Planning Site Plan Checklist
Over-the-counter Reviews Only

Site plan must show entire lot and be to scale. Examples of acceptable scales are 1”=10’, 1”=20’, and 1/8”=1’. Site plan must be legible and scale shall accurately reflect parcel configuration. Provide three copies of site plan.

Site plans for walls alone shall be required to provide only the items listed with an asterisk (*).

- Provide Zoning
- Site address, assessor’s parcel number (APN), Q.S., lot & subdivision
- North arrow
- Written and graphic scale
- Label Lot dimensions
- Identify street dimensions and sidewalk improvements
- Label and dimension all easements (represent on plan with dashed lines)
- Label and dimension all required setbacks to the property line
- Label and dimension all proposed setbacks (property line to structure, and all distances between structures)
- Include FEMA block. Additions that are located within a flood zone or are adjacent to washes cannot be reviewed without approval from Stormwater Management staff. This information can be obtained by calling Records dept. at 480-312-2356

- Vicinity Map
- Net Lot Area
- Provide total square footage calculations for all existing improvements including livable area, garages, patios and detached structures
- Provide total square footage data for all proposed additions
- Provide all wall and retaining wall heights, both existing and proposed by elevation or footage; provide means to convey drainage through wall/fence as required
- Retaining walls need approval by engineering
- Identify lowest floor elevations on plan (88 Datum) (If attached bldg dept. checks it matches existing; if detached, planning dept. checks, see engineering for approval)
- Provide three top of curb elevations to verify building height compliance (If no curb, provide edge of road/pavement)
- Call out height and/or elevation of roof parapets and ridges on the elevation sheet
- NOTE: All exterior light fixtures which contain light bulbs of 100 watts or greater shall be fully shielded and directed downward.
- NOTE: All mechanical equipment (air condition, pool equip. etc.) shall be screened a min. of 1’ above the highest portion of the equipment from all sides and shall be compatible with adjacent building. Show the location on the site plan.
- NOTE: Guesthouse shall never be offered for rent. Guest homes on lots under 35,000 sq. ft. may not provide cooking facilities.
- Comply with the City of Scottsdale Native Plant Ordinance. Show location of all protected species on the site plan. Provide native plant inventory as performed by a City of Scottsdale approved salvage contractor. Identify name of salvage contractor. If no protected plants exist, provide NOTE: No protected native plants will be affected by construction.

Planning & Development Services Department
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