



Checklist for Minimal Information to be Accepted for Review

Development Applications

ALL PLANS, REPORTS, AND/OR INFORMATION REQUIRED ON THE SUBMITTAL CHECKLIST		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
CONTEXT AERIAL WITH THE PROPOSED SITE PLAN SUPERIMPOSED		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	The proposed site plan inserted into a color aerial, including surrounding area.
SITE PLAN		
<i>Project Information</i>		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Project name, location, and design professional(s)
<input type="checkbox"/>	<input type="checkbox"/>	Gross and Net lot areas
<input type="checkbox"/>	<input type="checkbox"/>	Proposed property development standards data table (FAR, Open space, Parking, Density, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Required/allowed property development standard <u>calculations</u> provided on the Site Plan (FAR, Open space, parking, Density, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	All proposed improvements, including right-of-way and easements shown and labeled
<input type="checkbox"/>	<input type="checkbox"/>	Plan dimensioned (Parcel, setbacks, easements, right-of-way, building location, parking aisle and stalls, etc.) and Scale (written and graphic) provided.
SITE DETAILS		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Details are dimensioned
<input type="checkbox"/>	<input type="checkbox"/>	Color and material legend provided and location labeled on the elevations (DRB applications).
SUBDIVISION PLAT		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Project name, location, and design professional(s)
<input type="checkbox"/>	<input type="checkbox"/>	Gross and Net lot areas
<input type="checkbox"/>	<input type="checkbox"/>	All proposed lot configurations, including right-of-way and easements shown and labeled (Front, side(s) and rear identified).
<input type="checkbox"/>	<input type="checkbox"/>	Plan dimensioned (Lot, setbacks, easements, right-of-way, etc. dimensioned, and tracts labeled and identified) and Scale (written and graphic) provided.
SUBDIVISION BUILDING ENVELOPE PLAN		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	All proposed lot configurations with dimensioned (Tracts labeled and identified).
<input type="checkbox"/>	<input type="checkbox"/>	All proposed building envelopes for each lot shall be dimensioned.

OPEN SPACE PLAN		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	The site layout of the open space plan matches the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Required open space <u>calculations</u> shall be provided on the plan (When required by zoning district).
<input type="checkbox"/>	<input type="checkbox"/>	Total open space area provided on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	Required parking lot landscaping <u>calculations</u> provided on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	Total parking lot landscaping provided on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	On the plan, each separate calculated open space and landscaping area on the open space (front, general, parking lot landscaping) shall be graphically identified and include the associated square footage provided.
SLOPE ANALYSIS		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	The slope analysis shall be sealed and signed by a Civil Engineer, Landscape Architect, or Surveyor registered in Arizona.
<input type="checkbox"/>	<input type="checkbox"/>	The slope analysis graphic shall clearly identify all slope categories, as defined by the Zoning Ordinance, by hatching, separate colors, etc.
<input type="checkbox"/>	<input type="checkbox"/>	The slope analysis shall identify all slope categories and total square footage within each category. Any hillside conservation areas are identified.
NATURAL AREA OPEN SPACE PLAN		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Required Natural Area Open Space (NAOS) <u>calculations</u> provided on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	Total NAOS undisturbed and revegetated area in square feet provided on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	Each separate calculated NAOS undisturbed and revegetated area shall be graphically identified on the plan.
LANDSCAPE PLAN		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	All proposed landscape improvements shown (including plant symbols).
<input type="checkbox"/>	<input type="checkbox"/>	Plant Palette containing: the plant names, quantity, and size (DRB applications).
HARDSCAPE PLAN		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	All proposed hardscape improvements shown, labeled, and dimensioned. (sidewalks, walls, etc.)
BUILDING ELEVATIONS		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Each building elevation of the proposal shall be provided.
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations shall be dimensioned (The highest portion of the building shall also be dimensioned).
<input type="checkbox"/>	<input type="checkbox"/>	Color and material legend shall be provided, and locations labeled on the elevations (DRB applications).
ELEVATION WORKSHEET(S) (Planned Unit Development and any Downtown application)		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations shall be dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	Inclined step back plane shall be provided on plans.

ELEVATION WORKSHEET(S) (Planned Unit Development and any Downtown application) (continued)		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Location of building that encroaches beyond step back shall be clearly identified.
<input type="checkbox"/>	<input type="checkbox"/>	Surface area of encroachment and the total allowable area of encroachment calculations of non-exempt encroachment shall be provided on plans (Downtown Only).
FLOOR PLAN WORKSHEET(S) (Bars, Restaurants, and Multiple-family)		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Multi-family floor plans shall graphical identify the patio area. The total square footage of the indicated areas, total floor area, and the required and provided areas, including the required calculations, shall be provided on plans.
<input type="checkbox"/>	<input type="checkbox"/>	Restaurant floor plans shall graphical identify the bar area, and kitchen area. The total square footage of the indicated areas, and total floor area shall be provided on plans.
<input type="checkbox"/>	<input type="checkbox"/>	Restaurant floor plans that contain live entertainment shall graphical identify the entertainment area. The total square footage of the indicated area, and total floor area shall be provided on plans.
EXTERIOR LIGHTING SITE PLAN		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	All proposed exterior lighting improvements shown and labeled
<input type="checkbox"/>	<input type="checkbox"/>	Plan includes a schedule with each exterior fixture, including its associated symbol (DRB applications)
EXTERIOR LIGHTING PHOTOMETRIC ANALYSIS		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	All proposed exterior lighting improvements shown and labeled.
<input type="checkbox"/>	<input type="checkbox"/>	Plan includes a schedule with each exterior fixture, including its associated symbol.
<input type="checkbox"/>	<input type="checkbox"/>	Point-by-point foot-candle measurements across the entire site, and perimeter of property. (Separate ATM and gas canopy measurements shall be included when provided)
<input type="checkbox"/>	<input type="checkbox"/>	The horizontal maximum, minimum, average measurements, and the total maintenance (light loss) factor for the horizontal (site) and vertical (property line) photometrics provided on the plan.
DRAINAGE REPORT or MASTER DRAINAGE PLAN		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Bound reports: The report shall be bound (3-ring, GBC or Coil wire, no staples) with card stock front and back covers. Reports bound with staples or clips are not acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	Title or Cover Page: The title or cover page shall have the project name, location and type of report (preliminary, Final, Master Plan).
<input type="checkbox"/>	<input type="checkbox"/>	Engineer's seal: The engineer shall seal the report with the Engineer's seal, signature and date.
<input type="checkbox"/>	<input type="checkbox"/>	Table of contents: The report shall have a table of contents.
BASIS OF DESIGN REPORT FOR WATER or MASTER PLAN AND DESIGN REPORT FOR WATER		
Provided	Missing	Required information
<input type="checkbox"/>	<input type="checkbox"/>	Bound reports: The report shall be bound (3-ring, GBC or Coil wire, no staples) with card stock front and back covers. Reports bound with staples or clips are not acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	Title or Cover Page: The title or cover page shall have the project name, location and type of report (preliminary, Final, Master Plan).
<input type="checkbox"/>	<input type="checkbox"/>	Engineer's seal: The engineer shall seal the report with the Engineer's seal, signature and date.
<input type="checkbox"/>	<input type="checkbox"/>	Table of contents: The report shall have a table of contents.

