

The following documents and information are required as part of the first submittal of the Civil Engineering & Site Development Improvement plan package. They are necessary for Site Development to conduct a complete review to ensure compliance with City Zoning Code as well as standards set forth in the approved PDP and any stipulations or conditions specified by City Council. Failure to provide the required documents and information may cause the submittal to be rejected or add additional review cycles, delaying permits.

The Site Development plan review is conducted simultaneously with other City departments (Civil, Traffic, Streets, etc.) and must be approved prior to permitting.

Plans:

Provide a complete civil and landscape improvement plan package on 24" X 36" sheet size; each of the following sets to be a separate file/pdf with its own cover sheet; Civil improvement plans, landscape plans, site lighting plans.

- Civil Improvement plan –
 - Include water, sewer, reclaimed water, paving, grading and drainage and all other plans, information, and documentation required by Civil Engineering (See Civil Engineering submittal and plan review checklists)
- Landscape, Irrigation and Hardscape plan – its own file/pdf
 - Cover sheet with vicinity map, sheet index and landscape architects contact information
 - Landscape plans with entire project boundary and perimeter data shown
 - Landscape Area Data on plans (see UDM for Landscape Area Data Sheet)
 - Irrigation plans showing separate valves for trees and shrubs, connection and service lines (with sizes), and meter and backflow locations and sizes matching civil improvement plans
 - Hardscape plans specifying decorative concrete, pavers, etc. (if applicable)
 - Details and elevations (including colors and materials) of all walls, shade structures, amenities, etc.
 - Project Phasing plan (if applicable)
- Site Lighting plans (for residential developments); its own file/pdf
 - Site lighting plan showing locations of all proposed common area / open space lighting
*Note: all site lighting requires a separate building safety plan review submittal and permits. Site lighting does not include public or private streetlights energized by SRP/APS.

Documents:

- Include a separate "Colors and Materials" PDF file (printable in color on 8½" x 11" paper) of all exterior paint colors and materials and/or cut sheets (including finishes, styles, or patterns, as applicable) specified on landscape or hardscape plans. Provide for decorative pavement, amenity items, walls, fences & gates, benches, shade structures, awnings, deco pots, etc. (These sheets are for records and inspections) See Section 35-1902(5)(a), Zoning Code.
- Include a separate "Lighting Cut Sheets" PDF file (printable in color on 8½" x 11" paper) of catalog cut sheets for all common open space lighting fixtures and poles. Indicate model, style, finish and/or color and any model options on cut sheets and lighting fixture schedule on electrical plans. See Section 35-1902(6)(d), Zoning Code.

Note:

Onsite and Offsite/Median improvements are to be separate submittal plan packages and will be assigned separate City log numbers.

Offsite landscape plans for City owned medians, R/W & retention basins are to be provided in the separate Offsite Improvement Plan submittal. If no other civil offsite improvements are proposed, they will still be required to be provided in a separate offsite plan submittal package and identified as landscape only.

Revisions to previously approved plans do not constitute a resubmittal. You must submit a new first review application. Provide the original tracking number for reference if available.

READ THE SUBMITTAL GUIDELINES FOR RESUBMITTALS

Use the EXACT same filename as the original submittal. Do not change the filename when submitting an updated 'version' of your plans or supporting documents – the system tracks versioning automatically.

Do not reorder, extract or insert pages in the middle of your corrected plan sets. For example, if a 4-page set of grading plans was returned to you for corrections, resubmit a 4-page set of corrected grading plans in the same page order.

For required resubmittals, rearranging, extracting or inserting pages out of order will result in delays completing your plan review.

If submitting *new (additional)* plan sheet(s), plan sets or supplemental documents, place new pages at the end of the corrected plan set document. **Do not** place new pages in the middle or beginning of the document. **Do not** reorder pages within the document.

Removing Pages: If pages need to be removed from the plan set, instead of excluding/deleting them, place a blank sheet in their place.

Why is page order important? Resubmitting plans with pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.

Electronic submittal requirements can be found by going to <https://www.chandleraz.gov/clics/> Click on “**Apply for a Permit/Plan Review**” under the “**Development Services**” tab. Then click on “**Click here for Electronic Submittal Requirements**”.

Please do not hesitate to contact a Construction Permit Representative at 480-782-3074 with any questions or to obtain help with the electronic submittal process.

Visit our webpage for electronic plan submittal guides, quick tips and uploading instructions:

[Electronic Plan Review Services and Citizen Access](#)

See link: <https://developmentpermits.chandleraz.gov/clics/Default.aspx>

[Electronic Plan Review Document Submittal Recommendations](#)

See link: <https://www.chandleraz.gov/sites/default/files/Building%20Safety/FullElectronicSubmittalInstructions.pdf>

[Quick Tips for Electronic Submittal](#)

See link: <https://www.chandleraz.gov/sites/default/files/Quick-Tips-for-Electronic-Submittal.pdf>