



KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

Engineer: _____ Phone: _____

The purpose of this checklist is to offer comments on phase plan designs for civil, landscape, and site plans. The source of the civil and landscape plan design policy is City Code Chapter 32 and site plan design policy is city of Phoenix Zoning Ordinance.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for phasing of site, landscape, grading and drainage, sewer, water, drainage facility, dry utility and paving plans. Plan approval, issuing permits, and certain clearances depend on compliance with the comments made on the check prints and this checklist. The engineer of record shall satisfy themselves of the completeness and accuracy of the design.

Please return this checklist and the check prints with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Phasing of civil, landscape, and site plans is for the developer's convenience. Phasing is not a requirement for plan approval and acceptance. All phasing should match throughout the project in a method that will allow each phase to stand alone as constructed in a sequential manner. In some cases, phasing may be modified for sewer and water connections. In cases where sewer and water phasing does not match throughout the project, approval of phasing will be determined on a case by case basis and possibly be approved with certain additional stipulations such as bonding for adjustments.

The following symbols are used to identify changes needed to the plans.

[X] REQUIRED **[√] O.K.**

GENERAL REQUIREMENTS:

- For plan review submittal requirements, refer to associated plan review check lists for civil, landscape and site plan review requirements.
- Each phase must be able to stand alone after closeout and acceptance in a sequential manner.
- If phasing a project, then all aspects should be phased accordingly (water/sewer, paving, etc.).
- Acceptance and closeout of each phase should be in a sequential manner starting with phase one, phase two, phase three, etc. Numbering of the phases shall be 1, 2, 3, etc. In cases where a phase is dependent on offsite infrastructure, such as, sewer or water main extensions, the offsite improvements can be phased as a letter phase to the phase that the offsite improvement is attached. For example, if phase 1 onsite improvements require offsite infrastructure, the offsite infrastructure can be either part of phase 1 or is call phase 1 A. Letter phasing allows sub-phasing of a phase. Acceptance and closeout of sub-phases can occur separately if they can stand-alone.
- Any phasing plans or revised phasing plans submitted after the first submittal and prior to approval P&D will assess an additional review fee equal to 20% of the full plan review fee for the submittal to cover additional review time for the phasing. This review charge is in addition to any required third review fees.
- No special consideration will be made by plan review staff to phase a project after a project has been approved without phasing or where phasing has to be modified. Plan review times for phasing after approval with follow Planning & Development Department's standard posted review times.

- Meeting with field inspection staff to discuss phasing and construction acceptance is optional to the engineer or developer. These optional meetings will be assessed to the project as additional meeting and charged accordingly under the current Planning & Development Department fee schedule for staff consultation.
- Storm Water Management Plans (SWMP) are not phased. SWMP can be phased if there is a large separation of time between phases. The SWMP is intended as a working document and may have to be revised after a storm event. These revisions are made as field changes and do not require an office revision. The Notice of Termination (NOT) is required upon completion of the last phase.

Site Plan Requirements:

- Site plan model phase (s) can be broken out separately from the main portion of the site. Access to the models must meet fire and emergency access requirements. Offsite improvements to model phase (s) must be completed prior to acceptance of model phase. Offsite sewer and water, paved access including offsite improvements, energized street lighting, and street signage to model phase is a minimum requirement for acceptance of the model phase.
- Site plan phases must be coordinated with the civil and landscape improvements. Site stipulations may require site amenities to be installed with the first phase of civil and landscape improvements.
- Perimeter walls are required to be completed with each phase. Perimeter walls adjacent to model complexes may be left low with proper detailing on the approved site plan. A miscellaneous civil permit for the temporary lower perimeter wall will be required before approval of the phased site plan. Phasing of lower perimeter wall, should be done prior to site plan approval.
- Each phase must be able to stand-alone after closeout and acceptance in a sequential manner.

Grading and Drainage Plan Requirements:

- Phasing of the grading and drainage plans is not necessary as long as all of the requirements on the grading and drainage plans have been completed at the time of acceptance. If all grading and drainage improvements cannot be completed at the time of acceptance of the first phase, grading and drainage plans should be phased with all other civil, landscape, and site improvements.
- Phased grading and drainage plans shall show associated quantities for each phase. All quantities must be clearly stated on the grading and drainage plans showing the method and sequence desired for the project.
- If the developer chooses, initial grading of the site can be done under a mass grading permit. Under this scenario, mass grading quantities will also be shown on the plans as 80% of the overall grading and drainage quantities. Final phased grading shall be based on the remaining 20% quantity. Final phased grading and drainage permits must be purchased before underground construction of that phase can be started.
- In phased projects, phasing will be prioritized to provide retention or detention basins which are completed and accepted in a sequential manner. Phases that drain into incomplete phase retention or detention basins cannot be accepted out of sequence.
- Equalizer pipes, bleed off pipes, or dry wells may require phase acceptance to accommodate dry up requirements for each phase.
- Future pads are to be free of stockpiles and dustproofed.
- Each phase must be able to stand-alone after closeout and acceptance in a sequential manner.
- Provide as-built certification blocks on the cover sheet for each separate phase.

Sewer Plan Requirements:

- Phasing of sewer plans is from outfall to limit of phase.
- The sewer system must stand-alone to the sewer outfall location. Sewer systems are only accepted from the outfall to the upstream end of the sewer system.
- If a portion of the new sewer main is not under pavement for the phase, the sewer main must have a dust proof maintenance road. Minimum dust proof maintenance road is 16 feet wide with 4 inches of stabilized decomposed granite (1/4 inch plus) or ABC.

- All sewer mains must extend to the location of the next manhole within the subsequent phase.
- Manholes and cleanouts in non-paved areas must be protected, maintain flows, and be accessible at all times, which may require additional barricading, pipe bollards, all weather surfacing, etc.
- Adjustment bonds and permits are required for manholes and cleanouts for sewer systems accepted in areas to be paved in a future phase. Adjustment bonds will automatically be returned upon closeout of the paving permit of the subsequent phase.
- Each phase must be able to stand-alone after closeout and acceptance in a sequential manner.
- Provide as-built certification blocks on the cover sheet for each separate phase.

Water Plan Requirements:

- Adequate water pressure and volume must be provided to meet potential water service needs and fire flows within each phase. Phased water systems may have to be looped to provide adequate pressure and volume.
- All water valves and manholes necessary to make the phase operate in a stand-alone condition must be provided. All water valves and manholes have to be adjusted, accessible, and operational.
- All water mains must be extended at the phase lines to conform to MAG Standard Detail 303.
- Water valves and manholes in non-paved areas must remain accessible at all times, which may require additional barricading, pipe bollards, all weather surfacing, etc.
- Adjustment bonds and permits are required for water valves and manholes for water systems accepted in areas to be paved in a future phase area. Adjustment bonds will automatically be returned upon closeout of the paving permit of the subsequent phase.
- Each phase must be able to stand-alone after closeout and acceptance in a sequential manner.
- Provide as-built certification blocks on the cover sheet for each separate phase.

Paving Plan Requirements:

(Includes Drainage Facilities and Concrete Improvements)

- Each phase must provide fire and emergency vehicle access in a timely manner for public safety purposes.
- All drainage facilities must be designed to be in place and operational for the phase to function during a storm event and not be dependent on future phased drainage facility improvements.
- Each phase shall be protected against offsite drainage flows that could adversely affect the public safety of new or existing residents.
- All necessary temporary turn-a-rounds including turn-a-round easements must be placed in the appropriate phase that will allow for safe access for emergency vehicles, solid waste collection, new or existing residents, and the general public.
- Provide a new construction entrance as to not lead construction traffic through the occupied areas.
- All necessary barricades and stabilized entrances must be placed to provide public safety and maximize dust protection. Pavement tapers or temporary pavement striping may be required at phase match points.
- Pavement phasing shall be designed to minimize cold joints that would have the effect of increasing future maintenance cost to the city.
- Ensure that the phasing of the surface improvements match with and correspond to the sewer and water phasing.
- Each phase must be able to stand-alone after closeout and acceptance in a sequential manner.
- Provide as-built certification blocks on the cover sheet for each separate phase.

- Temporary pavement is to meet the standards of the final pavement cross sections.
- Temporary turnarounds shall meet the minimum radius for fire access standards.

Landscape Plan Requirements:

- Water and power connections must be provided for the phase.
- Landscape improvements for the phases should allow access to amenities and trails for the residents with in that phase of the development.
- Each phase must be able to stand-alone after closeout and acceptance in a sequential manner.

Dry Utilities and Streetlight Plan Requirements:

- Utility extensions must ensure that service is provided to all residents in the phase.
- Access must be provided to each phase to provide emergency service access.
- Dry utilities must be designed to allow for energizing all streetlights within the phase.
- Each phase must be able to stand-alone after closeout and acceptance in a sequential manner.