

Site Plan Submittal Checklist

This handout addresses the site plan documentation necessary to submit for a rezoning/special permit case. AN INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED FOR PUBLIC HEARING. All applications are filed at the Planning Department zoning counter, between 8:00am and 4:00pm, Monday through Friday and take approximately 40 minutes to complete. Applications will not be accepted after 4:00pm. For additional information, please call the Planning Department at 602-262-7131, option #6.

Site Plan/Elevation Information

- To Scale (Engineers Scale) - 2 copies of site plan and 2 copies of elevations **(FOLDED)**
- 8.5" x 11" Reductions - 1 copy of site plan and elevations

Items to be placed on site plan:

- Vicinity Map with Notation of Site
- North Arrow and Scale (Engineers Scale) - North arrow to be a minimum of 3 inches in height and located at the southeast corner of the site plan.
- Existing Street Names and R.O.W. Dimensions
- Access Points/Modifications to Existing Street Improvements
- Lot Dimensions
- Gross Building Area and F.A.R. (gross building area to gross site for non-residential)
- Lot Coverage (for nonresidential proposals)
- Total Dwelling Units/Density (residential proposals)
- Height in Stories and Feet
- Setbacks (Building & Landscape)
- Landscape Plan
- Parking required and provided (for other than single-family)