



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

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.



Site Planning

PRIOR to Log-In OR Upload of Self-Certified Building Plans

Michael Eagan – Principal Landscape Architect

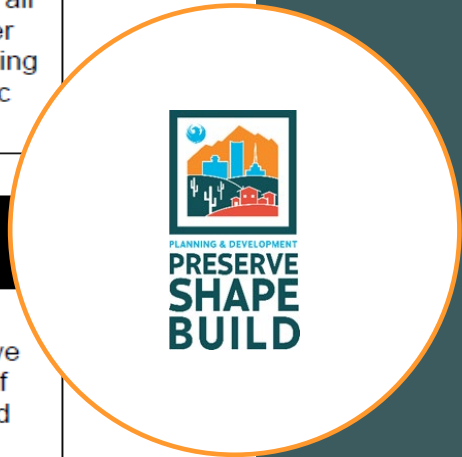
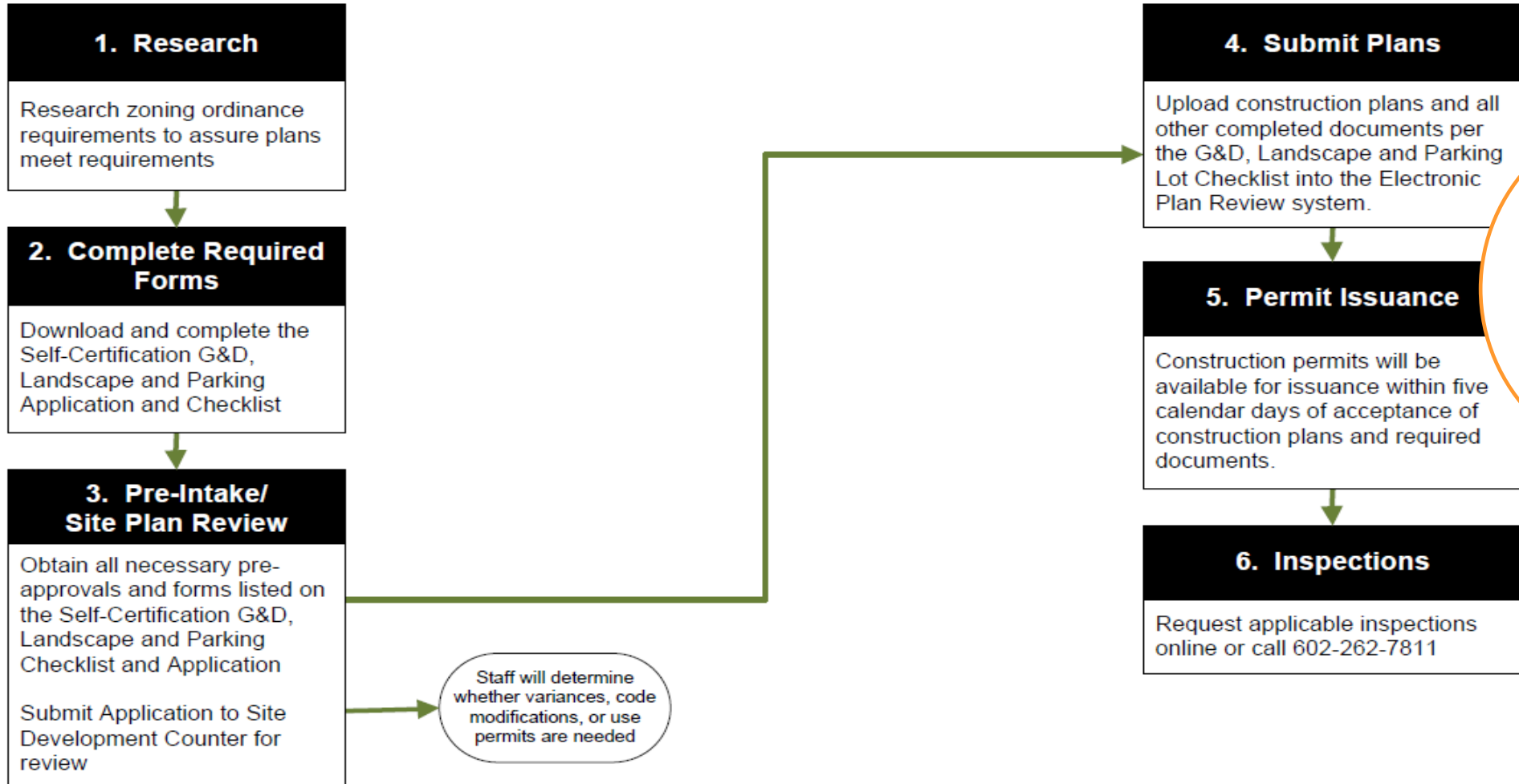
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Self-Certification Program Flow Chart – Site/ Landscape Process

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>



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The following must be approved:

- **Site Plan**
- **Plats**
- **Dedications**
- **Civil Engineering (G&D including Offsites)**
- **Environmental**
- **Landscape Plan Reviews and Permits (or Civil / Landscape Plans to be Self Certified)****
- **Building code modifications and appeals**





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



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 II OF SHAPEPHX ROLLS OUT, THE SUBMITTAL PROCESS WILL CHANGE. TIMELINE T.B.D.

Site Planning

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

- Confirm use is allowed in zoning district
- Confirm parking is sufficient for existing & proposed uses.
- Site Plan review to assess adequacy of landscaping for projects with exterior structural remodels
- **Site Plan review and approval is required for additions and new construction greater than 2,000 sf in size**



Site Planning

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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

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- 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.**



Environmental and Landscaping Approvals

PRIOR to Log-In OR Upload of Self-Certified Building Plans

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/ 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 Separate Plans may be Self-Certified concurrently 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 Require Automatic Audits)



Landscape Plans

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)



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.

- | | |
|---|--|
| <input type="checkbox"/> Zoning Compliance | <input type="checkbox"/> Off Site Civil Reviews |
| <input type="checkbox"/> Updated Tenant List | <input type="checkbox"/> Site Fire Review |
| <input type="checkbox"/> Plat or Lot Split | <input type="checkbox"/> Address Verification |
| <input type="checkbox"/> Cross Access Agreement | <input type="checkbox"/> Alternative Paving approved |

Identify all plans that will be self-certified.

- | | |
|---|---|
| <input type="checkbox"/> Civil Plans (Grading & Drainage, Paving) | <input type="checkbox"/> Storm Water Management Plan |
| <input type="checkbox"/> Landscape Plan (including Inventory & Salvage) | <input type="checkbox"/> Site Plan (Amendment or New) |



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: _____



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



Pre-Submittal Requirements

QUESTIONS OR COMMENTS...

Contact:

Site Planning/ Landscape: Michael S. Eagan PLA
(602) 262-6086 michael.eagan@phoenix.gov

