



PLANNING & DEVELOPMENT
DEPARTMENT

Self-Certification Program

Civil, Landscape,
Right-of Way and Parking Lot
Permit Application

Date: _____

Project Address: _____ Project Net Area: _____

Maximum Area Allowed: Site Plan Parking Lot, 5 acres / Landscape, 20 acres / Civil On-Site:
Commercial 20 acres, Industrial 80 acres and New Single Family Residential 160 acres **(Projects in special flood hazard areas are not eligible for the Self-Certification Program).**

Description of Work:

Professional of Record Information

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax: _____

AZ License #: _____ Email: _____

Self-Certification Date of Completion: _____ Certificate #: _____

Professional of Record Signature: _____

Responsible Tenant or Owner Information

Owner/Tenant: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax: _____

Email: _____

General Contractor Information

Business Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone #: _____ Fax: _____

State ROC #: _____

SELF-CERTIFIED PLANS: (mark all that apply)

- Site Plan New Parking Lot (no existing approved Site Plan) Site Amendment
- Temporary Parking Lot (use permit approved) Grading & Drainage (On Site)
- Grading & Drainage Plot Stormwater Management (on site)
- Landscape Inventory Landscape Inventory Salvage Combo
- Landscape Salvage Landscape

*****Self-Certification Professional is to obtain P&D Clearances (below) prior to project submittal*****

Site Development Counter Clearance

Site and Zoning Review:

Project Number: _____ Site/Plat/Lot Split or Combo Plan Number: _____

- Zoning Approved: Yes No Not Required
- Zoning Case Stipulations: Met Not Met Not Required
- Zoning Adjustment Stipulations: Met Not Met Not Required
- Alternative Paving Approved: Yes No Not Required
- Site Plan Approved: Yes No Not Required
- Site Inspection: Required Not Required
- Site Fire Review: Required Not Required
- Inventory/Salvage: Required ENVR Plan#: _____ Not Required
- Landscape Plan: Required Not Required

Staff Initials: _____ Date: _____ Accepted for Log-in. Not Accepted for Log-in.

Traffic Review:

- Updated Tenant Parking: Approved Required
- Covered Parking %: Approved Required
- Cross Access Agreement: Approved Required
- Rights-of-Way: Yes No Permits Required: _____

Staff Initials: _____ Date: _____ Accepted for Log-in. Not Accepted for Log-in.

Civil Review:

- Cross Drainage & Retention Agreement: Required Not Required
- Off-Sites
(Water, Sewer, Paving, Drainage Easement): Required Not Required

Staff Initials: _____ Date: _____ Accepted for Log-in. Not Accepted for Log-in.

Civil Permitting and Water Services Counter Clearance

Address Approved: Yes No Correct Address: _____

Staff Initials: _____ Date: _____ Accepted for Log-in.