



## Tolleson Development Services

### **Tolleson Site Plan Submittal Checklist (TCC 12-4-169, et seq)**

Project: \_\_\_\_\_

Developer: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Pre-App Meeting :** A Pre-application meeting with City staff prior to making a formal submittal is encouraged. In doing so the applicant can discuss with staff issues such as the development concept, the review and approval process, and the submittal requirements. An initial Pre-App meeting will be provided at no fee. [TCC 12-2-169(B)]

**NOTICE :** Site Plans are approved by the City Council, with the recommendation of the Planning and Zoning Commission, after a public hearing by both bodies. The public hearings and actions require a 30-day public notice. Final submittals of complete and accurate APPROVED documents must be received by staff at least 7 days prior to the deadline for public notice for the desired council meeting, as determined by the clerk. Applications and supporting documents deemed not to be complete and accurate will not be processed for the requested council meeting. Staff will work with the applicant to reschedule to a subsequent meeting date once the submittal is determined to be complete and accurate.

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Application: [TCC 12-4-169 (B)]

- Fully completed
- Information is correct & accurate
- Signed by appropriate parties

Fees (NO review to start until ALL fees have been received.)

- Fee calculations are complete AND correct
- Fee has been received.

PROP 207 Waiver (MUST be submitted for ANY Zoning action.)

- Prepared completely and accurately
- Signed & "notarized/attested" by property owner

Owner's Letter of Authorization

- Included
- Signed/dated

SITE PLANS: Required Plans, Reports, and other Supporting Documents

- Site Plan per TCC 12-4-169 (B) (1)
- Building Elevations per TCC 12-4-169 (B) (2)
- Preliminary Grading & Drainage Plan [TCC 12-4-169 (B) (3)]
- Preliminary Utility Plan [TCC 12-4-169 (B) (4)]
- Preliminary Landscaping Plan [TCC 12-4-169 (B) (5)]
- Existing Conditions Plan

**NOTES:**

Each required plan type is to be submitted as a separate component of the submittal. Consolidating plan types on a single sheet or combining multiple sheets of the same type on a single sheet is unacceptable. Submittals with such plans shall be considered "Administratively Incomplete".

Plans must not exceed to allowable maximum scale. Submittals with such sheets shall be considered "Administratively Incomplete".

Preliminary Grading & Drainage, Utilities, Landscape, and Existing Conditions plans MUST be prepared by AND be sealed/signed/dated by the appropriate design professional licensed by the AZBTR. Submittals with plans NOT so prepared shall be considered "Administratively Incomplete".

**Document Preparation Standards**

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**Plan Sheets**

Plan sheets for Site Plans, Building Elevations, Preliminary Grading & Drainage, Preliminary Utility Plans. Preliminary Landscape Plans, or any other plan sheets submitted in support of the application are to be prepared to the following standards:

Plan sheets to be 24"x36" - landscape

Text is to be orientated to be read left-to-right or from bottom-to-top of each sheet.

Alternate sizes/formats are discouraged and must be approved by the City Engineer prior to submittal.

Submittals using sizes/formats other than those approved will be considered "Administratively Incomplete".

The scale of the drawings shall be a standard engineering scale of not less than 1" = 50'

**Technical Reports (Drainage, utilities, Soils, Structural, etc)**

ALL documents are to be prepared/submitted on 8.5"x11" or 11"x17" paper, unless an approved substitute has been approved by the City Engineer.

Scale of any drawings are to be an appropriate scale for the use intended or as required by law (Maximum scale 1" = 100').

Documents are to be orientated as follows, unless approved otherwise by the City Engineer:

§ 8.5"x11" - portrait

§ 11"x17" - landscape

Text is to be orientated to be read left-to-right or from bottom-to-top of each sheet.

**ALL submittals are to be made electronically ONLY. Contact the Development Services Customer Service Team (Development Services@tolleson.az.gov) for access to the City's paperless plan submittal/review system.**

**Fees must be paid by check, money order, or other method approved by the Finance Department. During the Covid-19 crisis the front lobby to the City Hall is closed to the public. There is a drop box located just next to the front door that is checked several times a day. Payments can be dropped off there; be sure to notify the Development Services Customer Services staff when a payment has been dropped off. Delivery of payments by USPS or other commercial delivery service is acceptable.**

#### **Site Plan Fee Calculation Worksheet**

The following worksheet can be used to compute the fee to be submitted with the application & supporting documents.

There is a **BASE FEE** that varies by use type.

For Commercial/Industrial site it is: ..... \$2,000.00.

For residential uses OTHER THAN for individual SF site plans it is: ..... \$1,200.00

In addition to the **BASE FEE** there is a per sheet fee that also varies by use type:

For Commercial/Industrial site it is: ..... \$600.00/page

For residential uses OTHER THAN for individual SF site plans it is: ..... \$450.00/page

For purposes of computing the site plan application fee the following protocols apply:

- 1) Each sheet in a plan set counts as 1-sheet, so a site plan set with 5 sheets to present the site would count as 5 sheets and would be assessed a fee of \$3,000.00 for the site plan sheets. This would apply to each type of plan sets submitted: Prelim G&D, Prelim Utilities, Prelim Landscape, Prelim Site Lighting. If each set had 5 sheets each the above example would be assessed a plan review fee of \$15,000 plus the base fee of \$2,000.00.
- 2) Required reports, such as Prelim Drainage Report, Prelim Utility Report each count as a single sheet for purposes of computing the application fee. Therefore a submittal that included a Prelim Drainage Report as well as a Prelim Utility Report would be assessed a fee of \$1200.00 for those reports in addition to the fees assessed for the plan sets.

### **Preliminary Grading & Drainage Plan Submittal Criteria**

*The purpose of the Preliminary Grading & Drainage Plan (including Retention) is to verify that the site can be developed as proposed in substantial compliance with the criteria as developed by the City and other agencies having input in the design of this work. This checklist defines the minimum information to be provided on these plans. Site conditions and general practice may dictate the need for additional information. The applicant is encouraged to provide any/all information that would reasonably be required to facilitate the City's review & verification that the proposal complies with the City Code and other regulations and with good engineering practice.*

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**Existing Drainage System**

- \_\_\_\_\_ Indicate any offsite areas that are/historically flowing onto project site.
- \_\_\_\_\_ Indicate flow rates for 2, 10, 100 year events
- \_\_\_\_\_ Indicate flow paths/channels and outfall points.
- \_\_\_\_\_ Indicate project site's "ultimate outfall" & indicate its elevation and any conditions/features that might interfere with the outfall if required.
- \_\_\_\_\_ Indicate any floodplains, flood hazard areas, backflow inundation limits, and other drainage issues that may affect the development of the site.

**Proposed Grading/Drainage [TCC 12-1-131]**

- \_\_\_\_\_ Indicate FFE - must be at least 14" above ultimate outfall or above any BFE
- \_\_\_\_\_ Indicate, at a minimum, proposed location & elevation off all high point/grade-breaks and direction of flow therefrom.
- \_\_\_\_\_ Indicate, at a minimum, all drainage swales, channels, "gutter lines" and elevations
- \_\_\_\_\_ Indicate any proposed underground pipes or other conveyance/storage systems.

**Retention Systems (TCC 12-1-130 et seq)**

Provide retention calculations showing ALL proposed basins to include for each basin, at a minimum:

- \_\_\_\_\_ Area tributary (DA)
- \_\_\_\_\_ Site/DA specific "C" value
- \_\_\_\_\_ Volume Required

Volume Provided with proposed depth & method of disposal. Provide enough data to allow independent verification of calculations.

Basins with a depth less than 1-foot may be **considered** but require the prior approval of the City Engineer.

Indicate the outfall route for overflows from basins and drainage conveyance systems. May not spill over onto adjacent properties. Must be routed to the site's "ultimate outfall".

**Preliminary Drainage Report:**

Provide written report that indicates the basis of design for the proposed drainage system - on & off site as appropriate. Include descriptive text, drawings, maps, tables, and calculations that support the validity of the proposed design. (01/28/21)

Other items as noted in TCC 12-1-131, et seq, FCDMC DDM I/II/III, and other appropriate design criteria/requirements and sound engineering practice.

### **Preliminary Utility Plan Submittal Criteria**

The purpose of the Preliminary Utility Plan is to verify that the site can be developed as proposed in substantial compliance with the criteria as developed by the City and other agencies having input in the design of this work. This checklist defines the minimum information to be provided on these plans. Site conditions and general practice may dictate the need for additional information. The applicant is encouraged to provide any/all information that would reasonably be required to facilitate the City's review & verification that the proposal complies with the City Code and other regulations and with good engineering practice.

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Existing Utility Systems

Show ALL existing utility facilities on or adjacent to the project site, including but not  
\_\_\_\_\_ Public water and sewer mains and appurtenances;  
\_\_\_\_\_ Show all public hydrants adjacent to or within 100' of the property.  
\_\_\_\_\_ Private utilities such as:  
\_\_\_\_\_ § Gas,  
\_\_\_\_\_ § Power/electric  
\_\_\_\_\_ § Communication, including fiber lines  
\_\_\_\_\_ § Irrigation  
\_\_\_\_\_ § Other private utilities as may exist in the area  
\_\_\_\_\_ Note owner info for all utilities  
\_\_\_\_\_ Show existing pavement & any street signals and signs. Note bus stop when adjacent  
to site.

Proposed Utility System

Show proposed water and sewer (W&S) systems intended to serve the project.

**Note:** Unless approved as a "public" water or sewer system, which would need to be placed within dedicated easements for that purpose, ALL water and sewer systems proposed to serve the project are considered "private" systems. As such the maintenance of these systems are the responsibility of the property owner. The "private" system begins immediately at the connection to the "public" system and extends onto and across the project site to the building(s) being served.

Provide preliminary sizing of all W&S mains. Indicate all appurtenances such as MH's, CO's, valves, meters, hydrants, BFP assemblies, etc. Appropriate locations/spacing to be noted/called-out. Indicate tie-ins to proposed building(s).

Summarize calculations with a "Basis of Design" report. (01/28/21)

Fire protection:

Indicate fire line, with BFP assembly, on plan.

Provide graphic verification that site has appropriate fire protect coverage as required by Tolleson Fire Dept.

Indicate location of FCD.

Refer to "Fire Department Plan Review Guide for Site Plan" for additional details/requirements.

Other criteria, as appropriate, as established by MCESD, ADWR, ADEQ, EPA, and those other agencies whose criteria generally have an impact on this issue, and by sound engineering practice.

### **Preliminary Landscaping Plan Submittal Criteria**

*The purpose of the Preliminary Landscaping Plan is to verify that the site can be developed as proposed in substantial compliance with the criteria as developed by the City and other agencies having input in the design of this work. This checklist defines the minimum information to be provided on these plans. Site conditions and general practice may dictate the need for additional information. The applicant is encouraged to provide any/all information that would reasonably be required to facilitate the City's review & verification that the proposal complies with the City Code and other regulations and with good engineering practice. The applicant is directed to the appropriate sections within the Tolleson City Code for other information for landscape design within the city.*

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#### Existing Conditions

- o Indicate the existing land uses and current zoning classifications for ALL adjacent properties, including those that are on the other side of roadway R/W &/or alleys.
- o Indicate all existing trees and other significant vegetation on and adjacent to the site. Provide type, size, and condition.
- o Indicate the location, type, materials, condition of any walls and/or fences along the property lines.

#### Proposed Landscape Plan

- o Graphically indicate location and type of all proposed landscape plantings and non-vegetative ground coverage.
- o Provide summary of required/proposed landscaping for:
  - street right-of-way [TCC 12-4-101 (A)(1);
  - front yard and street side-yard setback areas;
  - Interior side-yard and rear yard setbacks
  - common parking areas.
- o Provide summary of plant schedule and indicate whether or not they are on the City's preferred drought tolerant, low-water plant listing.

#### Proposed Walls/Fences/Screening

- o Indicate location, height, material for all walls and fences
- o Graphically indicate "sight visibility triangles" at all street corners and at all driveways at the property lines. Indicate minimum dimensions for sight triangles on plan. Note maximum height of ground cover & shrubs and lowest height of tree foliage allowed.

### **Existing Conditions Plan Submittal Criteria**

*The purpose of the Existing Conditions Plan is to verify that the site can be developed as proposed in substantial compliance with the criteria as developed by the City and other agencies having input in the design of this work. This checklist defines the minimum information to be provided on these plans. Site conditions and general practice may dictate the need for additional information. The applicant is encouraged to provide any/all information that would reasonably be required to facilitate the City's review & verification that the proposal complies with the City Code and other regulations and with good engineering practice.*

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Provide a results of survey drawing depicting, at a minimum:

- o Those existing site conditions as noted in TCC 12-2-2 (B) (1) & (2).  
Substitute "Site Plan of \_\_\_\_\_" in lieu of the "Subdivision \_\_\_\_\_".
- o Show, or otherwise clearly note, any existing easements on or adjacent to the parcel, PLUS any other restrictions on the use of the parcel, as may be discovered with a search of the public records.

Where appropriate the "existing conditions" data should be shown as "background" information of the other plans being submitted.

Existing utility and pavement data required for the Preliminary Grading & Drainage and Preliminary Utility plans would be appropriate to be depicted on this plan.

AAC 30-301.13. To the extent applicable to the professional engagement, a registrant shall conduct a land survey engagement in accordance with the April 12, 2001 Arizona Professional Land Surveyors Association (APLS) Arizona Boundary Survey Minimum Standards, available at [www.azapls.org](http://www.azapls.org).