

FORMAL SITE PLAN SUBMITTAL APPLICATION PACKET

PINAL COUNTY COMMUNITY DEVELOPMENT

FOR COMMERCIAL / INDUSTRIAL / MULTIPLE-FAMILY / CIVIC SPECIFIC SITE PLAN REVIEW IN
UNINCORPORATED PINAL COUNTY, ARIZONA

(A Pre-Application Meeting is Required Prior to Formal Submittal)

How does the Specific Site Plan Review work after formal submittal?

Copies of the Site Plan will be distributed to the various departments for their review, as appropriate. Site plans are reviewed administratively by staff in Community Development.

If the proposed site plans do not meet all requirements, you will receive written notification of corrections needed. If you received notification of corrections, the time needed to complete your site plan will depend on how quickly you and your consultant make the necessary corrections and return them to our office.

When the proposed Site Plans comply with all requirements, you will be notified of the approval. Your approved site plans will be forwarded to Building Safety for verification and incorporation into the approved construction documents. You will then be notified by Building Safety when your permit is available for pickup.

A zoning clearance will not be issued by the Planning Division nor a building permit from Building Safety until the final Site Plan has been approved.

ESTIMATED PROCESSING TIMES:

Review Timeframe	
Administrative Review	7
First Substantive Review	29
Second Substantive Review	29
Third Substantive Review (if necessary)	19
Subsequent Reviews (if necessary)	13
*Final Approval	9

* Every case at final approval is subject to a 7 working day compliance review processing and 2 working days final processing out. All fees must be paid prior to Building Permit issuance.

Guide to Submitting Online:

<https://www.pinalcountyz.gov/CommunityDevelopment/Planning/Documents/OnlineSubmittalGuide.pdf>

Tips & Information for applying Online:

<https://www.pinalcountyz.gov/CommunityDevelopment/Planning/Documents/TipsInfoForApplyingOnline.pdf>

COMMUNITY DEVELOPMENT
Planning Division

85 N. Florence St., PO Box 2973, Florence, AZ 85132 T 520-866-6442 FREE 888-431-1311 F 520-866-6530
www.pinalcountyz.gov



PINAL COUNTY
WIDE OPEN OPPORTUNITY

Leo Lew
County Manager

APPLICATION FOR SPECIFIC SITE PLAN FOR FOR COMMERCIAL / INDUSTRIAL / MULTIPLE-FAMILY / CIVIC /
NON RESIDENTIAL SPECIFIC SITE PLAN REVIEW IN UNINCORPORATED PINAL COUNTY, ARIZONA

Site Plan & Property Information:

1. PROJECT NAME: _____
2. JOB/STREET ADDRESS/LOCATION: _____
3. ASSESSOR'S PARCEL #: _____
4. COMMERCIAL CENTER: _____ SHOPS/PAD: _____
5. PROPERTY OWNER: _____ PHONE: _____
6. MAILING ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____
7. PROPOSED USE: _____ BUILDING AREA: _____ SQ. FT.
8. EXISTING ZONING: _____ CASE NUMBER: _____ SPR-PA CASE: _____
9. IS THIS AN AMEDEMMENT TO A PREVIOUSLY APPROVED SITE PLAN? IF SO WHAT IS THE APPROVED SITE PLAN NUMBER? SPR- _____
10. PENDING ZONING CASE# (if applicable): _____, CC# (if applicable): _____

Applicant Information:

11. CONTACT NAME: _____ PHONE: _____
12. ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____
E-MAIL: _____ FAX#: _____
13. APPLICANT NAME (IF DIFFERENT THAN ABOVE): _____ PHONE: _____
14. ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____
15. E-MAIL: _____ FAX#: _____
16. SEPTIC YES / NO (Circle one)
17. UTILITY PROVIDER – SEWER Company _____ GAS: _____ ELECTRIC. CO.: _____

INV#: _____ AMT: _____ DATE: _____ CASE: _____ Xref: _____

COMMUNITY DEVELOPMENT
Planning Division

Application Checklist:

When uploading your site plan review application and supplemental materials please include:

Administrative Review:

- Application (pages 1,2 of this packet)
- A.R.S. § 11-1605 Application Acknowledgement form (pages 4&5 of this packet)
- Owner Authorization (page 18 & 19 of this packet)
- Parking Agreement (if applicable)
- PDF uploads of all pertinent plans, documents, reports following the naming convention in the *E-Submittal Requirements*
- Zoning Stipulations:** The following **must be attached** (if applicable) to the **1st submittal** or the submittal will be returned.
- Development Agreement** (if applicable)
- Fees as prescribed by the attached fee schedule, once the plans have been uploaded a fee total will be provided to you, you can pay through check or online portal (a transaction fee will be assessed):
 - Credit Card/Debit Card
 - \$0.00-\$50.00: \$1.50
 - \$50.01 and more: 2.39%
 - Electronic Check
 - NON-REFUNDABLE \$1 CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE

Substantive review:

- Plans reports Etc. as directed by your Site Plan Review Coordinator

I certify that I have submitted all of the required information and that the information is factual. I also understand if the application is incomplete upon submission, it cannot be further processed.

PRINT NAME

SIGNATURE

DATE

**Site Plan Reviews are closed after a year of failing to resubmit requested revisions.*

**1st administrative review may be waived for certain applications, please ask your Site Plan Pre-Application coordinator if you qualify*

General project questions should be directed to your pre-application case coordinator (520)-866-6442

E-Submittal Requirements:

All Site Plan Reviews must be submitted via the online portal at:

<https://citizenaccess.pinalountyaz.gov/CitizenAccess/>.

Name documents according to the naming convention below and follow the E-Submittal combined Site Plan requirement outline starting on page 7 of this application packet.

ePlan Reviews

Plans **MUST** be in **one multi-page PDF** and use following naming format:

Review Type #_Plan Type. For example:

- First Administrative Completeness Review
 - AD1_Site Plan(Includes Architectural Site Plan, Civil Sheets, Landcape Plan and Lighting Plan)
 - AD1_Drainage Report
 - AD1_TIA
 - AD1_ALTA
 - AD1_...etc

- Second Administrative Completeness Review
 - AD2_Site Plan(Includes Architectural Site Plan, Civil Sheets, Landcape Plan and Lighting Plan)
 - AD2_Drainage Report
 - AD2_TIA
 - AD2_ALTA
 - AD2_...etc

- First Substantive Review
 - SUB1_Site Plan(Includes Architectural Site Plan, Civil Sheets, Landcape Plan and Lighting Plan)
 - SUB1_Drainage Report
 - SUB1_TIA
 - SUB1_ALTA
 - SUB1_...etc

- Second Substantive Review
 - SUB2_Site Plan(Includes Architectural Site Plan, Civil Sheets, Landcape Plan and Lighting Plan)
 - SUB2_Drainage Report
 - SUB2_TIA
 - SUB2_ALTA
 - SUB2_...etc

** Documents that are uploaded which do not follow the appropriate naming convention will be rejected.*

** Online submittals are subject (up to) a 5 day processing timeframe for invoicing based on uploaded documents please do not pay until your staff coordinator has provided a fee amount*

**Pinal County Community Development
A.R.S. § 11-1605 Application Acknowledgment Form**

State Law contained in A.R.S. § 11-1605 requires the County to establish overall time frames for the review of applications for licenses, permits and processes requiring County approval. The overall time frame is to be broken down into a time period to determine whether the application is complete or incomplete, known as administrative completeness time frame, and a substantive review time frame to determine whether the license, permit or approval can be granted.

Administrative Completeness Time Frame: The time frame to determine whether the application is complete or incomplete. During this time frame, each reviewing department can issue a notice of deficiencies to the applicant which will stop the running of the overall time frame and administrative completeness time frame from the date of issuance of the notice to the applicant until the date the County receives the missing information. If the submittal of missing information is not complete, an additional notice of deficiencies can be issued which will stop the running of the time frames.

Substantive Review Time Frame: The time frame to determine whether the license, permit, or approval can be granted. This time frame will not begin unless the application matches the application at the end of the administrative completeness time frame. During this time frame, each reviewing department can make only one request for additional information, unless the applicant agrees to a supplemental request for additional information. The substantive review time frame and overall time frame will stop running from the date the request for additional information is issued until the date the County receives that information.

Please select the type of permit for which you are applying.

PERMIT	ADMINISTRATIVE REVIEW Time Frame in Working Days	SUBSTANTIVE REVIEW Time Frame in Working Days
Park Model, Residential Modular, Manufactured Home, Awning (PM, MH, etc.),	5	10
Group Home, Sign Permit	5	14
Comprehensive Sign Review	5	45
Special Events – Small	5	20
Special Events – Large	5	40
Minor Land Division	9	21
Site Plan Review	20	100

If the proposed Manufactured Home is found to be within a floodplain, A Flood Plain Use Permit may be required. This application will not be administratively approved until a Flood Plain Use Permit is approved by Flood Control. If you have any additional questions about a flood plain use permit or would like to verify if the proposal is in a flood plain prior to application for permit please contact the Flood Control district at: 520-509-3555.

A.R.S. § 11-1605 Application Acknowledgment Form Page 2

ADMINISTRATIVE REVIEW: Applicant understands that each department may make two requests for missing information. Agreed: _____ (ARS 11-1605 D & E)

SUBSTANTIVE REVIEW: Applicant understands that each department may make one request for additional information. Agreed: _____ (ARS 11-1605 G)

OPTIONAL SUBSTANTIVE REVIEW AGREEMENT: Applicant hereby agrees to more than one supplemental request AND an extension of the Substantive Review and the overall Time Frame up to twenty five percent (25%) of the overall Time Frame, if necessary. Agreed: _____ (ARS 11-1605 H)

Applicant and County hereby mutually agrees to the extension of the Substantive Review Time Frame by _____ working days for an overall Time Frame of _____ working days.

Applicant's signature _____ Date: _____

Signature of County Representative _____ Date: _____

Site Plan Review Fee Schedule

All Fees must be PAID at the Time of Submittal AND Re-submittal by check or through the online portal; checks must be made payable to Pinal County

Administrative Review:

\$825.00	Flat fee
+\$131.00	Per sheet for Coversheet and Architectural Site plan Sheets
+\$52.00	Per sheet for Landscape, Irrigation Lighting Fixture Cut Sheets and Photometric Sheets
+\$40.00	per sheet for all Civil Sheets

1ST Substantive Review:

\$488.00	Flat fee
+\$148.00	Per sheet for Coversheet and Architectural Site plan Sheets
+\$60.00	Per sheet for Landscape, Irrigation Lighting Fixture Cut Sheets and Photometric Sheets
+\$20.00	per sheet for all Civil Sheets
\$750	for a Drainage Report
\$750	for a traffic impact anaylisi/statement
\$68.00	per new address created

Subsequent Substantive Reviews:

\$483.00	Flat fee
+\$143.00	Per sheet for Coversheet and Architectural Site plan Sheets
+\$60.00	Per sheet for Landscape, Irrigation Lighting Fixture Cut Sheets and Photometric Sheets
+\$20.00	per sheet for all Civil Sheets
\$750	for a Drainage Report
\$750	for a traffic impact anaylisi/statement



Community Development, Planning and Engineering Division:

Sheet by Sheet Submittal Formatting and Content Requirements For Specific Plan Submittal

Plan Set Order:

- 1. COVER SHEET**
- 2. ARCHITECTURAL SITE PLAN**
- 3. CIVIL SHEET(S) – (Including Onsite Grading & Drainage, Paving & Utility):**
- 4. LANDSCAPE SHEET(S):**
- 5. LIGHTING PLAN AND PHOTOMETRIC(S):**

ALL SHEETS:

1. Sheet Size: 24" x 36"
2. Preferred Scale: 1"=20'
Scale of 1"=10', 1"=30', 1"=40', and 1"=50' are allowed with approval of the Departments of Planning & Development and Public Works.
3. Each sheet must have a border, Y2" from the top, bottom, and right side, and a minimum of 1Y2" in from the left side.
4. All sheets need to have a Title Heading including type of plan, and name of development. Include location of project by quarter section, township, and range or if available, the site address. This information should be centered and at the top of **each** sheet.
5. Title Block along right edge of sheets is to include the project name as shown on the Title Heading and the Sheet description – i.e. Architectural Site Plan, Grading & Drainage, Water Line, Landscape, Irrigation etc.
6. All lettering should be a minimum of 12 point, legible, and readable from bottom of sheet and/or right side of sheet.
7. Pinal County assigned case number "SPR-000-00", lower right corner, vertically on sheets as shown on sample sheets (*assigned after 1st formal review*)
8. Number pages in lower right hand corner of each sheet above the border in format: **1of (# of sheets)**. This numbering should be for this specific set of plans
9. The plan should be oriented so that North is at the top of the sheet or to the right.
10. All information within the submittal must be consistent and accurate
11. Seals and signatures must follow the Arizona State Board of Technical Registration. Plans submitted for final review and approval must have the registrants seal and signature per the ASBTR with current dates.

COVER SHEETS:

1. All information requested on "All Sheets"
2. Title to include "SPECIFIC SITE PLAN", "FOR", then the project name and project address.
3. Owner, Developer, Engineer, Architect information (*address, phone number, contact person*), located under the title heading.
4. Legal Description of Property.
5. Vicinity map identifying the subject property, the adjoining streets and the major streets including the area within one mile radius of the site with a North Arrow.

- 6. Sheet Index.
- 7. Blue Stake Notification.
- 8. Utility/Service Provider Block
- 9. Record Drawing Certification

10. Add Approval and Re-Approval Block: (to lower right corner of sheet):
 PINAL COUNTY SPECIFIC SITE PLAN APPROVAL:

_____ Date

Engineering Division

_____ Date

Planning Division

_____ Date

Fire District/Marshall

△ PINAL COUNTY SPECIFIC SITE PLAN RE-APPROVAL:

_____ Date

Engineering Division

_____ Date

Planning Division

_____ Date

Fire District/Marshall

△ (This space is to be used to identify the amended sheets or “A” sheets)

SURVEY SHEET:

- 1. An A.L.T.A./A.C.S.M. Land Title Survey, Plat of Survey, Record of Survey, etc. depicting the correct existing boundary, certified by a Registered Land Surveyor registered in the State of Arizona. (**NOTE:** *submit separately, do not include within the site plan set*).

ARCHITECTURAL SITE PLAN:

- 1. All information requested on “All Sheets”
- 2. Site Data Table including:
 - a. Parcel Number
 - b. Zoning Designation & Zoning Case Number (if applicable)
 - c. Setbacks (Front-Side-Rear)
 - d. Gross Floor Area
 - e. Actual Building Height
 - f. Parking Required/Provided
 - g. Total Land Area
 - h. Impervious Surface Existing
 - i. Impervious Surface Proposed

- j. Percent of Open Space (if applicable)
 - k. Flood Zone
 - l. Any other pertinent information
 - m. North Arrow & Graphic Scale
3. Provide correct boundary information for property. Adjust as needed if any right-of-way is to be dedicated. (All Right-of-Way to be dedicated must be recorded prior to site plan approval).
 4. Clearly identify and label project boundary line – (must be able to distinguish line type).
 5. Existing use of adjacent property, (i.e. GR, CR-1, CR-4, CB-1, CI-1, etc.)
 6. Existing and Proposed Structures. Specify uses, square footage and maximum height of proposed buildings
 7. Existing and Proposed Streets
 8. Landscaped area(s) and retention area(s)
 9. Existing and Proposed Driveway(s)
 10. Show turn movements for largest vehicle (i.e. – Fire Truck, Tractor Trailer, etc.). Include turn movements at access driveways in and out of development site.
 11. Add Notes:
 - a. Signs are approved by separate permit;
 - b. Dumpsters and mechanical equipment will be screened from the public;
 - c. Walls over 7' high approved by separate permit;
 - d. Parking will be paved;
 - e. Parking will be within 600 feet of building;
 - f. Lighting for future buildings/PADs/additions not shown in current proposal will require a new Light Permit and photometric plans.
 - g. Fire apparatus access and fire lanes shall be per the 2018 International Fire Code, Section 503 and Appendix D.
 - h. Fire protection water supply/hydrant locations shall be per the 2018 International Fire Code, Section 507 Section 3312 and Appendix C.
 12. Location, Dimensions, and Details of Existing and Proposed:
 - a. Streets;
 - b. Driveways;
 - c. Curb cuts;
 - d. Loading Zone;
 - e. Parking areas (show individual stalls 10'x20') including all handicap spaces (following the 2018 IBC);
 - f. Drive aisle widths, turnarounds, ramps;
 - g. Accessible Routes from handicap parking to building entrances;
 - h. Detached or Attached Sidewalks and/or Walkways;
 - i. Trash Facilities;
 - j. Existing and Proposed Walls and/or Fences (including material);
 - k. Signs & Mechanical Units;
 - l. Existing and Proposed Easements
 13. All relevant dimensions Including:
 14. Separations between buildings;
 - a. Setbacks from property lines;
 - b. Existing and Proposed Streets (Right-of-Way);
 - c. Alleys;
 - d. Sidewalks and/or Walkways
 - e. Landscape Areas and Islands;
 - f. Building Footprints;
 - g. Detention/Retention Basins;
 - h. Structures
 15. Label all Surfaces so that the Materials used can be determined – (i.e. – asphalt, concrete, etc.)
 16. Provide radii for all arcs used on curbs.

CIVIL SHEET(S) – (Including Onsite Grading & Drainage, Paving & Utility):

NOTE: Offsite improvements such as paving, signing & striping, water or sewer line extensions will need to be submitted as separate plans from the Specific Site Plan. They should be submitted initially at the same time as the Specific Site Plan. The offsite plans should be titled as “Offsite Paving Plan for (*project name*)”, or “Offsite Waterline Plan for (*project name*)”, etc. (See *the Pinal County Subdivision & Infrastructure Manual for Plan Requirements*). Offsite plans will use a different approval block. (See below at end of CIVIL SHEET(S) section).

1. All information requested on “All Sheets”
2. Benchmark, include elevation, description, datum, (*must be NAVD 88 Datum*) and location
3. Onsite Temporary Benchmark
4. Basis of Bearings
5. Blue Stake Notification on each sheet
6. Quantities List (*for offsite improvements*)
7. Legend, identifying grades, symbols, lines, etc., proposed and existing
8. Existing and proposed structures, streets and alleys. Show all existing driveways adjacent to the site within 100’ (feet) and across streets.
9. All existing and proposed utilities and service lines include size and type and provide dimension to property line. If a septic system is proposed, show location and must be a minimum of 25’ (feet) from any retention or detention basin.
10. Show any existing easements of record with appropriate recording information. Include dimension and tie easements to the property boundary.
11. Sheet reference shown at all match lines.
12. Provide correct boundary information for property. Adjust as needed if any right-of-way is to be dedicated. Right-of-way dedication to be completed prior to plan approval. Include complete boundary information, including angles or bearings and distances, along with ties to two (2) Section, Quarter Section corners or major intersections. Label and provide description of monuments.
13. Boundary line of development site should be a heavy solid line on all sheets in plan.
14. Location of existing and proposed drainage channel and facilities, streams, creeks, washes, and any area subject to a 100 year flood (*floodplain*). Provide high water elevation for each.
15. Existing contour lines of the subject area shown in intervals not to exceed two (2) feet. Also provide spot elevations on existing infrastructure such as curb and gutter and centerline of adjacent streets.
16. Provide finished floor elevations for ground floor of existing and proposed buildings.
17. Provide retention calculations on plan sheet. Show retention required and retention provided along with formula used for calculations.
18. Provide at least two cross sections across property, to include proposed building(s) and retention basins.
19. Retention basins shall be per Pinal County design standards. The design storm is the 100yr-2hr storm event. Sides of basins greater than 4’ (feet) deep shall have 8:1 slopes. (*Verify basin/s is/are a minimum distance of 25’ (feet) from any existing or proposed septic system*).
20. If drywells are proposed include drywell detail with the appropriate dimensions included.
21. Label type of erosion control to be used in basins and swales.

22. Provide As-Built Certification as follows:

RECORD DRAWING CERTIFICATION

I HEREBY CERTIFY THAT THE "RECORD DRAWING" MEASUREMENTS AS SHOWN
HEREON WERE MADE UNDER MY SUPERVISION OR AS NOTED AND ARE CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF.

REGISTERED ENGINEER/LAND SURVEYOR

DATE

REGISTRATION NUMBER

23. Add the following notes:

GENERAL NOTES:

- a. Developer shall obtain a Pinal County Right-of-Way Use Permit prior to any work being performed within the county right-of-way. Contact the Pinal County Public Works Inspection Section at least seven (7) days prior to work.
- b. Drainage Report and Grading & Drainage plan shall be in accordance with the current Pinal County Drainage Ordinance and Drainage Manual.
- c. A storm water pollution prevention plan (SWPPP) shall be submitted to Pinal County prior to issuance of construction permits. (If applicable, sites of 1 acre or more).
- d. The Contractor is responsible for obtaining an earth moving permit from Pinal county Air Quality Department and the EPA, and for complying with their requirements for dust control.
- e. Any work done in a drainage channel or wash must comply with state and federal regulations
- f. All work required to complete the construction within the County right-of-way covered by these plans shall be in accordance with the Pinal County Design Manual and applicable MAG standard specifications and details.
- g. All frames, covers, valve boxes and manhole covers shall be adjusted to finish grade prior to completion of paving or related construction.
- h. Contractor is responsible for Blue Stake marking as construction is in progress.
- i. No trench to be left open/uncovered after working hours.
- j. Traffic control and barricading shall be according to the Manual on Uniform Traffic Control Devices and/or Pinal County requirements.
- k. Any work on Arterial or Collector roads shall require an off-duty Pinal County Sheriff's Officer for traffic control. Contact shall be made through the PCSO representative.
- l. All retention basins must drain the design storm runoff volume within 36 hours. The owner is responsible for any basin failing to meet the requirement and must take corrective action to bring the basin into compliance with this criteria as well as Pinal County Standards and Drainage Ordinance.
- m. All dry wells shown on this project shall be maintained by the owners and are to be replaced by owners when they cease to drain the surface water in a 36 hour period. Regular maintenance of the dry well's silting chamber is required to achieve the best operation of the drywells. The owner shall be responsible for registering the drywells with ADEQ. Dry well grate elevation shall be a minimum 0.3' ft. above the bottom of retention basin (to allow for silt accumulation).
- n. An approved set of plans shall be maintained on the job site at all times while work is in progress. Deviation from the plans shall not be allowed without an approved plan revision.
- o. Any work performed without the approval of the County Engineer and/or all work and material not in conformance with the specifications is subject to removal and replacement at the contractor's expense.

24. The following Approval Block is to be used for Off-site Improvement Plans only:

APPROVED BY:

PINAL COUNTY ENGINEER	DATE
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PINAL COUNTY PUBLIC WORKS DEPARTMENT	DATE
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APPROVAL EXPIRES: _____

Δ RE-APPROVAL:

PINAL COUNTY ENGINEER	DATE
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PINAL COUNTY PUBLIC WORKS DEPARTMENT	DATE
--------------------------------------	------

APPROVAL EXPIRES: _____

Δ *(This space is to be used to identify the amended sheets or "A" sheets)*

LANDSCAPE SHEET(S):

1. All information requested on "All Sheets"
2. **Clearly** identify and label project boundary line and any Public Utility Easements – (must be able to distinguish line type).
3. Plant Materials List showing plant symbols and names.
4. Label all the surfaces so that materials used for surfaces may be determined.
5. Show irrigation system.
6. Blue Stake Notification.
7. Show Site Visibility Triangles per AASHTO standards at all driveways.
8. **Add Pinal County Landscaping notes:**
 - a. Developer shall obtain a Pinal County Right-of-Way Use Permit prior to any work being performed within the county right-of-way. Contact Pinal County Public Works Inspection Section at least seven (7) working days prior to work.
 - b. All plant material placed within public rights-of-way shall be on the Active Management Area Low Water Use Plan List and approved by the Arizona Department of Water Resources.
 - c. All plant material shall meet the minimum standards and specifications of the Arizona Nurserymen's Association or Arizona Association of Nurserymen.
 - d. All trees placed in public rights-of-way shall be pruned up and maintained at a seven (7) foot minimum canopy height.
 - e. All plant material placed within sight visibility triangle easements shall have a maximum growth height of 24 inches. Total height of landscaping with the sight visibility triangle easements shall not exceed 24 inches (measured from top of curb) including all berms/mounds.



- f. All landscaping and irrigation including those within drainage ways and rights-of-way shall be maintained by the homeowner’s association or owner.
- g. No plant material shall be placed within three (3’) feet or trees within seven (7’) feet of a fire hydrant, light pole, electrical or communications box.
- h. Eucalyptus trees and Saguaro cacti shall not be placed in County rights-of-way.
- i. Turf grasses shall not be placed in County rights-of-way except as follows:
 - 1.For erosion control within drainage ways; **and**
 - 2.When reclaimed water can be used for the irrigation system.
- j. Trees placed within seven (7’) feet of a concrete structure shall have a root barrier installed adjacent to the structure.

9. Add Pinal County Irrigation notes:

- a. All mainline pipe shall be a minimum of schedule 40.
- b. Sleeves shall be a minimum of twice the diameter of the line size.
- c. All mainlines and irrigation equipment shall be placed in the landscape areas outside of County rights-of-way and public utility easements (PUEs)
- d. Controller wirers that are direct burial shall be No. 14 or better, bundled and tied or wrapped every twelve (12’) feet. During installation, wires shall have a 24” loop tied at all direction changes greater than 30 degrees and shall be untied prior to trench fill in.
- e. Flush caps shall be placed in a valve box at the end of all laterals.
- f. All valves, pressure regulators and other devices shall be placed in an appropriately sized box with a minimum of two (2”) inches of pea gravel.
- g. Any and all reclaimed water used for irrigation shall conform to ADEQ Arizona Administrative Code R18-11, Article 3; Reclaimed Water Quality Standards. All reclaimed water lines shall be dissimilar in appearance from potable water lines.

LIGHTING PLAN AND PHOTOMETRIC(S):

- 1. All information requested on “All Sheets.”
- 2. **Clearly** identify and label project boundary line – *(must be able to distinguish line type)*.
- 3. Show Location of all Exterior Light Fixtures.
- 4. Show Photometric Study on Plan *(vertical footcandle calculations should be used for spill light)*.
- 5. Cutsheets should be incorporated into the plan set rather than submitted separately.
- 6. Lighting Table:

Type	Symbol	Description	Lamp	Lumens	Kelvin	Mounting/ Ballast	LLF	QTY
F10		LFHL-V9-50HSPFE-8SRFR	LU50	4000	2500	9’ MTG HT	1	8
SC		SAR3/100HPSxxx/xx/HS	LU100	9500	2800	15’ MTG HT	1	4

- 7. Lumen Density Calculations.
- 8. Security lighting plan (after 10:00 PM or 1 hour after close of business), showing a nighttime reduction of at least 50% in LD or LDP, per Pinal County Development Services Code Section 2.195.



PINAL COUNTY AIR QUALITY

*This department requires a separate permit submittal

TO: Site Plan Review Applicants
FROM: Michael Sundblom, Director Pinal County Air Quality
DATE: April 14, 2016
Re: Air Quality requirements that pertain to the development process

1. Dust Registration Requirement

Pinal County requires a dust registration for any project that will affect more than 1/10 of an acre of surface area. As a practical matter, any commercial or industrial development will trigger a dust registration requirement.

2. Demolition Related Requirements

Demolition or renovation of an existing commercial building, a multi-family dwelling, or a multiple single-family homes can trigger a requirement to do an asbestos survey, and can possibly trigger a requirement for asbestos abatement. Severe penalties apply for not following the proper process. If your project involves demolition, we suggest you contact us directly as shown below.

3. Air Quality Permit Requirements for “Industrial Type” Sources

Generally, Pinal County requires an air quality permit for any stationary source that will have the potential to emit more than 5.5 #/day or 1 ton per year of any regulated pollutant. If your project will involve industrial activity, stationary engines, fuel-burning equipment or any other activity that you would expect to generate air emissions, we suggest you contact us directly as shown below:

4. Contact Information

- Website: www.pinalcountyz.gov/departments/airquality
- Phone: (520) 866-6929
- Fax: (520) 866-6967
- E-mail: AirQuality@pinalcountyz.gov



Community Development Building Safety Division

*This department requires a separate permit submittal

COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

The following are minimum submittal requirements for a commercial building permit:

1. Complete building permit application. Available online at:
<http://www.pinalcountyz.gov/Departments/PlanningDevelopment/Documents/BuildingPermitApplicationDEC2011.pdf>
2. If submitting At-Risk, sign and date “At-Risk Acknowledgement Form”
3. Provide two (2) complete sets of scaled construction documents consisting of:
 - a. Cover sheet with project information, detailed code analysis, list of consultants
 - b. Site Plan which also needs to include handicap routes and accessibility, fire protection systems and hydrant locations, fire apparatus access and lanes
 - c. Foundation Plan
 - d. Floor Plan
 - e. Roof Framing Plan
 - f. Exterior Elevations
 - g. Mechanical, Plumbing, and Electrical Plans
 - h. Documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the Provisions of the 2018 International Building Codes

Construction documents may be required to be prepared and sealed by an Arizona registered design professional.

Commercial buildings shall comply with the following building codes as adopted by the Pinal County Board of Supervisors:

- 2018** International Building Code
- 2018** International Mechanical Code
- 2018** International Plumbing Code
- 2018** International Fuel Gas Code
- 2018** International Fire Code
- 2017** International Electrical Code
- 2018** International Energy Code



Environmental Health Services

*This department requires a separate permit submittal

Pinal County Environmental Health Code:

The Pinal County Environmental Health Code requires that certain establishments obtain a permit from Pinal County Environmental Health Services in order to operate.

Establishments for which an Environmental Health Services Permit is required include:

1. Food Establishments
2. Public and Semi-Public Swimming Pools
3. Manufactured Home / RV Parks
4. Public Schools (Including Charter Schools)
5. Camps and Campgrounds
6. Hotels and Motels

If the establishment is new, Environmental Health Services plan approval is also required. Application requirements for new establishments include:

1. Permit Application
2. One complete set of plans (Architectural drawings of the project).
 - a. For Food Establishments a menu and the supplemental Food Establishment Plan Review Packet are also required.
 - b. For Public and Semi-Public Pools, plan review is conducted by the Arizona Department of Environmental Quality.
3. Fees (Please refer to the Pinal County Environmental Health Code, Chapter I)
 - a. Plan Review Fee
 - b. Pre-opening inspection Fee
 - c. Permit Fee

Application materials, the Pinal County Environmental Health Code, and further information may be obtained at: <http://pinalcountyz.gov/ehs> Please call Environmental Health Services at 866-287-0209 if you have any questions.



Community Development Aquifer Protection Division

*This department requires a separate permit submittal

MEMORANDUM FROM AQUIFER PROTECTION PROGRAM

DATE: JUNE 29, 2018
TO: SITE PLAN REVIEW APPLICANTS
FROM: ATUL SHAH, ENVIRONMENTAL ENGINEERING MANAGER
RE: On-Site Wastewater Facility (Septic) Requirement
PRIORITY: N/A

On-Site Wastewater Facility (Septic) Requirement

A septic may be required if your parcel is not in a sanitary district or sewer area. According to Arizona Administrative Code R18-9-A309., a complete and separate submittal must be made to Pinal County Community Development Aquifer Protection Division (PCCDAPD) for the installation of an on-site wastewater treatment facility.

The submittal consists of an application, a signed and dated design sheet, scaled site plan, materials list, zoning clearance and a complete site investigation report provided by the department. The site investigation report shall be completed by a qualified person as defined in the Arizona Administrative Code R18-9-A310 H.

If an existing septic system is to serve this facility, verification of the septic system size and verification of the required setbacks must be made.

The required submittal packets and applications are available on our website at:

<http://www.pinalcountyz.gov/CommunityDevelopment/AquiferProtection/Pages/DocumentsDownloads.aspx>

AGENCY AUTHORIZATION

(To be completed by all landowners who do not represent themselves. Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals and cannot be submitted digitally)

TO: Pinal County Community Development
P.O. Box 2973
Florence, AZ 85232

[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]

Hereinafter referred to as "Owner," is/are the owner(s) of _____ acres located at _____, and further identified

[Insert Address of Property]

As assessor parcel number _____ and legally described as follows:

[Insert Parcel Number]

Insert Legal Description Here OR Attach as Exhibit A

Said property is hereinafter referred to as the "Property."

Owner hereby appoints _____

[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]

Hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approval from Pinal County for a minor land division and to file applications and make the necessary submittals for such approvals.

**[Individual PROPERTY OWNER signature block and acknowledgment.
DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION SIGN NEXT PAGE]**

[Signature]

[Signature]

[Address]

[Address]

Dated: _____

Dated: _____

STATE OF _____)

) ss.

(SEAL)

COUNTY OF _____)

The foregoing instrument was acknowledged before me, this _____ day _____, 20____
by _____

My Commission Expires _____

Signature of Notary Public _____

Printed Name of Notary

Signature of Notary

CORPORATE PROPERTY OWNER SIGNATURE BLOCK AND ACKNOWLEDGMENT

[Insert Company's or Trust's Name]

By: _____
[Signature of Authorized Officer, or Trustee]

Its: _____
[Insert Title]

Dated: _____

STATE OF _____)
) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me, this _____ day of _____, 20__ by

[Insert Signor's Name] _____ *[Insert Title]*
 _____,
[Name of Company or Trust] _____ *[Insert State of Incorporation, if applicable]* an,

And who being authorized to do so, executed the foregoing instrument on behalf of said entity for the purposes stated therein.

My Commission Expires: _____

 Printed Name of Notary

 Signature of Notary

ALTERNATE: Use the following acknowledgment only when a second company is signing

On behalf of the owner:

STATE OF _____)
) ss.
 COUNTY OF _____)

(Seal)

The foregoing instrument was acknowledged before me, this _____ day of _____, 20__ by _____, who acknowledges himself/herself to be

[Insert Signor's Name] _____, of _____
[Title of Office Held] _____ *[Second Company]*

As _____ for _____, and who being
[i.e. member, manager, etc.] _____ *[Owner's Name]*

Authorized to do so, executed the foregoing instrument on behalf of said entities for the purposes stated therein.

My Commission Expires _____

 Printed Name of Notary

 Signature of Notary