



# Single-Family Plan Requirements

## Hillside District (HD) Zoning Planning Plan Review

### Grading and Drainage/Site Plan Requirements Zoning Ordinance Sec. 1.204; DS&PM 4-1.900

#### Site Plan Data

1.  Provide the legal description, address, APN, QS, subdivision and lot number. If an address has not been assigned to the site by the City of Scottsdale, contact Records at (480) 312-2356 to obtain one.
2.  Provide the current Zoning District on the site plan.
3.  Provide associated case numbers on the right-hand plan margin.
4.  Provide the net lot area.
5.  Show the name, address and phone # of architect (or designer), engineer and owner on plan.
6.  Note the landform classification (Lower Desert, Upper Desert, Hillside) in the site data. (ZO Sec. 6.1091.A.1.J.)
7.  Provide the CDS plan check number (this number is provided at the time the plans are logged into the city for review) along the right border or bottom right hand corner; a ¼" minimum lettering shall be used on all sheets.

#### Site Plan Requirements

8.  Size 24" x 36" G&D site plan.
9.  Show a vicinity map.
10.  Provide a north arrow on each site plan sheet.
11.  Include a written and graphic (bar) scale.
12.  Provide all wall/fence and retaining wall heights, both existing and proposed by elevation or footage. Heights shall include: Top of Wall / Top of View Fence, Top of Footing, and Top of Retaining Wall (when applicable, ex. cuts and fills).
13.  Provide top of curb (if no curb, provide top of edge of road/pavement).
14.  Call out the lowest finished floor elevation on the site plan using the 88 Datum. For remodels, the City of Scottsdale may have this information available at the Planning and Development Services Records Division located at 7447 E. Indian School Road, Suite 100; or by contacting the division at 480-312-2356. (SRC 37-25 and DS&PM 4-1.901.20)

15.  Comply with the development standards of the Zoning District and/or approved amended development standards and Section VII of the Zoning District as indicated on the City reviewed marked up site plan.
16.  Provide the following dimensions on the site plan:
  - a.  Property dimensions; (DS&PM 4-1.901.9.)
  - b.  The Zoning District's required setback;
  - c.  The actual location of all proposed structures, including walls, on lot from the property lines;
  - d.  The distance between building(s)/structure(s);
  - e.  Between structures on adjacent lots (when required by the Zoning District);
  - f.  Right-of-way, or private street tract from the centerline to the property line;
  - g.  Identify existing and new easements, right-of-way, and improvements; (DS&PM 4-1.901.6.)
  - h.  Show water and sewer main size; water meter size and location.  
The City of Scottsdale may have this information available at the Records Department; or contact 480-312-2356.
  - i.  The additional dimensions indicated on the City reviewed marked up site plan.
17.  Show topography (existing and proposed) at a maximum of 2-foot intervals; include any proposed drainage facilities. (ZO Sec. 6.1091.A.1.g.)
18.  Show all existing & proposed utility main and service line locations to the structure & denote utility type. (DS&PM 2-2.100)
19.  Site walls shall be setback a minimum of 5 feet from a CA, COS, HC, or OS line. (ZO Sec. 1.204 and Sec. 6.1060; DS&PM 2-2)
20.  Retaining walls shall be set a minimum of 5 feet, or one foot for each foot of the total depth and height (bottom of footing to the top of the wall), which ever is greater from a CA, COS, HC, or OS line. Provide cross sections to verify techniques and demonstrate that the

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21.  CA/COS/HC/OS is not being encroached upon by construction. (ZO Sec. 1.204 and Sec. 6.1060; DS&PM 2-2)
21.  Site walls shall not be constructed on the property line without providing the City of Scottsdale documentation from the adjacent property owner acknowledging that the site wall will be constructed on the property line, if the footing or wall crosses the property line.
- a.  If adjacent property owner authorization is not provided, add the following note to the Site Plan:  
Construction of footing and worker access shall not occur on adjacent property without express written permission from the adjacent property owner.
22.  Retaining walls shall be set a minimum of 3 feet, or 1-foot for each foot of the total depth and height (bottom of footing to the top of the wall) from the property line unless applicant provides to the City of Scottsdale documentation of a recorded private use and benefits easement on the adjacent property, if the footing or wall crosses the property line. (DS&PM 2-2.405)
23.  Identify on the site plan all boulders, boulder features, boulder rolling, and rockfalls that meet the requirements as defined by Zoning Ordinance Definitions. (ZO Sec. 3.100, Sec. 6.1091.A.4.a., Sec. 6.1070.C.1.)
24.  Identify the above sea level height of all protected peaks and ridges on the site or adjacent to the parcel within 400 feet. (Refer to the City of Scottsdale's Protected Peaks and Ridge maps, ZO Sec. 6.1070.D.)
25.  All buildings shall be setback an average of 300 feet horizontally, and a minimum of 200 feet horizontally from a protected peak or protected ridge. (ZO Sec. 6.1070.D.)
26.  If a septic system (tank and seepage field) is used, show and call out the location on the site plan. The septic system shall not be located in NAOS. (ZO Sec. 6.1100.B.1.) Reference the Maricopa County Septic Application and/or Permit Number. (DS&PM 7-1.300.A.)
27.  Solid walls shall not be permitted within or crossing a wash that has a water flow of 50 cfs or greater. (SRC 47-72.7; and ZO Sec. 6.1070.G.1.I.)
28.  All boulders, boulder features, boulder rolling, and rockfalls that meet the requirements as defined by Zoning Ordinance Definitions (ZO Sec. 3.100.) shall be preserved in place with a NAOS easement. Unless otherwise approved by the Development Review Board, the NAOS easement shall include a 20 feet offset measured from the face of the boulders, boulder features, boulder rolling, and rockfalls. (ZO Sec. 6.1070.F)

### NAOS Requirements

29.  If a lot's NAOS requirement is not predetermined during the platting or land division process, provide the slope data calculations and table in accordance with Section 6.1060.A.2.1 Table A of the Zoning Ordinance.
30.  Provide the square footage of required and provided NAOS including the undisturbed and disturbed percentages. **Calculations must be provided.** (ZO Sec. 6.1060.D.)
31.  Show proposed and existing NAOS location(s) on the site plan. (ZO Sec. 6.1060.A.6.)
32.  Show all utility locations and service connections to the structure on the site plan. (water, sewer, septic and all dry utilities) If the connections encroach into NAOS, 5' of revegetation is to be shown on each side of utility line and accounted for in the data table. (ZO Sec. 6.1070.A.4.)
33.  NAOS areas dedicated adjacent to site and retaining walls shall be considered revegetated NAOS for the length of the wall, for a width of 5 feet. (DS&PM 2-2.501.D.3)
34.  NAOS shall not be dedicated within 5 feet of a building. (DS&PM 2-2.501, Figure 2.2-9)
35.  NAOS dedicated w/in 10 feet of a building shall be considered revegetated NAOS for the length of the building (DS&PM 2-2.501, Figure 2.2-9).
36.  A maximum of 25% of the required NAOS may be disturbed.

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37.  Revegetated NAOS is applied at 50% credit. (Example: If the required NAOS is 10,000 square feet and 2,500 square feet is disturbed and revegetated, only 1,250 of the revegetated NAOS will be credited toward the total required NAOS. Therefore, the property owner will need to dedicate 8,750 square feet of undisturbed NAOS.)
38.  If a pool is to be constructed, and the only access to the pool location is through a designated NAOS area, a width of 10 feet (or a portion of the NAOS that would provide a 10 foot access width) for the length of the affected NAOS shall be considered revegetated NAOS. (DS&PM 2-2.405.C.1)
46.  Land designated as NAOS shall be permanently maintained as open space. The property owner shall maintain all designated NAOS. (ZO Sec. 6.1060.A.3-4 and Sec. 6.1100.B.1.)
47.  Temporary/Security Fencing that is required or is optionally provided shall be in accordance with the Zoning Ordinance and the Design Standards and Policies Manual. (ZO Sec. 7.700 and Sec. 6.1071.A.6, and DS&PM 1-1.407)
48.  A registered surveyor shall stake and rope or fence the NAOS easement in accordance with the site plan and the easement legal description.

### Cuts and Fills

39.  Cuts and fills exceeding 4 feet may require a separate review and approval. Prior to resubmittal, submit a pre-application meeting request to the One Stop Shop. (ZO Sec. 6.1023)
- a. Provide evidence of this approval with the case # on the plans. Plans will not be accepted for review until these approvals have been obtained.
40.  Provide sections through the site and building as indicated on the City reviewed marked up site plan.

### Site Plan Notes

41.  Pools require separate approval and permit.
42.  Pools shall not be emptied or backwashed into washes, streets, NAOS, scenic corridors, on to an adjacent lot, or tract of land. (ZO Sec. 6.1100.B.1.; and DS&PM 2-2.501.D.4.c.)
43.  All mechanical equipment (air conditioner, pool equip. etc.) shall be screened a minimum of 1 foot above the highest portion of the equipment from all sides and shall be compatible with the adjacent building. Show location of equipment on site plan.
44.  A guesthouse shall never be offered for rent. (ZO Sec. 5.012.A.6.c. and Sec. 5.102.A.6.c.)
45.  A guesthouse shall not exceed a gross footprint size greater than 50% of the foot print

### Required Dedication Documents

49.  Provide the originally signed City of Scottsdale Policy on Appeals of Dedications, Exactions, or Zoning Regulations form. This form is to be signed by the property owner, and may be obtained from the City's website at: [http://www.scottsdaleaz.gov/Assets/Public+Website/bldgresources/Appeals+of+Dedication\\$!2c+Exactions+or+Zoning+Regulations.pdf](http://www.scottsdaleaz.gov/Assets/Public+Website/bldgresources/Appeals+of+Dedication$!2c+Exactions+or+Zoning+Regulations.pdf).
50.  Provide a Commitment for Title Insurance that includes a complete Schedule A and B. The City's requirements for an acceptable Commitment for Title Insurance may be obtained from the City's website at: <http://www.scottsdaleaz.gov/bldgresources/PlanReview/title.asp>.
51.  Provide the original 8-½" x 11" legal description and exhibit, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- a.  Natural Area Open Space
- b.  Scenic Corridor Easement
- c.  Public Non-Motorized Access Easement
- d.  Right-of-Way
- e.  Drainage Easement
- f.  Public Utility Easement
- g.  Vehicular Non-Access Easement
- h.  Other \_\_\_\_\_

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52.  Provide the original Easement dedication form(s) to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted). See Maricopa County form requirements: <http://recorder.maricopa.gov/web/formreq.aspx>.
53.  Provide the original Confirmation of New Dedication form(s) signed and notarized by all beneficiaries listed in Schedule B of the Title Insurance Commitment, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted). See Maricopa County form requirements: <http://recorder.maricopa.gov/web/formreq.aspx>.

### Roof Plan & Elevation Plan Requirements

#### Architectural Elevations

54.  Call out all heights above the Lowest Finished Floor88 (LFF88 or LF88) and/or elevations of the roof parapet, top of the roof tile, and chimneys. (ZO Sec. 1.204., DS&PM 4-1.901.20)
55.  Measured from natural (pre-disturbed) grade, the maximum building height shall not exceed \_\_\_\_\_ feet in accordance with the ESL. Exemptions Schedule – Specific Development Standards. (ZO Sec. 6.1022.B)

#### Roof Height Analysis Plan

##### **ZO Sec. 1.204**

56.  Provide a roof height analysis plan to demonstrate compliance with Zoning Ordinance Section 6.1070.B.1.b or 6.1022.B.
57.  The roof height plan shall include all natural topography at a maximum of 1 foot intervals.
58.  Provide each LLF88/LF88 on the plan.
59.  Show and call out all roof parapets, and/or the top of the ridge tile above sea level elevation and height above natural grade.

### Native Plant Requirements

#### Native Plant Inventory & Salvage Plan

60.  Comply with the Scottsdale Native Plant Ordinance. (SRC Chapter 46, Article V; and ZO Sec. 7.500.).
61.  Native plant inventory & salvage plan shall show locations of all protected species on a 24" x 36" Native Plant Inventory & Salvage Plan or on the Grading & Drainage Site Plan. (Separate 8 1/2" x 11" native plant inventory assessments will not be accepted.) (ZO Sec. 7.504.)
62.  Native plant inventory & salvage plan shall show the nursery site location where plant materials are to be stored during construction. (ZO Sec. 7.504.C.)
63.  Identify the name of the salvage contractor. A City of Scottsdale-approved salvage contractor shall perform the native plant inventory assessment; the listing of approved salvage contractors is located online at <http://www.scottsdaleaz.gov/Assets/Public+Website/codes/SalvageContractors.pdf>
64.  Additions and modification shall inventory and indicate all native plants within 50 feet of the improvement and the construction access to the area of improvements. (ZO Sec. 7.504.A.1)
65.  When no protected native plants are to be affected by construction, add the following note to the Grading & Drainage Site Plan: No native plants are permitted to be disturbed due to construction and related activities associated with this approval.

### Revegetation Plans

#### **SRC Chapter 46, Article V; ZO Sec. 1.204., Sec. 6.1060., Sec. 7.500.; and DS&PM Chapter 2-2**

66.  Provide 3 copies of a revegetation plan. A revegetation plan is required when revegetating NAOS revegetation areas, slope and hillside revegetation, and any area that will be vegetated that is not enclosed by a wall.

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### Revegetation Plan Data

- 67.  Show the project name.
- 68.  Show a vicinity map on the cover.
- 69.  Provide the zoning on the cover.
- 70.  Provide the parcel address on the cover.
- 71.  Parcel dimensions shall be provided on the plans.
- 72.  Show the name, address, telephone number, fax number and email of the landscape architect or designer, and owner.
- 73.  Show a north arrow on each sheet.
- 74.  Provide a written and graphic (bar) scale on each plan sheet.
- 75.  Provide Blue Stake note and phone number on cover.
- 76.  When multiple plan sheets are used, a plan key shall be provided on the cover and the corresponding sheets.
- 77.  Associated CDS plan check number (this number is provided at the time the plans are logged into the city for review) along the right border or bottom right hand corner; a 1/4" minimum lettering shall be used on all sheets.
- 78.  The revegetation plans shall be drawn at the same scale as the grading and drainage /site plans or larger.
- 85.  Hydro-seed/hydro-mulch-seed mixtures shall be identified separately from the plant list. Each plant in the hydro-seed/hydro-mulch-seed mixture shall be identified by its common and botanical name.
- 86.  The hydro-seed/hydro-mulch-seed mixtures schedule shall include the pounds of seed/mulch-seed per 1000 sq ft.
- 87.  All easements shall be shown and labeled, including NAOS.
- 88.  All right-of-way improvements (streets, sidewalks, trails, etc.) adjacent to the project shall be shown and dimensioned.
- 89.  Show the location of all plants to be installed.
- 90.  Provide a typical 20' x 20' revegetation sample. This may be only utilized for revegetation areas 10 feet and less in width. Plant symbols shall be provided. The designer may choose to show the plant material in areas less than 10 feet and not provided the sample.
- 91.  Provide the sight distance triangles (SDT) and or/ Traffic Safety Triangle (TST) drawn in accordance to the Design Standards and Policy Manual, shall be shown to the curb line. (ZO Sec. 7.104; DS&PM 2-1.1001, Figures 5.3-26 and 5.3-27)
- 92.  Plants in SDT and/or TST shall not exceed a maximum growth height of 2 feet, with the exception of trees. Single trunk trees may be placed in an SDT and/or TST as long as their canopies are maintained above 7 feet in height upon installation, as measured above the nearest street elevation.

### Revegetation Plan Requirements

- 79.  Any berming or grading of 1 foot or greater must be shown on the grading and drainage plan.
- 80.  The revegetation plans shall contain an overall plant palette.
- 81.  Each plant type shall be identified by its common and botanical name.
- 82.  Each plant type shall have its own individual symbol. (When the same plant is utilized in multiple sizes, each size shall be identified separately.)
- 83.  All plants shall be assigned a planting size; trees shall be identified by the caliber inch size.
- 84.  All salvage plant material, deemed to be salvageable and to be relocated shall be identified by their common and botanical names.
- 93.  Hydro-seed areas shall be clearly identified on the plans. Hydro-seed mixtures shall not be utilized as a major revegetation method, but as supplement to the maximum spacing between plants.
- 94.  Surface treatment shall be replaced by raked native soils. Desert pavement (top-soil salvage) is encouraged. Decomposed Granite is prohibited in NAOS, and where visible off site.
- 95.  Identify methods utilized to preserve natural area open space in designated environmentally sensitive lands (see notes below).

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96.  All plants utilized to revegetated NAOS, and unenclosed areas to be landscaped shall comply with the Environmental Sensitive Lands Ordinance. All areas that are not enclosed shall utilize plants from the City of Scottsdale's Indigenous Plants for Environmentally Sensitive Lands Plant List. ESL Plant list may be obtained from the City's Website at:  
<http://www.scottsdaleaz.gov/codes/nativeplant/eslo.asp>.
97.  All plants utilized in the right-of-way shall be listed in the Arizona Department of Water Resource's (ADWR) and the ESL plant lists.
98.  Any disturbance to a Scenic Corridor shall be revegetated in accordance with the City of Scottsdale's Scenic Corridors Design Guidelines. The Scenic Corridors Design Guidelines may be obtained from the City's website at:  
<http://www.scottsdaleaz.gov/planning/corridorplans/intro>.
99.  Revegetated NAOS areas shall utilize plant species and density similar to the adjacent undisturbed areas. It is preferred that salvaged plant material is utilized in revegetated NAOS Areas.
100.  Revegetation in detention basins and channels should comply with DS&PM 2-1.903.
101.  New landscaping shall be located so that there are no conflicts with public utilities. Trees and saguaros shall not be planted in the Public Utility Easements(s) or within 7 feet of a public water line and/or public sewer line. (DS&PM 2-1.1001).
102.  Revegetation plans are not permitted to include construction details for pools, retaining walls, walls or fences over three feet, and fireplaces. Any construction details pertaining to these items must be removed prior to approval. These details shall be included on the site plan, except pools and fire places. Pools and fire places require separate application review approval and permit.

### Revegetation Plan Notes

103.  Minor modification to the approved revegetation plan may be approved as required by the Inspection Services staff.
104.  All salvage plant relocation and revegetation shall be completed prior to the issuance of the Certificate of Occupancy.
105.  Boulders and salvaged surface material shall be provided in a disturbed area to match and blend with surrounding desert character. (ZO Sec. 6.1060.)
106.  Non-native decomposed granite shall not be provided in NAOS area or unenclosed areas.
107.  Areas within the SDT are to be clear of landscaping, signs, or other visibility obstructions with a height greater than 2 feet. Trees within the safety triangles shall have a canopy that begins at 7 feet in height upon installation. All heights are measured from nearest street line elevation.
108.  Retention/detention basins shall be constructed solely from the approved civil plans. Any alteration of the approved design (additional fill, boulders, etc.) shall require additional final plans staff review and approval.
109.  All rights-of-way adjacent to this property shall be revegetated and maintained by the property owner.
110.  No landscape lighting is allowed in the NAOS areas.
111.  All signs require separate permits and approvals.
112.  New landscaping, including salvaged plant material, and landscaping indicated to remain, which is destroyed, damaged, or expires during construction shall be replaced with like size, kind, and quantity prior to the issuance of the Certificate of Occupancy / Letter of Acceptance to the satisfaction of the Inspection Services Staff.
113.  All revegetated NAOS shall be watered for 3 years. At the end of 3 years or once plant material has become established, the irrigation systems to the revegetated NAOS shall be permanently disconnected.
114.  All landscape irrigation systems shall be separated from the domestic water supply by a backflow preventor in accordance with the

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City of Scottsdale MAG Supplement  
Standards Detail number 2354.

115.  No irrigation shall be provided to undisturbed Natural Area Open Space (NAOS) areas.
116.  Plants that are not indigenous to the ESL area shall be limited to enclosed yard areas, and non-indigenous trees shall only be located in the rear yards, plant material that have the potential of exceeding twenty (20) feet in height is prohibited. Turf shall be limited to enclosed areas not visible from a lower elevation. (ZO Sec.6.1070.G.1.i-j.)
117.  A registered surveyor shall stake and rope the NAOS easement in accordance with the site plan and the easement legal description.

### Exterior Lighting Review

**ZO Sec. 6.1000., Sec. 6.1010., Sec. 7.600.; and  
DS&PM Chapter 2-1.**

118.  Provide 3 copies of the exterior lighting manufacture cut sheets on a 24" x 36" minimum paper size. Each exterior light cut sheet provided shall be legible. The cut sheet or plans shall clearly identify the light fixture manufacture number utilized, wattage, style, and lamp type. (State law prohibits Mercury Vapor lighting.) Please refer to the:  
<http://www.scottsdaleaz.gov/codes/Zoning/Interp/docs/VisibilityExteriorLightingESL.pdf>
119.  Provide the electrical floor plan and/or site plan and indicate the location all exterior light fixtures.

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