This checklist is a guide for submitting complete and accurate plans to the city. See your project's DR, PP, ZN, UP, the Design Standards & Policies Manual (DS&PM), and contact your Project Coordinator for specific requirements.

### Cover Sheet

- 1. Title
- 2. City Name
- 3. Vicinity Map
- 4. Legal Description
- 6. Additional information (see DS&PM Figure 1.2-1)
  - a. Approval blocks for signatures (see DS&PM Chapter 1-2.300)
  - b. City project #, case # (PP, DR, ZN, UP), plan check #, and quarter section # in the right hand border of all sheets.
  - c. "City of Scottsdale General Construction Notes for Public Works Construction" (see DS&PM Figure 1.2-13)
  - d. Sheet Index
  - e. Utility system ownerships.
  - f. Other agency approvals as required
  - g. Engineer, Architect, and/or Developer names, contacts, addresses, and telephone/fax numbers
  - h. Provide construction quantities for all work in public rights-of-way or easements. Units to conform to those found in City Code Sec.47-100 (see Encroachment Permit Fee Sheet).
  - i. Current zoning for the property
  - j. Legend
  - k. "Blue-Stake" note
  - l. Key-Map
  - m. Assessor’s parcel number
  - n. Native plant plan & permit number
  - o. Required retention or detention; provide retention or detention in cubic feet.

### Typical Sheet—include on each sheet

- 1. Standard title blocks (see DS&PM Chap. 1-2)
- 2. North arrow (up or to the right)
- 3. Graphic scale (horizontal and vertical)
- 4. Engineer’s seal; signed and dated
- 5. Plan check number in right hand margin
- 6. Match lines, sheet references, and stations, as applicable
- 7. City project #, case # (PP, DR, ZN, UP), plan check #, and quarter section # in right hand border.