



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2012-10

Supersedes:
DD-2004-13

Effective: Immediately

Initiator: Tom Ewers

Director: *Joy Rich*

PURPOSE: To clarify and explain requirements for site plan submittals and permit applications.

REFERENCE: Maricopa County Zoning Ordinance, Section 1501.3.3
2009 International Building Code, Section 107.1
Drainage and Flood Plain Regulations for Maricopa County

POLICY/PROCEDURE:

Site plans must be submitted with most types of building or development activity permit applications. Because site plans are reviewed by the Plan Review Division and may need to be reviewed by several departments including Flood Control, Environmental Services and the Department of Transportation, seven (7) copies of site plans must be submitted with each application. Building plans should be separate and should not contain site plans. Fewer copies of building plans are required, three (3) residential, three (3) commercial, because they are reviewed by the Plan Review Division only.

Site plans must be drawn to a verifiable scale and may be Architectural or Civil Engineering types of plans. If there are civil engineering plans, they must be used as the record site plans. The record set of site plans for a permit application must contain all information required by form 3012 Planning and Development Department Typical Residential Site Plan or form 3022 Planning and Development Department Typical Commercial Site Plan, including showing all property lines, dimensions, actual building setbacks, building dimensions, driveway or parking lot and parking space dimensions, location of wells or septic systems, access and easements, and site lighting and landscaping on commercial site plans.

Site plans must show all existing buildings and improvements, their uses and the building for which the permit is being sought that is on the permit application. Site plans will not be accepted that show future buildings that are not part of the permit application. Further, site plans will not be accepted with notes that invalidate the site plan as the record site plan for zoning clearance such as: "future", "proposed", "not in contract", "work by others", "preliminary", "not for construction" or "not for permit".

Our Customer Service Counter will accept submittals as record site plans **only** when they accurately show all the information needed for a zoning clearance.

This directive applies to all submittals including revisions.

Exception: For certain permit applications an aerial photograph that is to scale and shows the entire site, but that does not meet all the standards above, may be submitted:

1. Demolition – indicate buildings to be demolished by crossing them out.
2. Wall Signs – indicate location of wall sign.
3. Tenant Improvements, Residential or Commercial, with no changes to the site or building exterior – highlight and dimension location of T.I.
4. Minor permits that require site plans, such as water lines and gas lines.