



The following handout outlines the most common issues homeowners and contractors face when building in Phoenix. Due diligence is the first step in determining if your project is feasible, and assuring the stages of your development occur in the proper sequence. The information contained in this handout includes, but is not limited to city, county, state and federal contacts that may have programs or services to assist you. As each project is different, so are the requirements. While every effort has been made to ensure this information is correct, the City of Phoenix does not guarantee this information is inclusive or current, and assumes no liability for problems that may arise from the use of this information. You are advised to obtain professional assistance if you have questions about developing a project in Phoenix. Phoenix City Hall is located at 200 W. Washington St., Phoenix, AZ 85003

Issue/Resource	Contact
<p><b>Zoning</b> Provide all case action including approved zoning, stipulations, variances, use permits, confirm permitted uses and development standards, or legal non-conforming status. Provide zoning verification letters and written interpretations of Phoenix Zoning Ordinance. Decide the use of alternative dust proof options.</p>	<p><b>Planning and Development Department</b> Zoning Counter Phoenix City Hall, 2nd Floor 602-262-7131 <a href="http://www.phoenix.gov/planning/index.html">http://www.phoenix.gov/planning/index.html</a></p>
<p><b>Historic Preservation</b> 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><b>Planning and Development Department</b> <b>Historic Preservation Office</b> Phoenix City Hall, 3rd Floor 602-261-8699 <a href="http://phoenix.gov/HISTORIC/index.html">http://phoenix.gov/HISTORIC/index.html</a></p>
<p><b>Addressing</b> Provide correct street address of property.</p>	<p><b>Planning and Development Department</b> Civil Permits/Water Services Counter Phoenix City Hall, 2nd Floor 602-534-9940 <a href="http://phoenix.gov/development/siteandcivil/site/address.html">http://phoenix.gov/development/siteandcivil/site/address.html</a></p>
<p><b>Development Records</b> Provide information on how to view or obtain copies of site plans, subdivision plats, grading and drainage and paving plans, drainage reports, and building plans.</p>	<p><b>Planning and Development Department</b> Records Counter Phoenix City Hall, 3rd Floor 602-262-7800</p>
<p><b>Site Development</b> Provide general information regarding site development requirements for site plans, parking, right-of-way improvements and dedications. This includes required grading and drainage plan and finished floor elevation.</p>	<p><b>Planning and Development Department</b> Site Development Counter Phoenix City Hall, 2nd Floor 602-495-0302 <a href="http://phoenix.gov/development/siteandcivil/site/index.html">http://phoenix.gov/development/siteandcivil/site/index.html</a></p>
<p><b>Single-Family Design Review</b> 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><b>Planning and Development Department</b> <b>Design Review Administrator</b> Phoenix City Hall, 2nd Floor 602-534-2578 <a href="http://phoenix.gov/development/siteandcivil/site/design.html">http://phoenix.gov/development/siteandcivil/site/design.html</a></p>

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<p><b>Street Lighting</b>                      Installation of street lights is required as part of required offsite improvements by the Development Services Department. Developers also should 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><b>Street Transportation Department</b>                      Street Lighting                      Phoenix City Hall, 5th Floor                      602-262-7223  <a href="http://phoenix.gov/development/quickreference/devstree.html">http://phoenix.gov/development/quickreference/devstree.html</a></p>
<p><b>Right-of-Way/Improvements and Dedications</b>                      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. Examine the site to determine if additional right-of-way or easement dedications are required and provide information on how to complete dedications.</p>	<p><b>Planning and Development Department</b>                      Site Development Counter                      Phoenix City Hall, 2nd Floor                      602-495-0302  <a href="http://phoenix.gov/development/siteandcivil/site/dedicate.html">http://phoenix.gov/development/siteandcivil/site/dedicate.html</a></p>
<p><b>Land Division/Combination</b>                      Obtain information on when a lot split or lot combination can be done in lieu of a plat and the lot split/combo process information and fees.</p>	<p><b>Planning and Development Department</b>  <b>Lot Division Coordinator</b>                      Site Development Counter                      Phoenix City Hall, 2nd Floor                      602-261-8235  <a href="http://phoenix.gov/development/siteandcivil/site/landdiv.html">http://phoenix.gov/development/siteandcivil/site/landdiv.html</a></p>
<p><b>Abandonment</b>                      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><b>Planning and Development Department</b>  <b>Abandonment Coordinator</b>                      Site Development Counter                      Phoenix City Hall, 2nd Floor                      602-256-3487  <a href="http://phoenix.gov/development/siteandcivil/site/abandon.html">http://phoenix.gov/development/siteandcivil/site/abandon.html</a></p>
<p><b>Grading and Drainage (G&amp;D)</b>                      Determine when a G&amp;D plan is required, what is required on a G&amp;D plan, and retention requirements.</p>	<p><b>Planning and Development Department</b>  <b>Grading &amp; Drainage Reviewer</b>                      Site Development Counter, 2nd Floor                      602-495-0302  <a href="http://phoenix.gov/development/siteandcivil/civil/grading.html">http://phoenix.gov/development/siteandcivil/civil/grading.html</a></p>
<p><b>Water/Sewer</b>                      Existing water and sewer size, type and location, &amp; service fees. Water and Sewer repayment information. 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><b>Planning and Development Department</b>                      Civil Permits/Water Services Counter                      Phoenix City Hall, 2nd Floor                      602-262-6551  <a href="http://phoenix.gov/WATER/wtrdev.html">http://phoenix.gov/WATER/wtrdev.html</a></p>
<p><b>Floodplain</b>                      Certain areas within Phoenix may fall within a floodplain where special restrictions and requirements apply. The City's Street Transportation Department provides assistance with determining floodplain locations.</p>	<p><b>Street Transportation Department</b>  <b>Floodplain</b>                      Phoenix City Hall, 5<sup>th</sup> Floor                      602-262-4960  <a href="http://phoenix.gov/DEVPRO/floodpl.html">http://phoenix.gov/DEVPRO/floodpl.html</a></p>
<p><b>City Archaeologist</b>                      Assess development projects for potential impact to archaeological sites. Coordinate the development of treatment plans if impacts are identified.</p>	<p><b>Parks Department – City Archaeologist</b>  <b>Pueblo Grande Museum</b>                      4619 E. Washington Street, Phoenix, AZ 85034                      602-495-0901  <a href="http://phoenix.gov/recreation/arts/museums/pueblo/archaeology/index.html">http://phoenix.gov/recreation/arts/museums/pueblo/archaeology/index.html</a></p>

Issue/Resource	Contact
<p><b>Impact Fees</b>                      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><b>Planning and Development Department</b>  <b>General Impact Fee Inquiries</b>                      602-534-9624 or 602-495-7026</p> <p><b>Planning and Development Department</b>  <b>Specific Project and Fee Calculations</b>                      602-534-7397 or 602-495-5455  <a href="http://phoenix.gov/PLANNING/difindex.html">http://phoenix.gov/PLANNING/difindex.html</a></p>
<p><b>Central Records</b>                      View or purchase historic aerial photos. View historic grading and drainage plans.</p>	<p><b>Engineering &amp; Architectural Services Department</b>                      Phoenix City Hall, 6<sup>th</sup> Floor                      602-262-4935</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><b>Clean Water Act (Section 404)</b>                      Permits are required under this law for activities that disturb the ground within a desert wash, river bed, floodplain, drainage way, or other waterway (Waters of the U.S.).</p>	<p><b>Clean Water Act</b>  <b>Corps of Engineers</b>                      LA District, Phoenix Office, Regulatory Branch                      3636 N. Central Avenue, #900, Phoenix, AZ 85018                      602-640-5385, x223</p>
<p><b>Environmental Compliance Permits</b>                      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.</p>	<p><b>ADEQ</b>                      Ombudsman                      1110 West Washington Street                      Phoenix, AZ 85007                      602-771-4881  <a href="http://azdeq.gov/function/permits/doineed.html">http://azdeq.gov/function/permits/doineed.html</a></p>
<p><b>Air Quality Permits: Dust, Industrial, and Small Operations</b>                      An air quality permit may be necessary for any operation that generates dust, or emits chemical pollutants.                      The Maricopa County Air Quality Department (MCAQD) provides information on the air quality permitting process on their homepage. The department's Business Resource Center provides technical and compliance support to new and existing businesses with fewer than 100 employees. The staff can also help large businesses find the correct contacts within the department.</p>	<p><b>Maricopa County Air Quality Department</b>                      1001 North Central Avenue                      Phoenix, AZ 85005                      602-506-5102  <a href="http://www.maricopa.gov/eq">http://www.maricopa.gov/eq</a></p>
<p><b>Septic Permits</b>                      If City sewer is not available and a sewer main extension is not feasible, a private septic system is required. Building permits cannot be issued until the appropriate permit has been obtained for the septic system.</p>	<p><b>Maricopa County Environmental Services Department</b>                      1001 North Central Avenue, #150                      Phoenix, AZ 85004                      602-506-6666  <a href="http://www.maricopa.gov/EnvSvc/WaterWaste">http://www.maricopa.gov/EnvSvc/WaterWaste</a></p>
<p><b>General Parcel Information</b>                      View GIS maps, plats, deeds, legal descriptions, historic aerial photos, and specific parcel information.</p>	<p><b>Maricopa County Website</b>  <a href="http://www.maricopa.gov/Assessor">http://www.maricopa.gov/Assessor</a></p>