
INTRODUCTION

This chapter presents an overview of the city's development process to assist design professionals in preparing plans and reports needed for project development. It identifies requirements for preparing improvement plans and documents to submit for city review and approval.

1-1 DEVELOPMENT PROCESSES

1-2 IMPROVEMENT PLAN REQUIREMENTS



DEPARTMENT RESOURCE INFORMATION

Aviation/Airport	15000 N. Airport Dr.	480-312-2321
Advance Planning Services	7506 E. Indian School Rd.	480-312-7990
Capital Project Management	7447 E. Indian School Rd., Suite 205	480-312-7250
Current Planning	7447 E. Indian School Rd., Suite 105	480-312-7000
Customer Service	7447 E. Indian School Rd., Suite 100	480-312-7800
Downtown Group	4248 N. Craftsman Ct.	480-312-7750
Facilities Management	9191 E. San Salvador Dr.	480-312-5999
Fire & Life Safety/ Inspections	8401 E. Indian School Rd.	480-312-1855
Fire Plan Review	7447 E. Indian School Rd., Suite 125	480-312-7080
Inspections & Land Survey	9191 N. San Salvador Dr.	480-312-5750
Parks Department	7340 Scottsdale Mall	480-312-2915
One Stop Shop/Permit Services	7447 E. Indian School Rd., Suite 100	480-312-2500
Plan Review	7447 E. Indian School Rd., Suite 125	480-312-7080
Records Division	7447 E. Indian School Rd., Suite 100	480-312-2356
Solid Wastewater Management	9191 N. San Salvador Dr.	480-312-5600
Stormwater Management	7447 E. Indian School Rd., Suite 205	480-312-7250
Street Operations	9191 N. San Salvador Dr.	480-312-5626
Transportation	7447 E. Indian School Rd., Suite 205	480-312-7696
Water Resources	9388 E. San Salvador Dr.	480-312-5685
City of Scottsdale	www.scottsdaleaz.gov	

DEVELOPMENT PROCESSES



This section provides details of Scottsdale's development process which normally includes a pre-application, formal application and entitlement, plan review and permitting, inspections and issuance of a certificate of occupancy. It includes information about the city's public hearing processes, neighborhood notification and involvement, ROW and roadway abandonments, establishing new addresses, title evidence requirements, the recording process and temporary construction fencing requirements. It also identifies plan submittal requirements and anticipated review timeframes.



DEPARTMENT RESOURCE INFORMATION

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DEVELOPMENT PROCESSES

1-1

GENERAL INFORMATION

1-1.000

The Design Standards and Policies Manual (DS&PM) presents clear and concise technical requirements, policies, and processes to enable design professionals to prepare plans and reports necessary for development of both public and private projects within the city.

The City of Scottsdale Planning and Development Service's mission is to assist the development and improvement of property in a way that protects the public's health, safety and welfare, recognizes landowners' rights, and achieves lasting value and quality of life. The city accomplishes this through processes that enable compliance with zoning and technical codes, and advance the community's vision and values which are then reflected in the built environment, see Figure 1.1-1 below.



FIGURE 1.1-1 COMMUNITY DEVELOPMENT PYRAMID

This manual consists of eleven chapters that address the development process, site planning issues, land divisions, grading and drainage, transportation, water systems, wastewater systems, streetscapes, parks and trails, public works and facilities, native plants, and fire. The information is presented in a sequence that parallels developing a raw tract of land from site planning and platting issues to grading and drainage considerations and through the rest of the chapters.

These guidelines clarify and supplement requirements in the Scottsdale Revised Code (SRC), including the zoning and land division ordinances, floodplain and stormwater regulation, fire

and building codes, and other regulations for land development and construction within Scottsdale. The intent is to assist homeowners, architects, developers, engineers, contractors and others through the development process.

1-1.001

ADOPTION, INTERPRETATION AND APPEAL

The Design Standards and Policies Manual is one of the official documents setting forth city requirements, standards, policies and procedures. This manual has been adopted by the Development Review Board under the authority delegated to it by the City Council. The DRB has delegated to the city staff the authority to review, maintain and distribute the DS&PM.

The Planning and Development Services General Manager shall interpret the DS&PM.

If a property is subject to unique problematic development issues beyond the developer's control, a developer may appeal the application of these guidelines, using the appeal provisions of the Land Divisions Ordinance, see www.ScottsdaleAZ.gov/codes.

1-1.100

DEVELOPMENT PROCESS

Land development in Scottsdale typically involves five steps as shown in Figure 1.1-2 below. Fewer steps may be necessary for less complex projects such as a residential development project or those eligible for a minimum building permit. See www.ScottsdaleAZ.gov/bldgresources/counterresources for a list of minimum permit activities.

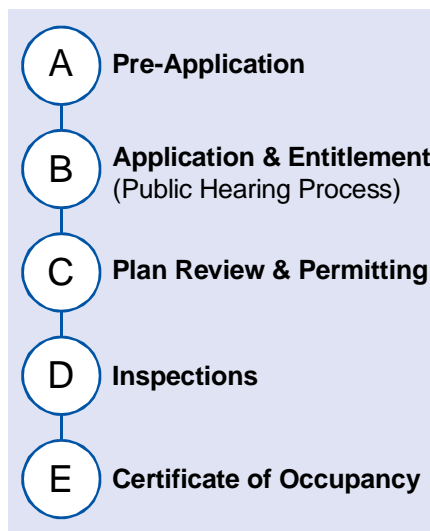


FIGURE 1.1-2 SCOTTSDALE DEVELOPMENT PROCESS

1. **Pre-Application:** Most development activities begin with a pre-application to the city, which will help identify the process, submittal requirements, review parameters and time frames. See [Figure 1.1-3](#) for projects requiring a pre-application (pre-app) and [Section 1-1.200](#) for a discussion of the pre-app process.
2. **Entitlement Process:** The Entitlement Process consists of making a formal application to the city and obtaining development approval through one or more of the four public hearing approval processes, see [Section 1-1.304](#). Neighborhood notification and involvement requirements must be met PRIOR to formal application. See [Section 1-1.301](#) for a discussion of these processes. Once neighborhood notification and involvement requirements are met and formal application is made, projects must go through specific approval processes identified in [Figure 1.1-3](#). Residential development that complies with

current Zoning District development standards and minimum permits may bypass this entitlement step; all other projects must complete the entitlement process before submitting for Plan Review and Permitting.

3. Plan Review & Permitting: This step consists of preparing plans, submitting documents for plan review and obtaining permits for construction activities, see [Section 1-1.400](#). Time frames for first, second and third reviews differ by project type.
4. Inspections: All permitted construction activities must be inspected by the city's Inspection Services staff. See [Section 1-1.600](#) for inspection information.
5. Certificate of Occupancy: Obtaining a Certificate of Occupancy (C of O) is the final step before any development can be occupied or used. Prior to the issuance of a certification of shell building or a final C of O there must be full compliance with all stipulations of the Development Review Board. See [Section 1-1.600](#) for C of O requirements.

DEVELOPMENT APPROVAL PROCESSES							
Project Type	Other Processes			Public Hearing Processes			
	PA	N/C	SA	BOA	PC	CC	DRB
Abandonment	✓	NN			✓	✓	
Amended Development Stds.	✓	CR			✓	✓	*
Amd. Dev. Stds.: Preliminary Plat	✓	NN					✓
Amended Stipulations	✓	CR			✓	✓	*
Annexation	✓	**			✓	✓	
Change to Land Divisions	✓	*	✓			*	
Character Area Plan Amendment	✓	NI			✓	✓	
Commercial Repainting	✓	*	*				*
Condominium			✓				*
ESLO Hardship Exemption	✓	NN				✓	
General Plan Amendment	✓	NI			✓	✓	
Land Assemblage			✓				
Master Planned Community	✓	*			✓	✓	*
Master Planned Property (plat)	✓		✓			*	*
Master Sign Plan	✓	*					✓
Master Site Plan	✓	NN					✓
Minor Subdivision	✓	*	✓				*
Municipal Use Master Site Plan	✓	NN			✓	✓	✓
New Construction - Major	✓	NN					✓
New Construction - Minor	✓	*	*				*
Perimeter Exception	✓	NN				✓	✓
Plat (Preliminary Plat)	✓	NN					✓
Plat (Final Plat)						✓	
Release of Easement			✓				
Rezoning	✓	CR			✓	✓	✓
Text Amendment	✓	CR			✓	✓	
Use Permit	✓	NN			✓	✓	✓
Wash Modification (ESL)	✓	*	✓				
Wireless Comm. Facility	✓	CR	*		*	*	*
Zoning Variance	✓	NN		✓			
PA = Pre-Application SA = Staff Approval BOA = Board of Adjustment PC = Planning Commission CC = City Council DRB = Development Review Board		CR = Citizen Review Policy NI = GP and CA Neighborhood Involvement Policy NN = Neighborhood Notification Policy N/C: Depending on the size and nature of the proposed development, additional or reduced involvement plans may be required.					
*A pre-application meeting will determine what process will be required; in some instances a staff approval may be issued, in others a public hearing will be necessary.							
** Consult Project Coordinator for City, County, and State requirements.							

FIGURE 1.1-3 DEVELOPMENT APPROVAL PROCESSES

PRE-APPLICATION

1-1.200

Most development projects require a Pre-Application (pre-app). See [Figure 1.1-3](#) for a listing of projects that require pre-applications. Pre-application process and forms are available at www.ScottsdaleAZ.gov/bldgresources/forms.

Note: A pre-application is NOT required for single family residences within R1 districts (where development complies with current Zoning District development standards) and for minimum permits. Minimum permits can be obtained directly from the One Stop Shop or www.ScottsdaleAZ.gov/bldgresources/couterresources. A single family residence in any multifamily residential zoned area may require a Pre-Application and Staff Approval. A single family residence in ESLO areas may require a Pre-Application and Staff Approval, or DRB approval for cuts and fills, amended development standards and/or wash modifications.

SUBMITTAL REQUIREMENTS

1-1.201

The specific pre-application requirements will vary by project type (see the pre-application form), but all submittals must include the following:

1. Pre-Application Questionnaire and Fee
2. Conceptual Drawing
3. Transparency
4. Context Photos
5. Records Packet – Assessors Map, Zoning Map, Water & Sewer Maps and Aerial Photo.

These documents can be purchased at Records or downloaded from the Digital Map Center at <http://eservices.ScottsdaleAZ.gov/dmc>.

PRE-APPLICATION CONFERENCE

1-1.202

The pre-application meeting is typically a 1/2 to 1-hour meeting where the applicant meets with the assigned Principal Planner or designee to discuss the project request. The initial meeting is usually scheduled within one week of receipt of pre-application. Information exchanged at the pre-application meeting allows the city and the applicant to come to a more complete understanding of the size, scope and feasibility of the request.

Following the meeting with the principal planner or designee, the application will be processed in one of three ways:

1. Staff approval
2. An additional meeting to conduct further review
3. A Principal Planner or designee provides applicant with application submittal checklist(s)

Download a complete listing of issues at www.ScottsdaleAZ.gov/bldgresources/devprocess/pre-app.

ENTITLEMENT PROCESS

1-1.300

The Entitlement Process consists of making a formal application to the city, gaining development approval. This may include a Pre-Application, neighborhood notification and involvement, citizen review, staff approval and approval from one or more of the following public hearing approval processes; Board of Adjustment, Planning Commission, City Council and Development Review Board. See [Figure 1.1-3](#) for specific approval processes.

Single family residential development that complies with current Zoning District development standards and minimum permits can bypass the entitlement process. All other projects must complete the entitlement process before submitting for Plan Review and Permitting. Neighborhood Notification & Involvement and Citizen Review requirements must be met PRIOR to formal application.

1-1.301

NEIGHBORHOOD NOTIFICATION & INVOLVEMENT

Scottsdale has three community notification and involvement policies: the Neighborhood Notification Plan, the Citizen Review Process and the Neighborhood Involvement for General Plan Amendments. Staff determines which policy is applicable based on the type of project being proposed. [Figure 1.1-3](#) lists the most common project types and identifies the required notification policies and approval process. For additional information on the individual policies see current checklists.

The goal is to ensure community notification and involvement prior to the filing of a formal application. Additional notification is required for the public hearing process pursuant to State Statutes and the Scottsdale Zoning Ordinance. See [Appendix 1-1A](#) and www.ScottsdaleAZ.gov/bldgresources/devprocess/.

A. Neighborhood Notification Plans

1. Neighborhood Notification is required for the following projects:
 - a. Abandonments
 - b. Board of Adjustment cases (Zoning variances)
 - c. Conditional Use Permits (including Municipal Use Master Site Permits)
 - d. Development Review Board Amended Development Standards
 - e. Development Review Board cases (Design Review)
2. Typical Neighborhood Notification Requirements
 - a. Inform neighbors of proposal
 - b. Post a "Project Under Consideration" sign on the property
 - c. Hold an open house
 - d. Create a Neighborhood Notification Report that documents completion of requirements

The scope and scale of the project influence the specific requirements that are outlined by staff at the pre-application conference. For additional information on Neighborhood Notification and Involvement, see current checklist, www.ScottsdaleAZ.gov/bldgresources/forms.

B. Citizen Review Process

Much more detailed and complex than the Neighborhood Notification Plans, the Citizen Review Process is intended for the more intricate projects with a greater impact on neighboring properties.

1. The Citizen Review Process is required for:
 - a. Rezoning
 - b. Zoning Ordinance Text Amendments
 - c. Zoning Stipulation Amendments
 - d. City Council Approved Amended Development Standards
 - e. City Council Site Plan Approvals
 - f. General Plan Amendments
2. Typical Citizen Review Process Requirements
 - a. Submit a Citizen Review Plan prior to notification and involvement efforts
 - b. Inform neighbors of proposal
 - c. Post a "Project Under Consideration" sign on the property
 - d. Hold at least one open house
 - e. Create a Citizen Review Report that documents completion of requirements

For additional information on Citizen Review, see current checklist, www.ScottsdaleAZ.gov/bldgresources/forms.

C. Neighborhood Involvement

Neighborhood involvement is required for General Plan Amendments.

FORMAL APPLICATION SUBMITTAL

1-1.302

At the pre-application conference, the principal planner or designee provides the applicant with the appropriate application checklist(s) for the formal submittal(s). Submittal requirements are project-specific, and vary by project type, scope, and the approval process required. All submittal requirements must be completed before the application will be accepted. A submittal meeting with the Principal Planner or designee is required. Planning staff will confirm that the submittal package is complete for filing.

STAFF REVIEW

1-1.303

Depending on the application type, within 30-60 days of the formal submittal, staff will provide a letter to the applicant with one of the following:

1. List of issues that need to be resolved before a public hearing date is set, or
2. A notification of tentative public hearing date.

If new/revised materials need to be submitted, staff review time for the review of these materials is approximately 3 weeks. Once identified issues have been addressed, projects are scheduled for public hearing.

Process flowcharts can be found at www.ScottsdaleAZ.gov/bldgresources/devprocess/flowcharts.

PUBLIC HEARINGS

1-1.304

There are four types of public hearings that may be a part of the entitlement process: the Board of Adjustment, Planning Commission, City Council and Development Review Board. See [Figure 1.1-3](#) for common project types and which public hearing, if any, is required.

The application, all maps, plans and other accompanying data and material is of public record and is available for public inspection during office hours in the Records Division. Summary information and key application materials are also posted to a Case Fact Sheet online at www.ScottsdaleAZ.gov/projects/projectsinprocess/.

A. Board of Adjustment (BOA)

The Board of Adjustment generally meets once a month, and has the power to review and approve variances from zoning ordinance requirements and administrative decisions (Zoning Interpretations) that create unnecessary hardships in the development of property because of exceptional or extraordinary conditions. If a proposed project does not comply with the Zoning Ordinance requirements, but the applicant does not want to rezone or request amended development standards, Board of Adjustment approval must be obtained prior to proceeding through any other entitlement process.

The Board of Adjustment is not authorized to:

- a. Make any changes in special circumstances self-imposed by the property owner, or
- b. Adjust or change conditions placed by the City Council at the time of rezoning or use permit approval.

Board of Adjustment cases are typically scheduled for public hearing within 4 to 6 weeks of formal submittal. For more information, visit www.ScottsdaleAZ.gov/boards/BOA/ or contact Planning and Development Services Department at 480-312-7000.

1. Zoning Ordinance Variances

The Board of Adjustment typically hears requests for variances from zoning development standards, such as set backs, open space requirements, and building heights. See www.ScottsdaleAZ.gov/bldgresources/forms for a zoning ordinance variance checklist.

A variance shall not be authorized unless the Board shall find sufficient evidence of the following as required by state statute, see Zoning Ordinance Sec. 1.804:

- a. There are special circumstances or conditions applying to the land, building, or use referred to in the application which do not apply to other properties in the district; and
- b. Such special circumstances were not created by the owner or applicant; and
- c. The authorizing of the variance is necessary for the preservation and enjoyment of substantial property rights; and
- d. The authorizing of the application will not be materially detrimental to persons residing or working in the vicinity, to the adjacent property, to the neighborhood, or to the public welfare in general.

2. Zoning Interpretations

The Board will hear appeals from decisions made by staff responsible for interpreting and enforcing the Zoning Ordinance. These appeals shall be filed with the City Clerk within 30 days of such decisions on a form provided by the City. For more information on requesting Zoning Interpretations contact the Planning and Development Services Department at 480-312-7000.

3. Appeals

Board of Adjustment decisions may be appealed to the Maricopa County Superior Court; any appeal must be made to the Court within 30 days of the Board's decision. The special action is filed as a civil matter at the Court Clerk's office counters at the following locations:

- a. Downtown Phoenix: 201 W Jefferson
- b. Southeast Campus (Mesa): 222 E Javalina

For more information on fees and filing a special action, contact the Clerk of the Superior Court at 602-506-3676 or go to www.clerkofcourt.maricopa.gov.

PLEASE NOTE: This information is for informational use only and does not constitute legal advice. Those who wish to file a special action may wish to retain counsel.

B. Planning Commission

The Planning Commission typically holds public meetings twice a month (Wednesdays) on all matters relating to:

- a. Creation of zoning districts,
- b. Amendments to all zoning ordinances, and
- c. Any other matter within the scope of the zoning power.
- d. General Plan

The Planning Commission acts as an advisory board to the City Council on land use and zoning matters, and the City Council has final ruling. The Planning Commission is also authorized to confer with other advisory commissions such as the Transportation or Historic Preservation Commissions.

Typical cases to be heard before the Planning Commission include, but are not limited to:

- a. Rezoning Request (ZN) - rezone from current zoning designation to another.
- b. General Plan Amendment (GP) - change the general plan from current land use designation to another designation. See www.ScottsdaleAZ.gov/generalplan.
- c. Conditional Use Permit (UP) - request for a use listed as "conditionally permitted" in the zoning district. See www.ScottsdaleAZ.gov/bldgresources/devprocess/.
- d. Abandonment (AB) - request for the City to release its interest in public right of way, roadway easement and alleys.
- e. Municipal Use Master Site Plan (MUP) - all City projects 1 acre and over.

For the Planning Commission process see [Figure 1.1-4](#). Additional information is available at www.ScottsdaleAZ.gov/bldgresources/devprocess/.

C. City Council

The City Council makes the final determination of approval or denial of cases that are heard by the Planning Commission, see [Figure 1.1-3](#). The City Council hears all matters concerning or relating to General Plan Amendments, zoning district map amendments, zoning ordinance text amendments, conditional use permits, conditional use permit revocations, municipal use master plans, abandonments, and appeals from Development Review Board. For more information visit www.ScottsdaleAZ.gov/bldgresources/devprocess/.

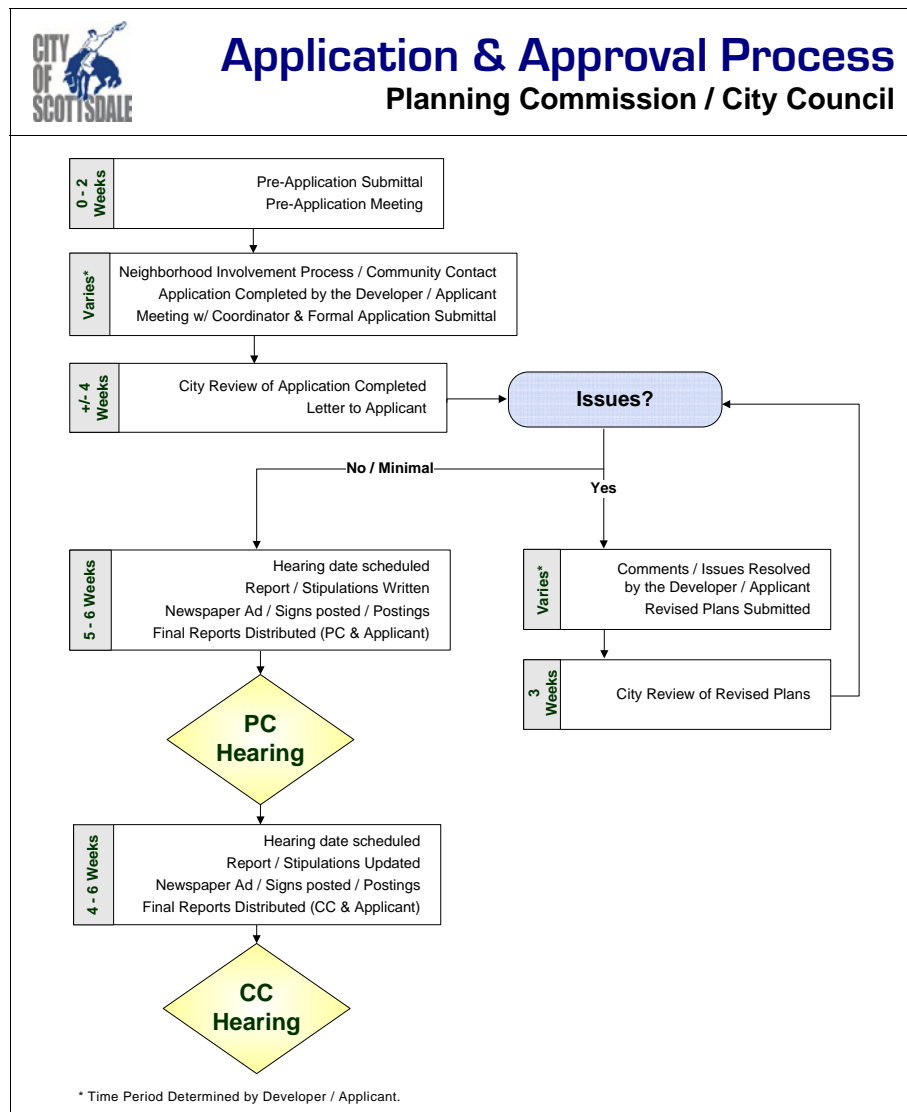


FIGURE 1.1-4 PLANNING COMMISSION / CITY COUNCIL PROCESS

A few case types (ESLO Hardship exemptions, development agreements, etc.) go directly to City Council for approval, see www.ScottsdaleAZ.gov/bldgresources/devprocess/. In many cases, these projects are still required to complete some aspect of neighborhood notification and involvement.

Most City Council decisions go into effect 30 days after City Council approval (Rezoning, Text Amendments, etc.), but some City Council approvals are effective immediately (Conditional Use Permits) and some are not effective until recording (Abandonments, Plats). The project

coordinator will notify applicants of specific effective dates for each project. See above Figure 1.1-4 for the City Council approval process.

1. Legal Protest by Property Owners

Legal protests may be filed against a requested rezoning (zoning map amendment). See Zoning Ordinance Section 1.706 for details on when and how to file a legal protest, or contact Planning and Development Services at 480-312-7000 or email planninginfo@scottsdaleaz.gov.

2. Conditional Use Permit Revocation/Modification

- a. See Zoning Ordinance Section 1.707 for City Council procedures on revocation of Conditional Use Permits.
- b. A revocation hearing shall be conducted by the City Council following the notice and hearing procedures of Section 1.702 of the Zoning Ordinance.

3. Appeals

Appeals of Rezoning, Text Amendment, and Use Permit decisions can be made to the Maricopa County Superior Court within 30 days of the City Council's decision.

The special action is filed as a civil matter at the Court Clerk's office counters at the following locations:

- a. Downtown Phoenix: 201 W Jefferson
- b. Southeast Campus (Mesa): 222 E Javalina

For more information on fees and filing a special action, contact the Clerk of the Superior Court at 602-506-3676 or go to www.clerkofcourt.maricopa.gov.

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D. Public Right-of-Way and Roadway Easement Abandonments

1. General Information

Abandonment is the process by which the City of Scottsdale gives up its public interest in public roadways. Typically, these roadways may have been obtained through subdivision plats, deeds, easements, and reservations and may be called streets, alleys, rights-of-way, roadway easements and roadway reservations. All of these forms of roadways are typically recorded in Maricopa County Recorder's Office as a matter of public record.

The common element of these roadways is they all contain roadway rights in favor of the City of Scottsdale (general public). The abandonment releases the publicly held interest in a roadway, including, but not limited to the right to access, build roads, bridges, sidewalk curbs and gutters, drainage facilities, and utilities.

Abandonments typically occur when a property owner wishes to eliminate the public interest in a public roadway, alley or easement affecting, or adjacent to their property. Once abandoned, the roadway area becomes part of the adjacent property(ies).

Examples:

1. A sub-divider or a developer may want to eliminate excess public roadways to facilitate creating a new subdivision or commercial project.
2. A neighborhood may want to form a gated, private community.
3. The city may determine that a public roadway is no longer necessary, and may initiate abandonment.

Applicable Regulations

- a. City Code, Chapter 47, Article IV. Streets, Sidewalks & Public Works
- b. Arizona Revised Statutes, Title 28, Chapter 20, Article 8

The abandonment process consists of Pre-Application, Formal Submittal, and the Public Hearing Process, see [Section 1-1.000](#). The public rights are transferred back to the property owner(s) in a Resolution approved by City Council. Additional information, including fee sheets, can be found on-line at www.ScottsdaleAZ.gov/bldgresources/devprocess. See www.ScottsdaleAZ.gov/bldgresources/forms for a pre-application and abandonment checklist.

2. Abandonment Pre-Application

A pre-application is required for each abandonment proposal, see [Section 1-1.200](#). Obtain forms and fee schedules from the Planning and Development Services Department online at www.ScottsdaleAZ.gov/bldgresources/devprocess, or by calling 480-312-7000.

At the pre-application conference the Principal Planner or designee will review the request, outline the approval process and may provide an application checklist. Occasionally the Principal Planner or designee may provide some insight of whether or not staff can support the request. All abandonment applications require a Neighborhood Notification Plan, see [Section 1-1.301](#). The Principal Planner or designee will determine specific notification requirements at this pre-application meeting. Requirements may include neighborhood/HOA notification, posting a sign on the property, an open house or other notification requirements.

3. Formal Application Submittal

After the applicant completes the requirements of the application checklist and has assembled the related materials, the applicant must schedule a meeting with the Planning and Development Services Department to verify the application submittal is complete; staff will sign the application indicating that all submittal requirements have been met. After obtaining staff signature the applicant is to pay for application at the One Stop Shop.

4. Public Hearings

Abandonments are required to go through two public hearings (Planning Commission and City Council) to allow neighbors and other interested parties (HOAs, etc.) an opportunity to review and comment on the proposal. Due to the legal noticing requirements for public hearings, it may take 5 to 7 months to process an abandonment application.

5. Recorded Document Finalizes Abandonment

If the Council approves the abandonment and adopts the abandonment resolution of the request, the resolution will be sent to the Maricopa County Recorder's office for recordation. The recordation of the resolution legally abandons the city's public interest in the property (as authorized by State Statutes). Occasionally, the council will withhold adopting the resolution until any associated stipulations have been addressed or a related subdivision plat is approved by the City Council. The recordation of the resolution is the final step in the public roadway abandonment process. A copy of the recorded document is sent to the applicant approximately 1 month after the Council passes the resolution.

E. General Land Office (GLO) Easements

The General Land Office (GLO) roadway easements were created by the Federal Small Tract Act (1938) to assure legal access for future street planning by prohibiting the building of any structures across these easements. The city has viewed these patent roadway and utility easements as assured access at least until a local circulation plan is established. As GLO lots come in for development (such as minor subdivisions, subdivisions, or requesting building permits) staff requires city rights-of-way dedications per city circulation plans.

Any patent easement in excess of the current circulation plan requirements (including trails), roadway standards, and not required to insure access to any other lot, may be requested to be abandoned. GLO roadway easements go through the same process as the public roadway abandonment; only the public rights are abandoned in a Resolution approved by City Council. See [Figure 1.1-5](#) for GLO Easements in the city.

The city's abandonment of a GLO easement does not include any determination of private rights; similar to other private easement rights, those are matters between property owners.

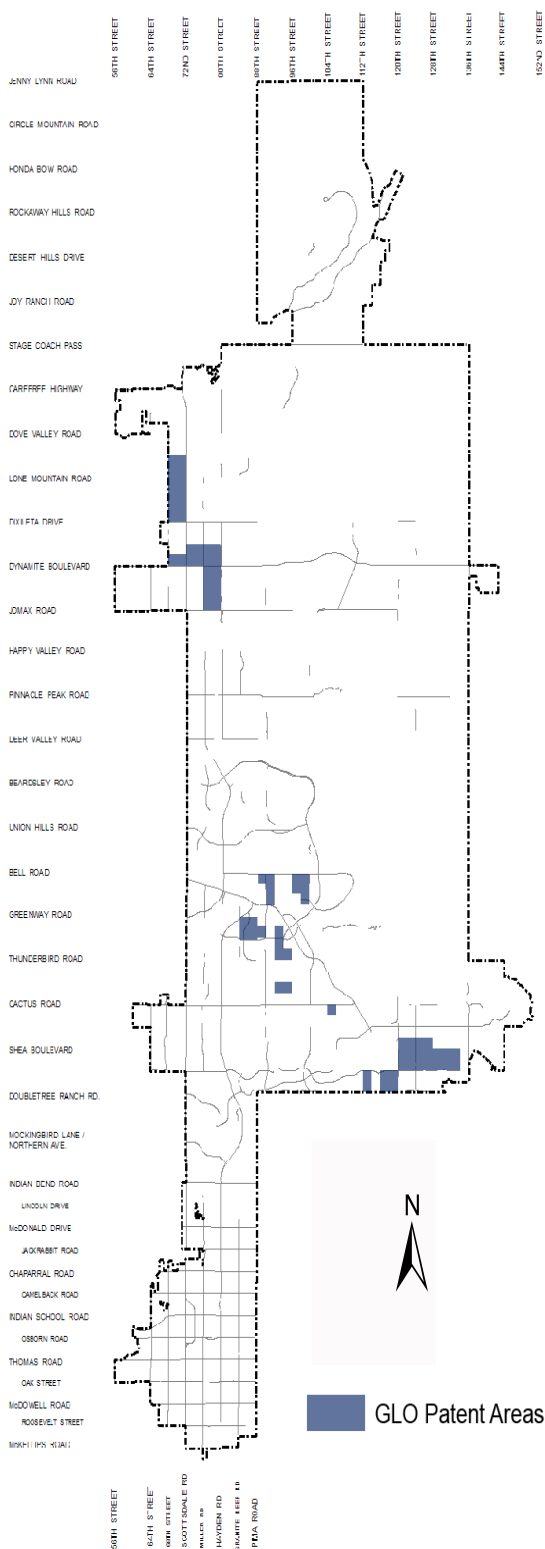


FIGURE 1.1-5 GENERAL LAND OFFICE (GLO) EASEMENT LOCATIONS

F. Development Review Board (DRB)

The purpose of the Development Review Board is to maintain the quality of development in Scottsdale through review of architectural design and layout of proposed development plans for commercial development and preliminary plats for residential subdivisions. This includes, but is not limited to site planning and the relationship of the development to the surrounding environment and the community. See [Figure 1.1-6](#) for the Development Review Board process and www.ScottsdaleAZ.gov/bldgresources/forms/ for an application.

The Development Review Board typically meets twice per month, on the 1st and 3rd Thursday of the month, and is in the same week as the City Council meetings. The precise schedule each month may vary, depending on holidays, elections, etc.

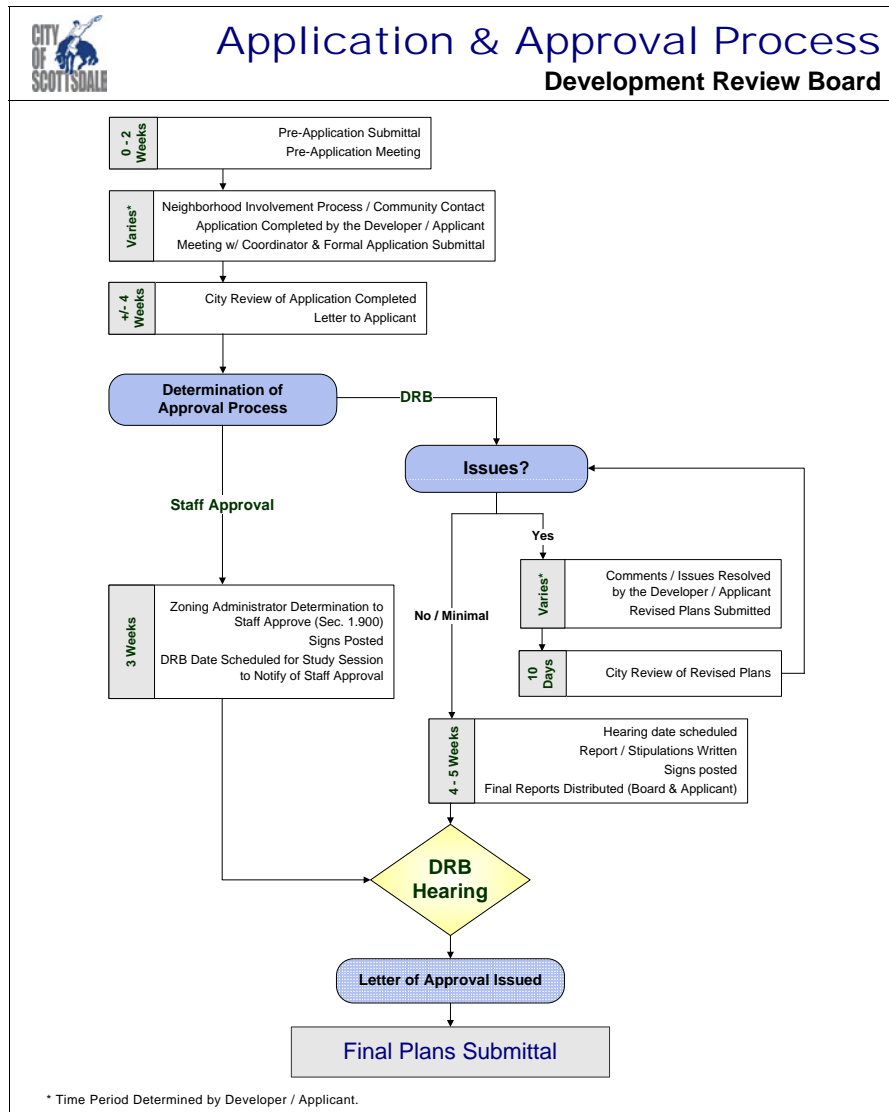


FIGURE 1.1-6 DEVELOPMENT REVIEW BOARD PROCESS

1. Expiration of Approval

The DRB approval of plans for development shall expire 1 year from the date of approval, providing that a building permit has not been issued, unless a different time period is made a condition of DRB approval.

The Zoning Administrator or designee may grant a one-time extension of the approval for up to 1 year if the applicant files for the extension prior to the approval becoming void.

2. Appeals

An applicant can appeal a DRB decision. See the Zoning Ordinance Section 1.907 for details on when and how to appeal or contact Planning and Development Services at 480-312-7000 or email planninginfo@scottsdaleaz.gov.

The City Council has the right to review DRB decisions and can uphold, modify or over-rule the Board's decision.

1-1.305

SPECIAL CIRCUMSTANCES

A. ESLO Hardship Exemptions

In 2004 the City Council adopted revisions to the Environmentally Sensitive Lands Ordinance (ESLO), including provisions that allow a property owner to apply for a hardship exemption from the regulation, see Zoning Ordinance Section 6.1022.

The ESLO Hardship Exemptions are heard by the City Council, and are only granted if the applicant demonstrates that the proposal meets specific criteria. The three criteria for an exemption are:

1. The applicant must demonstrate a Substantial Hardship that reduces the ability to use the parcel(s).
2. The requested exemption must be consistent with the intent and purpose of the ESL Ordinance.
3. The application of the new ESLO standards would not achieve significant benefit for protection of the environment and community.

For the ESLO Hardship Exemption application form and further information visit www.ScottsdaleAZ.gov/codes/ESLO/ or call 480-312-7000.

B. General Plan Amendments

The General Plan is designed to be a broad, flexible document that changes as the community needs, conditions, and direction change. It can be revised through city-initiated amendments, and through citizen/property owner requests. The decision to amend the General Plan is determined by the City Council. For definitions of "major" and "non-major" amendments, and further information, see www.ScottsdaleAZ.gov/generalplan/amendments.

The amendment process involves a review and notification process and requires two Planning Commission hearings before going to the City Council for final approval or denial. See www.ScottsdaleAZ.gov/bldgresources/forms for a GP Amendment checklist.

1. Major Amendments

Major General Plan Amendments are processed once a year with a spring submittal deadline (usually in April), two Planning Commission hearings, (usually in August and September) and a City Council hearing in late fall (October or November).

2. Non-Major Amendments

General Plan Amendments not meeting the "major" amendment criteria can be submitted and processed at any time in the year.

NOTICE OF MEETINGS

1-1.306

State law governs the majority of notification requirements for cases that must be heard at a public hearing (ARS §§ 38-431.02). The type of notification required varies by case and hearing type. City requirements can be found in Article I of the Zoning Code online at www.ScottsdaleAZ.gov/codes/zoning. Please Note: The City of Scottsdale has established policies that are in some cases more rigorous than required by state law.

The city may use the following methods for hearing notification:

- a. Posting a sign on the subject property
- b. Postcards to particular addresses
- c. Case Fact Sheets posted to www.ScottsdaleAZ.gov/projects/projectsinprocess/
- d. Legal Notice published in the newspaper

A summary of notification requirements is shown in [Appendix 1-1A](#). See the Project Coordinator for more information or call 480-312-7000.

APPEALS OF CITY ACTIONS

1-1.307

Property owners have a right to appeal the following City actions:

1. Any dedication or exaction required by an administrative agency or official of the city as a condition of granting approval of a request to use, improve or develop real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) where an administrative agency or official has no discretion to determine the dedication or exaction.
2. The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decisions.
3. The appeal must be in writing and specify the City action appealed and the date final action was taken, and it must be filed with the City Clerk, or mailed to the hearing officer in care of the City Clerk within 30 days after the final action is taken. No fee will be charged for filing.
4. Address Appeals to: Hearing Officer c/o City Clerk
3939 Drinkwater Boulevard
Scottsdale, AZ 85251

The City Attorney's Office will review the appeal for compliance with the above requirements, and will notify the property owner if the appeal does not comply. Eligible appeals will be forwarded to the hearing officer, who will schedule a hearing within 30 days of receipt. Ten days notice will be given of the date, time and place of the hearing unless less notice is acceptable to the property owner.

The city will submit a takings impact report to the hearing officer.

In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development proposed.

In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.

The hearing officer must render his decision within five working days after the appeal is heard. The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.

If dissatisfied with the decision of the hearing officer, a complaint may be filed for a trial de novo with the Superior Court within 30 days of the hearing officer's decision. For more information contact the City Attorney's office at 480-312-2405.

PLEASE NOTE: This information is for informational use only, and does not constitute legal advice. Those who wish to file a special action may wish to retain counsel.

1-1.400

PLAN REVIEW & PERMITTING

Residential development that complies with current Zoning District development standards and minimum permits can bypass the entitlement process; all other projects must complete the entitlement process before submitting for Plan Review & Permitting.

Application for plan check and building permits are made at the One Stop Shop. For a fee schedule call 480-312-2500 or visit www.ScottsdaleAZ.gov/bldgresources/fees.

1-1.401

PLAN PREPARATION

A. Resources

1. COS Standard Plans and Architectural Design Guidelines

The city provides standards plans for use in smaller/simpler projects. Standard Plans can be downloaded from www.ScottsdaleAZ.gov/bldgresources/counterresources. These include:

- Attached Residential Patio Cover
- Detached Garage/Storage Shed
- Carport Enclosure to Garage
- Masonry Fence/Wall

Architectural design guidelines for specific uses are available for:

- Restaurants
- Gas Stations and Convenience Stores
- Medical Campus
- Desert Parks
- Commercial Retail
- Office
- Golf Course

See [Section 2-1.400](#) or www.ScottsdaleAZ.gov/design.

2. Standard Detail Drawings

Standard Detail drawings are provided online in both pdf and dwg format. Files can be downloaded at www.ScottsdaleAZ.gov/design/COSMAGSupp.

- a. Building Review Detail Drawings
- b. CADD Files for Public Works Construction

3. MAG Standard Details & Specifications

Maricopa Association of Governments (MAG) sponsors and distributes the Uniform Standard Specifications and Details for Public Works Construction, which in addition to the City of Scottsdale (COS) Supplement to MAG Specifications and Details is the basis for public works construction in Scottsdale, see www.mag.maricopa.gov/publications.cms.

4. COS Supplement to MAG

The City annually prepares and adopts its Supplement to MAG Uniform Standard Specifications and Details to provide the highest quality of construction within the public right-of-way. This document can be downloaded at www.ScottsdaleAZ.gov/design/COSMAGSupp.

B. Construction Plan Requirements

Guidelines and standards for preparing improvement plans and documents for submittal to the city for approval are identified in [Section 1-2.100](#).

C. Green Building

Scottsdale's Green Building Program is designed to reduce the environmental impact of building. The concept of green building involves a whole-systems approach, which uses design and building techniques to minimize environmental impact and reduce energy use while improving the health of its occupants. Scottsdale's program rates buildings in the areas of site, energy, building materials, indoor air quality, water, and solid waste. This voluntary program offers incentives to influence design and product choices. For more information visit www.ScottsdaleAZ.gov/greenbuilding/.

D. Disability Access

Developers adhering to the following accessibility standards, with a few exceptions, are assured conformance with City of Scottsdale codes:

- a. The 1994 Americans with Disabilities Accessibility Guidelines (ADAAG)
- b. 1991 HUD Fair Housing Accessibility Guidelines
- c. The 2003 International Building Code
- d. The ICC/ANSI A117.1-2003

See [Section 2-4.000](#) for more information.

ESTABLISHING NEW ADDRESSES

All addressing, street naming, and unit number assignments are fully described in MAG Address and Street Assignment Policy Manual (ASAP) 2003 Update, and amended in City of Scottsdale Amendment to MAG ASAP.

A. Individual SFR Address Assignment

1. A site address must be assigned prior to plan submittal.
2. Applicant must contact Records Department with site plan for lot showing access point.
3. Address for lot will be given according to the street in which the lot is accessed.
4. If lot will have two access points (ex. circle driveway on a corner lot), the applicant may be able to choose which street the address number is assigned from.
5. Once an address is agreed upon, it will be entered into the address database, which can take up to five working days.
6. After the address is entered, an electronic mail-out is sent to Maricopa County, emergency services, utility companies and the Post Office, notifying them of the newly assigned address.

B. Subdivision Address Assignment

1. A copy of the preliminary plat is sent from Planning Department to GIS Department for street name assignments within the subdivision.
2. City of Scottsdale uses Maricopa County street alignment grid to assign appropriate and consistent street names throughout Maricopa County.
3. At the time of street name assignments, the name of the final plat will also be checked to verify that there are no duplicate subdivision names within the City of Scottsdale.
4. Addresses for individual lots will not be assigned until final plat is recorded.
5. After the recorded plat is returned to City of Scottsdale from title company, plat is sent back to GIS Department for mapping and individual addressing.
6. Mapping and addressing the recorded plat can take up to ten working days, assuming there are no errors on the recorded plat.
7. If any errors are found, the engineer for the plat will be contacted to request an Affidavit of Correction for the errors.

1-1.402

8. Once the Affidavit of Correction is prepared, recorded, and returned to GIS Department the mapping and addressing process will continue.
9. After the plat is mapped and addressed, an electronic mail-out is sent to Maricopa County, emergency services, utility companies, and the Post Office, notifying them of the newly assigned addresses for the recorded plat.

C. Minor Subdivision Address Assignment

1. Site address must be assigned prior to pre-application submittal.
2. Additional addresses will be assigned for a minor subdivision only after the minor subdivision has been recorded.
3. Once recorded, the minor subdivision is sent to GIS Department for mapping and address assignments.
4. Mapping and addressing the recorded minor subdivision can take up to ten working days, pending there are no errors on the recorded minor subdivision.
5. If any errors are found, the engineer/ surveyor for the minor subdivision will be contacted to request an Affidavit of Correction for the errors.
6. Only once the Affidavit of Correction is prepared, recorded, and returned to the GIS Department will the mapping and addressing process continue.
7. After the minor subdivision is mapped and addressed, an electronic mail-out is sent to Maricopa County, emergency services, utility companies, and the Post Office, notifying them of the newly assigned addresses for the minor subdivision.

D. Commercial Address Assignment

1. Site address must be assigned prior to pre-application submittal (if applicable) or final plan submittal.
2. Additional building addresses may be assigned after DRB site plan approval.
3. Contact the Records Department with approved site plan and request building addresses.
4. Once addresses are agreed upon, they will be entered in the address database, which can take up to five working days.
5. After addresses are entered, an electronic mail-out is sent to Maricopa County, emergency services, utility companies, and the Post Office, notifying them of the newly assigned addresses.

E. Suite Assignment

1. Suites, for addressing purposes, are considered spaces that are not platted.
2. After building addresses are determined, suite numbers may be requested.
3. Contact the Records Department with a plan showing the suite layout.
4. Suite numbers must be three digit numbers with the first number of each indicating the appropriate floor (ex. Ste 100- first floor, Ste 325- third floor).
5. Once suite numbers are agreed upon, they will be entered into the address database, which can take up to five working days.
6. After suite numbers are entered, an electronic mail-out is sent to Maricopa County, emergency services, utility companies, and the Post Office, notifying them of the newly assigned suites.

F. Commercial Condo Unit Assignment

1. Units, for addressing purposes, are considered spaces that are platted.
2. Contact the Records Department with a preliminary plat showing unit layout.

3. Commercial unit numbers must be three digit numbers, with the first number of each indicating the appropriate floor (ex. Unit 200- second floor, Unit 410- fourth floor).
4. Once the unit numbers are agreed upon, they are sent back to the applicant within five working days.
5. These unit numbers must be put on the plat prior to Mylar submittal/ recording.
6. The plat is then recorded by the applicant's title company and is then returned to the Records Department so that it can be mapped and the unit numbers can be added to the address database.
7. Finally, an electronic mail-out is sent to Maricopa County, emergency services, utility companies and the Post Office, notifying them of the newly assigned units for the plat.

G. Residential Condo Unit Assignment

1. Units, for addressing purposes, are considered spaces that are platted.
2. Contact the Records Department with a preliminary plat showing unit layout.
3. Residential unit numbers must be four digit numbers, with the first number of each indicating the appropriate floor (ex. Unit 1003- first floor, Unit 4001- fourth floor).
4. Building designations must be single letter identifiers and are only used for multi-building complexes that are using one address throughout the complex.
5. Once the unit numbers are agreed upon, they are sent back to the applicant within five working days.
6. These unit numbers must be put on the plat prior to Mylar submittal/ recording.
7. The plat is then recorded by the applicant's title company and is then returned to the Records Department so that it can be mapped and the unit numbers can be added to the address database.
8. Finally, an electronic mail-out is sent to Maricopa County, emergency services, utility companies and the Post Office, notifying them of the newly assigned units for the plat.

H. Live/ Work Unit Assignment

1. Unit number assignment process is the same as commercial and residential unit assignment.
2. The commercial portion of unit must have a three digit unit number and the residential portion of the unit must have a four digit unit number.
3. The unit numbers must reflect the entrance to each portion of the unit.
4. Any questions or problems should be directed to Records Department.

I. Residential Condo Conversion Unit Assignment

1. Unit number assignment process is the same as residential unit assignment.
2. If an existing apartment complex is not using four digit unit numbering, the applicant will be required to convert to four digit unit numbers through the plan review process.
3. Once the plat is recorded, old unit numbers in the City of Scottsdale address database will be replaced with the new four digit unit numbers.
4. After the electronic mail-out is sent, the Post Office will no longer deliver mail to the old retired unit numbers.
5. If there is a discrepancy between newly assigned unit numbers and the unit numbers posted on site, a Compliance Order may be issued by Inspection Services requiring corrective action.

J. Guest House Address Assignment

- Per Zoning Ordinance, a guest house may not be offered for rent and therefore may not have a separate address from the main house.

K. Utility Address Assignment

1. Contact the Records Department with a site plan or location map for utility address requested.
2. An address for utilities can be assigned over the counter, over the phone or through email.
3. Addresses that are assigned for utilities (ex. water meter, electric meter, etc.) will be kept in an electronic list by the Records Department, but will not be added into the address database.

1-1.403**PLAN REVIEW**

The following information identifies submittal requirements for each type of development project for plan review. See www.ScottsdaleAZ.gov/bldgresources/planreview for review cycle timeframes.

Case documents identify specific items required for final plan submittal, including additional documents, such as design reports and dedication documents. See the Construction Document Submittal Checklist from the Case file for this information.

Scottsdale has developed a program for digital plan submittal for Tenant Improvement, Plats, Land Division/Land Assembly, Maps of Dedication, Sprinkler Plans and Single Family Residential zoned R1-##, see [Section 1-2.200](http://www.ScottsdaleAZ.gov/bldgresources/digital). More information on this process is available at www.ScottsdaleAZ.gov/bldgresources/digital.

A. Residential Development

Homeowners should check the deed restrictions in their subdivision, since deed restrictions may be more stringent than city ordinances. Call 480-312-7800 for information on required setbacks, easements, flood zones, and legal descriptions. For submittal requirements see www.ScottsdaleAZ.gov/bldgresources/SFRProcess, or contact Planning and Development Services.

1. Plan checks for home improvements may be made over the counter at the One Stop Shop.
2. Plan checks for new single-family residences and other new construction are also submitted to the One Stop Shop. Most plans will be reviewed within 35 days for first review and 25 days for subsequent reviews.

A permit is issued once building plans are approved and permit fees paid. Failure to obtain a building permit within 180 days of submitting plans requires the resubmission of the plans and payment of the appropriate plan review fees. Prior to the plan review expiration date, the Chief Development Officer may grant a one time 180-day extension depending on the relationship of the plans to the current codes, and depending on whether or not any required DRB approval has expired.

Key web sites for additional information:

- Homeowner Resources: www.ScottsdaleAZ.gov/bldgresources/Homeowner/
- Setbacks: www.ScottsdaleAZ.gov/bldgresources/setbacks
- Plan Requirements: www.ScottsdaleAZ.gov/bldgresources/PlanReview/SFR_review

B. Commercial Development

Commercial development requires review and approval of the site plan, elevations, exterior colors, landscaping materials, exterior lighting, etc., from the Development Review Board (DRB). In accordance with the Zoning Ordinance Section 1.906, the Zoning Administrator may

determine if an application is minor and approve it without a public hearing by the Development Review Board. New construction and major tenant improvements all require DRB approval. See www.ScottsdaleAZ.gov/bldgresources/commercialprocess.

Once DRB approval is obtained, submit construction documents for review to the One Stop Shop. Single Family, Multifamily, Commercial, Civil, and Tenant Improvement plans should use the e-Application for plan review and permitting at www.ScottsdaleAZ.gov/bldgresources/couterresources.

C. Land Divisions, Assemblages and Final Plats

Land divisions, land assemblages and final plats may require the Development Review Board, General Manager, or staff approval. Once approval is obtained the city will provide the applicant with case stipulations, construction document requirements and plat submittal requirements. The applicant must use these documents in conjunction with Chapter 3-1 Land Division, [Appendix 3-1A](#) through [Appendix 3-1F](#), and standards identified in [Section 3-1.000](#) for final plat preparation.

All land division final plat plans should be accompanied by the associated improvement plans for public infrastructure. The final plat will not be approved until the improvement plans are approved, and both plans conform to each other. Once approved, all land divisions and land assemblages plats will be recorded by the city at the Maricopa County Recorder's Office, see www.recorder.maricopa.gov/.

D. Public Works/Infrastructure

Construction within city rights-of-way, including infrastructure improvements, may require review and approval from DRB, particularly for landscaping, walls, or other aesthetic elements. Improvement plans may be submitted once DRB approval (if required) is obtained. Improvement plans for Capital Improvement Projects must be submitted according to procedures established in [Chapter 9, Public Works & Facilities](#).

E. Dedication by Separate Instrument

Some developments require dedications of public rights-of-way, easements, or other types of property rights that may not need a plat or a map of dedication. In these instances, dedications are acquired through separate legal dedication forms, including confirmation forms from any lienholders with interest in the property. For dedication descriptions, see [Appendix 1-1C](#).

Submit the following documents for review and approval by the final plans staff. The city will record these documents with the Maricopa County Recorder's Office. Dedications must be approved and recorded before the city will approve final plans and issue permits.

1. Complete the appropriate dedication form and/or confirmation form available at www.ScottsdaleAZ.gov/bldgresources/forms/. All property owners must sign and notarize the form. All lienholders with an interest in the subject property must sign and notarize a confirmation form. If there are no lienholders, there is no requirement for a confirmation form.
2. A Legal Description and Exhibit defining the dedication area must be prepared and sealed by a Registered Land Surveyor. Attach the legal description and exhibit to the dedication document and the confirmation form (if there are lienholders). The combined forms will be recorded as a single dedication document.
3. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Scottsdale as the proposed insured, with the dedication documents.

F. Dedication by Map of Dedication

A map of dedication is used on commercial and industrial sites in place of individual easements that may require lengthy metes and bounds legal descriptions and exhibits. Use these maps to dedicate land to the public for the purpose of roadway, drainage, flood control,

utility line, emergency or service vehicle access, or other public use. A map may also dedicate easement rights for private purposes.

Maps of dedication are approved administratively by the Planning and Development Services Department and do not require City Council approval. The requirements for a Map of Dedication and an example are provided in [Appendix 1-1D](#).

G. Title Evidence

Many of the entitlement and plan review processes require an applicant to submit evidence of land ownership. Unless City staff directs otherwise, the evidence of ownership shall be a title insurance commitment.

Since confidence in ownership is dependent upon the thoroughness of title search and the subsequent willingness to insure title, the City requires that the title insurance commitment be of a diligence, form and quality that would accompany an actual real estate transaction between a sophisticated buyer and a sophisticated seller. The commitment must be prepared with the understanding that the City or applicant will actually purchase the title insurance (see #9 below).

Therefore, the title insurance commitment must meet the following requirements:

1. The title insurance commitment shall be in the same form and have the same wording that the title insurer would use when a sophisticated real estate purchaser is buying land from a sophisticated seller. For example, the commitment must not have any extra language that is not in a normal title insurance commitment for a straightforward land purchase.
2. The commitment must cover the entire project site, as if the City were a commercial real estate developer purchasing the land from its current owner.
3. The City of Scottsdale must be listed as the proposed insured.
4. The insurance amount must be based on a reasonable estimate of the actual dollar value of the entire site. For example, the price established during the most recent arms-length sale of the entire site is usually an acceptable amount.
5. The Schedule B requirements must call for:
 - a. An instrument to transfer interest from the current owner to the City.
 - b. Release of all liens, as if the city were going to pay cash for the land and not assume any liens or take subject to any liens.
 - c. Any other specific payments or specific document recordings that the title insurer would normally call for (such as payment of delinquent property taxes).
 - d. The schedule B exceptions must show any other specific title matters that may exist.
6. The title company may state in its title commitment that it will update the title search before issuing a title insurance policy. This is permissible if the language makes clear that the update will include only new title documents that are recorded after the title commitment date. For example, language such as "Additional items may be added based on new documents recorded before closing" is permissible. Language such as "Check with the title examiner for additional items before closing" is not permissible.
7. The title commitment must be less than 30 days old.
8. Both "standard coverage" and "extended coverage" title commitments are acceptable. The title information on an extended coverage commitment must be identical to the title information on a standard coverage commitment. The only difference is that the Schedule B requirements will call for a survey and will allow the title company to add Schedule B exceptions or Schedule B requirements for any problems the survey reveals.
9. There is no need to open an escrow to make the dedication. The City will record the dedication directly without sending it through the title company. Often, the City will not actually buy the title insurance described in the commitment or require the applicant to buy it. If either the City or applicant must purchase the insurance, the City or applicant will follow up with the title insurer to pay the insurance premium and satisfy the Schedule B requirements so that the title insurer will issue the policy.

10. The applicant shall inform City staff in writing of any and all title changes that occur after the title commitment is issued.
11. The City reserves the right for City staff to require additional evidence of title, including but not limited to an extended title insurance policy in favor of the City.

Also visit www.scottsdaleaz.gov/bldgresources/planreview/title.

H. Preparation for Recording

The applicant shall submit the required original plats on 4-mil Mylar and recording fee to the city for recording with the Maricopa County Recorder's Office within 30 days after:

1. City Council approval of the subdivision, or
2. City approval of all other plats.

For dedication only recording, one (1) original document is required. For plat recording, three (3) original plats are required.

I. Recording Process

1. Each document reflecting a land division or a change to a land division, including master planned property plats, subdivision plats, minor subdivision plats, condominium plats, perimeter exception plats, amended plats, certificates of correction and maps of dedication, plus related development agreements and shared facilities agreements, must be recorded at the Maricopa County Recorder's Office. The City of Scottsdale recording fees for these documents are found in the city's current Fee Schedule, www.ScottsdaleAZ.gov/bldgresources/fees.
2. Within 30 days of receiving the final plat Mylars and recording fee, the city shall record the plat at the Maricopa County Recorder's Office.
 - a. Staff may approve recordation by a reputable title company. The owner or agent will provide the city with the name, address, phone number and e-mail address of a title company satisfactory to the city, and name, address, phone number and e-mail address of the title officer who is responsible for the recordation. The title officer will be contacted when the plat is fully executed by the city and ready for recording. Within 5 days after the city contacts the title officer with the information that the document(s) are ready for recordation, the title officer shall record the documents and return one original Mylar to the city Records Department.
 - b. If the title company is unable to perform the recording within five days, it will either arrange for an extension through city staff or return the plat.
3. Easement or dedication documents are submitted to Records Department by City of Scottsdale plan review staff. Before recording, all documents are sent to GIS Department to verify paper size, legal descriptions and any graphics attached to documents. The Maricopa County Recorder's Office will only accept document paper sizes of 8-1/2 inches by 11 inches or 8-1/2 inches by 14 inches. If the legal description or graphic has errors, GIS Department will contact the engineer to request corrections be made to the document. If the legal description and graphic have no errors, GIS Department will send the document to Records Department for recording. The Records Department then electronically records the document with Maricopa County Recorder's Office, see www.recorder.maricopa.gov.
4. Maricopa County Recorder's Office has the final decision as to what documents are accepted for recording. If all provisions set by Maricopa County are not met, the document will be rejected. Maricopa County must be able to reproduce the entire document legibly on microfiche. Common rejection notes from Maricopa County include:
 - a. Signatures must be original
 - b. 2 inch margin at the top of first page
 - c. 1/2 inch margin around every page of entire document

- d. Signatures, stamps and seals must be in black ink
 - e. All text must be at least 11pt font
 - f. No mirrored images
 - g. No lines over text
 - h. No text over text
 - i. No faded print
 - j. No streaks, smudges, shading or speckles
 - k. No lines
5. Once the map or document is successfully recorded with Maricopa County Recorder's Office, the document is sent to the GIS Department to have the image illustrated on City of Scottsdale rights-of-way maps. One original is returned to the city (and kept in the City's Record Department docket books), one original stays at the Recorder's Office, and one original is returned to the surveyor/engineer.

J. Plan Review Fees

Plan review fees are outlined at www.ScottsdaleAZ.gov/bldgresources/fees.

1-1.404

BUILDING PERMITS

A. Applying for a Building Permit

To obtain a building permit complete the e-Application, the Minimum Permit application, or obtain these forms from the One Stop Shop, see www.ScottsdaleAZ.gov/bldgresources/forms.

Information required for application includes:

1. Describe the work to be done under the permit.
2. Provide the legal description of the land, including street address or similar description, which will identify the specific location of the proposed building or work.
3. Indicate the use and occupancy for the proposed work.
4. Provide construction documents and other information as required by the most recently adopted International Building Code.
5. State the valuation of the proposed work.
6. Provide the applicant's or applicant's authorized agent's signature.
7. Provide other information on the application as required by the city's building official.

B. Action on Application

Building plan review staff reviews applications for completeness and conformance with applicable laws. The building official will reject applications that do not conform, and will provide written reasons for this action. Staff will issue permits as soon as practicable once applications conform to code requirements.

C. Time Limitation of Application

An application for a permit for proposed work expires after 180 days from the date of filing, unless it was pursued in good faith or a permit was issued. The building official may grant time extensions for additional periods, each not exceeding 180 days. A time extension request must be made in writing prior to the application expiring, and must demonstrate a justifiable cause. If the application expires, an additional fee is required to reinstate the application as calculated below:

- If within 6 months of the expiration date, the fee is half of the original application cost; or
- If beyond 6 months of the expiration date, a re-application and the full application fee are required, based on the current fee schedule.

D. Activities Requiring Building Permits

Building permits are necessary to safeguard health, property, safety, and welfare of citizens. Homeowners, contractors, or developers who build or undertake improvements, repairs, or demolition must obtain a building permit. Permits are required for all construction work, ranging from a swimming pool or room addition by a homeowner to a major development site undertaking. Work started without a permit will be fined an amount equal to double the permit fee.

1. Examples of activities requiring building permits:

- Spa installation
- Swimming pools
- Fences
- Barns - including port-a-stalls
- Corrals
- Patio/garage enclosures
- Carports
- Room additions
- Guest homes
- Solar heater installation
- Rewiring of any electrical
- Repair of residential/commercial sewer
- Tenant improvements
- Alteration of building exterior

2. Minimum Building Permits

Minimum Building Permits, as listed below, typically apply only to single-family residential development. These permits can be obtained online with a credit card at www.ScottsdaleAZ.gov/bldgresources/counterresources.

- Replace gas water heater
- Replace water lines for single family residence
- Repair broken water lines
- Hot water recirculator
- Exterior appliance natural gas line (BBQ, Pool Heater, Fire Pit/Fireplace, Torches, Gaslights, Patio Heater)
- Exterior appliance propane gas line (BBQ, Pool Heater, Fire Pit/Fireplace, Torches, Gaslights, Patio Heater)
- Repair natural gas line
- Repair propane gas line
- Meter clearance
- Replace pool pump
- Plumbing for a water softener
- Sewer line repair
- Service upgrade or change out (400 AMP max.)
- Replace electric water heater
- Relocate panel box
- Raise electrical mast
- Electrical re-wire
- Residential load controller
- Ceiling fan
- Replace main breaker
- Temporary power pole
- Air conditioner change out
- Accessible ramp

Minimum permits require an inspection to confirm installation per the Building Code. Inspection requirements will be provided at permit issuance. For more information or to schedule an inspection, call Inspection Services at 480-312-5750.

E. Permit Expiration & Renewal

Once a permit is issued there are 180 days to obtain the first inspection or the permit will expire. Each proceeding inspection must occur within 180 days of the latest inspection. A fee is required to reinstate an expired permit.

- If within 6 months of the expiration date, the fee is half of the original application cost; or
- If beyond 6 months of the expiration date, a re-application and the full application fee are required, based on the current fee schedule.

F. Revocation of Permits

The building official is authorized to suspend or revoke a permit wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation, or any of the provisions of building codes as adopted by the city.

G. Building Permit Fees

Permit fees for commercial, residential and miscellaneous permits, and a fee calculator for estimating residential plan review and permit fees are outlined at www.ScottsdaleAZ.gov/bldgresources/fees.

1-1.405**ENCROACHMENT PERMITS****A. Activities Requiring an Encroachment Permit**

Encroachment Permits are necessary to protect the health, safety and welfare of the general public. They are required for any construction activity in a public right-of-way, including easements where the city has an interest, such as Natural Area Open Space (NAOS) or drainage easements. Work initiated without an Encroachment Permit will be fined an amount equal to double the permit fee.

B. Certificate of Insurance

A Certificate of Insurance is required prior to obtaining an Encroachment Permit. The certificate must be in the amount of 1 million dollars. The City of Scottsdale must be named as "Additionally Insured". For more information call 480-312-2500.

C. Permit Expiration & Renewal

Improvement plan approvals are valid for a period of 6 months. An Encroachment Permit must be issued within this period or the plan approval expires. Expired plans must be re-submitted for approval, a full fee must be paid (calculated at the current fee schedule), and shall be subject to current standards and requirements. Once an Encroachment Permit is issued, an inspection must be obtained within 6 months or the permit will expire. Each successive inspection must occur within 6 months of the previous inspection or the permit will expire. If an Encroachment Permit expires the plan approval also expires and will require re-approval.

D. Revocation

The city may revoke an Encroachment Permit or plan approval if any false statement or misrepresentation was made in the application of the plans for which the permit or approval was based.

E. Encroachment Permit Fees

Additional inspection and permits fees for specified encroachments are required as outlined at www.ScottsdaleAZ.gov/bldgresources/fees.

1-1.406**CONSTRUCTION ACTIVITY****A. Construction Crew Hours**

Construction may not start more than 30 minutes prior to official sunrise and must stop at official sundown. Official times are as recorded by the National Weather Service. Starting and ending times vary throughout the year. During the summer, contractors may be allowed to start work as early as 4:45 a.m. if the official sunrise is at 5:15 a.m.

For more information call Inspection Services at (480) 312-5750. For official sunrise and sundown times visit the National Weather Service at www.weather.gov.

B. Construction Debris and Alleys

It is unlawful to use the alley for disposal of construction debris or to cover/damage the surface of the alley in any way. It is illegal to place cement, dirt or any other construction debris in alleys or in any city refuse container. The city recommends the following practices:

1. Contain all construction waste (dirt, cement, etc.) away from the alley surface and arrange for proper disposal.
2. Do not use the alley to clean out cement mixers and/or other tools.
3. Remove (sweep and hose off) any dirt or other material that may spill in the alley.
4. Leave the alley in pre-construction condition when construction is complete.
5. Inspection Services will inspect the condition of the alley during all phases of construction. Failure to comply with these requirements may result in:
 - a. A "Stop Work Order" being issued until the project is brought into compliance and the alley restored to its original condition.
 - b. Issuance of a citation for illegal dumping and/or failure to properly maintain the alley in accordance with the Scottsdale Revised Code.
6. Best Practices for managing construction debris include:
 - a. Protect the alley surface by placing roofing paper, plywood, and landscaping fabric, etc. along the fence line.
 - b. Contain all construction debris inside the fence line.
 - c. Remove debris immediately after construction is completed.
 - d. Do not clean out cement mixers and/or tools in the alley.
 - e. Do not block the alley at any time.
7. In the event construction waste (dirt or cement, etc.) is not contained away from the alley:
 - a. Remove all large debris and haul it away.
 - b. Sweep any dirt, cement or gravel off the treated portion of the alley.
 - c. Hose off any remaining dirt, cement, or gravel from the treated portion of the alley.
 - d. Return the portion of the alley along the fence line to its original condition and grade.

TEMPORARY CONSTRUCTION FENCING

1-1.407

Temporary/Security fencing required by the Building Code, Zoning Ordinance, Planning and Development Services General Manager or designee, or electively provided shall be installed in accordance with the following:

A. Screening

Unless otherwise required by the Building Code, or the Planning and Development Services General Manager or designee, temporary/security fencing on construction sites visible from a public or private street shall include semi-opaque screening on the side of the fence adjacent to the public or private street.

1. Screening made of fabric and/or vinyl shall be attached on all sides to the outside of the Temporary/Security fence.
2. Fabric and/or vinyl screening shall be partially transparent with a woven denier no less than eighty (80) percent.
 - a. Half hemisphere slits with a maximum radius of one (1) foot may be provided in the screening to allow air to pass through. The half hemisphere slits shall have a minimum separation of six (6) feet. Other slits and holes shall not be made in fabric and vinyl screening.
3. Temporary/Security fence screening in the environmentally sensitive lands ordinance designated areas shall be a dark green or dark brown color.

4. Other than an individual single-family dwellings (and related individual lot improvements), the Planning and Development Services General Manager or designee may approve temporary/security fence screening that may contains development images of the building elevations, site plan, and landscape plan that were approved by the development review board.
 - a. Applicants that desire to utilize development images on, or part of the screening shall submit a staff approval application to the planning and development services department. Applications shall include:
 - Application and narrative,
 - A dimensioned site plan showing the location of all improvements (new and to remain), easements, intersection & driveway sight distance, traffic safety triangle, the location of the temporary/security fence and screening, etc.,
 - Dimensioned color elevations of the proposed fence, screening, and development images, and
 - Total square feet of the screening and total square feet of the proposed images.
 - b. Upon review of the application, the Planning and Development Services General Manager or designee may approve, deny, or require correction to be made to the application in order to receive approval.
5. Temporary/Security fencing to be erected in the public right-of-way, private roads, and/or across public access sidewalks shall be provided in accordance with the city of phoenix barricade manual and the manual on uniform traffic control devices, and shall be subject to the approval of the Transportation General Manager or designee.
6. Temporary/Security fencing to be erected that will enclose or prohibit access to a public transit stop, shall be subject to the approval of the Transportation General Manager or designee.
7. Temporary/Security fencing erected in a traffic safety triangle and/or intersection and driveway sight distance triangle shall be subject to the approval of the Transportation General Manager or designee.
8. Unless required by the building official or designee, temporary/security fencing shall not enclose a fire hydrant. A temporary/security fence adjacent to a fire hydrant shall be setback a minimum of a five-foot radius distance from the fire hydrant.
9. All emergency access points shall be marked with a sign in compliance with the Fire Department requirements, see [Section 11-1.700](#) and [Figure 11.1-1](#).
10. Emergency access identification, access identification, safety identification, visitor check-in and identification as required by the occupational health and safety organization and/or the Building Code may be attached to the fencing only on both side of an entrance for a distance of 10 feet, or in locations required by the Planning and Development Services General Manager or designee.
11. Locations of traffic control identification attached to the temporary/security fencing shall be subject to the approval of the Transportation General Manager or designee.
12. Access openings in the temporary/security fencing shall be protected by doors/gates with screening.

B. Vacant Sites and/or Vacant Buildings

A temporary/security fence provided on a vacant site and/or around a vacant building:

1. Shall have a maximum height of three-feet.
2. May consist of posts or bollards with wire or chain connecting the posts or bollards.
3. May not have more than three horizontal members.
4. May not be located in right-of-way, roadway easements, or roadway tracts.

5. Shall comply with the setback and location requirements of the Zoning Ordinance.
 - a. Applications for temporary/security fence provided on a vacant site shall include:
 - Application and narrative,
 - A dimensioned site plan showing the location of all improvements (new and to remain), easements, intersection & driveway sight distance, traffic safety triangle, the location of the temporary/security fence and screening, etc. and signs required in Section 1-1.407, paragraph B5b, and
 - Details of the fencing.
 - b. A vacant site shall be posted with signs no littering and no dumping signs in accordance with Figure 1-1.7.

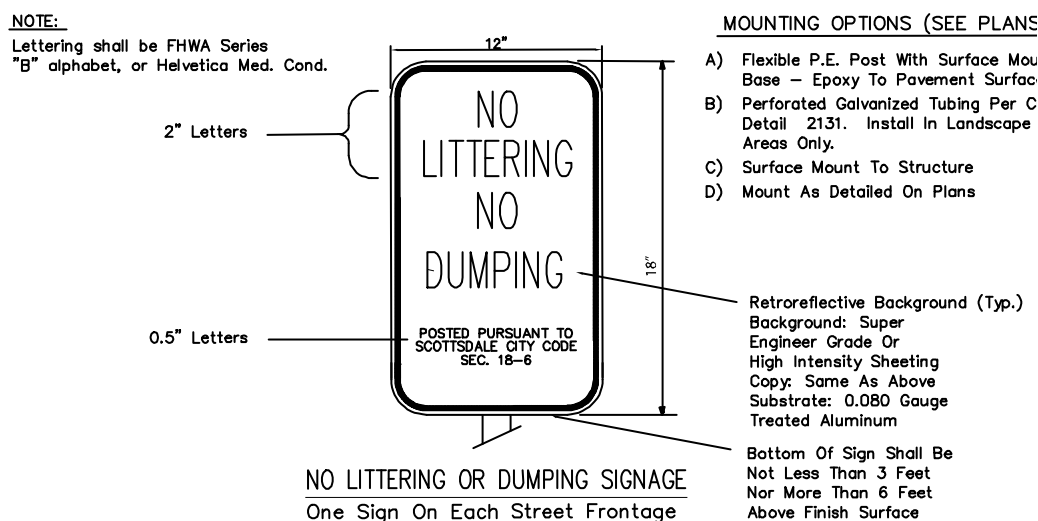


FIGURE 1.1-7 NO LITTERING NO DUMPING SIGNAGE

C. Special Events

Temporary/Security fencing required for a special event permit shall be provided in accordance with the requirements determined by the city's special events committee.

D. Construction Sites

Unless otherwise required by the Building Code, or the Planning and Development Services General Manager or designee, a construction site shall be enclosed with a temporary/security fencing that is six (6) foot high chain link fence. An alternative to the chain link fence requires the approval of the Planning and Development Services General Manager or designee.

1. The location of a fence is to be shown on the site plan or a separate fence plan that also identifies the location of all improvements (new and to remain), easements, intersection and driveway sight distance, traffic safety triangle, etc.
 - a. Fencing provided in the environmentally sensitive lands ordinance designated areas also must identify the color of the screening on the site plan.

INSPECTIONS

Inspections are made for building, electrical, mechanical and plumbing for residential, commercial and industrial development, and remodeling of existing buildings. Water, sewer,

1-1.500

paving, concrete and grading activities also require city inspection. As part of the development process all permitted construction activities must be inspected by the city's Inspection services staff. Examples of activities requiring inspection include replacing water heaters, major commercial projects, construction and landscaping within the public rights-of-way, survey benchmarks, compliance with Natural Area Open Space and Native Plant Ordinance requirements, and coordination with the Fire Department for fire code inspections. The review of plans and issuance of permits do not authorize code or ordinance violations that may be discovered by City Inspectors.

A. Scheduling or Canceling an Inspection

The Inspection Job Card, received at the time of permit issuance, must be posted on the job site with an approved set of plans for the inspector's use. All construction must be inspected before any completed work is covered or concealed; such as foundation, electrical rough wiring, etc.

Inspections can be scheduled or canceled in several ways:

- a. Online at www.ScottsdaleAZ.gov/bldgresources/inspections
- b. Via automated phone scheduling system at 480-312-5796, or
- c. By calling Inspection Services at 480-312-5750.

See [Appendix 1-1B](#) or www.ScottsdaleAZ.gov/bldgresources/inspections for a listing of the three-digit inspection codes required when using the automated systems. Using these systems also requires the keycode printed on the permit receipt.

B. Estimated Time of Arrival

To determine the estimated time of an inspection, call 480-312-5750 and have the permit number or address available so staff can direct the call to the appropriate inspector. Only the assigned inspector can provide the estimated time of arrival.

1-1.600

CERTIFICATE OF OCCUPANCY

A. Issuance of Certificate of Occupancy

Before any development can be occupied or used, an applicant must apply for a Certificate of Occupancy (C of O). Additionally, all Development Review Board stipulations must be complied with before the city will issue a certification of shell building or a Final C of O. Within 3 days of submitting an application, the C of O or certification of shell building will be issued, provided the project passes a Final Inspection. The issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of any city code or ordinance.

The city's building code requires certain information to be included on the C of O. Most important is the project address; the code also requires the name of the owner of the property at the time the certificate was issued. The C of O stays with the property for perpetuity, even with changes in ownership. If the property ownership changes during construction, documentation to that fact can be submitted and a change made to the permit.

See www.ScottsdaleAZ.gov/bldgresources/devprocess/.

B. Temporary Certificate of Occupancy

The issuance of a Temporary Certificate of Occupancy allows temporary occupancy until the building is completed and a Final Certificate of Occupancy is issued. Should the Temporary Certificate of Occupancy expire prior to the issuance of the Final Certificate of Occupancy, the expiration will require the City of Scottsdale to take appropriate steps as outlined in the Scottsdale Revised Code, Ordinance 3505, Section 110.4.

For each Temporary Certificate of Occupancy issued, a refundable cash deposit is required, or an irrevocable letter of credit (acceptable to the Inspection Services Director or City Attorney) paid to the City of Scottsdale, to assure compliance to code and ordinance requirements. For most projects, the amount of the cash deposit will be the same as the cost of a combination building, electrical, mechanical and plumbing permit fee, as specified in Scottsdale Revised Code, Chapter 46, Article VII, or \$1,000.00, whichever is greater. For single-family residential projects, the deposit shall be the same as the cost of a combination permit, or \$1,000.00, whichever is less.



PUBLIC NOTIFICATION REQUIREMENTS

PROCESS	PLANNING COMMISSION AND CITY COUNCIL					DEVELOPMENT REVIEW BOARD	BOARD OF ADJUSTMENT	RESPONSIBLE PARTY
	General Plan Amendment (Major & Non-Major) Character Area Plan Amendment	Zoning Change / Amendment (includes site plan and stip changes)	Zoning Text Amendment	Conditional Use Permit (includes municipal use master site plan)	Abandonment	Site Plan, Prelim. Plat, Building Elevation, etc.	Variance	
PRE-APPLICATION								
City Web Site	Yes	Yes	Yes	Yes	Yes	Yes	Yes	City
Citizen Review Plan	▼	Required	Required	No	No	No	No	Applicant
GP and CA Neighborhood Involvement Plan	Required	No	No	No	No	No	No	Applicant
Neighborhood Notification Plan	No	No	No	Required	▼	Required	Required	Applicant
Project Under Consideration Sign	▼	4'x4'	▼	▼	No	▼	No	Applicant
Project Information Letter/Postcard Radius of Notification Area	750' ***	750' **	750' *	750' **	▼	750' **	750' **	Applicant
Open House Meeting - Notify Project Coordinator in Advance	Required	Required	Required	▼	▼	▼	▼	Applicant
Citizen/Neighborhood Report Report	Required	Required	Required	Required	▼	Required	▼	Applicant
FORMAL APPLICATION								
Keeping You Informed Postcard Radius of Notification Area (10-14 days after submittal)	750'	750' **	*	750' **	750'	750'	750' ◇	City
Notice of Public Hearing Sign	4'x4' Applicant	4'x4' Applicant	No	4'x4' Applicant	3 Signs: 2'x3' City	2'x3' City	2'x3' City	Applicant/City
Newspaper Ad for Public Hearing	Yes	Yes	Yes	Yes	Yes	No	Yes	City
City's Web Public Hearing Info	Yes	Yes	Yes	Yes	Yes	Yes	Yes	City
Posting of Agendas (on-line & at 3 public places)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	City
Planning Commission Hearing Info Postcard (15 days prior)	750' **	750'	*	750'	750'	N/A	N/A	City
City Council Hearing Info Postcard (15 days prior)	750' **	750'	*	750'	750'	N/A	N/A	City
Other Legal Requirements (certain projects)	See Statutory Requirements	See Statutory Requirements	See Statutory Requirements	▼	▼	▼	▼	Applicant/City

* Text Amendment notification list, plus any stakeholders ** Plus additional notification list that includes utilities, schools, interested parties within the city, county and abutting cities and towns. *** Plus stakeholders or associated interested parties as determined by Coordinator ◇ Hearing postcard ▼ May be required, consult Coordinator



3-DIGIT INSPECTION TYPE CODES

Scheduling Inspections

To schedule, cancel or review status on an inspection via the automated telephone system, call 480-312-5796. While in the system you may exit at any time by pressing ** or press 0 to speak to a representative.

On-Line scheduling can be done at www.ScottsdaleAZ.gov/bldgresources/inspections. Refer to this website for the current 3-digit inspection codes.

Requires the key code printed on your permit receipt.

Inspection Types for Standard Building Permits

001 Pool Rough (pre-gunite)
 002 Pool Final (pre-plaster)
 003 Exterior Footing
 004 Stem Wall
 005 Under-slab Soil & Waste
 006 Interior Footing(s)
 007 Under-slab Water
 008 Building Water Supply
 009 Building Sewer
 010 Underground Electric
 011 Masonry Grout
 012 Bond Beam
 013 Temporary C of O – Off-Site
 014 Roof Deck – Strap & Sheer
 015 Rough Plumbing
 016 Rough Electric
 017 Rough Mechanical
 018 Rough Frame
 019 Gypsum Wallboard
 020 Exterior Foam & Lath
 021 Natural Gas Line
 022 Propane (LP) Gas Line

023 Temporary Power Pole
 024 Temporary Electric / Permanent Position
 025 Temporary C of O - Building
 026 Final Building
 027 Final Electric
 028 Final Mechanical
 029 Final Plumbing
 030 Final Fire
 031 Final C of O – On-Site
 032 Temporary C of O – On-Site
 033 Lowest Floor Certification
 035 Miscellaneous Footings
 036 Temporary C of O – Fire
 037 Backflow Preventor
 038 Fence Footing
 039 Fence Final
 040 Retaining Wall Footing
 041 Retaining Wall Final
 042 Pre-Site Inspection
 043 Final C of O – Off-Site
 045 Temporary C of O – Survey
 050 Work in Progress
 (call 480-312-5750)
 051 Fire Underground Rough Test
 052 Fire Underground Final Test
 056 Grease Interceptor/Trap
 (Commercial)



Appendix 1-1C

DEDICATION DESCRIPTIONS

TYPE OF DEDICATION	DESCRIPTION
Additional Signatures and Acknowledgments	Attach copies of this sheet to the back of any dedication form when there are more than two grantors. The blanks at the top of the page are for the name and date of the form to which this sheet is being attached.
Confirmation of Dedication	<ol style="list-style-type: none"> 1. A person who signs this document gives up his ownership rights to stop the city from using the dedication. For example, if a bank forecloses a mortgage that exists before the city receives a dedication; the foreclosure destroys the city's dedication, unless the bank signs this form. 2. Form can be used with any dedication document. Eliminates the need for specific confirmation forms, such as Confirmation of Natural Area Open Space and Confirmation of Right-of-Way Dedication. 3. Can be signed by any person who has an adverse interest in the land being dedicated. Eliminates the need for separate confirmation forms by lenders, tenants, etc. 4. Instructions for completing the form: <ul style="list-style-type: none"> • The first blank (labeled "Beneficiary") is for the name and organizational data of the person who has the adverse ownership. • The second blank is for the recording number of the document that created the adverse interest. • The third blank is for the name of the city dedication document that he is confirming (such as "Public Trail Easement"). • The fourth blank is for the recording number of the city's dedication document that he is confirming. 5. This document should be used at the same time as the dedication. It can also be used to cure a problem if the city discovers a lender, etc., who did not confirm the dedication. If used at the same time as the dedication, then insert the words "recorded herewith" in the fourth blank, cross out the "WHEN RECORDED RETURN TO" line at the top and the address immediately below it, and then attach this document to the back of the dedication and record with the dedication as a single document. Otherwise, insert the recording number for the dedication in the fourth blank and record the confirmation of dedication separately.
Deed of Right-of-Way Dedication	<p>Allows the city to use the property for:</p> <ul style="list-style-type: none"> • Public street purposes • Motorized and non-motorized traffic • Public Utilities <p>Used to create ordinary street right-of-way.</p>



Appendix 1-1C

DEDICATION DESCRIPTIONS

TYPE OF DEDICATION	DESCRIPTION
Drainage and Flood Control Easement and Provision for Maintenance	<p>Allows the city to use the property for:</p> <ul style="list-style-type: none"> • Diverting water onto the property • Drainage facilities <p>Does not give the city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Utilities • Pedestrian or vehicular use (except related to drainage uses) • Any use by the public
Natural Area Open Space Easement, including Restored Desert	<p>Allows the city to stop any construction on or other disturbance of the land or natural desert plants.</p> <p>Does not give the city the right to operate or go on the property for:</p> <ul style="list-style-type: none"> • Public pedestrian and vehicular access • Any reason except as necessary to enforce the dedication
Private Access Easement	<p>The word “private” in the name of the document makes it clear that it is not creating a public street right-of-way.</p> <p>Allows the person named as grantee to use the property for a private street or driveway across one privately owned parcel serving another privately owned parcel.</p> <p>Does not allow:</p> <ul style="list-style-type: none"> • Access for the city or the public • Access for any city vehicles (including fire trucks or garbage trucks) • Public utilities
Public Ingress/Egress Easement	<p>Allows the city to use the property for public pedestrian and vehicular access.</p> <p>Does not give the city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Drainage uses except as necessary for pedestrian and vehicular access • Utilities <p>Similar to a regular street right-of-way, except grantor still owns the land, and public use is limited to surface transportation (such as it does not allow utilities).</p>
Public Trail Easement	<p>Allows the city to use the property for:</p> <ul style="list-style-type: none"> • Public non-motorized access • Pedestrian and emergency and service vehicle access <p>Does not give the city the right to install or operate or go on the property for:</p> <ul style="list-style-type: none"> • Drainage facilities • Motor vehicle ways • Public Utilities



DEDICATION DESCRIPTIONS

TYPE OF DEDICATION	DESCRIPTION
Public Utility Easement	<p>Allows the city to use the property for public utilities.</p> <p>Does not give the city the right to install or operate or go on the property for purposes other than public utility related uses.</p> <p>Does not give any public utility company any right to use the land. The dedication is only to the City of Scottsdale. The City can share its rights with public utility companies, but public utility company can only use easement with formal written permission from the City of Scottsdale (franchises, encroachment permits, etc.). These same rules apply to private utilities in normal street right-of-way.</p>
Scenic Corridor Easement	<p>Allows the city to prevent the owner from obstructing the view with any construction on or other disturbance of the land or natural desert plants.</p> <p>Does not allow the city to go on the property for any purpose other than to preserve the scenic corridor.</p>
Sewer Line Easement	<p>Allows the city to use the property for public sewer lines.</p> <p>Does not give the city the right to install or operate or go on the property for purposes other than public sewer line related uses.</p>
Sight Distance Easement	<p>Allows the city to prevent the owner from obstructing the view with any obstruction as per city code.</p> <p>Does not allow the city to go on the property for any purpose other than to preserve the sight distance.</p>
Water Line Easements	<p>Allows the city to use the property for public waterlines.</p> <p>Does not give the city the right to install or operate or go on the property for purposes other than public waterline related use.</p>



MAP OF DEDICATION EXAMPLE

MAP OF DEDICATION EXAMPLE

DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

That US Properties, LLC, an Arizona Limited Liability Company, and Arizona Properties, LLC, an Arizona limited liability company, as owners of the property situated in the South Half of the Southwest Quarter of Section 14, Township 4 North, Range 4 East of the Gila and Salt River Base and Meridian, Maricopa County, Arizona, as shown and mapped hereon, hereby publishes this Map of Dedication for "Highpoint Ridge". Said map sets forth and gives the dimensions of the fee road right-of-way and easements on the above described premises. The easements are dedicated for the purposes stated hereon.

US Properties, LLC, an Arizona Limited Liability Company, and Arizona Properties, LLC, an Arizona limited liability company, do hereby dedicate to the City of Scottsdale, an Arizona municipal corporation:

1. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner's responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
2. A perpetual, non-exclusive Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
3. A perpetual, non-exclusive Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
4. A perpetual, non-exclusive Public Trail Access Easement (P.T.A.E.) upon, over, and across the parcel of land shown hereon. The purpose of the easement is for all forms of non-motorized transportation together with motorized emergency, law enforcement, and service vehicles, and for construction, operation, use, maintenance, repair, modification, and replacement from time to time of improvements related thereto.
5. A perpetual, non-exclusive Public Utility Easement (P.U.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for electricity, water, wastewater, telecommunications and all other manner of utilities, and for construction, operation, use, maintenance, repair, modification and replacement from time to time of improvements related thereto.
6. A perpetual, non-exclusive Water Line Easement (W.L.E. or W.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground water pipes, above ground appurtenances and for construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes and manholes, valves, access vaults, and facilities related thereto.
7. A perpetual, non-exclusive Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.

MAP OF DEDICATION EXAMPLE

MAP OF DEDICATION EXAMPLE

8. The public streets in fee as shown hereon. Maintenance of the public streets shall be the Adjacent Property Owner's responsibility until such time the streets are improved to City of Scottsdale standards and accepted by the City of Scottsdale.
9. A perpetual, non-exclusive Drainage Easement (D.E.) for the purposes of construction, operation, replacement, and repair of levies, dikes, channels, and other works of drainage or flood control in and over a portion of the areas designated as such hereon an easement upon, over, and across real property described hereon. Maintenance shall be the responsibility of the individual owner of the lot or tract where the easement is located hereon.
10. A perpetual, non-exclusive Scenic Corridor Easement (S.C.E.) upon, over, and across the parcel of land shown hereon. The purpose is to preserve the property as a scenic corridor free of any obstructions to the view of persons looking across the Property. Without limitation, Grantor shall not allow or suffer to exist upon the Property any buildings, walls, trees, obstructions, screens, or other structures or things exceeding a height determined by the Grantee above original grade.
11. A perpetual, Sewer Line Easement (S.L.E. or S.E.) upon, over, under and across the parcel of land shown hereon. The purpose of the easement is for underground sewer pipes and wastewater facilities, and for the construction, operation, use, maintenance, repair, modification and replacement from time to time of pipes, manholes, access vaults and other improvements related thereto.

The owner warrants that this plat is in compliance with City of Scottsdale's Land Divisions Ordinance, and the Design Standards and Policies Manual specifications.

Owner warrants to the City of Scottsdale that it is the sole owner of the property on this plat, and that every lender, easement holder or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this plat has consented to or joined in this plat, as evidenced by the instruments which are recorded in the Maricopa County Recorder's Office or which the owner will record not later than the date on which this plat is recorded.

The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind Grantor have joined in this document. This document runs in favor of the Grantee's successors and assigns.

DATED this _____ day of _____, 20____.

Grantor: _____

For: _____

ACKNOWLEDGEMENT

[illegible]

THIS DOCUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____,

BY _____ FOR AND ON BEHALF OF _____

Notary Public

My commission expires: _____



MAP OF DEDICATION EXAMPLE

RATIFICATION EXAMPLE	
<p>As beneficiary under that certain deed of trust recorded in the County Recorder's Office, Maricopa County, Arizona, in Recorder's Number (MCR#) _____, the undersigned hereby ratifies, approves and confirmation is given to said dedications as stated in this plat as to the interest of the undersigned. The person signing for Beneficiary warrants and represents they have power and authority to do so.</p>	
By: _____	By: _____
_____	Individual, Partnership, or Financial Institution, as beneficiary
Title or Position	
_____	_____
Date	Date
ACKNOWLEDGMENT	
STATE OF ARIZONA)) S.S. COUNTY OF MARICOPA)	
THIS DOCUMENT WAS ACKNOWLEDGED BEFORE ME _____ THIS DAY OF _____	
BY _____ FOR AND ON BEHALF OF _____	
_____ Notary Public	
My commission expires: _____	

CITY OF SCOTTSDALE APPROVAL BLOCK FOR MAP OF DEDICATION	
<p>This map has been reviewed for compliance with the City of Scottsdale's Design Standards and Policy Manual specifications</p>	
By _____	_____
Chief Development Officer	Date
By _____	_____
Project Coordinator	Date

IMPROVEMENT PLAN REQUIREMENTS

This section identifies requirements for preparing improvement plans and documents for submittal to and approval by the city. It includes cover sheet and plan sheet information, specifics for digital submittals, various approval blocks and special plan requirements.



DEPARTMENT RESOURCE INFORMATION

Aviation/Airport	15000 N. Airport Dr.	480-312-2321
Advance Planning Services	7506 E. Indian School Rd.	480-312-7990
Capital Project Management	7447 E. Indian School Rd., Suite 205	480-312-7250
Current Planning	7447 E. Indian School Rd., Suite 105	480-312-7000
Customer Service	7447 E. Indian School Rd., Suite 100	480-312-7800
Downtown Group	4248 N. Craftsman Ct.	480-312-7750
Facilities Management	9191 E. San Salvador Dr.	480-312-5999
Fire & Life Safety/ Inspections	8401 E. Indian School Rd.	480-312-1855
Fire Plan Review	7447 E. Indian School Rd., Suite 125	480-312-7080
Inspections & Land Survey	9191 N. San Salvador Dr.	480-312-5750
Parks Department	7340 Scottsdale Mall	480-312-2915
One Stop Shop/Permit Services	7447 E. Indian School Rd., Suite 100	480-312-2500
Plan Review	7447 E. Indian School Rd., Suite 125	480-312-7080
Records Division	7447 E. Indian School Rd., Suite 100	480-312-2356
Solid Wastewater Management	9191 N. San Salvador Dr.	480-312-5600
Stormwater Management	7447 E. Indian School Rd., Suite 205	480-312-7250
Street Operations	9191 N. San Salvador Dr.	480-312-5626
Transportation	7447 E. Indian School Rd., Suite 205	480-312-7696
Water Resources	9388 E. San Salvador Dr.	480-312-5685
City of Scottsdale	www.scottsdaleaz.gov	

IMPROVEMENT PLAN REQUIREMENTS

1-2

SUBMITTAL REQUIREMENTS

1-2.100

Prepare all improvement plans and documents for submittal for city approval according to the following standards.

A. Sheet Size

Prepare plans on 24 inch x 36 inch sheets with a minimum 2-inch left border and minimum ½ inch border on other sides.

B. Scale

Requirements for scale depend on the type of submittal. See [Section 4-1.901](#) for grading and drainage plan requirements. Plan and profile sheets shall use a horizontal scale of 1 inch = 20 feet and a vertical scale of 1 inch = 2 feet, unless otherwise approved by Plan Review staff prior to the first submittal of final plans.

C. Lettering

Use a minimum lettering and numbering size of 3/16 inch for manually drafted plans. Use 1/8 inch (12-point font) size letters, numbers and symbols for mechanically drafted plans. All lettering, numbering and line work must be uniform and legible.

D. Plan Review Submittals

1. Submit blue line prints or copies of plans.
2. Present plan layout, graphics and call-outs in a clear and an uncluttered manner acceptable to engineering and planning staffs.
3. Provide cross-referencing between all plan sheets that have details, detail call-outs, notes, cross-sections, etc.
4. Orient north at the top or right side of each sheet. Provide a north arrow and bar scale.

E. Reproducibility

City staff will not accept plans they determine will not produce legible microfilm.

F. Seal/Signature

Include appropriate professional State of Arizona seal, signature and date on each sheet. Copies of this information are acceptable on the improvement plans submitted during the review cycles to the One Stop Shop. When original plans are submitted for approval at the end of plan review, the originals shall bear the registrant's seal with a wet signature and date. Except for capital improvement plans, a registered landscape architect is not required to prepare and seal landscape and irrigation plans.

G. Plan Approval Submittal

Submit original plan sheets on 4-mil Mylar with the appropriate professional State of Arizona seal with registrant's wet signature and date. If the improvement plans require reapproval, the original cover sheet on 4-mil Mylar with the original Civil Approval/Signature Block must be submitted with the Civil Reapproval Block added for signatures. See [Section 1-2.300](#) for appropriate signature approval blocks. The reapproval submittal must also include the revised plan sheets on 4-mil Mylar with the appropriate professional State of Arizona seal with registrant's wet signature and date. Vellum may be used as the medium for submittal of original landscape and irrigation plans.

1-2.200

DIGITAL SUBMITTAL & REVIEW

A. Digital Submittal

To find out if a project qualifies for digital submittal and review, contact a digital submittal specialist at 480-312-2500 and check the city's website for updates at www.ScottsdaleAZ.gov/BldgResources/Digital.asp.

1. Autodesk Design Review (.dwf) is the standard software for submittal and reviewing plans. For information on how to use DWF Composer, Design Review, DWF Viewer, or DWF Writer, go to www.autodesk.com.
2. Supported Supplemental Material types are Adobe PDF, Microsoft Word and Excel (Office 2000 compatible).
3. File and layer naming conventions need to follow the requirements as outlined below.
4. Digital Signature Acceptance – per the Board of Technical Registration, RA-30-304 G. Use of Seals: An electronic signature, as an option to a permanently legible signature, in accordance with A.R.S. Title 41 and Title 44, is acceptable for all professional documents. The registrant will provide adequate security regarding the use of the seal and signature. To view the code and rules go to www.btr.state.az.us.

1-2.300

COVER SHEET FORMAT & INFORMATION

<p align="center">XYZ SUBDIVISION SEWER IMPROVEMENT PLANS SCOTTSDALE, AZ</p>		<p align="center">XYZ SUBDIVISION SEWER PLANS</p>					
<p>CITY OF SCOTTSDALE GENERAL NOTES</p> <p>ZONING</p> <p>ASSESSOR'S PARCEL NUMBER</p> <p>UTILITY COMPANIES</p> <p>CITY OF SCOTTSDALE GENERAL NOTES</p> <p>MARICOPA COUNTY ENVIRONMENT SERVICES DEPARTMENT APPROVAL</p>	<p>112th Street</p> <p>Hwy 202</p> <p>10th Ave</p> <p>VICINTY MAP</p> <p>LEGAL DESCRIPTION</p> <p>SHEET INDEX</p> <p>QUANTITIES</p> <p>NATIVE PLANT PERMIT #</p>						
<p>OWNER / DEVELOPER CONTACT PERSON NAME, ADDRESS PHONE NUMBER FAX NUMBER</p> <p>ARCHITECT CONTACT PERSON NAME, ADDRESS PHONE NUMBER FAX NUMBER</p> <p>ENGINEERING COMPANY CONTACT PERSON NAME, ADDRESS PHONE NUMBER FAX NUMBER</p>		<p align="center">SEAL AND SIGNATURE</p>					
<p align="center">CITY OF SCOTTSDALE REVIEW AND RECOMMENDED APPROVAL BY:</p> <table border="1"> <tr> <td>DATE</td> <td>SIGNATURE</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <p align="right">SHEET NO.</p>			DATE	SIGNATURE			
DATE	SIGNATURE						

FIGURE 1.2-1 TYPICAL COVER SHEET

The following information depicted in Figure 1.2-1 must be included on the cover sheet.

1. Title - Include the project name and the plan set content.

2. City Name - Below the title, include the city name "Scottsdale, AZ".
3. Vicinity Map - Locate the project relative to a minimum of 2 intersecting arterial streets.
4. Legal Description - Provide project property legal description. When a legal description is not feasible, list the township, range, section and location.
5. Benchmark
 - a. Use City of Scottsdale datum NAVD 1988, or if a local benchmark is used provide the equation used to conform to the City of Scottsdale datum/elevations. To access the City of Scottsdale horizontal and vertical datum, see <http://eservices.scottsdaleaz.gov/landsurvey/>.
 - b. All improvement plans must contain a City of Scottsdale NAVD 88 Benchmark on the cover sheet with an elevation equation, as required.
 - c. All improvement plans must also contain a statement certifying the datum used for all elevations represented in the plans to be included on the plan cover sheet immediately below the benchmark and shall state one of the following as seen in Figure 1.2-2:

I hereby certify that all elevations represented on this plan are based on the elevation datum for the City of Scottsdale Benchmark provided above.

or

I hereby certify that all elevations represented on this plan are based on the elevation datum equation on the City of Scottsdale Benchmark, as provided above.

FIGURE 1.2-2 BENCHMARK CERTIFICATION STATEMENTS

- d. In addition, all plans that include an occupiable structure, residential or non-residential, are required to provide the Lowest Finish Floor elevation on the plans, including the Engineer's Certification. The format for the Lowest Floor elevation shall be **L.F. 88 = XXXX.YY feet**.
The completed elevation is stated (for example 2695.67, NOT 95.67 or 695.67), and shall be the basis on the NAVD 88 elevation datum, not an equated datum for the site.
6. Civil Plan Signature Blocks - Include Civil Approval Blocks shown below, as applicable.
 - a. When civil improvement plans do not include architectural improvements use the Civil Approval and Reapproval blocks shown in [Figure 1.2-3](#) and [Figure 1.2-4](#)

CIVIL APPROVAL			
Review & Recommended Approval by:			
Paving		Traffic	
G & D		Planning	
W & S		Fire	
Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Engineering Coordination Mgr. (or designee)</div> <div>Date</div> </div>			

FIGURE 1.2-3 CIVIL APPROVAL BLOCK

CIVIL REAPPROVAL			
Reapproval #	Revised Sheet No.(s)	Description of Revision(s)	
Paving		Traffic	
G & D		Planning	
W & S		Fire	
Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Engineering Coordination Mgr. (or designee)</div> <div>Date</div> </div>			

FIGURE 1.2-4 CIVIL REAPPROVAL BLOCK

- b. If civil improvement plans depict construction or installation of architectural improvements such as electrical, mechanical, plumbing, or structural elements such as a gated entry to be constructed per the civil plan, use the Civil Approval and Reapproval with Architectural Improvement blocks in [Figure 1.2-5](#) and [Figure 1.2-6](#).

CIVIL APPROVAL WITH ARCHITECTURAL IMPROVEMENTS					
Review & Recommended Approval by:					
Electrical		Paving		Traffic	
Mechanical		G & D		Planning	
Plumbing		W & S		Fire	
Structural		Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Engineering Coordination Mgr. (or designee)</div> <div>Date</div> </div>					

FIGURE 1.2-5 CIVIL APPROVAL WITH ARCHITECTURAL IMPROVEMENTS BLOCK

CIVIL REAPPROVAL WITH ARCHITECTURAL IMPROVEMENTS					
Reapproval #	Revised Sheet No.(s)	Description of Revision(s)			
Electrical		Paving		Traffic	
Mechanical		G & D		Planning	
Plumbing		W & S		Fire	
Structural		Ret. Walls			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Engineering Coordination Mgr. (or designee)</div> <div>Date</div> </div>					

FIGURE 1.2-6 CIVIL REAPPROVAL WITH ARCHITECTURAL IMPROVEMENTS BLOCK

7. Landscape Plan Signature Blocks - Include the Landscape Maintenance Block shown in Figure 1.2-7:

<p>ALL LANDSCAPE AREAS AND MATERIALS, INCLUDING THOSE LOCATED IN PUBLIC RIGHTS-OF-WAY, SHALL BE MAINTAINED IN A HEALTHY, NEAT, CLEAN AND WEED-FREE CONDITION. ANSI A300 STANDARD PRACTICES FOR PRUNING, SUPPORT SYSTEMS, AND SAFETY SHALL BE USED FOR MAINTENANCE CRITERIA. THIS SHALL BE THE RESPONSIBILITY OF THE</p> <p>_____.</p> <p>(Property Owner / Developer / HOA)</p>

FIGURE 1.2-7 LANDSCAPE MAINTENANCE BLOCK

- a. If landscape and irrigation plans are not prepared by the same engineer/designer as the civil engineering drawings, include the Landscape Approval Blocks shown in Figures 1.2-8 and 1.2-9 on the cover sheet of the landscape and irrigation plans.

LANDSCAPE PLAN APPROVAL		
Case #	Approved by	Date
CONSTRUCTION AND INSTALLATION SHALL BE IN ACCORDANCE WITH THIS PLAN AND ALL DEVIATIONS WILL REQUIRE REAPPROVAL. THE CITY WILL NOT ISSUE A CERTIFICATE OF OCCUPANCY UNTIL INSPECTION SERVICES STAFF APPROVES THE LANDSCAPE INSTALLATION.		

FIGURE 1.2-8 LANDSCAPE APPROVAL BLOCK

LANDSCAPE PLAN REAPPROVAL		
Reapproval #	Revised Sheet #(s)	Description of Revision(s)
Case #	Approved by	Date
CONSTRUCTION AND INSTALLATION SHALL BE IN ACCORDANCE WITH THIS PLAN AND ALL DEVIATIONS WILL REQUIRE REAPPROVAL. THE CITY WILL NOT ISSUE A CERTIFICATE OF OCCUPANCY UNTIL INSPECTION SERVICES STAFF APPROVES THE LANDSCAPE INSTALLATION.		

FIGURE 1.2-9 LANDSCAPE REAPPROVAL BLOCK

8. No Conflict Signature Block/Coordinating with Utilities

The developer must coordinate with all utility companies that will provide service to the site by sending them a copy of the proposed improvement plans and a No Conflict Form for signature, see www.ScottsdaleAZ.gov/bldgresources/forms. Include the No Conflict Signature Block shown in Figure 1.2-10 on the cover sheet of the improvement plans based on the information in the completed No Conflict Forms and submit with the first improvement plans submittal.

Submit a completed No Conflict Form for each affected utility company with the improvement plans submittal to the One Stop Shop, see www.ScottsdaleAZ.gov/

bldgresources/counterresources.asp. Final plans approval and permits will be issued only after receiving all completed No Conflict Forms.

NO CONFLICT SIGNATURE BLOCK				
Utility	Utility Company	Name of Company Representative	Telephone Number	Date Signed
Electric				
Telephone				
Natural Gas				
Cable TV				
Other				
Other				
<p>Engineer's Certification</p> <p>I _____, as the Engineer of Record for this development, hereby certify that all utility companies listed above have been provided final improvement plans for review, and that all conflicts identified by the utilities have been resolved. In addition, "No Conflict" forms have been obtained from each utility company and are included in this submittal.</p> <p>_____ Signature</p> <p>_____ Date</p>				

FIGURE 1.2-10 NO CONFLICT SIGNATURE BLOCK

9. FEMA Blocks and Information

- a. In accordance with the Federal Emergency Management Agency and city requirements the following information in Figure 1.2-11 must be included on the cover sheet of all plans in order to establish lowest finish floor elevations and flood proofing elevations for both residential and nonresidential structures.

Community Number	Panel # Panel Date	Suffix	Date of FIRM (Index Date)	FIRM Zone	Base Flood Elevation (in AO Zone use Depth)
045012					

FIGURE 1.2-11 FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

- b. Include the Engineers FEMA Certification shown in [Figure 1.2-12](#).

Please Note: Certification of data is a statement that the data is accurate to the best of the Certifier's knowledge. Certification of analysis is a statement that the analyses have been performed correctly and in accordance with sound engineering practices. Certification of structural works is a statement that works are designed in accordance with sound engineering practices to provide protection from the base flood. Certification of as-built conditions is a statement that the structure has been built according to the plans being certified, is in place, and is fully functioning (from the Code of Federal Rules – 44CFR 65.2).

The lowest floor elevation(s) and/or flood proofing elevation(s) on this plan are sufficiently high to provide protection from flooding caused by a 100-year storm, and are in accordance with Scottsdale Revised Code, Chapter 37 – Floodplain and Stormwater Regulation.

FIGURE 1.2-12 ENGINEERS FEMA CERTIFICATION

10. MCESD Approval

Prior to the city approving the final plans, Maricopa County Environmental Services Department (MCESD) is required to review and approve all public water and wastewater line extensions and construction of all water and wastewater related facilities within the city's service area. The developer must include a signature block with a completed signature and date of approval from MCESD. Relocation or realignment of an existing water or wastewater line to resolve a utility conflict does not require county approval.

11. As-Built Certification

Provide a statement that the surveyor of record for the project certifies that "record drawing" measurements as shown were made under the surveyor's supervision or as noted, and are correct to the best of the surveyor's knowledge and belief. Also, provide a signature line for the name of the registered land surveyor, the date and the registration number.

12. City Project and Case Numbers

List all applicable plan check numbers and case numbers in the border along right edge using a minimum of ¼ inch (24 point font) size lettering. Case numbers may include approvals for zoning (ZN), use permit (UP), development review (DR), preliminary plat (PP) and staff approvals (SA). List all applicable plan check numbers for the improvement plans, including other related plans, such as master plans, basis of design reports, stormwater storage waiver, etc.

13. Public Works Construction - Include General Notes for Public Works Construction shown in [Figure 1.2-13](#).

14. Sheet Index

15. Utility system ownerships

16. Other agency approvals as required

17. Contact Information - Provide engineer, architect, owner and developer company names, contacts, addresses and telephone and fax numbers.

18. Construction quantities (for work in public rights-of-way or easements).

19. Zoning - Identify current zoning of the property

20. Legend - Define symbols, non-standard abbreviations, etc.

21. "Blue Stake" Note - Required on all plans that include excavation of any type, see [Figure 1.2-13](#).

22. Key Map - Provide a key map on multi-sheet plans to relate plan sheets to project locations and type of improvements.

23. Storage Basin Volumes - State the volume provided and volume required for stormwater storage basin certification.

24. Native Plant Plan and Permit number.

GENERAL NOTES FOR PUBLIC WORKS CONSTRUCTION	
1.	All construction in the public rights-of-way or in easements granted for public use must conform to the latest Maricopa Association of Governments (MAG) Uniform Standard Specifications and Uniform Standard Details for Public Works Construction as amended by the latest version of the City of Scottsdale Supplemental Standard Specifications and Supplemental Standard Details. If there is a conflict, the city's Supplemental Standard Details will govern.
2.	The city only approves the scope, not the detail, of engineering designs; therefore, if construction quantities are shown on these plans, they are not verified by the city.
3.	The approval of plans is valid for six (6) months. If an encroachment permit for the construction has not been issued within six months, the plans must be resubmitted to the city for reapproval.
4.	A Public Works inspector will inspect all works within the City of Scottsdale rights-of-way and in easements. Notify Inspection Services 24 hours prior to beginning construction by calling 480-312-5750.
5.	Whenever excavation is necessary, call the Blue Stake Center, 602-263-1100, two working days before excavation begins. The Center will see that the location of the underground utility lines is identified for the project. Call "collect" if necessary.
6.	Encroachment permits are required for all work in public rights-of-way and easements granted for public purposes. An encroachment permit will be issued by the city only after the registrant has paid a base fee plus a fee for inspection services. Copies of all permits must be retained on-site and be available for inspection at all times. Failure to produce the required permits will result in immediate suspension of all work until the proper permit documentation is obtained.
7.	All excavation and grading that is not in the public rights-of-way or not in easements granted for public use must conform to Chapter 70, Excavation and Grading, of the latest edition of the Uniform Building Code prepared by the International Conference of Building Officials. A permit for this grading must be secured from the city for a fee established by the Uniform Building Code.

FIGURE 1.2-13 GENERAL NOTES FOR PUBLIC WORKS CONSTRUCTION

1-2.400

AS-BUILTS

The registrant will provide the city with the original (4-mil) Mylar drawings or photographic (4-mil) Mylars required for the As-Builts of construction within all public rights-of-way or easements dedicated to the city.

1-2.500

REPORTS & OTHER DOCUMENTS

Reports and other submitted documents must include the following:

1. Appropriate State of Arizona professional seal, signature and date;
2. 8 ½ inches x 11 inches format for exhibits. Larger size exhibits may be included, provided they are secured within the report or document. Any exhibits that are not bound in the document shall bear the appropriate State of Arizona professional seal, signature and date.

DIRT HAUL/ENCROACHMENT PERMIT

1-2.600

1. Obtain a Haul Route/Encroachment Permit when estimated dirt hauls (dirt, demolition debris, etc.) of 5,000 cubic yards or more require use of the public rights-of-way.
2. Estimated dirt hauls of less than 5,000 cubic yards may require a "Haul Route / Encroachment Permit" as determined by the city at the time of grading plan review.
3. The Haul Route / Encroachment Permit must address:
 - a. Haul Routes (see Figure 1.2-14 as an example)
 - b. Travel times
 - c. Traffic control requirements (such as barricade plans and signage)
 - d. Dust control requirements
 - e. Restoration procedures
 - f. Safety procedures
 - g. Public notification
 - h. Possible additional requirements

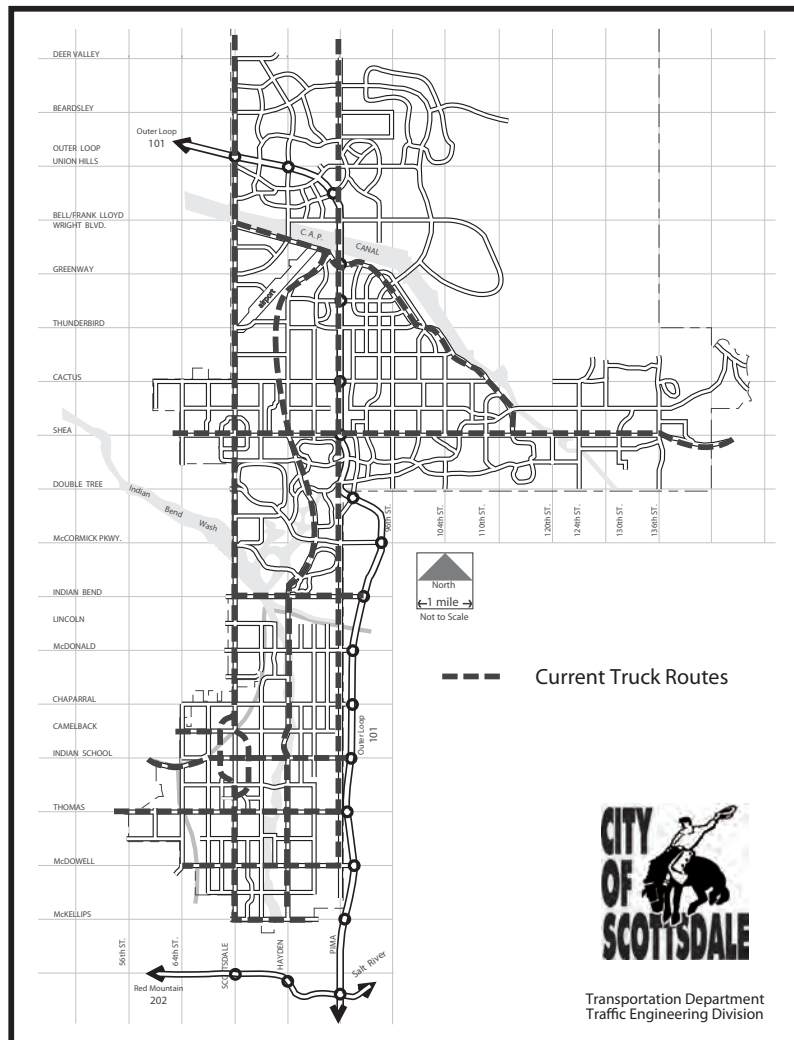


FIGURE 1.2-14 DIRT HAUL ROUTES

