



This form outlines the requirements for preparing a Minor Site Plan. For additional information contact the Planning & Development Department, Site Planning Counter, 2nd floor, 200 West Washington Street, Phoenix, Arizona 85003 or call (602) 262-7811(voice) or (602) 534-5500 (TTY). Fax number is (602) 495-3637.

The minimum submittal requirements are stated in the table below. At the time of submittal, staff will indicate if additional items listed in the table are required to be a complete submittal:

Number of Copies			Final Site Plan (Major or Minor) or Final Site Plan Amendment
Required	Provided?	N/A	
6			Site Plan
2			Building Elevations
1			Colored Building Elevations
			Detail Sheet (Design Review / Site Details)
			Site Photos
			Landscape Sheet
			Other:

Separate Landscape Plan submittal required Separate Civil plan submittal (G&D, paving, etc) required

Please return this checklist and plans with your submittal. Fees must also be paid at the time of the submittal and vary based upon size and use. Please refer to the PDD Fee Schedule at <https://www.phoenix.gov/pdd/devfees/fees> for information regarding fees, or visit the Site Planning Counter where staff can calculate the correct fee for you.

Plans should indicate any existing and proposed development to be permitted within 2 years of site plan approval (3 years for phased projects).

Important Note: **Site plans must be sealed by a registered architect/engineer if it will be included in the building permit submittal.**

**☒ = REQUIRED. ☐ = REQUIRED IF APPLICABLE
(Staff will make this determination at time of submittal)**

Site Plan

Base Information:

- Name, address, telephone, fax number, email address of owner and design professional preparing site plan.
- Scale (engineering scale required).
- Vicinity map.
- North arrow.
- Provide 5" x 5" space in lower right corner of sheet for approval stamps.
- Sheet(s) size to be 24" x 36".
- Site Plan Notes (see separate handout).

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.

Plan Drawing: Show and dimension the following:

- Parcel/Lot Dimensions.
- Building(s) to property lines and between buildings.
- All existing and proposed easements/rights-of-way.
- Existing and proposed rights-of-way improvements (curb/gutter/sidewalk/driveways/bus shelters).
- Driveway locations and widths.
- Show significant natural features (rock formations/washes/vegetation).
- Show and note height of existing and proposed walls, retaining walls, fences, berming, retention areas.
- Show existing and proposed safety curbing and surface materials (label materials: asphalt/decomposed granite/turf/ground cover).
- Identify onsite/offsite locations of fire hydrants within 350 feet of the project.
- Accessible routes to/from building entrances/exits public sidewalks, bus stops, and parking areas.

Development Summary Table – Show:

- Project Description.
- Legal Description (separate attachment if lengthy).
- Existing Zoning.
- Development Option (residential uses).
- Zoning Adjustment Case Numbers, Requests and Stipulations.
- Zoning Case Number and Stipulations.
- Density Calculations (DU per Gross acre).
- Number of residential units.
- Site Acreage: Gross and Net (square footage and acres).
- Building Square Footage (each structure and total).
- Lot Coverage Calculations (net area).
- Proposed building/structure heights (stories/feet).

Structures – Show:

- Existing and proposed building footprint(s) and uses.
- Proposed building entrances.
- Proposed building overhangs/canopies.
- Location and height of lighting (if N/A provide note).
- Location and size of refuse areas/enclosures
- Above grade utility cabinets and plumbing.

Circulation/Parking:

- Traffic visibility triangles 10' X 20' and 33' X 33' (driveways/intersections).
- Existing and proposed parking (show calculations).
- Number of parking spaces provided/required.
- Number of accessible spaces provided/required.
- Dimensions of typical parking stalls, accessible stalls, maneuvering areas, parking islands.
- Typical angle of proposed parking if less than 90 degrees.
- Fire lanes (minimum 45'/35'/55' radius for turning movement, 14' vertical clearance, 20' minimum width).
- Location and size of loading dock or zone.
- Provide 'Verification of Parking/Tenant List' (see separate handout).

- Building Elevations: (Provide folded copies as noted below)**
 - 2 Copies: Building elevations (four sides/each building) noting primary materials and textures.
 - 1 Copy: Colored Building Elevations (four sides of the structure/each building).
 - 1 Copy (8.5x11): Colors and Materials Exhibit – may include items such as photos or color sales sheets of building materials and paint colors – no actual samples unless requested.

- Design Review Detail Sheet: (Provide 2 folded copies)**
 - Parking canopy details demonstrating compliance with Design Guideline 507.TabA.II.B.3.2.
 - Lighting fixture specification cut sheets demonstrating compliance with Design Guidelines 507.TabA.II.A.8 & city of Phoenix Dark Sky Regulations.
 - Scaled façade and cross-sections details of all new site walls noting construction materials and finish treatment.
 - Scaled refuse enclosure wall and gate details indicating construction materials and finish treatment

- Site Photos: Provide 1 set of photographs that show the existing area and conditions of the site that are consistent with the scope of the proposed project.**

Additional comments and potential plan submittals per discussion with P&D staff:

Landscaping Plans:

- This project may provide landscaping on the site plan (See separate handout).
- Separate landscaping plan required (See separate handout).
- Landscaping inventory/salvage plan required (See separate handout).

Other Comments: