



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

Self-Certification Training

Site – Parking Lots – Landscape – Civil –
Pre-Submittal Requirements



PLANNING & DEVELOPMENT

**PRESERVE
SHAPE
BUILD**

Site Planning

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

Jackie Keller- Principal Landscape Architect

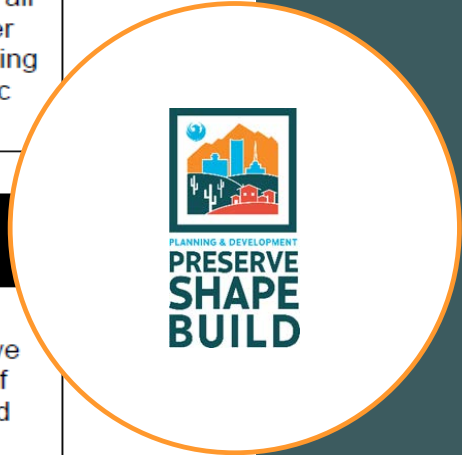
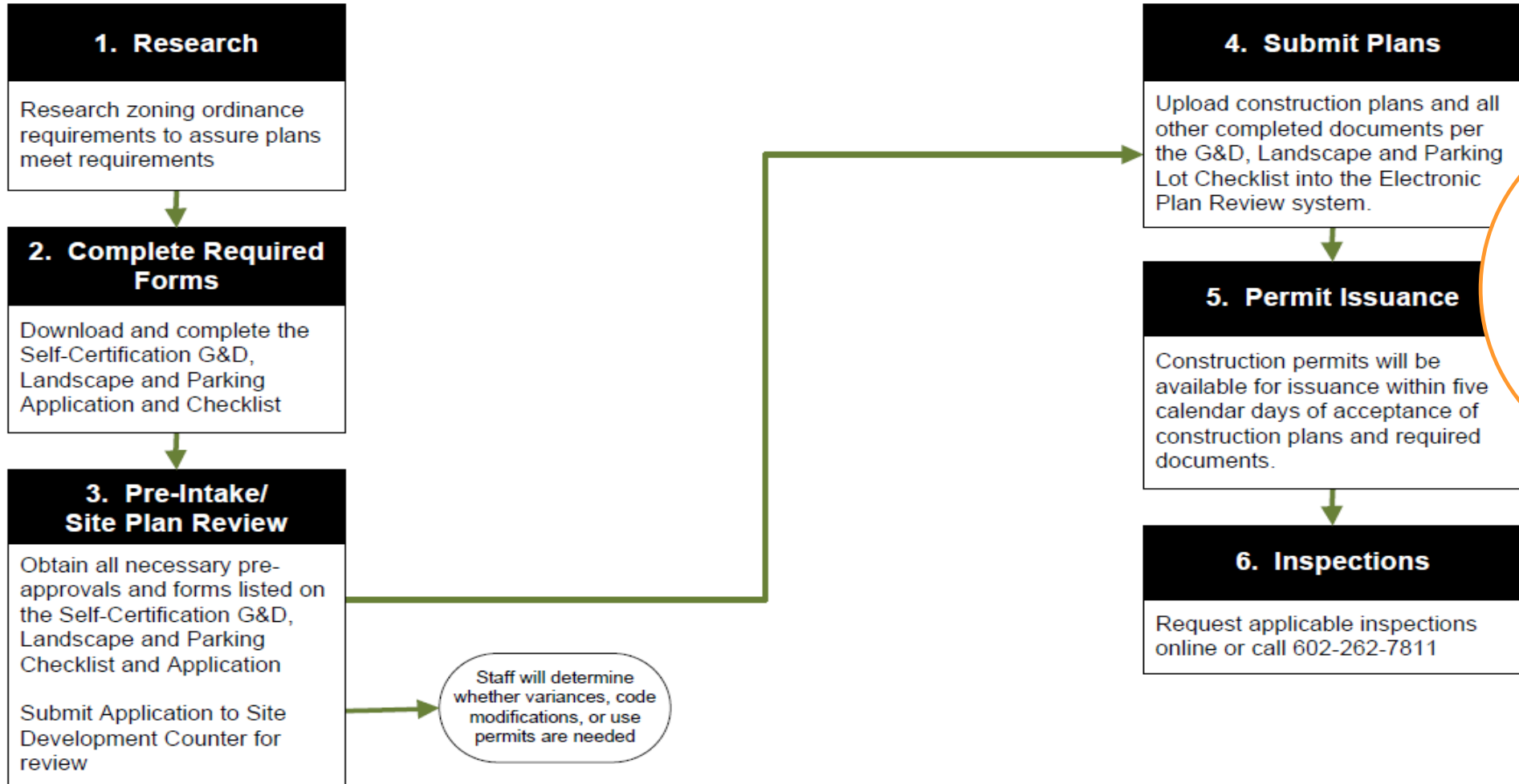
(602) 534-7094

jackie.keller@phoenix.gov



Self-Certification Program Flow Chart – G&D, Landscape and Parking Lot 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>



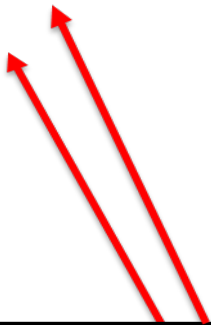
Site Planning

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

The following must be approved:

- Site Plan
- Plats
- Dedications
- Civil Engineering
- Environmental
- Landscape Plan Reviews and Permits (or Civil / Landscape plans to be Self Certified)
- Building code modifications and appeals





ALL STAMPED APPROVED SITE 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.



Site Planning

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

Commercial & Multi-Family:

- 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

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

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 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 will have a DR Agreement)
 - Design Review stipulated through rezoning
 - Design Review required by Overlay District



Site Planning

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

- Address assignment
- Plats or Maps of Dedication **
- Lot Divisions or Lot Combinations
- Separate Instrument Dedications **

****All plats and dedications must be Staff approved and scheduled for City Council action.**



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

Construction Plans, Permits, Bonds and Inspections:

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



Civil Engineering Approvals

Construction plans approved, and bonds posted:

- **Grading and Drainage (permit must be obtained)**
- **Storm Water Management (permit must be obtained)**
- **Offsite Water and/or Sewer**
- **Concrete**
- **Paving**
- **Plot Plans (G&D review for residential custom homes)**



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 in DTC and WU Code Districts require automatic audits.)





City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Parking Lots – 5 Acres or Less

Self-Certification Process



PLANNING & DEVELOPMENT
**PRESERVE
SHAPE
BUILD**

Self-Certified Parking Lot

****Limited to 5 acres or less****

- **New Parking Lot (no existing approved Site Plan)**
- **Site Plan Amendment (modify existing or expansion)**
- **Temporary Parking Lots (Use Permit required in certain areas Downtown – per Zoning Ordinance Chapter 12)**



Self-Certified Parking Lot

DUE DILIGENCE

- Zoning Compliance:
 - Use allowed?
 - All necessary Variances/Use Permits completed?
 - All Zoning case stipulations met?
 - All Overlay or Special Area Requirements met (TOD, Baseline, etc.)?
 - Has Zoning approval of alternative dustproofed surface been approved (if applicable)?
 - ***It is the responsibility of the Self-Certified Professional to complete the research to verify compliance.***



Self-Certified Parking Lot

- **Zoning Requirements met?**
 - **Setbacks (front, rear and side)**
 - **Landscape and Shade (per ALL Zoning requirements)**
 - **Screen Parking (per ALL Zoning requirements)**
 - **Visibility Triangles (at driveways and intersections)**



Self-Certified Parking Lot

- **Address Verification: Civil Permits/Water Counter**
- **Zoning Compliance: Site Planning Counter**
- **Approved Site Plan: Site Planning Counter**
- **Tenant List Updated: Site Development - Traffic**
- **Cross Access Agreement: Site Development – Traffic**
- **Site Fire Review (circulation/surface materials/hydrants): Fire Prevention Counter**
- **Covered Parking and Accessible Spaces %: Site Development - Traffic**
- **Alternative Paving: Zoning Counter**
- **Inventory/Salvage/Landscape: Site Planning Counter**



Self-Certification Program Flow Chart – G&D, Landscape, Parking Lot 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 Parking Lot

SHOW ON SITE PLAN – Follow the Site Plan Checklist (PRLM or Minor Site Plan)

*Development Summary Table:

- Project description (Scope of work)
- Legal description
- Existing zoning, zoning case numbers & stipulations
- Site acreage: Gross and Net (square foot & acres)
- Building square footage (each structure and total)
- Lot coverage calculations (net area)
- Parking data
- Property lines
- Distances of building(s) to property lines and between buildings
- All existing and proposed easements / ROW
- Existing and proposed ROW improvements (curb, gutter, sidewalk, driveways, transit facilities)
- Driveway locations and widths



Self-Certified Parking Lot

Site Design Review Detail Sheet:

- Parking canopy elevation details
- Lighting fixture specification cut sheets
- Screen walls or fences – elevation details
- Trash enclosure(s) – elevation details
- Gates – elevations details
- Label all materials, finishes, heights, etc. of ALL ITEMS



Parking Lot Amended Site Plan

- Information on last approved plan must be included and updated (parking calculations, lot coverage, etc.)
- **“Consent to Reproduce”** statement (copyright requirements) must be placed on last approved plan – Check with Records Counter on 3rd Floor

I consent to the reproduction of this site plan provided that if modifications are made, the architects who make such changes assume full responsibility and liability for the modified portion of the plan.

SIGNATURE OF COPYRIGHT OWNER

DATE

PRINTED NAME OF COPYRIGHT OWNER



Parking Lot: Site Fire Review

- **Circulation (access, turning radius, fire lanes)**
- **Surface material (support fire truck)**
- **Identify location of fire hydrants within 600 ft.**
- **508.4.4.7 Parking Areas: In open-air, on-grade parking areas, at least one fire hydrant shall be located within 600 ft. of all areas**
- **Standard notes (address...code references)**



Self-Certified Parking Lot

•Research Resources

<http://www.codepublishing.com/AZ/phoenix>

- City Code
- Zoning Ordinance
- Special Planning Areas and Overlays

<http://phoenix.gov/pdd/pz/pzdocs/pzpubs.html>

- Planning Publications

<http://phoenix.gov/pdd/pz/pzmaps/>

- Zoning Maps, FAQs, & Procedures



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



Parking Lot: Traffic Review

- **Parking requirements**
- **Parking space and drive aisle dimensions**
- **Accessible spaces and routes**
- **Visibility triangles**
- **Parking lot surface**
- **Cross Access/Joint Parking Agreements**



Parking Lot: Traffic Review



Parking Requirements

- Provide the number of parking spaces required per the table found in Sec. 702.C
- Common uses include:
 - Retail (less than 50k sq. ft.) – 1 space per 300 net* sq. ft.
 - Office (less than 50k sq. ft.) – 1 space per 300 net* sq. ft.
 - Fitness – 1 space per 150 net* sq. ft.
 - Medical, Dental & Veterinarian – 1 space per 200 gross sq. ft.
 - Restaurant – 1 space per 50 net* sq. ft.
- * Net square footage is taken at 80% for retail, office and fitness, and 65% for restaurants. A floor plan can be submitted if the numbers are lower.



Retail Centers

- **Greater than 50,000 square feet.**
- **4 spaces per 1,000 square feet tenant leasable area, 4.5 spaces per 1,000 square feet for centers greater than 350,000 square feet.**
- **Tenant leaseable area is taken as 95% unless floor plan is provided.**
- **Parking surcharges are applied if public assembly uses exceed 20% or 15% if the center was built prior to 1999.**
- **Parking for hotels, theaters, schools and medical uses are calculated separately.**



Parking Calculations for Centers Built After 1999

- Subtract any area designated as hotels, theaters, schools and medical offices from gross area. This new area will be hereafter referred to as adjusted gross area (AGA). Parking for hotels, theaters, schools and medical offices shall be calculated separately. (A)
- Calculate 1 space per 250 square feet for the tenant leaseable area (typically 95% of AGA). (B)
- Determine the percentage of gross public assembly uses (Gross Public Assembly/AGA X 100%). If the gross public assembly exceeds 20%, a parking surcharge will be required.
- Determine the area of gross public assembly uses that exceeds 20%. This area will be called surcharge area (SA). Determine the ratio of each type of public assembly use (i.e. restaurants, outdoor dining, health clubs, etc.) and split up the SA into each use.
- Calculate the surcharge using the base parking requirements for each use. The net area for the SA (i.e. 65% for restaurants, 100% for outdoor dining, 80% for health clubs, etc.) should be used for the calculation. (C)
- To avoid double charging for the same area, subtract 1 space per 250 square feet of the tenant leaseable area of the SA. (D)
- Determine the total parking required. (A + B + C – D = Total Required)

Parking Calculations for Centers Built Prior to 1999

- Subtract any area designated as hotels, theaters, schools, fitness centers and medical offices from gross area. This new area will be hereafter referred to as adjusted gross area (AGA). Parking for hotels, theaters, schools, fitness centers and medical offices shall be calculated separately. (A)
- Calculate 1 space per 250 square feet for the tenant leaseable area (typically 95% of AGA). (B)
- Determine the percentage of net public assembly uses (Net Public Assembly/AGA X 100%). If the net public assembly exceeds 15%, a parking surcharge will be required.
- Calculate the surcharge at 1 space per 100 square feet for the net public assembly area. (C)
- Determine the total parking required. (A + B + C = Total Required)



Reductions in Parking Requirements

- **Downtown Code**
- **Transit Overlay District**
- **Village Cores (Use Permit required)**
- **Shared Parking Model**



Parking Space and Drive Aisle Dimensions



Parking Space and Drive Aisle Dimensions

- **Retail, restaurant and other public assembly uses**
 - 9.5' X 19' with 24' aisle or 9.5' X 18' with 26' aisle
 - 9' wide spaces can be used for 50% of the spaces if double striping is used
- **All other uses**
 - 8.5' X 19' with 24' aisle or 8.5' X 18' with 26' aisle
- **Use 2.5' overhang when parking is adjacent to curb or sidewalk**
- **Refer to parking area dimensions for angle parking requirements**



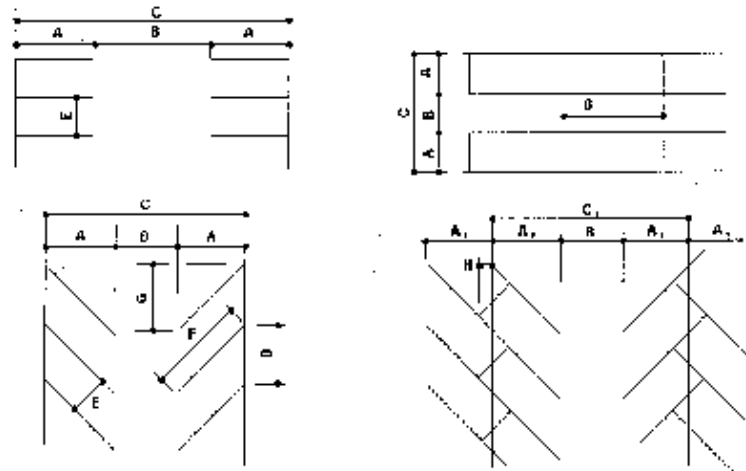
**PARKING AREA DIMENSIONS FOR MULTIFAMILY, OFFICE AND INDUSTRIAL
8.5 X 18 PARKING SPACES WITH 26' AISLE**

**DEVELOPMENT SERVICES DEPARTMENT
CITY OF PHOENIX**

>	A	B	A+B	C	D	E	F	G	H	A ₁	C ₁
ANGLE OF PARKING	DEPTH OF STALL	AISLE WIDTH		WIDTH OF BAY	CURB LENGTH	WIDTH OF STRIPE	LENGTH OF STRIPE	WASTE SPACE	DEPTH OF OVERHG	DEPTH OF STALL	WIDTH OF AREA
0	8.5	12*	20.5	29	23**						
30	16.4	13*	29.4	45.8	17	8.5	32.7	28.3	3.7	12.7	38.4
45	18.7	14*	32.7	51.4	12.0	8.5	26.5	18.7	3.0	15.7	45.4
60	19.8	20	39.8	59.6	9.8	8.5	22.9	11.4	2.1	17.7	55.4
90	18	26	44	62	8.5	8.5	18				

- * The Fire Department may require wider aisles for emergency access.
- ** Curb length may be reduced to 16' for open end stalls.

NOTE: Paint stripe width will be 4" minimum.



WHERE AN ALLEY IS CREDITED AS MANEUVERING AREA FOR A PARKING SPACE, THIS POLICY WILL APPLY SUBJECT TO THE APPROVAL OF A VARIANCE THROUGH THE ZONING ADMINISTRATOR FOR ALLEY MANEUVERING.

ANGLE OF PARKING	MIN. DEPTH ON PVT. PROP.	TOTAL DEPTH INCL. ALLEY
45	18.7	31.7
60	19.8	37.8
90	18	42

TRAFFIC ENGINEERING POLICY T-10-1R REVISID: January 14, 2009
EFFECTIVE DATE: February 3, 1999

TRAFFIC ENGINEERING CODE CONSISTANCY COORDINATOR:

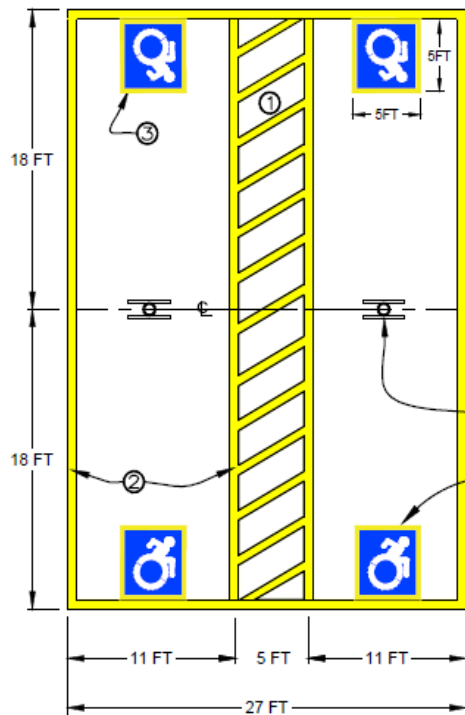
DATE:



Accessible Parking

- **Number of spaces required per Sec 702.G**
- **Accessible parking requirements are based on the number of parking spaces provided**
- **For parking lots with covered spaces, accessible spaces must be provided at the same ratio**
- **Refer to Accessible Parking Requirement handout for dimension, signing and striping requirements**





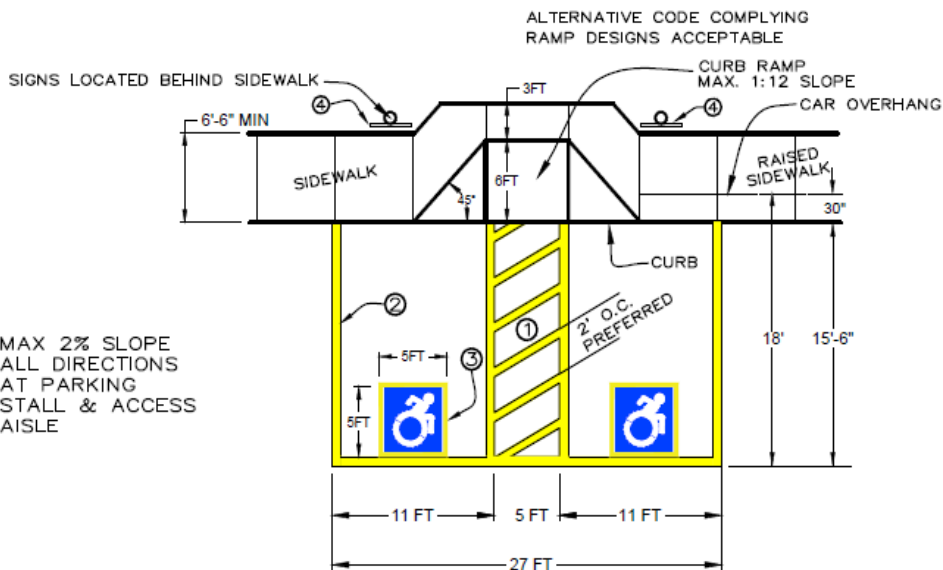
BACK TO BACK
ACCESSIBLE PARKING

ACCESSIBLE PARKING REQUIREMENTS
PER CITY OF PHOENIX ZONING ORDINANCE SEC. 702.G
Sheet 2 March 2013



MAX 2% SLOPE
ALL DIRECTIONS
AT PARKING
STALL & ACCESS
AISLE

④ APPROVED
SIGNS PLACED
BACK TO BACK



DOUBLE ACCESSIBLE PARKING

NOTES:

- ① 5 FT ACCESS AISLE REQUIRED. ACCESS AISLES LOCATED ON EITHER SIDE OF THE PARKING SPACE EXCEPT FOR ANGLED PARKING SPACES WHICH SHALL HAVE ACCESS AISLES LOCATED ON THE PASSENGER SIDE OF THE PARKING SPACES.
- ② ACCESS SPACES MUST BE PROMINENTLY OUTLINED IN COLORS OR MATERIALS CONTRASTING FROM REGULAR PARKING SPACES
 - * 4" OUTLINE STRIPING REQUIRED (TRAFFIC YELLOW PREFERRED)
 - * ACCESS AISLE SHALL BE CLEARLY MARKED (CROSSHATCHING STRIPES SPACE 2 FT O.C. PREFERRED)
- ③ INTERNATIONAL ACCESSIBLE SYMBOL REQUIRED, BLUE AND WHITE SYMBOLS PREFERRED. A SYMBOL CAN BE DISPLAYED WITHOUT BLUE BACKGROUND. PREFERRED SYMBOL SHOWN.
- ④ ACCESSIBLE SIGN REQUIRED – MUST NEVER BE OBSCURED. RECOMMENDED LOCATION IS TO BE NO GREATER THAN 10 FEET FROM CURB.
- ⑤ ONE OUT OF EVERY 6 SPACES SHALL BE VAN ACCESSIBLE AND HAVE A MINIMUM VERTICAL CLEARANCE OF 8 FT 2 INCHES AT GARAGE AND UNDER CONOPIES. THE VERTICAL SIGN SHALL CONTAIN THE DESIGNATION "VAN ACCESSIBLE"
- ⑥ CURB STOPS ARE REQUIRED WHERE SIDEWALKS ARE FLUSH WITH THE PARKING SPACES. CURB STOPS AT OTHER LOCATIONS ARE OPTIONAL.
- ⑦ SEE PARKING AREA DIMENSION POLICIES FOR ANGLED PARKING.
- ⑧ WHERE A TOTAL OF 4 OR FEWER PARKING SPACES ARE PROVIDED, IDENTIFICATION OF ACCESSIBLE PARKING SPACES SHALL NOT BE REQUIRED. ACCESSIBLE PARKING SPACE DIMENSIONS SHALL BE MAINTAINED AND THE ACCESS AISLE SHALL BE PROVIDED.
- ⑨ SEE ZONING ORDINANCE SECTION 702 AND SHEET 3 FOR THE LAYOUT SPECIFICATION FOR ASSIGNED MULTI FAMILY ACCESSIBLE PARKING SPACES.



Visibility Triangles

- **10' X 20' at driveways**
- **15' X 33' at local-arterial intersections**
- **33' X 33' at all other intersections**
- **No landscaping or structures over 36" and no parking permitted in visibility triangles**



Parking Lot Surface

- All parking and maneuvering areas must be on either asphalt or concrete
- Alternative surfaces must be approved by the Zoning Administrator



Cross Access / Joint Parking Agreements

- **Cross access/joint parking agreements must be submitted when required parking is located on a separate lot.**



Pre-Submittal Requirements

QUESTIONS OR COMMENTS...

Contacts:

- **Site Plan: Jackie Keller**
(602) 534-7094 Jackie.keller@phoenix.gov
- **Civil: Matthew Miles**
(602) 534-1836 matthew.miles@phoenix.gov
- **Landscape: Jackie Keller**
(602) 534-7094 Jackie.keller@phoenix.gov
- **Traffic (Parking): Derek Fancon**
(602) 534-6316 derek.fancon@phoenix.gov

