City of Phoenix
PLANNING AND DEVELOPMENT DEPARTMENT

Project Information

FACT FINDING

Choose an item.	**Amanda Leon, 602.262.7383, amanda.leon@phoenix.gov, TM 5**
Site Planning:	Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov
Traffic:	Derek Fancon, 602.534.6316, derek.fancon@phoenix.gov
Civil Engineering:	Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov
Fire Prevention:	Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov
Solid Waste:	Megan Sheets, 602.534.3754, megan.sheets@phoenix.gov
Village Planning:	(North Mountain) Robert Kuhfuss, robert.kuhfuss@phoenix.gov, 602.534.1608
Other:	

Jump to: Review Summary

PROJECT INFORMATION

Address / Location:	1104 E. El Caminito Dr., Phoenix, AZ 85020		
Assessor Parcel Number(s):	160-06-148		
Number of Buildings and SF:			
Number of Lots/Dwellings:	20 Units	*Gross site acreage:*	5 AC
Adjacent to Light Rail?	No	*Adj. to County/City?*	not applicable
Archaeologically sensitive?	No	*Adj. to Park, Preserve, Trail?*	not applicable
Floodplain?	No	*Zoning District:*	R-3
Hillside?	HL	*Historic Preservation?*	not applicable
Infill area?	Single Family Infill	*Village:*	North Mountain
Impact Fee Service Area:	Balance of the City	*Zoning Map:*	J8
Council District:	6	*Rezoning Case(s):*	N/A
Quarter Section (QS):	Q25-29	*ZA Case(s):*	ZA-199-23
Census Tract:	1052	*Overlay District/SPD:*	N/A

APPLICANTS

Developer:		**Architect:**	Real Modern Terrain Art
☐ *Primary contact*	N/A	☐ *Primary contact*	Ben Brosseau 6926 E. 3rd St. Scottsdale, AZ 85151 (310) 429-6971 - Cell # ben@auxpr.com

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Kiva Project #:	**22-552**	**Fact Finding Written Only** **Prefab with interim Airstream hospitality.**
SDEV #:	2200073	
PAPP / FACT #:	260427	
Meeting Date:	7/6/2026	
Electronic Plan Review:	Yes ☒ No ☐	

SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

The following comments are provided by the Site Planner listed above, based on an evaluation of the Pre-Application submittal documents in regard to compliance with the Phoenix Zoning Ordinance, applicable sections of the Phoenix City Code, and applicable policy documents adopted by City Council or individual City departments.

ZONING ORDINANCE EVALUATION

☒ Rezoning/Density Waiver

Slope analysis required to determine density.

The maximum number of lots, or dwelling units into which hillside development area land shall be the sum of the number of lots or dwelling units allowed by the zoning district or the sum of the number of lots or dwelling units allowed in each category of land as shown by the following table whichever is the lesser number

Category Slope of Land	Maximum Number of Lots or Dwelling Units Per Gross Acre or as Allowed by Zoning District, Whichever is Less
10% to 14.9%	1.80
15% to 19.9%	1.10
20% to 24.9%	0.70
25% to 29.9%	0.50
30% to 34.9%	0.30
35% and over	0.20

There shall be no more lots or dwelling units created than permitted by the slope category, except that lots or dwelling units not placed in a slope category may be placed in a lower slope category so long as the total number of lots or dwelling units in the hillside development area shall not exceed the sum of the lots or dwelling units permitted in each slope category.

☒ Variance(s) Required

A variance could be required if the proposed lots are less than 120’ per table 710.C.2 Hillside Area Development Standards.

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☒ Rezone/Special Permit(s) Required	A rezone and special permit will be required to allow the RV Park (AirStream Resort).

If any of the above boxes are checked, please contact the Zoning Division of Planning & Development Department at zoning@phoenix.gov or 602-262-7131 Option 6, to discuss the necessary submittal materials and filing fees. Information and application forms are available online at Planning and Development Planning & Zoning Services (phoenix.gov).

SITE/CONTEXT PLAN EVALUATION

☐ Building Setbacks	Per Table 710.C.2 Front: 25 feet Rear: 15 feet Street side: 10 feet Interior sides: 10 feet
☒ Landscape Setbacks	Per Section 703.B: Adjacent to Street: Required Building Setback Interior Sides: 5' **See Section 703.B for planting requirements.**
☒ Lot Coverage	Per Table 710.C.2 Maximum Allowed Under Roof Disturbance: 25% per lot per Section 710 Non-Hillside Area: Max 50% plus an additional 10% for attached shade structures/ADU for a total of 60% Provide two lot coverage calculations on the site plan – hillside and non-hillside.

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☒ Disturbance	Per Table 710.C.2 Maximum Total Disturbance Allowed: 35% of Net Lot Area of 20,000 SF – Whichever is less. However, it appears there was PRE-1972 Disturbance on the lot. The Allowed Total Disturbance prior to the preliminary site plan and preliminary hillside/grading and drainage submittal. The pre-1972 disturbance calculation and disturbance line will need to be provided in the Hillside/Grading and Drianage Plan Review based on the 1971 aerial and 1971 topography. The historical aerial/topo is available at Central Records on the 7th Floor of City Hall (central.records@phoenix.gov) RECORDS REQUEST FORM (phoenix.gov)
☒ Building Height	Per Table 710.C.2 15 feet when within 10 feet of a single-family zoned district boundary, which height may be increased one foot for each additional one foot of building setback to the maximum permitted height of 2 stories and 30 feet, as measured from the natural grade of the property at any section through the structure.

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Team Leader:	**Choose an** item.

☒ Density/FAR:	Per Section 710.C.1 Slope analysis required to determine density. The maximum number of lots, or dwelling units into which hillside development area land shall be the sum of the number of lots or dwelling units allowed by the zoning district or the sum of the number of lots or dwelling units allowed in each category of land as shown by the following table whichever is the lesser number

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There shall be no more lots or dwelling units created than permitted by the slope category, except that lots or dwelling units not placed in a slope category may be placed in a lower slope category so long as the total number of lots or dwelling units in the hillside development area shall not exceed the sum of the lots or dwelling units permitted in each slope category.

☒ Pedestrian Connectivity	507 TAB A.II.A.6.1.4 & 6.3.2, 507 TAB A.II.B.4.3 & 6.3: Show walkways/accessible routes between parking, building entrances, amenities, and public sidewalks. There should be clear separation between pedestrian and vehicular traffic. 507 Tab A.II.B.6.1: Pedestrian walkways and gathering areas should be shaded 50% to encourage use. Shading can be achieved using architectural shade and/or shade trees at full maturity.

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☒ Common Areas (Multifamily)	Per 703.B.4: A. Active and passive leisure and outdoor recreation areas are to be provided and maintained in central locations for use by residents of the multi-family development. (1) **The total of such areas shall be a minimum of five percent of the gross site area.** (2) No portion of any area is to be less than two hundred square feet or less than twenty feet in width. **All common areas and amenities must be easily accessible.** B. Two or more of the following elements are to be provided in these areas: (1) Swimming pool. (2) Tot lot. (3) Barbecue and picnic areas. (4) Game courts. (5) Jogging and/or parcours. (6) Lawn or turf. Areas devoted to parking lots or driveways, principal or accessory buildings and required setbacks are not to be considered part of the open space area

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☒ Walls	Per Section 710: The area occupied and enclosed by fences or walls located within a hillside development shall be considered graded area and shall be shown on the grading and drainage plan as required by Section 32-32 of the City Code. No perimeter walls allowed. Retaining walls are a maximum 6' in height from top of footing to top of retaining wall on hillside lots per Chapter 32-32.Any additional retaining walls shall be set back from the first wall a min of 4' horizontally. Retaining walls over 4' in height shall be setback an additional 1' horizontal for every 1' vertical. The area between stepped retaining walls shall be improved with hardscape or landscaping as approved by PDD. If retaining walls cannot meet the standards outlined in Chapter 32-32 a hillside grading waiver is required. Section 703.A and 507 Tab A.II.A.7, C.6, City Code 32-32

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☒ Fact Finding Questions	1. Access, Easements, and Infrastructure Power-line burial timing — Can burial of the overhead line occur after interim activation, or must it precede it? – Per 507 Tab A.II.A.3.1.9, Coordinate site utility elements such as overhead power lines, transformers, meter boxes, backflow preventers, and fire protection devices, with landscape design to effectively diminish the impact of such elements on the site character. (P) Easement sequencing — Can the access easement be recorded before full replatting? – Dedicating an easement will be done during the PLAT process. 2. Interim-Use Entitlement Temporary use classification — Will the Airstream micro-resort be classified as a temporary use, a campground, or a hospitality use? – An airsteam resort will not be considered any of these uses and will be considered an RV Park. An RV Park requires a Special Permit in C-1, C-2, or C-3. Meaning, a rezone to C-1 will be required then a secondary rezone to C-1 SP (Special Permit) will be required. Unit count confirmation — Does the city support 20 temporary units based on fire access, spacing, and traffic neutrality? – A slope analysis will be required to determine the density allowed. If the slope analysis does not allow for 20 units a density waiver will be required. Density Waivers are submitted through the Zoning Team, for more information please contact Zoning at zoning@phoenix.gov. Duration limits — Is the two-year window acceptable, and can it be extended if infrastructure delays occur? – There are applications for plan review/permit extensions. 6. Replatting and Long-Term Entitlement Replat timing — Can replatting occur in parallel with interim use, or must it precede activation? – PLAT must be approved prior to any approval. Hillside disturbance limits — What disturbance thresholds apply during interim use vs.

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	permanent development? - Maximum Total Disturbance Allowed: 35% of Net Lot Area of 20,000 SF – Whichever is less. However, it appears there was PRE-1972 Disturbance on the lot. The Allowed Total Disturbance prior to the preliminary site plan and preliminary hillside/grading and drainage submittal. The pre-1972 disturbance calculation and disturbance line will need to be provided in the Hillside/Grading and Drianage Plan Review based on the 1971 aerial and 1971 topography. The historical aerial/topo is available Central Records on the 7th Floor of City Hall (central.records@phoenix.gov). Model-home approval pathway — What is required to place the United Tiny Homes model home on site during or after interim use? - They will need to have a permanent foundation and architecturally fit for the Hillside area. Buildings in hillside areas should be sensitive to and blend with the site through the use of techniques which consider appropriate proportion and scale to minimize the size, massing, bulk and height of visible portions of the structure. (P) (Section 507 Tab A II.A.9.6) Exterior building, roofing, fencing colors, materials, and retaining walls that are visible from adjacent property or adjacent streets should convey color, form, textures, and material that blend with natural conditions within the context area. (P) (Section 507 Tab A II.A.9.7) 7. HOA and Ongoing Operations HOA-managed units — Can select Airstream units remain on site post-interim for HOA-managed revenue? – Please see RV Park Response above. Community-room designation — Does the model home require a separate approval to function as an HOA community room? – Any changes made to final site plan requires a site plan amendment. 8. Economic and Programmatic Questions

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	Interim revenue acceptance — Does the city require any special licensing for short-term hospitality revenue? For questions about the Short-Term Rental Ordinance or permit requirements please contact STR staff at vacation.rental@phoenix.gov or 602-534-9723. Transition to the next infill site — What documentation is needed to demonstrate the temporary nature of the program?

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DESIGN REVIEW EVALUATION (SECTION 507 TAB A, ZONING ORDINANCE)

The following comments are provided by the Site Planner in order to highlight items which need to be addressed with the Preliminary Submittal. **(P) = Presumption**, and must be complied with, but allows the Site Planner room to negotiate alternatives for compliance. **(R) = Requirement**, and must be complied with unless a variance is approved per Section 307.A.9 of the Zoning Ordinance. **If marked (R*),** appeals are heard Design Review Committee. **If an item is NOT checked (☒), it does not mean it does not apply—it means no issues with compliance were identified at this time.**

SECTION A: SITE DESIGN/DEVELOPMENT		Issues/See Mark-Up	Comments
SECTION A1: DESERT PRESERVATION			
1.1	Preserve/salvage desert plants (P)	☒	A Hillside Inventory and Salvage Plan will be required. These are separate submittals with separate fees.
1.2	Maintain wash drainage (P)	☐	
1.3	Reflect on-site washes for surface drainage (C)	☒	
SECTION A2: GRADING AND DRAINAGE			
2.1	Preserve significant washes (P)	☒	
2.2	Natural drainage ways (P)	☒	
2.3	Retention integrated with landscape (P)	☒	
2.4	Retention usable as open space (P)	☐	
2.5	Retention/landscaped setbacks 50% (P)	☐	
2.6	**Minimize erosion (R)**	☐	
2.7	Maintain grades in context (P)	☒	
2.8	**Undisturbed open space (R)**	☒	
SECTION A3: LANDSCAPE ARCHITECTURE			
3.1	PLANT MATERIALS		A Hillside Inventory and Salvage Plan will be required. These are separate submittals with separate fees.
3.1.1	Preserve/salvage non-native (P)	☒	
3.1.2	Mixed maturity, 60% 2”, 40% 1” (P)	☐	
3.1.3	Low water use plants (P)	☒	
3.1.4	Transition of landscape themes (P)	☐	

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SECTION A3: LANDSCAPE ARCHITECTURE (continued)		**Issues/See Mark-Up**	**Comments**
3.1.5	Relate to distinctive context character (P)	☐	
3.1.6	**Adopted streetscape designs (R)**	☐	
3.1.7	Reinforce identifiable streetscape (P)	☐	
3.1.8	Revegetation on 4:1 slopes (P)	☒	
3.1.9	Coordinate utilities/landscape (P)	☒	
3.1.10	Trees adjacent to pedestrian, 6'8" clearance (P)	☐	
3.2	MAINTENANCE		
3.2.1	Undisturbed native vegetation (P)	☒	
3.2.2	**Landscaping for entire site (R)**	☐	
3.2.3	Permanent, automatic irrigation (P)	☒	
3.2.4	**Dust, weed control in phased development (R)**	☐	
3.3	HARDSCAPE		
3.3.1	Usable l/s, foundation planting <5000 (P)	☐	
3.3.2	Pavement: minimize light/glare (P)	☐	
3.3.3	Consider alternate paving materials (C)	☐	
3.4	Art / Water Elements		
3.4.1	Water features/benefit on-site users (P)	☐	
3.4.2	Public art integration (P)	☐	
SECTION A4: OPEN SPACE/AMENITIES			
4.1	Open space/amenities (P)	☐	
4.2	Usable shaded public spaces (P)	☐	
4.3	**Public parks/city standards (R)**	☐	
SECTION A5: TRAILS/PATHS			
5.1	**M.U.T.'s: outside wash/retention (R)**	☐	
5.2	M.U.T.'s: appropriate trail easements (P)	☐	
5.3	**Public collector/arterial streets: within 1/8 mile of primary/secondary trails (R)**	☐	
5.4	On street parking to trailheads (P)	☐	

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SECTION A6: PARKING/CIRCULATION		**Issues/See Mark-Up**	**Comments**
6.1	SURFACE PARKING		
6.1.1	**5% landscaping of surface lot* (R) *see standards tables 10% in C-1, C-2, C-3 & A-1**	☐	
6.1.2	**Landscaped planters, min. 5' wide (non-retail) (R)**	☐	
6.1.3	Screen car from street (P)	☐	
6.1.4	**Safety, convenience for pedestrians (R)**	☐	
6.1.5	Shade protected walkways, every 150' office/retail (P)	☐	
6.1.6	Curb cuts, preserve mature landscaping (P)	☐	
6.1.7	Shared access (P)	☐	
6.1.8	Continue setback for surface parking (P)	☐	
6.1.9	Minimize excessive paving (P)	☐	
6.2	PARKING STRUCTURES		
6.2.1	**Enclose within 150' of residential (R)**	☐	
6.2.2	**4' screening >150' of residential (R)**	☐	
6.2.3	Architectural embellishment/detailing (P)	☐	
6.2.4	Integrated lighting for safety (P)	☐	
6.2.5	**Rooftop lighting: 25' setback, 12' ht. (R)**	☐	
6.2	PARKING STRUCTURES (CONTINUED		
6.2.6	Queuing within structure (P)	☐	
6.2.7	Visibility at pedestrian entry/exit (P)	☐	
6.2.8	Street level occupied space (P)	☐	
6.2.9	Structure integrated with site (P)	☐	
6.2.10	Safe, clear, efficient internal circulation (P)	☐	
6.2.11	Consider landscaping at all levels (C)	☐	
6.3	ACCESS/CIRCULATION		
6.3.1	Non-residential should not access local/collector (P)	☐	
6.3.2	Separation of pedestrians, vehicles (P)	☐	
6.3.3	**Perimeter streets adj. to city of Phoenix parks (R)**	☐	

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SECTION A7: WALLS/FENCING		**Issues/See Mark-Up**	**Comments**
7.1	**No chain link, barbed wire visible from streets, residential (R)**	☒	Provide wall details.
7.2	Finished walls adjacent to arterial / collectors (P)	☒	
7.3	Articulate walls >150' adjacent to arterial/collectors (P)	☒	
7.4	**Remove temporary fencing > 1 year (R)**	☐	
SECTION A8: SITE LIGHTING			
8.1	Shield lighting source (P)	☒	Also see City Code Section 23-100.
8.2	Maximum 1 foot candle at property line (P)	☒	
8.3	**Fixture height, 15' within 150' of residence (R)**	☒	
8.4	Maximum fixture height, 25' non-residential (P)	☐	
8.5	Security lighting at service areas (C)	☒	
8.6	Compatible fixture design, character (P)	☐	
8.7	Safety: building entrances, public assembly, parking (P)	☐	
8.8	IESNA lighting levels, uniformity for non-residential /multi-family (P)	☐	
8.9	No neon, LED adjacent to residential (P)	☐	
SECTION B: BUILDING DESIGN/CONSTRUCTION		**Issues/See Mark-Up**	**Comments**
SECTION B1: PLACEMENT/ORIENTATION			
1.1	Maintain existing pedestrian paths/public areas (P)	☐	
1.2	Respect orientation of surrounding building/ streets (P)	☐	
1.3	Building orientation, windows, balcony/SF privacy (P)	☐	
1.4	Building orientation, min. heat gain, shade impact (P)	☐	
1.5	Maximize natural surveillance (P)	☐	
1.6	Design sensitivity adjacent to streets/residential (P)	☐	

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SECTION B: BUILDING DESIGN/CONSTRUCTION (continued)		**Issues/See Mark-Up**	**Comments**
SECTION B2: HEIGHT, BULK, AREA			
2.1	Respect scale, height of adjacent buildings (P)	☒	
2.2	Parapet max height 5’ / 7’ or height of equipment (P)	☒	
SECTION B3: ARCHITECTURE			
3.1	Temper corporate identity (P)	☐	
3.2	Integrate shade/canopy structures with primary buildings (P)	☐	
3.3	Consider solar consequences in building design (C)	☐	
3.4	Reduce building exposure to solar intensity (C)	☐	
SECTION B4: ARTICULATION			
4.1	Arch. embellishments, detailing on facades > 100’ (P)	☐	
4.2	Human scale, architectural distinction at ground level (P)	☐	
4.3	Identifiable, accessible bldg entrances from sidewalk (P)	☐	
SECTION B5: COLORS/MATERIALS		**Issues/See Mark-Up**	**Comments**
5.1	Multiple exterior materials: quality, durability (P)	☒	
5.2	Unified elements for multiple buildings on same site (P)	☐	
5.3	Limited use of plastic, fiberglass, reflective, finished materials. (P)	☒	
5.4	Corporate colors, graphics, vibrant colors as accent (P)	☐	
5.5	Metal buildings: 30% alt. materials on elevations (P)	☒	
SECTION B6: AMENITIES/ENVIRONMENTAL			
6.1	50% shading of pedestrian walkways, gathering areas (P)	☐	
6.2	Overhang, canopies, along pedestrian walkways (P)	☐	
6.3	Convenient, accessible walkways to bld. entry, transit (P)	☐	
6.4	Bus shelters incorporated in building design (C)	☐	

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SECTION B5: COLORS/MATERIALS (continued)		**Issues/See Mark-Up**	**Comments**
SECTION B7: SCREENING			
7.1	Screen service areas (P)	☐	
7.2	**Screen or integrate rooftop equipment with design (R)**	☒	
7.3	Architecturally compatible screening (P)	☐	
7.4	**Screen loading areas, mech / electrical equipment (R)**	☐	
7.5	All new/relocated electric lines <12 kv underground (P)	☐	
SECTION D: SPECIALIZED USES		**Issues/See Mark-Up**	**Comments**
SECTION D1: LARGE SCALE COMMERCIAL RETAIL			
1.1	BUILDING MATERIALS		
1.1.1	**Minimum of 3 ext. materials, 30% each elevation (R*)**	☐	
1.2	COMPATIBILITY		
1.2.1	Compatible arch. materials, colors, features (P)	☐	
1.2.2	Corporate, vibrant colors as accent only (P)	☐	
1.3	BUILDING MASS/ARTICULATION		
1.3.1	**Ped. scale architectural embellishment/detailing (R)**	☐	
1.3.2	Two defined entries (P)	☐	
1.3.3	One defined covered loading area (P)	☐	
1.4	BUILDING ACCENTS		
1.4.1	Quality building materials/detailing (P)	☐	
1.5	PUBLIC AMENITIES/ENVIRONMENT		
1.5.1	Functional shade along pedestrian routes (P)	☐	
SECTION D2: SERVICE STATIONS			
2.1(A)	Maximum canopy Ht. 16'; 14' to lowest point (P)	☐	
2.1(B)	**Flush/recessed lighting: enclosed structure (R)**	☐	
2.1(C)	**Flush/recessed lighting: open structure (R)**	☐	
2.1(D)	Similar fascia materials/colors as primary (P)	☐	
2.1(E)	Finished column treatment (P)	☐	

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PAPP / FACT #:	260427	
Meeting Date:	7/6/2026	
Electronic Plan Review:	Yes ☒ No ☐	

SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

SITE PLANNING REVIEW SUMMARY AND ADDITIONAL COMMENTS:

Hillside Requirements:

1. All excavated material shall be removed from lots and roadways or contained behind retaining walls or landscaped so that the slopes of any fill material will not be visible from any public street or private access ways. All cut slopes shall be chemically color treated to blend with the adjacent rocks or desert.
2. Panhandle, double frontage, and other unorthodox lots shall be permitted so long as it can be adequately demonstrated that this design will eliminate excessive cuts and fills and that no lot will be adversely affected by any other lot so arranged.
3. The panhandle portion of a hillside lot will not contribute to hillside grading area calculations if used solely for ingress/egress to a residence. The driveway within the panhandle, retaining walls required to build the driveway and a revegetated utility corridor directly adjacent to the driveway will be allowed and not included as disturbed area. Additional disturbance within the hillside panhandle portion of the lot will contribute to hillside grading area calculations.
4. Private access ways may be permitted to provide access to lots in lieu of the required street frontage. Each private access way serving one lot shall be a minimum of 20 feet wide with a minimum paved surface of 12 feet in width, and each private access way serving more than one lot shall have a minimum paved surface of 24 feet in width. Where needed, additional easements for draining or utilities shall be provided.
5. Disturbed areas outside of public right-of-way or private accessways, which are designated as slope easements for adjacent road construction, will not contribute to hillside grading area calculations if revegetated.
6. Maximum driveway grades shall not exceed 20 percent.
7. Building sites shall be located in accordance with recommendations of any required soils or geologic report and shall be free of any geological hazards or unsuitable soil conditions.
8. Development review standards shall be incorporated into the overall subdivision design as well as the individual lot design.
9. All excavated material shall be removed from the premises or maintained behind retaining walls or landscaped so that the slopes of any fill material will not be visible from any public street or private access way. All cut slopes shall be chemically color treated to blend with the adjacent rock or desert.
10. All utilities shall be installed underground in the streets and/or private access ways. Public water and sewer service shall be provided to each lot.
11. A minimum of five feet beyond a building wall or permanent fence should be considered as disturbed area and contribute to hillside grading area calculations unless it can be demonstrated that the wall can be constructed from one side. (P) (Section 507 Tab A II.A.9.2)

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SITE PLANNER:	Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov
Team Leader:	**Choose an** item.

12. Driveways in hillside areas should provide safe access while minimizing grading, visible cut/fills and retaining walls. Generally driveways in hillside areas should not exceed 12 feet in width. Additional width may be considered for curves, short driveway lengths, shared access, or joint vehicular/pedestrian access. (P) (Section 507 Tab A II.A.9.3)
13. Disturbed hillside areas should be revegetated with irrigation to prevent erosion and establish plant material of similar type, size, coloration and amount as the context area when mature. (P) (Section 507 Tab A II.A.9.4)
14. The grading of a hillside lot should minimize visible cut and fill to encourage gradual topographical transitions that blend with the natural grade and reduces visual scarring. (P) (Section 507 Tab A II.A.9.5)
15. Buildings in hillside areas should be sensitive to and blend with the site through the use of techniques which consider appropriate proportion and scale to minimize the size, massing, bulk and height of visible portions of the structure. (P) (Section 507 Tab A II.A.9.6)
16. Exterior building, roofing, fencing colors, materials, and retaining walls that are visible from adjacent property or adjacent streets should convey color, form, textures, and material that blend with natural conditions within the context area. (P) (Section 507 Tab A II.A.9.7)
17. Hillside development shall preserve ridgeline views and visible significant natural features such as mountain peaks. (R) (Section 507 Tab A II.A.9.8)

Each lot will require individual Hillside/Grading and Drainage Plan review that includes the Hillside Inventory/Salvage and the Hillside Revegetation Plans as part of the whole Hillside/G&D submittal set. Links to the required Checklists that identify what needs to be shown on each type of plan are provided below. You will also need to submit the Checklists filled out and signed by each registrant sealing the respective plan type. First Review is usually a 30-day review; 2nd Reviews are 15-20 day; depending on workloads and staff availability.

The Hillside/Grading and Drainage Plans must be approved PRIOR to submitting Building Plans. The Approved Hillside/Grading and Drainage Plans must be included in the Building Submittal as this is your Zoning Approval for the Building items you are proposing. The Building Department will not allow the Building Submittal unless the Approved Hillside Plans with the Hillside Reviewer Signature is included in the Building Submittal.

Hillside Single Family Checklist: https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00050r.pdf
Hillside Revegetation Checklist: https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00204.pdf
Hillside Inventory/Salvage Checklist: https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00192.pdf
Civil Engineering Grading & Drainage Checklist:
https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00494.pdf

ADDITIONAL HELPFUL LINKS

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SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

Hillside Documents: https://www.phoenix.gov/pddsite/Pages/hillsideindex.aspx
Civil Engineering Documents: https://www.phoenix.gov/pdd/development/sitecivil/civil or https://www.phoenix.gov/pdd/development/sitecivil/civil/grading-and-drainage OR Contact via email to request specific grading and drainage requirements at PDD.Civilreview@phoenix.gov

CODE REQUIREMENTS
Here are links to the Hillside Ordinance and Zoning Ordinance Sections that regulate Hillside Development Areas
https://phoenix.municipal.codes/CC/32-32
https://phoenix.municipal.codes/ZO/710
https://phoenix.municipal.codes/ZO/507_TabA (including, but not limited to, Section II.A.9 Hillside Development)

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Traffic Engineering Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

TRAFFIC REVIEWER:	**Derek Fancon, 602.534.6316, derek.fancon@phoenix.gov**
Team Leader:	**Choose an** item.

The following comments are provided by the Traffic Reviewer listed above, based on an evaluation of the Pre-Application submittal documents in regard to compliance with the Zoning Ordinance (primarily Section 702); City Code Chapters 31, 32, and 36; and applicable policy documents adopted by City Council or individual City departments.

DEDICATIONS

Existing Dedications	• 40' half street right-of-way for the south side of Butler Drive.
☐ **Required Dedications**	• None.
☐ **Abandonment Required**	• None.

REQUIRED IMPROVEMENTS

☐ **Street Improvements**	• None.
☒ **Driveways**	• Retrofit driveway per detail P1255-3. • Remove any existing unused driveways.
☐ **Streetlights**	• No streetlights are required.
☒ **Unused Driveways**	Remove all unused driveways and replace any broken or out-of-grade curb, gutter, and sidewalk on all streets.
☒ **ADA Compliance**	Update all existing off-site improvements (sidewalks, curb ramps, and driveways) to current ADA guidelines.

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TRAFFIC REVIEWER:	**Derek Fancon, 602.534.6316, derek.fancon@phoenix.gov**
Team Leader:	**Choose an** item.

☐ **Irrigation Laterals**	Existing irrigation facilities are to be undergrounded and relocated outside of City right-of-way. Contact SRP to identify existing land rights and establish appropriate process to relocate facility. Relocations that require additional dedications or land transfer require completion prior to obtaining plat and/or civil plan review approval. • Locations to be undergrounded and relocated are as follows:

VISIBILITY TRIANGLES AND LINES OF SIGHT

☐ **33' x 33' Visibility Triangle**	Provide a 33' x 33' visibility triangle in accordance with Section 31-13 of the City Code in the following locations: •
☐ **33' x 15' Visibility Triangle**	Provide a 33' x 15' visibility triangle in accordance with Section 31-13 of the City Code in the following locations: •
☒ **10' x 20' Visibility Triangle**	Provide a 10' x 20' visibility triangle in the following locations: • At driveways.
☐ **Line of Sight**	

STREET PAVEMENT CUT POLICY

Per City Code (Chapter 31, Article III, Section 31-49.1), a person that causes damage to the public street while working in the public right-of-way must repair the street at the person's sole cost and expense in accordance with City standards and specifications. Beginning July 1, 2017, **all street pavement cuts require asphalt resurfacing treatments** based on the age of the pavement. At minimum, any pavement cut into an existing pavement older than 24 months will require a slurry seal and/or microseal treatment. More detail regarding this policy is provided in the following document dsd_trt_pdf_00164.pdf.

TRAFFIC REVIEW SUMMARY AND ADDITIONAL COMMENTS:

What specific improvements must be completed before any interim use is allowed on the site?

Driveway to be retrofitted per City of Phoenix detail P1255-3.

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TRAFFIC REVIEWER:	**Derek Fancon, 602.534.6316, derek.fancon@phoenix.gov**
Team Leader:	**Choose an** item.

Can burial of the overhead line occur after interim activation, or must it precede it?

The overhead lines shall be placed underground if they are relocated.

Will the city accept a temporary access plan for Airstream operations prior to full hillside-standard compliance?

A temporary access plan will be accepted if it meets City of Phoenix guidelines. All driveways must be removed if they are no longer used.

Can the access easement be recorded before full replating?

Dedications can be recorded by separate instrument.

Does the city accept the rideshare-based visitor model as sufficient to avoid traffic mitigation? In 2019, 67% of group travelers arriving at Phoenix Sky Harbor selected rideshare over rental cars, reinforcing the applicant's assumption of a predominantly car-free visitor demographic.

No.

Does the city require a traffic memo or is the low-impact profile adequate?

A traffic impact statement will not be required unless the property is rezoned.

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Civil Engineering Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

The following comments are provided by the Civil Reviewer listed above, based on an evaluation of the Pre-Application submittal documents in regard to compliance with the Grading and Drainage Ordinance (Chapter 32A of the City Code) and applicable policy documents adopted by City Council or individual City departments.

GRADING AND DRAINAGE REQUIREMENTS

Provide on-site retention in accordance with the current City of Phoenix "Storm Water Policies and Standards Manual" (COP Policies and Standards Manual.book). The project shall not increase the 100-year, 2-hour peak runoff, change the time of the peak, nor increase the total runoff from its pre-development values. **In addition, this development must comply with the following:**

Applicant Questions:

4. Utilities and Environmental Health

- **Self-contained utility acceptance — Will the city accept onboard freshwater, greywater, and blackwater tanks with weekly pump-out? Please contact PDD Commercial Building at pdd.commercial.building@phoenix.gov. Per WSD, they don't allow any kind of holding tanks for RV parks even for interim use. You would be required to hook up to water and sewer.**
- **Pump-out provider requirements — Does the city require a specific type of licensed hauler? Please contact PDD Commercial Building at pdd.commercial.building@phoenix.gov**
- **No-grading confirmation — Can the interim use proceed without grading, trenching, or permanent utility installation? Refer to stipulations below.**

Per Proportionality Guidelines (TRT 00456):
When new site improvements, total disturbed area, and/or additions are less than 2,000 square feet, if less than one foot of fill or two feet of cut, the fill does not exceed 100 cubic yards, and there are no impacts on adjacent properties:
• No grading plans or additional retention is required.

The following stipulations will apply when new site improvements and/or building area exceed 2,000 square feet, a Grading and Drainage Plan will be required.

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Team Leader:	**Choose an** item.

☒ **Infill/Redevelopment Area**	This project has been designated as a Redevelopment and/or is located within the Infill Development area. **Consequently, this project is permitted to provide retention for the greater volume determined by two methods: "pre-vs-post" or "first flush".** • "Pre-vs-post" means that you must provide retention for the difference between pre-development and post-development runoff for the 100-year, 2-hour storm plus any existing retention basin volume. • For environmental reasons, the "first flush" of storm water runoff shall always be retained on-site (or treated in an equivalent manner). This volume must be greater or equal to 0.5 inches of runoff. • **Hillside lots with slopes that exceed 10% are permitted to provide pre vs post or first flush retention by right. The minimum standard is "First Flush" and consists of retaining or treating the first 0.5 inch of direct runoff from a storm event. If dynamic treatment is selected, then the minimum treatment intensity (i) is 0.25 inches per hour.**
☒ **Floodplain Review**	This site is not located within a special floodplain area.
☒ **Retaining Walls**	**If retaining walls are proposed**, provide structural drawings for all retaining wall heights and special conditions on the plans, structural calculations for all wall heights including surcharge loads on the plans, Special Geotechnical Inspection Certificate for soils, and Special Structural Inspection Certificate for retaining wall construction. • All retaining walls are to be reviewed, permitted, and inspected by the Building Safety Division of the Planning & Development Department. All retaining walls are to be in accordance with Section 703 of the Zoning Ordinance and Section 32-32 of the Subdivision Ordinance for specific wall height requirements. A use permit (public hearing) may be required for over-height retaining walls. • All retaining walls shall be separated by one foot horizontal distance for each one foot vertical height of the wall downslope, with a minimum separation of three (3) feet. The area between retaining walls shall be improved with hardscape or landscaping, including irrigation, as approved by the Planning and Development Department.

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CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

DRAINAGE REPORT or SUMMARY - Provide a Drainage Report or Summary with the first submittal of the G&D Plans per the requirements listed below:

a. For projects affected by offsite flows – Submit a **Drainage Report** developed in accordance with the "*Drainage Design Manual for Maricopa County, Volume I*" developed by the Flood Control District of Maricopa County. Discuss drainage concerns and proposed methods of addressing those concerns with the Civil Reviewer. Drainage Report fees will be included for projects with offsite flows. The REPORT should incorporate the following:

- **Refer to the Arizona Canal Diversion Channel Area Drainage Master Study that may be affecting the site.** ADMP/ADMS information can be obtained on Maricopa County's Flood Control District's website
- Verify existing site conditions
- Provide distribution on estimated flows
- Provide street capacity calculations
- Reference any as-built information available
- Provide a conclusion

b. For projects **NOT** affected by offsite flows – Submit a **Drainage Summary** that proves no offsite flows affect the site. The maximum length of the report shall be ten (10) pages. No additional report fees will be required for projects with no offsite flows. The following analysis options may be used:
- Reference the ADMP
- Engineer's site visit
- Peak flow based on a per acre basis
- Peak flow from Flo-2D
- Street flow calculations. Flow contained within the rights-of-way and do not flow through the site.
- Provide a conclusion

A Drainage Statement and Drainage Calculations shall be provided on the cover sheet of the grading and drainage plans.

If offsite storm water flows are found to affect the site, it may change layout requirements to allow for the separation and conveyance of flows.

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CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

STORM WATER MANAGEMENT PLAN (SWMP) & NOI REQUIREMENTS

☒ **SWMP not required; site under 1 acre**	This site does not have one (1) acre or more of disturbance and a SWMP is not required; however, there may be existing drainage facilities that are required to be protected during the course of construction of this site until the site is completely stabilized. Protection for the drainage facility will need to be shown as part of the grading and drainage plan. • Show Best Management Practices (BMP) details on plan sheets. Use the most current BMPs from the Flood Control District at the following website: http://www.maricopa.gov/2381/Best-Management-Practices-Fact-Sheets.

PLAT COMMENTS

A plat may be required to remove existing platted lines, establish new property lines, and dedicate all necessary easements/right-of-way. The following plat requirements apply:

- Per City Code 32-30.A.4 - Along both sides of all streets, adjacent to the right-of-way, an eight-foot public utility easement (PUE) shall be dedicated.

NOTE: These comments are provided to assist the developer and his engineer to determine the requirements for development at this time. These comments are intended to provide general guidance after a brief check of records readily available. They are good for one year from this date and are subject to change by ordinance or other legislation.

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CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

WATER AND SEWER REVIEW

The following comments have been provided in consultation with the Water Services Department (WSD). If you have questions, please contact the assigned Project Engineer listed at the top of this page, unless a direct contact for WSD staff has been provided for a specific item below.

For water and sewer questions please contact Water Resources and Development Planning Division on the 8th Floor, 602-495-5601.

Domestic Water Stipulations

Existing System	• Pressure Zone 3A • 4-Inch Substandard ACP Water Main within E El Caminito Dr **– Do Not Use - CIP Projects Number: WS85509079 Water Main Replacement within E El Camino Dr.** • 3-Inch Sub Standard ACP Water Main within N 11th St – Do Not Use • 6-Inch ACP Water Main within intersection of N 11th St and E Butler Dr

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CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

Main Extension and Upsizing Requirement	• Water main extension required.
	  ○ Remove the existing 3-Inch Substandard Water main within N 11th St connected to the 6-Inch ACP Water Main within intersection of N 11th St and E Butler Dr; Replace and extend with a new 6-In Min DIP Water main from the 6-Inch ACP to front the parcel within N 11th St. Reconnect all existing water service connections to the new main extension.
	Or
	  ○ New 6-In Min DIP Water main from the CIP Projects Number: WS85509079 Water Main within E El Camino Dr to front the parcel within N 11th Pl. **(This will require waiting until the CIP Project is completed and accepted for connection and use)**
	• Per City Code Chapter 37-33, a water main extension and pipe appurtenances shall be required in the right-of-way and/or a private accessway. All bounding streets must have water main frontage to the proposed development. For water quality purposes, a looped connection is preferred by the Water Services Department (WSD). The design of the new water main shall comply with the P&D's Water Checklist and the WSD Design Standards Manual for Water & Wastewater Systems (DSM).
	• If a water/sewer main extension is required for offsite work a separate plan set shall be submitted.

Connection Points and Water Taps	• Connect to the newly extended water main in either; N 11th Pl or N 11th St • WSD maps shows no water service connections to the parcel • Indicate water connection location on site plan at preliminary submittal.
Easement Stipulation	• A water main in an easement shall follow the Easement Requirements per WSD's Design Standards Manual (Pages 10-14). No permanent structures are allowed to be constructed within a water or sewer easement.
Other Stipulations	• When multiple distribution mains in the same pressure zone are adjacent to a development, all service connections shall be taken from the largest diameter main or as approved by WSD through the Technical Appeal process. • Chapter Code 37-48 and 28-29(C) does not allow water or sewer services to cross through property lines. A technical appeal from WSD will be required if any services cross property lines. This could be a result of the lot split or replat, "including domestic water, fire line, and sewer services".

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Civil Engineering Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

Fire Flow Stipulations

Please provide fire flow requirements for the development according to the City of Phoenix Building/Fire code with the pre-app/ preliminary site plan submittal.

Fire flow Test Location	• When requesting a fire flow test, please request that the 6-Inch Zone 3A main within N 11th St to be tested
Upsizing Requirement	• If Fire flow cannot be met, upsizing or looping shall be required as determined by the City.
Fire Hydrant Locations	• Fire hydrant spacing requirements apply to all new developments, including those that do not need to install new public water mains. The spacing and location of public fire hydrants shall meet the City's Fire Code requirements, or as approved by the Fire Department.

Sewer Stipulations

Existing System	• 8-Inch VCP Sewer main within N 11th St
Main Extension and Upsizing Requirement	• None. • No sewer capacity issues at this time. Please be advised that capacity is a dynamic condition that can change over time due to a variety of factors. • Per City Code Chapter 28-22 & 28-29, a sewer main extension shall be required in the right-of-way and/or in a private accessway. Install the sewer main only to the point of need. The design of the new sewer main shall comply with the P&D's Checklists and the WSD Design Standards Manual for Water & Wastewater Systems (DSM). • If a water/sewer main extension is required for offsite work a separate plan set shall be submitted.
Connection Points and Sewer Taps	• Existing system: ○ 8-inch main within E Butler Dr. • WSD maps shows no sewer service connections to the parcel • Multifamily and Commercial use requires - 6-inch minimum sewer taps. • Indicate sewer connection location on site plan at preliminary submitta

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CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

Easement Stipulation	• A sewer main in an easement shall follow the Easement Requirements per WSD's Design Standards Manual (Pages 10-14). No permanent structures are allowed to be constructed within a water or sewer easement.
Commercial and Industrial Wastewater Pretreatment Requirement	• Commercial and Industrial Wastewater Pretreatment Requirements For Commercial Facilities: Food Service Establishments, Automotive Repair, Carwashes, Dental, Hospitals, Laundromats, People and Pet Grooming Facilities, Bakeries, Butcher Shops, Breweries, Coffee Houses, RV and all other sediment/solids, fats, oils, or grease producing operations will be required to install a City of Phoenix approved pretreatment device. Dump Stations will require signage prohibiting dumping of harmful pollutants – only domestic RV wastes are allowed. The plumbing drawings shall include the location of all exterior pretreatment devices and the engineering calculations for size determination, additionally reference to the location of pretreatment devices and dump stations is required on the site plan. For more information got to: https://www.phoenix.gov/waterservices/envservices/comminsp • Please contact Ruben Martinez in WSD at 602-495-0278 for all industrial or commercial facilities listed in these comments.
Other Stipulations	• Chapter Code 37-48 and 28-29(C) does not allow water or sewer services to cross through property lines. A technical appeal from WSD will be required if any services cross property lines. This could be a result of the lot split or replat, “including domestic water, fire line, and sewer services”.

Miscellaneous Stipulations

Repayment	• None
Large Water User Ordinance (Ordinance G-7237)	• Developments that use an average of 250,000-gallons of water or more per day are required to provide a Water Conservation Plan. In addition, developments that use an average of 500,000-gallons of water or more per day are required to demonstrate a minimum of 30% water reuse in the Water Conservation Plan. • The Water Conservation Plan must be reviewed and approved by the Water Services Department (WSD) prior to preliminary site plan approval.

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SDEV #:	2200073	
PAPP / FACT #:	260427	
Meeting Date:	7/6/2026	
Electronic Plan Review:	Yes ☒ No ☐	

Civil Engineering Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

CIP Project	• Projects: Please be aware that City of Phoenix Capital Improvement Project **# WS85509079** is in the Planned phase, tentative project schedule Start Date: 9/1/2027 End Date: 6/30/2030 , scheduled to Water Main Replacement: Griswold Rd – Butler Ave / 7th St – 12th St; Install 9,751 feet of water main.. CIP projects may or may not move forward due to budget constraints. Public can check the City's CIP projects website for updates: https://www.phoenix.gov/waterservices. Regardless of the CIP project status, the development is required to verify the domestic water and fire flow needs and upsize the existing water main as needed before occupancy.

General Stipulations:

- Per City Code Chapter 37-33, all public streets bounding (along property frontage) and within a proposed development must have public water mains within them, if none exists, developer must install.
- The information contained above is based on existing conditions and circumstances. Please be advised that available capacity is a dynamic condition that can change over time due to a variety of factors. For that reason, the City of Phoenix is only able to provide assurance of water and sewer capacity at the time of preliminary site plan approval, building permit, or PCD master plan approval. If you are in the City's service area, it is our intent to provide water and sewer service. However, the requirements for such water and sewer service are not determined until the time of application for site plan, PCD master plan, or building permit approval. These requirements will be based on the status of our water and sewer infrastructure at the time the application is submitted. For any given property, these requirements may vary over time to be less or more restrictive depending on the status of our infrastructure.

PRIVATE WATER AND SEWER

1. All onsite water lines, including those required for fire protection, shall be private plumbing lines subject to the Phoenix Plumbing Code.
2. All new onsite sanitary sewer lines shall be private plumbing lines.
   - These lines are subject to the Phoenix Plumbing Code, or the Arizona Department of Environmental Quality (ADEQ) Aquifer Protection Program (APP) General Permit 4.01 in accordance with Arizona Administrative Code Title 18, Chapter 9, Section E301 (AAC R18-9-E301), whichever is applicable.

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Electronic Plan Review:	Yes ☒ No ☐	

CIVIL REVIEWER:	**Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov**
Team Leader:	**Choose an** item.

- Refer to the web-site provided for information on the APP General Permit 4.01: http://legacy.azdeq.gov/environ/water/permits/app.html.

Water and Sewer Review Summary and Additional Comments

1. Please note that any unused public water or sewer services serving this site must be abandoned. Information on how to request abandonment of existing services may be obtained at Civil Permits, Water Services, and Addressing counter on the 2nd floor of City Hall.
2. WSD has a new Water and WasteWater Design Standards Manual for 2020. You can download it from the following link: https://www.phoenix.gov/waterservices/publications/design-manuals/systems
3. The water distribution system, including fire protection, within this project will be a private system, owned and maintained by the property owner(s) or association. The system will be reviewed and inspected by the Building Safety Section of the Planning and Development Department.
4. The sanitary sewer collection system within this project will be a private system, owned and maintained by the property owner(s) or association. The system will be reviewed and inspected by the Building Safety Section of the Planning and Development Department.
5. Any unused services shall be abandoned by City forces. New services, or information on abandoning existing services, may be obtained at Civil Permits, Water Services, and Addressing counter on the 2nd floor of City Hall.

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Electronic Plan Review:	Yes ☒ No ☐	

Fire Prevention Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

FIRE REVIEWER:	**Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov**
Team Leader:	**Choose an** item.

The following comments are provided by the Fire Prevention Reviewer listed above, based on an evaluation of the Pre-Application submittal documents in regard to compliance with the 2012 City of Phoenix Fire Code (based on the 2012 International Fire code, as amended) and applicable policy documents. For more information, please visit: https://www.phoenix.gov/fire/prevention/fire-code.

FIRE FLOW DATA

1. Fire flow shall meet the requirements of the 2018 IFC Section 507 and Appendix B. Total square footage of each building ******, and building construction type ******. Required GPM is ******. Obtain a City of Phoenix Water Services Department flow test from 4" port, dated within 365 days to confirm that the public main can supply the minimum fire flow. No reductions are allowed for NFPA 13D or 13R systems. To obtain a City of Phoenix Water Services Department flow test, please call 602-262-6551, option 2, then option 1.
2.

FIRE APPARATUS ACCESS ROADS

☐ **Access Adequate**	**Fire Department access to buildings and facilities site uses appears adequate.**

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Electronic Plan Review:	Yes ☒ No ☐	

Fire Prevention Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

FIRE REVIEWER:	**Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov**
Team Leader:	**Choose an** item.

☐ **503.1.1 Buildings and Facilities**	Approved fire apparatus access roads shall be provided for every facility, or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. Exception: The fire code official is authorized to increase the dimension to 350 feet where one or more of the following apply (suject to an appeal): • The building is equipped throughout with an approved automatic sprinklers system installed in accordance with Section 903.3.1.1, 903.3.3.1.2 or 903.3.1.3. • Fire apparatus road cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided. • There are not more than two Group R-3 or Group U occupancies. • The facility is equipped with an automatic standpipe system in accordance with Section 905.
☐ **503.2.1.1 Dimensions**	Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 14 feet.
☐ **503.2.1.3 Surface**	Fire apparatus access roads shall be designed to and maintained to support a minimum imposed live load of 70,000 pounds with a maximum axle load of 28,000 pounds. Fire apparatus access roads shall be provided and maintained with all-weather driving capabilities surface. When a surface other than paving is used for a fire apparatus access road it shall comply with Section 503.3.
☐ **503.2.4 Turning Radius**	Fire apparatus access roads shall have a minimum 45 foot centerline radius (35 foot inside radius, 55 foot outside radius) on curves (see Appendix D).

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Electronic Plan Review:	Yes ☒ No ☐	

Fire Prevention Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

FIRE REVIEWER:	**Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov**
Team Leader:	**Choose an** item.

☐ **503.2.5 Dead Ends**	Dead-end fire apparatus access roads in excess of 150 feet in length shall terminate in an approved turnaround at the end of the fire apparatus access road (see Appendix D).
☐ **503.2.1.7 Grade**	The grade of the fire apparatus access road shall not exceed 15 percent (15 feet in 100 feet). Cross-slope of an access road shall not exceed a depth of 6 inches.
☐ **503.2.1.12 Vehicle Passing Points**	When fire department access roads exceed 300 feet in length, vehicle passing points shall be installed at intervals not to exceed 300 feet. Vehicle passing points shall be a minimum of 30 feet in width, exclusive of shoulders, and 50 feet in length.

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Fire Prevention Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

FIRE REVIEWER:	**Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov**
Team Leader:	**Choose an** item.

FIRE HYDRANT REQUIREMENTS

☐ **Hydrants Adequate**	**Hydrant coverage appears adequate as exists or as proposed.**
☐ **507.5.1 Where Required**	Where a portion of a facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official. For secondary hydrants the distance requirement shall be 700 feet. Exceptions: • For Group R-3 and U occupancies the distance shall be 600 feet. • For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet.
☐ **507.5.1.2.5 Hydrants on Major Streets**	Fire hydrants on major streets, collector streets, or any other streets that are not divided by raised median islands or light-rail tracks can be included in the coverage analysis. If those streets classes are divided by raised median islands or light-rail tracks then the existing fire hydrant can only be included in the coverage analysis if its location is on the same side of the median as the new development.
☐ **507.5.1.2.6 First New Hydrant**	The first new fire hydrant shall be located at the street intersection or at the main entrance(s) into a subdivision, apartment complex, or commercial development. Additional hydrants shall be spaced per Section 507.5.2.9.
☐ **507.5.1.2.8 Parking Areas**	In open-air, on-grade parking areas at least one fire hydrant shall be located within 600 feet of all areas.
☐ **507.5.1.2.9 Distance to Fire Department Connection (FDC)**	At least one fire hydrant shall be located within 200 feet of a fire department connection supplying building fire protection systems. The distance between the hydrant and the FDC shall be measured along the path of the fire apparatus access road and as firefighters would lay hose. See also Section 912.
☐ **507.1.2.7 Additional Hydrants**	Fire hydrants shall be spaced approximately 500 feet apart in single-family residential developments and shall be approximately 300 feet apart in all other development types. The distance between hydrants shall be measured along the path of the fire apparatus access road.

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Electronic Plan Review:	Yes ☒ No ☐	

Fire Prevention Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

FIRE REVIEWER:	**Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov**
Team Leader:	**Choose an** item.

☐ **507.5.1.1. Hydrant for standpipe system**	Buildings equipped with a standpipe system installed in accordance with Section 905 shall have a fire hydrant within 100 feet of the fire department connections.
☐ **905.3 Required installations (standpipes)**	Standpipe system shall be installed where required by Sections 905.3.1 through 905.3.8. Standpipe system are allowed to be combined with automatic sprinkler system.
☐ **510.1 Emergency responder radio coverage in new buildings**	Emergency responder radio coverage in new buildings. New buildings shall have approved radio coverage for emergency responders within the building based on the existing coverage levels of the public safety communication systems utilized by the jurisdiction, measured at the exterior of the building. This section shall not require improvement of the existing public safety communication systems.

ADDITIONAL PERMITS:

☐ **Fire Alarm**	☐ **Gates**
☐ **Sprinklers**	☐ **CO2**
☐ **Underground Emergency Access**	☐ **High pile**
☐ **Emergency responder radio coverage (fire dept)**	☐ **Other:**

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Electronic Plan Review:	Yes ☒ No ☐	

Fire Prevention Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

FIRE REVIEWER:	**Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov**
Team Leader:	**Choose an** item.

FIRE PREVENTION REVIEW SUMMARY AND ADDITIONAL COMMENTS:

1.

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Electronic Plan Review:	Yes ☒ No ☐	

Solid Waste Review

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

SOLID WASTE REVIEWER:	**Megan Sheets, 602.534.3754, megan.sheets@phoenix.gov**
Team Leader:	**Choose an** item.

The following comments are provided by the Solid Waste Reviewer listed above, based on an evaluation of the Pre-Application submittal documents in regard to compliance with Chapter 27 of the City Code and applicable policy documents. For more information, please visit: https://www.phoenix.gov/publicworks/garbage.

1. No solid waste questions provided.

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Electronic Plan Review:	Yes ☒ No ☐	

Review Summary

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

TEAM LEADER:	Choose an item.
Site Planning:	Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov
Traffic:	Derek Fancon, 602.534.6316, derek.fancon@phoenix.gov
Civil Engineering:	Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov
Fire Prevention:	Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov
Solid Waste:	Megan Sheets, 602.534.3754, megan.sheets@phoenix.gov
Village Planning:	(North Mountain) Robert Kuhfuss, robert.kuhfuss@phoenix.gov, 602.534.1608
Other:	

THE NEXT STEP FOR THIS PROJECT IS:

☐ **Preliminary Review**	**This project is ready to move on to Preliminary Review.** Please refer to the attached documents: Preliminary Review Checklist, and Fees for Preliminary Review for submittal requirements and required review fees. **However, please make sure the following items have been addressed prior to your Preliminary Review Submittal:** • List item
☐ **Submittal of Minor Site Plan and Final Plans**	**This project is being reviewed under the City's Minor Review process and is now ready for submittal of a Minor Site Plan and other Final Plans as indicated in this report.** Please refer to the attached Minor Site Plan Checklist. **Minor Site Plan and other Final Plan fees are due at the time of submittal.**
☐ **Follow-Up Pre-Application**	**This project requires significant changes in design or entitlements.** Please revise per the comments provided in these notes and resubmit for another Pre-Application meeting. **The fee for a Follow-Up Pre-Application is $780.**
☐ **One-Plan Resubmittal (email)**	**This project requires certain plan revisions to be reviewed by the Project Review Team before the next step can be determined.** Please make the changes noted below and email a PDF of the revised plans (or other documentation) to the Team Leader at the email address provided above. The Team Leader will contact you with directions for your next steps after consulting appropriate staff.

COMMENTS RELATED TO NEXT STEPS:

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Electronic Plan Review:	Yes ☒ No ☐	

Preliminary Review Checklist

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

PLEASE SUBMIT THE FOLLOWING FOR PRELIMINARY REVIEW (if checked):

☒ **Preliminary Site Plan**	6 copies, max 24" x 36" and folded no larger than 9" x 12".
☒ **Preliminary Building Elevations**	2 copies, **colored**, max 24" x 36" and folded no larger than 9" x 12".
☒ **Preliminary Landscape Plan**	2 copies, max 24" x 36" and folded no larger than 9" x 12".
☒ **Preliminary Grading and Drainage Plan**	3 copies, max 24" x 36" and folded no larger than 9" x 12".
☒ **Preliminary Shade Plan**	2 copies, max 24" x 36" and folded no larger than 9" x 12".
☐ **Drainage Report**	2 copies
☐ **Traffic Impact Analysis**	2 copies, separate submittal
☐ **Fire Flow Test Results**	2 copies
☒ **Complete Streets Form (completed)**	1 copy
☒ **Pre-Application Notes (this document)**	1 copy
☒ **Preliminary Submittal Fee Sheet**	1 copy, **together with payment** (see below if submitting electronically).
☒ **PDF files of all documents**	1 copy of each, on USB drive if not submitted by email

WHAT YOU NEED TO DO TO SUBMIT FOR PRELIMINARY REVIEW:

1. Make sure any special instructions listed on the previous page ("Review Summary") have been completed as directed. **The submittal will not be accepted otherwise.**
2. **If submitting electronically:**
   - Apply online through SHAPE PHX under Application > Site Plan Submittals and then "PAPP" submittal option from the dropdown menu.
3. **If submitting paper copies:**
   a. Contact the assigned Site Planner listed on this report set up an appointment to review your Preliminary Submittal**. Please allow for at least three days' notice when setting up this meeting.**
   b. Bring all of the items (and correct number of copies) listed in the table above, together with the required fee (see attached "Fees for Preliminary Review" sheet), to the meeting with your Site Planner.
   c. Your Site Planner will review the submittal, and if complete, will send you to the Payments and Submittals counter (2nd Floor, City Hall) to submit and pay for the Preliminary Review.
4. **Partial submittals, and/or submittals without fees, will not be accepted.**

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Preliminary Review Checklist

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

BASE INFORMATION (to be included on all plans)

☒ Name, address, telephone number, and email address of the property owner and design professional who prepared the plan.

☒ Scale (engineering scale; 1" = 10' through 1" =40" permitted). Additional smaller-scale drawings of the overall site or planning area to show context are permitted.

☒ Vicinity map.

☒ North arrow. North shall be top or right of plan.

☒ Show and dimension all of the following:

- Parcel/lot boundary lines (tie to street monument). Show lease lines if necessary to proposal.
- Building and landscape setbacks, plus distances between buildings and other structures.
- Existing and proposed screen walls, fences, and retaining walls (including all heights).
- All existing and proposed easements, rights-of-way, with dimensions.
- All existing and proposed off-site improvements (curb, gutter, sidewalk, transit pads, etc). Include measurements for both monument line to back of curb (BOC) and monument line to face of curb (FOC).
- All existing and proposed driveways, including driveway widths.
- Required visibility triangles and sight lines at driveways and intersections (10' x 20'; 33' x 33', etc.)
- City limit lines, if abutting.

☒ Property address and APN (Assessor Parcel Number)

☒ Site acreage: both gross and net.

☒ 5" x 5" clear area in lower right hand corner of <u>all sheets</u> for approval stamps.

☒ Existing buildings to remain, and proposed new structures, with proposed uses.

☒ Show all significant natural features (rock outcroppings, washes, existing trees, etc)

☒ Show and label all proposed safety curbing and surface materials (asphalt, decomposed granite, turf, etc.)

☒ Dimensions of all landscape islands and areas (minimum 5' width inside of curbs).

☒ Show and label all existing and proposed fire hydrants.
Show and label all proposed accessible routes to building entrances, public sidewalks, transit stops, and accessible parking spaces.

☒ All existing and proposed underground utilities (water, sewer, telecom, irrigation, electric, etc), including any related above-ground facilities such as transformers, poles, or irrigation controls.

PRELIMINARY SITE PLAN – provide base information (above) plus the following:

<u>Zoning Summary</u>:

☒ Existing and proposed zoning.

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Preliminary Review Checklist

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

☒ Proposed zoning development option (if applicable).
☐ Zoning Adjustment (variance/use permit) information: case number(s), nature of request, stipulations
☐ Rezoning/Special Permit information: case number(s), stipulations of approval

Development Summary:

☒ Existing and proposed use(s).
☒ Total square footage of structures proposed for the site, with individual square footage of each building.
☒ Lot coverage calculations
☒ Legal description
☒ Project description
☐ Residential density calculations, indicating total number of dwelling units and dwelling units per acre
☒ Proposed phase lines for phased developments
☒ Proposed site wall/fence details with dimensions, materials, colors, and heights.
☐ Shaded walkway detail within parking lot.

Structures:

☒ Proposed building entrances
☒ Proposed roof overhangs and canopies
☒ Proposed building/structure heights (stories/feet), relative to finished floor elevation
☒ Location of service areas.

Site Features:

☒ Location of height of light fixtures and poles
☐ Location and size of refuse containers
☒ Locations of overhead utilities and poles on and adjacent to the site.

Traffic/Parking:

☒ All existing and proposed parking areas
☒ Number of total parking spaces required and provided (show calculations)
☒ Number of accessible parking spaces required and provided (show calculations)
☒ Dimensions of typical parking stalls, accessible stalls, maneuvering areas, drive aisles, and parking islands
☒ Typical angle of parking if not 90 degrees.
☒ Fire lanes (20' minimum width, 14' minimum vertical clearance, 45' minimum radius for turning movement).
☐ Parking structure stall/aisle layout for each level.
☒ Location and size of loading docks/loading areas (show calculations).

Site Plan Notes (place all checked notes on plan):

☒ "Development and use of this site will conform with all applicable codes and ordinances."
☒ "All new or relocated utilities will be placed underground."

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SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

☐ "Structures and landscaping within a triangle measured back 10' from the property line and 20' along the property line on each side of the driveways entrances will be maintained at a maximum height of 3'."

☐ "Structures and landscaping within a triangle measuring 33' x 33' along the property lines will be maintained at a maximum height of 3'."

☐ "An association, including all property owners in the development, will be formed and have responsibility for maintaining all common areas noted as "Tracts" or "Easements", including private streets, landscaped areas, and drainage facilities in accordance with approved plans."

☒ "Any lighting will be placed so as to direct light away from adjacent residential districts and will not exceed one foot candle at the property line. No noise, odor, or vibration will be emitted at any level exceeding the general level of noise, odor, or vibration emitted by uses in the area outside of the site."

☒ "Owners of property adjacent to public rights-of-way will have the responsibility for maintaining all landscaping located within the rights-of-way, in accordance with approved plans."

☐ "All rooftop equipment and satellite dishes shall be screened to the height of the tallest equipment."

☐ "All service areas shall be screened to conceal trash containers, loading docks, transformers, backflow preventers and other mechanical or electrical equipment from eye level adjacent to all public streets."

☐ "Barbed, razor, or concertina wire (or similar) shall not be used on this site where visible from public streets or adjacent residential areas."

☐ "All signage requires separate reviews, approvals, and permits. No signs are approved per this plan."

☐ "Gates are to remain open, or are to open automatically, between the hours of _____ and _____."

☒ Please consider placing the following note (signed and dated) on the site plan to authorize minor amendment to the plan in the future:

I consent to the reproduction of this site plan provided that if modifications are made, the professionals who make such changes assume full responsibility and liability for the modified portions of the plan.

_____ _____

SIGNATURE OF COPYRIGHT OWNER *DATE*

_____

PRINTED NAME OF COPYRIGHT OWNER

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Preliminary Review Checklist

COMMERCIAL/MULTIFAMILY PRE-APPLICATION

SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

PRELIMINARY BUILDING ELEVATIONS – provide the following:

☒ Colored elevations of all sides of all buildings.
☒ Label proposed building materials, textures, and colors.
☒ Building heights. Show dimensions above grade to roof and any parapets, and to chimneys, spires, etc.
☒ Locations of any rooftop mechanical equipment (show that they are screened).
☐ Conceptual locations of signs (all signs required separate reviews and permits).

PRELIMINARY LANDSCAPE PLAN – provide base information (above) plus the following:

☒ Locations and identification of all existing on-site landscape materials.
☒ Proposed landscape materials: groundcover, trees, shrubs.
☐ Identify any trees in the ROW currently maintained by the City (Parks or Streets).
☒ Proposed locations of retention basins and other drainage facilities.
☒ Proposed slopes and heights/depths of berms, basins, and channels.
☒ Method of dust control in parking/maneuvering areas and future phases of development.
☐ Location 10% slope line for Hillside lots.
☐ Proposed water features.

PRELIMINARY SHADE PLAN – provide base information (above) plus the following:

☒ Locations and identification of all existing on-site landscape materials to remain, including in the ROW.
☒ Proposed trees.
☒ Proposed structural shade (from buildings, canopies, awnings, etc.)
☒ Projected shade (indicated with cross hatching/shading).
☐ Shade calculations for the summer solstice at 12 noon.

PRELIMINARY GRADING PLAN – provide base information (above) plus the following:

☒ Existing contours.
☒ Grades on adjacent properties/top of curb elevations.
☒ Proposed site grading with spot elevations, contours, flow arrows, and finished floor elevations.
☒ Proposed locations of retention basins and other drainage facilities.
☒ Show retention volume calculations.
☒ Proposed slopes and heights/depths of berms, basins, and channels.
☐ Cross-sections at edge of site.

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Kiva Project #:	**22-552**	**Fact Finding Written Only** **Prefab with interim Airstream hospitality.**
SDEV #:	2200073	
PAPP / FACT #:	260427	
Meeting Date:	7/6/2026	
Electronic Plan Review:	Yes ☒ No ☐	

SITE PLANNER:	**Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov**
Team Leader:	**Choose an** item.

☐ Floodplain limits/floodways.

ADDITIONAL SUBMITTAL REQUIREMENTS:

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PAPP / FACT #:	260427	
Meeting Date:	7/6/2026	
Electronic Plan Review:	Yes ☒ No ☐	

City of Phoenix
PLANNING AND DEVELOPMENT DEPARTMENT

Meeting Sign-In Sheet

DEVELOPMENT PRE-APPLICATION

TEAM LEADER:	Choose an item.
Site Planning:	Manuel Chaparro, 602.495.7457, manuel.chaparro@phoenix.gov
Traffic:	Derek Fancon, 602.534.6316, derek.fancon@phoenix.gov
Civil Engineering:	Michelle Flores, 602.534.7396, michelle.flores@phoenix.gov
Fire Prevention:	Karen Roberts, 602.495.5586, karen.roberts@phoenix.gov
Solid Waste:	Megan Sheets, 602.534.3754, megan.sheets@phoenix.gov
Village Planning:	(North Mountain) Robert Kuhfuss, robert.kuhfuss@phoenix.gov, 602.534.1608
Other:	

Name:	*Address or Company:*	*Phone and Email:*

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PAPP / FACT #:	260427	
Meeting Date:	7/6/2026	
Electronic Plan Review:	Yes ☒ No ☐	