

Development Process Due Diligence Checklist

General Due Diligence is the first step in development to assure that all issues related to a project are researched. These guidelines outline the City's expectation of customers when it comes to preparing and submitting plans for review and approval. Phoenix City Hall is located at 200 W. Washington Street, Phoenix, Arizona 85003.

	Contact
<p>Zoning Provide all case action including approved zoning, stipulations, variances and use permits.</p>	<p>Planning Dept. – Zoning Section Phoenix City Hall, 2nd Floor 602-262-7131 phoenix.gov/DEVPRO/zonesvcs.html</p>
<p>General Plan Review of General Plan issues regarding proposed land uses and opportunities for change of zoning.</p>	<p>Planning Dept. Phoenix City Hall, 6th Floor 602-262-6882 phoenix.gov/PLANNING/gpindex.html</p>
<p>Historic Preservation Certain areas of Phoenix are classified as historic overlays, which have unique development requirements. Historic approval is required before submitting plans to the city.</p>	<p>Historic Preservation Office Phoenix City Hall, 17th Floor 602-261-8699 phoenix.gov/NBHDPGMS/histpres.html</p>
<p>Addressing Provide correct street address of property and include on building permit application.</p>	<p>Development Services Dept. Phoenix City Hall, 2nd Floor, Station #7 602-534-9940 phoenix.gov/DEVPRO/addrng.html</p>
<p>Site Planning/Engineering Provide approved copies of all site plans, subdivision plats, single-family design review documents, grading and drainage. Verify existing site conditions. This includes required grading and drainage plan and finished floor elevation.</p>	<p>Development Services Dept. Phoenix City Hall, 2nd Floor, Station #6 602-534-2561 phoenix.gov/DEVPRO/devgsite.html</p>
<p>Parking Requirements Parking review is required by the Phoenix Zoning Ordinance - Section 702. This is to ensure that individual properties provide off-street parking (parking on private property) that has adequate ingress/egress for the site (i.e. driveways), adequate number of parking spaces, and sufficient on-site maneuvering for each parking space for the particular land use.</p>	<p>Development Services Dept. Phoenix City Hall, 2nd Floor, Station #6 602-534-2561 phoenix.gov/DEVPRO/parking.html</p>
<p>Street Lighting Installation of streetlights is required as part of required off-site improvements by the Development Services Department. Developers should also be aware of the Street Light Policy, adopted by the City Council, which sets the broad policy framework and guidance for street lighting in the city.</p>	<p>Jason B. Fernandez Street Transportation Dept. Street Lighting Phoenix City Hall, 5th Floor 602-262-7223 phoenix.gov/DEVPRO/devstree.html</p>

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<p>Right-of-Way/Easement Dedication Examine the site to determine all necessary off-site improvements (improvements within the public right-of-way). This may include, but is not limited to, replacing or installing new curb, gutter, sidewalks, driveway returns, sidewalk ramps, and paving. The developer is responsible for all costs associated with installation of new or replacement/repair of all existing or new off-site improvements that are damaged prior to completion of the project, as determined by the city.</p>	<p>Development Services Dept Phoenix City Hall, 2nd Floor, Station #6 602-534-2561 phoenix.gov/DEVPRO/dedicate.html</p>
<p>Land Division/Combination All development and zoning requirements must be met.</p>	<p>Lot Division Coordinator Development Services Dept. Phoenix City Hall, 2nd Floor, Station #6 602-534-2561 phoenix.gov/DEVPRO/lotdiv.html</p>
<p>Abandonments An abandonment is a method whereby the city may dispose of a public street, highway, alley, lane, parkway, avenue, road, sidewalk, utility easement or other public way that is no longer necessary for public use. Abandonments are detailed in the Phoenix City Code, Chapter 31, Article V.</p>	<p>Abandonment Coordinator Development Services Dept. City Hall, 2nd Floor, Station #6 602-256-3487 phoenix.gov/DEVPRO/abndnrow.pdf</p>
<p>Grading and Drainage (G&D) G&D is required for all lots within the city.</p>	<p>G&D Reviewer Development Services Dept. Phoenix City Hall, 2nd Floor, Station #6 602-534-2561 phoenix.gov/BUSINESS/gradingpln.html</p>
<p>Water/Sewer Certain areas in 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.</p>	<p>Development Services Dept Phoenix City Hall, 2nd Floor, Station #8 602-262-6551 phoenix.gov/WATER/wtrdev.html</p>
<p>Floodplain</p>	<p>Floodplain Street Transportation Dept. Phoenix City Hall, 5th Floor 602-262-4960 phoenix.gov/DEVPRO/floodpl.html</p>
<p>Impact Fees Development Impact Fees are charged at the time permits are issued to all development in certain high-growth areas of the city. The fees are determined by calculating the infrastructure costs associated with new development. Developers should contact the City for estimates regarding specific projects.</p>	<p>General Impact Fee Inquiries: Planning Department Jim Baughman 602-262-4079</p> <p>Specific Project and Fee Calculations Development Services Carole Fitz 602-262-7884</p> <p>phoenix.gov/PLANNING/difindex.html</p>

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<p>Single Family Design Review New house construction, occurring on lots or parcels created after 7/1/1998 and less than 65' in width, are required by the Zoning Ordinance, Section 507, to undergo a design review.</p>	<p>Design Review Administrator Development Services Dept. Phoenix City Hall, 3rd Floor 602-534-1297 phoenix.gov/DEVPRO/sfdrwv.html</p>
<p>Change of Use Using an existing building for other than its original use may require a change of use on the Certificate of Occupancy as well as building modifications and zoning variances.</p>	<p>Development Services Dept Phoenix City Hall, 2nd Floor, Stations #5 & 6 602-262-7811</p>
<p>Hazardous Materials Permits For buildings or equipment that store or use hazardous materials.</p>	<p>Fire Dept. Phoenix City Hall, 10th Floor 602-262-6771 phoenix.gov/menu/buspermitsenv.html</p>

Federal, State, County

Any approvals or permits by the city shall not constitute authorization, approval or acceptance that the developer has complied with all federal, state or county rules, regulations and requirements. The developer is responsible for obtaining and shall comply with all federal, state and county approvals, authorizations and permits, including but not limited to the following:

	Contact
<p>Clean Water Act (Section 404 and NPDES)</p>	<p>Clean Water Act Corps of Engineers LA District, Phoenix Office, Regulatory Branch 3636 N. Central Ave., #760 602-640-5385, x223</p>
<p>National Historic Preservation Act Cultural and historical surveys and assessments.</p>	<p>Cultural Parks Dept. – City Archaeologist Pueblo Grande Museum 4619 E Washington St. Phoenix, AZ 85034 602-534-1573 phoenix.gov/PUEBLO/ciarchae.html</p> <p>Historical City Manager's Office Historic Preservation Phoenix City Hall, 17th Floor 602-261-8699 phoenix.gov/NBHDPGMS/histpres.html</p>
<p>Dust Control Program</p>	<p>Maricopa County Air Quality 1011 N. Central Ave. 602-506-6700 Web site: maricopa.gov/envsvc</p>

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Environmental Compliance Permits

A compliance permit may be necessary for air, water, hazardous and non-hazardous wastes. The Arizona Dept of Environmental Quality (ADEQ) maintains a web site with charts, organized by industry, to see the ADEQ permits that are or may be required for your facility. If a specific industry is not represented, please contact the ADEQ Ombudsman for assistance.

ADEQ
Ombudsman
1110 W Washington Street
602-771-4881
azdeq.gov/function/permits/doineed.html