



## COMMERCIAL/NON-RESIDENTIAL PERMITS

### Site Plan Instructions

Commercial and Non-Residential Permits typically include a requirement for a Site Plan. Your site plan should clearly illustrate your project. An accurate site plan will help you be sure that you can physically construct your concept on the site that you own.

To prepare a site plan you will need 11 inch by 17 inch sheets of white paper, a ruler, pencils and pen and possibly a measuring tape. Your site plan should be legible and complete. It should also be drawn to scale or fully dimensioned. If your site plan is larger than 11 by 17 inches, provide a reduced copy (11x17) with your application. These requirements are also noted in the County's Zoning Regulations, in particular these sections: 1705.07, 1705.08, 1806.03, 1807.06, 1819.01.

#### All site plans should include the following items:

- Your Tax Parcel ID Number. You may also wish to include the name of your business and/or your street address.
- North arrow.
- A drawing scale.
- All of your site boundaries: note the dimensions of your boundaries. *If you do not know how long any of your property boundary lines are this information may be available on an Assessor's Parcel Map.*
- Note the names of any public or private streets next to your site.
- Location and width noted of all **existing** and **proposed** driveways. Measure and note both the driveway width and the driveway radii at the point that it joins onto the access roadway to your parcels. Also note any other access points to your parcel (for vehicles, pedestrians, bicycles, transit etc) from streets or alleys next to your site.
- Location and exterior dimensions of all **existing** and **proposed** buildings, structures and uses. Show the dimension distance between any buildings and your property line (setbacks). Include side-elevation drawings showing height of buildings, if appropriate to your project. Clearly indicate on your plan which structures on your site already exist and which ones are proposed.
- Show the location of any wells located on your site.
- Show the location, and note the depth and width, of all drainage ways within 300 feet of any improvements.
- Show the location of your septic tank, leach field and area for 100 percent expansion. Note distances to all structures, to your well, to any washes, to your property lines and to any other required setbacks.
- Show the location, and note the height and type of materials, of any walls, fences or screening that is **existing** or **planned**.
- For all driveways show a sight distance triangle illustrating the required clear zone for drivers
- Provide the date your site plan was prepared and/or revised. You may also want to note who prepared the site plan and/or sign your site plan.

Provide any other information on your site plan that you think will help County staff understand your project. Additional information may be requested by the County Zoning Inspector and/or the County Health Dept. and revisions to your site plan may be requested to reflect your final design plans after County review is completed. Your site plan becomes part of your permit and is the primary document used to determine if your project is completed, as permitted by the County.



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Depending on the type of project you are proposing, or on your site conditions, or if you are in any of the four overlay zones, you may also need to include the following items on your site plan:

- Show the location and surface type of off-street parking and loading areas.
- Show the dimensions of your parking and loading areas, total number of spaces, and arrangement of the parking spaces and driveways. Show where your handicapped/ADA access parking spaces and any accessibility ramps are located.
- Show the location, width and alignment of all streets and alleys adjacent to your parcel. Include the type of surface and, if they exist, curbs, gutters or sidewalks. Show on your site plans the right-of-way boundaries and distances of your driveways from the nearest intersection and/or driveways on adjacent properties. *Distances should meet or exceed minimum standards in the County's Roadway Design & Construction Standards & Specifications for Public Improvements.*
- Show the location of any outdoor lighting. Note the height of any lighting, shielding planned and type of light.
- Show the location of any signs. Note the height, surface area and type of sign. Include a drawing of your sign with complete dimensions, including height, and sign copy and any illumination planned. *Note that a minimum 10 foot setback from the property line is required for any part of your sign base or edge.*
- Show the location and type of **existing** and **proposed** drainage, utility and sanitary sewage facilities.
- Show the location and type of **existing** or **proposed** enclosure of any outdoor storage, outdoor displays or other outdoor activity areas.
- Identify any new right-of-way lines that are proposed as part of a future dedication of a streets or easements being created as part of your project.
- Show any off-site improvements that you plan to construct, such as culverts, driveways and utility connections. Note the location and type of proposed pavement, curbs and gutters.
- Show provisions for solid waste disposal facilities. All refuse collection areas should be screened from view from all public streets and surrounding properties, except for one approved access opening.
- If your site is over an acre, your site plan should illustrate any water conservation measures you are taking. Note on your plan the proposed dust and erosion control measures you plan to use. Depending on the scale of your project you may also need a separate drainage and grading site plan.

### DRAINAGE AND GRADING PLAN INSTRUCTIONS

- A **Drainage and Grading Plan** may also be required for your project. If so, this plan should illustrate, at a minimum, the location of any drainage easements, the location of any drainage structures, the existing and future water-flow patterns. Note the direction of natural storm drainage flows on the property. Show the dimensions of the area to be cleared. Note the proposed dust and erosion control measures you plan to use. *These plans are typically required for sites clearing more than an acre or more than one/half of the total parcel).*



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#### LANDSCAPE PLAN INSTRUCTIONS

A **Landscape Plan** may also be required for your project. If so, this plan should illustrate, at a minimum, the following items:

- A minimum of 5% of the total developed site should be landscaped.
- A minimum 5 foot wide landscaped strip along any adjacent streets is required.
- Show any overhead utility lines: no trees should be planted under these wires if at full growth there might be a potential for interference with the overhead wires.
- Show your irrigation methods and any installation of irrigation fixtures on your landscape plan. *In the SV Sub-Watershed areas it is also required that outdoor sprinkler systems have a rain or humidity sensor installed. Areas less than 15 feet in width must be watered by a subsurface, drip, non-sprinkling system.*
- Show any artificial water features. *Special provisions may apply depending on your site location for harvested rainwater, recirculated water features.*
- Earth berms should be covered with drought tolerant plant material or ground cover to prevent erosion.
- Show the location, species and container size of all plants planned for the site. Trees should be no less than 5 gallons size; Shrubs should be no less than 1 gallon size.
- Plant types should be selected from drought tolerant plant species. An approved list can be found at [waterwise.arizona.edu](http://waterwise.arizona.edu) Alternative plants may be approved by the Zoning Inspector with documentation sufficient to demonstrate that the proposed plant species are drought tolerant.
- Native vegetation, especially those within natural drainage channels, should be retained whenever possible and can help to meet the landscaping requirements. Protected native plants should be retained whenever possible; if site grading will remove any protected plants a permit from the Dept. of agriculture is required. Protected plant species list can be found at [www.agriculture.az.gov](http://www.agriculture.az.gov)
- Grass types may be used for erosion control and seeding detention basins. Turf is allowed only for golf courses or in common areas of multi-family developments.
- Substitution of plant species at time of planting is not permitted. A revised landscape plan would be required to be submitted for review and approval prior to completing the landscaping.
- Show a sight distance triangle illustrating the required clear zone for drivers for any driveways on your site. Landscaping should not interfere, in their full growth state, with the clear zone (between 3 and 8 feet within the zone).

#### SITE PLAN DRAWING HINTS

Using more than one color can help you more clearly show the difference between existing and proposed items. Another technique is to use a lighter grey to show your site conditions and then a darker black for the changes you propose. If you have a large project use one site plan sheet to show site conditions and then another site plan sheet to show your proposed improvements and a third one to show proposed off-site improvements. If your site plan is complicated, use detailed sheets to illustrate specific features of your project.