximum building height shall not exceed 36 feet in accordance with the HD Zoning District.
- 68. Measured from the average natural slope (pre-disturbed) grade, the maximum building height shall not exceed feet in accordance with the amended HD Zoning District standards.

Roof Height Analysis Plan

- 69. Provide a roof plan analysis.
- 70. The roof height plan shall include all natural topography at a maximum of 1 foot intervals.
- 71. Provide each LLF₈₈/LF₈₈ on the plan.
- 72. Show and call out all roof parapets, and/or the top of the ridge tile above sea level elevation and heights above natural grade.

Exterior Lighting Review

- 73. Provide 3 copies of the exterior lighting manufacture cut sheets on a 24" x 36" minimum paper size. Each exterior light cut sheet provided shall be legible. The cut sheet or plans shall clearly identify the light fixture manufacture number utilized, wattage, style. (State law prohibits Mercury Vapor lighting.) Please refer to the: http://www.scottsdaleaz.gov/codes/Zoning/Interp/_docs/VisibilityExteriorLightingESL.pdf
- 74. Provide the electrical floor plan and/or site plan and indicate the location all exterior light fixtures.

Revegetation Plans

- Provide 3 copies of a revegetation plan. A revegetation plan is required when revegetating NAOS total revegetation areas, slope and hillside revegetation, and any area that will be vegetated that is not enclosed by a wall (including cuts, fills, and previously disturbed areas), if the revegetation area is greater than 100 sqft and/or is required by the SA/DRB approval. Providing a revegetation plan for the entire site will assist in preventing delays in the Certificate of Occupancy and Code Enforcement action(s).

Revegetation Plan Data

- 75. Show the project name.
- 76. Show a vicinity map on the cover.
- 77. Provide the zoning on the cover.
- 78. Show the parcel address on the cover.
- 79. Provide the name, address, telephone number, fax number and email of the landscape architect or designer, and owner.

Revegetation Plan Requirements

- 80. Show a north arrow on each sheet.
- 81. Provide a written and graphic (bar) scale on each plan sheet.
- 82. When multiple plan sheets are used, a plan key shall be provided on the cover and the corresponding sheets.
- 83. Associated CDS plan check number (this number is provided at the time the plans are logged into the city for review) along the right border or bottom right hand corner; a 1/4" minimum lettering shall be used on all sheets.
- 84. The revegetation plans shall be drawn at the same scale as the grading and drainage /site plans.
- 85. Any berming or grading of 1 foot or greater must be shown on the grading and drainage plan.
- 86. The revegetation plans shall contain an overall plant palette.
- 87. All plants utilized in the right-of-way shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area and the ESLO plant lists.
- 88. Each plant type shall be identified by its common and botanical name.
- 89. Each plant type shall have its own individual symbol. (When the same plant is utilized in






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- multiple sizes, each size shall be identified separately.)
90. All plants shall be assigned a planting size; trees shall be identified by the caliber inch size.
91. All salvage plant material, deemed to be salvageable and to be relocated shall be identified by their common and botanical names.
92. Hydro-seed/hydro-mulch-seed mixtures shall be identified separately from the plant list. Each plant in the hydro-seed/hydro-mulch-seed mixture shall be identified by its common and botanical name.
93. The hydro-seed/hydro-mulch-seed mixtures schedule shall include the pounds of seed/mulch-seed per 1000 sqft.
94. Parcel dimensions shall be provided on the plans.
95. Identify the location of the construction envelope. (The construction envelope shall be shown as required by the ESL exemption table.)
96. All easements shall be shown and labeled, including NAOS.
97. All right-of-way improvements (streets, sidewalks, trails, etc.) adjacent to the project shall be shown and dimensioned.
98. Show the location of all plants to be installed.
99. Provide the sight distance triangles (SDT) and or Traffic Safety Triangle (TST) drawn in accordance to the Design Standards and Policy Manual, shall be shown to the curb line. 2008 DS&PM, Figures 5.3-26 (driveway and intersection), and 5.3-27 (corners): www.scottsdaleaz.gov/design/DSPM.
100. Plants in SDT and/or TST shall not exceed a maximum growth height of 2 feet, with the exception of trees. Single trunk trees may be placed in an SDT and/or TST as long as their canopies are maintained above 7 feet in height upon installation, as measured above the nearest street elevation.
101. Hydro-seed areas shall be clearly identified on the plans. Hydro-seed mixtures shall not be utilized as a major revegetation method, but as supplement to the maximum spacing between plants.
102. Surface treatment shall be replaced by raked native soils. Desert pavement (top-soil salvage) is encouraged. Decomposed Granite is prohibited in NAOS, and where visible off site.
103. Blue Stake note and phone number provided on the cover.
104. Identify methods utilized to preserve natural area open space in designated environmentally sensitive lands (see notes below).
105.  All plants utilized to revegetated NAOS, and unenclosed areas to be landscaped shall comply with the Environmental Sensitive Lands Ordinance. All areas that are not enclosed shall utilize plants from the City of Scottsdale's Indigenous Plants for Environmentally Sensitive Lands Plant List. ESL Plant list may be obtained from the City's Website at: <http://www.scottsdaleaz.gov/codes/nativeplant/eslo.asp>.
-  Any disturbance to a Scenic Corridor shall be revegetated in accordance with the City of Scottsdale's Scenic Corridors Design Guidelines. The Scenic Corridors Design Guidelines may be obtained from the City's website at: http://www.scottsdaleaz.gov/design/_docs/GL_ScenCor_06-08-05.pdf.
106.  Revegetated NAOS areas shall utilize plant species and density similar to the adjacent undisturbed areas. It is preferred that salvaged plant material is utilized in revegetated NAOS Areas.
107.  New Landscaping shall be located so that there are no conflicts with public utilities. Trees and saguaros shall not be planted in the Public Utility Easements(s) or within 7 feet of a public water line and/or public sewer line.
108.  Revegetation plans are not permitted to include construction details for pools, retaining walls, walls or fences over three feet, and fireplaces. Any construction details pertaining to these items must be removed prior to approval. These details shall be included on the site plan, except pools and fire places. Pools and fire places require separate application review approval and permit.

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- 109. Minor modification to the approved revegetation plan may be approved as required by the Planning Inspection Services Staff.
- 110. All salvage plant relocation and revegetation shall be completed prior to the issuance of the Certificate of Occupancy.
- 111. Boulders and salvaged surface material shall be provided in a disturb area to match and blend with surrounding desert character.
- 112. Non-native decomposed granite shall not be provided in NAOS area or unenclosed areas.
- 113. Areas within the sight distance triangles (SDT) are to be clear of landscaping, signs, or other visibility obstructions with a height greater than 2 feet. Trees within the safety triangle shall have a canopy that begins at 7 feet in height upon installation. All heights are measured from nearest street line elevation.
- 114. Retention/detention basins shall be constructed solely from the approved civil plans. Any alteration of the approved design (additional fill, boulders, etc.) shall require additional final plans staff review and approval.
- 115. All rights-of-way adjacent to this property shall be revegetated and maintained by the property owner.
- 116. No landscape lighting is allowed in the NAOS areas.
- 117. All signs require separate permits and approvals.
- 118. New landscaping, including salvaged plant material, and landscaping indicated to remain, which is destroyed, damaged, or expires during construction shall be replaced with like size, kind, and quantity prior to the issuance of the Certificate of Occupancy / Letter of Acceptance to the satisfaction of the Inspection Services Staff.
- 119. All revegetated NAOS shall be watered for 3 years. At the end of 3 years or once plant material has become established, the irrigation systems to the revegetated NAOS shall be permanently disconnected.
- 120. All landscape irrigation systems shall be separated from the domestic water supply by a backflow preventor in accordance with the City of Scottsdale MAG Supplement Standards Detail number 2354.
- 121. No irrigation shall be provided to undisturbed Natural Area Open Space (NAOS) areas.
- 122. Plants that are not indigenous to the ESL area shall be limited to enclosed yard areas, non-indigenous trees shall only be located in the rear yards, plant material that have the potential of exceeding twenty (20) feet in height is prohibited. Turf shall be limited to enclosed areas not visible from an offsite lower elevation.

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