



# **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?**

1. 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.
2. 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.
3. 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 you permit is available for pickup.
4. A compliance review 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:**

	<i>Processing In</i>	<i>Parallel Review by depts.</i>	<i>Team Meeting</i>	<i>Processing Out</i>	<i>Total Times</i>
<b>1<sup>st</sup> Review</b>	<b>2</b>	<b>20</b>	<b>5</b>	<b>2</b>	<b>29</b>
<b>** Meeting with applicant to go over 1<sup>st</sup> review comments **</b>					
<b>2<sup>nd</sup> Review</b>	<b>2</b>	<b>20</b>	<b>5</b>	<b>2</b>	<b>29</b>
<b>3<sup>rd</sup> Review - (if necessary)</b>	<b>2</b>	<b>10</b>	<b>5</b>	<b>2</b>	<b>19</b>
<b>Subsequent Reviews - (if necessary)</b>	<b>2</b>	<b>9</b>	<b>--</b>	<b>2</b>	<b>13</b>
<b>* Final Approval</b>	<b>7</b>			<b>2</b>	<b>9</b>

\* 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.**



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 the County approval.

The overall time frame is broken down into two time frames:

**1. Administrative Review**

- The time frame to determine whether the application is complete or incomplete

**2. Substantive Review**

- The time frame to determine whether the license, permit, or approval can be granted.

Applicants are required to submit:

**Administrative Completeness Review**

- ✓ One CD containing the full plan set and any required reports in a multi-page PDF format.
- ✓ Submittal Fees

**Substantive Review**

Upon acceptance of the plans for the Substantive Review applicants will be required to submit:

- ✓ Four (4) Sets of Specific Site Plans (24 x 36), each set sequentially numbered (“Sheet X of X”), stapled and rolled.
- ✓ Separate (same page sequence) CD for Site Plan in PDF format, CD for Drainage Report in PDF format, and CD for the Traffic Impact Analysis or Statement in PDF format.
- ✓ 2 copies (11 x 17) of the Architectural site plan (drawn to an engineer’s scale), clearly showing the actual measurements of all four sides of the building(s) to the property lines.
- ✓ Submittal fees (Fees must be paid at the time of initial submittal and re-submittals)

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

General project questions or concerns should be directed to:

**Coordinator:** Ashlee MacDonald, Planning Division at (520) 866-6642 or Evan Balmer, Planning Division at (520) 866-6452



P I N A L • C O U N T Y  
wide open opportunity

**PINAL COUNTY PLANNING & DEVELOPMENT  
A.R.S. § 11-1605 APPLICATION COVER SHEET**

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: 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: 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.

COMMUNITY DEVELOPMENT  
Planning Division



P I N A L • C O U N T Y  
wide open opportunity

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: \_\_\_\_\_

**ADMINISTRATIVE REVIEW:**

SUBMITTED: NOTICE OF COMPLETENESS/DEFICIENCY SENT:

RESUBMITTED: NOTICE OF COMPLETENESS/DEFICIENCY SENT:

RESUBMITTED: BEGIN SUBSTANTIVE:

**SUBSTANTIVE REVIEW:**

SUPPLEMENTAL REQUEST SENT: RESUBMITTED:

SUPPLEMENTAL REQUEST SENT: RESUBMITTED:

SUPPLEMENTAL REQUEST SENT: RESUBMITTED:

SUPPLEMENTAL REQUEST SENT: RESUBMITTED:

**DATE APPROVED/DENIED:**

COMMUNITY DEVELOPMENT  
Planning Division

SPR \_\_\_\_\_ - \_\_\_\_\_



PER \_\_\_\_\_ - \_\_\_\_\_

PINAL COUNTY  
wide open opportunity

**SPECIFIC SITE PLAN REVIEW APPLICATION**  
FOR UNINCORPORATED AREA OF PINAL COUNTY, ARIZONA

- PROJECT NAME: \_\_\_\_\_ ATLAS MAP# \_\_\_\_\_
- JOB/STREET ADDRESS/LOCATION: \_\_\_\_\_
- ASSESSOR'S PARCEL #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ MLD# \_\_\_\_\_
- LEGAL DESCRIPTION: COMMERCIAL CENTER \_\_\_\_\_ SHOPS/PAD \_\_\_\_\_  
SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ N/S RANGE \_\_\_\_\_ E/W
- PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_
- DEVELOPER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_
- SETBACKS (FROM EAVES): FRONT: \_\_\_\_\_ LEFT SIDE: \_\_\_\_\_ RIGHT SIDE: \_\_\_\_\_ REAR: \_\_\_\_\_
- PROPOSED USE: \_\_\_\_\_ BUILDING AREA: \_\_\_\_\_ sq. ft.
- EXISTING ZONING: \_\_\_\_\_ CASE: \_\_\_\_\_ FLOOD: \_\_\_\_\_ MAP: \_\_\_\_\_ SPR-PA CASE: \_\_\_\_\_

**APPLICANT INFORMATION**

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
FAX# \_\_\_\_\_

APPLICANT NAME (IF DIFFERENT THAN ABOVE): \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
FAX# \_\_\_\_\_

ARCHITECT/ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
FAX# \_\_\_\_\_

SEPTIC YES / NO (Circle one) UTILITY PROVIDER – SEWER CO. \_\_\_\_\_ GAS: \_\_\_\_\_ ELET. CO.: \_\_\_\_\_

**TYPE OF PLANS SUBMITTED:**

ARCH. SITE PLAN	# OF COPIES _____	# OF SHEETS _____	SUBMITTAL # _____
LANDSCAPE	# OF COPIES _____	# OF SHEETS _____	SUBMITTAL # _____
PHOTOMETRICS	# OF COPIES _____	# OF SHEETS _____	SUBMITTAL # _____
GRADING / DRAINAGE	# OF COPIES _____	# OF SHEETS _____	SUBMITTAL # _____
WATER / SEWER	# OF COPIES _____	# OF SHEETS _____	SUBMITTAL # _____
SIGNING / STRIPING	# OF COPIES _____	# OF SHEETS _____	SUBMITTAL # _____
OTHER	# OF COPIES _____	# OF SHEETS _____	SUBMITTAL # _____

**PLANNING STIPULATIONS PROVIDED:** The following **must be attached** (if applicable) to the **1<sup>st</sup> submittal** or the submittal will be returned.

\_\_\_\_\_ Zoning Stipulations attached \_\_\_\_\_ PAD Stipulations attached \_\_\_\_\_ SUP/IUP Stipulations attached

Is there a **Development Agreement**? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, provide name: \_\_\_\_\_

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



PINAL COUNTY  
wide open opportunity

## COMMUNITY DEVELOPMENT

BUILDING SAFETY - AQUIFER PROTECTION - CODE COMPLIANCE - PLANNING DIVISION - ENGINEERING DIVISION - ONE STOP

### SITE PLAN REVIEW FEE SCHEDULE

**\*\* All Fees must be PAID at the Time of Submittal AND Re-submittal \*\***

#### **Administrative Review:**

*Check payable to Pinal County*

- **\$825.00**
- **+\$131.00** PER SHEET FOR COVER SHEET AND ARCHITECTURAL SITE PLAN SHEET(S)
- **+52.00** PER SHEET FOR ALL SHEETS EXCLUDING COVER SHEET, ARCHITECTURAL SITE PLAN SHEET(S) AND CIVIL SHEETS
- **+\$40.00** PER SHEET FOR ALL SHEETS EXCLUDING COVER SHEET AND ARCHITECTURAL SITE PLAN SHEET(S)

#### **1<sup>st</sup> Substantive Review:**

- **\$488.00**
- **+\$148.00** PER SHEET FOR COVER SHEET AND ARCHITECTURAL SITE PLAN SHEET(S)
- **+60.00** PER SHEET FOR ALL SHEETS EXCLUDING COVER SHEET, ARCHITECTURAL SITE PLAN SHEET(S) AND CIVIL SHEETS
- **+\$20.00** PER SHEET FOR ALL SHEETS EXCLUDING COVER SHEET AND ARCHITECTURAL SITE PLAN SHEET(S)
- **\$750** FOR A DRAINAGE REPORT
- **\$750** FOR TRAFFIC IMPACT ANALYSIS
- **\$90** FOR TRAFFIC IMPACT STATEMENT

#### **Subsequent Substantive Reviews:**

- **\$483.00**
- **+\$143.00** PER SHEET FOR COVER SHEET AND ARCHITECTURAL SITE PLAN SHEET(S)
- **+60.00** PER SHEET FOR ALL SHEETS EXCLUDING COVER SHEET, ARCHITECTURAL SITE PLAN SHEET(S) AND CIVIL SHEETS
- **+\$20.00** PER SHEET FOR ALL SHEETS EXCLUDING COVER SHEET AND ARCHITECTURAL SITE PLAN SHEET(S)
- **\$750** FOR A DRAINAGE REPORT
- **\$750** FOR TRAFFIC IMPACT ANALYSIS
- **\$90** FOR TRAFFIC IMPACT STATEMENT

PLANNING DIVISION:  
ENGINEERING DIVISION:

T 520-866-6447  
T 520-866-6447

FREE 888-431-1311  
FREE 888-431-1311

F 520-866-6490 www.pinalcountyaz.gov  
F 520-866-6490 www.pinalcountyaz.gov



PINAL COUNTY  
*wide open opportunity*

# PLANNING DIVISION

---

# ENGINEERING DIVISION



## COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

### SPECIFIC SITE PLAN REVIEW

1. Name of project – (with associated parcel number and legal description)
2. Location Map showing project in relation to the County (or PAD)
3. General location of all free standing signs with note on site plan “Signs approved by separate permit.”
4. Lighting Plan (Pre & Post curfew) with fixture cutsheets – [see Section 2.195 of the Pinal County Development Services Code for lighting standards].
5. General location of vehicle access, parking with calculations and stall sizes of (10’x20’), and traffic circulation – [see Section 2.140 of the Pinal County Development Services Code for requirement details].
6. Note that parking will be paved as specified by the Pinal County Public Works Department – [as referenced in Section 2.140.030 of the Pinal County Development Services Code].
7. Landscaping & Buffers
8. Show and label dumpsters and state that they will be screened from public view
9. If applicable place note on site plan that rooftop mechanical equipment will be screened from view.
10. Identify Gross Floor Area Square Footage
11. Percentage of lot coverage by buildings and impervious surfaces
12. Label all building heights or put into site data table (example below)
13. Label all building setbacks
14. General location of future access routes
15. Easement locations
16. Show North Arrow

PINAL COUNTY PARKING ORDINANCE*		
USE	Parking Ratio	Notes
Retail Store / Service Business	1: 250 sq/ft	A, B
Medical / Dental	1: 300 sq/ft	A, B
Hotel	1: Room/Suite	A, B
Church	1: 4 Seats	A
Auditorium / Stadium / Theater	1: 5 Seats	A, B
Shopping Center	1: 250 sq/ft	A, B
Business or Professional Office	1: 300 sq/ft	B
Restaurant / Bar / Night Club / Dance Hall	1: 150 sq/ft	A, B
Furniture Store / Repair / Wholesale Store	1: 1,000 sq/ft	A, B
<b>NOTES:</b> A: All uses with employees shall provide 1 space for every 2 employees, based on the maximum at any time. B: Parking must be within 600 feet of building.  *Other uses are listed in Pinal County Development Services Code 2.140		

SITE DATA TABLE	
Parcel #:	123-45-678
Zoning:	CB-#
Zoning:	Nautilus PAD
Setbacks:	20-5-18
Gross Floor Area:	7,000 sq/ft
Building Height:	28'7"
Parking:	35 req. / 40 provided
Total Land Area:	1.45 acres
Impervious Surface:	#%
% Open Space:	#%
Others as needed:	
Others as needed:	

*Please note that all items are not applicable to all projects.*



PINAL COUNTY  
wide open opportunity

## COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

# SHEET BY SHEET SUBMITTAL REQUIREMENTS FOR SPECIFIC PLAN SUBMITTAL

### 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, 1/2" from the top, bottom, and right side, and a minimum of 1 1/2" 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 1<sup>st</sup> formal review*)
8. Number pages in lower right hand corner of each sheet above the border in format: ***1 of (# 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 State Notification.
8. Utility/Service Provider Block
9. Record Drawing Certification
10. Add Approval and Re-Approval Block: (*to lower right corner of sheet*)





## COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

3. North Arrow & Graphic Scale
4. 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*).
5. **Clearly** identify and label project boundary line – (*must be able to distinguish line type*).
6. Existing use of adjacent property, (*i.e. GR, CR-1, CR-4, CB-1, CI-1, etc.*)
7. Existing and Proposed Structures. Specify uses, square footage and maximum height of proposed buildings
8. Existing and Proposed Streets
9. Landscaped area(s) and retention area(s)
10. Existing and Proposed Driveway(s)
11. 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.
12. **Add Notes:**
  - a. *Signs are approved by separate permit;*
  - b. *Dumpsters and mechanical equipment will be screened from the public;*
  - c. *Walls over 6' 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.*
13. 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 2012 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
14. All relevant dimensions Including:
  - a. Separations between buildings;
  - b. Setbacks from property lines;
  - c. Existing and Proposed Streets (Right-of-Way);
  - d. Alleys;
  - e. Sidewalks and/or Walkways
  - f. Landscape Areas and Islands;
  - g. Building Footprints;
  - h. Detention/Retention Basins;
  - i. 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.



PINAL COUNTY  
wide open opportunity

## COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

### **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:



PINAL COUNTY  
wide open opportunity

## COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

### 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.



PINAL COUNTY  
wide open opportunity

## COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

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

APPROVED BY:

\_\_\_\_\_  
PINAL COUNTY ENGINEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PINAL COUNTY PUBLIC WORKS DEPARTMENT

\_\_\_\_\_  
DATE

APPROVAL EXPIRES:

△ RE-APPROVAL:

\_\_\_\_\_  
PINAL COUNTY ENGINEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PINAL COUNTY PUBLIC WORKS DEPARTMENT

\_\_\_\_\_  
DATE

APPROVAL EXPIRES:

△ (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.



### COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

- 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  
*wide open opportunity*

EACH OF THE FOLLOWING DEPARTMENTS  
REQUIRE A  
**SEPARATE SUBMITTAL**

---

PERMITS **CAN NOT** BE ISSUED UNTIL THE  
SPECIFIC SITE PLAN IS APPROVED



PINAL COUNTY  
*wide open opportunity*

# AIR QUALITY CONTROL

## AIR QUALITY

31 North Pinal Street, Building F, PO Box 987 Florence, AZ 85132 T 520-866-6929 FREE 888-431-1311 F 520-866-6967 [www.pinalcountyaz.gov](http://www.pinalcountyaz.gov)

REVISED OCTOBER 2014

PAGE 17



PINAL COUNTY  
*wide open opportunity*

## COMMUNITY DEVELOPMENT

P.O. BOX 727 / 31 NORTH PINAL STREET / BUILDING F / FLORENCE / ARIZONA / 85132

### PINAL COUNTY AIR QUALITY

**TO:** Site Plan Review Applicants  
**FROM:** Don Gabrielson, Director  
Pinal County Air Quality  
**DATE:** April 22, 2008  
**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 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](http://www.pinalcountyz.gov/departments/airquality)
- Phone: (520) 866-6929
- Fax: (520) 866-6967
- E-mail: [AirQuality@pinalcountyz.gov](mailto:AirQuality@pinalcountyz.gov)

#### AIR QUALITY



PINAL COUNTY  
*wide open opportunity*

# BUILDING SAFETY (CONSTRUCTION DOCUMENTS)

**BUILDING SAFETY**



## **BUILDING SAFETY 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 2012 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:

- 2012** International Building Code
- 2012** International Mechanical Code
- 2012** International Plumbing Code
- 2012** International Fuel Gas Code
- 2012** International Fire Code
- 2011** International Electrical Code
- 2006** International Energy Code



PINAL COUNTY  
*wide open opportunity*

# ENVIRONMENTAL HEALTH

## (SEPTIC / FOOD)

### ENVIRONMENTAL HEALTH



**MEMORANDUM FROM ENVIRONMENTAL HEALTH**

**Date:** January 26, 2012  
**To:** SITE PLAN REVIEW APPLICANTS  
**Cc:** N/A  
**From:** R.E. GLOS, DIRECTOR  
**RE:** ENVIRONMENTAL HEALTH REQUIREMENTS THAT PERTAIN TO THE DEVELOPMENT PROCESS.  
**Priority:** N/A

---

**1. Food Establishment Requirement**

Pinal County requires a Permit to Operate for all Food Establishments. A “Food Establishment” means an operation that stores, prepares, packages, serves, vends, or otherwise provides FOOD for human consumption.

**2. Public and Semi-Public Bathing Places**

Pinal County requires a Permit to Operate for all Public or Semi-Public Pools and/or Spas.

A “**Public Swimming Pool or Spa**” means a swimming pool or Spa that is open to the public with or without a fee, including a swimming pool and/or spa that is operated by a county, municipality, political subdivision, school district, university, college, or a commercial establishment whose primary business is the operation of a swimming pool and/or spa.

A “**Semi-Public Swimming Pool or Spa**” means a swimming pool or spa operated for the residents of lodgings such as hotels, motels, resorts, apartments, condominiums, townhouse complexes, trailer courts, mobile home parks, or similar establishments. A semi-public swimming pool or spa includes a swimming pool or spa that is operated by a neighborhood or community association for the residents of the community and their guests and a swimming pool or spa at a country club, health club, camp, or similar establishment where the primary business of the establishment is not the operation of a swimming pool or spa and where the use of the swimming pool or spa is included in the fee for the primary use of the establishment.

**3. Septic Requirement**

A Septic permit may be required if your parcel is not located in a sewer district.

If your parcel is located in one of the sewer districts, you do not need to apply for a septic permit. If you are in a sewer district and the sewer district cannot provide the service than you need to get an approval letter from the sewer district to allow PCDEH to issue a septic permit.

**4.** The required submittal packets and applications are available on our website at:  
<http://www.pinalcountyz.gov/Departments/EnvironmentalHealth/Pages/Documents.aspx>