



Term	Definition	Additional Information
Abandonment	A method/process where the city may dispose of a public street, highway, alley, lane, sidewalk, utility easement or other public way that is no longer necessary for public use. *Entire process can average 131 days, no council time or Real Estate Department time is included in overall timeframe.	https://www.phoenix.gov/pdd
Address Assignment	An assignment of property address to identify property. Exempt from A.R.S. 9-836, average 30 day turnaround time.	https://phoenix.gov/pdd/topics
Alley Access Approval	An Approval to allow commercial access onto a residential alley. This is done via the appeal process.	
Alternative Dust Proof Surface	A proposed surface that requires zoning administrator approval.	http://www.codepublishing.com/az/phoenix/frameless/index.pl?path=../html/Phoenix39/Phoenix3903.html
Annexation	A method by which a city or town extends and increases its corporate limits. The process is closely governed by Arizona State Law (A.R.S. 9-471). Based on these laws, each property owner within a proposed annexation area is notified of the public hearing for the proposed annexation by mail, advertisement in the newspaper and posting of notices within the area to be annexed. To annex an area, more than one-half of the owners and at least one-half of the owners by assessed value must sign a petition in favor of annexation. This enables each property owner within the area to have a fair say in the annexation.	https://www.phoenix.gov/cityclerk
Archaeological Sign Off	An archaeological assessment and sign-off approval by the City Archaeologist, Phoenix Parks & Recreation Department (PRD), to ensure that potential project impacts to significant archaeological resources are avoided or properly mitigated.	Parks Department

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Automatic Fire Sprinkler Plan	A specific plan that demonstrates compliance with the Fire Code. This plan is a deferred submittal and typically includes a building floor plan, piping schematics, hydraulic calculations and manufactures equipment cut sheets. Such submittals are required to be made by applicants listed on the approved fire protection designers list maintained by the Fire Marshal.	
B		
Bonds Posted	<p>An assurance of construction. Chapter 31 and 32 of the Phoenix City Code mandate that the customer provide an "assurance" of construction to the City of Phoenix. The assurance guarantees that improvements in the public right of way or public easement will be installed in accordance with approved plans and that the customer will provide record drawings. The secured amount is determined by the customer's civil engineer and approved by the Planning & Development Department, pursuant to the current Fee Schedule Appendix A.2. Of the Phoenix City Code.</p> <p>Bonds must be posted before the permits for which the bonds are required can be issued and before any subdivision plats can be recorded. Developer is responsible for posting bonds for all work in public right of way and public easements; prerequisite to civil permit issuance and plat recordation.</p>	
Building Code Modification	A modification is a way for designers to propose equivalence for achieving compliance with the Phoenix Building Construction Code. Modifications are sometimes needed due to physical constraints on a project site or in a building. Required for building plan approval and is prerequisite for the submittal of corrected plans.	
Building Plan	A plan including a drawing or diagram made to scale showing the structure or arrangement of a specific building.	

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C		
Certificate of Appropriateness (COA)	An official form of the City stating that proposed work on historic property is compatible with the historic character of the property and, therefore: 1) may be completed as specified in the Certificate; and 2) any building permits or other Construction Code permits needed to do with work specified in the Certificate may be issued by the City's Planning and Development Department; and 3) any other permits required by other City ordinances, such as Grading and Drainage may be issued.	
Certificate of No Effect (CNE)	An official form of the City stating that proposed work on historic property will have no detrimental effect on the historic character of the property and therefore may proceed as specified in the certificate without obtaining further authorization under this ordinance, and authorizing the issuance of any permits required by the Phoenix Building Construction Code for said proposed work.	
Change of Occupancy	A change in the purpose or level of activity within a building that involves a change in application of the requirements of the Phoenix Building Construction Code.	
Comprehensive Sign Plan (CSP)	A complete package of site plans and sign drawings that establishes more flexible sign standards for a given development through the use permit process.	
Construction Trailer	A modular building or trailer temporarily placed near the construction site to be used as an office and meeting space for contractor and sub-contractors to manage project and hold safety meetings.	http://www.codepublishing.com/az/phoenix/frameless/index.pl?path=../html/PhoenixZ06/PhoenixZ0608.html
Cross Access Agreement	An agreement between two adjacent parcels allowing access between them. Document is submitted directly to the reviewer.	
Cross Drainage Agreement	An agreement between parcel owners to allow drainage across property lines.	
D		
Dedication by Application	A process of dedicating a Right-of-Way or easement for public use. Dedication of Public Rights of Way or Public Easements by Plat, Map of Dedication (MOD), or by Application. Add 14-90 days for City Council approval and recording.	

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Demolition Approval-Historic	An authorization for removal of all or part of a structure which is located within a Historic Preservation District or an area under application for historic preservation designation. Exempted pursuant to A.R.S. 9-835(K).	
Demolition Approval-Non Historic	<p>A demolition permit is required for demolition work which includes the total, partial or interior demolition of a structure. Over the counter demolition permits shall not involve demolition of structural components (total demolition and interior demolition of non bearing walls with associated utilities are permitted). A separate demolition permit application shall be required for each building or structure that will be demolished.</p> <p>Demolition work that is included as part of a separate building permit does not require a separate demolition permit. Demolition may not commence until a permit is obtained. A demolition permit shall expire and become null and void if the authorized work is not commenced within 30 days or completed within 60 days from the date of demolition permit issuance, or if active and continuous demolition is suspended or abandoned for any period of 5 days or more prior to final completion, removal of all debris and dust proofing of the site.</p>	
Design Review Appeal	<p>A formal appeal requested by the applicant of a site plan or subdivision regarding a design review decision made by the Planning & Development Department regarding whether a design review presumption has been met or not. Design review appeals are heard by the Design Review Committee (DRC) within 30 days from the date the appeal is filed. All decisions from the DRC are final.</p> <p>Design review requirements for residential and commercial are found in the zoning ordinance section 507 tab A.</p>	<p>http://www.codepublishing.com/az/phoenix/frameless/index.pl?path=../html/PhoenixZ05/PhoenixZ0507A.html</p>

Term	Definition	Additional Information
DOF/WRA Fees	<p>Types of fees, collected with the building permit fees, specifically;</p> <p>(DOF) Development Occupational Fees – to defray the cost of providing public improvement required by the city as a result of new development.</p> <p>(WRA) Water Resources Acquisition Fee - requires new development to pay its proportionate share of the costs to the city associated with providing water resources to new development. No time associated to fees.</p>	<p>https://www.phoenix.gov/waterservices</p>
Drainage Study (Report)	<p>A hydrological report that provides the contributing offsite and onsite runoff, retention and drainage requirements to ensure the site is protected from flooding. The study should include hydrology parameters and assumptions and include methodology for developing quantities. The study will also determine required retention volumes. Included in the study will be computer runs from HEC-1 or other programs to utilize to develop flows from contributing area. Storm water routing through channels should include HEC-2 or other programs used to model the hydraulics including backwater computations.</p> <p>When offsite storm water runoff affects the project site, a Preliminary Drainage Report must be submitted with the preliminary site plan review package. The Final Drainage Report must be submitted with or before the first review of the Grading & Drainage Plan.</p>	
E F		
Fact Finding	<p>A public request for basic development information regarding development standards for a particular piece of property. Exempt from A.R.S. 9-836, average 30 day turn around time.</p> <p>A fee of \$300 is charged for a written response. A fee of \$600 is charged for a meeting. The fee is due at the time the request is submitted.</p> <p>A Fact Finding request is designed to provide basic information which is not readily available through self-help outlets such as the Internet.</p>	

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Factory Built Building (FBB) State Approval	State approval requires copy of preliminary site plan approval by City of Phoenix.	State of Arizona Department of Fire, Building and Life Safety (DFBLS) http://www.dfbls.az.gov/omh/fbb.aspx
Federal Aviation Administration (FAA)/ Aviation Height Sign Off	A sign off after determining the maximum height for a property that is airport height zoned. It is determined using AMSL (above mean sea level) and it takes into account the structures height to the highest point of structure which includes antennas, spires and other architectural appurtenances. This is contrary to parcels without airport height zoning in that Aviation Department measures to top of parapet. Maximum building height includes all rooftop appurtenances, obstruction lights, lightning arresting devices, etc. are detailed in the linked ordinance. All elevations are above Mean Sea Level (NAVD 88).	Federal Aviation Administration (FAA) http://www.phxskyharbor.com/pdf/Height-Zoning-Ordinance.pdf
Final Certificate of Occupancy	Final certificate issued prior to building having ability to be occupied.	
Final Drainage Report	A report required prior to or concurrent with grading and drainage permit.	
Fire Alarm and Detection Systems Plan	A specific plan that demonstrates compliance with the Fire Code. This plan is a deferred submittal and typically includes a building floor plan, electrical schematics, and electrical calculations and manufacturer's equipment cut sheets. Such submittals are required to be made by applicants listed on the approved fire protection designers list maintained by the Fire Marshal.	Phoenix Fire Code, Section 907 http://www2.iccsafe.org/states/Phoenix2006/Phoenix_Fire/Fire_FrameSet.htm
Fire Flow Report	An application made for City Forces to physically flow water from the municipal water mains in order to determine the capacity of the existing infrastructure. The results of such evaluation is then used to determine if the water supply meets the minimum fire flow requirements established by the Fire Code based on building type of construction and area (square feet).	Phoenix Fire Code, Appendix B http://www2.iccsafe.org/states/Phoenix2006/Phoenix_Fire/Fire_FrameSet.htm

Term	Definition	Additional Information
Fire Flow Test	A test to determine the flow rate and pressure to determine the design requirements for fire protection. Fire Department reviews at preliminary meeting.	Phoenix Fire Code, Appendix B http://www2.iccsafe.org/states/Phoenix2006/Phoenix_Fire/Fire_Fram eset.htm
Fire Line Off Site	A plan that shows the tapping sleeve & valve to the water main along with the pipe in the right-of-way connecting to a backflow preventer on private property.	
Fire Line On Site	A private water line plan commonly referred to as a Fire Main or Fire Line that demonstrates compliance with the Fire Code for water based fire protection systems (fire sprinklers, on-site fire hydrants). This on-site plan provides details from the property line to the proposed on-site systems.	Phoenix Fire Code, Section 508 http://www2.iccsafe.org/states/Phoenix2006/Phoenix_Fire/Fire_Fram eset.htm
Fire Marshall Appeal	A formal request made to the Phoenix Fire Marshal in order to propose equivalence for achieving compliance with the International Fire Code with Phoenix Amendments. Like a Building Code Modification, such requests are sometimes needed due to physical constraints on a project site or in a building.	https://www.phoenix.gov/fire
Fire Protection Plan	A specific plan for the various Fire Code required systems that demonstrates compliance with the Fire Code. This plan is a <i>deferred submittal</i> and typically includes a building floor plan or site plan, system schematics, calculations and manufacturer's equipment cut sheets. Such submittals are required to be made by applicants listed on the approved fire protection designers list maintained by the Fire Marshal. Examples include Standpipe systems, Commercial Kitchen Hood systems, Smoke and Heat venting, alternative fire extinguishing systems.	Phoenix Fire Code, Chapter 9427 http://www2.iccsafe.org/states/Phoenix2006/Phoenix_Fire/Fire_Fram eset.htm
Fire Review – Site	A site plan review for general Fire Service Features in accordance with the Fire Code. Such review includes: Fire and Emergency Medical Apparatus Access Roads (Fire Lanes) location and dimensions, surfacing and obstructions; Fire Protection Water Supplies establishing the minimum required Fire Flow and location of Fire Hydrants. A meeting is held to discuss the context plan for the site and how it affects the design and technical requirements for development attended by staff and applicant typically at the Pre-application and Preliminary Site approval stage.	Phoenix Fire Code, Chapter 5 http://www2.iccsafe.org/states/Phoenix2006/Phoenix_Fire/Fire_Fram eset.htm

Term	Definition	Additional Information
Floodplain Review	A review to obtain approval from Street Transportation Department, Floodplain Management Section, to establish floodplain requirements such as finished floor elevations, etc.	Reviewed by Street Transportation Department https://phoenix.gov/streets/
Follow-up Pre Application	A submittal to obtain follow up feedback and review after pre application meeting has been completed. Meeting attended by staff and applicant only.	
G		
Gates- Fire Access	The gate plan must demonstrate compliance with Fire Department Access.	Phoenix Fire Code, Chapters 7 & 8 https://www.phoenix.gov/fire
Grading & Drainage Plan	A plan design for on-site grading; cuts, fill, finish floor elevations, drainage swales, drainage structures and pipes, and finish floor elevations and retention areas. Prerequisite to grading and drainage permit. Prior to building permit issuance.	
Ground Sign Plan Review	A review of ground sign submittals for compliance with the Zoning Ordinance. Cannot log in until use approval is verified.	
H		
Haul Plan	A plan indicating route of hauling material to and from project site. Review by Street Transportation Department.	
Hillside Density Waiver	A request to allow additional lots or units in a hillside area above what is allowed by zoning ordinance. Hillside density waiver filed with the Planning Division and processed similar to a rezoning case.	
Hillside Review	A review conducted by Phoenix Plan Review staff related to any parcel or portion of a parcel that has a slope of 10% or greater. Hillside reviews & checks the height of the building over natural grade, lot coverage and area of disturbance outside of the roof. Hillside review is done in combination with the Grading & Drainage Plans.	
I		

Term	Definition	Additional Information
Impact Fee Area	An area determined to cause an impact to overall services in area. Development Impact Fees are charged to contribute to costs associated with infrastructure and public services that need to be expanded as a direct result of new development in the “growth” areas of the city of Phoenix, as defined in the General Plan. These growth areas still require substantial investment and construction of capital facilities before or in conjunction with future development. Since not all areas have the same capital facility requirements, the growth areas are divided into separate fee areas, so that the fees charged in any one fee area pay only for infrastructure which provides a direct benefit to that particular fee area. No time associated to fee.	https://www.phoenix.gov/pdd
Inventory/Salvage Combo	A combination of the Inventory plan and Salvage plan, allowed if there are 50 or less existing plants on the property. Prerequisite to landscape plan submittal. Permit finalized prior to grading and drainage permit issuance.	
J		
K		
L		
Landscape Inventory	A record of the plant material existing on a piece of property. Identifies each plant as “salvageable” or “non salvageable”. Prerequisite to landscape salvage plan and landscape plan submittal.	
Landscape Plan	A plan that shows the location, layout, amount and types of new landscape materials to be used and the required irrigation system. The plan covers the site itself and the right-of-way adjacent to the project. It also shows and identifies the remaining plants in their original locations and the salvage plants in their new locations per the approved inventory and salvage plans.	https://www.phoenix.gov/pdd
Landscape Salvage	A plan that identifies how the plant materials from the inventory plan will be utilized on the site. The salvage plan designates each inventoried plant as “salvage”, “remain/protect in place”, or “destroy”. Prerequisite to landscape inventory plan and landscape plan submittal.	

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Life Safety Report	A report that is a compilation of technical information in a standardized format intended to document the design, testing and maintenance of all active and passive fire protection, life safety, and security features of complex structures. Upon completion of the project, a copy of the approved documentation is required to be maintained at the site and by the Planning and Development Department until demolition of the building. Such report is required to be amended as such features are modified over the life of the structure. Prerequisite to building plan submittal.	https://www.phoenix.gov/pdd
Lot Combination	A lot combine is the combination of land parcels. A Building code modification may be needed. Exempt per ARS 9-836.	
Lot Division	A process whereby the division of a property that is two and a half acres or less must be reviewed and meet minimum size and configuration requirements as well as infrastructure requirements to support the new parcels.	https://www.phoenix.gov/pdd/
M		
Major Site Plan Amendment	A complicated amendment to an existing site plan.	
Map of Dedication	An engineered map showing streets, alleys and easements to be dedicated for public use. Add 14-90 days for City Council approval and recording.	
Minor Site Plan Amendment	An amendment to an existing site plan that has minimal issues.	

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N		
New Minor Site Review (SCSR)	<p>A site plan review for a project that does not warrant a meeting. A site plan that requires minimal review through the development review process based on the scale or impact of the project. Typically, these projects involve a scope of work which has a structure less than 25,000 square feet (industrial) or 10,000 square feet (commercial), they consist of a single phase, all zoning stipulations and ordinance conditions are addressed on the submittal, the site has no significant drainage or traffic/access issues, citizen issues are resolved and any additional development processes (i.e., Zoning variance, right-of-way abandonment, right-of-way or easement dedications, etc.) have been completed or submitted for review with no major issues.</p>	
Non-Build Easement	<p>A unique modification type- where an owner of adjacent property grants an easement on their lot for the benefit of the subject lot in order to construct something or allow something existing to remain on the subject lot. Nothing can be constructed within the easement unless circumstances change and the easement is no longer needed.</p> <p>A specific building code modification whereby adjacent property owners agree to not construct in an area specified on their respective properties for the benefit of the adjacent owner for building area increases. The building official must be included as a signatory prior to the recordation of the modification.</p>	
Notice of Intent (NOI)	<p>A notice that is required and issued by the Arizona Department of Environmental Quality for any construction disturbance on one acre or greater.</p>	<p>Arizona Department of Environmental Quality (ADEQ)</p> <p>http://www.azdeq.gov/environ/water/permits/download/2010/122010b.pdf</p> <p>http://www.azdeq.gov/environ/water/permits/app.html#noi</p>

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<p>Notice of Prospective Purchasers of Proximity to Airport</p>	<p>A notice requested to be prepared by applicant- when a City of Phoenix development site is located within the airport traffic pattern of an airport. The applicant will be requested to prepare a “Notice to Prospective Purchasers of Proximity to Airport” and record the notice with the Maricopa County Recorder’s Office. The recording of this notice acknowledges that the applicant is aware they are developing a site in proximity to an airport and may be subject to aircraft noise or aircraft flying over the property.</p> <p>Summary of Process</p> <ol style="list-style-type: none"> 1. Aviation Department staff reviews all Pre-Application, Preliminary, Rezoning, Zoning Adjustment, and Planning Hearing Officer applications and identifies projects that are within an airport traffic pattern. 2. PDD staff reviews Minor Commercial plans and identifies projects that are within an airport traffic pattern. 3. The Aviation Department provides a comment letter, Notice instructions, and Notice templates for major plans to the assigned PDD Planner for distribution to the applicant to prepare the Notice to Prospective Purchasers of Proximity to Airport. PDD staff provides the Minor Commercial applicants with the Notice instructions and Notice templates 4. The applicant prepares the Notice, in accordance with the provided instructions, signs the Notice, and records it at the Maricopa County Recorder’s Office at 111 South Third Avenue. The applicant should obtain a stamped copy of the Notice. 5. The applicant provides the stamped copy of the document to the assigned PDD Planner. 	<p>Federal Aviation Administration (FAA)</p>
<p>O P</p>		
<p>Parks Department Approval Right of Way and other City property</p>	<p>A review and approval of existing and/or new plants, materials, irrigation, etc. on City property or R.O.W.</p>	<p>Parks Department</p>

Term	Definition	Additional Information
Parks Department Trails	A review and approval of Public Trails and paths provided by Phoenix Parks Department to be in compliance with Parks Standards and Maricopa Association of Governments (MAG) Standards.	Parks Department
Paving Plan	A plan design for construction of paving projects within public right-of-way. Grading and drainage and wastewater permits are prerequisites.	
Phased Building Plan	A plan for parts of a building in order to obtain construction permits for those parts prior to obtaining a construction permit for the whole building. The risk with this plan is that future permits for the remaining parts of the building may affect previously permitted parts and there is no assurance a permit for the entire building will be granted. Time frame is based on valuation, scope and square footage of phase.	
Planned Community Development (PCD) Master Plans	A master plan for large areas to establish design standards, infrastructure and density. Exempt from A.R.S. 9-836, average 30 day turnaround time.	
Planned Hearing Officer (PHO) Modification	<p>A request made by the applicant to modify zoning stipulations.</p> <p>The Planning Hearing Officer (PHO) hears requests to delete or modify stipulations from approvals of rezoning requests and time extensions for conditionally zoned properties. The PHO hears requests to revert zoning if initiated by the Planning Commission and certain modifications to comprehensive sign plans. Hearings are held every third Wednesday of the month at 10 a.m. and typically are held in City Hall. Appeals from the PHO go to the Planning Commission with further appeals to the City Council, pursuant to Section 506.</p>	https://phoenix.gov/pdd
Pollution Control	A review of pretreatment devices and/or equipment necessary for the proper handling of liquid wastes harmful to the building drainage system, public sewer and/or treatment process. This review is performed by the Environmental Services Division of the Water Services Department (formally PCD), as part of building plan review.	https://www.phoenix.gov/waterservices

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Pre-Application	A submittal to obtain feedback from various disciplines regarding a potential project. A meeting is held to discuss the context plan for the site and how it affects the design and technical requirements for development and to explain the City processes for securing permits for construction. Meeting attended by staff and applicant only.	
Preliminary Approval	A submittal including preliminary development review documents that show that all codes and ordinances have been addressed. Once preliminary approval is granted, a project may proceed to construction plan submittal. Preliminary approval is an agreement that identifies all of the requirements that a project must complete.	
Preservation Plan	Environmentally sensitive areas with characteristics such as steep slopes, wetlands, flood plains, or areas of significant biological productivity or uniqueness that have been designated for protection from any activity that would significantly alter their ecological integrity, balance or character. Prerequisite to landscape plan submittal.	https://www.phoenix.gov/pdd/
R		
Real Estate Disclosures	<p>A disclosure/documentation to notify prospective purchasers, owners and tenants of the existence of a use within proximity of the property that may create noise, odor, traffic or quality of life impacts. Applicants will be required to record disclosure documents with Maricopa County Recorder. Disclosure is developer’s responsibility.</p> <p>Example of Stipulation: That the property owner shall record documents that disclose to prospective purchasers of property within the developments the existence of noise from the (name) Freeway. The form and content of such documents shall be reviewed and approved by the City Attorney.</p>	
Re-Vegetation Plan	A plan for single family residential preservation or hillside lots. Prerequisite to Demo permits and grading and drainage permits.	https://www.phoenix.gov/pdd/
S		
Sewer Infrastructure Coordination	A detailed analysis of the sewage collection system that provides the basis of the design including projected flows, system capacity, and any other information to gain a clear understanding of the project.	Water Services Department (WSD)

Term	Definition	Additional Information
Sewer Plan	A plan design for construction of sewer mains in the public right-of-way and public sewer easements. (12" lines and smaller done by P&D, over 12" by WSD). Agreements prepared by WSD must be signed and notarized by the owner before the sewer permit can be issued. Grading permit must be issued with or before the sewer permit. Executed by Water Department and completed after sewer plan approval.	
Sign- Comprehensive Sign Plan (CSP) Major Amendment	A public hearing requirement to allow complicated changes to comprehensive sign plans. Plan review and amendment process are consecutive.	
Sign- Comprehensive Sign Plan (CSP) Minor Amendment	Zoning Administrator approval of simple changes to comprehensive sign plans	
Sign Design Review	A review of proposed signs for compliance with the Sign Design Guidelines	
Sign Engineering Review	A review of structural information for signs for structural requirements	
Sign Use Permit	A public hearing requirement to allow certain sign types and comprehensive sign plans. Plan Review and Use Permit Process are consecutive.	
Sign Variance	A variance requiring a public hearing to obtain relief from regulatory provisions of the zoning ordinance related to signs. Plan Review and Variance process are consecutive.	
Site Access Gate Plan	A site construction plan that demonstrates compliance with the various codes and ordinances that pertain to site security, including Fire Code, Zoning Ordinance, Traffic/City Code and associated construction code features (electrical, structural etc.).	
Site – Landscape Combo	A site plan with minor landscape requirements (few plant requirements). Follow Landscape checklist and site checklist. No existing plants (more than 20) or less proposed new trees per the site Landscape Combination Review Process Documents.	

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Slope/Density Analysis	A plan that shows where the percent slope changes from 10% and greater to determine the number of dwelling units allowed on a site. The maximum number of lots, or dwelling units in a hillside development shall be the sum of the number of lots, or dwelling units allowed in each category of land shown on the table in section 710.C.1 a (10% through 35% slope or greater). Prerequisite to Hillside grading and drainage.	
Soils Report – Building	A geotechnical investigation report. Part of grading and drainage review. Also part of building plan review.	
Soils Report- Grading	A geotechnical investigation report on site preparation and road map design, including requirements for calculation of fill areas and cut stabilization.	
Special Inspection Certificate/Observations	A document signed by the professional conducting the special inspection. This is the monitoring of the materials and workmanship which are critical to the integrity of the building structure or building service equipment by persons with specially developed skills to check the material and workmanship against the city-reviewed plans, specifications and contract documents. This certificate is part of building plan review.	https://www.phoenix.gov/pdd/
Street Lighting Review	A review of street lighting on adjacent public streets. Reviews completed by the Street Transportation Department.	Street Transportation Department https://www.phoenix.gov/pdd/

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Street Name	<p>An assignment of the name for dedicated right of way and public access way. Maricopa Association of Governments (M.A.G.) Street Naming Policy states that;</p> <ol style="list-style-type: none"> 1. “newly developed street will assume the name of the street on which it aligns.” 2. North/South streets are typically numbered (per the established grid system). 3. All numbered streets west of Central Avenue use Avenue, Drive, Lane, Glen and Dale in that order as the specifically numbered street is located further west. 4. All numbered streets east of Central Avenue use Street, Place, Way, Terrace and Run in that order as the specifically numbered street is located further east. 5. East/West, angled or loop right of way have a name assigned that is in the same alignment or a new street name is identified per the new name assignment policy. 6. New Name Assignment. Name cannot be used anywhere else in Phoenix metropolitan area. Short, easy to pronounce, easy to spell, not too similar to an existing street name and no nasty language (in any language/translation). 	
Storm Water Management Plan	Plan that is prerequisite to grading and drainage.	
Striping & Traffic Signal Plans	Plans showing new signing and striping on public streets and new or modification of existing traffic signals. Reviews completed by the Street Transportation Department.	Street Transportation Department
Structural Calculations	A structural analysis sealed by a structural engineer. Required with building plan submittal, if applicable.	

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Subdivision Plat	<p>A division or combination of parcels of land usually combined with dedication of public right of way or public easements. The source of the Final Subdivision Plat policy is Chapter 32 of the Phoenix City Code.</p> <p>All offsite improvement plans must be approved and bonds posted before the plat can be recorded. Site plan and bonding are prerequisites; add 14-90 days for City Council approval and recording.</p>	
Subdivision Signage	A review of subdivision sign submittals for compliance with the Zoning Ordinance.	https://phoenix.gov/pdd/
T		
Technical Appeal	A formal appeal requested by the applicant of a site plan or subdivision regarding a technical review decision made by the Planning & Development Department. Technical appeals relate to items such as right-of-way improvement, grading, dedications and are heard by the City Manager Representative within 30 days from the date the appeal is filed. Decisions can be appealed to the DAB and City Council.	https://www.phoenix.gov/pdd
Tenant List	A list of the tenants in a multi-tenant mixed used commercial development. Needed for a change of use to determine parking requirements. List is submitted directly to the reviewer.	
Traffic Study or Statement	A study to determine the impact of a change of zoning or new development and the recommended traffic mitigations. Review is completed by the Street Transportation Department.	
U V		
Variance	A request to allow a deviation from a development standard required by the Zoning Ordinance. The Arizona State Statutes and the Zoning Ordinance require that four (4) conditions exist on the subject property for a variance to be approved. The Zoning Administrator or Hearing Officer must find that these four conditions exist on the subject property to rule favorably on a variance request. It is the burden of the applicant to prove his or her case.	https://phoenix.gov/pdd/

Term	Definition	Additional Information
W		
Wall/Window Sign Plan Review	A review of wall or window sign submittals for compliance with the Zoning Ordinance. Cannot log in until use approval is verified.	
Water Infrastructure Coordination	A detailed analysis of domestic and fire flows demands to define the requirements. Submitted to and reviewed by Water Services Department, no fees required.	Water Services Department (WSD) https://phoenix.gov/waterservices/
Water Meter Fees	Fees required by Water Department. No time associated to fees.	Water Services Department (WSD) https://phoenix.gov/waterservices/
Water Plan	A plan design for construction of the water main pipe (12" lines and smaller by P&D, over 12" by WSD), fittings, and fire hydrants. Agreements prepared by WSD must be signed and notarized by the owner before the sewer permit can be issued. Grading and sewer permits must be issued with or before the water permit.	

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Z		
Zoning Approval	<p>An approval of a zoning request. The city of Phoenix Zoning Ordinance establishes standards and regulations to govern the use of land and structures as well as the review and approval of all proposed development of property in the city. The ordinance assures a development review process that will be comprehensive, consistent and efficient in the implementation of the General Plan and other adopted goals, policies and standards.</p> <p>In order to conserve and promote public health, safety and general welfare, and to aid in the harmonious, orderly and progressive development of the city, it is the intent of this ordinance that the development process be efficient, effective, equitable and respectful of the rights of property owners and the interests of citizens. It also is the intent of this ordinance to preserve and enhance aesthetic values; encourage the most appropriate use of land; and facilitate the adequate provision of transportation, water, sewage treatment systems, schools, parks and other public requirements throughout the city.</p>	<p>https://phoenix.gov/pdd/</p>
404 Permit Approved	<p>A permit required for working in 404 washes as designated by the Army Corp of Engineers.</p>	<p>Army Corp of Engineers</p>