



Site Development

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Project#: _____

Submittal Date: _____

For Office Use Only

Commercial/Industrial/Multi-Family Submittal Checklist

Project Name: _____

- Submittal Application
- Plan Review Fee (See fee schedule)
- Legal Description of the Site boundary lines
- Computer point to point coordinate closure for all of the site boundary lines; including coordinates, bearings, and distances for all section and reference ties.
- Individual lot area calculations
- 1 copy of approved preliminary final plat, approved site plan and/or approved minor land division (For final plat submittals refer to Final Plat Submittal List). (1-11" X 17")
- 4 copies of the Civil Improvement Plans (2-24" X 36" & 2-11" X 17")
 - Water
 - Signing & Striping
 - Sewer
 - Bank Protection
 - SWPPP per AZPDES
 - Grading & Drainage
 - Flood Irrigation
 - Paving
 - Street Light
- 1 copy of the computer-aided design according to Chapter 7 of the Infrastructure Design Guidelines.
- 1 copy of Soils Investigation
- 1 copy of Phase I Environment Site Assessment Study
- 2 copies of Traffic Impact Study
- 2 copies of Final Drainage/Hydrology Report
- 401/404 application/findings and approval letter
- Maricopa County Environmental Services Water and Sewer Service Agreements (if necessary)

BRIEF DESCRIPTIONS OF SUBMITTAL CHECKLIST ITEMS

Application, Application Contact, & Ownership Verification

The 3 items listed above are forms included in this packet and are required to be filled out. These forms may have been turned into the Planning Department. However, they are still needed for your Engineering submittal.

Plan Review Fee

Fees are due upon submittal. See fee schedule for complete list of review fees.

Legal Description & Computer Point to Point Coordinate Closure

The computer point to point coordinate closure is not simply the legal description of the property. While the legal description describes the boundaries of the property, the computer point to point closure shows the actual calculations proving closure. An example of this can be obtained. Contact our office at 623-773-7600.

Individual Lot Area Calculations

Individual lot area calculations are needed to verify that the lot(s) being developed meet the minimum square footage required.

Approved Preliminary Plat & Civil Improvement Plans

1 copy of your preliminary plat, approved site plan and/or approved minor land division, in addition to 4 sets of your civil drawings will be required upon your first submittal.

Soils Investigation Report

1 copy of your Soils Investigation Report is required with every submittal. Depending on soil conditions, required thickness of streets and sidewalks may vary.

Phase I Environmental Site Assessment

If your project includes the dedicating of right-of-way, 1 copy of a Phase I ESA is required.

Traffic Impact Study, Final Drainage/Hydrology Report

2 copies of each are required upon your first submittal.

Storm Water Pollution Prevention Plan

If your site is 1 acre or more, a **Storm Water Pollution Prevention Plan** will be required upon your first submittal. This is a requirement of the Grading & Drainage Ordinance.

401/404 Application/Findings & Approval Letter

When a 401/404 permit is required from the Corps of Engineers, a copy of the application/findings as a result of the application, and a letter of approval will be required.