



**City of Phoenix**

PLANNING & DEVELOPMENT DEPARTMENT

# Self-Certification Training

Site – Landscape – Break-Out Session

Submittal Requirements

- <https://www.phoenix.gov/pdd/self-certification-program>

This home page contains links to all self-certification program documents.

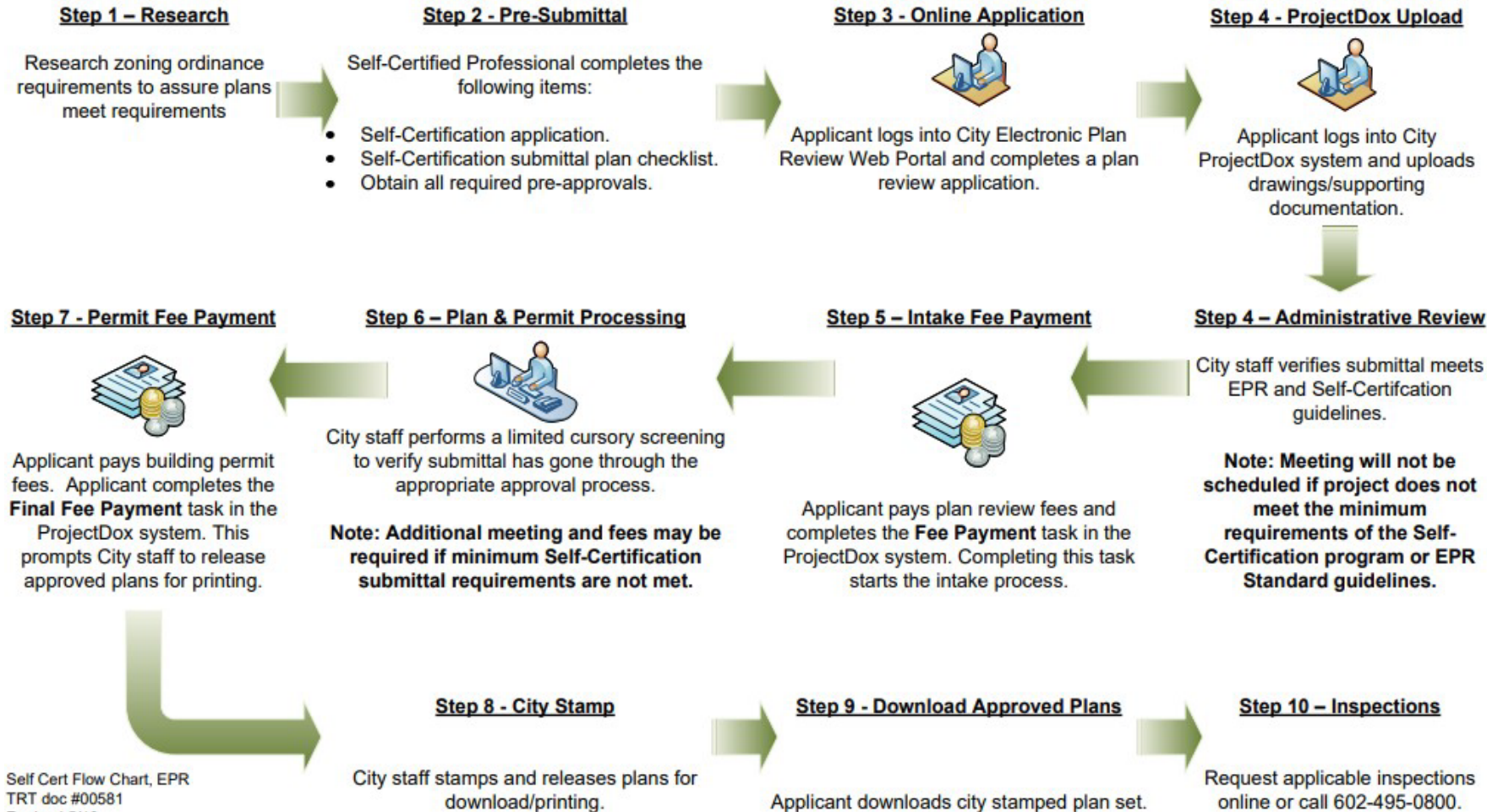


PLANNING & DEVELOPMENT

**PRESERVE  
SHAPE  
BUILD**

# Self-Certification Program Flow Chart – Site/ Landscape Process (EPR)

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

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

The following MUST BE APPROVED prior to Log-In:

- Site Plan
- Plats
- Dedications
- Civil Engineering (G&D including Offsites)
- Environmental Approvals
- Building code modifications and appeals
- Historic Preservation has been addressed/ approved (HP or HP-L) prior to submittal.





## 150096-PLAT

Main Contact: 2195873

[Expand current](#) | [Collapse](#) |

### Mountain Trails West Final Plat

#### 150096-PLAT

- [CHECKLISTS](#) (1 Files - 0 New)
- [DRAWINGS](#) (4 Files - 0 New)
- [SUPPORTING DOCUMENTS](#) (9 Files - 0 New)
- [REFERENCE DRAWINGS](#)
- [APPROVED PLAN SET](#)

#### Project Info

#### Reports

Project Name:	150096-PLAT
Description:	Mountain Trails West Final Plat
Project Image:	No image exists
Map Config Name:	
Plan Review Type:	Plat
PID #:	2195873
Pre-Log Notification Email:	<a href="mailto:epr.ps@phoenix.gov">epr.ps@phoenix.gov</a>



**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 Landscape Plans

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

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



# Site Planning

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

### For Residential (NON-Hillside Lots):

- **Projects on HILLSIDE LOTS are NOT ELIGIBLE for Self-Certification (Site/ Civil/ Structural/ Landscape)**
- **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 these 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**



# Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Landscape 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 and noted on the plans\*\*

**\*\*All plats and dedications must be Staff Approved and Scheduled for City Council Actions prior to Log-In or Upload.**





# Environmental and Landscaping Approvals

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

## Construction Plans Approval:

- 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/ Size Criteria)

## Construction Plans, Permits, Bonds and Inspections:

- **The Landscape Salvage Permit and related inspections must be completed and accepted by the Site Inspector, prior to Grading and Drainage Permit being released**





# 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 lots, 80 acres or less
  - On-site G&D for a 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!)**



# 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 -- Answer: All the Above**



# 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, 2<sup>nd</sup> 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) |



# Self-Certification Program For Site and Landscape Submittals - Required Documents

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 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 and stipulations.



# Site – Landscape Self Certification Training

**QUESTIONS OR COMMENTS?**

**Contact:**

**Landscape Supervisor:**

**Michael S. Eagan - Principal Landscape Architect**  
**(602) 262-6086** [michael.eagan@phoenix.gov](mailto:michael.eagan@phoenix.gov)

