



Development projects subject to either the Downtown Code (DTC), Chapter 12 of the Zoning Ordinance, or the Walkable Urban Code (WU Code), Chapter 13 of the Zoning Ordinance, are subject to an enhanced review process which differs from developments located elsewhere in the City. **To schedule a DTC/WU Code pre-application meeting, please provide the project submittal package to the Planning and Development Department, Phoenix City Hall, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003. For more information, call (602) 495-0302, or visit www.phoenix.gov.**

DOWNTOWN CODE/WALKABLE URBAN CODE PROJECT SUBMITTAL OPTIONS

DTC/WU Pre-Application: The standard pre-application submittal for DTC/WU Code projects, which includes conceptual building elevations and improvements plans in addition to the preliminary site plan.

DTC/WU Fact-Finding: This is an OPTIONAL submittal for applicants who are conducting due diligence on a site and are not ready to provide building elevations and conceptual improvements plans.

DTC/WU Pre-Application (REQUIRED)

The DTC/WU Pre-Application meeting may be used for all DTC and WU Code projects. The goals of this submittal are to:

- Review compliance with the special design requirements of DTC or WU code, which promote desirable pedestrian environments through building form, shade, accessibility, pedestrian amenities, and minimization of vehicular/pedestrian conflicts;
- Eliminate reviews when possible (i.e. go directly to preliminary approval for projects demonstrating substantial compliance);
- Provide a comprehensive staff analysis of all additional procedures and entitlements required PRIOR to preliminary site plan approval (such as variances, use permits, and Design Review Committee approval).
- Encourage quality, complete submittals as early as possible in the review process.

DTC/WU Fact-Finding (OPTIONAL)

This submittal is used for projects in the due diligence stage. The goals of this submittal are to:

- Discuss conceptual designs and potential solutions for technical and design review issues;
- Provide direction to customers regarding the City's development process, i.e. submittal requirements, appropriate sequences of required plan review and processes.
- **This submittal is OPTIONAL and a DTC/WU pre-application must be subsequently submitted for review.**

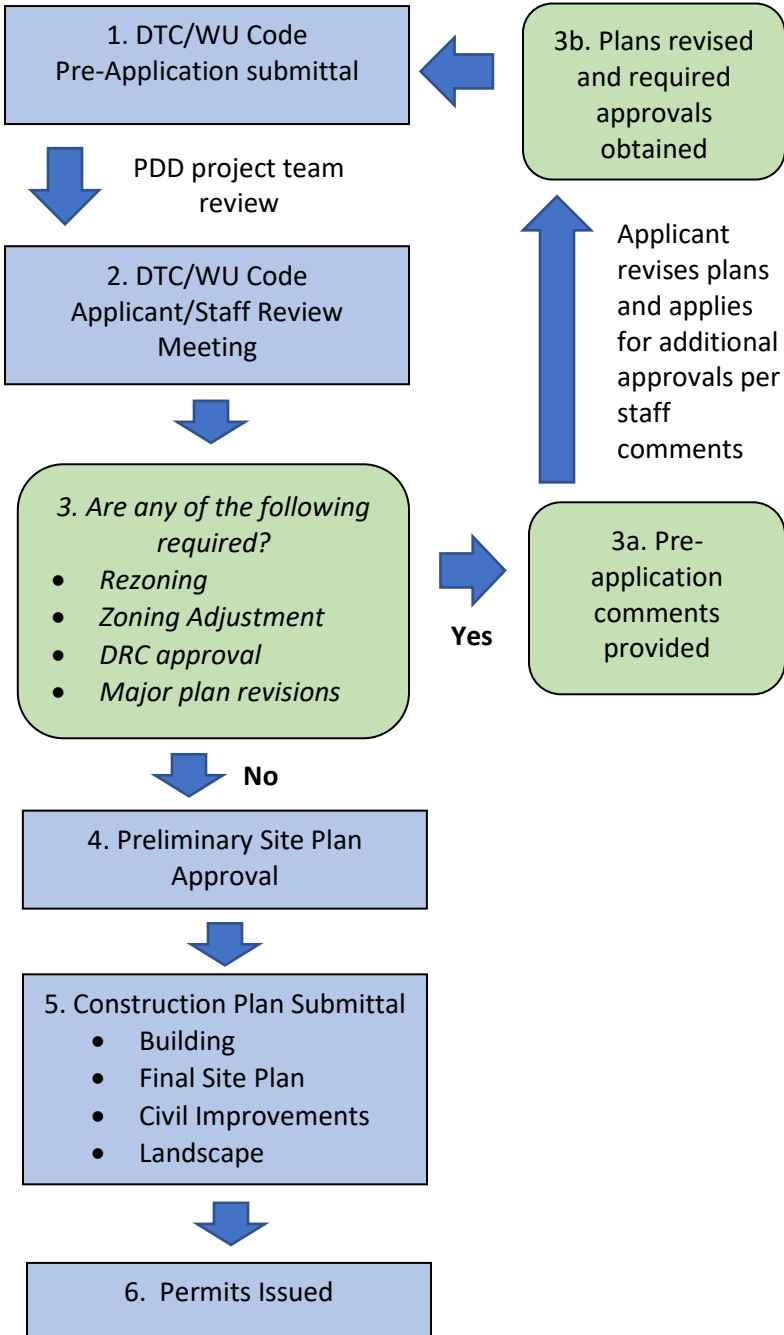
Fees:

- The fee for a DTC/WU Fact-Finding submittal is the same fee charged for a standard Fact-Finding meeting with a staff meeting.
- The fee for a DTC/WU Pre-Application submittal is the same as a standard pre-application submittal.
- **Additional preliminary review fees will be payable prior to issuance of preliminary approval.** The assigned Team Leader will provide the preliminary fee calculations when such fees are due.

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



DOWNTOWN CODE/WALKABLE URBAN CODE REVIEW PROCESS FLOWCHART



1. Applicant submits DTC/WU code pre-application, first by visiting the Site Planning counter for completeness review, and then the Payments and Submittals Counter (2nd Floor, City Hall, 200 W. Washington Street, Phoenix, AZ, 85003). Staff contacts applicant after submittal with date and time of application meeting, approximately 4 weeks later.
2. Planning and Development project review team meets with applicants to discuss the pre-application submittal after review.
3. The PDD team provides one of the following:
 - Preliminary site plan approval, with accompanying report outlining stipulations for development and plan/permit requirements, or:
 - Pre-application notes, with instructions for revisions and or additional procedures, such as for rezoning, zoning adjustments (variances and use permits), or Design Review Committee (DRC) approval. Applicant continues through steps 3a and 3b, and after plans are revised and any required approvals are obtained, then repeats steps 1-3 by resubmitting a follow-up DTC/WU Code pre-application.
4. Preliminary Site Plan approval includes preliminary approval of the site plan, building elevations, conceptual grading and drainage plan, conceptual landscape plan, and any bonus points required for project approval.
5. Final construction and improvements plans may be submitted at the Payments and Submittals counter.
6. Permits may be issued at times and in a sequence determined by the assigned PDD Team Leader.



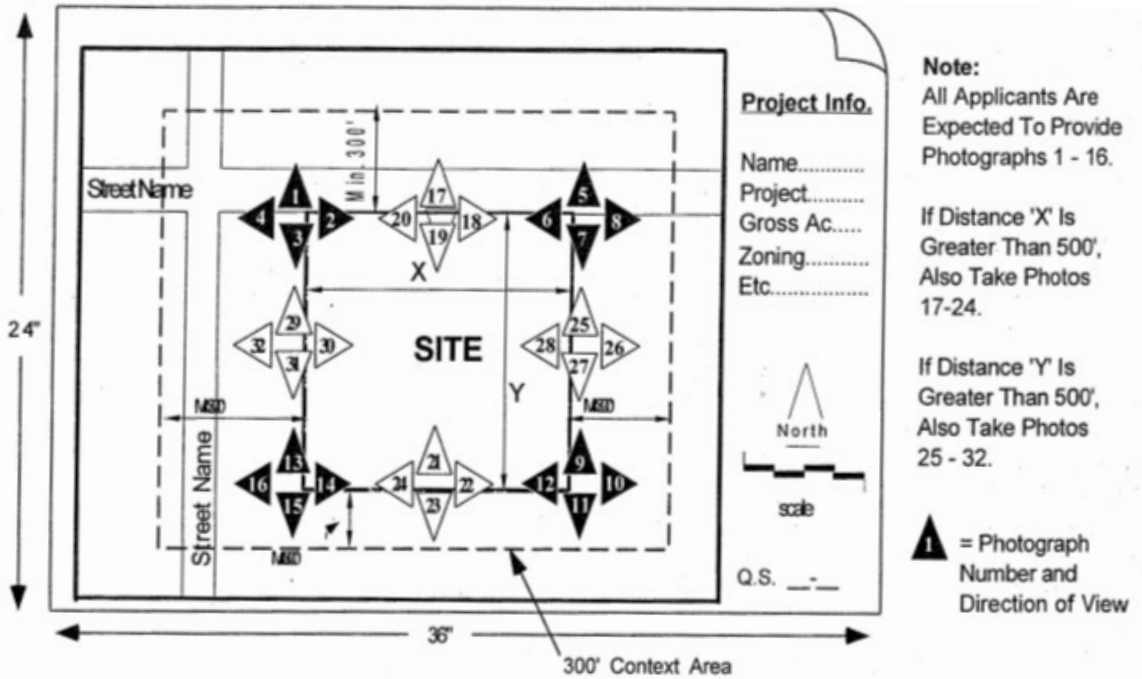
DTC/WU CODE PRE-APPLICATION SUBMITTAL REQUIREMENTS

<input checked="" type="checkbox"/> Project Narrative	1 copy, printed on 8 1/2" x 11" sheets
<input checked="" type="checkbox"/> Context Plan	1 copy, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Site Photographs (digital files)	1 file for each photo, .jpg or .tif format, named as stated below.
<input checked="" type="checkbox"/> Preliminary Site Plan	6 copies, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Preliminary Building Elevations	2 copies, colored, max 24" x 36" folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Preliminary Landscape Plan	2 copies, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> Preliminary Grading and Drainage Plan	3 copies, max 24" x 36" and folded no larger than 9" x 12".
<input checked="" type="checkbox"/> CD/DVD/USB Flash Drive	1 disk, with PDF copies of all plans, and digital photos

= REQUIRED. = REQUIRED IF APPLICABLE

Please provide the following information, including labels where necessary:

- Show and label site property lines, APNs and/or property address, adjacent properties and land uses within 300', rights-of-way, driveways, north arrow, and vicinity map.
- Provide digital photographs of the site with a key, as follows:



- Photo file type and file numbering:
 - Color photographs keyed to the site are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent property.



- All photos are to submitted in a digital format, on the CD/DVD/USB Flash Drive.
- All photo files shall be in either **.jpg** or **.tif** format.
- Each photo shall be a separate file, with **no individual file larger than 10 mb**.
- Photo files shall be numbered consecutively and correspond with the key shown on the context plan (see above for example diagram).

BASE INFORMATION (to be included on Preliminary Site Plan, Preliminary G&D Plan, and Preliminary LS Plan)

- Name, address, telephone number, and email address of the property owner and design professional who prepared the plan.
- Scale (engineering scale; 1" = 10' through 1" = 40" permitted). Additional smaller-scale drawings of the overall site or planning area to show context are permitted.
- Vicinity map
- North arrow. North shall be top or right side of plan
- Show and dimension all of the following:
 - Parcel/lot boundary lines (tie to street monument). Show lease lines if necessary to proposal.
 - Building and landscape setbacks, plus distances between buildings and other structures.
 - Existing and proposed screen walls, fences, and retaining walls (including all heights).
 - All existing and proposed easements, rights-of-way, with dimensions.
 - All existing and proposed off-site improvements (curb, gutter, sidewalk, transit pads, etc). Include measurements for both monument line to back of curb (BOC) and monument line to face of curb (FOC).
 - All existing and proposed driveways, including driveway widths.
 - Required visibility triangles and sight lines at driveways and intersections (10' x 20'; 33' x 33', etc).
 - City limit lines, if abutting.
- Property address and APN (Assessor Parcel Number).
- Site acreage: both gross and net.
- 5" x 5" clear area in lower right hand corner of all sheets for approval stamps.
- Existing buildings to remain, and proposed new structures, with proposed uses.
- Show all significant natural features (rock outcroppings, washes, existing trees, etc).
- Show and label all proposed safety curbing and surface materials (asphalt, decomposed granite, turf, etc).
- Dimensions of all landscape islands and areas (minimum 5' width inside of curbs).
- Show and label all existing and proposed fire hydrants.
- Show and label all proposed accessible routes to building entrances, public sidewalks, transit stops, and accessible parking spaces.
- All existing and proposed underground utilities (water, sewer, telecom, irrigation, electric, etc), including any related above-ground facilities such as transformers, poles, or irrigation controls.

PRELIMINARY SITE PLAN – provide base information (above) plus the following:

Zoning Summary:

- Existing and proposed zoning.
- Character area (DTC and WU) and transect district (WU Code only).
- Zoning Adjustment (variance/use permit) information: case number(s), nature of request, stipulations.
- Rezoning/Special Permit information: case number(s), stipulations of approval.

Development Summary:

- Legal description.



- Project description, including all proposed uses.
- Existing and proposed use(s).
- Total square footage of structures proposed for the site, with individual square footage of each building.
- Lot coverage calculations.
- Residential density calculations, indicating total number of dwelling units and dwelling units per acre, if applicable.
- Proposed phase lines for phased developments.
- Proposed site wall/fence details with dimensions, materials, colors, and heights.
- Shaded walkway detail within parking lot.

Downtown Code (Chapter 12) Projects Only:

- Label each abutting street with street name and type (Pedestrian Street or Side Street per Section 1202.E).
- Label all adjacent Enhanced Corners (per Section 1202.E).
- Label all adjacent Buffer Alleys (per Section 1202.F).
- For EACH adjacent street frontage, provide the following information per the Character area:
 - Minimum, maximum, and proposed building setbacks.
 - Minimum and proposed building frontage length/percentage.
 - Proposed frontage type (per Section 1205).
 - Minimum and proposed sidewalk widths.
 - Minimum and proposed Streetscape Zone width.
 - Proposed building entrances.
 - Proposed roof overhangs and canopies.
- For EACH frontage TYPE, show how the proposed development complies with any specific standards for that frontage type (i.e. 75% glazing required for Storefront).
- Proposed building/structure heights (stories/feet), relative to finished floor elevation.
- Proposed internal floor plan(s), if needed to demonstrate compliance with DTC requirements.
- Sustainability bonus point summary, if utilizing (per Section 1223).
- Summary of Design Alternatives to be requested from the DRC, if known (Section 1224).

Walkable Urban Code (Chapter 13) Projects Only:

- Label each street type with street name and type (Primary or Secondary Frontage per Section 1303.A.6).
- For EACH adjacent street frontage, provide the following information:
 - Minimum, maximum, and proposed building setbacks.
 - Minimum and proposed building frontage length/percentage.
 - Proposed frontage type (per Section 1305).
 - Minimum and proposed sidewalk widths.
 - Minimum and proposed Streetscape Standards (per Character Area, Section 1312)
 - Proposed building entrances.
 - Proposed roof overhangs and canopies.
- For EACH frontage TYPE, show how the proposed development complies with any specific standards for that frontage type (i.e. 75% glazing required for Storefront on a Primary Frontage).
- Proposed building/structure heights (stories/feet), relative to finished floor elevation.
- Proposed internal floor plan(s), if needed to demonstrate compliance with WU Code requirements.
- Summary of Design Alternatives to be requested through staff and/or the DRC, if known (Section 1313).



Site Features:

- Location of height of light fixtures and poles.
- Location and size of refuse containers.
- Locations of overhead utilities and poles on and adjacent to the site.
- Proposed locations of all service areas, including electrical transformers/panels, trash collection, and/or backflow preventers.

Traffic/Parking:

- All existing and proposed parking areas.
- Number of parking spaces required (minimum), proposed, and maximum allowed (show calculations).
- Number of accessible parking spaces required and provided (show calculations).
- Dimensions of typical parking stalls, accessible stalls, maneuvering areas, drive aisles, and parking islands.
- Typical angle of parking if not 90 degrees.
- Fire lanes (20' minimum width, 14' minimum vertical clearance, 45' minimum radius for turning movement).
- Parking structure stall/aisle layout for each level, if applicable.
- Location and size of loading docks/loading areas (show calculations).
- Location and size of all resident/customer pickup and dropoff areas.
- Locations and details of all proposed vehicular gates.

Site Plan Notes (place on plan):

- "Development and use of this site will conform with all applicable codes and ordinances."
- "All new or relocated utilities will be placed underground."
- "Structures and landscaping within a triangle measured back 10' from the property line and 20' along the property line on each side of the driveways entrances will be maintained at a maximum height of 3'."
- "Structures and landscaping within a triangle measuring 33' x 33' along the property lines will be maintained at a maximum height of 3'."
- "Any lighting will be placed so as to direct light away from adjacent residential districts and will not exceed one foot candle at the property line. No noise, odor, or vibration will be emitted at any level exceeding the general level of noise, odor, or vibration emitted by uses in the area outside of the site."
- "Owners of property adjacent to public rights-of-way will have the responsibility for maintaining all landscaping located within the rights-of-way, in accordance with approved plans."
- "All rooftop equipment and satellite dishes shall be screened to the height of the tallest equipment."
- "All service areas shall be screened to conceal trash containers, loading docks, transformers, backflow preventers and other mechanical or electrical equipment from eye level adjacent to all public streets."
- "Barbed, razor, or concertina wire (or similar) shall not be used on this site where visible from public streets or adjacent residential areas."
- "All signage requires separate reviews, approvals, and permits. No signs are approved per this plan."
- "Gates are to remain open, or are to open automatically, between the hours of _____ and _____."
- Please consider placing the following note (signed and dated) on the site plan to authorize minor amendment to the plan in the future:



I consent to the reproduction of this site plan provided that if modifications are made, the professionals who make such changes assume full responsibility and liability for the modified portions of the plan.

SIGNATURE OF COPYRIGHT OWNER

PRINTED NAME OF COPYRIGHT OWNER

DATE

PRELIMINARY BUILDING ELEVATIONS – provide the following:

- Colored elevations of all sides of all buildings.
- Label proposed building materials, textures, and colors.
- Building heights. Show dimensions above grade to roof and any parapets, and to chimneys, spires, etc.
- Locations of any rooftop mechanical equipment (show that they are screened).
- Conceptual locations of signs (all signs required separate reviews and permits).
- Conceptual renderings (perspective views), if needed to demonstrate compliance with code requirements.
- Indicate and show compliance with all Enhanced Corners (DTC Sections 1202.E and 1207.M)

PRELIMINARY LANDSCAPE PLAN – provide base information (above) plus the following:

- Locations and identification of all existing on-site landscape materials.
- Proposed landscape materials: groundcover, trees, shrubs, including proposed sizes (caliper size for trees).
- Identify any existing trees in the ROW currently maintained by the City (Parks or Streets).
- Proposed locations of retention basins and other drainage facilities.
- Proposed slopes and heights/depths of berms, basins, and channels.
- Method of dust control in parking/maneuvering areas and future phases of development.
- Proposed water features.

PRELIMINARY GRADING PLAN – provide base information (above) plus the following:

- Existing contours.
- Grades on adjacent properties/top of curb elevations.
- Proposed site grading with spot elevations, contours, flow arrows, and finished floor elevations.
- Proposed locations of retention basins and other drainage facilities.
- Any proposed railings, signs, artwork, planters, grates, ramps or steps located within the ROW.
- Any proposed non-standard paving materials proposed within public ROW.
- Show retention volume calculations.
- Proposed slopes and heights/depths of berms, basins, and channels.
- Cross-sections at edge of site.
- Floodplain limits/floodways.



DTC/WU FACT-FINDING MINIMUM SUBMITTAL REQUIREMENTS

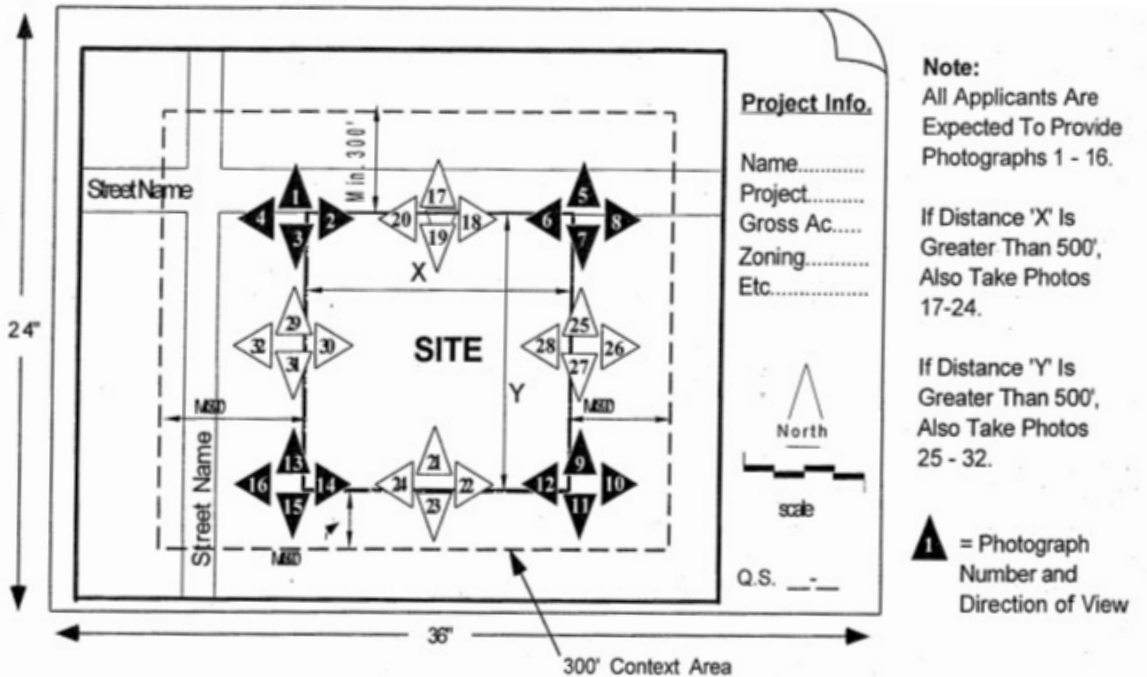
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CONTEXT PLAN AND SITE PHOTOS

Please provide the following information, including labels where necessary:

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- Provide digital photographs of the site with a key, as follows:



- Photo file type and file numbering:
 - Color photographs keyed to the site are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent property.
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 - Each photo shall be a separate file, with **no individual file larger than 10 mb.**



- Photo files shall be numbered consecutively and correspond with the key shown on the context plan (see above for example diagram).

CONCEPTUAL SITE PLAN/SUBDIVISION LAYOUT. Please provide the following information, including labels where necessary:

- Name, address, telephone number, and email address of the property owner and design professional(s) who prepared the plan.
- Vicinity map and North arrow (top or right of plan).
- 5" x 5" clear area in lower right hand corner for approval stamps.
- Property address and APNs (Assessor Parcel Number)
- Parcel/lot boundary lines. Site must be identifiable on a map.
- Site acreage: both gross and net.
- Existing and proposed zoning categories.
- Case numbers for any known rezoning or zoning adjustment cases (use permits and/or variances).
- Label adjacent zoning and land uses.
- Lot Sales: indicate Y (yes) or N (no). If condominium plat proposed, state "condominiums" on plan.
- Location of existing and proposed fire hydrants (on-site and off-site / 300' spacing)
- Locations of proposed vehicular and pedestrian gates
- Show drainage arrows/outfall, if known
- Locations of retention basins and retaining walls
- Proposed finished floor elevations, if known
- Submit any drainage studies prepared for the site, if completed
- FAA Determination of No Hazard related to height of structure, if already obtained:
<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>
- Plus the following, as applicable:

<u>FOR COMMERCIAL/MULTI-FAMILY DEVELOPMENT</u>	<u>FOR SUBDIVISION DEVELOPMENT</u>
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scale (engineering scale required: 1" = 60' minimum) unless otherwise approved by staff <input checked="" type="checkbox"/> Existing buildings to remain, and proposed new structures, with proposed uses. <input checked="" type="checkbox"/> Existing and proposed building heights(s), building footprint(s), square footage(s), and use <input checked="" type="checkbox"/> Existing and proposed driveway locations <input checked="" type="checkbox"/> Setbacks and proposed landscape concepts <input checked="" type="checkbox"/> Location of parking <input checked="" type="checkbox"/> Abutting street(s) <input checked="" type="checkbox"/> Number of parking spaces required <u>and</u> provided <input checked="" type="checkbox"/> Show landscape and pavement areas (must be easily identifiable) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scale (engineering scale required: 1" = 100' minimum) unless otherwise approved by staff <input checked="" type="checkbox"/> Residential density (gross acreage ÷ # of lots) and number of lots <input checked="" type="checkbox"/> Proposed development option (Conventional, Average Lot, PRD, SFA, PUD). <input checked="" type="checkbox"/> Existing streets, including dimensions of ROW and improvements. <input checked="" type="checkbox"/> Indicate proposed street type: public street, private accessway, or private driveway. <input checked="" type="checkbox"/> Proposed lot and street layout <input checked="" type="checkbox"/> Proposed open spaces and amenities <input checked="" type="checkbox"/> Proposed screen wall locations and heights <input checked="" type="checkbox"/> Typical lot detail showing proposed setbacks <input checked="" type="checkbox"/> Proposed guest parking, if required