



The following handout outlines the most common issues developers face when building in Phoenix. Due diligence is the first step in determining if your development 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	Contact
<p>Zoning Provide all case action including approved zoning, stipulations, variances, use permits and zoning verification letters.</p>	<p>Planning Department – Zoning Section Phoenix City Hall, Sixth floor 602-262-7131 http://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 Department Phoenix City Hall, Sixth floor 602-262-6882 http://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 http://phoenix.gov/NBHDPGMS/histpres.html</p>
<p>Addressing Provide correct street address of property.</p>	<p>Development Services Department Phoenix City Hall, Second floor 602-534-9940 http://phoenix.gov/DEVPRO/addrng.html</p>
<p>Site Development Provide general information regarding site development requirements for site plans, parking, right-of-way improvements and dedications.e conditions. This includes required grading and drainage plan and finished floor elevation.</p>	<p>Development Services Department Phoenix City Hall, Second floor 602-534-2561 http://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 Department Phoenix City Hall, Second floor 602-534-2561 http://phoenix.gov/DEVPRO/parking.html</p>
<p>Street Lighting 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>Street Transportation Department Street Lighting Phoenix City Hall, Fifth floor 602-262-7223 http://phoenix.gov/DEVPRO/devstree.html</p>

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.

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Issue	Contact
<p>Right-of-Way/Improvements and Dedications 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>Development Services Department Phoenix City Hall, Second floor 602-534-2561 http://phoenix.gov/DEVPRO/dedicate.html</p>
<p>Land Division/Combination 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>Lot Division Coordinator Development Services Department Phoenix City Hall, Second floor 602-534-2561 http://phoenix.gov/DEVPRO/lotdiv.html</p>
<p>Abandonment 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 Department Phoenix City Hall, Second floor 602-256-3487 http://phoenix.gov/DEVPRO/abndnrow.pdf</p>
<p>Grading and Drainage (G&D) Determine when a G&D is required, what is required on a G&D plan, and retention requirement..</p>	<p>G&D Reviewer Development Services Department Phoenix City Hall, Second floor 602-534-2561 http://phoenix.gov/DEVPRO/grading.html</p>
<p>Water/Sewer Existing water and sewer size, type and location, & 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>Development Services Department Phoenix City Hall, Second floor, Station #8 602-262-6551 http://phoenix.gov/WATER/wtrdev.html</p>
<p>Floodplain 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>Floodplain Street Transportation Department Phoenix City Hall, Fifth floor 602-262-4960 http://phoenix.gov/DEVPRO/floodpl.html</p>
<p>Solid Waste Minimum design standards for garbage and recycling</p>	<p>Design Review Team Public Works Department 602-534-9766</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 602-534-9624 or 602-495-7026</p> <p>Specific Project and Fee Calculations Development Services Department 602-534-7397 or 602-495-5455 http://phoenix.gov/PLANNING/difindex.html</p>
<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 Department Phoenix City Hall, Second Floor 602-534-2578 http://phoenix.gov/DEVPRO/sfdrvw.html</p>

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Issue	Contact
<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.</p>	<p>Development Services Department Phoenix City Hall, Second floor 602-262-7811</p>
<p>Hazardous Materials Permits For buildings or equipment that store or use hazardous materials.</p>	<p>Fire Department Phoenix City Hall, 10th floor 602-256-3434 http://phoenix.gov/menu/buspermitsenv.html</p>
<p>Asbestos Information Buildings which may have been constructed with asbestos material often found in floor tiles and insulation need to verify requirements for special removal and permit processes.</p>	<p>Maricopa County, Air Quality Department 501 N. 44th Street, Suite 200 Phoenix, AZ 85008 602-506-6010</p>
<p>Underground Tanks Property and buildings where underground storage tanks exist or did exist need to be investigated for potential environmental contamination. Tanks were used for many purposes over the years, most commonly for gas and oil storage.</p>	<p>AZ Department of Environmental Quality 1110 w. Washington Phoenix, AZ 85007 602-771-4255</p>
<p>Records 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>Development Services Department Phoenix City Hall, Second floor (602)262-7800</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) 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>Clean Water Act Corps of Engineers LA District, Phoenix Office, Regulatory Branch 3636 N. Central Ave., #900 602-640-5385, x223</p>
<p>Air Quality Permits: Dust, Industrial, and Small Operations 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>Maricopa County Air Quality Department 1001 N. Central Ave. 85005 602-506-5102 http://www.maricopa.gov/qa</p>
<p>National Historic Preservation Act & Archaeology Cultural and historical surveys and assessments.</p>	<p>Cultural Parks Department – City Archaeologist Pueblo Grande Museum 4619 E. Washington St. Phoenix, AZ 85034 602-534-1573 http://phoenix.gov/PUEBLO/ciarchae.html</p> <p>Historical City Manager's Office Historic Preservation Phoenix City Hall, 17th floor 602-261-8699 http://phoenix.gov/NBHDPGMS/histpres.html</p>
<p>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.</p>	<p>ADEQ Ombudsman 1110 W. Washington St. 602-771-4881 http://azdeq.gov/function/permits/doineed.html</p>