



Planning & Development Department

ELECTRONIC DOCUMENT REVIEW (EDR) SUBDIVISION GRADING & INFRASTRUCTURE PERMIT

EDR APPLICATION PACKET FORMS INDEX
SUBDIVISION GRADING & INFRASTRUCTURE PERMIT CHECKLIST
SUBDIVISION GRADING & INFRASTRUCTURE PERMIT PROCESS & TIMEFRAME
BUILDING ACTIVITY APPLICATION
SUBDIVISION GRADING & INFRASTRUCTURE PERMIT APPLICATION
CONTACT SUPPLEMENTAL

The EDR Subdivision Grading & Infrastructure Permit application packet is to be utilized for Electronic Document Review only with on-line submittal of an associated EDR Final Plat application. The required application forms and infrastructure permit must be converted into Adobe PDF documents for electronic document review.

- Download the Electronic Document Review (EDR) User Guide – Subdivision Grading and Infrastructure Permit from the following website www.maricopa.gov/4493/EDR-Planning-Applications for submittal requirements and instructions.

Notes:

As of December 31, 2012, all Plan of Development applications are subject to ARS §1605.

As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2.



**Planning & Development Department
ELECTRONIC DOCUMENT REVIEW (EDR)
SUBDIVISION GRADING & INFRASTRUCTURE PERMIT
APPLICATION CHECKLIST**



EDR applications submitted to the Maricopa County Planning & Development Department shall include all of the plans and information listed in this checklist. Applications will not be accepted for processing until the following information has been provided. **Application(s) determined to be incomplete shall not be processed by staff.**

SUBDIVISION GRADING & INFRASTRUCTURE PERMIT APPLICATION CHECKLIST

- _____ Electronic copy of application materials – **1 electronic Adobe PDF copy of each of the following with the designated naming structure:**
- Building activity application – **BLDG-APPL**
 - Subdivision Infrastructure Application Form – **SINF-APPL**
 - Contact supplement – **CONT-DETL**
 - Drainage Report – with all exhibits and digital executable file of all hydrology and hydraulic models used (i.e. HEC-1, FlowMaster, Excel files, etc). – **DRAI-RPTS**
 - Transmittal Letter – **TRAN-LTR**
 - Grading & Drainage – **GRAD-PLAN**
 - Paving Plans – **PAVI-PLAN**
 - Water Plans – **WATE-PLAN**
 - Sewer Plans – **SEWE-PLAN**
 - Signage and Pavement Marking Plans – **SIGN-PLAN**
 - Structural Plans – **STRU-PLAN**
 - Structural Calculations (if required) – **STRU-DETL**
 - Streetlight Plans (if required) – **STRE-PLAN**
 - Landscape Plans (plantings, ground covers, all right-of-way and common areas, irrigation water meters and landscape electrical meters) – **LAND-PLAN**
 - Geotechnical Report – **GEOT-RPTS**
 - SWPP Plans – **SWPP-PLAN**
 - Paving and Storm Drain – **PAVS-PLAN**
 - Signage & Striping – **SIGN-PLAN**
 - Sealed Surveyor’s Boundary Closure Report – **SURV-RPTS**
 - Solis Report – (if required). Check with Engineering to determine if a Soils Report is required – **SOIL-RPTS**
 - Traffic Impact Study/Analysis – PDF copy (if required). Check with Engineering – MCDOT to determine if required – **TRAF-RPTS**

SUBDIVISION GRADING & INFRASTRUCTURE PERMIT (1 electronic Adobe PDF copy of each): Plan sheets must be numbered consecutively and be accompanied with transmittal letter which includes the name of the Final Plat with each item by description and quantity. Subsequent submittals, the number of revised infrastructure plans may be reduced, the Combined Review Comments will specify the number of copies for resubmittal.

Infrastructure permit plans shall be in the following order:

- _____ Coversheet with Grading and Drainage (including Subdivision Perimeter Walls and Retaining Walls)
- _____ Coversheet with Paving Plans
- _____ Coversheet with Water Plans
- _____ Coversheet with Sewer Plans
- _____ Coversheet with Signage and Pavement Markings
- _____ Coversheet with Structural Plans



Planning & Development
Department
EDR - INFRASTRUCTURE PLANS
APPLICATION CHECKLIST



- ___ Coversheet with Streetlight Plans
- ___ Coversheet with Landscape Plans (plantings and ground covers, all right-of-way and common areas, irrigation water meters and landscape electrical meters).
- ___ Coversheet with SWPP Plans

Infrastructure Permits plan review approvals are valid for one (1) year upon issuance, building permit expires 180 days from date issued or the last approved/passed inspection.

- *Note: it is the responsibility of the owner or authorized agent to submit complete sets of plans and all required documents. Any errors or omissions will result in rejection or a request for complete plans that meet submittal requirements. The Digital Counter may accept the submittal based on the transmittal letter.*

* See the ***Electronic Document Review User Guide – Subdivision Grading & Infrastructure Permit*** for additional instructions and information related to the on-line application submittal.

* **All PDF files must be under 50 MB in size.** If the plan sets are larger than the 50 MB limit, break the pdf files into smaller sets for on-line submittal.

Example: Grading & Drainage Plans, if the files are too large, break the documents into smaller sets as follows with the following naming convention:

GRAD-PLAN_01
GRAD-PLAN_02
GRAD-PLAN_03
GRAD-PLAN_04



Subdivision Grading & Infrastructure Permit Upfront Review Fees (fees are due with EDR application submittal):

- Building Plan Review Fee - **\$300**
- Drainage Review Fee - **\$2,000 + \$250 per acre** (Maximum of \$42,300)
- MCDOT Review Fee - **\$100 per sheet**
- Zoning Review Fee - **\$250**
- Address Verification - **\$10**

A portion of remaining fees will be due with resubmittal of infrastructure permits; the remaining fees will be due at time of infrastructure permit issuance, whichever occurs first.

Subdivision Surety Bond Requirements:

A subdivision surety will be required to be posted prior to approval of Final Plat and subdivision infrastructure permits.

1. Surety amount will be based on approved engineer's cost estimate for the subdivision infrastructure improvements. Cost Estimate will be requested by County Engineering reviewers as part of the infrastructure plan review process, typically after plans are in substantial conformance and ready for approval.
2. Engineer's cost estimate shall be signed and sealed by an Arizona registered Civil Engineer.
3. Surety may be provided in the form of cash/check or performance bond.
4. If a performance bond will be used, a fully executed copy of the bond must be submitted for review and approval first, prior to posting of the bond. All performance bond forms will be reviewed and approved by Maricopa County Attorney's Office (MCAO). A copy of the County standard performance bond form is available for download on MCDOT website.

<http://www.mcdot.maricopa.gov/DocumentCenter/View/357>

Any modification to the standard County form or submittal of alternate forms will require additional review time.

How to Calculate Projected Total Subdivision Grading & Infrastructure Permit Costs

1. Building Plan Review fees – based upon cut & fill – See Local Additional & Addenda – Section 208 Fees – Grading and Plan Review Fees
<http://www.maricopa.gov/2262/Construction-Codes>
2. Landscape water meters \$100 each (\$50 Address assignment, \$50 permit fee)
3. Landscape electrical meters \$100 each (\$50 Address assignment, \$50 permit fee)
4. Retaining walls exceeding four feet in height, as measured from the bottom of footing to top of wall: building plan review and building permit fees based on height and linear footage as listed in the Local Additions & Addenda, Section 208.
5. Ramadas and shade structures exceeding 200 sq. ft. or with plumbing, mechanical or electrical: building plan review and building permit fees based upon square footage and type of construction as listed in the Local Additions & Addenda, Section 208.
6. Signs: building plan review and building permit fees based on valuation as listed in the Local Additions & Addenda, Section 208.
7. Walls to be used as pool barriers: building plan review and building permit fees based on wall material type and linear footage as listed in the Local Additions & Addenda, Section 208.
8. Pool barrier requirements are outlined in the Local Additions & Addenda, Section 210 and summarized in Maricopa County Department Directive DD-2012-15.



Planning & Development
 Department
 EDR - INFRASTRUCTURE PLANS
 APPLICATION CHECKLIST



Other Related Fees – MCDOT Right-of-Way & Floodplain Use Permit or Floodplain Delineation Review – will be assessed directly from MCDOT and Flood Control District upon application submittal. MCDOT Right-of-way Permit fee is based upon 3% of the approved Engineer’s Cost Estimate and will be collected at time of right-of-way permit issuance.

AMENITY CONSTRUCTION PERMITS: Amenity construction plans are to be submitted after construction of the subdivision infrastructure. Follow the Commercial Building Permit application packet for submittal documents. Amenity Construction Permits include ramadas, subdivision signage, common area lighting, and structures in common areas. These do not include plantings and related landscaping within right-of-way.

MARICOPA COUNTY AGENCY CONTACTS:

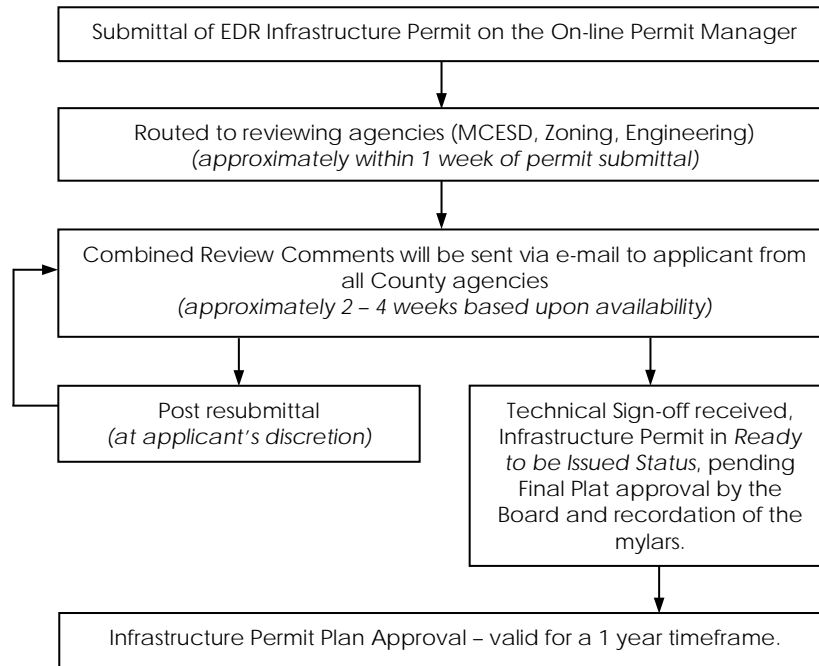
Planning and Development:	(602) 506-3301
Planning Engineering (Drainage, Flood Control and Transportation - MCDOT)	(602) 506-3301
Addressing:	(602) 506-3301
Environmental Services (MCESD):	(602) 506-1058
Stormwater Quality Program:	(602) 506-5557



Planning & Development Department



SUBDIVISION GRADING & INFRASTRUCTURE PERMIT PROCESS & TIMEFRAME



Standard Plans – Allowance of unlimited permits on a construction plan with a limited number of options can be used. Standard Plans once approved and issued are valid for three years.

Standard Plans can be utilized with Single Family Residential, pools, spas, and accessory buildings.

See Substantive Policy Statements for submittal requirements and additional information.

<http://www.maricopa.gov/DocumentCenter/Home/View/5648>

Standard Plans 2015-03

Model Home Complex – see Substantive Policy Statements for submittal requirements to construct a Model Home Complex in a recorded Subdivision

<http://www.maricopa.gov/DocumentCenter/Home/View/5632>

Model Home Complexes 2011-09



Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



DEVELOPMENT DISCLAIMER NOTICE

By initialing / signing this application and disclaimer, I state that I am either the owner of record of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit for this property (APN _____) by Maricopa County **DOES NOT GUARANTEE THE AVAILABILITY OF POTABLE WATER AT THIS SITE.**

I also am aware and understand that issuance of the Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

Initials: _____

FEE INFORMATION

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - [Fee Schedule and Estimators](#)
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

LICENSING TIMEFRAMES - A.R.S. 11-1605

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

PRE-APPLICATION MEETINGS

- Commercial projects will require a Pre-Application meeting at a cost of \$350.00
 - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of \$150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of \$50.



Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET

(Continued – Page 2)



PERSONAL ASSURANCE OF SUBMITTAL ACCURACY

I, _____, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at [Zoning Ordinance \(P-18\)](#)

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department's Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials: _____

PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY

I, _____, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Initials: _____



Planning & Development Department

See link for fillable application
maricopa.gov/planning/PlanningServices/Planning/FinalPlat.aspx
SUBDIVISION GRADING & INFRASTRUCTURE APPLICATION



This application will expand as needed. If your plan includes any of the items listed below, check the box and additional questions will appear.

APN# <input style="width: 100%;" type="text"/> <input type="checkbox"/> ACCESSORY STRUCTURES <input type="checkbox"/> GRADING OUTSIDE PLAT <input type="checkbox"/> MISCELLANEOUS <input type="checkbox"/> PERIMETER WALLS <input type="checkbox"/> RETAINING WALLS <input type="checkbox"/> SIGNAGE <input type="checkbox"/> ON-SITE ROADS <input type="checkbox"/> OFF-SITE ROADS <input type="checkbox"/> FLOODPLAIN	DETAILED WORK DESCRIPTION: <div style="border: 1px solid black; height: 40px; background-color: #e0e0ff;"></div> ESTIMATE VALUATION OF ENTIRE PROJECT: <input style="width: 100%;" type="text"/> DETAILED WORK DESCRIPTION: PROPERTY OWNER INFORMATION: <input style="width: 100%;" type="text"/> LAST NAME: <input style="width: 150px;" type="text"/> FIRST NAME: <input style="width: 150px;" type="text"/> MAILING ADDRESS: <input style="width: 200px;" type="text"/> CITY: <input style="width: 100px;" type="text"/> STATE & ZIP: <input style="width: 100px;" type="text"/> PHONE NUMBER: <input style="width: 150px;" type="text"/> EMAIL: <input style="width: 100%;" type="text"/>
UTILITIES ON SITE: FIRE DISTRICT: <input style="width: 150px;" type="text"/> GAS CO: <input style="width: 150px;" type="text"/> ELECTRIC CO: <input style="width: 100px;" type="text"/> WATER CO: <input style="width: 150px;" type="text"/> SEWER CO: <input style="width: 150px;" type="text"/>	
ACCESSORY STRUCTURES: <input type="checkbox"/> PERMITTING WITH THIS APPLICATION <input type="checkbox"/> NOT PERMITTING WITH THIS APPLICATION ACCESSORY STRUCTURES EXTRA: <input type="checkbox"/> COMPLETE CONSTRUCTION DETAILS PROVIDED <input type="checkbox"/> NOT SHOWN ON PLANS	
OUTSIDE OF PLAT: NUMBER OF PARCELS: <input style="width: 50px;" type="text"/> LIST PARCEL NUMBERS: <input style="width: 100%;" type="text"/>	
MISCELLANEOUS: HOW MANY LANDSCAPE ELECTRICAL METERS: <input style="width: 50px;" type="text"/> HOW MANY LANDSCAPE WATER METERS: <input style="width: 50px;" type="text"/>	
PERIMETER WALLS: TOTAL LINEAR FOOTAGE: <input style="width: 100px;" type="text"/> MAXIMUM HEIGHT: <input style="width: 100px;" type="text"/>	
TYPE OF WALL: <input type="checkbox"/> CMU <input type="checkbox"/> CMU WITH WROUGHT IRON <input type="checkbox"/> WROUGHT IRON <input type="checkbox"/> OTHER	
ARE THERE ANY RETAINING WALLS > 4' FROM BOTTOM OF FOOTING: <input type="checkbox"/> YES <input type="checkbox"/> NO	
TOTAL LINEAR FOOTAGE: <input style="width: 100px;" type="text"/> MAXIMUM HEIGHT: <input style="width: 100px;" type="text"/>	
WALL SIGNS SHOWN ON PLANS: <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY WALL SIGNS: <input style="width: 50px;" type="text"/>	
MONUMENT SIGNS SHOWN ON PLANS: <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MANY MONUMENT SIGNS: <input style="width: 50px;" type="text"/>	
STREETS WITHIN SUBDIVISION: MCDOT WEBSITE CLICK HERE FLOOD CONTROL WEBSITE CLICK HERE	
<input style="width: 100%; height: 20px;" type="text"/>	

ARE WALLS POOL BARRIER COMPLAINT:

[POOL BARRIER LINK CLICK HERE](#)

I acknowledge that I am the property owner or I have the authority to represent the property owner on this application as an authorized agent for the property. Further, I guarantee access to Maricopa County personnel for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2701 and is a class 2 misdemeanor.

Owner/Applicant is claiming another exemption under ARS, Section 32-1121.1. A signed statement from the Registrar of Contractors verifying exemption must be attached. YES NO

PRINT NAME: <input style="width: 150px;" type="text"/>	<input type="checkbox"/> ARCHITECT	<input type="checkbox"/> ENGINEER	<input type="checkbox"/> OWNER	<input type="checkbox"/> OTHER
SIGN NAME: <input style="width: 150px;" type="text"/>	TODAY'S DATE: <input style="width: 150px;" type="text"/>			



**Planning & Development
Department
CONTACT SUPPLEMENTAL**



EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS

CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION

Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.

LICENSE NUMBER _____ NUMBER _____ CLASS _____		TRUST ACCOUNT NUMBER: _____	
AND CLASS:			
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>
			Engineer <input type="checkbox"/>
COMPANY NAME:			
STREET ADDRESS:			
CITY/STATE/ZIP:			
MAILING ADDRESS: (If different from above)			
CITY/STATE/ZIP:			
CONTACT 1:		CONTACT 2:	
TITLE:		TITLE:	
PHONE NUMBER: ()		PHONE NUMBER: ()	
ALTERNATE NUMBER: ()		ALTERNATE NUMBER: ()	
BUSINESS FAX: ()		BUSINESS FAX: ()	
E-MAIL:		E-MAIL:	

OWNER / AGENT / CONTACT INFORMATION

OWNER NAME:	BUSINESS NAME:
ADDRESS:	ADDRESS:
	CONTACT 1:
	PHONE NUMBER: ()
PHONE NUMBER: ()	CONTACT 2:
ALTERNATE: ()	PHONE NUMBER: ()
FAX NUMBER: ()	FAX NUMBER: ()
E-MAIL:	E-MAIL: