City of Phoenix
Planning & Development Department

Site Planning approvals required *prior* to log-in of self-certified building plans
Site Planning - PRIOR to Log In
Self Certified Building Plans

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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

1. Research
   Research zoning ordinance requirements to assure plans meet requirements

2. Complete Required Forms
   Download and complete the Self-Certification G&D, Landscape and Parking Application and Checklist

3. Pre-Intake/ Site Plan Review
   Obtain all necessary pre-approvals and forms listed on the Self-Certification G&D, Landscape and Parking Checklist and Application
   Submit Application to Site Development Counter for review

4. Submit Plans
   Upload construction plans and all other completed documents per the G&D, Landscape and Parking Lot Checklist into the Electronic Plan Review system.

5. Permit Issuance
   Construction permits will be available for issuance within five calendar days of acceptance of construction plans and required documents.

6. Inspections
   Request applicable inspections online or call 602-262-7811

Staff will determine whether variances, code modifications, or use permits are needed

Self Cert Flow Chart, Site Civil
TRT Doc 09561c
Revised 4/14
Site Planning - PRIOR to Log In
Self Certified Building Plans

THE FOLLOWING MUST BE APPROVED:

• Site Plan, Plats, Dedications, Civil Engineering, Environmental, and 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 SUPPORTING DOCUMENTS FOLDER IN PROJECTDOX WHEN MAKING SELF-CERT SUBMITTAL.
Site Planning - *PRIOR* to Log In

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 s.f. in size
Site Planning - PRIOR to Log In
Self Certified Building Plans

Residential:

- Plot Plan zoning approval and Grading & Drainage Plot Plans can be Self Certified with Architectural Residential 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
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

Construction Plans:

• Inventory and Salvage Plans
• Combination Inventory Salvage Plan
• Landscape Plans
Environmental and Landscaping Approvals

Construction Plans, Permits, Bonds and Inspections:

• Landscape salvage and inventory 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 Planning - PRIOR to Log In
Self Certified Building Plans

EXCEPTIONS:

• The following review types may be Self-Certified concurrently with Self-Certified BP log-in:
  
  • 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
  
  • Landscape plans for 20 acres or less (includes Inventory/Salvage)
City of Phoenix
Planning & Development Department

Parking Lots – 5 acres or less
Self-Certification Process
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)
  - Screen Parking (via 3 ft. wall or landscaping)
  - 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
Self-Certified Parking Lot

- Site Fire Review (circulation/surface materials/hydrants): Fire Prevention Counter
- Covered Parking %: Site Development - Traffic
- Alternative Paving: Zoning Counter
- Inventory – Salvage: Site Development Counter
Self-Certification Program
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.

- [ ] Zoning Compliance
- [ ] Updated Tenant List
- [ ] Plat or Lot Split
- [ ] Cross Access Agreement
- [ ] Off Site Civil Reviews
- [ ] Site Fire Review
- [ ] Address Verification
- [ ] Alternative Paving approved

**Identify all plans that will be self-certified.**

- [ ] Civil Plans (Grading & Drainage, Paving)
- [ ] Storm Water Management Plan
- [ ] Landscape Plan (including Inventory & Salvage)
- [ ] 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:

*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
Self-Certified Parking Lot

SHOW ON SITE PLAN:

• 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

Design Review Detail Sheet:

• Parking canopy elevation details
• Lighting fixture specification cut sheets
• Screen walls – elevation details
• Trash enclosure(s) – elevation details
• Gates – elevations details
Parking Lot
Amended Site Plan

• Information on last approved plan must be included and updated (parking calcs., 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
  • 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
Prior Approval Required

• New or altered access from right-of-way
  – May require offsite improvements and dedications

• Gated entries
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 leaseable 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

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<th>CURB LENGTH</th>
<th>WIDTH OF STRIPE</th>
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* The Fire Department may require wider aisles for emergency access.
** Curb length may be reduced to 18" 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.

TRAFFIC ENGINEERING POLICY T-10-IR

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

City of Phoenix
PLANNING AND DEVELOPMENT DEPARTMENT

SIGN LOCATION: BEHIND SIDEWALK
CURB RAMP MAX. 1:12 SLOPE
CAR OVERHANG

ALTERNATIVE CODE COMPLYING
RAMP DESIGNS ACCEPTABLE

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

ALTERNATIVE SYMBOL

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 CONDPIES. THE VERTICAL SIGN SHALL CONTAIN THE DESIGNATION
"VAN ACCESSIBLE"

6. CURB SPOTS ARE REQUIRED WHERE SIDEWALKS ARE FLUSH WITH THE
PARKING SPACES. CURB SPOTS 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
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• Civil: Matthew Miles
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• Landscape: Jackie Keller
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• Traffic (Parking): Derek Fancon
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