



Self-Certification Training

Site – Landscape

Pre-Submittal Requirements

Michael S. Eagan - Principal Landscape Architect

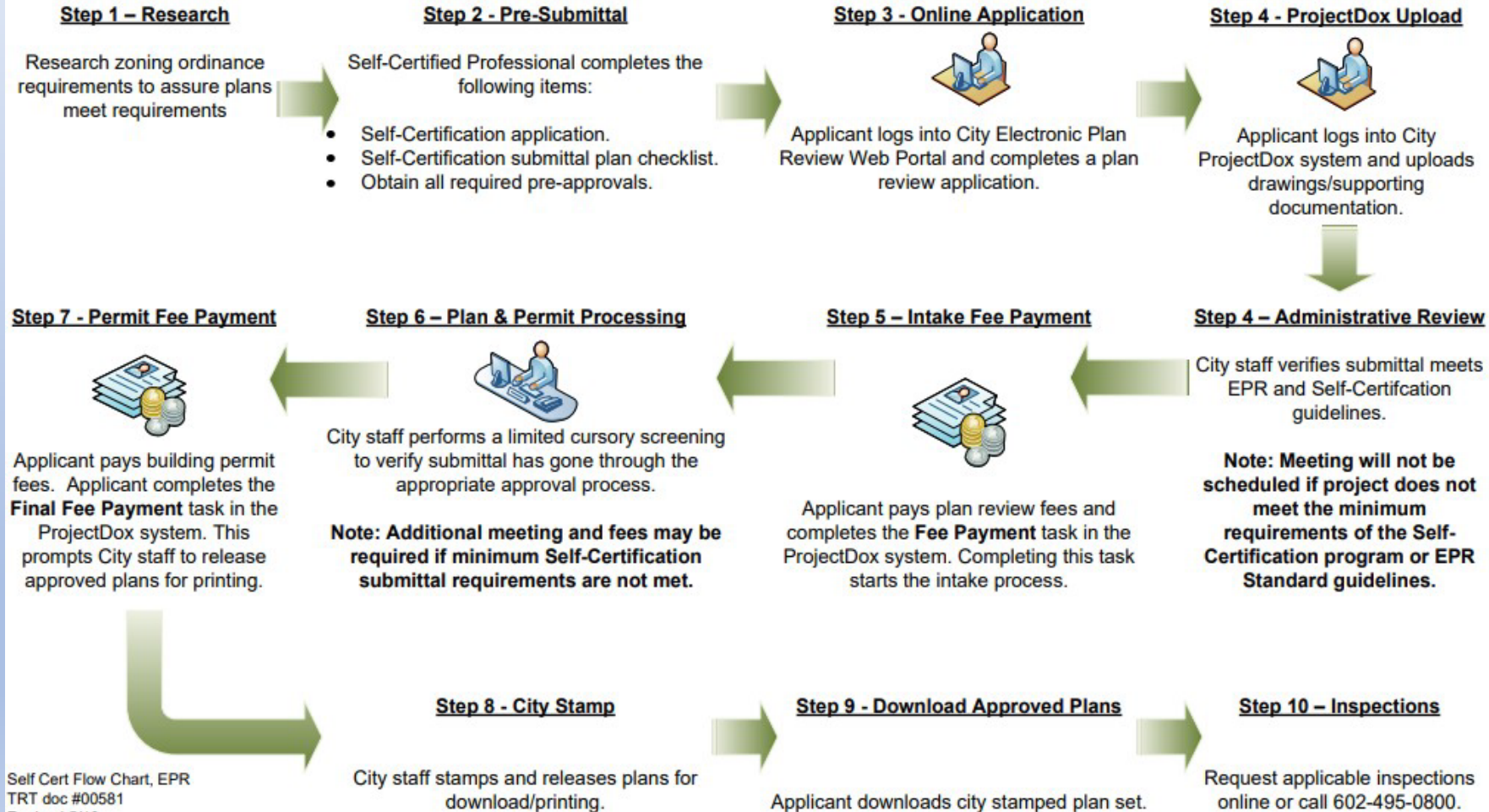
- <https://www.phoenix.gov/pdd/self-certification-program>

This home page contains links to all self-certification program documents and this slide show.



Self-Certification Program Flow Chart – Site/ Landscape Process (EPR)

All procedures and forms are available at <http://phoenix.gov/pdd/scp.html>
 The online request page for inspections is available at <http://phoenix.gov/pdd/onlineservices>
 The Electronic Plan Review (EPR) system can be accessed at <http://phoenix.gov/epr>



Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Landscape Plans

The following MUST BE APPROVED prior to Log-In:

- Site Plan w/ Phase Lines, if Required
- Plats
- Dedications
- Civil Engineering (G&D w/ Phase Lines including Offsites)
- Environmental Approvals
- Building code modifications and appeals
- Historic Preservation has been addressed/approved (HP or HP-L) prior to submittal.





150096-PLAT

Main Contact: 2195873

[Expand current](#) | [Collapse](#) |

Mountain Trails West Final Plat

150096-PLAT

- [CHECKLISTS](#) (1 Files - 0 New)
- [DRAWINGS](#) (4 Files - 0 New)
- [SUPPORTING DOCUMENTS](#) (9 Files - 0 New)
- [REFERENCE DRAWINGS](#)
- [APPROVED PLAN SET](#)

Project Info

Reports

Project Name:	150096-PLAT
Description:	Mountain Trails West Final Plat
Project Image:	No image exists
Map Config Name:	
Plan Review Type:	Plat
PID #:	2195873
Pre-Log Notification Email:	epr.ps@phoenix.gov



ALL STAMPED APPROVED SITE PLANS/ G&D PLANS, ELEVATIONS, DESIGN REVIEW SHEETS, RESIDENTIAL PLOT PLANS, ETC. MUST BE UPLOADED INTO REFERENCE DRAWINGS FOLDER IN PROJECTDOX WHEN MAKING SELF-CERT SUBMITTAL. SUPPORTING DOCUMENTS ARE ITEMS THAT ARE A PART OF YOUR REQUIRED CONSTRUCTION DOCUMENTS YOU ARE SELF-CERTIFYING. NOTE: ONCE THE PHASE III OF SHAPEPHX ROLLS OUT, THE SUBMITTAL PROCESS WILL CHANGE. TIMELINES/ REQUIREMENTS T.B.D.

Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Landscape Plans

Commercial & Multi-Family: (This is your responsibility!)

- Confirm use is allowed in zoning district
- Confirm parking is meets code and zoning stipulation for existing & proposed uses.
- Site Plan Amendment review to assess adequacy of landscaping for projects with exterior structural remodels and Site Plan changes.
- A Site Plan review and approval is required for additions and new construction greater than 2,000 sf in size



Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Landscape Plans

For Residential (NON-Hillside Lots):

- **Projects on HILLSIDE LOTS are NOT ELIGIBLE for Self-Certification including: (Site/Civil/Structural/Revetation)**
- **Plot Plan Zoning Approval and Grading & Drainage Plot Plans - Building projects must obtain all planning, zoning, grading and drainage approvals and building code modifications required PRIOR to the City's intake of the plans.**
- **Single Family Design Review (DR) Approval is required for:**
 - **Individual lots 65' or less in width (RPDR submittal required FIRST)**
 - **Subdivisions where 10% or more of the lots are 65' or less in width (These Subdivisions will have a DR Agreement)**
 - **Design Review stipulated through Rezoning**
 - **Design Review required by Overlay District**



Site Planning

These are the requirements to Log-In OR Upload of Self-Certified Landscape Plans - **make sure you have your:**

- Address Assignment
- Plats or Maps of Dedication **
- Lot Divisions or Lot Combinations Approvals
- Separate Instrument Dedications **
- All Waivers and Variances are Approved**

****All plats and dedications must be Staff Approved and Scheduled for City Council Actions prior to Log-In or Upload.**



Environmental and Landscaping Approvals

These are the requirements to Log-In OR Upload of Self-Certified Landscape Plans - make sure you have your:

Construction Plans Approved:

- Inventory Plans**
- Salvage Plans**
- Combination Inventory Salvage Plans**
- Landscape Plans**

** Denotes: The submittal type is determined by the quantity of eligible plant materials on the Site. (See Checklists/ Size Criteria)

Construction Plans, Permits, Bonds and Inspections:

- **The Landscape Salvage Permit and related inspections must be completed and accepted prior to Grading and Drainage Permit release**



Site/ Civil/ Landscape Plans

EXCEPTIONS

- The following Separate Plans may be Self-Certified **concurrently** with Self-Certified Landscape Plan log-in/uploads:
 - Site Plans for parking lots 5 acres or less.
 - On-site G&D for 20 acres or less
 - On-site G&D for industrial lot, 80 acres or less
 - On-site G&D for residential subdivisions, 160 acres or less
 - Inventory, Salvage, and Landscape Plans for 20 acres or less. **(Plans for Projects 5 acres or more and Projects located in the Downtown Code (DTC) and Walkable Urban Code (WU) Districts Require Automatic Audits!)**



Landscape Plans

These are several common errors on Projects in Downtown Code (DTC) and Walkable Urban (WU) districts include:

- Not following the specific DTC or WU landscape requirements
- Not following Design Review Committee (DRC) stipulations
- Not complying with State Laws (Az Dept of Water Resources)
- **Test Question 😊 ALL THE ABOVE**



Automatic Audit Guidelines - Civil, Site & Landscape

- **Projects over 5 acres**
- **Landscape Plans for projects located in Downtown Code (DTC) or Walkable Urban Code (WU) zoning districts**
- **Grading and Drainage (G&D) plans with off-site improvements**
- **Audit Fee = one half traditional plan review fee**



Self-Certification Program Flow Chart – Site and Landscape Submittal Checklist

This checklist provides information on the required documents and information that must be provided for Self-Certification Program G&D, landscape and parking lot projects. A **completed checklist** must be uploaded with the plans and supporting documentation. For additional information please contact the Planning and Development Department, 200 W. Washington Street, 2nd Floor, Phoenix, AZ 85003, 602-534-5933.

The following items must be **approved prior to uploading** for electronic plan review, if applicable.

- | | |
|---|--|
| <input type="checkbox"/> Zoning Compliance | <input type="checkbox"/> Off Site Civil Reviews |
| <input type="checkbox"/> Updated Tenant List | <input type="checkbox"/> Site Fire Review |
| <input type="checkbox"/> Plat or Lot Split | <input type="checkbox"/> Address Verification |
| <input type="checkbox"/> Cross Access Agreement | <input type="checkbox"/> Alternative Paving approved |

Identify all plans that will be self-certified.

- | | |
|---|---|
| <input type="checkbox"/> Civil Plans (Grading & Drainage, Paving) | <input type="checkbox"/> Storm Water Management Plan |
| <input type="checkbox"/> Landscape Plan (including Inventory & Salvage) | <input type="checkbox"/> Site Plan (Amendment or New) |



Self-Certification Program For Site and Landscape Submittals - Required Documents

The following documents must be uploaded with this checklist:

- Self-Certification G&D, Landscape and Parking Lot Permit Application
- Professional of Record Statement
- Owner/Tenant Certification Statement
- Hold Harmless Letter
- Plans including the Self-Certification Signature of notation on each sheet
- Copy of Professional Liability Insurance Certificate

I CERTIFY THAT I HAVE RECEIVED THE NECESSARY APPROVALS AS LISTED ABOVE AND THAT I HAVE COMPLETED THE DOCUMENTS REQUIRED TO SUBMIT PLANS THROUGH THE SELF-CERTIFICATION PROGRAM.

Professional of Record's Name: _____

Professional of Record's
Signature: _____ Date: _____



Self-Certified Plan Sheets **MUST INCLUDE:**

Self-Certified Professional Statement

- Self-Certified by: _____ Date: _____
 - Plans were prepared, under the direct supervision of, or reviewed by the Self-Certified Professional
 - Plans are complete
 - The plans are, as of the date of submission, in compliance with City of Phoenix building, civil, site, and zoning codes, ordinances, and all other applicable laws and stipulations.



Site – Landscape Self Certification Training

QUESTIONS OR COMMENTS?

Contact:

Site Planning/ Landscape Supervisor:
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