



City of Phoenix



INFILL HOUSING PROGRAM

On March 8, 1995 the City Council approved Ordinance S-22622 establishing the Infill Housing Program. The Business Customer Service Center (BCSC) has been designated to administer this Program.

The goals of the Infill Housing Program include the following:

- Encourage development of single-family owner-occupied housing on vacant, orphaned, or underutilized land located in the mature portions of Phoenix.
- Encourage quality house construction through higher development standards in an attempt to deter blight and decay by promoting neighborhood stability through home ownership.

Information regarding the program can be obtained within this packet or on our web site at <http://www.phoenix.gov/BCSC>.

For further information, please contact the Business Customer Service Center at (602) 534-2000 or visit our office at City Hall, 200 W. Washington, 1st Floor.

How to Qualify

To qualify, all potential projects and/or new house sites must comply with **all** of the following:

- Infill Housing Program Boundary
- Infill eligibility criteria requirements (infill staff will review for compliance)
- Infill Development Standards (all plans must incorporate and/or show compliance with development standards)
- Satisfy all current zoning requirements as outlined in the Phoenix Zoning Ordinance

If you qualify, you may receive various [Infill Housing Program Incentives](#).

Criteria

To qualify for the Infill Housing Program, your property must fall within the Infill Housing Program boundary **and** meet the following criteria:

<u>Yes</u>	<u>No</u>	<u>Criteria</u>
		1. Lot or parcel falls within Infill Housing Program Boundary
		2. Total square footage of all structures under roof must be less than 3000 square feet.
		3. The parcel to be developed is zoned single-family or multi-family residential.
		4. Each house to be built shall be a single-family/owner-occupied dwelling unit on a vacant lot as of the adoption date of the ordinance (3/5/95). This shall be waived only when, a) the lot falls within officially designated City Redevelopment or Neighborhood Initiative Areas , Rental Renaissance areas, or is receiving city financial assistance, b) a new house which is replacing an existing house when a new subdivision or lot split results in creation of at least three parcels (one parcel to be used for the replacement house).
		5. The parcel to be developed must be "development ready" and connect directly to or be willing to extend existing City water and sewer distribution line.

Incentives

Note: The following incentives will be available at the time of building permit issuance on a first-come first-serve basis, subject to city council funding, when in compliance with Program requirements:

1. Waive the Development Occupation Fees for water and sewer. Each of these fees is \$600 per unit or \$1,200 total. On lots that previously had water service, these fees would not normally be charged. General fund reimbursement will be needed on lots where water service did not previously exist.
2. The number of fee waivers shall be limited to 25 lots per subdivision at a maximum of \$1,000 per house. New subdivisions greater than 25 lots will not qualify for the program, except as noted in Criteria 4.a.
3. Where appropriate, examine the feasibility of city participation in the cost of off-site improvements, based on individual project needs. Developers would be required to identify these needs, justify the need for city participation and enter into a development agreement with the city.
4. Where appropriate, initiate an effort to control blight adjacent to Infill development sites. These costs also would depend on individual project needs and would be implemented through current programs aimed at blight control.

Provide an Infill Housing Program team to expedite review services (i.e. single-family design review, grading and drainage, dedications, site review, building review).

Development Standards

All building plans submitted for review and approval through the Infill Housing Program must address the following Development Standards. Failure to address all development standards will be grounds for dismissal from the Program.

Yes No Zoning

1. The developer will agree to allow the City the option to initiate rezoning to a single-family zoning district on any lot(s) that is currently zoned multi-family, C-1 or C-2.
- 2 All housing will have a fenced back yard of either block or wrought iron with landscaping. Chain link will not be allowed.

Square Footage

3. All housing units shall be of equal or greater square footage to the average square footage of the existing housing of the same size (number of bedrooms) within a one-mile radius. However, all housing units shall be a minimum of the following:
 - ❖ 2 - bedroom units: 1,100 sq. ft. livable with 1 and 3/4 baths
 - ❖ 3 - bedroom units: 1,300 sq. ft. livable with 1 and 3/4 baths
 - ❖ 4 - bedroom units: 1,500 sq. ft. livable with two full baths.
4. All units will have a double car garage. Single garages may be substituted subject to meeting "performance standards."
5. A minimum of 60 square feet of storage space, not within the livable area, shall be required with each lot.

Landscape/Onsite Improvements

6. The developer will submit a comprehensive landscaping plan for the front yard to include the following:
 - a. A minimum of two 15-gallon low water use trees. Mulberry and olive trees are prohibited.
 - b. A minimum of six (6) shrubs selected from plantings on the city's approved list of low water use landscape plants. Ground cover treatment (i.e. decomposed granite, grass) shall be indicated for the remaining unlandscaped portions of the front yard.
 - c. An electric low water use sprinkler or drip system with timer shall be provided for front yard landscaping.

Building Elements

7. All exterior sewer PVC shall be Schedule 80.
8. A minimum of a 240# roof shingle or equivalent shall be required.

How to Apply

Please review the following as part of the submittal process:

Step #1: General Due Diligence - Please check to determine if your property is affected by any of the following requirements:

[Due Diligence](#)

Recommended background research that customers should perform before preparing and submitting plans for review and approval.

[Water and Sewer Development Issues.](#)

Certain areas of Phoenix have unique water and sewer development issues that may affect your development. If you fall within these areas, a building permit may not be allowed. Please contact the Water Services Department, 8th Floor-City Hall, 200 W. Washington or call (602) 262-6251.

[Single-Family Design Review \(DR\)](#)

All single-family homes built on lots less than 65' in width and duplexes built on any size lot that consist of 1-9 units will require Single-Family Design Review approval. For additional zoning ordinance information, please contact the Planning Department, 2nd Floor - City Hall, 200 W. Washington or call (602) 262-7131. For submittal requirements, contact the Development Services Department at (602) 262-7811. Approval is required before submitting plans to the Infill Housing Program.

[Historic Preservation](#)

Certain areas of Phoenix are classified as [historic overlays](#), which have unique development requirements that could affect your development. [Historic approval](#) is required before submitting plans to the Infill Housing Program. Please contact Historic Preservation Office, 17th Floor - City Hall, 200 W. Washington or call (602) 261-8699.

[Grading and Drainage \(G & D\) Approval](#)

G & D is required for all lots within the City. Contact the Development Services Department (DSD) - 2nd Floor, Station #6 - City Hall, 200 W. Washington, or call (602) 262-7811 and ask for single-family grading and drainage reviewer.

[Land Division](#)

Any division or split of property requires a land division. Please contact Development Services Department, 2nd floor, Station 6 - City Hall, or call (602) 262-7811 and ask for the lot division coordinator.

Items listed above should be completed before submitting any application of building plans for Infill Housing Program consideration.

Step #2: Preparing your Application – Submit the following to the Business Customer Service Center (BCSC), 200 W. Washington, 1st Floor, Phoenix, AZ:

- ❖ Type of submittal (select one)
 - Plot Plan - A plot plan can be submitted if you have an approved standard plan already on file with the City.
 - Custom House Plan - Normally a custom house is built for a specific lot or owner and is unique.
 - Standard Plan - A standard plan submittal indicates your desire to build the same house in multiple locations within the city of Phoenix. The first review of the house will take a bit longer, but subsequent permit applications will generally only take 3 days for a building permit.
- ❖ [Infill Housing Program - Permit Application Form](#)
- ❖ [Building Plans](#)
 - ❖ [Plot Plan](#) showing front yard landscaping (requires Adobe Acrobat Reader)
 - ❖ [Floor Plan](#)
 - ❖ [Cross-section Plan](#)
 - ❖ [Elevation Plan](#)
 - ❖ [Schematic Plan](#)
 - ❖ Building Calculations/soils report (if necessary)
- ❖ Grading and Drainage approval
- ❖ Single-Family Design Review Approval (Required only if your lot is less than 65' in width)

Step #3: Screening your application and submitting building plans - Business Customer Service Center (BCSC) staff will screen your application and plans to ensure you qualify for the Infill Housing Program.

The BCSC will screen your plans, to determine eligibility into the Infill Housing Program. If you qualify for the Infill Housing Program, BCSC will stamp your application and/or plans with a special stamp. No stamp will be given to non-qualifying projects. All plans will be submitted to the Development Services Department (DSD), 2nd Floor, City Hall. Plans will be checked for completeness per the handout. Infill plans will be reviewed by BCSC, all other plans will be reviewed by DSD.

Please note: Other city plan reviews such as [grading and drainage plans](#), [hillside review](#), [landscape plans](#) or infrastructure plans (i.e. water, sewer) are not reviewed by BCSC. These plans and related fees must be submitted for review and approval to the Development Services Department, 200 W. Washington, 2nd Floor, prior to submitting to the Infill Housing Program.