



KIVA #: _____ **Project Name:** _____

Reviewed By: _____ **Phone:** _____ **Date:** _____

Professional Engineer: _____ **Phone:** _____

The purpose of this checklist is to offer comments on plan design for temporary placement of fills to be moved to another location within one year and to set the minimum submittal requirements for Stockpile plans. The source of the Stockpile design policy is City Code Chapter 32 and 32A.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for temporary fills. Plan approval, issuing permits, and certain grading clearances depend on compliance with the comments made on the check prints and this checklist. Professional engineers of record shall satisfy themselves of the completeness and accuracy of the design.

Plan review correction cycles and/or approvals are valid for 12 months. Additional review fees (see Fee Schedule – Phoenix City Code, Chapter 9, Appendix A.2) shall be charged for extensions/reinstatements to update expired plan reviews.

A completed checklist must be attached to the Stockpile plans when submitted for first review. The following Certification Statement must be signed by the Professional engineer of record certifying that all applicable requirements on this checklist have been met.

CERTIFICATION

I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

Professional Engineer’s Name: _____

Professional Engineer’s Signature: _____ **Date:** _____

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

Professional engineer of record (**ENG**) must fill out all boxes in the first column as either (Addressed) or (Not Applicable).

Civil plan reviewer (**RVW**) shall check the second column as (Required) when requirements have not been properly addressed.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.

GENERAL INFORMATION

INTENT

A stockpile permit is intended to allow a temporary storage of suitable fill material for future use in a construction project. Planning & Development may allow a property owner to store clean fill on private property if no adverse conditions will occur as a result of the placement. Stockpile permits cannot be issued to permit earth fill to be temporarily stored for resale purposes.

AESTHETICS

Where authorized, stockpiles must be placed to minimize nuisance to the public. Specifically, care must be taken to ensure consideration is given to storm water drainage routing, dust control, safety, and aesthetic appearances.

CLOSURE

Final disposition of a permitted stockpile must occur within 12 months. Performance bonds are required to insure lawful disposal. The permit may be finalized and the performance bond returned if the stockpiled fill is placed and compacted in an engineered fill, utilized as earthwork fill as part of a formal grading and drainage plan and permit, or hauled to a landfill or other permitted disposal site.

REQUIRED SUBMITTALS

ENG RVW

- Plan sheets shall be 24" X 36"; submit three (3) sets of Stockpile plans, a letter from the owner of the property authorizing the placement of the materials, and a completed and signed Stockpile Plan Checklist.

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.

GENERAL REQUIREMENTS

- Symbols shall be per M.A.G. Specifications and Details.
- Cover sheet is required on plans of more than two sheets.
- All sheets shall have the Civil Engineer's Arizona registration seal and original signature prior to plan submittal.
- Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from scanned images. The size of lettering and symbols shall be 1/8 inch minimum.
- A Drainage Report is required to be submitted for any projects that are impacted by offsite flows. If there are no offsite flows impacting the site a Drainage Statement will be adequate on the cover sheet of the plans. If a Drainage Report is required, please include the KIVA# and the CSPH# on the cover sheet of the report.
- This project is subject to the National Pollution Discharge Elimination System (NPDES) requirements for construction sites under the Environmental Protection Agency (EPA) General Permit for Arizona. Owners, developers, professional engineers, and/or contractors are required to prepare all documents required by this regulation, including but not limited to: SWMP, NOI, NOT. Guidance is available online at <http://www.fcd.maricopa.gov/Pub/manuals/erosionControl.aspx> through Maricopa County Flood Control District.
- A performance bond based on \$2.00/yd.³ of fill placed shall be posted prior to issuance of the permit. The approved bond form is available at the Civil Permits counter.

Cover Sheet Requirements

- Provide a Blue Stake notification decal.
- Indicate plan types:
 - Stockpile Plan
- Provide a project title block with name and address of project.
- Provide a vicinity map with north arrow.

ENG RVW

- Provide an index of plan sheets if more than one plan sheet.
- Provide the Owner's and Developer's name, address, and telephone number.
- Provide the Professional engineer's name, address, and telephone number.
- Provide the Applicant's name, address, and telephone number.
- Provide the address, dimensions, and legal description of the lot where the material is to be placed.
- Provide the appropriate processing numbers including: KIVA#, CSPH#, SDEV#, and city Quarter Section Number in lower right corner.
- Provide a legend identifying grades, symbols, lines, etc.
- Provide elevation datum and bench marks (city datum required). Please dial (602) 495-2050, ext. 265 Voice or (602) 534-5500 TTY, to obtain city datum for existing benchmark closest to the project site. Equations cannot be used.

Note: On plans NGVD (National Geodetic Vertical Datum 1929)

- Provide net acreage and total disturbed area of the site.
- Provide the source site for the stockpiled material.
- Provide the amount of fill in cubic yards.

NOTES FOR STOCKPILE PLANS

(To appear on cover sheet)

Stockpile Notes (City of Phoenix)

- A stockpile permit is required under Chapter 32A of the Phoenix City Code.
- A Haul permit is required if the stockpiled material is in excess of 10,000 cubic yards. The Haul permit must be obtained prior to or concurrently with the Stockpile permit.
- Stockpile material shall consist of clean earth fill free of construction debris, vegetation, and other deleterious material not suited for fills.
- Planning & Development Department Field Inspection Group shall be notified 48 hours before any on-site and/or off-site construction begins, telephone (602) 262-7811.
- Stockpiles in excess of four feet (4') in height must be fenced.
- An approved Stockpile plan shall be on the job site at all times. Deviations from the plan must be preceded by an approved plan revision.

- Maximum side slope for stockpiles four feet (4') or less will be 1 ½ to 1 and 2 to 1 for stockpiles higher than four feet (4').
- The Engineering Design on these plans is only approved by the city in scope and not in detail. Construction quantities on these plans are not verified by the city. Approval of these plans are for permit purposes only and shall not prevent the city from requiring correction of errors in the plans where such errors are subsequently found to be in violation of any law, ordinance, health, safety, or other design issues.
- The city of Phoenix Police Department enforces laws regulating the operation of commercial vehicles. This includes enforcement of federal, state, county and local laws and ordinances. Questions regarding Commercial Vehicle Enforcement may be directed to the Commercial Vehicle Enforcement Supervisor at (602) 495-7813 (Traffic Bureau South) or (602) 495-6784 (Traffic Bureau North)

ENG RVW

- Plan approval is valid for 12 months. Prior to plan approval expiration, all associated permits shall be purchased, or the plans shall be resubmitted for extension of plan approval. The expiration, extension, and reinstatement of Civil Engineering plans and permits shall follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions Section 105.3 for Building permits.
- The stockpile shall be lawfully disposed of within 12 months.

Optional Note:

- This property is adjacent to the Phoenix Mountain Preserve, no disturbance of preserve property for access, grading, or other construction purposes will be allowed. The contractor is required to delineate the Mountain Preserve boundary with a fence, string-line, or other acceptable methods.

Plan Sheet Requirements

- Provide the Civil Engineer's Arizona seal and original signature (on each sheet).
- Provide a north arrow and a bar scale for each sheet. Vertical scale shall be 1" = 2' or 1" = 4'. Horizontal scale shall be 1" = 40' feet (maximum) for all projects. For major streets and cases of unusual topography or complex situations, where more detail is necessary, the scale shall be 1" = 20'.
- Provide topographic elevations on and adjacent to the property where the materials are to be placed.
- Provide cross-sections and dimensions of the proposed fill.
- All abutting lots shall be identified by lot #, tract, and subdivision or shown un-subdivided.
- Dimension all property boundaries, both perimeter and interior lines.

PLANS FOR REVISION

- All original plan approvals, signatures, and seals are to remain on the revised plans.

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- All plans revised after the original approval shall be resubmitted for review and approval. The nature of the revisions must be called out on the cover sheet and on the sheet(s) which have been revised. The revision number itself shall consist of a numeral within a triangle next to each revision. Δ Changes on each plan sheet shall be highlighted with "clouding".
 - All revised sheets, including the cover sheet are to be re-sealed, signed and dated.

EXTENSIONS

- All plans submitted for extension require a new signature block and are to be re-signed by the submitting designer. Plan extensions are to be highlighted with "clouding" as specified in the plan revision process above. The plan sealant shall note that this change is a plan extension. A new approval signature block is required to be added to the coversheet for approval of the extension. All plan extensions must have prior approval by completing the Plan Review Extension Application. The Plan Review Extension Application can be found at the following site: <https://www.phoenix.gov/pdd/development/sitecivil/civil>. Provide a copy of the approved application with the plan submittal.
- Plan approvals for extension are valid for a period of 180 days from the date of plan approval.