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.

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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

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

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

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

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Self Cert Flow Chart, Site Civil
TRT Doc 00581c
Revised 4/14

Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Building Plans

The following must be approved prior to Log-In:

- 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
- Historic Preservation has been addressed (HP or HP-L) prior to implementation.

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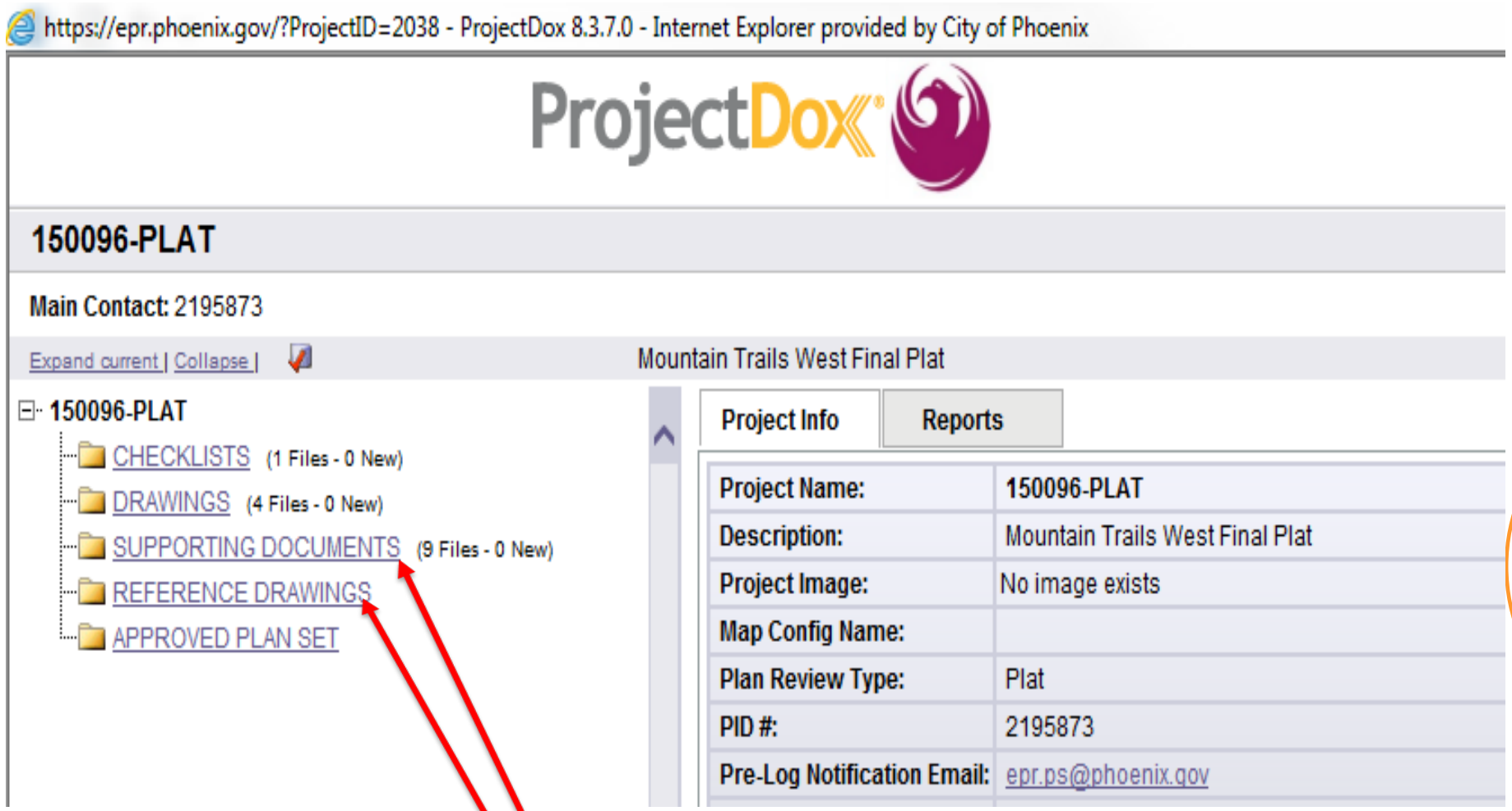

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ALL STAMPED APPROVED SITE PLANS/ G&D PLANS, ELEVATIONS, DESIGN REVIEW SHEETS, RESIDENTIAL PLOT PLANS, ETC. MUST BE UPLOADED INTO REFERENCE DRAWINGS FOLDER IN PROJECTDOX WHEN MAKING SELF-CERT SUBMITTAL. SUPPORTING DOCUMENTS ARE ITEMS THAT ARE A PART OF YOUR REQUIRED CONSTRUCTION DOCUMENTS YOU ARE SELF-CERTIFYING. NOTE: ONCE THE PHASE III OF SHAPEPHX ROLLS OUT, THE SUBMITTAL PROCESS WILL CHANGE. TIMELINES/ REQUIREMENTS T.B.D.

Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Building Plans

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

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

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Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Building Plans

For 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**

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Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Building Plans - make sure you have your:

- **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 prior to Log-In or Upload.**

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Environmental and Landscaping Approvals

These are the requirements to Log-In OR Upload of Self-Certified Building Plans - make sure you have your:

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**

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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!)**

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Landscape Plans

These are several 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)**
- **Test Question ☺**

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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.

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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)
- ☐ Landscape Plan (including Inventory & Salvage)
- ☐ Storm Water Management Plan
- ☐ 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

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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**

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Site – Landscape Self Certification Training

QUESTIONS OR COMMENTS?

Contact:

Site Planning/ Landscape Supervisor:

Michael S. Eagan - Principal Landscape Architect

(602) 262-6086 michael.eagan@phoenix.gov

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