



# Single-Family Plan Requirements

## NON-ESLO and NON-Foothill Overlay (FO) Zoning Planning Plan Review

### Site Plan Requirements

#### Site Data

1.  Provide the legal description, address, APN, QS, subdivision and lot number. If the 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 , R-4R , R-5 , 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.  Show 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 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 a curb does not exist, provide the top of the edge of the road/pavement).
12.  Identify the Lowest Finished Floor elevation<sub>88</sub> (LFF<sub>88</sub> or LF<sub>88</sub>) 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.
13.  Show the location of all exterior mechanical equipment on site plan.
14.  Dimension:
  - 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(s);
- 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.

#### Plan Notes

15.  Pools require separate approvals and permits.
16.  Pools shall not be emptied or backwashed into washes, streets, on to adjacent lots, or tracts of land.
17.  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.
18.  A guesthouse shall never be offered for rent. Guest homes on lots under 35,000 square feet may not provide cooking facilities.
19.  A guesthouse shall not exceed a gross footprint greater than 50% of the foot print of the principal building.
20.  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

21.  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).
22.  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 ½" x 11" native plant inventory assessments will not be accepted.)
23.  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 [www.scottsdaleaz.gov/codes/NativePlant](http://www.scottsdaleaz.gov/codes/NativePlant).
24.  Add the following note to the Site Plan: No native plants are permitted to be disturbed due to

#### Planning, Neighborhood & Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088



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construction and related activities associate with this approval.

25.  Site plan declares no native plant disturbance.
26.  Additions and modification shall inventory and indicate all native plants within 50-feet of the improvements and the construction access to the area of improvements.

### Required Dedication Documents

27.  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.
28.  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>.
29.  Provide the original Multi-Use Trail Easement dedication signed by owner(s) and notarized. (Forms that contain fax information will not be accepted)
30.  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)
31.  Provide the original right-of-way dedication form to be signed by owner(s) and notarized. (Forms that contain fax information will not be accepted)
32.  Provide the original 8-1/2" x 11" legal description and exhibit for the right-of-way. The legal description and exhibit shall be sealed by a registered professional. (Forms that contain fax information will not be accepted)
33.  Provide the original Non-vehicular Access Easement dedication form signed by owner(s) and notarized. (Forms that contain fax information will not be accepted)
34.  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)

35.  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)
36.  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)

### Architectural Elevation Plan Requirements:

37.  Label the Lowest Finished Floor<sub>88</sub> (LFF<sub>88</sub> or LF<sub>88</sub>) on the elevation and dimension the roof parapet, top of the roof tile, and/or chimneys from the Lowest Finished Floor<sub>88</sub>.

### Exterior Lighting Review

38.  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, and style. (State law prohibits Mercury Vapor lighting.)
39.  Provide the electrical floor plan and/or site plan indicating the location all exterior light fixtures.
40.  Exterior lighting shall comply with Article VII Section 7.600 and associated subsections of the Zoning Ordinance.

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