



# Construction Document Application Requirements

**Case Name (##-DR-###)**



**A copy of these construction document submittal requirements must accompany your first Construction Document Application submittal. Provide each item listed on the submittal checklists at your first final plan review application.**

## **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

To modify these requirements, the applicant must contact the City of Scottsdale's Project Coordinator in the Planning and Development Services Department. **The applicant must have Construction Document Application Requirements document revised prior coming into the City of Scottsdale to submitting the first Construction Document Application review.** The City of Scottsdale's Planning and Development Services Staff reserves the right to refuse to modify these requirements.

All Zoning Ordinance and Development Review Board stipulations and requirements *may not be listed below*. It is the applicants responsibility to demonstrate compliance with all Zoning Ordinance requirements, associated Building and Fire Codes, Design Standards and Policies Manual requirements, Civil Plan requirements, City Code requirement, and Development Review Board stipulations prior to the issuance of any building and / or civil encroachment permit. The city of Scottsdale reserves the right to request additional information in order to verify Zoning Ordinance, Building and Fire Codes, and City Code requirements, Development Review Board requirements, Civil Requirements, and associate information for documentation and records proposes.

- **The following plans must be submitted with the first final plan review application in separate packages** - see the sections below for each of the application submittal content requirements:

- Items To Be Completed Prior To First Construction Document Application Submittal (Section 1) (CIVIL AND PLANNING)
- Native Plant Plan Application (Section 2) (PLANNING)
- Architectural Plan Application (Section 3) (PLANNING)
- The Improvement Plan Application (Section 4) (CIVIL AND PLANNING)
- Map of Dedications Application (Section 5) (CIVIL AND PLANNING)
- Additional Requirements (Section 6) (CIVIL)

**The COVER SHEET for Civil, Landscape, Architectural, and Native Plant PLANS must contain:**

1. County Assessor parcel number of property on which improvements are being proposed.
2. Full street address assigned by the City of Scottsdale Records Department.
3. The complete Development Review Board case number (##-DR-#####), and Zoning Case number (##-ZN-#####) if applicable, in the right hand margins. The pre-application number is not needed on the plans. All numbers must be in 1/4-inch letters. Leave additional space on your right hand margin for the plan check number that will be assigned after Construction Document Application has been submitted.
4. Provide space for the City of Scottsdale Plan check number, and Native Plant Case number in the right hand margin. The numbers will be provided with all applicable case numbers must be in 1/4-inch letters.
5. On the appropriate plan, provide the name, address, phone number, and email address of the owner, and the party preparing the plans (architect, engineer, landscape architect, salvage company, etc.).

**\*\*Detailed instructions for construction plan preparation can be found in the city of Scottsdale's DESIGN STANDARDS AND POLICIES MANUAL, available at [www.scottsdaleaz.gov/design/DSPM](http://www.scottsdaleaz.gov/design/DSPM), or at the Records counter (call 480-312-2356).**



**All construction plans, reports, etc., must be in conformance with those approved by the Development Review Board.**

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## SECTION I.

Items To Be Completed Prior to First Construction Document Application Submittal

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**PROVIDE DOCUMENTATION OF COMPLETION OF THE FOLLOWING REQUIREMENTS AT THE TIME OF CONSTRUCTION DOCUMENT SUBMITTAL:**

- The applicant must receive a staff approval for a **Land Assemblage or Land Division** Prior to submitting the Construction Document Application(s) for first review. (CIVIL AND PLANNING)
- Prior to or concurrent with the first Construction Document Application(s) submittal, the applicant must submit the final plans application for review of the **Land Assemblage or Land Division**. (CIVIL AND PLANNING)
- The applicant must receive a staff approval for a **Condominium Conversion** Prior to submitting the Construction Document Application(s) for first review. (PLANNING)
- Concurrent with the first Construction Document Application(s) submittal, the applicant must submit the final plans application for review of the **Condominium Conversion**. (PLANNING)
- Basis of Water Design** (CIVIL)
- Basis of Sewer Design** (CIVIL)
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*The following items are the minimum requirements necessary to submit construction documents for review. Civil plans and building plans must be submitted at the same time, in separate packages.*

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## SECTION II.

### Native Plant Application Requirements

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This information pertains to submittals made for salvage plant (native plant) permit. Submittals must be complete and submitted to the Permit Services Division of the Planning and Development Services Department with the appropriate plan check fees. **The Native / Salvage Plant Submittal may be submitted prior to or concurrent with the first construction document submittal.**

#### **NATIVE PLANT APPLICATION (PLANNING)**

**Submit Native / Salvage Plans**

- **The Native / Salvage Plant Plan Application may be submitted prior to the first submittal of the Construction Document Application.**
- Contact the City of Scottsdale's Native plant specialist at 480-312-7000 or go to the City of Scottsdale's web site for the most recent Native Plant Submittal requirements:  
[www.scottsdaleaz.gov/codes/NativePlant/Forms/NP\\_Requirements.pdf](http://www.scottsdaleaz.gov/codes/NativePlant/Forms/NP_Requirements.pdf)

## SECTION III.

## Architectural Plan Application Requirements



Items listed must be submitted at first submittal of construction document application, with a copy of this list. All plans must be signed and sealed. **Incomplete application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal of the applicant.

**The applicant is strongly encouraged consult [www.scottsdaleaz.gov/bldgresources/planreview](http://www.scottsdaleaz.gov/bldgresources/planreview) for minimal submittal and construction document preparation requirements.**

**ARCHITECTURAL PLAN APPLICATION (PLANNING)**

- FOUR (4) complete sets** (Building, Planning, and Fire Reviews), each on **24 x 36 paper, and at 1/8" scale or larger** so plans are legible when reduced. **Incomplete submittals will not be accepted.**

**Architectural Construction Document Plans shall include:**

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| <input checked="" type="checkbox"/> Architectural Plans  | <input checked="" type="checkbox"/> Architectural Site Plan | <input checked="" type="checkbox"/> Open Space Plan                                 |
| <input checked="" type="checkbox"/> Floor Plan Worksheet | <input checked="" type="checkbox"/> Project Data            | <input checked="" type="checkbox"/> Schedules                                       |
| <input checked="" type="checkbox"/> Elevations           | <input checked="" type="checkbox"/> Details                 | <input checked="" type="checkbox"/> Sections  |
| <input checked="" type="checkbox"/> Exiting Plan         | <input checked="" type="checkbox"/> Structural Plans        | <input checked="" type="checkbox"/> Foundation Plans                                |
| <input checked="" type="checkbox"/> Retaining Walls      | <input checked="" type="checkbox"/> Mechanical Plans        | <input checked="" type="checkbox"/> Electrical Plans                                |
| <input checked="" type="checkbox"/> Photometrics Plans   | <input checked="" type="checkbox"/> Plumbing Plans          | <input checked="" type="checkbox"/> Civil & Landscape Plans<br>(for reference only) |
- Exterior Lighting Manufacture Cut Sheets (on 24 x 36 paper minimum)
- International Environmental Energy Code Calculations (Com-Check is acceptable).
- Complete Improvement plans (civil and landscape / Irrigation plans) included in each set for reference.

**Architectural Construction Document Calculations for Building Code Review:**

- One (1) copy of structural, electrical, and water calculations (may be on drawings)
- One (1) copy of soils report to accompany for building plan review.
- One (1) set of Water & Sewer Development Fee Documents for each **NON-RESIDENTIAL** Building Permit Application. Documents shall include:
- Non-Residential Development Fee Agreement (City Format), signed by the Owner and notarized,
  - Exhibit "A" - 8 ½" x 11" Written Legal Property Description (Developer Format),
  - Exhibit "B" - 8 ½" x 11" Site Map (Developer Format), and
  - Exhibit "C" - Non-Residential Water & Sewer Need Report (City Format).

**Documents must comply with Maricopa County record formatting requirements:**

- Pages must be 8 ½" x 11" originals (no facsimiles),
  - Margins must be at least ½" (top, bottom, and side), and
  - Print size must be at least 10-point, with no condensed text.
- Construction Specifications - 8 ½" x 11" bound copies or on plan sheets

**Additional Documentation for Planning Review:**

- Two Copies of Certificate of No Effect for Archaeological Resources signed by the City Archaeologist
- Two Copies of Copy of Certificate of Approval for Archaeological Resources signed by the City Archaeologist
- "Purchase Agreement In-Lieu Parking Credits" original, signed by applicant.
- Provide Documentation of approval from the Airport Director or designee for aviation hazard easements, noise disclosure statements, soundproofing requirements, and building height.
- Provide documentation of water resource department approval of water features/fountains.

## SECTION IV.

### Improvement Plan Application Requirements



Items listed must be submitted at first submittal of construction document application, with a copy of this list. **Incomplete application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal of the applicant.

- **Required Plan Size: 24" X 36"**
- **Minimum Horizontal Scale: 1" = 20'**
- **Minimum Vertical Scale: 1" = 2'**
- **Landscape & Civil Plans At Same Scale.**

### IMPROVEMENT PLANS APPLICATION

**THREE (3) complete sets** (CIVIL, Planning, and Fire Reviews). Plans shall be prepared in accordance with the Design Standard and Policy Manual and the submittal requirements checklist on the City's Web Site: <http://www.scottsdaleaz.gov/design/DSPM>.

**Improvement Construction Document Plans shall include:**

- A sealed engineer's statement on the cover sheet of all civil plan sets stating that, "The engineer of record on these plans has received a copy of the approved stipulations for this project and has designed these plans in conformance with the approved stipulations."** (CIVIL)
- Grading and Drainage Plan (Including water and sewer services) (CIVIL)
- Water Plans (CIVIL)
- Sewer Plans (CIVIL)
- Paving Plans (including striping & signage) (CIVIL)
- Striping & Signage Plans (CIVIL)
- Traffic Signal Plans (CIVIL)
- Structural Plans for Drainage Structures only (including details & calculations) (CIVIL)
- Landscape and Irrigation plans: (PLANNING)
 

(Retaining walls, fence walls and fences over 3-feet, monuments over 3-feet, entry gate features, building structures, and high voltage electrical or panel electrical must be included a the Architectural Plan Application for review and approval. Walls may be designed by a Landscape Architect, but shall not be included in the Landscape plans. High voltage connections, electrical panels, electrical meters, and high voltage electrical shall be design by an electrical Engineer and submitted for building code review) (PLANNING)
- Fountain/Water feature details and elevations (fountain structures shall be included in the Architectural Plan Application for review and approval, but shall not be included in the Landscape plans.) (PLANNING)
- Slope Analysis (PLANNING)
- NAOS graphic & calculation worksheet (PLANNING)
- ALTA Survey Plan **(no older than 1 year from the date of the 1<sup>st</sup> submittal of the Improvement Plan Application, for reference only)**
- Final Subdivision Plat or Condominium Plat **(for reference only)** (CIVIL AND PLANNING)
- Map of Dedication **(for reference only)** (CIVIL AND PLANNING)
- Land Assemblage / Division Map **(for reference only)** (CIVIL AND PLANNING)
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**One (1) copy of the following Reports for Engineering Plan Review:**

- Final Drainage Report. (CIVIL)
- Water Basis of Design Report (BOD) (CIVIL)
- Sewer Basis of Design Report (BOD) (CIVIL)
- Structural Report (CIVIL)
- Title Report or Title Insurance Policy (not more than 30 days old from the date of the 1<sup>st</sup> submittal) (CIVIL)

**One (1) copy of the following Street Lights Plan for Planning Review:**

- APS or SRP designed Streetlight Plans (PLANNING)

**One (1) copy of the following Engineer’s Estimates (for payment in-lieu) for Engineering Plan Review:**

- Street improvements (CIVIL)
- Signalization (CIVIL)

**One (1) copy of the following Engineering Reference Documents for Engineering Plan Review:**

- Master Drainage Report \*\* (CIVIL)
- Master Water Report\*\* (CIVIL)
- Basis Of Design Report – Water\*\* (CIVIL)
- Basis Of Design Report – Sewer\*\* (CIVIL)
- Master Circulation Report\*\* (CIVIL)
- Final Circulation Report\*\* (CIVIL)
- Master Signalization Plan\*\* (CIVIL)
- Final Signalization Plan\*\* (CIVIL)
- Geotechnical Report (CIVIL)

**\*\*Reports required to be approved prior to the submittal of Improvement Plans for Plan Review.**  
Developer shall, as a minimum, provide a copy of the cover sheet with City Staff signatures of acceptance.

**One (1) copy (unless additional copies are indicated below) of the following Additional Information for Engineering Plan Review:**

- Two Copies of Completed 404 Certification Form (CIVIL)
- Two Copies of the Notice of Intent (NOI) (CIVIL)
- Copy of the No-Conflict Form (Originals must be signed by each utility prior to plan approval) (CIVIL)
- The approved Storm Water Storage Waiver Request Form (must be signed by City Staff) (CIVIL)
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## SECTION V.

### Map of Dedication Plan Application Requirements

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#### **MAP OF DEDICATION APPLICATION** (CIVIL AND PLANNING)

- THREE (3) complete sets** (CIVIL, Planning, and Fire Reviews). Plans shall be prepared in accordance with the **Design Standard and Policies Manual** and the submittal requirements checklist on the City's Web Site: [www.scottsdaleaz.gov/design/DSPM](http://www.scottsdaleaz.gov/design/DSPM).

**The Map of Dedication Application shall include:**

- Final Plat plans
- ALTA Survey.
- Title Insurance Policy (No older that 30 days) (one report shall be attached to each final plat plan) **(no older than 1 year from the date of the 1<sup>st</sup> submittal of the Improvement Plan Application, for reference only)**  
For Title requirements see [www.scottsdaleaz.gov/bldgresources/planreview/title.asp](http://www.scottsdaleaz.gov/bldgresources/planreview/title.asp).
- NAOS graphic & calculation worksheet.

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## SECTION VI.

### Additional Information (CIVIL)

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**Arizona Department of Environmental Quality (ADEQ):**

- The developer shall be responsible for conformance with ADEQ regulations and requirements for submittals, approvals, and notifications. The developer shall demonstrate compliance with Engineering Bulletin #10 Guidelines for the Construction of Water Systems, and applicable chapters of the Arizona Administrative Code, Title 18, and Environmental Quality. In addition:

**Maricopa County Environmental Services Department (MCESD):**

- Before approval of final improvement plans by the Plan Review and Permit Services Division, the developer shall submit a cover sheet for the final improvement plans with a completed signature and date of approval from the Maricopa County Environmental Services Department (MCESD).
- Before issuance of encroachment permits by city staff, the developer shall provide evidence to city staff that a Certificate of Approval to Construct Water and or Wastewater Systems has been submitted to the MCESD. The MCESD staff will on a document developed and date stamp this evidence.
- Before commencing construction, the developer shall submit evidence to city staff that Notification of Starting Construction has been submitted to the MCESD. The MCESD staff shall on a document developed and date stamp this evidence.
- Before issuance of Letters of Acceptance by the City's Inspection Services Division, the developer shall provide to the City a final set of as-built mylars of the improvements.

**Water and Wastewater Requirements:**

- The developer shall pay a Sewer Development Fee for City sewer service in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City sewer system. All questions may be referred to Water Resources at 480-312-5650.
- The developer shall pay a Water Development Fee and Water Resources Development Fee for City water supply in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City water system. All questions may be referred to Water Resources at 480-312-5650.
- Prior to the issuance of any building permit, the developer shall pay a Water Meter Fee for connection to the City water system in accordance with City Ordinance. If there is an existing water meter for this project, applicable water meter fees must be paid only if a larger meter is required.

**Arizona Department of Environmental Quality (ADEQ) Requirements:**

- All construction activities that disturb one or more acres shall obtain coverage under the Arizona Pollutant Discharge Elimination System (AZPDES) Construction General Permit. To gain coverage, operators of construction sites must:
  - Submit a Notice of Intent (NOI) to ADEQ;
  - Prepare a Stormwater Pollution Prevention Plan (SWPPP) and keep a copy on site;
  - Send a Notice of Termination (NOT) to ADEQ when construction is completed.
- Contact ADEQ at 602-771-4449 for further information. Forms are available from the City of Scottsdale One Stop Shop, or from ADEQ.