Self-Certification Training

Site – Landscape – Refresher Course

Pre-Submittal Requirements

- https://www.phoenix.gov/pdd/self-certification-program
This home page contains links to all self-certification program documents.

Self-Certification Program Flow Chart – Site/ Landscape Process (EPR)

All procedures and forms are available at http://phoenix.gov/pdd/scp.html
The online request page for inspections is available at http://phoenix.gov/pdd/onlineservices
The Electronic Plan Review (EPR) system can be accessed at http://phoenix.gov/epr

Step 1 – Research

Research zoning ordinance requirements to assure plans meet requirements

Step 2 - Pre-Submittal

Self-Certified Professional completes the following items:

- Self-Certification application.
- Self-Certification submittal plan checklist.
- Obtain all required pre-approvals.

Step 3 - Online Application

Applicant logs into City Electronic Plan Review Web Portal and completes a plan review application.

Step 4 - ProjectDox Upload

Applicant logs into City ProjectDox system and uploads drawings/supporting documentation.

Step 4 – Administrative Review

City staff verifies submittal meets EPR and Self-Certfication guidelines.

Note: Meeting will not be scheduled if project does not meet the minimum requirements of the Self-Certification program or EPR Standard guidelines.

Step 5 – Intake Fee Payment

Applicant pays plan review fees and completes the **Fee Payment** task in the ProjectDox system. Completing this task starts the intake process.

Step 6 – Plan & Permit Processing

City staff performs a limited cursory screening to verify submittal has gone through the appropriate approval process.

Note: Additional meeting and fees may be required if minimum Self-Certification submittal requirements are not met.

Step 7 - Permit Fee Payment

Applicant pays building permit fees. Applicant completes the **Final Fee Payment** task in the ProjectDox system. This prompts City staff to release approved plans for printing.

Step 8 - City Stamp

City staff stamps and releases plans for download/printing.

Step 9 - Download Approved Plans

Applicant downloads city stamped plan set.

Step 10 – Inspections

Request applicable inspections online or call 602-495-0800.

Self Cert Flow Chart, EPR
TRT doc #00581
Revised 5/16

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Site Planning

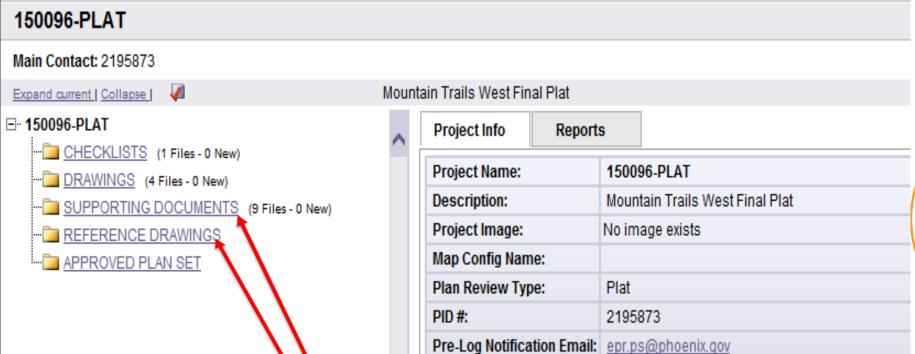**These are the requirements to Log-In OR Upload of Self-Certified Building Plans**

The following must be approved prior to Log-In:

- **Site Plan**
- **Plats**
- **Dedications**
- **Civil Engineering (G&D including Offsites)**
- **Environmental Approvals**
- **Building code modifications and appeals**
- **Historic Preservation has been addressed (HP or HP-L) prior to submittal.**

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ProjectDox®

150096-PLAT

Main Contact: 2195873

Expand current | Collapse |

Mountain Trails West Final Plat

□ 150096-PLAT
- 📁 CHECKLISTS (1 Files - 0 New)
- 📁 DRAWINGS (4 Files - 0 New)
- 📁 SUPPORTING DOCUMENTS (9 Files - 0 New)
- 📁 REFERENCE DRAWINGS
- 📁 APPROVED PLAN SET

Project Info	Reports

Project Name:	150096-PLAT
Description:	Mountain Trails West Final Plat
Project Image:	No image exists
Map Config Name:	
Plan Review Type:	Plat
PID #:	2195873
Pre-Log Notification Email:	epr.ps@phoenix.gov

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ALL STAMPED APPROVED SITE PLANS/ G&D PLANS, ELEVATIONS, DESIGN REVIEW SHEETS, RESIDENTIAL PLOT PLANS, ETC. MUST BE UPLOADED INTO REFERENCE DRAWINGS FOLDER IN PROJECTDOX WHEN MAKING SELF-CERT SUBMITTAL. SUPPORTING DOCUMENTS ARE ITEMS THAT ARE A PART OF YOUR REQUIRED CONSTRUCTION DOCUMENTS YOU ARE SELF-CERTIFYING. NOTE: ONCE THE PHASE III OF SHAPEPHX ROLLS OUT, THE SUBMITTAL PROCESS WILL CHANGE. TIMELINES/ REQUIREMENTS T.B.D.

Site Planning

**These are the requirements to Log-In OR
Upload of Self-Certified Building Plans**

Commercial & Multi-Family: (This is your responsibility!)

● Confirm use is allowed in zoning district

● Confirm parking is meets code and zoning stipulation for existing & proposed uses.

● Site Plan Amendment review to assess adequacy of landscaping for projects with exterior structural remodels and Site Plan changes.

● A Site Plan review and approval is required for additions and new construction greater than 2,000 sf in size

Site Planning

These are the requirements to Log-In OR
Upload of Self-Certified Building Plans

For Residential (NON-Hillside Lots):

- **Projects on HILLSIDE LOTS are NOT ELIGIBLE for Self-Certification**

- **Plot Plan Zoning Approval and Grading & Drainage Plot Plans - Building projects must obtain all planning, zoning, grading and drainage approvals and building code modifications required PRIOR to the City's intake of the plans.**

- **Single Family Design Review (DR) Approval is required for:**
  - **Individual lots 65' or less in width (RPDR submittal required FIRST)**
  - **Subdivisions where 10% or more of the lots are 65' or less in width (These Subdivisions will have a DR Agreement)**
  - **Design Review stipulated through Rezoning**
  - **Design Review required by Overlay District**

Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Building Plans - make sure you have your:

- **Address Assignment**

- **Plats or Maps of Dedication ****

- **Lot Divisions or Lot Combinations**

- **Separate Instrument Dedications ****

- **All Waivers and Variances are Approved****

  **All plats and dedications must be Staff Approved and Scheduled for City Council Actions prior to Log-In or Upload.

Environmental and Landscaping Approvals

These are the requirements to Log-In OR Upload of Self-Certified Building Plans - make sure you have your:

Construction Plans Approved:

- **Inventory Plans****

- **Salvage Plans****

- **Combination Inventory Salvage Plans****

- **Landscape Plans****

**** Denotes: The submittal type is determined by the quantity of eligible plant materials on the Site. (See Checklists/ Size Criteria)**

Construction Plans, Permits, Bonds and Inspections:

- **The Landscape Salvage Permit and related inspections must be completed and accepted prior to Grading and Drainage Permit release**

Site/ Civil/ Landscape Plans

EXCEPTIONS

- **The following <u>Separate Plans</u> may be Self-Certified <u>concurrently</u> with Self-Certified Building Plan log-in/uploads:**

  - **Site Plans for parking lots 5 acres or less.**

  - **On-site G&D for 20 acres or less**

  - **On-site G&D for industrial lot, 80 acres or less**

  - **On-site G&D for residential subdivisions, 160 acres or less**

  - **Inventory, Salvage, and Landscape Plans for 20 acres or less. (Plans for Projects 5 acres or more and Projects located in the Downtown Code (DTC) and Walkable Urban Code (WU) Districts <u>Require Automatic Audits!</u>)**

Landscape Plans

These are several common errors on Projects in Downtown Code (DTC) and Walkable Urban (WU) districts include:

- Not following the specific DTC or WU landscape requirements

- Not following Design Review Committee (DRC) stipulations

- Not complying with State Laws (Az Dept of Water Resources)

- Test Question ☺ All the Above

Self-Certification Program Flow Chart – Site and Landscape Submittal Checklist

This checklist provides information on the required documents and information that must be provided for Self-Certification Program G&D, landscape and parking lot projects. A **completed checklist** must be uploaded with the plans and supporting documentation. For additional information please contact the Planning and Development Department, 200 W. Washington Street, 2nd Floor, Phoenix, AZ 85003, 602-534-5933.

The following items must be **approved** *prior* **to uploading** for electronic plan review, if applicable.

☐ Zoning Compliance   ☐ Off Site Civil Reviews

☐ Updated Tenant List   ☐ Site Fire Review

☐ Plat or Lot Split   ☐ Address Verification

☐ Cross Access Agreement   ☐ Alternative Paving approved

Identify all plans that will be self-certified.

☐ Civil Plans (Grading & Drainage, Paving)   ☐ Storm Water Management Plan

☐ Landscape Plan (including Inventory & Salvage)   ☐ Site Plan (Amendment or New)

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Self-Certification Program For Site and Landscape Submittals - Required Documents

The following documents must be **uploaded with this checklist**:

☐ Self-Certification G&D, Landscape and Parking Lot Permit Application

☐ Professional of Record Statement

☐ Owner/Tenant Certification Statement

☐ Hold Harmless Letter

☐ Plans including the Self-Certification Signature of notation on each sheet

☐ Copy of Professional Liability Insurance Certificate

I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS AS LISTED ABOVE AND THAT I HAVE COMPLETED THE DOCUMENTS REQUIRED TO SUBMIT PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.

Professional of Record's Name: _____

Professional of Record's
Signature: _____ Date: _____

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Self-Certified Plan Sheets *MUST INCLUDE*:

Self-Certified Professional Statement

• **Self-Certified by:_____Date:_____**

> • **Plans were prepared, under the direct supervision of, or reviewed by the Self-Certified Professional**
>
> • **Plans are complete**
>
> • **The plans are, as of the date of submission, in compliance with City of Phoenix building, civil, site, and zoning codes, ordinances, and all other applicable laws and stipulations.**

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QUESTIONS OR COMMENTS?

Contact:

Site Planning/ Landscape Supervisor:

Michael S. Eagan - Principal Landscape Architect

(602) 262-6086   michael.eagan@phoenix.gov

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