

2010



Developer's Guide



Town of Fountain Hills
Development Services Department

Town of Fountain Hills

Developer's Guide

Town Council

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Town of Fountain Hills Development Services Department

August 2010

Preface and Acknowledgements

This Developer's Guide has been prepared to assist future builders, contractors, and developers in preparing applications for Town of Fountain Hills permits. This book provides a step-by-step process for acquiring permits and generates fewer questions for Town Departments as well as minimizes applicant confusion.

In addition to this Guide, it will be beneficial for the builder, contractor, or developer to discuss the project with people in various Town departments. This will allow the Town to become familiar with the ideas and goals, thereby creating a smooth transition to obtaining the necessary permits. If additional questions or concerns arise, the Town of Fountain Hills will be better equipped to assist.

The fee schedule in Chapter 9 of the Developer's Guide is subject to change and should be verified. Please note that this Guide is published only as a source of helpful information and does not supersede actual regulations adopted by the Town Council.

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Chapter 1

Developer's Guide Introduction

Sections:

1.01 Introduction

Section 1.01 Introduction

This Developer’s Guide was created by the Town of Fountain Hills as part of a continuing effort to more effectively communicate with the citizens, businesses, and developers. The Guide is to be used as a quick reference tool to assist people in attaining various permits and is not an ordinance or regulatory document.

Several of these chapters may apply to a single project. Each chapter provides an overview of the permit along with a step-by-step process, necessary charts, graphs, required applications, and helpful checklists.

If any additional questions or concerns develop, please contact the Town of Fountain Hills Development Services Department (480-816-5122). The Town staff is committed to providing quality customer service to our citizens in a friendly, effective, and efficient manner.

Chapter 2

General Application Requirements

Sections:

- 2.01 Introduction
- 2.02 General Application
- 2.03 Submittal Checklist
- 2.04 Submittal Summary Chart

Section 2.01 Introduction

Chapter 2 of the Developer's Guide informs the public of the basic requirements. The following items must be provided when submitting a complete application packet:

1. A fully executed application indicating the appropriate type of permit or approval being requested.
2. All application fees, including those required for any public notification labels.
3. All additional required information as indicated on the application.
4. Chaparral City Water Company is a separate entity and must be contacted by the applicant for certain permits (#480-837-3411).
5. Fountain Hills Sanitary District is a separate entity and must be contacted by the applicant for certain permits (#480-837-9444).

In addition to the above list, the Development Services Department may request further information. If any questions arise pertaining to an application or submittal requirements, please contact the Development Services Department at (480) 816-5122.

Section 2.02 General Application



DO Not write in this space –official use only

Filing Date _____

Accepted By _____

Fee Accepted _____

Case Manager _____

The Town of Fountain Hills

DEVELOPMENT SERVICES DEPARTMENT - APPLICATION

___ Abandonment (Plat or Condominium)	___ Appeal of Administrator’s Interpretation
___ Area Specific Plan & Amendments	___ Concept Plan
___ Condominium Plat	___ Cut/Fill Waiver
___ Development Agreement	___ HPE Change or Abandonment
___ General Plan Amendment	___ Ordinance (Text Amendment)
___ Planned Unit Development	___ Preliminary / Final Plat
___ Replat (Lot joins, lot splits, lot line adjustments)	___ Special Use Permit & Amendments
___ Rezoning (Map)	___ Temporary Use Permit (Median Fee, if applicable)
___ Site Plan Review (vehicles sales)	___ Other (Sign)
___ Variance	

PROJECT NAME / NATURE OF PROJECT: _____

LEGAL DESCRIPTION: Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS: _____

PARCEL SIZE (Acres) _____ **ASSESSOR PARCEL NUMBER** _____

NUMBER OF UNITS PROPOSED _____ **TRACTS** _____

EXISTING ZONING _____ **PROPOSED ZONING** _____

Applicant

___ Mrs. _____ Day Phone _____

___ Mr. _____

___ Ms. Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner

___ Mrs. _____ Day Phone _____

___ Mr. _____

___ Ms. Address: _____ City: _____ State: _____ Zip: _____

*If application is being submitted by someone other than the owner of the property under consideration, the section below **must** be completed.*

SIGNATURE OF OWNER _____ **DATE** _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.

Subscribed and sworn before me this _____ day of _____, 20____.

My Commission Expires _____

Notary Public

Case File Number

Section 2.03 Submittal Checklist

Town of Fountain Hills – Submittal Checklist

<u>Submittal Requirement</u>	<u>Applicant Provided</u>	<u>Town Verification</u>
Application	<input type="checkbox"/>	<input type="checkbox"/>
Circulation Plan	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>
HPE Grant of Easement	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Impact Report	<input type="checkbox"/>	<input type="checkbox"/>
Land Use Plan	<input type="checkbox"/>	<input type="checkbox"/>
Letter to Zoning Administrator	<input type="checkbox"/>	<input type="checkbox"/>
Location Map	<input type="checkbox"/>	<input type="checkbox"/>
Narrative Report	<input type="checkbox"/>	<input type="checkbox"/>
Notification Requirement	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Recreation, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>
Photostatic Reduction	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan, Tentative Development Plan	<input type="checkbox"/>	<input type="checkbox"/>
Title Report	<input type="checkbox"/>	<input type="checkbox"/>
Project Data Table	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Renderings	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>
Gateway Entrances	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Material / Color Board	<input type="checkbox"/>	<input type="checkbox"/>

Case File Number

Section 2.04 Submittal Summary Chart

TOWN OF FOUNTAIN HILLS

SUBMITTAL SUMMARY

TYPE OF APPLICATION	Application	Circulation Plan	Drainage Report	HPE Grant of Easement	Infrastructure Impact Report	Land Use Plan	Letter to Zoning Administrator	Location Map	Narrative Report	Notification Requirement	Parks, Recreation and Open Space Plan	Photostatic reduction (8.5" x 11")	Site Plan / Tentative Development Plan (24" x 36")	Title Report	Project Data Sheet	Architectural Renderings	Landscape Plan	Outdoor Lighting	Material/Color Board
Abandonment of Plat or Condominium	1	-	-	-	-	-	1	-	-	-	-	-	-	1	-	-	-	-	-
Administrator's Interpretation or Appeal	1	-	-	-	-	-	1	-	-	1	-	-	-	-	-	-	-	-	-
Area Specific Plan/Amendments	1	1	1	-	1	1	-	-	-	2	1	-	-	-	-	-	-	-	-
Concept Plan	1	1	1	-	-	-	-	1	1	-	-	1	10	-	1	1	1	1	1
Condominium Plat (Final Plat)	1	-	-	-	-	-	-	-	-	-	-	1	10	1	-	-	-	-	-
Continuance of Hearing	1	-	-	-	-	-	-	-	-	-	-	1	10	1	-	-	-	-	-
Cut & Fill Waiver	1	-	-	-	-	-	-	-	1	-	-	1	10	-	-	-	-	-	-
Development Agreement	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Final Plat	1	-	-	-	-	-	-	-	-	-	-	1	2	1	-	-	1	-	1
General Plan Amendment	1	1	1	-	1	1	-	-	-	2	1	-	-	-	-	-	-	-	-
HPE Change or Abandonment	1	-	-	1	-	-	1	-	1	-	-	-	1	-	-	-	-	-	-
Ordinance (text Amendments)	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Planned Unit Development	1	-	-	-	-	-	-	1	1	2	-	1	10	1	-	-	-	-	-
Preliminary Plat	1	-	-	-	-	-	-	-	-	-	-	1	10	1	-	-	-	-	-
Replats (lot line, lot split, lot line Adjustment)	1	-	-	-	-	-	-	-	-	-	-	1	2	1	-	-	-	-	-
Rezoning (Maps)	1	-	-	-	-	-	-	1	1	2	-	1	10	1	-	-	-	-	-
Site Plan Review (vehicle sales only)	1	1	1	-	-	-	-	1	1	-	-	1	10	-	1	1	1	1	1
Special Use Permit & Amendments	1	1	1	-	-	-	-	1	1	2	-	1	10	1	1	1	1	1	1
Temporary Use Permit	1	-	-	-	-	-	-	-	1	2	-	1	5	-	-	-	-	-	-
Variance	1	-	-	-	-	-	1	-	1	2	-	1	10	-	-	-	-	-	-

- 1) Numbers in chart represent the quantity required for a complete submittal; dashed line denotes the item is not required for the type of application being submitted.
- 2) Refer to Submittal Requirements supplement for complete description of requirements.
- 3) Applicants wishing to make a PowerPoint Presentation to the Town Council must submit a copy of the presentation to their Town Case Manager one week prior to the scheduled date of the Town Council meeting. The Case Manager will include this information in the information packet that is provided to the Town Council prior to the meeting. A request to use Town video equipment to make a presentation at a Council meeting must be made not later than 48 hours prior to the meeting.

Case File Number

Once the information has been submitted, the items below describe the review process:

- A member of the Planning and Zoning Staff checks the submittal for completeness. If determined to be a complete submittal, the application is accepted and a case number is assigned. The case is also entered into the case file log.
- The case number is written on all plans and supporting documents.
- Color-coded routing sheets are completed and attached to the plans and any supporting documents. Then the packets are distributed to the reviewing agencies and departments.
- A case manager is assigned. The file is forwarded to the case manager for review and coordination of other reviews.
- Upon receipt of marked-up copies of plans from other reviewing agencies, the case manager will contact the applicant and instruct them to pick up the reviewed plans and revise their submittal accordingly.
- When revised plans are submitted, the previous steps re-occur. This can occur multiple times until the proposal is at a stage that is ready to be taken to the Planning and Zoning Commission or Town Council.
- The following agencies receive copies of all proposals for review:
 - Fountain Hills Engineering Department
 - Chaparral City Water Company
 - Fountain Hills Sanitary District
 - Fire District
- Additionally, when Concept Plans are submitted for review, these agencies receive copies:
 - Fountain Hills Building Safety Division
 - Fountain Hills Economic Development Specialist
- Depending on the location and nature of the application, the following organizations may be asked to comment:
 - Applicable Homeowners Association
 - City of Scottsdale
 - Fort McDowell Yavapai Nation
 - Salt River Pima Maricopa Indian Community
 - Maricopa County Parks Department

- Fountain Hills Unified School District
- Salt River Project

Chapter 3

Types of Applications

Sections:

- 3.01 Introduction
- 3.02 Abandonment of Plat or Condominium
- 3.03 Administrator's Interpretation or Appeal
- 3.04 Area Specific Plan / Amendments
- 3.05 Concept Plan
- 3.06 Condominium Plat
- 3.07 Continuance of Hearing
- 3.08 Cut and Fill Waiver
- 3.09 Development Agreement
- 3.10 Final Plat
- 3.11 General Plan Amendment
- 3.12 Hillside Protection Easement (HPE) Change or Abandonment
- 3.13 Ordinance (Text Amendments)
- 3.14 Planned Unit Development
- 3.15 Preliminary Plat
- 3.16 Replats (Lot line, Lot split, Lot line adjustment)
- 3.17 Rezoning (Maps)
- 3.18 Site Plan Review (Vehicle Sales Only)
- 3.19 Special Use Permit and Amendments
- 3.20 Temporary Use Permits
- 3.21 Variance

Section 3.01 Introduction

This chapter of the Developer's Guide provides a detailed description of what information shall be provided for each of the items that may be required with an application.

1. A fully executed application indicating the appropriate type of permit or approval being requested.
2. All application fees, including those required for any public notification labels.
3. All additional required information as indicated on the application.
4. Chaparral City Water Company is a separate entity and must be contacted by the applicant for certain permits (#480-837-3411).
5. Fountain Hills Sanitary District is a separate entity and must be contacted by the applicant for certain permits (#480-837-9444).

In addition to the above items, the Development Services Department may request further information. If any questions arise pertaining to this application or submittal requirements, please contact the Development Services Department at (480) 816-5122.

Section 3.02 Abandonment of Plat or Condominium

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Letter to Zoning Administrator:** Refer to Section 4.08.
- Title Report:** Refer to Section 4.15.

Section 3.03 Administrator's Interpretation or Appeal

- This request is heard by the Town of Fountain Hills Board of Adjustment. The Board of Adjustment meets at 7:00 pm on the third Tuesday of each month in Council Chambers at Town Hall.
- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Letter to Zoning Administrator:** Refer to Section 4.08.
- Notification Requirement:** Refer to Section 4.11.

Section 3.04 Area Specific Plan / Amendments

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Circulation Plan:** Refer to Section 4.03.
- Drainage Report:** Refer to Section 4.04.
- Infrastructure Impact Report:** Refer to Section 4.06.
- Land Use Plan:** Refer to Section 4.07.
- Notification Requirement:** Refer to Section 4.11.
- Parks, Recreation and Open Space Plan:** Refer to Section 4.12.

The basis for the preparation of an Area Specific Plan includes the following factors:

- Development potential for new or expanded economic activities (including commercial areas, employment areas and mixed use districts).
- Development and / or revitalization (e.g. Town Center).
- Special site characteristics (i.e. recreational, natural resources).
- Rapid growth or economic change.

- Other extenuating circumstances.

Once the above information has been provided, the items below describe the following steps:

- At least sixty (60) days before the public notice is posted for the General Plan or an element or major amendment of a General Plan, the Planning Department shall transmit the proposal to the Planning Commission and the Town Council. Copies shall also be submitted for further comment to:
 - Maricopa County Planning agency.
 - Each abutting municipality (and Indian Community) that is contiguous to the town limits.
 - The regional planning agency (Maricopa Association of Governments).
 - The State Department of Commerce or any other state agency that is subsequently designated as the general planning agency for the State of Arizona.
 - The State Department of Water Resources for review and comment on the water resources element, if a water resource element is required.
 - Any person or entity that requests in writing to receive a review copy of the proposal.
- After considering any recommendations from the review, the Planning Commission shall hold two public hearings, in alternate locations, before approving the General Plan or any amendment to the General Plan. Notice of the time and place of a hearing and availability of studies and summaries related to the hearing shall be given at least fifteen (15) and not more than thirty (30) calendar days before the hearing by:
 - Publication at least once in the newspaper.
 - Such other manner in addition to publication as the Town may deem necessary or desirable.
- The decision / recommendation of the Planning Commission shall be forwarded to the Town Council.
- The Town Council shall hold at least one public hearing. Notice of the time and place of the hearing shall be given in the time and manner of the hearing by the Planning Commission.
- The adoption or re-adoption of the General Plan or any amendment to the General Plan shall be by resolution of the Town Council.
- The adoption, re-adoption, or major amendment to the General Plan shall be approved by affirmative vote of at least two-thirds of the members of the Town Council.

- ❑ All major amendments to the General Plan proposed for adoption shall be presented at a single public hearing during the calendar year the proposal is made.
- ❑ If the motion to adopt or readopt the General Plan or an amendment to the General Plan fails to pass, the Town Council may reconsider the motion in any manner allowed by the Town Council's rules of procedure, but any subsequent motion for the adoption or re-adoption of the General Plan or a major amendment to the general plan must be approved by an affirmative vote of at least two-thirds of the members of the Town Council.
- ❑ A copy of the adopted General Plan shall be sent to the county planning agency and such plan or any portion of the plan may be adopted as a part of the county general plan.
- ❑ A General Plan, with any amendments, is effective for up to ten years from the date the plan was initially adopted or until the plan is re-adopted and becomes effective. On or before the tenth anniversary of the plan's most recent adoption, the Town Council shall either re-adopt the existing plan for an additional term of up to ten years or shall adopt a new General Plan.
- ❑ The Town Council shall submit each new General Plan adopted to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the Town Council adopted the plan. The Town Council shall include a general description of the plan and its elements in the municipal election pamphlet and shall provide public copies of the plan in at least two locations that are easily accessible to the public and may include posting on the town's official internet web site.
- ❑ If a majority of the qualified electors voting on the proposition approves the new plan, it shall become effective as provided by law. If a majority of the qualified electors voting on the proposition fails to approve the new plan, the current plan remains in effect until a new plan is approved by the voters. The governing body shall either resubmit the proposed new plan, or revise the new plan for subsequent submission to the voters at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the governing body re-adopted the new or revised new plan. All subsequent adoptions and submissions of the new plan or revised plans must comply with these procedures.
- ❑ In applying an open space element or a growth element of a general plan the town cannot designate private land or state trust land as open space, recreation, conservation or agriculture unless the town receives the written consent of the landowner or provides an alternative, economically viable designation in the general plan or zoning ordinance, allowing at least one residential dwelling per acre unless the land was zoned as open space and used as a golf course before May 1, 2000 and the designation does not impose additional conditions, limitations or restrictions on the golf course.
- ❑ Definitions:
"Major Amendment" - means a *substantial* alteration of the town's land use mixture or balance as established in the town's existing general plan land use element. The town's general plan shall define the criteria to determine if a proposed amendment to the General Plan is a substantial alteration of the town's land use mixture or balance. Major

amendments may only be presented and considered by the Planning and Zoning Commission for recommendation to the Town Council at a minimum of two public hearings during the calendar year in which the amendment is made, and by the Town Council at a single public hearing during the calendar year in which the amendment proposal is made.

“Minor Amendment” – means a *minor* modification in land use on parcels of 40 acres or less, adjustments to land use from residential, commercial or industrial to parks, open space, public facilities or institutional uses, or increase of intensity of any residential land use classification of less than 80 acres. Minor amendments require at least one public hearing before the Planning and Zoning Commission and at least one public hearing before the Town Council.

Section 3.05 Concept Plan

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Circulation Plan:** Refer to Section 4.03.
- Drainage Report.** Refer to Section 4.04.
- Location Map.** Refer to Section 4.09.
- Narrative Report.** Refer to Section 4.10.
- Photostatic Reduction:** Refer to Section 4.13.
- Site Plan / Tentative Development Plan:** Refer to Section 4.14.
- Project Data Table:** Refer to Section 4.16.
- Architectural Elevations / Renderings:** Refer to Section 4.17.
- Landscape Plan:** Refer to Section 4.18.
- Requirements for submittal plans:**
 - Scale (1:20), north arrow, and dimensions.
 - Dimension all property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.
 - Location of required and proposed building setbacks and spaces between buildings with dimensions.
 - Location of required and proposed landscape areas with dimensions.
 - Location and size of any existing / proposed building(s), structure(s), or land uses.

- Location and area of existing or proposed Hillside Protection Easement (HPE).
- Location, type, and height of other existing and proposed improvements such as walls, outside storage, loading areas, etc., with dimensions and details as necessary.
- Method of screening for mechanical and electrical equipment.
- Location of existing and proposed electrical transformers, utility poles, and other utility equipment.
- Location and screening of refuse enclosures.
- Location of community / group mailboxes.
- Vehicular and pedestrian circulation, including ADA accessibility requirements.
- Queuing area for drive through uses.
- Fire lanes and emergency vehicle staging areas.
- Adjacent lot lines and / or structure(s) within 100 feet.
- Freestanding sign location.
- Location, type and height of existing and proposed site lighting fixtures.
- Date and preparation including dates of any subsequent revisions.
- Design Professional signature and seal is required.
- Location of existing or proposed public art (value calculations must be provided separately).
- Legal description, name, address and telephone number of the owner, developer, and designer.
- Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas, driveways, access ways, and pedestrian walkways.

Once the information and fees have been submitted, the Planning and Zoning Department will assign a case manager to coordinate reviews and schedule a public meeting with the Planning and Zoning Commission. The criteria for determining an application's eligibility for approval is outlined in Section 2.04 of the Fountain Hills Zoning Ordinance.

Upon a decision being made by the Planning and Zoning Commission, the applicant will be notified by regular mail. The Planning and Zoning Commission's decision is final (except as noted):

- Approved Concept Plans must be revised according to any stipulations of the approval, submitted to staff for review and stamped 'approved'. Thereafter, approved and stamped Concept Plans may be submitted as part of the Building Permit Application package.
- Denied Concept Plans may be revised and re-submitted. If so, a new application must be submitted and a new meeting must be held as above.
- Denied Concept Plans may be appealed to Town Council. If so, staff will schedule the meeting with Town Council.

The Concept Plan approval is valid for one (1) year unless either a building permit has been issued, or a request for an extension has been filed and approved prior to the initial approval becoming void.

Section 3.06 Condominium Plat

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Photostatic Reduction:** Refer to Section 4.13.
- Site Plan / Tentative Development Plan:** Refer to Section 4.14.
- Title Report:** Refer to Section 4.15.
- Declaration Plat:** Declaration Plat showing the interior airspace being platted for each condominium unit. Submit ten (10) full size folded copies (24"x36") of the plan. The plat must be consistent with the provisions of A.R.S §33-1219 and must include the following:
 - The name of the condominium.
 - Covenants, codes, and restrictions to be recorded with the plat (two copies).
 - The boundaries of the condominium and a legal description of the real estate included in the condominium.
 - The extent of any encroachments on any portion of the condominium.
 - To the extent feasible, the location and dimensions of all easements serving or burdening any portion of the condominium.
 - The location and dimensions of the vertical boundaries of each unit, and each unit's identifying number.
 - Any units with respect to which the declarant has reserved the right to create additional units or common elements, identified appropriately.
 - The location and dimensions of all real estate subject to the development right of

withdrawal identified as such.

- The location and dimensions of all real estate in which the unit owner will only own an estate for lease labeled as a “leasehold condominium”.
- The distance between noncontiguous parcels of real estate comprising the condominium.
- The location and dimensions of limited common elements, including porches, balconies, and patios and entryways.
- Any other matters, as declarant deems appropriate.
- If the Condominium Regime is a conversion, Town Council shall not refuse approval of the final plat as long as it is in compliance with the provisions of the Subdivision Ordinance and Zoning Ordinance for the Town of Fountain Hills.

Once the applicant files a complete application, plans, and fees, the following will transpire:

- ❑ The Planning and Zoning Department will assign a case manager to coordinate reviews and the scheduling of public hearings / meetings with the Planning and Zoning Commission and Town Council.
- ❑ Public notices shall be posted:
 - At least one (1) sign erected on the subject property at least fifteen (15) days prior to the Planning and Zoning Commission meeting giving the dates of both the Planning and Zoning and Town Council meetings.
- ❑ The criteria for determining an application's eligibility for approval is outlined in Article II of the Fountain Hills Subdivision Ordinance.
 - The Planning and Zoning Commission must hold a public meeting on all Preliminary Plats.
 - The Town Council must hold a public meeting on all Preliminary and all Final Plats.
 - Re-Plats are always considered as Final Plats and are only heard by Town Council.
 - In new construction, Condominium Plats are generally a combination of preliminary and final plats and are therefore heard by both the Planning and Zoning Commission (Preliminary Plat) and the Town Council (Final Plat). If the buildings are already constructed then Staff may approve the Condominium Plat instead.
- ❑ Final approvals rendered by the Town Council are filed with the town and the applicant is officially notified by mail. Upon approval, the applicants are required to provide three (3) mylar sets and two condominium declarations for review. Once the mylars and declarations are determined to be in order, applicants will be notified of the costs of recording and must provide payment prior to recording by the Town staff at the Maricopa County Recorder's Office.

Section 3.07 Continuance of Hearing

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Letter to Zoning Administrator:** Refer to Section 4.08.

Section 3.08 Cut and Fill Waiver

The Town places limits on depth of cuts or amounts of fill that a particular development proposal may apply to a property during the process of construction. The zoning ordinance provides waivers for some of those standards when circumstances can be shown to warrant a relaxation of the ordinance requirements. The cut and fill standards, as well as provisions for waivers are located in Section 5.11.C.4 of the Fountain Hills Zoning Ordinance.

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Narrative Report:** A narrative explaining the need for greater than ten (10) foot cuts and/or fills and what steps have been taken to keep the degree of cuts and/or fills in excess of 10 feet to a minimum. Refer to Section 4.10 for additional requirements.
- Photostatic Reduction:** Refer to Section 4.13.
- Site Plan / Tentative Development Plan:** Ten (10) full size copies (24"x36") folded of the grading plan showing the shaded location and areas of cut and /or fill in excess of the 10 foot limitation. Refer to Section 4.14 for additional requirements.
- Ten (10) copies of other graphic exhibits that would help explain your request (optional).

Once the above items have been submitted, the following will occur:

- Planning and Zoning Department will assign a case manager to coordinate reviews, issue a staff report for Town Council's review, and schedule agenda time with Town Council.
- At a regular meeting, the Town Council will render a decision after reviewing the submittals and hearing arguments.
- Decisions rendered by the Town Council are filed with the Town and the applicant is officially notified by mail.
- The Zoning Administrator may approve unexposed basement cuts exceeding the maximum ten (10) foot depth if the specific criteria are met. The criteria are outlined in Section 5.11.C.6 of the Fountain Hills Zoning Ordinance. No public hearing or notice is necessary.

Section 3.09 Development Agreement

- ❑ **Application:** Completed application and all associated fees. Refer to Section 4.02.
- ❑ **Letter to Zoning Administrator:** Refer to Section 4.08.

Section 3.10 Final Plat

- ❑ **Application:** Completed application and all associated fees. Refer to Section 4.02.
- ❑ **Photostatic Reduction:** Refer to Section 4.13.
- ❑ **Final Plat:** Two (2) folded copies of the proposed final plat (24"x36") are required. The following information shall be submitted (as per Section 2.06 of the Town of Fountain Hills Subdivision Ordinance).
 - **Pre-Final Review.** The subdivider shall file with the Community Development Department two (2) full-size (24"x36") blue or black line copies of the final plat for conventional subdivisions and three copies for PUD's, commercial, office and industrial centers together with a letter of transmittal, indicating "pre-final review requested". This review can take place anytime following the technical review stage. The Department, upon receipt of the pre-final plat submittal, shall review the plat for conformity to the approved preliminary plat, transferring the second copy to the Public Works and / or Building Safety Division for their review and approval for conformance to requirements of the Subdivision Regulations, Subdivision Technical Review Committee requirements and the engineering plans.
 - **Identification Data Required.**
 - a. A title which includes the name of the subdivision and its location by number of section, township, range and county.
 - b. Name, address and registration number of the seal of the Arizona-Registered Land Surveyor preparing the plat.
 - c. Name, address and registration number of the seal of the Arizona-Registered Professional Civil Engineer responsible for the engineering that is necessary in preparation of the proposed subdivision.
 - d. Scale, north arrow, and date of plat preparation.
 - e. The name, address and telephone number of the property owner.
 - **Survey Data Required.**
 - a. Boundaries of the tract to be subdivided shall be fully balanced and closed, showing all bearings, distances and mathematical calculations, determined by an accurate survey in the field. The surveyor of record

shall also provide a copy of the computer closure, properly stamped and signed showing registration number. All dimensions shall be expressed in feet and decimals thereof.

- b.** Any excepted parcel(s) within the plat boundaries shall show all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
 - c.** Corners of the plat shall be noted and monuments found or set shall be indicated. Each of two corners of the subdivision traverse shall be tied by course and distance to separate section corners or quarter section corners. Portions of any adjacent property between major road intersections shall not be excluded from within the boundaries of the subdivision when needed or required for dedication or improvement of any traffic, drainage, or flood control facility. Such areas may be indicated as excluded tracts after necessary dedications are shown.
 - d.** In areas subject to flooding, minimum finished floor elevations shall be shown as determined by the Town Engineer.
 - e.** Location and description of cardinal points to which all dimensions, angles, bearings, and similar data on the plat shall be referenced. Each of two corners of the subdivision traverse shall be tied by course and distance to separate section or quarter section corners.
 - f.** Location of all physical encroachments upon the boundaries or the tract.
 - g.** Total subdivision gross acres.
 - h.** Total number of lots and parcels, and the size, in square feet, of each lot or parcel. The size of lots or parcels greater than ten acres in size may be expressed in acres.
- **Descriptive Data Required.**
- a.** Names, centerlines, right-of-way lines, courses, lengths, and width of all public streets, alleys, pedestrian ways, and utility easements; radii, points of tangency, curve lengths, and central angles of all curvilinear streets, alleys and intersection corners.
 - b.** All drainageways, significant vegetation, rock outcroppings, and other natural features shall be shown on the plat. The rights-of-way of all major drainageways shall be dedicated drainage easements or right-of-way as determined by the Public Works Department.

- c. All easements for right-of-way provided for public services or utilities and any limitations of the easements. The following notations shall be placed on all final plats: "Construction within easements, except by public agencies and utility companies, shall be limited to utilities or removable section type fencing."
- d. Location, dimensions and square footage of all lots.
 - 1. All lots shall be numbered by consecutive numbers throughout the plat. "Exceptions", "tracts", and "common open space" shall be so designated, lettered, or named and clearly dimensioned. Ownership and maintenance responsibility for common open space areas shall be indicated on the plat.
 - 2. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the Town with the use clearly indicated.
 - 3. Location of all adjoining subdivisions with date, book, and page number of recordation noted, or if unrecorded or unsubdivided, so noted.
 - 4. Any deed restrictions or restrictive covenants required or to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be submitted as a part of the total recording submittal.
- **Dedication and Acknowledgement.**
 - a. **Dedication.** Statement of dedication of all streets, alleys, drainage detention/retention basins and drainage ways, pedestrian/bicycle ways, and easements for public use, including sanitation, utility, fire and other emergency related vehicles, executed by the person holding title of record, by persons holding titles as vendees under land contract, by the spouse(s) of said parties, lienholders and all other parties having an interest in the property. If lands dedicated are liened, the lienholder shall also sign the plat. Dedication shall include a written location by section, township, and range of the tract. If the plat contains private streets, the public easement which shall be reserved shall include the right to install and maintain utilities in any approved private street, including refuse collections, fire and other emergency services.
 - b. **Acknowledgement of Dedication.** Execution of dedication shall be acknowledged and certified by a Notary Public.
- **Required Certification.**

- a. Certification by the Arizona-Registered Land Surveyor preparing the plat that the plat is correct and accurate and that the monuments described in it have either been set or located as described. All maps shall contain the seal of a registered land surveyor, as per *Arizona Revised Statutes* (ARS).
- b. Certification by the Director of the Arizona Department of Water Resources that Chaparral City Water Company or its successors has an assured water supply for the subdivision in accordance with Section 45-576 of the *Arizona Revised Statutes*.

Title Report: Refer to Section 4.15.

Landscape Plan: Refer to Section 4.18.

Final Plat Recordation: A minimum of three (3) sets of mylars plus recording fees will be required for recording purposes after the Town Council approves a plat. For condominium plats, a signed original of the Declaration of Condominiums (Deed Restrictions) must also be provided.

Once the applicant files a complete application, plans, and fees, the following will transpire:

- The Planning and Zoning Department will assign a case manager to coordinate reviews and the scheduling of the public meetings with the Town Council.
- The criteria for determining an application's eligibility for approval is outlined in Article II of the Fountain Hills Subdivision Ordinance.
 - The Town Council must hold a public meeting on the Final Plat.
 - Re-Plats are always considered as Final Plats and are only heard by Town Council.
 - Condominium Plats are generally a combination of preliminary and final plats and are therefore heard by both the Planning and Zoning Commission (Preliminary Plan) and the Town Council (Final Plat). If the buildings are already constructed then Staff may approve the Condominium Plat instead.
- Final approvals rendered by the Town Council are filed with the town and the applicant is officially notified by mail. Upon approval, the applicants are required to provide three (3) mylar sets and two condominium declarations for review. Once the mylars and declarations are determined to be in order, all are recorded with the Maricopa County Recorder's Office by the Town staff.

Section 3.11 General Plan Amendment

Application: Completed application and all associated fees. Refer to Section 4.02.

Circulation Plan: Refer to Section 4.03.

- Drainage Report:** Refer to Section 4.04.
- Infrastructure Impact Report:** Refer to Section 4.06.
- Land Use Plan:** Refer to Section 4.07.
- Notification Requirement:** Refer to Section 4.11.
- Parks, Recreation and Open Space Plan:** Refer to Section 4.12.
- Provide three (3) full size prints (24"x36") of all the graphics requested.

Once the above information has been provided, the items below describe the following steps:

- At least sixty (60) days before the public notice is posted for the General Plan or an element or major amendment of a General Plan, the Planning Department shall transmit the proposal to the Planning Commission and the Town Council. Copies shall also be submitted for further comment to:
 - Maricopa County Planning agency.
 - Each abutting municipality (and Indian Community) that is contiguous to the town limits.
 - The regional planning agency (Maricopa Association of Governments).
 - The State Department of Commerce or any other state agency that is subsequently designated as the general planning agency for the State of Arizona.
 - The State Department of Water Resources for review and comment on the water resources element, if a water resource element is required.
 - Any person or entity that requests in writing to receive a review copy of the proposal.
- After considering any recommendations from the review, the Planning Commission shall hold two public hearings, in alternate locations, before approving the General Plan or any amendment to the General Plan. Notice of the time and place of a hearing and availability of studies and summaries related to the hearing shall be given at least fifteen (15) and not more than thirty (30) calendar days before the hearing by:
 - Publication at least once in the newspaper.
 - Such other manner in addition to publication as the Town may deem necessary or desirable.
- The decision / recommendation of the Planning Commission shall be forwarded to the Town Council.

- The Town Council shall hold at least one public hearing. Notice of the time and place of the hearing shall be given in the time and manner of the hearing by the Planning Commission.
- The adoption or re-adoption of the General Plan or any amendment to the General Plan shall be by resolution of the Town Council.
- The adoption, re-adoption, or major amendment to the General Plan shall be approved by affirmative vote of at least two-thirds of the members of the Town Council.
- All major amendments to the General Plan proposed for adoption shall be presented at a single public hearing during the calendar year the proposal is made.
- If the motion to adopt or readopt a general plan or an amendment to the general plan fails to pass, the Town Council may reconsider the motion in any manner allowed by the Town Council's rules of procedure, but any subsequent motion for the adoption or re-adoption of the general plan or a major amendment to the general plan must be approved by an affirmative vote of at least two-thirds of the members of the Town Council.
- A copy of the adopted general plan shall be sent to the county planning agency and such plan or any portion of the plan may be adopted as a part of the county general plan.
- A General Plan, with any amendments, is effective for up to ten years from the date the plan was initially adopted or until the plan is re-adopted and becomes effective. On or before the tenth anniversary of the plan's most recent adoption, the Town Council shall either re-adopt the existing plan for an additional term of up to ten years or shall adopt a new General Plan.
- The Town Council shall submit each new General Plan adopted to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the Town Council adopted the plan. The Town Council shall include a general description of the plan and its elements in the municipal election pamphlet and shall provide public copies of the plan in at least two locations that are easily accessible to the public and may include posting on the town's official internet web site.
- If a majority of the qualified electors voting on the proposition approves the new plan, it shall become effective as provided by law. If a majority of the qualified electors voting on the proposition fails to approve the new plan, the current plan remains in effect until a new plan is approved by the voters. The governing body shall either resubmit the proposed new plan, or revise the new plan for subsequent submission to the voters at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the governing body re-adopted the new or revised new plan. All subsequent adoptions and submissions of the new plan or revised plans must comply with these procedures.
- In applying an open space element or a growth element of a general plan the town cannot designate private land or state trust land as open space, recreation, conservation or agriculture unless the town receives the written consent of the landowner or provides an

alternative, economically viable designation in the general plan or zoning ordinance, allowing at least one residential dwelling per acre unless the land was zoned as open space and used as a golf course before May 1, 2000 and the designation does not impose additional conditions, limitations or restrictions on the golf course.

Definitions:

"Major Amendment" - means a *substantial* alteration of the town's land use mixture or balance as established in the town's existing general plan land use element. The town's general plan shall define the criteria to determine if a proposed amendment to the General Plan is a substantial alteration of the town's land use mixture or balance. Major amendments may only be presented and considered by the Planning and Zoning Commission for recommendation to the Town Council at a minimum of two public hearings during the calendar year in which the amendment is made, and by the Town Council at a single public hearing during the calendar year in which the amendment proposal is made.

"Minor Amendment" – means a *minor* modification in land use on parcels of 40 acres or less, adjustments to land use from residential, commercial or industrial to parks, open space, public facilities or institutional uses, or increase of intensity of any residential land use classification of less than 80 acres. Minor amendments require at least one public hearing before the Planning and Zoning Commission and at least one public hearing before the Town Council.

Section 3.12 Hillside Protection Easement (HPE) Change or Abandonment

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- HPE Grant of Easement:** Refer to Section 4.05.
- Letter to Zoning Administrator:** Provide a letter to the Zoning Administrator stating the reason behind the request for modification of the HPE boundary. Refer to Section 4.08 for additional information.
- Narrative Report:** Provide a description of the method utilized to calculate the HPE. Refer to Section 4.10 for additional information.
- Site Plan / Tentative Development Plan:** Provide 1 (one) site plan showing the topography of the site, existing and proposed structures and improvements, and HPE areas on a 24"x36" sheet. Refer to Section 4.14 for additional information.

In order to comply with the Land Disturbance Regulations (Section 5.11 of the Zoning Ordinance) developers of projects where hillside disturbance activities will take place can choose one of two options. The two options are:

- Lot-by-Lot Hillside Protection Option
- Hillside Transfer and Protection Option

If the developer chooses Hillside Transfer and Protection Option, to transfer allowable hillside disturbance from undisturbed hillside areas to lots, parcels, tracts or rights-of-way, the developer may do so by identifying an area acceptable to the Town of Fountain Hills and granting to the Town a Hillside Protection Easement(s).

If the Hillside Transfer and Protection Option is utilized, all areas located outside of the Hillside Protection Easements within the development may be disturbed through the improvement process and/or through future development activity. The process is outlined in Section 5.04.G and 5.04.H of the Fountain Hills Subdivision Ordinance.

If the Hillside Transfer and Protection Option is chosen by a developer, the following regulations apply:

- If a development is located in two or more zoning districts, the amount of hillside slopes required to be preserved within each zoning district shall be calculated separately. The total amount of required undisturbed hillside areas for the development can be preserved anywhere within the development.
- Hillside Protection Easements can be placed on lots intended to be developed, instead of, or in addition to, tracts of land within the development boundaries, and in some Town-approved instances, outside of the development boundaries.
- The following specific Hillside Protection Easement text must be used for easements intended to meet the intent of this Section:
Owner hereby grants to the Town of Fountain Hills a perpetual easement upon, across, over and under all those areas designated as "Hillside Protection Easement" for the purpose of preserving the natural topography and vegetation of land area within the Final Plat of (Subdivision Name) in conformance with the Article V of the Town of Fountain Hills Subdivision Regulations. The owner or any of his heirs, successors, or assigns shall not perform nor allow to be performed, any construction; or cutting, filling, grading to the topography; nor any grubbing, brushing, removal, or otherwise damage any vegetation, rock outcropping, or other natural feature in the Hillside Protection Easement area without prior Town Council approval. A trailway may be a permitted use if approved by the Town Council.
- HPE's are typically included as a stipulation within a development's approval by Town Council and are considered an integral part of the Town's decision to allow hillside disturbances.
- HPE's are recorded by the Town with the Maricopa County Recorder's Office.

Section 3.13 Ordinance (Text Amendments)

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Letter to Zoning Administrator:** Provide a letter to the Zoning Administrator stating the reason behind the Ordinance. Refer to Section 4.08 for additional information.

Section 3.14 Planned Unit Development (PUD)

- ❑ **Application:** Completed application and all associated fees. Refer to Section 4.02.
- ❑ **Location Map:** A map showing the particular property or properties for which the change of zone (PUD) is requested, the adjoining properties, and the public streets and ways within a radius of 300 (feet) of the exterior boundaries. Refer to Section 4.09 for additional information.
- ❑ **Narrative Report:** Refer to Section 4.10 for additional information as well a criteria listed below:
 - Names, addresses and telephone numbers of the property owner, the developer, consultants, and engineers.
 - Any design guidelines proposed.
 - Proposed concept for landscape.
 - Proposal for public ownership and/or operation of and facilities in the development.
 - Description of how at least one of the three minimum criteria is being met as described in Section 2.06(C) of the Town of Fountain Hills Zoning Ordinance.
- ❑ **Notification Requirement:** Refer to Section 4.11 for additional information.
- ❑ **Photostatic Reduction:** Refer to Section 4.13 for additional information.
- ❑ **Development Plan (Concept Plan Stage):** Accompanying any request by an owner or agent for Concept Plan approval, there shall be provided a report consisting of maps, tables, and explanatory text. Provide ten (10) copies of the plan maps on 24"x36" at a scale not smaller than 1" = 40'. There shall be fifteen (15) copies of the plan maps on 8-1/2"x11". The Planned Unit Development Concept Plan map shall include the following information as a minimum:
 - Designation of the various categories of proposed land uses including designation of areas proposed for Unit Plan of Development and other Special Uses.
 - General arrangement of arterial streets and collector streets.
 - General location and size of any proposed school sites, parks and common areas.
 - Methods proposed for water supply, sewage disposal, fire protection, drainage and protection from floods.
 - Sequential phasing of uses and major improvements.
 - Major geographical features, including but not limited to mountains, valleys, rivers, major washes, and major highways.
 - Any additional information requested by staff, the Commission or Council that they

deem necessary in order to carry out the purpose and intent of the Planned Unit Development.

- Development Plan (Precise Plan of Development):** Upon approval of a Concept Plan, and prior to development of the site, the owners or agents of property within PUD shall submit a Precise Plan of Development consistent with the approved Concept Plan and which includes all of the reports, information and exhibits required of the approved concept plan, but in a final precise form. Under certain circumstances where, in the opinion of the Community Development Director, one or more elements of the plan are such that it would be unnecessary or economically unfeasible for the applicant to prepare a plan in accordance with the above requirements, those elements may be waived. Additionally, the Precise Plan shall include the following information:
 - Provide assurance that each lot is buildable with the regulations of the zoning regulations being sought.
 - Location and height of walls and fences.
 - Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas, driveways, access ways, and pedestrian walkways.
 - The Comprehensive Sign Plan.
 - Location and general nature of lighting.
 - Existing and proposed grades and drainage systems.
 - Natural features such as vegetation, rock outcroppings, or washes, natural drainage courses, undisturbed open spaces, and manmade features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.
 - Landscaping, including all surfacing material around buildings and in all open spaces.
 - A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.
 - Location of any proposed common areas, clubhouses, recreational facilities and the proposed ownership and maintenance of such areas.
 - A copy of the proposed restrictive covenants.
- Title Report:** Refer to Section 4.15.
- If applicable, a proposed development agreement.

Once the applicant files a complete application, plans, and fees, the following will transpire:

- The Planning and Zoning Department will assign a case manager to coordinate reviews

and the scheduling of public hearings with the Planning and Zoning Commission and Town Council.

- Public notices shall be posted:
 - Newspaper at least fifteen (15) days prior to the hearing.
 - Sign erected on the subject property at least fifteen (15) days prior to the hearing.
- The Planning and Zoning Commission shall hold a public hearing and forward a recommendation to the Town Council. The criteria for determining an application's eligibility for a PUD is outlined in Section 2.06.C of the Fountain Hills Zoning Ordinance.
- The Town Council shall hold a public hearing and render a decision regarding a PUD application.
- The Planning and Zoning Commission's recommendation is advisory only and need not be followed by the Town Council.
- Decisions rendered by the Town Council are filed with the Town and the applicant is officially notified by mail.

Section 3.15 Preliminary Plat

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Photostatic Reduction:** Refer to Section 4.13.
- Preliminary Plat:** Ten (10) folded copies of the proposed preliminary plat (24" x 36") are required. The following information shall be submitted:

A. Identification and Descriptive Data.

1. The title shall contain the proposed subdivision name which shall be clearly indicated, and include the location by section, township and range with reference by dimension and bearing to a quarter section corner. The proposed subdivision name shall not duplicate any other recorded plat name within Fountain Hills. The subdivision name should be carefully considered, as it will become a part of the public record once a final plat has been recorded.
2. Subdivider/Developer's firm name, address, phone number and name of person to contact.

3. Engineering, surveying, land planning or architectural firm name, address, phone number and the name and title of person to contact.
 4. Scale, north arrow (pointing up or to the right), and date of preparation including any subsequent revision dates.
 5. Location map with reference to main arterial streets.
 6. A surveyed boundary, including distances, lengths and bearings and the total size of the proposed subdivision.
- B. **Existing Conditions and Data.** All subdivision submittals shall provide the following existing information by graphic representation or note.
1. Topography by contour lines as related to U.S.G.S. datum or approved equal. The contour interval shall be noted on the same map as the subdivision layout and shall adequately reflect character and drainage patterns of the land.
 2. Location of fences, existing structures, wells, ditches (open or covered), washes, trees, all significant vegetation and significant rock outcroppings, and all other features or characteristics that could have a bearing on the review.
 3. Location, frequency and extent of areas subject to flooding or storm runoff must be defined.
 4. Location, rights-of-way and names of all dedicated streets and utility rights-of-way of public record which may exist around the perimeter of the site boundaries, through or across it. Show any permanent structures that are to remain, including water wells and public or private utility lines within or adjacent to the tract or subdivision. Show all driveways, streets and median openings within 325 feet of any proposed driveway or street intersection on the opposite side of the perimeter streets.
 5. Name, book and page number of any recorded subdivision adjacent to or having common boundaries with this plat.
 6. Base zone of the subject and adjacent tracts and the zoning case number if there is a current case.
 7. Gross acreage of subject tract. Do not include previously dedicated rights-of-way in this figure.
 8. Boundaries and dimensions of the tract to be subdivided shall be fully dimensioned.

C. **Site Grading Plan.** Detailed information shall be provided to ensure compliance with the Grading Standards.

1. Slope analysis of the existing topography
2. Slope area calculations
3. Cut and fill grading exhibits proposed for the subdivision improvements.
4. Delineation of the Hillside Protection Easement areas.

D. **Proposed Conditions and Data.** All subdivision submittals shall provide the following proposed information by graphic representation or note.

1. Layout of proposed streets, providing widths, preliminary curve data, curve lengths, and proposed street names based on existing projected alignments wherever possible.
2. Typical lot dimensions, dimensions of all corner lots, lots on curvilinear sections of streets, and all lots where the number of sides exceed four. Number each lot individually and give the total number of lots. Where plats will consist of a number of units/phases, utilizing the same subdivision name, the lot numbering shall be consecutive through the total number of lots or units.
3. Designation of all land to be dedicated or reserved for open space, parks, detention/retention basins, schools, well sites, substations, sewer lift stations, reservoirs, water pump stations, or other public or private uses.
4. If multiple uses are planned (multiple residential, commercial, industrial, office), such areas shall be clearly designated, together with existing zones and proposed zoning changes, if any.
5. Show minimum setback lines. Where there are lots with more than four sides or whose shape may be considered atypical, show all setbacks.

E. **Proposed Utility Systems.**

1. Show method of sewage disposal (a statement as to the type of facilities shall appear on the preliminary plat). Also show the preliminary sewer layout indicating line sizes and manhole and cleanout locations.
2. The preliminary layout of the water system shall be shown, indicating fire hydrants, valves, meter vaults, water line sizes and locations.

F. **Proposed Drainage and Grading Plans.** Preliminary calculations and layout of the proposed storm drainage system based on a ten-year storm and checked for

the one hundred year storm. Where off-site detention has not been provided, or where there are known downstream drainage problems, design shall be such that water from streets, lots and alleys shall be detained on-site until the peak of the storm passes. Two sets of calculations shall be submitted at the time of technical review for analysis by the Public Works Department. Calculations shall be typed on separate letter sized sheets with any necessary maps attached.

- G. **Environmental Site Assessment.** The purpose of the environmental site assessment is to provide a written and graphic analysis of the environmental characteristics of the site so that the Town of Fountain Hills can evaluate and plan for the future use of the site. This two-part assessment includes a "Phase 1 Environmental Report" and an "Environmentally-Sensitive Areas Study". The "Phase 1 Environmental Report" will identify any hazardous waste sites within the subdivision. The "Environmentally-Sensitive Areas Study" will better inform the Town by identifying the most environmentally-sensitive areas, as defined in Article I, within a proposed subdivision, including wildlife habitat and corridors, so that the Town can work with the subdivider to preserve the most environmentally-sensitive areas of the site. The Town can also use this information to determine whether the Town desires to acquire any land within a proposed subdivision, for reasons including but not limited to the preservation of wildlife habitat and corridors.

Environmental site assessments are required for all preliminary plat applications that propose the subdivision of an area equal to or greater than ten acres, or for proposed subdivisions less than ten acres, at the discretion of the Planning and Zoning Director.

- Title Report:** Refer to Section 4.15.

Once the applicant files a complete application, plans, and fees, the following will transpire:

- The Planning and Zoning Department will assign a case manager to coordinate reviews and the scheduling of public meetings with the Planning and Zoning Commission and Town Council.
- Public notices shall be posted:
 - At least one (1) sign erected on the subject property at least fifteen (15) days prior to the Planning and Zoning Commission meeting giving the dates of both the Planning and Zoning and Town Council meetings.
- The criteria for determining an application's eligibility for approval is outlined in Article II of the Fountain Hills Subdivision Ordinance.
 - The Planning and Zoning Commission must hold a public meeting on all Preliminary Plats.
 - The Town Council must hold a public meeting on all Preliminary and all Final Plats.

- Re-Plats are always considered as Final Plats and are only heard by Town Council.
- Condominium Plats are generally a combination of preliminary and final plats and are therefore heard by both the Planning and Zoning Commission (Preliminary Plan) and the Town Council (Final Plat). If the buildings are already constructed then Staff may approve the Condominium Plat instead.
- ❑ Final approvals rendered by the Town Council are filed with the town and the applicant is officially notified by mail. Upon approval, the applicants are required to provide three (3) mylar sets. Once the mylars are determined to be in order, it is recorded with the Maricopa County Recorder's Office by the Town staff.

Section 3.16 Replats (Lot line, Lot split, Lot line adjustment)

- ❑ **Application:** Completed application and all associated fees. Refer to Section 4.02.
- ❑ **Photostatic Reduction:** Refer to Section 4.13.
- ❑ **Site Plan / Tentative Development Plan:** Refer to Section 4.14.
- ❑ **Title Report:** Refer to Section 4.15.

Section 3.17 Rezoning (Maps)

- ❑ **Application:** Completed application and all associated fees. Refer to Section 4.02.
- ❑ **Location Map:** A map showing the particular property or properties for which the change of zone is requested, the adjoining properties, and the public streets and ways within a radius of 300 feet of the exterior boundaries. Refer to Section 4.09 for additional information.
- ❑ **Narrative Report:** Refer to Section 4.10 as well as criteria listed below. All narrative report material must be provided on 8.5"x11" paper. Please describe any unique or distinctive characteristics, such as physical scale, topography, land use, architectural or historical significance, which make the development separate or distinguishing features that represent a clear variation from conventional development, e.g., a master planned village, a shopping center, or a planned unit development (attach additional sheets).
 - Describe the current water service serving the area.
 - Describe water service infrastructure improvements needed to serve the area.
 - Describe current sewer system serving the area.
 - Describe the sewer system improvements needed to serve the area.
 - Describe the existing street system that would provide vehicular access to the area.

- Describe any new streets needed or anticipated in the area or as a result of the proposed rezoning.
- If rezoning differs from the Fountain Hills General Plan, refer to Major and Minor Amendments (Chapter 10) for requirements and process.

Notification Requirement: Refer to Section 4.11.

Photostatic Reduction: Refer to Section 4.13.

Site Plan / Tentative Development Plan: Refer to Section 4.14.

Title Report: Refer to Section 4.15.

The Council may, from time to time, change the district boundaries or amend the zoning ordinance. Such amendment may be initiated by the Town Council or the Planning and Zoning Commission or by petition of one or more property owners within the area proposed to be affected by the change. The following actions may occur:

Petitions for Amendments: Petitions for change of district boundaries or amendments of regulations shall be filed with the Planning and Zoning Department. In the case of the petition filed by a party other than the Council or Commission requesting a zoning district change which includes other property in addition to that owned by the petitioner, the petition shall include the signatures of the real property owners representing at least seventy-five (75) percent of the land in the area proposed to be changed. The petition process is outlined in Section 2.01.B. of the Fountain Hills Zoning Ordinance.

Hearings: When the Planning and Zoning Commission and the Town Council hold public hearings concerning the zoning ordinance, notice of the time and place of the hearing including a general explanation of the matter to be considered and a general description of the area affected shall be given at least fifteen (15) days before the hearing. The Public Hearing process is outlined in Section 2.01.C. of the Fountain Hills Zoning Ordinance.

○ **Planning and Zoning Commission Action:** Upon completion of a public hearing regarding the proposed amendment, the Commission must forward their recommendation to the Town Council. The “Commission Action” process is outlined in Section 2.01.D. of the Fountain Hills Zoning Ordinance.

○ **Town Council Action:** The Council shall hold a public hearing. The Council may adopt the recommendations of the Commission or they may modify any conditions they deem appropriate. The Council shall vote to approve or deny the amendment. The “Council Action” process is outlined in Section 2.01.E. of the Fountain Hills Zoning Ordinance.

Section 3.18 Site Plan Review (Vehicle Sales Only)

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Circulation Plan:** Refer to Section 4.03.
- Drainage Report:** Refer to Section 4.04.
- Location Map:** Refer to Section 4.09.
- Narrative Report:** Refer to Section 4.10.
- Photostatic Reduction:** Refer to Section 4.13.
- Site Plan / Tentative Development Plan:** Refer to Section 4.14.
- Project Data Table:** Refer to Section 4.16.
- Architectural Elevations / Renderings:** Refer to Section 4.17.
- Landscape Plan:** Refer to Section 4.18.

Section 3.19 Special Use Permit and Amendments

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Circulation Plan:** Refer to Section 4.03.
- Drainage Report:** Refer to Section 4.04.
- Location Map:** Refer to Section 4.09.
- Narrative Report:** Refer to Section 4.10.
- Notification Requirement:** Refer to Section 4.11.
- Photostatic Reduction:** Refer to Section 4.13.
- Site Plan / Tentative Development Plan:** Refer to Section 4.14.
- Title Report:** Refer to Section 4.15.
- Project Data Table:** Refer to Section 4.16.
- Architectural Elevations / Renderings:** Refer to Section 4.17.
- Landscape Plan:** Refer to Section 4.18.

Once the applicant files a complete application, plans, and fees, the following will transpire:

- The Planning and Zoning Department will assign a case manager to coordinate reviews and the scheduling of public hearings with the Planning and Zoning Commission and Town Council.
- Public notices shall be posted:
 - Notice shall be mailed to all property owners within 300’.
 - Sign erected on the subject property at least fifteen (15) days prior to the hearing.
- The Planning and Zoning Commission shall hold a public hearing and forward a recommendation to the Town Council. The criteria for determining an application’s eligibility for a Special Use Permit is outlined in various sections regarding the specific uses throughout the Fountain Hills Zoning Ordinance.
- The Town Council shall hold a public hearing and render a decision regarding the Special Use Permit application. The Planning and Zoning Commission’s recommendation is advisory only and need not be followed by the Town Council.
- Decisions rendered by the Town Council are filed with the Town and the applicant is officially notified by mail.

Section 3.20 Temporary Use Permit

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Narrative Report:** Refer to Section 4.10.
- Notification Requirement:** Refer to Section 4.11.
- Photostatic Reduction:** Refer to Section 4.13.
- Site Plan:** Five (5) copies of Site Plan showing location of the temporary use and the orientation of surrounding properties.

Once the applicant submits a complete application, plans, and fees, the following will occur:

- The Planning and Zoning Department will assign a case manager to coordinate reviews.
- Public notices shall be posted:
 - Sign erected on the subject property for a period of at least ten (10) days.
 - Notice is mailed to property owners within 300’.
- The case manager may administratively approve the Temporary Use Permit if no objections (in writing) are received during the ten (10) day period for those uses listed in Section 5.16 of the Zoning Ordinance.

- If objections are received within the ten (10) day period, the Case manager must submit a staff report and schedule a public hearing regarding the application with the Town Council.
- The Town Council shall hold a public hearing and render a decision regarding the Temporary Use Permit application. The criteria for determining an application's eligibility for a Temporary Use Permit is outlined in various sections regarding the specific uses throughout the Fountain Hills Zoning Ordinance.
- Decisions rendered by the Town Council are filed with the Town and the applicant is officially notified by mail.

Section 3.21 Variance

- Application:** Completed application and all associated fees. Refer to Section 4.02.
- Letter to Zoning Administrator:** Provide a letter to the Zoning Administrator stating the reason behind the Variance. Refer to Section 4.08 for additional information.
- Narrative Report - Variance Justification:** A completed “Justification of Variance” addressing each of the following criteria:
 - A. There exist special circumstances or conditions regarding the land, building or use referred to in the application that do not apply to other properties in the district.
 - B. The above special circumstances or conditions are preexisting and are not created or self-imposed by the owner or applicant.
 - C. The Variance is necessary for the preservation of substantial property rights. Without a variance, the property cannot be used for purposes otherwise allowed in this district.
 - D. The authorizing of the variance will not be materially detrimental to persons residing or working in the vicinity to adjacent property or to the neighborhood or the public welfare.
- Notification Requirement:** Refer to Section 4.11.
- Photostatic Reduction:** Refer to Section 4.13.
- Site Plan:** Ten (10) full size copies (24”x36”) of the site plan showing the minimum zoning requirements and the proposed development if the variance is granted, as well as the exterior elevations.

Once the applicant submits a complete application, plans, and fees, the following will occur:

- The Planning and Zoning Department will assign a case manager to coordinate reviews and the scheduling of a public hearing with the Board of Adjustment.

- Public notices shall be posted:
 - Newspaper at least fifteen (15) days prior to hearing.
 - Sign erected on the subject property at least fifteen (15) days prior to the hearing.
- The Board of Adjustment shall hold a public hearing and render a decision. The criteria for determining an application's eligibility for a Variance is outlined in Section 2.07.B of the Fountain Hills Zoning Ordinance.
- Decisions rendered by the Board of Adjustment are filed with the Town and the applicant is officially notified by mail.

Chapter 4

Application Submittal Requirements

Sections:

- 4.01 Introduction
- 4.02 Application
- 4.03 Circulation Plan
- 4.04 Drainage Report
- 4.05 Hillside Protection Easement (HPE) Grant of Easement
- 4.06 Infrastructure Impact Report
- 4.07 Land Use Plan
- 4.08 Letter to Zoning Administrator
- 4.09 Location Map
- 4.10 Narrative Report
- 4.11 Notification Requirement
- 4.12 Parks, Recreation, and Open Space Plan
- 4.13 Photostatic Reduction (8.5"x11")
- 4.14 Site Plan / Tentative Development Plan (24"x36")
- 4.15 Title Report
- 4.16 Project Data Table
- 4.17 Architectural Elevations / Renderings
- 4.18 Landscape Plan
- 4.19 Outdoor Lighting
- 4.20 Material / Color Board

Section 4.01 Introduction

This chapter of the Developer's Guide provides a detailed description of what information shall be provided for each of the items that may be required with an application.

1. A fully executed application indicating the appropriate type of permit or approval being requested.
2. All application fees, including those required for any public notification labels.
3. All additional required information as indicated on the application.
4. Chaparral City Water Company is a separate entity and must be contacted by the applicant for certain permits (#480-837-3411).
5. Fountain Hills Sanitary District is a separate entity and must be contacted by the applicant for certain permits (#480-837-9444).

In addition to the above items, the Development Services Department may request further information. If any questions arise pertaining to this application or submittal requirements, please contact the Development Services Department at (480) 816-5122.

Section 4.02 General Application



DO Not write in this space –official use only	
Filing Date	_____
Accepted By	_____
Fee Accepted	_____
Case Manager	_____

The Town of Fountain Hills

DEVELOPMENT SERVICES DEPARTMENT - APPLICATION

___ Abandonment (Plat or Condominium)	___ Appeal of Administrator’s Interpretation
___ Area Specific Plan & Amendments	___ Concept Plan
___ Condominium Plat	___ Cut/Fill Waiver
___ Development Agreement	___ HPE Change or Abandonment
___ General Plan Amendment	___ Ordinance (Text Amendment)
___ Planned Unit Development	___ Preliminary / Final Plat
___ Replat (Lot joins, lot splits, lot line adjustments)	
___ Rezoning (Map)	___ Special Use Permit & Amendments
___ Site Plan Review (vehicles sales)	___ Temporary Use Permit (Median Fee, if applicable)
___ Variance	___ Other (Sign)

PROJECT NAME / NATURE OF PROJECT:

LEGAL DESCRIPTION: Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS: _____

PARCEL SIZE (Acres) _____ **ASSESSOR PARCEL NUMBER** _____

NUMBER OF UNITS PROPOSED _____ **TRACTS** _____

EXISTING ZONING _____ **PROPOSED ZONING** _____

Applicant

___ Mrs. _____ Day Phone _____

___ Mr. _____

___ Ms. Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Owner

___ Mrs. _____ Day Phone _____

___ Mr. _____

___ Ms. Address: _____ City: _____ State: _____ Zip: _____

If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.

SIGNATURE OF OWNER _____ **DATE** _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.

Subscribed and sworn before me this _____ day of _____, 20_____.

_____ My Commission Expires _____

Notary Public

Case File Number

Section 4.03 Circulation Plan

Provide the following information:

- Street system inventory.
- Existing traffic volumes on applicable streets.
- Projected traffic volumes at full development.
- Alternative transportation facilities.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.04 Drainage Report (Grading and Drainage Plan)

Provide the following information:

- Vicinity Map.
- Scale, north arrow, and dimensions.
- Site plan details.
- Net site area.
- Preliminary storm water retention calculations.
- Existing and proposed slope, depth, flow patterns, and location of retention areas.
- Proposed contour lines depicting heights and location of retention basins and earthen berms.
- Typical cross-sections.
- Date of preparation including dates of any subsequent revisions.
- Registered Engineer signature and seal.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.05 Hillside Protection Easement (HPE) Grant of Easement

- The following activities are exempted only from horizontal Hillside Disturbance Regulations contained in Section 5.04 of the Subdivision Ordinance.

- Disturbance within street rights-of-way, tracts of land for private roads meeting public road standards, and any roadway grading required by the Town Engineer outside of street rights-of-way or tracts for private roads meeting public road standards.
- Utility lines, or any other public improvement activities needed for the development of utility lines and associated equipment, either pre-existing or current, may be exempt from the HPE requirements.
- For additional information, refer to the Town of Fountain Hills Subdivision Ordinance Chapter 5.

Section 4.06 Infrastructure Impact Report

- Provide a narrative on water and sewer service infrastructure improvements needed to serve the area under consideration.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.07 Land Use Plan

Provide the following information:

- Identify the conditions that require the General Plan to be amended. Provide a narrative on how this proposed amendment to the General Plan will help Fountain Hills achieve its General Plan Goals and Objectives.
- Existing General Plan land use designations.
- A map showing the proposed land use designations and a table providing information on the existing density ranges, proposed density ranges, and the population forecast for the area.
- A graphic analysis of the vegetative features of the area.
- A slope analysis of the area showing areas that are zero (0) to ten (10) percent, ten (10) to twenty (20) percent, twenty (20) to thirty (30) percent, and greater than thirty (30) percent in slope.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.08 Letter to Zoning Administrator

Provide the following information:

- Description of proposed project and information on how you believe the project complies with the Zoning Ordinance.
- Provide section number of the applicable code for which the appeal is being filed.
- Give a brief explanation of the reasons for the letter.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.09 Location Map

- A map that clearly depicts the particular property or properties, adjoining properties, and the public streets and ways within a radius of 300 feet of the exterior boundaries.
- Location Map may be inserted on the site plan.

Section 4.10 Narrative Report

Provide the following information:

- Description of proposed project.
- Information on how the project complies with zoning requirements, the Town's General Plan, and any Area Specific Plan, if applicable.
- Explain how the project complies with applicable streetscape standards and design guidelines. Refer to the Zoning Ordinance for additional information.
- Describe timing and phasing of the project.
- Explain techniques employed to mitigate environmental impacts, including heat island effect, energy, water use, impacts on adjacent property, etc.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.11 Notification Requirement

Provide the following information:

- Complete sets of mailing labels with the names and addresses of all property owners within 300 feet of the external boundaries of the subject property and a map showing the 300-foot radius from which the names and addresses were derived. If necessary, additional sets of mailing labels may be requested by the Town of Fountain Hills.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.12 Parks, Recreation, and Open Space Plan

Provide the following information:

- Show areas proposed to be designated as natural open space, park land, and recreation areas.
- Describe the parks and recreation needs for the use outlined in the Area Specific Plan and how these needs are to be fulfilled.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.13 Photostatic Reduction

- 8.5"x11" reduction of each page of the plan will be required prior to the case being scheduled for hearing.
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.14 Site Plan / Tentative Development Plan

Provide the following information:

- Topographical description showing existing and proposed grades and drainage systems, and natural and manmade features with indication as to which are to be retained and which are to be removed or altered.
- Proposed street system.
- Proposed block layouts.
- Proposed reservation for parks, parkways, playgrounds, recreation areas and other open space.
- Off-street parking space.
- Types and uses of structures.
- Location of structures, garages, and/or parking spaces.
- A tabulation of the total number of acres in the proposed project and a percentage thereof designated for the proposed structures.
- Preliminary plans and elevations of the structure types. (Single-family residential subdivisions are exempt from this requirement.)
- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.15 Title Report

Provide the following information:

- Verify property ownership.

- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.16 Project Data Table

Provide the following information:

- Net site area.

- Existing zoning on site and adjacent property within 100-feet.

- Net lot coverage percentage.

- Total landscape area.

- Total gross building area.

- Refer to Submittal Summary Chart, Section 2.04, for number of copies required.

Section 4.17 Architectural Elevations / Renderings

Provide the following information:

- Scale and exterior dimensions of all sides of proposed buildings.

- All existing and proposed elevations of each building identified by geographic direction.

- Photographic or computer generated full color illustration showing the development in 4-views as it would appear if constructed as proposed.

- Notation of proposed colors and materials.

- Elevations of accessory structures including any lighting fixtures.

- Roof drainage method identifying direction of flow.

- Method of screening for mechanical and electrical equipment.

- Location of proposed and existing signage.

- Location, type, and mounted height of proposed wall mounted lighting fixtures.

- Date of preparation including dates of any revisions.
- Registered Design Professional signature and seal.

Section 4.18 Landscape Plan

Provide the following information:

- Vicinity Map (may be insert on plan).
- Scale, north arrow, and dimensions.
- Property lines, easements, alleys, private streets and adjacent rights-of-way.
- Location of proposed landscape areas.
- Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety.
- Sizes, varieties and number of landscaping materials to be used.
- Site visibility triangles per Town of Fountain Hills standard details.
- Maximum of 10' contour lines and sections for retention basins and earthen berms.
- Location, type, and heights of parking and service area screen walls.
- Location, type, and heights of proposed site lighting fixtures, including parking lot lights.
- Location of existing and proposed electrical transformers, utility poles, and other utility equipment.
- Elevations of entry monuments, all wall types, top finished elevation of screen walls, lighting, etc. Plans should be dimensioned, and include notations specifying the application of proposed materials and colors.
- Location and specifications of playground apparatus, ramadas, or other shade structures, benches, barbeques, ball courts, pools, clubhouses, etc. (Multi-family projects).
- Label area of non-disturbance.
- Freestanding sign locations.
- Project data table:
 - Net site area.
 - Total number of trees required and provided.

- Size of non-disturbance area
- Square footage of on-site landscaping.
- Square footage of public right-of-way landscaping.
- Total square footage of on-site and public right-of-way landscaping.
- Common area square footage and percentage based on net land area.
- Open space square footage and percentage along public street frontages.
- Date of preparation including dates of any subsequent revisions.
- Registered Landscape Architect signature and seal.

Section 4.19 Outdoor Lighting

Provide the following information:

- Location of lighting fixtures and the type of outdoor lighting to be installed.
- Description of the outdoor light fixtures, including supports and other appurtenant devices.
- Manufactures' catalog cut sheets and drawings.

The plans and descriptions must be sufficiently complete to enable the Town to determine whether compliance with the requirements of Chapter 8 of the Zoning Ordinance will be met (Dark Sky Ordinance). If the Town is unable to make such a determination from the plans and descriptions, the applicant must submit evidence of compliance by certified test reports as performed by a recognized testing laboratory. All test reports must comply with procedures established by the American National Standards Institute (ANSI) and the Illuminating Engineering Society of North America (IES) for testing of outdoor light fixtures.

Section 4.20 Material / Color Board

Provide the following information:

- Samples of proposed materials and colors noting the color and material name and manufacturer's number mounted on a maximum 11"x17" foam or cardboard. A supplemental larger size material board may be submitted, if desired.

Chapter 5

Building Permit

Sections:

- 5.01 Introduction
- 5.02 One and Two Family Residential Plan Review
- 5.03 Site / Plot Plan
- 5.04 Grading and Drainage Notes
- 5.05 Construction Plans
- 5.06 Fire Department Requirements
- 5.07 Foundation Plan
- 5.08 Floor Plan
- 5.09 Dimensioned Floor Plan
- 5.10 Elevations
- 5.11 Framing Plan
- 5.12 Roof Framing
- 5.13 Electrical Plan
- 5.14 Plumbing and Mechanical
- 5.15 Cross Section
- 5.16 Project Details
- 5.17 Landscape Plan
- 5.18 Structural Calculations
- 5.19 Energy Efficiency Data
- 5.20 Truss Calculations (Upon Request)
- 5.21 Chain Link Disturbance Fence Requirements
- 5.22 Pool Check List
- 5.23 Application and Agreement

Section 5.01 Introduction

This chapter is to be used as a guide to help inform you of the minimum requirements that are expected for a residential and non-residential plan review. This is only a guideline. Additional information may be required for the Town to successfully review your application.

The following organizations may require additional permits:

- Neighborhood Committee of Architecture – www.npoa-ncoa.org
16810 East Avenue of the Fountains Suite 210
Fountain Hills, Arizona
480-837-5317

- Maricopa County Environmental Services Department – Air Quality Division, Earth Moving Permit – www.maricopa.gov/aq
1001 North Central Avenue Suite 400
Phoenix, Arizona
602-506-6010

- You may have a local home owner’s association as well. You can check with your seller, realtor, or title company for that information and deed restrictions that apply to your property.

The following are contact numbers:

- Registrar of Contractors – 602-542-1502
- Blue Stake (locates underground utilities) – 811 or 602-263-1100
- Building Inspection Request Line – 480-816-5131
- Salt River Project – 602-236-8888
- Chaparral City Water Company – 480-837-3411
- Fountain Hills Sanitary District – 480-837-9444
- Cox Cable – 602-277-1000
- Southwest Gas Corporation – 602-861-1999
- Arizona Department of Revenue (for Bond Exemption Certificates) – 602-255-2060
- Maricopa County Assessor’s Office (for parcel numbers) – 602-506-3406

If any questions arise pertaining to your application or submittal requirements, please contact the Building and Safety Division at (480) 816-5177.

Section 5.02 One and Two Family Residential Plan Review:

PLAN CHECK NUMBER **ADDRESS** **DATE**

Reviewed by: Jason Field, Plans Examiner (480) 816-5127 jfield@fh.az.gov

Building Permit Fees: \$0.75/ sq. ft. of covered air conditioned space, \$0.45/ sq. ft. of covered space non air conditioned

Development Fees: \$5,472.00 single family unit \$4,910.00 multi-family unit

INSTRUCTIONS:

Conditional Approval. Plans are approved subject to the items checked on this checklist. This is an integral part of the approved plans. All items contained on the list are minimum code requirements and must be complied with if your construction is to receive inspection approvals. The items that are circled are those that are found to be especially applicable to your plans. Items may also be circled to remind you of an important code requirement. Every effort has been made to note all necessary corrections during our plan review. However, it is ultimately the responsibility of the builder to perform the construction according to the minimum code requirements, regardless of whether or not items are circled. Approval of the plans does not permit the violation of any part of the Town of Fountain Hills Code.

Resubmittal Required. Plans must be revised and resubmitted for review. Please note the items marked on this list and/ or noted on the plans for required revisions or for the submittal of additional information.

We encourage questions at any time. The person in the Building Safety is noted above and you may contact them to discuss the plan review comments.

Inspection Notes:

The approved plans, along with this list, must be available to the building inspector on the site at the time when inspections are performed. Failure to have the plans, stamped "APPROVED," on the site may result in one of the following actions:

- No inspection will be performed or approved;
- A re-inspection fee for the amount of \$150.00 paid at the Building Safety office prior to scheduling a follow-up inspection;
- Unnecessary delays in construction.

TABLE R301.2 (1)

CLIMATE AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND SPEED (mph, 3-sec. gust)	SEISMIC DESIGN CATEGO RY	SUBJECT TO DAMAGE FROM				WINTER DESIGN TEMP	ICE SHIELD UNDER- LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			Weathering	Frost line depth	Termite	Decay					
0 psf	90	B	Negligible	12"	Moderat e to Heavy	None to Slight	34° F.	No	Varies	0	69° F.

Fire Code Amendments. Amendments to the adoption of the International Fire Code (IFC), including automatic fire sprinkler system requirements, are available from the Fountain Hills Fire Department.

**MANUAL "J" TABLE 1A
OUTDOOR DESIGN CONDITIONS FOR THE UNITED STATES
(PHOENIX)**

Elevation Feet	Latitude Degrees North	Winter	Summer					
		Heating 99% Dry Bulb	Cooling 1% Dry Bulb	Coincident Wet Bulb	Design Grains 55% RH	Design Grains 50% RH	Design Grains 45% RH	Daily Range (DR)
1133	33	37	108	70	-21	-14	-8	H

PLAN REVIEW COMMENTS: The following items briefly summarize the minimum code requirements of the International Residential Code (IRC). For detailed requirements, and, in some cases, exceptions, to the code requirements listed below, please refer to the code sections that are cited in the most current edition of the (IRC).

General Requirements

No.	Description of Minimum Code Requirements
1.	Project description. Identify and describe the work to be covered by this permit.
2.	Separate permits. Fences, retaining walls, swimming pools and spas are to be by separate permit. Fountain Hills Fire Department approval is required for propane tank installation
3.	Address and legal description. Indicate on the drawings the correct and complete address and legal description.
4.	Setbacks. Indicate the location of the proposed building on the lot, including dimensioned distances from property lines and any other building(s) on the lot.
5.	Square footage summary. Provide a square footage summary for each of the following: livable, garage, and covered patios, porches, storage and mechanical.
6.	Plans. Provide three engineered site plans and two sets of construction drawings, including one sheet dedicated to the required energy information, with a maximum sheet size on 24" x 36". The preferred scale is 1/4" = 1'-0," but a scale of 3/16" = 1'-0" may be accepted. Indicate the scale and provide a North arrow. Minimum of 30:1 scale on site plans.
7.	Framing plans. Provide complete floor and roof framing and foundation plans. Specify size and spacing of all framing members. Indicate all post locations and sizes, holddowns, headers, beams, hangers and ties.
8.	Details and notes. Delete or cross out details or notes that do not apply or are not used.
9.	Engineering. Engineering, such as a lateral analysis for shear, retaining and gravity when required, shall be sealed, signed and dated by an architect or engineer registered in the state of Arizona in accordance with the applicable state statutes.
10.	Special inspection. Special inspection is required for this project. Please complete the attached forms if applicable and return them to Building Safety with other re-submittal documents.
11.	Manufacturer's installation instructions. Manufacturer's installation instructions, as required by this code for items such as gas fireplaces, gas logs and other listed appliances, components or specialized systems, shall be available on the job site at the time of inspection.
12.	Energy conservation items. Please provide information regarding the "Energy Efficiency" items that are located under Energy Efficiency of this document. Note the R-values of insulation to be installed on the plans, and provide notes and/or details that indicate compliance with other energy conservation requirements.

Building Planning

No.	Description of Minimum Code Requirements
13.	Minimum glazed openings areas. All habitable rooms shall be provided with aggregate glazing area of not less than 8 percent of the floor area of such rooms. The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated. See Section R303 for details and exceptions.
14.	Area and height. Label and dimension all rooms and spaces. Note ceiling height of all rooms and areas.
15.	Bathroom light and ventilation. Provide bathrooms or water closet compartments with 3 sq. ft. R303.3 of window area, one-half of which must be openable, or provide artificial light and mechanical ventilation at a rate of at least 50 cfm intermittent or 20 cfm continuous.
16.	Toilet, bath and shower spaces. Provide 15” clearance from centerline at sides and 21” in front of water closet and space other fixtures in accordance with Figure R307.2.
17.	Safety glazing. Provide safety glazing at the following hazardous locations: <ul style="list-style-type: none">• In swinging doors except jalousies, storm doors and unframed swinging doors.• In fixed and sliding panels of sliding doors and panels in sliding and bi-fold closet doors.• In doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers where the bottom edge of the glazing is less than 60” measured vertically above any standing or walking surface.• Adjacent to a door where the nearest vertical edge is within a 24-inch arc of the door in a closed position and whose bottom edge is less than 60” above the floor.• When all of the following exist: area of a pane is greater than 9 sq. ft., bottom edge is less than 18” above the floor and top edge is greater than 36” above the floor and one or more walking surfaces are within 36” horizontal.• In railings.• In walls and fences enclosing indoor and outdoor swimming pools, hot tubs and spas where bottom edge is less than 60” above walking surface and within 60” horizontally of the water’s edge.• Adjacent to stairways, landings and ramps within 36” horizontally of a walking surface and less than 60” above the walking surface.• Adjacent to stairways within 60” horizontally of the bottom tread and less than 60” above the nose of the tread.

18. Site Built. Butt-glazed areas are considered to be “site built windows” (IRC 308.5) and windows with “...one or more sides...not firmly supported, or...subjected to unusual load conditions...” (IBC 2403 & 2404). Thus, butt glazing installations are required to be designed by an Arizona-licensed architect or engineer in accordance with IBC Sections 2403, 2404.1 and 1609. Please provide stamped structural engineering for the proposed butt-glazed window areas.

19. Garage-dwelling opening protection:

- **Doors.** Must be at least 1-3/8”-thick solid wood or solid or honeycomb steel or 20-minute fire-rated doors.
- **Ducts.** Minimum No. 26 gauge sheet steel or other approved material with no duct openings into the garage (or provide listed dampers).
- **Sleeping rooms.** Openings from a private garage directly into a room used for sleeping are prohibited.

20. Garage-dwelling separation. Separate garage from residence and its attic by 1/2” gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable spaces by 5/8” Type ‘X’ gypsum board. Structural elements supporting such a floor-ceiling assembly shall be protected by 1/2” gypsum board.

21. Garage and carport floors. Garage floor surfaces must be approved noncombustible materials, with floors sloped to facilitate drainage to a floor drain or the main vehicle entry doorway.

22. Emergency escape and rescue. Every sleeping room and basements with habitable space shall have a least one window with minimum 5.7 sq. ft. net clear opening (5.0 sq. ft. at grade floor), minimum opening width of 20”, minimum opening height of 24” and a sill height not more than 44”; or provide an exterior door for emergency egress.

23. Window wells. Egress windows with finished sill heights located below the adjacent ground level must be equipped with approved window wells (9 sq. ft. and 36” minimum dimension) and, where wells have a vertical depth greater than 44,” have an approved permanent ladders or steps.

24. Under stair protection. Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with 1/2” (12.7 mm) gypsum board.

25. Landings at doors. There shall be a floor or landing on each side of each exterior door. The width shall not be less than the door served with a minimum dimension of 36” measured in the direction of travel. See Section R311.4.3 for details and exceptions to this requirement. The floor or landing at the exterior door shall not be more than 1.5 inches (38mm) lower than the top of the threshold. The exterior landing at an exterior doorway shall not be more than 73/4 inches (196 mm) below the top of the threshold. See exceptions.

26. **Stair requirements.** Stairways shall meet the following requirements:
- **Width.** 36” minimum with handrails allowed to project up to 4.5 inches into the minimum width on either side.
 - **Headroom.** Not less than 6 ft. 8 in. measured vertically from the plane across the tread nosings or from the floor surface of the landing or platform.
 - **Treads and risers.** Maximum riser height is 7-3/4 inches. Minimum tread depth is 10 inches. Variation may not exceed 3/8 inch. Nosing’s of 3/4” – 1¼” must be provided on solid stairs. See R311.5.3 for details & exceptions.
 - **Winder treads.** Winder treads shall have a minimum tread depth of 10 inches measured 12” from the side where the treads are narrowest, with a minimum tread depth of 6” at any point and no more than 3/8” variation.
 - **Landings at stairways.** Provide a floor or landing at the top and bottom of each stairway and so that vertical rise does not exceed 12 ft. between landings. Landings are not required at interior stairs, provided a door does not swing over the stairs. The width of the landing shall not be less than the door served, with a minimum dimension of 36” measured in the direction of travel.
 - **Handrails.** Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers. Height shall be 34” - 38” above the nosings of the treads. Handrail grip shall be as per R311.5.6.3.
 - **Spiral stairways.** Spiral stairways shall have a minimum width of 26,” 7.5” minimum tread depth at 12” in from the narrower edge, all treads identical, 9” maximum rise and 6’-6” minimum headroom.
27. **Guards (guardrails).** Where porches, balconies or raised floors are more than 30” above the floor or grade below, provide a guard that is:
- 36” in height.
 - For open sides of stairs with more than 30” drop, guard height may be 34” above the nosings of the treads.
 - Porches & decks enclosed with insect screening with drop > 30” require guards.
 - Openings in guards may not allow the passage of a 4-inch-diameter sphere.
 - Triangular opening of stair riser, tread & guard may not allow 6-inch sphere.
 - Openings for required guards on sides of stair treads may not allow a 4-3/8”-diameter sphere to pass through.
28. **Smoke alarms.** Provide interconnected smoke alarms in each sleeping room, outside each sleeping room in the immediate vicinity of the bedrooms and on each story. Smoke alarms shall receive primary power from building wiring (be “hard-wired”) with battery backup. The actuation of one alarm will activate all of the alarms in the individual unit.
29. **Alterations, repairs and additions.** When interior alterations requiring a permit occur, or one or more sleeping rooms are added, the dwelling shall be provided with smoke alarms as for new dwellings. See Sections R313.1.1 and R313.2 for details and exceptions.

30. Dwelling unit separation. Dwelling units in **Two-family** dwellings shall be separated from each other by wall and/or floor assemblies having not less than a 1-hour fire-resistance rating. Fire-resistance-rated floor-ceiling and wall assemblies shall extend to and be tight against the exterior wall, and wall assemblies shall extend to the underside of the roof sheathing.

Townhouses. Each townhouse shall be considered a separate building and shall be separated by fire-resistance-rated wall assemblies meeting the requirements of Section R302 for exterior walls.

Exception Townhouses: A common 2-hour fire-resistance-rated wall is permitted for townhouses if such walls do not contain plumbing or mechanical equipment, ducts or vents in the cavity of the common wall.

31. Back to back boxes. Outlet boxes on opposite sides of a fire-resistive wall must be separated by a distance of at least 24” or by other approved methods as noted in Exception 1 & 2. Recessed fixtures shall be so installed such that the required fire resistance will not be reduced.

32. Field treatment. Field cut ends, notches and drilled holes of pressure preservative treated wood shall be retreated in the field in accordance with AWP A M4.

33. Premises identification. Approved numbers or addresses shall be provided so as to be readily visible from the street fronting the property.

34. Automatic fire sprinkler system. All new dwelling units as well as additions exceeding 50% of the gross area of the existing structure are to be protected by an automatic fire sprinkler system installed throughout the structure. Please contact the Fountain Hills Fire Department for details, exceptions and additional requirements.

Foundations

35. Compaction testing reports required. Where footings will bear on compacted fill material, the compacted fill shall comply with the provisions of an approved report prepared by a soils engineer or civil engineer.

36. Level footings. Provide note: “Top of footings shall be level. Bottom of footings are permitted to be sloped not to exceed 10%. Footings shall be stepped where ground slopes more than 10%.”

37. Retaining walls. All walls retaining over 2ft. shall be an engineered design per town of Fountain Hills amendment. Indicate location and height of all retaining walls and provide engineering.

- 38. Drainage.** Surface drainage shall be diverted so as to not cause a hazard. Lots shall be graded so as to drain surface water away from foundation walls a minimum of six (6) inches within the first ten (10) feet.
- 39. Concrete strength.** Specify concrete strength on plans. Minimum 2500 psi
- 40. Soil bearing pressure.** Note type of soil and soil bearing pressure used in design of footings. Design criteria for non-engineered soil bearing shall be 1500 psi
- 41. Footing dimensions.** Dimension footing width, thickness, and depth into undisturbed soil.
- 42. Stem wall dimensions.** Dimension stem wall thickness.
- 43. Anchor bolts.** Foundation plates and sills shall be attached to the foundation, at a minimum, with ½” bolts spaced not more than six (6’) feet apart and embedded at least seven (7”) inches into concrete or masonry. Minimum of two bolts per plate section with one bolt located not more than 12 inches(305 mm) or less than seven bolt diameters from each end. Engineering for alternate anchor bolt sizes and spacing may also be provided.
- 44. Treated wood.** Specify foundation grade redwood or approved pressure treated foundation plates and sills for all plates in contact with concrete.
- 45. Spot Footing or piers.** Specify footing or pier sizes and provide foundation sections.
- 46. Horizontal reinforcement.** Detail at least one (1) No. 4 bar within 12 inches (305 mm)of the top of the wall and one No. 4 bar located 3 inches (76 mm) to 4 inches (102 mm) from the bottom of the footing.
- Vertical reinforcement.** Provide #4 dowels at minimum of 48” o.c. from footing to stem. Indicate finished floor elevation on the foundation plan.
- 47. Openings for under-floor ventilation.** The minimum net area of ventilation openings shall not be less than 1 square foot (0.0929m²) for each 150 square feet (14m²) of under-floor area. One ventilating opening shall be within 3 feet (914 mm) of each corner of the building.
- 48. Treated columns.** Columns and posts subject to water splash require 6” above earth or 1” above concrete or installation of pressure treated wood or wood of natural resistance to decay.
- 49. Holdowns.** Required holdowns, or tie-down devices, at exterior posts, columns, and braced walls, as specified on the lateral design or as required for all alternate braced wall panels, shall be shown on the foundation plan.
- 50. Structural engineering.** Basement walls, stem walls over 4 feet high and stem walls restraining more than 2 feet of earth are required to be designed and stamped by a qualified, Arizona-licensed architect or engineer.

51. Allowable joist spans. Specify floor joist species, grade, size, spacing and spans to conform with Tables R502.3.1(1), R502..3.1(2), R502.3.3(1) and R502.3.3(2).

52. Joists under bearing partitions. Joists under parallel bearing partitions shall be of adequate size to support the load. Double joists that are separated to permit installation of piping or vents shall be full depth solid blocked by 2 X lumber spaced not more than 4 ft. apart. Bearing partitions perpendicular to floor joists shall not be offset from supporting girders or walls by more than the joist depth unless joists are sized to carry the additional load.

53. Floor systems. Joists framing from opposite sides over a bearing support to lap a min. of 3” and be nailed with min. of three (3) 10d nails or equivalent wood or metal splice.

54. Lateral restraint at supports. Joists shall be supported laterally at the ends by full depth solid blocking, by attachment to a header or rim joist, or by other approved means. I-joists shall be supported laterally as required in the manufacturer’s installation instructions.

55. Drilling and notching. Drilling and notching of joists shall not exceed the limits specified in R502.8, Figure R502.8, or, in the case of engineered wood products, such as I-joists, the limits specified in the applicable engineering and/or manufacturer’s instructions.

56. Wood structural panel sheathing. Floor sheathing is to be sized in accordance with Tables R503.2.1.1(1) and R503.2.1.1(2) and fastened according to Table R602.3(1) (6” o.c. on edges and 12” o.c. at intermediate supports) unless noted otherwise on the approved plans.

Wall Construction (see also separate wall bracing handout)

57. Stud size, height and spacing. For bearing walls, laterally unsupported stud height may not exceed 10 feet unless an engineered analysis is provided. 2 X 4s @ 16” o.c. or 2 X 6s @ 24” o.c. may be used for bearing walls for structures of up to 2 stories as long as the 10-ft. unsupported height is not exceeded.

58. Headers. Indicate the size of all headers, which are to be sized in accordance with Tables R502.5(1) and R502.5(2) or calculations prepared by an Arizona-licensed architect or engineer.

59. Fireblocking required. Fireblocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and to form an effective barrier between stories, and between a top story and the roof space. Fireblocking shall be provided in the following locations:

- In concealed spaces of stud walls, including furred spaces and parallel rows of studs or staggered studs, vertically at ceiling and floor levels, and horizontally at intervals not exceeding 10 feet.

- At all interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings and cove ceilings.
- In concealed spaces between stair stringers at the top and bottom of the run. Enclosed spaces under stairs shall comply with R311.2.2.
- At openings around vents, pipes and ducts at ceiling and floor level.
- At cornices for two-family dwellings at the line of dwelling unit separation.

Chimney fireblocking. All spaces between chimneys and floors and ceilings through which chimneys pass shall be fireblocked with noncombustible material securely fastened in place.

60. Wall bracing. See section R602.10 thru R602.10.10, for prescriptive wall bracing and alternate braced wall panels requirements. See the item immediately below for buildings that cannot meet these prescriptive requirements for conventional light-frame structures.

61. Lateral analysis required. Structure does not meet requirements for use of prescriptive braced wall panels (R602.10.3) or alternate braced wall panels (R602.10.6). Please submit a lateral analysis prepared by an Arizona-licensed architect or engineer and transfer the resulting specifications from the analysis to the foundation, framing and floor plans, details, etc.

Wall Covering

62. Gypsum backer. Water-resistant gypsum backer board at showers or tubs may be used on ceilings only if framing spacing does not exceed 12" o.c. for 1/2"-thick board or 16" o.c. for 5/8"-thick board. Water-resistant gypsum board shall not be installed over a vapor retarder in shower or tub compartments.

63. Weather-resistant sheathing paper. Asphalt-saturated felt, free from holes and breaks, weighing not less than 14 lbs./100 sq. ft., shall be applied over studs or sheathing of exterior walls as per Table R703.4. Apply horizontally and overlap at least 2" (6" at vertical joints).

64. Flashing. Approved corrosion-resistant flashing shall be provided at all of the following locations:

- At top of all exterior window and door openings;
- At the intersection of chimneys or other masonry construction with frame or stucco walls;
- Under and at the ends of masonry, wood or metal copings and sills;
- Continuously above all projecting wood trim;
- Where exterior porches, decks or stairs, attach to a wood frame wall or floor assembly;
- At wall and roof intersections;
- At built-in gutters.

65. Weep screed. Detail a corrosion-resistant weep screed at or below the plate line and at least 4" above finish grade and 2" above paved areas.

66. Exterior insulation finish systems (EIFS). All EIFS shall be installed in accordance with the applicable evaluation report, MAG One-Coat specifications and the manufacturer's installation instructions. EIFS shall terminate at least 6" above finish grade.

67. Weather-resistive barrier. All EIFS installations shall have a weather-resistive barrier between water-sensitive building components and the exterior insulation and a means of draining water to the exterior of the veneer. See sheathing paper and weep screed items above.

68. Stone and masonry veneer. Install stone and masonry veneer over wood or steel framing in accordance with items at right. Veneer may not exceed 30 ft. in height, with an additional 8 ft. allowed on ends, and thickness may not exceed 5 inches. For veneers with current evaluation report approvals, provide 2 copies and install in accordance with evaluation report.

69. Ceiling joist and rafter spans. Ceiling joist spans shall be in accordance with Tables R802.4(1) and R802.4(2). Rafter spans to be in accordance with Tables R802.5(1) thru R802.5(8).

Truss to wall connection. Trusses shall be connected to wall plates by the use of approved connectors having a resistance to uplift of not less than 175 pounds.

Uplift resistance. Roof assemblies which are subject to wind uplift pressures of 20 pounds per square foot (960 Pa) or greater shall have roof rafters or trusses attached to their supporting wall assemblies by connections capable of providing the resistance required in Table R802.11.

70. Attic ventilation. Provide calculations for attic ventilation. Use 1:150 ratio if using only lower or upper ventilation and 1:300 when at least 50% (but not more than 80%) of the ventilation is provided in the upper portion of the roof (at least 3 ft. above eave or cornice vents). Note and detail the type, location and size of attic vents.

Conditioned attic assemblies. Unvented conditioned attic assemblies (spaces between the ceiling joists of the top story and the roof rafters) are permitted with conditions:R806.4 items 1 thru 4.

71. Attic access. Provide minimum 22" X 30" attic access if attic exceeds 30 sq. ft. in area and 30" in height. Provide 30" of unobstructed headroom above the opening.

Roof Assemblies

- 72. Roof drains and scuppers.** Specify size, location and termination points. Use maximum rainfall rate of 3” per hour for sizing roof drains and scuppers. See International Plumbing Code (IPC) for additional requirements.
- 73. Roof covering type.** Indicate the type of roof covering material(s) and their weight in lbs./sq. ft. Provide evaluation report information where applicable.
- 74. Application and attachment.** Roof covering materials shall be attached in accordance with applicable provisions of Section R905, the manufacturer’s installation instructions or the requirements of applicable evaluation reports, including underlayment and flashing.

Chimneys and Fireplaces

- 75. Pollution reduction.** All fireplaces must be either gas-fired (gas fireplace unit or permanently installed gas log) or wood-burning units that have been certified or tested and listed as meeting U.S. Environmental Protection Agency (EPA) air quality standards (40 CFR Part 60, Sub-part AAA). Please refer to Town of Fountain Hills Code, Article 7-3, for details.
- 76. Masonry fireplaces.** Detail masonry fireplaces, including supporting foundation, anchorage ties, reinforcement, flue size, flashing, hearth width and 2” clearance to combustible construction.
- 77. Factory-built fireplaces.** All factory-built fireplaces shall be tested in accordance with UL 127. Provide the evaluation report number and 2 copies. Install in accordance with its listing, including clearances to combustible construction and required hearth dimensions.

Decorative shrouds. Decorative shrouds shall not be installed at the termination of factory-built chimneys except where the shrouds are listed and labeled for use.

- 78. Gas logs.** Show gas to fireplace, including piping material, size, length and Btuh input. Provide note stating that fireplace will have a permanent gas log set

Flame safeguard the device shall automatically shut off the fuel supply to a main burner or group of burners when the means of ignition of such burners becomes inoperative.

- 79. Exterior air supply.** Factory-built or masonry fireplaces shall be equipped with an exterior air supply to assure proper fuel combustion, including 1/4” mesh screen at termination.

80. Gas fireplaces in bedrooms. Gas fireplaces, gas logs or other gas-fired appliances may not be installed in sleeping rooms or other locations unless they are specifically listed for such installations, or they are:

- Direct-vent appliances that obtain all combustion air directly from the outdoors.
- Gas fireplaces or gas logs for installation in wood-burning fireplaces where the room meets the minimum volume requirements of Section G2407.5.

Energy Efficiency

81. IECC. Compliance. Compliance shall be demonstrated by either meeting the requirements of the 2006 *International Energy Conservation Code*, the requirements of chapter 11 of the 2006 *International Residential Code*, or completing the most current version of REScheck found at: www.energycodes.gov/rescheck.

Mechanical

82. Locations of equipment. Show location and size of air conditioning and heating equipment and whether they are electric or gas-fired. And type of fuel (natural or propane)

83. Condensate lines. Condensate drain lines shall be a minimum size of 3/4" i.d. Where damage to building components will occur due to condensate overflow from drain pans or stoppage in condensate piping, an auxiliary or secondary drain system must be provided in accordance with M1411.3.1. Show locations of termination points for drain lines.

Water level monitoring devices. On down-flow units and all other coils that have no secondary drain and no means to install an auxiliary drain pan, a water-level monitoring device shall be installed inside the primary drain pan. This device shall shut off the equipment served.

84. Attic equipment access. Equipment located in attics shall be provided with an access opening at least 22" X 30," a passageway 24" wide and no more than 20' long, a 30" X 30" minimum working platform, 30" minimum clear headroom and a receptacle and light. Trusses shall be designed to account for the additional load of attic-mounted equipment.

85. Dryer vent. Clothes dryers are to be provided with an exhaust duct not to exceed 25 ft. in length. The maximum length allowed is reduced by 2.5 ft. for each 45-degree bend and 5 ft. for each 90-degree bend. See M1501 for details and M1501.1 and M1501.3 for exceptions. See also G2439 for gas-fired clothes dryers.

86. Exhaust fans. Where toilet rooms and bathrooms are mechanically ventilated, the exhaust capacity shall be 50 cfm intermittent or 20 cfm continuous. Where domestic kitchen cooking appliances are equipped with ducted range hoods or down-draft exhaust systems, fans shall be sized to provide 100 cfm intermittent or 25 cfm continuous ventilation rates.

87. Combustion air. In buildings of **unusually tight** construction, combustion air shall be obtained from outside the sealed thermal envelope. **Size of openings.** Where directly communicating with the outdoors, or where communicating with the outdoors by means of vertical ducts, each opening shall have a free area of at least 1 square inch per 4,000 Btu/per hour of total input rating of all appliances in the space. Where horizontal ducts are used, each opening shall have a free area of at least 1 square inch per 2,000 Btu/per hour of total input of all appliances in the space.

88. Prohibited locations. Gas-fired appliances shall not be located in, or obtain combustion air from, sleeping rooms, bathrooms, toilet rooms or storage closets. See exceptions for direct vent appliances that obtain all combustion air directly from the outdoors or other situations.

Prohibited locations. Piping shall not be installed in or through a circulating air duct, clothes chute, chimney or gas vent, ventilating duct, dumbwaiter or elevator shaft. Piping installed downstream of the point of delivery shall not extend through any townhouse unit other than the unit served by such piping.

89. Combustion air. Provide adequate combustion air for gas-fired appliances. See M1701.1.1 above.

90. Elevation of ignition source. Gas appliances and equipment having an ignition source shall be elevated such that the source of ignition is 18” above the floor in hazardous locations or private garages. See exception for specifically listed equipment.

91. Equipment protection. Appliances located in private garages shall be installed with a minimum clearance of 6 ft. above the floor OR be protected from motor vehicle impact and installed in accordance with G2408.2, the item immediately above.

92. Gas pipe sizing. Provide a gas piping schematic for all gas appliances, including piping type, size, length and Btu hr/ cubic foot rating of all gas-fired equipment.

93. Gas piping underground beneath buildings. If fuel gas piping must be installed underneath a building or slab, it must be within a sealed sleeve and vented to the exterior as described in the referenced code sections. See separate handout with full codes text & diagram.

94. Makeup air. When a gas-fired clothes dryer is located in a closet, a minimum opening of 100 square inches shall be provided in the door or makeup air shall be provided by other approved means.

Plumbing

- 95. Appliance and fixture locations.** Designate the location of the water heater, furnace, kitchen and laundry appliances and other fixtures. Provide access for service and removal.
- 96. Bathtub and shower valves.** The hot water supplied to bathtubs and showers shall be limited to a maximum temperature of 120°F (49°C) by a water temperature- limiting device that conforms to ASSE 1070, except where such protection is otherwise provided by a combination tub/shower valve in accordance with Section P2708.3.
- 97. Pressure-Temperature relief valve lines.** Water heaters or other appliances or equipment used for heating water or storing hot water shall be protected by relief valves as required by IRC Section 2803.1. Relief valve lines shall not be directly connected to the drainage system, but shall be piped full size to the floor, to the outside of the building or to an indirect waste receptor inside the building. See IRC Section P2803.6.1 for details.
- 98. Hose bibbs.** Hose bibbs are to be equipped with integral backflow preventers.
- 99. Sumps and ejectors.** Provide an engineered sump pump and ejector system if elevation of street is 6' or higher than finished floor elevation. Provide installation specifications from the manufacturer.
- 100. Backwater valves.** Fixtures with flood level rims located below the elevation of the next upstream manhole cover shall be protected from backflow of sewage by installing an approved backwater valve.

Electrical

- 101. Electrical plan.** Provide an electrical plan indicating the receptacles, switches, lights, meter box and size, smoke detectors, exhaust fans, GFCI-protected receptacles, etc.
- 102. Load calculation.** Provide electrical load calculation for all dwelling units over 3000 square feet (with a 200-amp service) or as deemed necessary by the Building Safety Division.
- 103. Service panel.** Indicate the size (rating) and location of the service entrance and any sub panels. Provide a minimum 30W" X 36D" working clearance at all panels and disconnects.
- 104. Location of over current devices.** Sub-panels may not be located in bathrooms, clothes closets, or where they are exposed to physical damage or located higher than 6'ft. 7" inches above the floor.
- 105. Grounding.** A grounding electrode system shall be provided in accordance with NEC 250.50 or IRC E3508.

- 106. Bonding.** Provide bonding for water piping, gas and metal building systems (NEC 250.104).
- 107. Ranges.** Ranges (with a rating of 8.75 kVA or more) require a minimum 40-amp branch circuit (NEC 210.19(A)(3)).
- 108. Kitchen and dining and breakfast area receptacles.** Two (2) or more 20-amp small appliance circuits are required in kitchens (NEC 210.11(C)(1)).
- 109. Laundry circuit.** A minimum of one 20-amp branch circuit is required to serve a laundry room or area and shall serve only outlets in that room or area (NEC 210.11(C)(2)).
- 110. Bathroom circuit.** A minimum of one 20-amp branch circuit is required to supply the bathroom receptacle outlets and shall have no other outlets. See exception (NEC 210.11(C)(3)).
- 111. Wall receptacles.** Provide receptacles along walls (two or more feet in length) so that no point along the wall is more than 6 feet from an outlet (NEC 210.52(A)(1)).
- 112. Counter receptacles.** Receptacle outlets shall be installed at each counter space wider than twelve (12) inches so that no point along the counter space is further than 24” from an outlet (NEC 210.52(C)(1)).
- 113. Island and peninsula counter spaces.** Provide at least one receptacle outlet at all island and peninsula counter spaces with long dimensions greater than 24” and short dimensions greater than 12 inches. And one on each side of island counters which have sinks or cook tops installed.
- 114. Outdoor outlets.** At least one moisture-resistant GFCI-protected receptacle outlet accessible at grade level (within 6’- 6” of finished grade) shall be installed on the exterior at both the front and back of each dwelling unit (NEC 210.52(E)).
- 115. Hallways.** Provide a receptacle in hallways greater than 10 ft. in length (NEC 210.52(H)).
- 116. HVAC outlet.** Provide a receptacle for the servicing of heating, air-conditioning and refrigeration equipment on the same level and within 25’ of the equipment (NEC 210.63).
- 117. GFCI protection.** Identify on plans that all receptacle outlets in bathrooms (one adjacent to each basin), garages, at kitchen countertop surfaces, outdoors, and within six (6) feet of bar and laundry sinks must be GFCI protected (NEC 210.8). See E3802 for additional details and exceptions.
- 118. Arc-fault circuit interrupters, bedroom outlets.** Provide arc-fault circuit interrupter protection for all branch circuits that supply 125-volt, single-phase, 15- and 20-ampere outlets in bedrooms. Such arc-fault circuit interrupter devices shall be combination type.

119. Lighting outlets. Designate the location of all required light fixtures (NEC 210.70), including at least one switch-controlled light fixture in every habitable room and bathroom. In other than kitchens and bathrooms, one or more receptacle outlets controlled by a wall switch may be used.

120. Additional locations. Show at least one wall switch-controlled lighting outlet in hallways, stairways and attached garages; and to provide illumination on the exterior side of each outdoor egress door having grade level access (NEC 210.70(A)(2)). At interior stairways with 6 or more risers, there shall be a wall switch at each level.

121. Disconnecting means. Provide a disconnect near and in sight of mechanical equipment, including air conditioning condensing units and heat pump units (NEC 422, 424, 440.14).

FLEXIBLE CORDS. Where permitted. Flexible cords shall be used only for the connection of appliances where the fastening means and mechanical connections of such appliances are designed to permit ready removal for maintenance, repair or frequent interchange and the appliance is listed for flexible cord connection. Flexible cords shall not be installed as a substitute for the fixed wiring of a structure;

Section 5.03 Site / Plot Plan:

Submit two (2) copies of a site / plot plan (three copies required if property is not 100% disturbable).

- An Arizona Registered Engineer / Surveyor prepared and wet sealed site / plot plan including vicinity map.
- North arrow and scale (minimum 1"=20' unless otherwise approved).
- Address, legal description (plat, block and lot) and A.P.N. (Assessor Parcel Number).
- Topographic information showing minimum two (2) foot existing and proposed contours and extended ten (10) feet beyond property line.
- Show all utility boxes (SRP, water, cable, phone, etc.).
- Ensure utility lines are indicated and included in disturbance calculations unless otherwise allowed by P.U.D. (Planned Unit Development) or ordinance.
- Property and easement dimensions.
- Setback information including minimum building setback lines (closest distances to property lines).
- Site data block containing square footage of lot, allowed lot coverage, percentage of lot used, square footage under roof.

- Disturbance calculation box containing allowed disturbance and proposed disturbance (following calculations as described in Section 5.11 of the Zoning Ordinance).
- If applicable, provide a written recordable H.P.E. (Hillside Protection Easement) document – two (2) copies required, one of which needs to be an original copy.
- Show disturbance fencing if lot is adjacent to an Open Space Recreation (O.S.R.), Hillside Protection Easement (H.P.E.), or an area designated as non-disturbance. See Section 5.11 of the Zoning Ordinance.
- Show drainage directed to street or approved drainage easements.
- Locations of proposed and existing fencing and/or retaining walls. Include wall and fence construction details (retaining walls require calculations and details prepared and sealed by an Arizona Licensed Engineer).
- Label all wall / fence heights (bottom of wall, top of retaining, top of wall, material change if applicable).
- The building footprint including options, which affect the footprint (livable space, garages, covered patios, covered entryways).
- Provide finished floor elevations for all levels.
- Roof elevations overlaid over natural contours (all peaks, ridges and similar high point elevations must be noted).
- Proposed driveway elevation at garage and street, percent of slope, and length of driveway.

Section 5.04 Grading and Drainage Notes:

The following notes must be on plans.

- An Arizona Certification of finished floors or building pads is the responsibility of the developer, builder, owner and shall be submitted prior to vertical construction starting.
- A Town approved grading and drainage plan shall be on the job site at all times. Deviations from the plan must be preceded by a Town approved plan revision.
- All drainage protective devices such as swales, pipes, protective berms or other measures designed to protect buildings or property from storm runoff must be completed prior to any structure being built.
- Soil compaction test results must be submitted to the Building Official's office for building pads that have two (2) or more feet of fill material indicated. This information shall be supplied prior to pouring foundations. Minimum 95% compaction per ASTM D698.

- Preparation of ground: The area over which fills are to be made shall be cleared of all trash, trees, stumps, debris, or other material not suitable as a foundation for fill.
- Locations of all utilities shown on this plan are based on information supplied to the engineer by the appropriate utility companies. No guarantee on locations or accuracy is implied or given. It is the responsibility of the contractor to contract Blue Stake (602-263-1100) and any other involved agencies to locate all utilities prior to construction.
- Retaining walls shall be back filled with 2" to 3" stone with 1" drains at 6' on center.
- Disturbed areas shall be replanted with desert plants or drought resistant plants. Existing vegetation shall be relocated if disturbed by construction.
- Swales shall be lined with 4" minimum rock and be a minimum of 14" deep after finish landscape.
- All exposed retaining walls and fences shall be finished with painted stucco.
- Contractor / builder shall notify the Town Engineer of any variances between these plans and on-site conditions.
- All drainage swales shall be maintained by owner to be free of trash, silt, vegetation and debris.
- Drops of 30" or more in accessible areas shall be protected by a 36" minimum height guardrail (G.R.).
- Contractor shall verify property line locations prior to proceeding with work.
- Finish grade shall slope away from residence at 5% for a minimum distance of 10' to an approved water disposal area.
- Architectural, structural, electrical, mechanical and plumbing are not a part of this site plan.
- Swimming pools, spas, fences, landscaping, and site walls require separate permits.
- Mitigation of expansive soil is not a part of this plan. See house plans for requirements.
- Foundations shall bear on native soil or compacted fill with minimum of 95% compaction per ASTM D698.
- Contractor shall provide 1" minimum water service.
- Concrete walking surfaces 30" above grade require a guardrail

Section 5.05 Construction Plans

Submit two (2) sets of plans drawn on paper no larger than 24"x36". Preferred scale is 1/4"=1', but a scale of 3/16"=1' may be accepted.

- Specify current code reference (use only those that apply)
- 2006 International Building Code (IBC)
- 2005 National Electrical Code (NEC)
- 2006 International Energy Conservation Code (IECC)
- 2006 International Fire Code (IFC)
- 2006 International Fuel Gas Code (IFGC)
- 2006 International Mechanical Code (IMC)
- 2006 International Plumbing code (IPC)
- 2006 International Residential Code (IRC) with Appendix G
- 2006 Uniform Swimming Pool, Spa and Hot Tub Code
- 1997 Uniform Code for the Abatement of Dangerous Buildings.

Specifically clarify what type of work is being proposed.

Section 5.06 Fire Department Requirements

- The developer shall have the required (or existing) fire hydrants installed and operable prior to the footing inspection. Provide a current approved copy of the civil water plans to the fire sprinkler subcontractor(s) for locating new and/or existing hydrants, water main supply, building site orientation, etc.
- Provide an all weather access road (minimum twenty feet wide) to all buildings and hydrants during construction.
- A fire sprinkler system shall be designed and installed to NFPA and Fountain Hills Town Ordinance 96-38 standards.
- The fire sprinkler subcontractor shall submit three (3) sets of drawings; two (2) sets of hydraulic calculations and one (1) copy of the approved civil site plan.
- The fire sprinkler system shall be pressure tested and approved prior to calling for rough framing inspection by the Town and a final fire sprinkler inspection shall be approved

prior to calling the Town for a certificate of occupancy inspection.

- Street address identifications shall be provided and shall be legible from the street or drive in contrasting colors and must be on all plans.
- Developer shall provide legible temporary street signs if permanent street signs are not in place by rough-in inspection.
- Gated communities will have a pre-emption sensing device and access system in place and operable prior to securing gates.
- All houses will be tied into the domestic water and sewer supply at the time of the rough-in inspection.
- Permit required for hot tar and/or torch application roofing.

Section 5.07 Foundation Plan

The following notes must be on plans.

- Dimensions of foundation.
- Detail / reference anchor bolts and hold down locations, size and spacing.
- Footing schedule if applicable.
- Finished floor elevation.
- Location of utilities.
- Location of columns.
- Interior bearing wall footings.
- Retaining wall locations with start / stop points and calculations.

Section 5.08 Floor Plan

- Location of plumbing fixtures.
- Appliances (location, mechanical).
- Show ceiling height.
- Window types and how operable, sizes.
- Shear wall schedule.

- Call out square footage of all areas (livable, garage, patio, entryways, etc.).
- Label and identify use of each room.

Section 5.09 Dimensioned Floor Plan

- Dimensions.

Section 5.10 Elevations

- Height dimensions.
- Wall construction type (2x4 or 2x6) and finish (product ICBO evaluation report numbers).
- Front, rear, left and right elevations.
- Roof pitch (ratio or percent of slope).
- Natural grade and finished floor lines.
- Window and door flashing detail.
- Scale.

Section 5.11 Framing Plans

- Floor framing (if applicable).
- Girder truss.
- Beam sizes.
- Column, post location and sizes.
- Type of floor framing.
- Type of hangers and ties.
- Show window / door locations.
- Dimensions.

Section 5.12 Roof Framing

- Type of roof (material).
- Pitch or flat.
- Type of roof trusses.
- Slope ratio.
- Girder truss and beam sizes.
- Column, post location and sizes.
- Show all openings (windows / doors).
- Header schedule / beam schedule (if applicable).

Section 5.13 Electrical Plan

- Location of receptacle outlets.
- Type of protection for outlets (Arc fault, GFCI, WP-GFCI).
- Location and type of lights.
- Mechanical ventilation.
- Smoke detectors.
- Exterior receptacle outlets.
- Exterior lights.
- Mechanical appliances and disconnects.
- Electrical Load calculations and schedule (for over 3000 square feet).
- One line diagram of service.
- Switches.
- S.E.S. service entrance location.
- Sub panel location (if applicable).
- Electrical index or legend.

Section 5.14 Plumbing and Mechanical

- Waste waterline isometric.
- Location of all plumbing fixtures.
- Gas isometric diagram - location of gas tank (if applicable), specify natural or LPG, and delivery pressure pipe material.
- A/C ducting (if applicable).
- Air handler location.
- Water heater.
- Water softener.
- Dryer vent(s).
- Appliances inside garage protection.
- Provide Manual J & S & D calculations, use approved software.

Section 5.15 Cross Section

- Call out uses.
- Ceiling heights.
- Type of trusses.
- Type of floor.
- References on all connections (roof, floor, footing/foundation).
- Floor finish line.
- Natural grade.
- Engineering cross sections through size and buildings perpendicular to slope, showing slope, floor elevations and maximum heights of structures.
- A line thirty (30) feet from natural grade to roof ridge or highest point on roof.

Section 5.16 Project Details

- Shear transfer details.
- Footing / foundation detail with complete dimensions.
- Framing detail with complete hanger and ties.
- Delete or cross out details not used.

Section 5.17 Landscape Plan

See Article 6 of the Subdivision Ordinance and Section 4.18 of this Developer's Guide for complete submittal requirements.

Section 5.18 Structural Calculations

Two (2) sets, wet sealed by engineer required.

Section 5.19 Energy Efficiency Data

Use residential compliance software, Res-check and provide ACCA (Air Conditioning Contractors of America) Manual J, D, and S calculations and duct layout.

Section 5.20 Truss Calculations Upon Request

Provide two (2) sets of at roof nailing inspection

Section 5.21 Chain Link Disturbance Fence Requirements

When required, a six (6) foot high chain link disturbance fence MUST be installed prior to the issuance of a Building Permit.

- It MUST be surveyed and staked by an Arizona Registered Land Surveyor.
- It MUST have the appropriate warning signs weatherproofed and posted at least every hundred (100) linear feet. See attached No Trespassing Sign on following page.
- An approved site plan MUST be provided on site for a disturbance fence inspection.
- Fencing and signage MUST be maintained in place until a FINAL Certificate of Occupancy has been issued.

**NO
TRESPASSING**
Desert Preservation Area

**PROHIBIDA
LA ENTRADA**
**Region de Desierto
Preservado**

Section 5.21 Pool Check List



TOWN OF FOUNTAIN HILLS
BUILDING SAFETY

PLAN CHECK NUMBER

ADDRESS

DATE

Reviewed by: Jason Field

(480) 816-5127

E-Mail: JField@fh.az.gov

Plans Examiner

INSTRUCTIONS:

- ❑ **Conditional approval.** Plans are approved, subject to the items checked on this checklist. This checklist is an integral part of the approved plans. All items contained on the list are minimum code requirements and must be complied with if your construction is to receive inspection approvals. The items that are circled are those that are found to be especially applicable to your plans. Items may also be circled to remind you of an important code requirement. Every effort has been made to note all necessary corrections during our plan review. However, it is ultimately the responsibility of the builder to perform the construction according to the minimum code requirements, regardless of whether or not items are circled. Approval of the plans does not permit a violation of any part of the Town of Fountain Hills Code.
- ❑ **Resubmittal Required.** Plans must be revised and resubmitted for review. Please note the items marked on this list and/or noted on the plans for required revisions or for the submittal of additional information

We encourage questions at any time. The person in Building Safety who reviewed your plans is noted above and you may contact him to discuss the plan review comments.

Inspection Notes:

The approved plans, along with this list, must be available to the building inspector on the site at the time when inspections are performed. Failure to have the plans, stamped "approved," on site at the time of inspection may result in the following:

- No inspection being performed or approved;
- A re-inspection fee for the amount of \$70.50 paid at the Building Safety office prior to scheduling a follow up inspection
- Unnecessary delays to your construction.

PLAN REVIEW COMMENTS: The following items briefly summarize the minimum code requirements of the International Residential Code (IRC). For detailed requirements, and, in some cases, exceptions, to the code requirements listed below, please refer to the code sections that are cited in the right hand column.

GENERAL

AG101.1 General. The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- or two-family dwelling.

DEFINITIONS

AG102.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool."

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool."

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling or a one-family townhouse not more than three stories in height.

SPA, NONPORTABLE. See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product.

SWIMMING POOL. Any structure intended for swimming or recreational bathing shall include any body of water 18 inches deep or more than 8 feet across. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

Administration and General Submittal Requirements

- Plan Submittals: Provide catalog cut sheets for drain covers, SVRS, pumps, other approved anti-entrapment products and heaters at time of plan submittal. The sheets shall indicate all listing information such as:
 - Certified testing agency (UL, ASME, ANSI, and NSPI ETC.)
 - Provide schematic diagram for the anti-entrapment system layout with the sizes and lengths of pipes.
- Suction Vacuum Release Systems. (SVRS). Provide type and location of SVRS (above or below) water level.
- Anti-Vortex Systems. Vortex covers are prohibited.
- Inspections. There will be a minimum of three inspections required.
 - Pre-Gunite (Making sure that pipe line trench with the VENT-TEE shall remain exposed until pre-gunite inspection has been approved.)
 - Pre Plaster.
 - Final. The pool contractor shall be on site to assist with the final testing of the entire Anti-suction / entrapment system.

Swimming Pools

- In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG108.
- Above-ground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG108.

Spas and Hot Tubs

- Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG108.
- Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/SPI-6 as listed in Section AG108.

Barrier Requirements

- Application. The provisions of this section shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to

provide protection against potential drowning and near drowning by restricting access to swimming pools, spas and hot tubs.

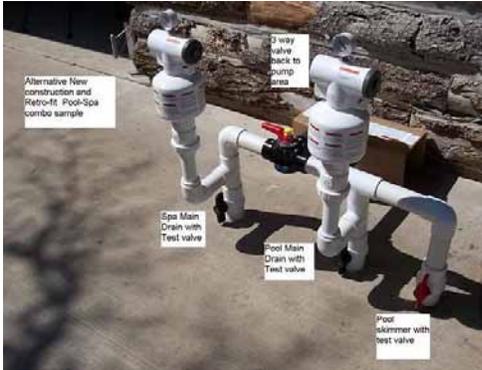
- An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:
 - The top of the barrier shall be at least 60 inches (1530 mm) above grade measured on the side of the barrier that faces away from the swimming pool, and shall not exceed 72 inches (1836 mm) maximum height, except as permitted by zoning code. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
 - Openings in the barrier shall not allow passage of a 4 inch diameter (102 mm) sphere.
 - Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
 - Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 54 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1-3/4 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches (44 mm) in width.
 - Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 54 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches (44 mm) in width. Maximum mesh size for chain link fences shall be a 2-1/4 inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1-3/4 inches (44 mm).
 - Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1-3/4 inches (44 mm).
 - Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:

- 1) The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
 - 2) The gate and barrier shall have no opening larger than ½ inch (13 mm) within 18 inches (457 mm) of the release mechanism.
- Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met: In addition to selecting items 1, 2, or 3 below, the following provision shall be included: Emergency escape or rescue windows from sleeping rooms with access to the swimming pool or body of water shall be equipped with a latching device not less than 54 inches (1372 mm) above the floor. All other openable dwelling unit or guest room windows with similar access shall be equipped with a screwed in place wire mesh screen or a key lock that prevents opening the window more than 4 inches (102 mm) or a latching device located not less than 54 inches (1372 mm) above the floor except: when item 4 is selected as the barrier between the interior of the dwelling and the pool or body of water, then items 1, 2 or 3 listed below will be considered satisfied.
 - 1) The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346; or
 - 2) Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in accordance with UL 2017. The audible alarm shall activate within 7 seconds and sound continuously for a minimum of 30 seconds after the door and/or its screen, if present, are opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touch pad or switch, to temporarily deactivate the alarm for a single opening. Deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - 3) Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 1 or 2 described above.
 - 4) Installation of a 54 inch high pool fence that completely separates the pool from the inside of the house and complies with gate, latch and spacing requirements found within section.
 - Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
 - 1) The ladder or steps shall be capable of being secured, locked or removed to prevent access; or

2) The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4 inch diameter (102 mm) sphere.

Entrapment Protection for Swimming Pools and Spas

- ❑ General. Suction outlets shall be designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum cleaner systems, or multiple suction outlets, whether isolated by valves or otherwise, shall be protected against user entrapment.
- ❑ Suction Fittings. Pool and spa suction outlets shall have a cover that conforms to ANSI/ASME A112.19.8M, or an 18 inch x 23 inch (457 mm x 584 mm) drain grate or larger, or an approved channel drain system. Exception: Surface skimmers.
- ❑ Atmospheric vacuum relief system required. Pool and spa single or multiple-outlet circulation systems shall be equipped with atmospheric vacuum relief should grate covers located therein become missing or broken. This vacuum relief system shall include at least one approved or engineered method of the type of specified herein, as follows:
 - 1) Safety vacuum release system conforming to ASME A112.19.17; or
 - 2) An approved gravity drainage system.
- ❑ Dual Drain Separation. Single or multiple pump circulation systems have a minimum of two suction outlets of the approved type. A minimum horizontal or vertical distance of 3 feet (914 mm) shall separate the outlets. These suction outlets shall be piped so that water is drawn through them simultaneously through a vacuum-relief-protected line to the pump or pumps.
- ❑ Pool Cleaner Fittings. Where provided, vacuum or pressure cleaner fitting(s) shall be located in an accessible position(s) at least 6 inches (152 mm) and not more than 12 inches (305 mm) below the minimum operational water level or as an attachment to the skimmer(s).
- ❑ SVRS Devices. Shall be located on the main drain line within 5 ft of each pump. A quick acting valve shall be installed to simulate a vacuum.



This suction force will not allow a person to free themselves, no matter how strong a swimmer they may be. It is extremely difficult for onlookers to break this suction by lifting the person off the drain — to do so, you would have to be able to lift more than 500 pounds. Even several people working together may not be able to accomplish this. This “suction entrapment” will hold the bather in its grip until the vacuum is broken. A person held underwater in this manner can suffer severe body or limb injury, or even death.

What is an SVRS?

A **Safety Vacuum Release System** — or SVRS for short — is an automatic suction force release system. When a drain becomes blocked, the SVRS provides a rapid vacuum release. This quickly frees anyone whose body or limb is trapped on the drain. An SVRS works whether or not there is a cover on the drain, and does not interfere with the pump function. Once installed, an SVRS requires little or no maintenance.

How does a mechanical SVRS prevent entrapment?

A spring loaded piston located in the SVRS unit forms a seal to prevent air entering the suction system during normal operation. Should a sudden rise in vacuum occur due to an entrapment event, the piston is forced open and the air seal is broken. Under this condition, outside air is allowed to enter the suction side of the pump causing the pump to lose prime, thereby releasing the vacuum.

How is an SVRS installed?

A mechanical SVRS unit is easily installed, adjusted and tested with standard tools and supplies. The SVRS unit is mounted vertically, above or off a tee installed in the main drain suction line close to the circulation pump. Since the SVRS is an air passageway only, the unit does not convey water, and therefore can be installed on small or large pipe sizes. Most installations can be completed in less than 30 minutes. An electrical SVRS unit may also be used and is installed by a licensed electrician.

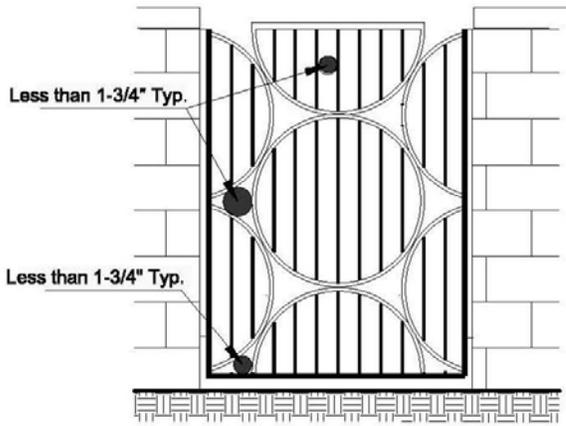
I have multiple drains in my pool — do I still need an SVRS?

Having multiple drains is no assurance that someone will not become entrapped by the suction force on one of the drains. One or more of the drain lines can become clogged or completely obstructed by leaves, debris, towels, toys, etc. However, the pool/spa system will appear to be functioning normally, as there is still one functioning drain. An SVRS provides a quick release of a person’s body or limb trapped on a drain.

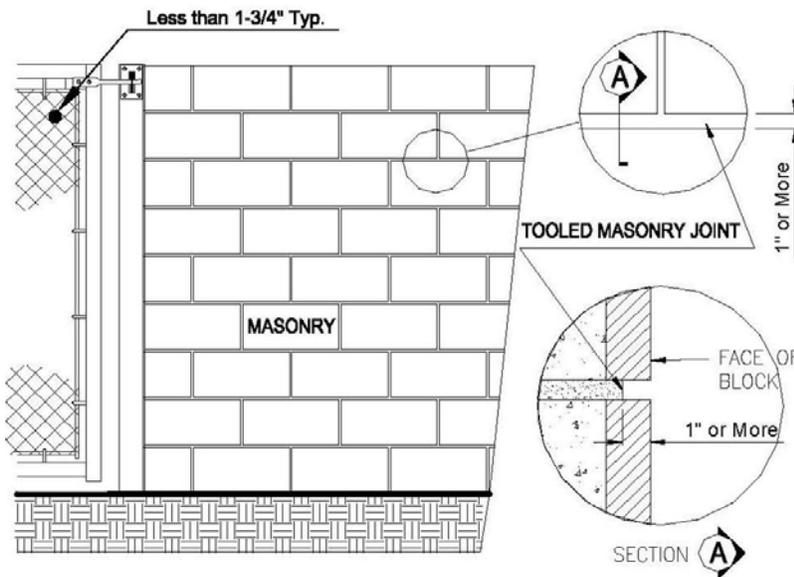


Vac-Alert™ Model VA-2000 SVRS, with cutaway showing the interior.



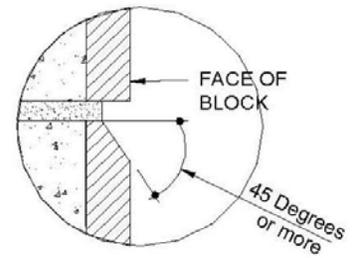


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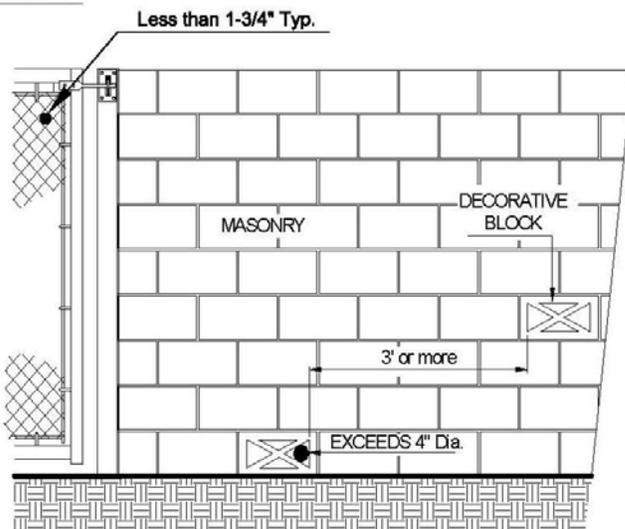


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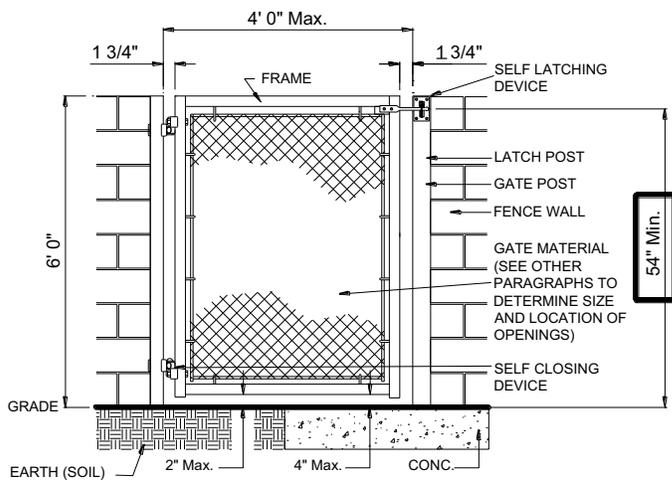
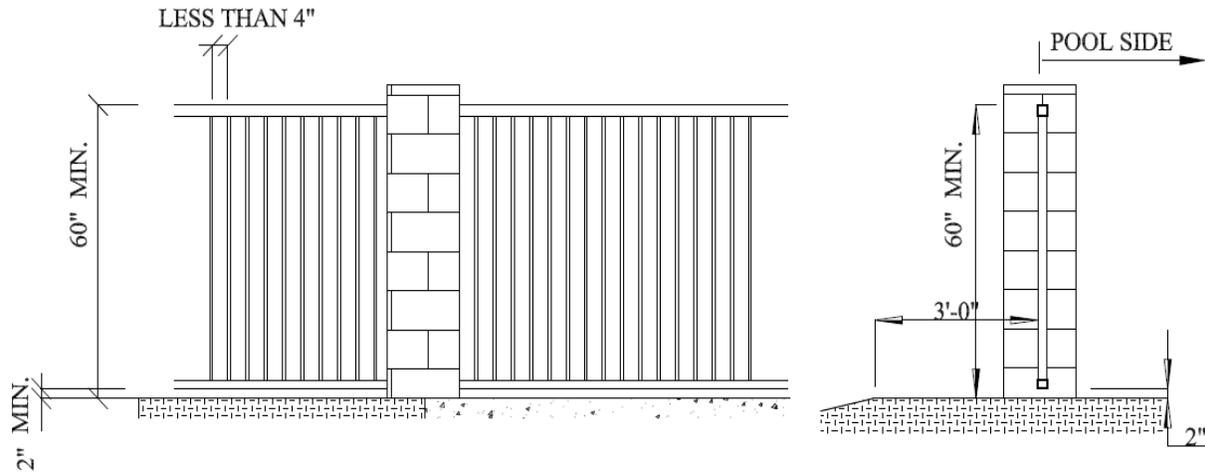
EXCEEDS ALLOWANCE



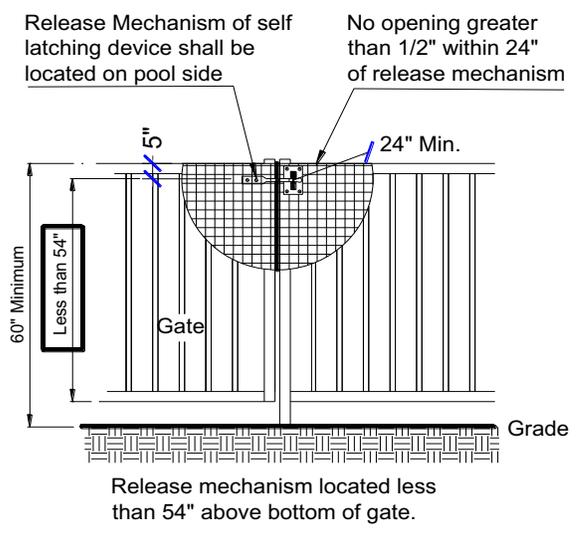
MEETS ALLOWANCE



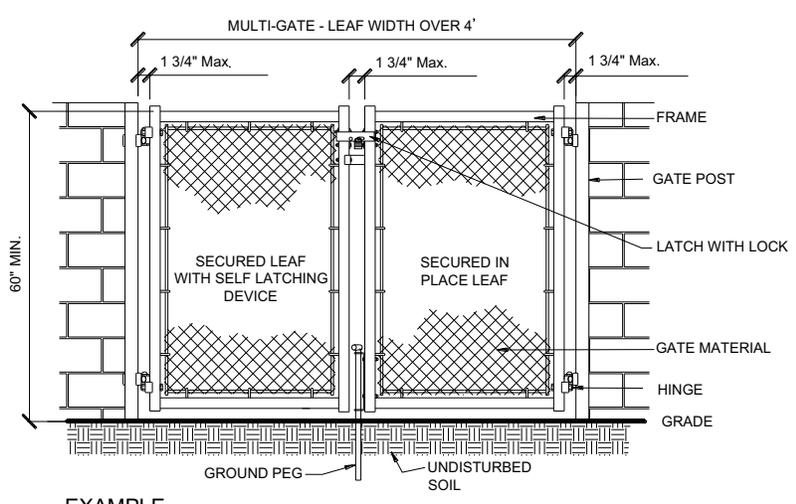
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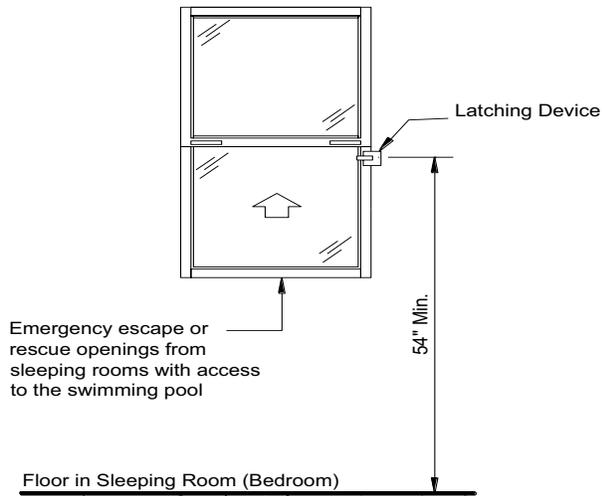
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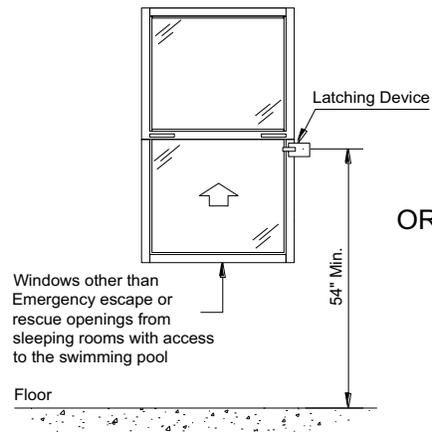
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EXAMPLE

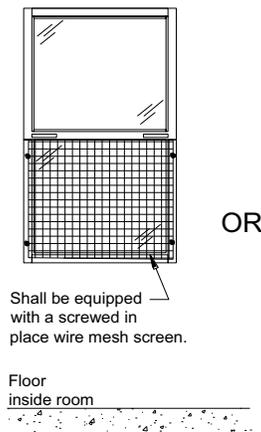


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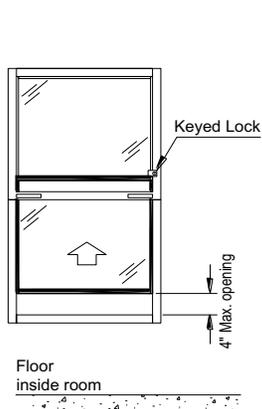


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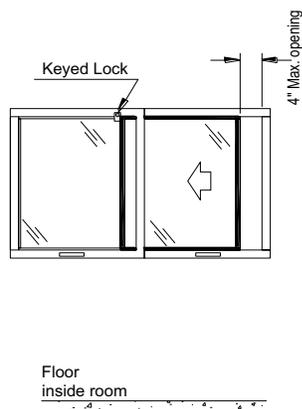
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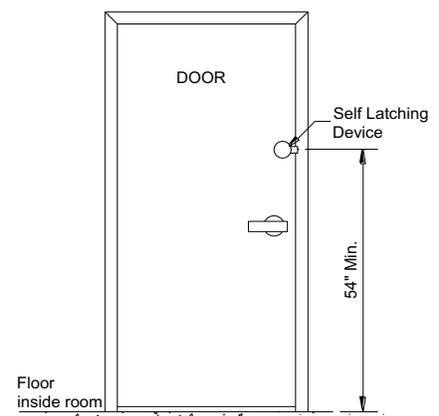
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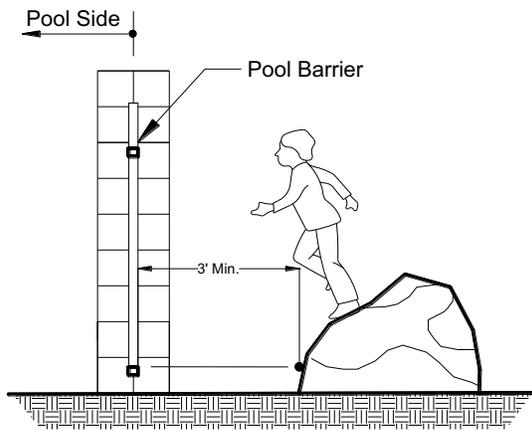
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EXAMPLE



EXAMPLE



EXAMPLE

SECTION AG108 - STANDARDS

AG108.1 General.

ANSI/NSPI

ANSI/NSPI-3-99 Standard for Permanently Installed
Residential Spas

ANSI/NSPI-4-99 Standard for Above-ground/On-ground
Residential Swimming Pools

ANSI/NSPI-5-99 Standard for Residential In-ground
Swimming Pools

ANSI/NSPI-6-99 Standard for Residential
Portable Spas

ANSI/ASME A112.19.8M-1987 Suction
Fittings for Use in Swimming Pools,
Wading Pools, Spas, Hot Tubs and
Whirlpool Bathing Appliances

ASTM

ASTM F 1346-91 (1996) Performance Specification
for Safety Covers and Labeling Requirements for
All Covers for Swimming Pools, Spas and
Hot Tubs

ASME

ASME A112.19.17 Manufacturers Safety Vacuum
Release Systems (SVRS) for Residential and
Commercial Swimming Pool, Spa, Hot Tub and Wading Pool

Section 5.22 Application and Agreement



Town of Fountain Hills
Building Safety Division

THIS LETTER IS FOR PERMANENT POWER WHEN THE ELECTRICAL WORK IS COMPLETE. THIS IS NOT FOR TEMPORARY POWER. PLEASE CONTACT SRP FOR A TEMPORARY ELECTRIC METER PACK.

I _____, owner of the property at _____, Building Permit Number _____ in the Town of Fountain Hills, accept full responsibility for the use of power for construction use only. I further acknowledge that there will be no personal property of any sort moved into the above referenced building until the Town of Fountain Hills issues the Final Certificate of Occupancy.

I also acknowledge that when I deliver this sealed document to the Town of Fountain Hills, I am bound by this agreement and will not occupy this structure without a Certificate of Occupancy. I understand that I will call 480-816-5131 for an electrical inspection.

SIGNED AND SEALED this _____ day of _____, _____,

By _____,
owner

owner

Owners of the above referenced property.

Subscribed and sworn to before me in the STATE OF ARIZONA, County of Maricopa, appeared _____.

My Commission expires: _____.

Notary Public, Arizona



TOWN OF FOUNTAIN HILLS BUILDING SAFETY

August 4, 2011

TEMPORARY AND PERMANENT POWER REQUIREMENTS

Temporary construction power may be obtained from SRP and is encouraged instead of using portable generators!

A temporary meter socket may be installed at the permanent service location after the slab is poured or the installation of a temporary service post or pedestal may be installed and located near SRP junction boxes. All installations shall comply with SRP standards for temporary services. See attached details. Only the post or pedestal type temps require an inspection from the town. An inspection fee of \$47.00 shall be paid at time of request.

Permanent power will be required prior to the final occupancy inspection. This will allow proper inspection of the circuits, devices, appliances and equipment. In order to receive an electrical clearance the following will be required.

- The owner shall sign a permanent power agreement. This agreement states that the home will not be occupied prior to a certificate of occupancy.
- The rough electrical shall have passed inspection.
- Install One 120 volt 20 amp GFCI receptacle.
- Make up the sub-panel, taping off the ungrounded (black) wires and install only the 20 amp circuit breaker complete with dead front cover, only removing required breaker knockouts.
- Provide main over-current device, complete all grounding and bonding.

Once The Town of Fountain Hills inspects and clears you for a permanent meter, you must have an account setup for that address with SRP. Call (602) 236- 8888 to establish account and request permanent power with meter **set-hot**.

The power company will then inspect the conduit, trench, riser, pull tape, meter enclosure, lugs ECT. If corrections are required by SRP they will not set the meter even if the town has cleared it.

Sincerely,

Peter Johnson

Chief Building Official

Town of Fountain Hills



Town of Fountain Hills
Building Safety Division

Special Inspection and Testing Agreement

Project name: _____ Date: _____

Address: _____ Bldg. Permit # _____

SPECIAL INSPECTION REQUIREMENTS UNDER IBC CH. 17

Before a building permit may be issued, the owner, or owner's agent must submit two completed copies of this agreement, a resume' or other documentation of the special inspector(s) qualifications and certifications, and the attached special inspection and testing schedule for review and approval by the chief building official. The chief building official may require a personal interview with proposed special inspection personnel prior to their approval. A pre-construction conference may also be required to review the special inspection requirements and procedures.

DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR

In addition to the requirements prescribed under IBC Ch. 17, the following constitute the duties and responsibilities of the special inspector.

1. **Observe On-site Work** – The special inspector must observe the work for conformance with the design drawings and specifications approved and stamped by the building division. Unless specifically approved by the chief building official, the special inspector must provide continuous observation of all work under their charge. Periodic special inspections may be allowed by the chief building official upon receipt of a separate written plan submitted by the design professional in responsible charge.
2. **Report Nonconforming Items** – The special inspector must bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the chief building official, the design professional in responsible charge, and must post a discrepancy notice on site.
3. **Furnish Daily Reports** – Special inspectors must complete and sign both the special inspection record and the daily report form for each day's inspections. Daily reports and records must be retained at the job site for review by the chief building official.
4. **Furnish Weekly Reports** – The special inspector or inspection agency must furnish weekly reports of tests and inspections directly to the chief building official, design professional in responsible charge, and others as designated. These reports must include:
 - a. Descriptions of daily inspections and tests made with applicable locations;
 - b. A listing of all nonconforming items;
 - c. Reports on how nonconforming items were resolved or unresolved as applicable; and
 - d. Itemized changes authorized by the design professional in responsible charge and building division if not included in nonconformance items. *All changes must have the prior approval of the chief building official.*
5. **Furnish Final Report** – The special inspector or inspection agency must submit a final signed report to the chief building official stating that all items requiring special inspection and testing

were inspected and to the best of his/her knowledge, are in conformance with the approved design drawings, specifications, approved change orders, and applicable workmanship standards of the Fountain Hills building code. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, unauthorized periodic inspections, etc.) shall be specifically itemized on this report.

CONTRACTOR RESPONSIBILITIES

In addition to the requirements prescribed under IBC Ch. 17, the following constitute the duties and responsibilities of the contractor.

1. **Special Inspector Notification** – The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule *and* as noted on the building division approved plan. Adequate notice must be provided so that special inspections can be scheduled and so that the special inspector has time to become familiar with the project.
2. **Provide Access to Approved Plans** – The contractor is responsible for providing the special inspector access to building division approved plans at the job site.
3. **Retain Special Inspection Records** – The contractor is responsible for retaining at the job site, all special inspection records submitted by the special inspector, and providing these records for review by the chief building official upon request.
4. **Correct Nonconformities** – The contractor is responsible for correcting all nonconformities to the satisfaction of the design professional in responsible charge and the chief building official.

BUILDING DIVISION RESPONSIBILITIES

1. **Approve Special Inspections** – The chief building official must approve all special inspectors and special inspection requirements.
2. **Monitor Special Inspections** – Work requiring special inspection and the performance of special inspectors will be monitored by the chief building official. Chief building official approval, in addition to that of the special inspector, must be obtained prior to placement of concrete or the concealment of other work
3. **Issuance of Certificate of Occupancy** – The chief building official may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and approved. *Occupancy prior to issuance of a Certificate of Occupancy is prohibited.*

OWNER RESPONSIBILITIES

The project owner or owner’s agent must fully fund all special inspection services as required by the chief building official.

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE RESPONSIBILITIES

The design professional in responsible charge shall include all special inspection requirements, including special inspections required under a products third party testing and/or listing, on the plans and specifications.

ACKNOWLEDGEMENTS

I have read and agree to the terms and conditions of this agreement.

Owner: _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

Special Inspector/
Agency: _____ By: _____ Date: _____

APPROVED BY THE TOWN OF FOUNTAIN HILLS, BUILDING SAFETY DIVISION.

By: _____ Date: _____



Town of Fountain Hills
Building Safety Division

Special Inspection and Testing Schedule

Project Name: _____ Date: _____

Project Address: _____ Bldg. Permit # _____

Special Inspector or Agency _____ Phone: _____

In addition to the regular inspections required by International Building Code (IBC) Section 109, the owner or design professional in responsible charge, acting as the owner's agent, shall employ one or more special inspectors who shall provide inspections during construction on the types of work listed herein. For exceptions and detailed information refer to the Building Code chapter on Structural Tests and Inspections and the referenced recognized standards.

Concrete. During the taking of test specimens and placing of reinforced concrete: Ref.: ASTM C 94, ACI 318

- | | |
|---|--|
| <input type="checkbox"/> Plant Inspection – ACI 318 | <input type="checkbox"/> Yield, Wt. Per Cu. Ft. – ASTM C 138 |
| <input type="checkbox"/> Comp. Test Specimens – ASTM C 31 | <input type="checkbox"/> Air Content – ASTM C 138; C 173 or C231 |
| <input type="checkbox"/> Comp. Tests – ASTM C 39 | <input type="checkbox"/> Slump –ASTM C 143 |
| <input type="checkbox"/> Sampling Fresh Concrete – ASTM C 172 | <input type="checkbox"/> Temperature – ASTM C 1064 |

Bolts Installed in Concrete. Prior to and during the placement of concrete around bolts when allowable stress increases are utilized.

Special Moment-Resisting Concrete Frame. For moment frames resisting design seismic loads in structures, the special inspector shall provide reports to the responsible structural designer and shall provide continuous inspection of the placement of the reinforcement and concrete

Reinforcing Steel and Prestressing Steel Tendons. Ref.: ACI 318

- During all stressing and grouting of tendons in prestressed concrete
- During placing of reinforcing steel and prestressing tendons for all concrete required to have special inspection by Item 1.

- Structural Welding.** During the welding of any member or connection that is designed to resist loads and forces required by code. Ref.: AWS D1, ASTM A 6 or A 568
 - Special Moment-Resisting Steel Frames. During the welding of special moment-resisting steel frames including nondestructive testing as required elsewhere in the building code. Ref.: AWS D1.1, D1.3
 - Welding of Reinforcing Steel. During the welding of reinforcing steel. Ref.: AWS D1.4, ACI 318
- High Strength Bolting.** The inspection of high-strength A-325 and A-490 bolts shall be in accordance with recognized standards and Specification for Structural Joints using ASTM A 325 or A 490 Bolts-Load and Resistance Factor Design, Research Council of Structural Connections, Section 1701.5, Item 6. Ref.: AISC ASD Sec. A 3.4, AISC LRFD Sec. A3.3, AISC LRFD Sec. M2.5
- Structural Masonry.** For masonry other than fully grouted open-end hollow unit masonry, during preparation and taking of required prisms or test specimens, placing of all masonry units, placement of reinforcement, inspection of grout space, immediately prior to closing of cleanouts, and during all grouting operations. ACI 530, ASCE 5, ASCE 6, TMS 402, TMS 602
- Reinforced Gypsum Concrete.** When cast-in-place Class B gypsum concrete is being mixed and placed.
- Insulating Concrete Fill.** During the application of insulating concrete fill when used as part of a structural system.
- Spray-Applied Fire-Resistive Materials.** As required by International Building Code (IBC) Chapter 17 and the standards referenced therein. Ref.:ASTM E 605
- Pilings, drilled piers and caissons.** During driving, and testing of piles and construction of cast-in-place drilled piles or caissons. See items 1 and 4 for concrete and reinforcing steel inspection.
- Shotcrete.** During the taking of test specimens and placing of all shotcrete and as required by Chapter 19 of the Building Code. ACI 318
- Special grading, excavation and filling.** During earth-work excavations, grading and filling operations, inspection to satisfy requirements of IBC Chapter 18.
- Smoke Control Systems**
 - During erection of ductwork and prior to concealment for the purposes of leakage testing and recording of device location.
 - Prior to occupancy and after sufficient completion for the purposes of pressure difference testing, flow measurements, and detection and control verification.
- Structural Epoxies.** During the placement of structural epoxies used to resist structural loads and forces required by the Building Code, or as required by the Building Official.
- Structural Wood.**
 - Shear nailing inspection .
 - Prefabricated and/or field fabricated assembly inspection.
 - Component testing and sampling.
- Exterior Insulation and Finish Systems (EIFS).** During the application of all EIFS systems.
- Special Cases.** Work that, in the opinion of the building official involves unusual hazards or conditions.

Structural Observation Required. Structural observation shall be required when one of the following conditions exists:

- The structure is defined as Occupancy Category I, II, or III
- The structure is required to comply with the high-rise requirements of the building code.
- When so designated by the design professional in responsible charge
- When observation is specifically required by the building official for unusual lateral force-resisting structures or irregular structures as defined in the building code.



INSPECTION
TOWN OF FOUNTAIN HILLS
 (480) 816-5131

NOTICE! WARNING!

NO WORK REQUIRING AN INSPECTION SHALL BE CONCEALED IN ANY WAY UNTIL APPROVED. JOB TOILET SHALL BE ON SITE WHEN WORK BEGINS, NOT AT FIRST INSPECTION. PROVISIONS SHALL BE MADE TO ACCOMMODATE CONCRETE WASHOUT ON SITE, INSIDE DISTURBANCE AREA CONSTRUCTION TRASH AND DEBRIS SHALL BE CLEANEDUP AND SECURED IN AN APPROVED ENCLOSURE

MINIMUM REQUIRED INSPECTIONS	WHEN	WHAT DO I NEED
LIMITS FENCE	PRIOR TO PERMIT ISSUANCE	PROVIDE COPY OF SITE PLAN
RETAINING WALL FOOTINGS	PRIOR TO PLACING CONCRETE	REINFORCEMENT, FORMS AND SHORING SHALL BE IN PLACE BEFORE SCHEDULING AN INSPECTION.
RETAINING WALLS	PRIOR TO PLACING CONCRETE OR GROUT	“ “
FOOTING	PRIOR TO PLACING CONCRETE	COPIES OF A COMPACTION TESTS
FOUNDATION	PRIOR TO PLACING CONCRETE OR GROUT	INSTALL REQUIRED HOLD DOWNS
UNDER SLAB- PLUMBING HEATING & ELECTRIC	BEFORE FILL PLACEMENT	ALL PIPING SHALL BE UNDER TEST APPROVED FILL AT SITE
PRE SLAB	BEFORE CONCRETE IS PLACED	PIPES SLEEVED, FOOTINGS FORMED, ELEVATION CERTIFICATE ON SITE.
ROOF DIAPHRAM NAILING	PRIOR TO DRY IN	STAMPED TRUSS CALCS & LADDER ON SITE.
WALL SHEAR NAILING	PRIOR TO DRY IN	WINDOWS INSTALLED, FLASHED AND LABELED WITH NFRC STICKERS
FIRE SPRINKLER ROUGH	BEFORE TOP OUT	FIRE APPROVAL TAG ON RISER
TOP OUT/ 4 WAY		
ROUGH FRAMING		ALL SOFFITS & DROPS COMPLETE
ROUGH PLUMBING		GAS, DWV & WATER UNDER TEST
ROUGH ELECTRICAL		BOXES,PANEL & SERVICE MADE UP
ROUGH MECHANICAL	ALL GAS APPLIANCES INSTALLED FURNACE, W/H & FIREPLACE	PROVIDE INSTALLATION MANUAL FOR APPLIANCES PROVIDE DUCT LEAKAGE REPORT
PERMANENT POWER	WHEN TOP OUT IS APPROVED	SIGN RELEASE LETTER
INSULATION	BEFORE DRYWALL	COMPLY WITH ENERGY CHECKLIST
STUCCO LATH	AFTER SHEAR & TOP OUT	NER REPORT AND ENERGY CODE
DRYWALL	AFTER ALL INSULATION IS APPROVED BEFORE TAPING	JOB IS CLEAN AND SCRAPED OUT PRIOR TO SCHEDULING
FIRE SPRINKLER FINAL	BEFORE BUILDING FINAL	AFTER A PERMANENT POWER METER
FINAL GRADE & SITE IMPROVEMENTS	AT BUILDING FINAL	SITE PLAN LIMITS OF DISTURBANCE SHALL NOT BE REMOVED
LANDSCAPING	PRIOR TO BUILDING FINAL	LANDSCAPE PLAN
FINAL BUILDING	DONE	CLEAN, FIRE TAG AT SERVICE. GAS/ELECT. METERS SET. APPLIANCES OPERATIONAL BLOWER DOOR TEST RESULTS

NOTE: IF REQUIRED INSPECTIONS ARE NOT DONE, NO OCCUPANCY WILL BE GIVEN!
 OTHER INSPECTIONS WILL BE ADDED AS NECESSARY FOR YOUR JOB!



Neighborhood Committee of Architecture
www.npoa-ncoa.org • E-mail: info@npoa-ncoa.org
16810 E Avenue of the Fountains, Suite 216
Fountain Hills AZ 85268
480-837-5317

➔ NOTICE ➔

AN ADDITIONAL PERMIT IS REQUIRED FROM THE NEIGHBORHOOD COMMITTEE OF ARCHITECTURE FOR (BUT NOT LIMITED TO)

- NEW CONSTRUCTION
- ADDITIONS
- ACCESSORY BUILDINGS
- EXTERIOR REMODELING
- WALLS
- SOLAR UNITS
- RE-ROOFS
- RE-PAINTS
- SATELLITE DISHES
- ANTENNAS

THE PERMIT IS REQUIRED FOR THE FOLLOWING PLATS:

- | | | | |
|-----------|-----------|-----------|----------------------|
| 1) 107 | 12) 423 | 23) 601-A | 34) 604-B |
| 2) 203 | 13) 428 | 24) 601-B | 35) 604-C |
| 3) 204 | 14) 505-A | 25) 601-C | 36) 604-D |
| 4) 210 | 15) 505-B | 26) 601-D | 37) 605-B |
| 5) 303 | 16) 505-C | 27) 602-A | 38) 605-C |
| 6) 401-B | 17) 505-D | 28) 602-B | 39) 605-D |
| 7) 403-A | 18) 506-A | 29) 602-C | 40) 701 |
| 8) 403-B | 19) 506-B | 30) 602-D | 41) 701-A |
| 9) 411 | 20) 506-C | 31) 603-A | 42) Stoneridge South |
| 10) 412-B | 21) 511 | 32) 603-B | 43) Stoneridge S. II |
| 11) 422 | 22) 516 | 33) 603-C | 44) 704 |

Permits are obtained at the NEIGHBORHOOD COMMITTEE OF ARCHITECTURE office located at the above address. See our web site at WWW.NPOA-NCOA.ORG for applications and information. Office hours are Monday through Friday 8am to Noon.



TOWN OF FOUNTAIN HILLS
BUILDING SAFETY DIVISION

16705 E. Avenue of the Fountains
 Fountain Hills, AZ 85268

Application for Plan Review and Building Permit

APPLICANT: CLEARLY PRINT LINES 1 THROUGH 19 ONLY – SIGN AND DATE						Building Permit Number	
1. Construction Address			2. Legal Description			Munis Number	
3. Owner Name			4. Parcel Number				
5. Address			6. Owner Phone Number				
7. City, State & Zip			8. Contact Name & Phone Number				
9. Contractor Name				16. Describe Work/Specify Use			
10. Address		11. Phone Number		17. Type of Work:			
12. City, State & Zip		13. Valuation		14. Contractor Lic. #		15. FH Business Lic. #	
<p>NOTICE TO ALL: BE ADVISED THAT ALL APPLICANTS ARE REQUIRED TO SUBMIT A COMPLETE LIST OF SUBS &/OR CONTRACTORS PRIOR TO ISSUANCE OF ANY PERMIT.</p> <p><i>Note: Your deed restrictions may require a permit from a local Committee of Architecture before proceeding with the construction on your project. Deed restrictions are not enforced by the Town of Fountain Hills.</i></p> <p><input type="checkbox"/> Provisions: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or owner's agents to comply with the provisions of all laws and ordinances, including federal, state, and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions or requirements of the applicable sanitary or fire district or public utility. <i>This permit must be approved and issued with 180 days of original application date. It is the owner's responsibility to request an extension in writing to the Chief Building Official prior to the 180 days from application date. Should the permit application expire, re-application will be required, including all fees.</i> This permit becomes null and void if construction work is not begun within 180 days from date of issue or if at any time prior to final inspection and approval, the work is suspended or abandoned for a period of 180 days. Should a permit be allowed to expire prior to final inspection, electrical power to the project may be discontinued. All pool/spa permits are valid for ONE YEAR after original date of issue. A one time extension of 180 days will be granted if the request is made prior to the permit expiration and a fee is paid. Contact the Building Div. for complete expiration policy on pools/spas.</p> <p><input type="checkbox"/> I hereby certify that I am the owner or owner's duly authorized agent, that I have read this application and that all information is correct. I further certify that I have read, understand, and will comply with all provisions outlined herein. I also certify that the site plan submitted is a complete and accurate plan showing any and all existing and proposed structures on the subject property.</p> <p><input type="checkbox"/> This permit will not be issued without an original copy of the FH Sanitary District receipt (for new construction), a copy of the MC Air Quality permit for disturbance of over 4356 s.f.</p> <p><i>THIS PERMIT, ONCE ISSUED EXPIRES BY LIMITATION TWO YEARS FROM THE DATE OF ISSUANCE. TO KEEP YOUR PERMIT ACTIVE AND AVOID UNNECESSARY EXPIRATION IT IS IMPORTANT THAT A LEGITIMATE INSPECTION APPROVAL MUST BE OBTAINED AT LEAST EVERY 180 DAYS.</i></p> <p style="text-align: center;"><u>NOTICE: NO PERMITS ISSUED WITHOUT COMPLETE SUB LIST SUBMITTED.</u> COVER NO WORK UNTIL INSPECTED AND APPROVED FOR INSPECTION CALL: 480/816-5131</p>							
18. Signature			19. Print Name			Date	
Const Type	Occupancy	Occup Load	# Stories	Total Area	Est Value	Comml Area	Bldg Height
# Dwelling Units	Zoning District	Special Inspection Required <input type="checkbox"/> - Concrete <input type="checkbox"/> - Steel <input type="checkbox"/> - Other		Total Lineal Feet	Plan Check Fee \$	Building Permit Fee \$	
Remarks:							
Conditions for Approval:		Fee Comments:		TOTAL PERMIT FEE		\$	
				LESS PLAN CHECK FEE		\$	
				BALANCE DUE		\$	
				Issued By		Date	

Pursuant to **A.R.S. 2-1169A**, the following must be filled out and signed by the contractor of record or the owner of this project:

I am currently a licensed contractor: Company name: _____

R.O.C. License number, class and expiration date: _____

Signature and Title: _____

EXEMPTION FROM LICENSING:

I am exempt from AZ contractors' licensing laws on the basis of exemptions in **A.R.S. 32-1121A**, namely:

? **A.R.S. 32-1121A.5** – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.

? **A.R.S. 32-1121A.6** – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.

? Other - _____
(Please specify)

I understand that the exemption provided by **A.R.S. 32-1121A.14** (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor is \$750 or more.

I will be using the following licensed contractors on this project:

General Contractor & ROC License #, Class _____

Mechanical Contractor & ROC License #, Class _____

Electrical Contractor & ROC License #, Class _____

Plumbing Contractor & ROC License #, Class _____

SIGNATURE _____ **DATE** _____

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to **A.R.S. 13-2704**.

Pool Enclosure Requirements Release

I/we the above mentioned property owner(s) do hereby declare and understand that this permit does not include a pool or any walls and/or fencing that are intended to meet the pool enclosure (fencing) requirements of the Town of Fountain Hills.

I/we understand that some or all of any walls and/or fencing included in this permit do not conform to pool enclosure (fencing) requirements contained within *The Zoning Ordinance for the Town of Fountain Hills*.

I/we understand that if a pool (considered to be any body of water that is 18 inches or more in depth and/or wider than 8 feet at any point measured on the long axis) is proposed to be constructed on this property, that a building permit to construct fencing around the pool in conformance with any pool enclosure (fencing) requirements and any other relevant regulations of the Town of Fountain Hills will be required.

I
/we further certify that a copy of the current pool enclosure (fencing) requirements contained within *The Zoning Ordinance for the Town of Fountain Hills* was provided to me/us when this permit was issued.

Signature of Property Owner(s) _____ **Date:** _____



Town of FOUNTAIN HILLS

Building Safety Division

**ATTENTION ALL GENERAL
CONTRACTORS AND/OR
PROPERTY OWNERS**

BUSINESS LICENSE REQUIRED:

COMMERCIAL PROJECTS: A list of all subcontractors, contracts and state license information will be furnished by the general, to the Building Division prior to the issuance of any permit.

RESIDENTIAL PROJECTS: A list of all subcontractors, contracts and state license information will be furnished by the general contractor or owner, to the Building Division prior to the issuance or any permit.

**THIS NOTICE TO REMAIN POSTED ON SITE AT ALL
TIMES.**

16705 E. Avenue of the Fountains – Fountain Hills, Arizona 85268 – (480) 837-2003-Fax (480) 837-3145

Chapter 6

Solar Permit

Sections:

- 6.01 Introduction
- 6.02 Administration and General Submittal Requirements
- 6.03 Residential Solar Photovoltaic Systems
- 6.04 Residential Solar Domestic Water Heating Systems

Section 6.01 Introduction

The Town of Fountain Hills is working to become more ‘green’. The Town is pursuing this effort by applying green requirements to residential and commercial development, limiting fees for green projects, and listening to new ideas to reduce our carbon footprint.

This chapter provides the necessary information to apply for a Solar Permit. If builders, contractors, and developers move towards a green future, it will benefit themselves as well as the Town of Fountain Hills.

The Development Services Department may request further information. If you have any questions pertaining to this application or submittal requirements, please contact the Development Services Department at (480) 816-5122.



Town of FOUNTAIN HILLS

Building Safety Division

Solar System plan review / Inspection Checklist

(Based MAG Building Codes Committee Standard)

7/30/08

PLAN REVIEW COMMENTS: The following items briefly summarize the minimum code requirements of the International Residential Code (IRC), National Electrical Code (NEC), and Fountain Hills Zoning Ordinance.

Section 6.02 Administration and General Submittal Requirements

- Catalog Cut Sheets. Provide catalog cut sheets for Solar Photovoltaic Systems, inverter and other related equipments necessary for installation, alteration and repair. The sheets shall indicate all listing information such as:
 - 1) Certified testing agency
- Solar Rating and Certification Corporation (SRCC). Provide standard plans including the SRCC System Data (Specification Sheet).
- Note on Plans. Indicate on the plans that Solar Energy Equipment shall be installed in accordance with the applicable Plumbing, Electrical, Building and/or Residential and the current Town codes are in accordance with SRCC and the Sate of Arizona Guidelines.
- Inspection. There will be a minimum of one inspection required.
- Installation, alteration or repair of solar device without qualification as solar contractor prohibited. After June 30, 1980, it is unlawful for a contractor to install, alter or repair a solar device without qualifying as a solar contractor pursuant to this article.
- Sec. M2301.2 The roof shall be constructed to support the loads imposed by the roof-mounted solar-collector. Where mounted on or above the roof coverings, the collectors and supporting structure shall be constructed of non-combustible materials or fire-retardant-treated wood equivalent to that required for the roof construction.
- Sec. 2301.2.5 System components shall be protected from damage resulting from freezing of heat-transfer liquids at the winter design temperature provided with Table R302.2(1). Freeze protection shall be provided by heating, insulation, thermal mass and heat tape or other approved methods, or combination thereof.
- Sec. M2301.3.1 Collectors shall be listed and labeled to show the manufacturer's name, model no., serial no., collectors wt. and the type of heat transfer fluids that are compatible with the collector.
- Sec. 2301.2.7 Roof and wall penetrations shall be flashed and sealed to prevent entry of water, rodents and insects in accordance with Chapter 9 of the IRC 2003.

Section 6.03 Residential Solar Photovoltaic Systems

- The location of the solar panel system shall be indicated on the construction plans, including the roof plan and elevation, and shall include mounting details for panel installation.
- The plans shall include mounting details for the photovoltaic system panel installation.
- Electrical one-line and three-line diagram (showing phases, neutral and grounding).
- Cut sheets and listing for inverter (DC to AC conversion).
- Note on the plans that Photovoltaic equipment shall be installed in accordance with NEC 690 and posted with applicable warnings, signage and plaques per NEC 705-10, 690-17 and 690-64(b)95).

Section 6.04 Residential Solar Domestic Water Heating Systems

- Locations. The location of the solar panel system shall be indicated on the plans, including roof plan, elevation and mounting details for panel installation.
- Plans Submittal. Standard plans shall be submitted for the system with water storage on the roof (e.g. - integrated collector storage or thermosyphon systems).
- System Structural Engineering analysis shall be required for flat plate collectors whose weight exceeds 20 lbs per square foot on roof slopes of 4/12 or less and 16 lbs per square foot on roof slopes greater than 4/12.
- Plans Submittal. Standard plans shall be submitted for the system including Solar Rating and Certification Corporation (SRCC) System Data (Specification Sheet).
- Note on Plans that Solar Domestic Water Heating equipment shall be installed in accordance with SRCC and the State of Arizona Guidelines.

NOTE:

The Town of Fountain Hills Zoning Ordinance regulations on setbacks, height limitations color, reflectivity or other design considerations shall be observed on the Solar systems installation, alterations and repairs

Chapter 7

Landscape Permit

Sections:

- 7.01 Introduction
- 7.02 Landscape Permit Application
- 7.03 Application Submittal Requirements
- 7.04 Table 1: Low-water Use Plant List

Section 7.01 Introduction

The Landscape Permit helps enforce the preservation of climate appropriate plant life within the Town of Fountain Hills. It encourages the use of plants that are native and/or drought tolerant to the southwest. This section provides a step-by-step process and a checklist. Below is a list of items that must be provided:

1. A fully executed application indicating the nature of the project.
2. Permit fee.
3. All additional required items indicated in ‘Application Submittal Requirements’.

In addition to the above items, the Development Services Department may request further information. If you have any questions pertaining to this application or submittal requirements, please contact the Development Services Department at (480) 816-5122.

Section 7.02 Landscape Permit Application

Do not write in this space –official use only
Filing Date _____
Accepted By _____
Fee Accepted _____
Case Manager _____



The Town of Fountain Hills

**DEVELOPMENT SERVICES DEPARTMENT
LANDSCAPE PERMIT APPLICATION**

NATURE OF THE PROJECT:

LEGAL DESCRIPTION: Plat Name _____ Block _____ Lot _____
PROPERTY ADDRESS: _____
PARCEL SIZE (Acres) _____ **ASSESSOR PARCEL NUMBER** _____

Applicant

____ Mrs. _____ Day Phone _____
____ Mr. _____
____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Owner

____ Mrs. _____ Day Phone _____
____ Mr. _____
____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Contact Person _____ Phone: _____ E-Mail: _____

If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.

SIGNATURE OF OWNER _____ **DATE** _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.
Please Print

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public My Commission Expires _____

CASE FILE NUMBERS
P & Z _____
Bldg _____

Section 7.03 Application Submittal Requirements

- ❑ **Application.** Applicants shall submit a plan showing the locations and quantities of all plants and other landscape features, as well as the method of irrigation to be installed. Said plan and/or accompanying information shall contain all of the following:
 - A. A complete property identification including street address or other identifier that permits ready identification of the property.
 - B. Property boundaries properly dimensioned and drawn to scale.
 - C. North arrow.
 - D. Location of all existing and proposed buildings.
 - E. A complete list of proposed and existing plants to be used with quantities and the general proposed location of each plant shown.
 - F. Irrigation plan noting the type and location of all control panels, pipes, and emitters.

- ❑ **Performance Guarantee.** Applicants who desire to receive a Certificate of Occupancy in order to occupy new or remodeled buildings prior to the completion of all landscaping requirements may do so subject to the following:
 - A. Applicants shall submit a \$2,500.00 performance guarantee deposit that all approved landscaping will be completed.
 - B. Upon completion of the approved landscaping, said deposit shall be returned to the applicant.
 - C. The applicant's deposit shall be held for a maximum period of six (6) months. If the approved landscaping has not been completed within said six (6) month period, the applicant shall forfeit said performance guarantee deposit.

- ❑ **Exemptions.** Subject to administrative approval by the Community Development Director, the following uses and activities may be exempted from the provisions of this section:
 - A. Municipal or government uses and activities generally associated with normal maintenance of recreational facilities, parks, washes, schools, rights-of-way, community entrances or similar uses.
 - B. Normal maintenance of previously existing private park or open space areas owned and maintained by home-owner associations, business associations or similar entities.

- C. Private, non-restricted space, with a maximum area not to exceed 1,000 square feet in area per lot and located in the rear yard.

- D. Pre-existing landscape areas and plants that were in existence prior to the adoption of this ordinance may be retained and maintained subject to the following conditions:
 - 1. All plants must remain healthy and alive.
 - 2. Dead plants must be replaced within one (1) year of their demise. Such replacement plants may be any plant of the property owner's choosing.
 - 3. Plants replacing those that have been dead for over one (1) year must be from the low-water landscape list. See Table 1.

Section 7.04 Table 1: Low-water Use Plant List

Annual Wildflowers

Botanical Name	Common Name	Botanical Name	Common Name
<i>Abronia villosa</i>	Sand-verbena	<i>Eriophyllum wallacei</i>	Woolly Daisy
<i>Amsinckia intermedia</i>	Fiddleneck	<i>Eschscholtzia californica</i>	California, Mexican Poppy
<i>Argemone pleiacantha</i>	Prickly-poppy	<i>Euphorbia heterophylla</i>	Painted Spurge
<i>Camissonia brevipes</i>	Yellow Cups	<i>Gaillardia pulchella</i>	Fire Wheel, Blanket Flower
<i>Camissonia cardiophylla</i>	Heart-leaved Primrose	<i>Geraea canescens</i>	Desert Sunflower
<i>Catharanthus roseus</i>	Madagascar Periwinkle	<i>Gilia leptantha</i>	Showy Blue Gilia
<i>Centaurea rothrockii</i>	Basket Flower	<i>Gomphrena globosa</i>	Globe Amaranth
<i>Cirsium neomexicanum</i>	Thistle	<i>Helianthus annuus</i>	Wild Sunflower
<i>Clarkia amoena</i>	Farewell-to-Spring	<i>Helichrysum bracteatum</i>	Everlasting Daisy
<i>Collinsia heterophylla</i>	Chinese-houses	<i>Helipterum spp.</i>	Helipterum
<i>Coreopsis bigelovii</i>	Desert Coreopsis	<i>Ipomoea cristulata</i>	Morning Glory
<i>Cosmos spp.</i>	Cosmos	<i>Ipomoea leptotoma</i>	Morning Glory
<i>Dimorphotheca spp.</i>	African Daisy	<i>Kallstroemia grandiflora</i>	Arizona poppy
<i>Eriastrum diffusum</i>	Prickly Stars	<i>Lasthenia chrysostoma</i> (<i>Baeria chrysostoma</i>)	Goldfield
<i>Eriophyllum lanosum</i>	Woolly Daisy	<i>Layia platyglossa</i>	Tidy Tips
<i>Lesquerella gordonii</i>	Yellow Blanket	<i>Mohavea confertiflora</i>	Ghost Flower
<i>Eschscholtzia californica</i>	California, Mexican Poppy	<i>Monarda austromontana</i>	Bee Balm
<i>Linaria spp.</i>	Toadflax	<i>Monoptilon bellioides</i>	Belly Flower
<i>Linum grandiflorum cv. 'Rubrum'</i>	Red Flax	<i>Nama demissum</i>	Purple Mat

Annual Wildflowers

Botanical Name	Common Name	Botanical Name	Common Name
<i>Lupinus arizonicus</i>	Arizona Lupine	<i>Nama hispidum</i>	Purple Mat
<i>Lupinus densiflorus</i>	Lupine	<i>Nemophila maculata</i>	Five Spot
<i>Lupinus sparsiflorus</i>	Desert Lupine	<i>Nemophila menziesii</i>	Baby Blue Eyes
<i>Lupinus succulentus</i>	Arroyo Lupine	<i>Oenothera deltoides</i>	Birdcage Evening Primrose
<i>Machaeranthera asteroides</i> (<i>Psilactis leptos</i>)	Purple Aster	<i>Oenothera primiveris</i>	Evening Primrose
<i>Machaeranthera canescens</i> (<i>Aster bigelovii</i>)	Blue Aster	<i>Orthocarpus purpurascens</i>	Owl's Clover
<i>Machaeranthera tanacetifolia</i> (<i>Aster</i>)	Tahoka Daisy	<i>Papaver rhoeas</i>	Shirley Poppy
<i>Matricaria grandiflora</i>	Pineapple Weed	<i>Pectis papposa</i>	Chinch Weed
<i>Matthiola longipetala</i> cv. 'Bicornis'	Evening Scented Stock	<i>Perityle emoryi</i>	Rock Daisy
<i>Mentzelia</i> spp.	Blazing Star	<i>Phacelia</i> spp.	Scorpion Weed
<i>Mimulus bigelovii</i>	Bigelow's Monkeyflower	<i>Plantago</i> spp.	Indian-wheat
<i>Platystemon californicus</i>	Cream Cups	<i>Solanum xanti</i>	Solanum
<i>Proboscidea parviflora</i>	Devil's Claw	<i>Tithonia rotundifolia</i>	Mexican Sunflower
<i>Rafinesquia neomexicana</i>	Desert-chicory	<i>Ursinia</i> spp.	Ursinia
<i>Salvia columbariae</i>	Chia	<i>Verbesina encelioides</i>	Golden Crown Beard

Annual Wildflowers

Botanical Name	Common Name	Botanical Name	Common Name
<i>Sisymbrium ambiguum</i>	Purple Rocket	<i>Viguiera annua</i>	Golden Eye
		<i>Zinnia angustifolia x elegans</i>	Zinnia "Profusion"

Grasses

Botanical Name	Common Name	Botanical Name	Common Name
<i>Aristida purpurea</i>	Purple Three-awn	<i>Nasella tenuissima</i> (<i>Stipa tenuissima</i>)	Mexican Feather Grass
<i>Bothriochloa barbinodis</i>	Cane Bluestem	<i>Pennisetum setaceum</i> cv. 'Cupreum'	Woolly Daisy
<i>Bothriochloa gerardii</i>	Big Bluestem	<i>Eschscholtzia californica</i>	Purple Fountain Grass
<i>Bouteloua aristidoides</i>	Six-weeks Grama	<i>Schismus barbatus</i>	Mediterranean Grass
<i>Bouteloua curtipendula</i>	Side Oats Grama	<i>Setaria macrostachya</i>	Plains Bristlegrass
<i>Bouteloua gracilis</i>	Blue Grama	<i>Sporobolus airoides</i>	Alkali Sacaton
<i>Erioneuron pulchellum</i>	Fluffgrass	<i>Sporobolus cryptandrus</i>	Sand Dropseed
<i>Hilaria rigida</i>	Big Galleta	<i>Sporobolus wrightii</i>	Big Sacaton
<i>Muhlenbergia capillaris</i>	Gulf Muhly	<i>Trichachne californica</i>	Cotton top
<i>Muhlenbergia dumosa</i>	Giant Muhly		
<i>Muhlenbergia emersleyi</i>	Bull Grass		
<i>Muhlenbergia lindheimeri</i>	Lindheimer Muhly		
<i>Muhlenbergia porteri</i>	Bush Muhly		
<i>Muhlenbergia rigens</i>	Deer Grass		
<i>Muhlenbergia rigida</i>	Purple Muhly		

Groundcovers

Botanical Name	Common Name	Botanical Name	Common Name
<i>Acacia</i> spp.	Acacia	<i>Lantana</i> spp.	Trailing Lantana
<i>Acalypha monostachya</i>	Raspberry Fuzzies	<i>Myoporum parvifolium</i>	Myoporum
<i>Asparagus densiflorus</i> cv. 'Sprengeri'	Sprenger Asparagus	<i>Oenothera berlandieri</i> (<i>O. speciosa</i>)	Mexican Evening Primrose
<i>Atriplex</i> spp.	Saltbush	<i>Oenothera stubbei</i>	Saltillo Primrose
<i>Baccharis pilularis</i>	Coyote Brush	<i>Pentzia incana</i>	Karoo Bush
<i>Calylophus hartwegii</i> v. <i>fendleri</i>	Sundrops	<i>Rosmarinus officinalis</i> cv. 'Prostratus'	Prostrate Rosemary
<i>Clianthus formosus</i>	Sturt's Desert Pea	<i>Salvia chamaedryoides</i>	Blue Sage
<i>Convolvulus mauritanicus</i>	Ground Morning Glory	<i>Salvia farinacea</i>	Mealy Cup Sage
<i>Dalea</i> spp.	Indigo Bush	<i>Santolina chamaecyparissus</i>	Lavender Cotton
<i>Eschscholzia mexicana</i>	Mexican Gold Poppy	<i>Santolina virens</i>	Green Santolina
<i>Gazania</i> spp.	Gazania	<i>Sesuvium verrucosum</i>	Sea Purslane
<i>Glandularia bipinnatifida</i> (<i>Verbena bipinnatifida</i>)	Verbena	<i>Teucrium chamaedrys</i> cv. 'Prostrata'	Germander
<i>Glandularia peruviana</i> (<i>Verbena peruviana</i>)	Peruvian Verbena	<i>Wedelia trilobata</i>	Yellow Dot
<i>Glandularia rigid</i> (<i>Verbena rigida</i>)	Sandpaper Verbena	<i>Zauschneria</i> spp.	Hummingbird Flower
<i>Glandularia tenera</i> (<i>Verbena tenera</i>)	Moss Verbena		

Perennial Wildflower

Botanical Name	Common Name	Botanical Name	Common Name
<i>Allionia incarnata</i>	Trailing Windmills	<i>Erigeron divergens</i>	Spreading Fleabane
<i>Amsonia palmeri</i>	Amsonia	<i>Erigeron karvinskianus</i>	Santa Barbara Daisy
<i>Anigozanthos spp.</i>	Kangaroo-paw	<i>Evolvulus arizonicus</i>	Arizona Blue Eyes
<i>Anisodonte hypomandrum</i>	African Mallow	<i>Gaura lindheimeri</i>	Desert Orchid
<i>Arctotis spp.</i>	African Daisy	<i>Glandularia gooddingii</i> (<i>Verbena gooddingii</i>)	Goodding Verbena
<i>Argemone munita</i>	Prickly Poppy	<i>Helianthus maximiliana</i>	Maximilian's Sunflower
<i>Argemone platyceras</i>	Prickly Poppy	<i>Hesperocallis undulata</i>	Ajo Lily
<i>Bahia absinthifolia</i>	Bahia	<i>Hibiscus coulteri</i>	Desert Rose Mallow
<i>Baileya multiradiata</i>	Desert Marigold	<i>Ipomopsis longiflora</i>	Pale Blue Trumpets
<i>Berlandiera lyrata</i>	Chocolate Flower	<i>Justicia sonorae</i>	Sonoran Justicia
<i>Castilleja chromosa</i>	Indian Paintbrush	<i>Linum lewisii</i>	Blue Flax
<i>Castilleja lanata</i>	Indian Paintbrush	<i>Lotus rigidus</i>	Desert Rock Pea
<i>Conoclinium greggii</i> (<i>Eupatorium greggii</i>)	Eupatorium	<i>Machaeranthera gracilis</i>	Yellow Aster
<i>Datura metaloides</i> (<i>wrightii, inoxia</i>)	Sacred Datura, Jimsonweed	<i>Machaeranthera tortifolia</i>	Mohave Aster
<i>Delphinium amabile</i>	Larkspur	<i>Melampodium leucanthum</i>	Blackfoot Daisy
<i>Delphinium scaposum</i>	Barestem Larkspur	<i>Mirabilis multiflora</i>	Desert Four O'Clock
<i>Dichelostemma pulchellum</i>	Bluedicks	<i>Oenothera caespitosa</i>	Tufted Evening Primrose
<i>Penstemon spp.</i>	Penstemon	<i>Stachys coccinea</i>	Red Mint, Betony
<i>Proboscidea altheaefolia</i>	Devil's Claw	<i>Tagetes spp.</i>	Marigold

Perennial Wildflower

Botanical Name	Common Name	Botanical Name	Common Name
<i>Psilostrophe cooperi</i>	Paperflower	<i>Tetraneuris acaulis</i> <i>(Hymenoxys acaulis)</i>	Angelita Daisy
<i>Psilostrophe tagetina</i>	Paperflower	<i>Thymophylla acerosa</i> <i>(Dyssodia acerosa)</i>	Dyssodia
<i>Ratibida columnaris</i>	Mexican Hat, Coneflower	<i>Thymophylla pentachaeta</i> <i>(Dyssodia pentachaeta)</i>	Dyssodia
<i>Romneya coulteri</i>	Matilija Poppy	<i>Zephyranthes spp.</i>	Rain Lily
<i>Senna covesii</i> (<i>Cassia covesii</i>)	Desert Senna	<i>Zinnia acerosa</i>	Desert Zinnia
<i>Sphaeralcea spp.</i>	Globe-mallow	<i>Zinnia grandiflora</i>	Rocky Mountain Zinnia

Shrubs

Botanical Name	Common Name	Botanical Name	Common Name
<i>Abutilon palmeri</i>	Superstition Mallow	<i>Berberis trifoliolata</i>	Agarita
<i>Acacia spp.</i>	Acacia	<i>Buddleia marrubifolia</i>	Woolly Butterfly Bush
<i>Aloysia spp.</i>	Beebrush	<i>Caesalpinia spp.</i>	Bird-of-Paradise
<i>Ambrosia ambrosioides</i>	Canyon Ragweed	<i>Calliandra californica</i>	Baja Red Fairy Duster
<i>Ambrosia deltoidea</i>	Triangleleaf Bur-sage	<i>Calliandra eriophylla</i>	Pink Fairy Duster
<i>Ambrosia dumosa</i>	White Bur-sage	<i>Calliandra peninsularis</i>	Fairy Duster
<i>Anisacanthus spp.</i>	Desert Honeysuckle	<i>Callistemon citrinus</i>	Lemon Bottlebrush
<i>Artemisia spp.</i>	Sagebrush	<i>Callistemon phoeniceus</i>	Salt Resistant Bottlebrush
<i>Asclepias linaria</i>	Pine-leaf Milkweed	<i>Callistemon viminalis</i>	Bottlebrush
<i>Asclepias subulata</i>	Desert Milkweed	<i>Calothamnus spp.</i>	Net Bush
<i>Atriplex spp.</i>	Saltbush	<i>Celtis pallida</i>	Desert Hackberry
<i>Baccharis spp.</i>	Desert Broom, Coyote Brush	<i>Chrysactinia mexicana</i>	Damianita
<i>Bauhinia lunarioides (congesta)</i>	Anacacho	<i>Chrysothamnus nauseosus</i>	Rabbit Brush
<i>Bauhinia macarantnera</i>	Orchid Tree	<i>Cistus spp.</i>	Rockrose
<i>Bauhinia ramosissima</i>	Orchid Tree	<i>Condalia globosa</i>	Bitter Condalia
<i>Bebbia juncea</i>	Sweet Bush	<i>Convolvulus cneorum</i>	Bush Morning Glory, Silverbush
<i>Berberis haematocarpa</i>	Red Barberry	<i>Cordia boissieri</i>	Anacahuita
<i>Cordia parvifolia</i>	Little Leaf Cordia	<i>Fraxinus greggii</i>	Littleleaf Ash
<i>Coursetia glandulosa</i>	Baby Bonnets	<i>Genista hispanica</i>	Spanish Broom
<i>Cycas revoluta</i>	Sago Palm	<i>Gossypium harknessii</i>	San Marcos Hibiscus
<i>Dalea spp.</i>	Smoketree, Indigo Bush	<i>Guaiacum coulteri</i>	Guayacan

Shrubs

Botanical Name	Common Name	Botanical Name	Common Name
<i>Dicliptera resupinata</i>	Native Dicliptera	<i>Gutierrezia sarothrae</i>	Snakeweed
<i>Dodonaea viscosa</i>	Hopbush	<i>Hamelia patens</i>	Fire Bush
<i>Encelia spp.</i>	Brittlebush	<i>Hymenoclea monogyra</i>	Burrobrush
<i>Ephedra spp.</i>	Mormon-tea	<i>Hyptis emoryi</i>	Desert-lavender
<i>Eremophila spp.</i>	Emu Bush	<i>Jasminum mesnyi</i>	Primrose Jasmine
<i>Ericameria laricifolia</i>	Turpentine Bush	<i>Jatropha spp.</i>	Limberbush
<i>Ericameria linearifolia</i>	Turpentine Bush	<i>Juniperus chinensis varieties</i>	Juniper
<i>Eriogonum spp.</i>	Buckwheat	<i>Justicia spp.</i>	Mexican Honeysuckle, Chuparosa
<i>Erythrina flabelliformis</i>	Southwest Coralbean	<i>Krameria parvifolia</i>	Ratany
<i>Euphorbia antisyphilitica</i>	Wax Plant, Candelilla	<i>Lantana spp.</i>	Lantana
<i>Euphorbia biglandulosa (rigida)</i>	Euphorbia	<i>Larrea tridentata</i>	Creosote Bush
<i>Feijoa sellowiana</i>	Pineapple Guava	<i>Leucophyllum spp.</i>	Texas Sage, Texas Ranger
<i>Forestiera neomexicana</i>	Desert Olive	<i>Lippia graveolens (berlandieri)</i>	Mexican Oregano
<i>Lycium spp.</i>	Wolfberry	<i>Rhus choriophylla</i>	Mearns Sumac
<i>Maireana sedifolia</i>	Bluebush	<i>Rhus microphylla</i>	Desert Sumac
<i>Malpighia emarginata</i>	Barbados Cherry	<i>Rhus ovata</i>	Sugarbush
<i>Maytenus phyllanthoides</i>	Mangle Dulce	<i>Rhus trilobata</i>	Skunkbush
<i>Melaleuca spp.</i>	Australian Myrtle	<i>Rhus virens</i>	Evergreen Sumac
<i>Mimosa biuncifera</i>	Wait-a-Minute Bush	<i>Rosmarinus officinalis</i>	Bush Rosemary
<i>Mimosa dysocarpa</i>	Velvet Pod Mimosa	<i>Ruellia spp.</i>	Ruellia
<i>Myrtus communis</i>	Myrtle	<i>Salvia spp.</i>	Sage

Shrubs

Botanical Name	Common Name	Botanical Name	Common Name
<i>Nandina domestica</i>	Heavenly-bamboo	<i>Senna spp. (Cassia spp.)</i>	Cassia
<i>Nerium oleander varieties</i>	Oleander	<i>Simmondsia chinensis</i>	Jojoba
<i>Perovskia atriplicifolia cv. 'Heavenly Blue'</i>	Russian Sage	<i>Solanum xanti</i>	Solanum
<i>Phlomis fruticosa</i>	Jerusalem Sage	<i>Sophora arizonica</i>	Arizona Sophora
<i>Plumbago capensis</i>	Cape Plumbago	<i>Sophora formosa</i>	Sophora
<i>Plumbago scandens</i>	Plumbago	<i>Tecoma spp.</i>	Tacoma
<i>Poliomintha maderensis</i>	Lavender Spice	<i>Tecomaria capensis</i>	Cape Honeysuckle
<i>Punica granatum varieties</i>	Pomegranate	<i>Teucrium fruticans</i>	Bush Germander
<i>Pyracantha spp.</i>	Pyracantha, Fire-thorn	<i>Thamnosma montana</i>	Turpentine Broom
<i>Thevetia peruviana</i>	Yellow Oleander	<i>Wedelia texana (Zexmenia hispida)</i>	Rough Zexmenia
<i>Trixis californica</i>	Trixis	<i>Westringia rosmariniformis</i>	Westringia
<i>Vauquelinia spp.</i>	Rosewood	<i>Ziziphus obtusifolia</i>	Greythorn
<i>Viguiera parishii</i> (<i>Viguiera deltoidea</i>)	Golden Eye		
<i>Viguiera stenoloba</i>	Skeleton-leaf Goldeneye		
<i>Viguiera tomentosa</i>	Golden Eye		

Succulents/Accents

Botanical Name	Common Name	Botanical Name	Common Name
<i>Agave spp.</i>	Century Plant, Agave	<i>Hesperaloe spp.</i>	Hesperaloe
<i>Aizoaceae spp.</i>	Ice Plant Family	<i>Manfreda maculosa</i>	Manfreda
<i>Aloe spp.</i>	Aloe	<i>Nolina spp.</i>	Bear-grass
<i>Bulbine frutescens</i>	Bulbine	<i>Pedilanthus macrocarpus</i>	Lady Slipper
<i>Cactaceae</i>	Cactus Family	<i>Portulaca grandiflora</i>	Moss Rose
<i>Dasylyrion spp.</i>	Desert Spoon	<i>Portulacaria afra</i>	Elephant Food
<i>Fouquieria spp.</i>	Ocotillo	<i>Yucca spp.</i>	Yucca
<i>Hechtia montana</i>	Hechtia		

Trees

Botanical Name	Common Name	Botanical Name	Common Name
<i>Acacia spp.</i>	Acacia, Wattle	<i>Chitalpa tashkentensis</i>	Chitalpa
<i>Bauhinia lunarioides</i> (<i>B. congesta</i>)	Anacacho Orchid Tree	<i>Chorisia speciosa</i>	Silk Floss Tree
<i>Bauhinia mexicana</i>	Orchid Tree	<i>Cupressus arizonica</i>	Arizona Cypress
<i>Brachychiton populneus</i>	Bottle Tree	<i>Cupressus sempervirens</i>	Italian Cypress
<i>Brahea spp.</i>	Fan Palm	<i>Dalbergia sissoo</i>	Sissoo Tree
<i>Bursera spp.</i>	Elephant Tree	<i>Ebenopsis spp.</i> (<i>Pithecellobium spp.</i>)	Ebony
<i>Butia capitata</i>	Jelly Palm	<i>Eucalyptus spp.</i>	Eucalyptus
<i>Caesalpinia spp.</i>	Bird-of-Paradise	<i>Eysenhardtia orthocarpa</i>	Kidneywood
<i>Callistemon ssp.</i>	Bottlebrush	<i>Geijera parviflora</i>	Australian-willow
<i>Canotia holacantha</i>	Crucifixion Thorn	<i>Gleditsia triacanthos</i>	Honey Locust
<i>Casuarina spp.</i>	Beefwood	<i>Holacantha emoryi</i> (<i>Castela emoryi</i>)	Crucifixion Thorn
<i>Celtis reticulata</i>	Western Hackberry	<i>Leucaena retusa</i>	Golden Ball Lead Tree
<i>Ceratonia siliqua</i>	St. John's Bread Tree, Carob Tree	<i>Lysiloma spp.</i>	Desert-fern
<i>Cercis canadensis var. mexicana</i>	Mexican Redbud	<i>Olea europaea</i>	Olive
<i>Cercis canadensis var. texensis</i>	Texas Redbud	<i>Olneya tesota</i>	Ironwood
<i>Chamaerops humilis</i>	Mediterranean Fan Palm	<i>Parkinsonia aculeata</i>	Mexican Palo Verde, Jerusalem Thorn
<i>Chilopsis linearis</i>	Desert-willow	<i>Parkinsonia spp.</i> (<i>Cercidium spp.</i>)	Palo Verde
<i>Phoenix canariensis</i>	Canary Island Date Palm	<i>Tamarix aphylla</i>	Athel Tree

Trees

Botanical Name	Common Name	Botanical Name	Common Name
<i>Phoenix dactylifera</i>	Date Palm	<i>Tipuana tipu</i>	Tipu Tree
<i>Pinus canariensis</i>	Canary Island Pine	<i>Ulmus parvifolia</i> cv. 'Sempervirens'	Chinese Evergreen Elm
<i>Pinus eldarica</i>	Afghan Pine	<i>Ungnadia speciosa</i>	Mexican-buckeye
<i>Pinus halepensis</i>	Aleppo Pine	<i>Vitex agnus-castus</i>	Chaste Tree
<i>Pinus pinea</i>	Italian Stone Pine	<i>Washingtonia spp.</i>	Desert Fan Palm
<i>Pinus roxburghii</i>	Chir Pine	<i>Xylosma congestum</i>	Xylosma
<i>Pistacia spp.</i>	Pistachio	<i>Ziziphus jujuba</i>	Chinese Jujube
<i>Pittosporum phillyraeoides</i>	Willow Pittosporum	<i>Jacaranda mimosifolia</i>	Jacaranda
<i>Prosopis spp.</i>	Mesquite		
<i>Quercus spp.</i>	Oak		
<i>Rhus lancea</i>	African Sumac		
<i>Rhus lanceolata</i>	Prairie Flameleaf Sumac		
<i>Schinus molle</i>	California Pepper Tree		
<i>Schinus terebinthifolius</i>	Brazilian Pepper Tree		
<i>Sophora secundiflora</i>	Texas Mountain Laurel, Mescal Bean		

Vines

Botanical Name	Common Name	Botanical Name	Common Name
<i>Antigonon leptopus</i>	Coral Vine, Queen's Wreath	<i>Passiflora foetida</i>	Passion Vine
<i>Bougainvillea spp.</i>	Bougainvillea	<i>Podranea ricasoliana</i>	Pink Trumpet Vine
<i>Callaeum macropterum</i>	Yellow Orchid Vine	<i>Rhynchosia texana</i>	Rosary Bead Vine
<i>(Mascagnia macroptera)</i>			
<i>Campsis radicans</i>	Common Trumpet Creeper	<i>Rosa banksiae</i>	Lady Bank's Rose
<i>Cissus trifoliata</i>	Grape Ivy	<i>Solanum jasminoides</i>	Potato Vine
<i>Clematis drummondii</i>	Virgin's Bower	<i>Mascagnia lilacina</i>	Purple Mascagnia
<i>Curcubita digitata</i>	Coyote Gourd, Finger Leaf Gourd	<i>Maurandya antirrhiniflora</i>	Snapdragon Vine
<i>Hardenbergia comptoniana</i>	Lilac Vine	<i>Maurandya wislizeni</i>	Snapdragon Vine
<i>Hardenbergia violacea</i>	Purple Coral Pea	<i>Merremia aurea</i>	Yellow Morning Glory Vine
<i>Janusia gracilis</i>	Slender Janusia		
<i>Kennedia nigricans</i>	Black Yellow Vine		
<i>Macfadyena unguis-cati</i>	Cat's Claw		

Chapter 8

Saguaro Cactus Permit

Sections:

- 8.01 Introduction
- 8.02 Procedure for Obtaining Permit for Removal, Relocation, or Destruction of Saguaro Cacti
- 8.03 Saguaro Cactus Permit Application
- 8.04 Required Certification
- 8.05 Application Submittal Requirements
- 8.06 Tagging Requirements
- 8.07 Salvage Contractors
- 8.08 Application for Arizona Protected Native Plants and Wood Removal

Section 8.01 Introduction

The Saguaro Cactus Permit helps enforce the preservation of this protected native plant within the Town of Fountain Hills. This section provides a step-by-step process and a checklist. Below is a list of items that must be provided:

1. A fully executed application indicating the type of approval being requested.
2. Permit fee (if applicable).
3. All additional required items indicated in ‘Application Submittal Requirements’.

In addition to the above items, the Development Services Department may request further information. If you have any questions pertaining to this application or submittal requirements, please contact the Development Services Department at (480) 816-5122.

Section 8.02 Procedure for Obtaining Permit for Removal, Relocation, or Destruction of Saguaro Cacti

1. Contact the Fountain Hills Development Services Department to obtain an application form or the Town's web site at www.fh.az.gov.
2. The applicant must complete the application form and all required information must be included. If the application form is not complete, a permit will not be issued.
3. The completed application may be presented in person or by mail along with the appropriate fee to the Development Services Department for verification of the information. However, you will need to be present to obtain the permit and tagging materials (plastic tape). Town personnel may conduct a survey of the site. The application fee includes the cost for the inspection. It may be required that the landowner determine the boundaries and clearly mark the corners of the property.
4. Any applicant's request for the REMOVAL or DESTRUCTION of a Saguaro Cactus will require the submittal of a written assessment of the condition of the cactus from a salvage company or qualified professional of their choice. An up to date list of salvage contractors is available at the Development Services Department upon request.
5. Upon verification of all information given and the method of cactus movement, the permit will be issued, along with the tagging ribbons.
6. Prior to removal, the TOWN ordinance requires that a tag (plastic ribbon) be firmly affixed to each protected Saguaro, per the attached tagging instructions, before it is removed from its original growing site. The tag/ribbons will be made available by the Town to applicants upon permit issuance at Town Hall.
7. Prior to removal, the STATE law requires that a native plant tag and seal be firmly affixed to each protected native plant before it is removed from its original growing site. The tags are to remain on the plants until they are permanently placed in a new growing site. It is the responsibility of the landowner to ensure that all state permits are in order. A copy of the Arizona Department of Agriculture Native Plant Removal application form follows.

Section 8.03 Saguaro Cactus Permit Application



The Town of Fountain Hills

Do not write in this space -official use only

Filing Date _____

Accepted By _____

Fee Accepted _____

Case Manager _____

**DEVELOPMENT SERVICES DEPARTMENT
SAGUARO CACTUS PERMIT APPLICATION**

APPROVAL CATEGORY (A, B, C) Check all that apply

A. ____ Saguaro Cactus Removal/Relocation/Destruction (\$90.00 fee)

B. ____ New Saguaro Cactus (no fee) C. ____ No Saguaros on Property/No Saguaros Disturbed (no fee)

NATURE OF THE PROJECT: _____

LEGAL DESCRIPTION: Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS: _____

PARCEL SIZE (Acres) _____ **ASSESSOR PARCEL NUMBER** _____

Applicant

____ Mrs. _____ Day Phone _____

____ Mr. _____

____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Owner

____ Mrs. _____ Day Phone _____

____ Mr. _____

____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Contact Person _____ **Phone:** _____ **E-Mail:** _____

If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.

SIGNATURE OF OWNER _____ **DATE** _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.

Please Print

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public My Commission Expires _____

CASE FILE NUMBERS

P & Z _____

Bldg _____

Section 8.04 Required Certification

Town of Fountain Hills – Required Certification

I hereby certify that there are no saguaros greater than 3 feet tall on the subject property or the existing protected saguaro cacti on the property will not be removed, relocated, mutilated or destroyed.

Applicant Signature: _____ Date: _____

CASE FILE NUMBERS	
P & Z	_____
Bldg	_____

Section 8.05 Application Submittal Requirements (Type “A” permit only)

The following identifies the required information to be submitted to obtain a Saguaro Cactus Permit. A Saguaro Cactus Permit is required in order to remove, relocate or destroy any saguaro cacti over three (3) feet in height in the Town of Fountain Hills.

- Three (3) copies of a site plan, at a minimum scale of 1”=100’, that identifies the location of each saguaro cactus over three (3) feet in height on the site along with a tag number assigned by the applicant.
 - A. Include the distance to an adjacent feature (property line, building, another saguaro cactus) to provide reference.
 - B. If the site is a construction site, identify any cacti outside of, but within fifty (50) feet of, the construction boundaries.
 - C. For any saguaro cacti to be relocated onsite, identify planned location.
 - D. An aerial photo of the site is encouraged, but not required.

- Other information to be included on the site plan is:
 - A. Size and location of all buildings and driveways, existing and proposed.
 - B. Identify and dimension any easements, including Hillside Protection Easements.
 - C. Identify the location of any temporary nursery.
 - D. Provide an inset vicinity map.

- Three (3) copies of a saguaro cactus inventory for the site. A format such as a spreadsheet is recommended; however, the inventory could also be provided on the site plan. Each saguaro entry would have the tag number and color identified on the site plan, which corresponds to the tag on the saguaro itself. Required information for each entry is:
 - A. Tag number and color.
 - B. Size of cactus in caliper inches three (3) feet above the base.
 - C. Height.
 - D. General condition.

- E. Plant planned movement status (remove, relocate on site, remain in place, destroy).
 - F. If the saguaro cactus is to be destroyed, give reasons for planned destruction.
- Letter of authorization from the property owner identifying the salvage contractor who has been retained to move/relocate the cacti.

Section 8.06 Tagging Requirements:

Tagging using colored tape is required and provided by the Development Services Department upon request.

- Each saguaro cactus must be tagged using a different color tape based on its movement status:

-- White tape	Remain
-- Red tape	Relocate
-- Blue tape	Destroy
-- Yellow tape	Remove from property

- Each tag must have a site unique number or reference that ties to the inventory above.
- Tag number or reference must be recorded on the side of any cactus boxing.
- Letter from an arborist, or similarly qualified professional, stating that the cacti proposed to be destroyed are either diseased or otherwise in a condition from which they are not likely to survive or are unlikely to survive transplanting. Use tag numbers to reference cacti included.
- A copy of any forms required by the Arizona Department of Agriculture regarding your proposed movement of cacti.

Section 8.07 List of salvage contractors:

Name	Street Address	City	Zip	Telephone
Arizona Best Native Plant Care	10830 North 60 th Place	Scottsdale	85254	(480) 948-7501
Black Eagle Nursery & Maintenance	5226 South 32nd Street	Phoenix	85040	(602) 323-1558
Native Resources Intl	1540 W Happy Valley Rd	Phoenix	85085	(623) 869-6757
Renaissance Exterior Development	6363 E Dixileta Drive	Cave Creek	85331	(480) 585-3492
Stafos Cactus Growers	27848 North 37th Avenue	Phoenix	85083	(602) 943-7551
Sun Valley Landscape	1999 West Houston Avenue	Apache Junction	85120	(480) 898-0533
Tree Relocators	6502 North 81 st Place	Scottsdale	85250	(480) 947-6118

Section 8.08 Application for Arizona Protected Native Plants and Wood Removal



Arizona Department of Agriculture (ADA)
 Licensing and Registration Section
 1688 West Adams, Phoenix, Arizona 85007
 Phone: (602) 364-0935
 Fax: (602) 542-0466

Application for Arizona Protected Native Plants And Wood Removal

Read both sides carefully before completing application.

In order for a permit to be issued, all information requested must be completely filled out and is subject to verification. All entries must be in ink or typed. It is unlawful to falsify any application, which gives any person permission to obtain a permit to take protected native plants. Never sign a blank application. Permits will expire within one year from the date designated by the landowner. *

I HEREBY CERTIFY that I am the owner of certain lands located in _____ County Arizona.

Tax Parcel Identification _____ Total Acres _____

Sec _____ Twn _____ Rng _____ Location within Section _____

Physical location _____

Note: If property has been purchased within the last 18 months, copies of tax assessment or deed records must be presented with this application.

I FURTHER CERTIFY that I have granted permission to

Name of Applicant _____ Company Name _____

Address _____ Telephone No. _____

to remove the following named plants, which are protected under A.R.S. Title 3.

Destination of Plants:

For the purpose of: Commercial Personal Use Municipality

No. of Plants/cords	Name of Plants	No. of Plants/cords	Name of Plants
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This application was completed by: Owner Agent Applicant

DECLARATION: I hereby certify and declare that I have read and understand the instructions. I further certify to the accuracy of the statements appearing on this application under penalty of perjury. If property is jointly owned, both signatures required.

Signature of Property Owner _____ Date _____

Signature of Property Co-Owner _____ Date _____

Print Name (s) _____

Address _____ Telephone # _____

Signature of Applicant _____ Agents Title or Position _____

An agent must submit documentation of his authority to act on behalf of the landowner.

As a landowner, you have the right to destroy or remove any plant growing from your land, but if you are going to destroy these plants, you must notify the Arizona Department of Agriculture before you plan to initiate this action. You also have the right to sell or give away any plant growing on your land. However, no person may legally transport protected native plants from any land without first obtaining a permit from the Arizona Department of Agriculture.

State and Federal land leased to you does not give you the authority to remove and transport protected plants unless written permission is given by the land management agency.

UNLESS COMPLETE LEGAL DESCRIPTION IS GIVEN, THIS PERMIT WILL BE REFUSED. (Tax parcel I.D. number and locations within section are very important).

Native plant permits are priced at \$5.00. Tags are priced as follows:

Saguaro	\$6.00
Other protected native plants and trees	\$4.00
Wood, per cord	\$4.00
Pincushion, Coryphantha and Mammillaria (Under 8 inches)	\$.50

Please add \$5.00 for shipping if we are mailing the tags back to you.	
Example:	Saguaro: \$ 6.00
	Permit: \$ 5.00
	Postage: \$ 5.00
	<u>Total: \$ 16.00</u>

The following is a partial list of some of the generally accepted common names of Arizona protected native plants. Please list the plants as accurately as possible. Be sure that the protected native plants that you plan to remove are actually on the land described on this application.

CACTUS: Barrel	Night-blooming Cereus	Cholla	Coryphantha
Hedgehog	Prickly Pear	Mammillaria	Saguaro
OTHER PLANTS: Agave (Century Plant)	Jerusalem Thorn	Palo Verde	Crucifixion Thorn
Joshua Tree	Smoke Tree	Desert Spoon (Soto)	Mesquite
Yucca	Ironwood Tree	Ocotillo	

Permits Can Be Obtained From The Following Offices:

Phoenix Office
 1688 W. Adams
 Phoenix, AZ 8507
 (602) 364-0935

Tucson Office
 400 W. Congress, Ste. 124
 Tucson, AZ 85701
 (520) 628-6317
 Hours M&F ONLY
 8:00 a.m. - 11:30 a.m.

Chapter 9

Sign Permit

Sections:

- 9.01 Introduction
- 9.02 Sign Permit Application
- 9.03 Comprehensive Sign Plan
- 9.04 Grand Opening Banner Permit
- 9.05 Required Certification
- 9.06 A-Frame Signage
- 9.07 Special Event Signage
- 9.08 Future Development Signage
- 9.09 Contractor Signage

Section 9.01 Introduction

The Sign Permit process helps to ensure a uniform and high quality sign design throughout the Town of Fountain Hills. This section provides a step-by-step process and a checklist for minimum requirements for approval. Below is a list of items that must be provided:

1. A fully executed application indicating the appropriate type of permit being requested.
2. All required fees.
3. All additional required items as indicated on the application following.

In addition to the above items, the Development Services Department may request further information. If you have any questions pertaining to this application or submittal requirements, please contact the Development Services Department at (480) 816-5122.

Section 9.02 Sign Permit Application



Do not write in this space -official use only
Filing Date _____
Accepted By _____
Fee Accepted _____
Case Manager _____

The Town of Fountain Hills

**DEVELOPMENT SERVICES DEPARTMENT
SIGN APPLICATION**

____ Comprehensive Sign Plan and Amendment
____ Grand Opening Sign Permit (14 days maximum)
____ Sign Permit
____ Other _____

NATURE OF THE PROJECT:

LEGAL DESCRIPTION Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS _____

PARCEL SIZE (Acres) _____ **ASSESSOR PARCEL NUMBER** _____

EXISTING ZONING _____

TOWN OF FOUNTAIN HILLS BUSINESS LICENSE NUMBER _____

Applicant (Business / Organization)

____ Mrs. _____ Day Phone _____
____ Mr. _____
____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Owner

____ Mrs. _____ Day Phone _____
____ Mr. _____
____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Contact Person _____ Phone: _____ E-Mail: _____

If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.

SIGNATURE OF OWNER _____ **DATE** _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.
Please Print

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public My Commission Expires _____

Case Number

Section 9.03 Comprehensive Sign Plan

Per the Town of Fountain Hills Zoning Ordinance, Section 6, a Comprehensive Sign Plan is required in all Commercial Zoning Districts for multi-tenanted buildings or shopping centers. The Comprehensive Sign Plan shall be reviewed and approved by the Community Development Director or designee and shall conform to the sign regulations contained in the Town of Fountain Hills Zoning Ordinance.

The following requirements for a Comprehensive Sign Plan are intended as minimum requirements for final approval. Additional information may be required by Town Staff.

The comprehensive sign plan should show a uniform sign design throughout the project.

Approval of a Comprehensive Sign Plan does not indicate approval of individual signs. Individual signs are subject to individual permits.

The following elements must be included in a Comprehensive Sign Plan submittal.

- Application:** Completed application and all associated fees.
- Written text clearly outlining the sign plan to include all suites, offices or other leased/leasable space.
- All signage, window signs, wall signs, banners, monument signs, awning signs, freestanding signs, and any other proposed signage, permitted or exempt must be included.
- Proposed design criteria for signage, to include but not limited to:
 - Lettering style
 - Illumination style & type
 - Letter heights (single and multiple lines of copy)
 - Minimum and maximum letter size
 - Color scheme
 - Installation method
 - Materials allowed
 - Sign type (freestanding, wall, monument, menu board, etc)
- Scaled site plan showing location of all proposed signage to be located on premises.
- Accurate building(s) elevations showing typical sign locations (dimensioned) on building(s).
- Indication of major and minor tenant location.

- Lineal footage of buildings and store fronts as outlined in “Total Aggregate Sign Area” in the Town of Fountain Hills Zoning Ordinance.
- Allocation chart showing allowable square footage of signage for each suite, office or space number.
- Name, address and phone number of responsible contact person for site.
- Name, address and phone number of landlord if different from above.
- Landscape plan if required.

Once the plans, fees, and forms have been submitted, the following will transpire:

- The Community Development Department will assign a case manager to review the plan to ensure its compliance with the zoning ordinance.
- The case manager will provide advice and assistance to the applicant if needed to revise the plan so that it meets the ordinance requirements. Other restrictions such as color scheme, locations, etc. may also be included.
- Once the Comprehensive Sign Plan is complete, it receives the Community Development Director’s administrative approval and is placed on file in the department.
- When a future tenant of a center that has a Comprehensive Sign Plan on file applies for a sign permit, the planning staff will review the proposed sign design to ensure that it falls within the parameters of the Comprehensive Sign Plan for the center.
 - If the sign meets the size and design criteria outlined in the Comprehensive Sign Plan, the sign permit application is approved and the sign information is noted and included within the Comprehensive Sign Plan file.
 - If the sign does not meet the size and design criteria outlined in the Comprehensive Sign Plan, the sign permit application is denied and the applicant is informed of the reasons for the denial.
- Tenants do not have a right of appeal from the Town's enforcement of a Comprehensive Sign Plan. The only remedies are either re-designing their sign proposal, or having the property's owner/manager submit a revised Comprehensive Sign Plan for approval.

Section 9.04 Grand Opening Banner Permit

- Application:** Completed application and all associated fees.
- Diagram:** Provide a drawing of the proposed sign, location on the building, and location of the building on the property. Maximum size of grand opening sign is thirty-two (32) square feet. One grand opening sign is permitted per business and is allowed for a maximum time period of fourteen (14) days.

Section 9.05 Required Certification

Grand Opening Sign Permit

The applicant understands that they are responsible for exact placement, removal and maintenance of sign. The Town assumes no responsibility for placement, removal or maintenance of sign. Any unauthorized sign is in violation of the Town of Fountain Hills Town Code.

I hereby certify that the information on this application, furnished by me, is true correct and that the application requirements of the Town of Fountain Hills will be met. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to the applicable codes. I understand that the permit will expire 14 days after issuance of the permit and the sign will be removed immediately upon expiration of the permit.

Applicant Signature _____ Date _____

Section 9.06 A-Frame Signage

A-Frame Sign requirements per the Fountain Hills Zoning Ordinance (Section 6.08.B)

- One sign per business / church location.
- Shall not be located in Public Right-of-way, parking area, or loading area.
- Shall not pose a Traffic Vision Hazard.
- Promotional purposes only.
- Maximum text area is four and one-half (4.5) square feet, maximum width of two (2) feet, maximum height of three (3) feet.
- Signs shall be constructed of wrought iron; sheet metal; 1/8 inch thick plastic; or of wood that is at least 3/8 inch thick. No other materials are acceptable.
- Professional construction and in good repair.
- Balloon attachments allowed, but maximum height above ground is six (6) feet.
- No landscaping damage or modification.
- Hours to be displayed only between 7:00 am and 9:00 pm.



Do not write in this space –official use only
Filing Date _____
Accepted By _____
Fee Accepted _____
Case Manager _____

The Town of Fountain Hills

DEVELOPMENT SERVICES DEPARTMENT SIGN APPLICATION

_____ A-Frame Sign Permit

LEGAL DESCRIPTION Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS _____

ASSESSOR PARCEL NUMBER _____

EXISTING ZONING _____

TOWN OF FOUNTAIN HILLS BUSINESS LICENSE NUMBER _____

Applicant (Business / Organization)

____ Mrs. _____ Day Phone _____
____ Mr. _____
____ Ms. _____

Address: _____ City: _____ State: _____ Zip: _____

Owner

____ Mrs. _____ Day Phone _____
____ Mr. _____
____ Ms. _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person _____ **Phone:** _____ **E-Mail:** _____

Applicant Signature _____ Date _____

Case Number

Section 9.07 Special Event Signage

Special Event Signage requirements per the Fountain Hills Zoning Ordinance (Section 6.08.U)

- A sign placement plan detailing the size, location, and timing of proposed signs to be used for a special event shall be presented with the special event permit application.
- These signs shall be placed only after a special event permit has been issued by the Town Council and must be removed within twenty-four (24) hours after the conclusion of the event.
- The regulations may be waived by the Town Council for special event sign placement, size, and timing.

Section 9.08 Future Development Signage

Future Development Signage announces the proposed development of property prior to issuance of a building permit for the purpose of displaying the name of the project, contractors, architect and any additional information pertaining to the site. Below lists the requirements per the Fountain Hills Zoning Ordinance (Section 6.08.L)

- Maximum size shall not exceed thirty-two (32) square feet.
- Sign shall not be illuminated.
- Sign may be double faced.
- One (1) sign per each street on which the development has frontage.
- Maximum height shall not exceed five (5) feet for all signs.
- Such signs may be maintained for a period not to exceed twelve (12) months prior to obtaining building permits for a development and must be removed upon issuance of a Certificate of Occupancy.
- A sign permit must be obtained prior to locating the sign on the site.

Section 9.09 Contractor Signage

Signs for a contractor may be placed on a construction site if the following criteria are met based on the Fountain Hills Zoning Ordinance (Section 6.08.F)

- One contractor sign per lot.

- Subcontractors may not place additional signs but may be listed on a main contractor sign.
- Maximum size of sign shall not exceed eight (8) square feet.
- Maximum height of five (5) feet.
- Sign must be located on construction site.
- Sign shall not be illuminated.
- A contractor sign may be placed only during the period of time when a building permit is valid and must be removed no later than the date of final inspection.