



# Maricopa County

## Planning & Development Department

### Department Directive

Department Directive:  
DD-2012-11

Supersedes: DD-2002-09

Effective: Immediately

Initiator: Tom Ewers

Director: *Joy Rich*

**PURPOSE:** To implement an expedited permit process.

**REFERENCE:** DD-2008-06 Standard Plans

**POLICY/PROCEDURE:**

The Maricopa County Planning and Development Department shall implement an Expedited Permit Process as follows:

Prior to being allowed to participate in the Expedited Permit Process the agent/contractor must meet with Planning and Development Staff to ensure proper qualifications are met and understood.

In order to qualify for participation in an Expedited Permit Process:

1. The agent/contractor must maintain an adequate trust account with the Maricopa County Planning and Development Department with a minimum balance of \$1500 at all times. If the trust account balance falls below the required minimum, the agent/contractor will be notified that no additional review work will be completed. Failure to maintain the minimum balance, after three written warnings, may result in the agent/contractor being denied participation in the Expedited Permit Process.
2. The property that is the subject of the expedited permit application must be in a subdivision or mobile home park that has zoning entitlement by Maricopa County, sewer and water services, drainage approved pad certifications, and properly assigned addresses and parcel numbers.
3. The agent/contractor must submit a list that indicates lots of which they will be requesting permits. This list must show lot numbers, the finished floor elevation, the pad elevation and two curb elevations. This information can be found on the approved as-built engineered site plans for each approved subdivision.
4. The Building Official will maintain a list of subdivisions or mobile home parks that meet requirements and will maintain a list of approved agent/contractors.
5. The applicant/contractor must have an approved standard plan (see directive DD-2008-06) on file with the Planning and Development Department or be installing manufactured homes approved by the State of Arizona Office of Manufactured Housing. No agent/contractor may list the standard plan of another on a permit application unless they have written permission from the holder of that standard plan.
6. The agent/contractor must submit a site plan that meets the minimum requirements per the expedited site plan checklist and sample site plan attached to this directive.

To apply for an expedited permit, an agent/contractor must submit two copies of a properly completed Building Activity Application, (with approved standard plan numbers and trust account number noted) supplemental form and seven copies of the site plan, (and two floor plans for manufactured homes) to the front counter staff at Planning and Development. In order to apply via the digital process, the agent/contractor shall have an online account login and shall submit a digital copy of the Building Activity Application packet with supplemental form, a copy of the site plan, and additional wall details and/or floor plan (for manufactured homes only).

Applications that meet the above requirements will be provided priority review for rapid permit issuance.



# Planning & Development Department



## EXPEDITED SITE PLAN SUBMITTAL REQUIREMENTS SINGLE FAMILY RESIDENCE

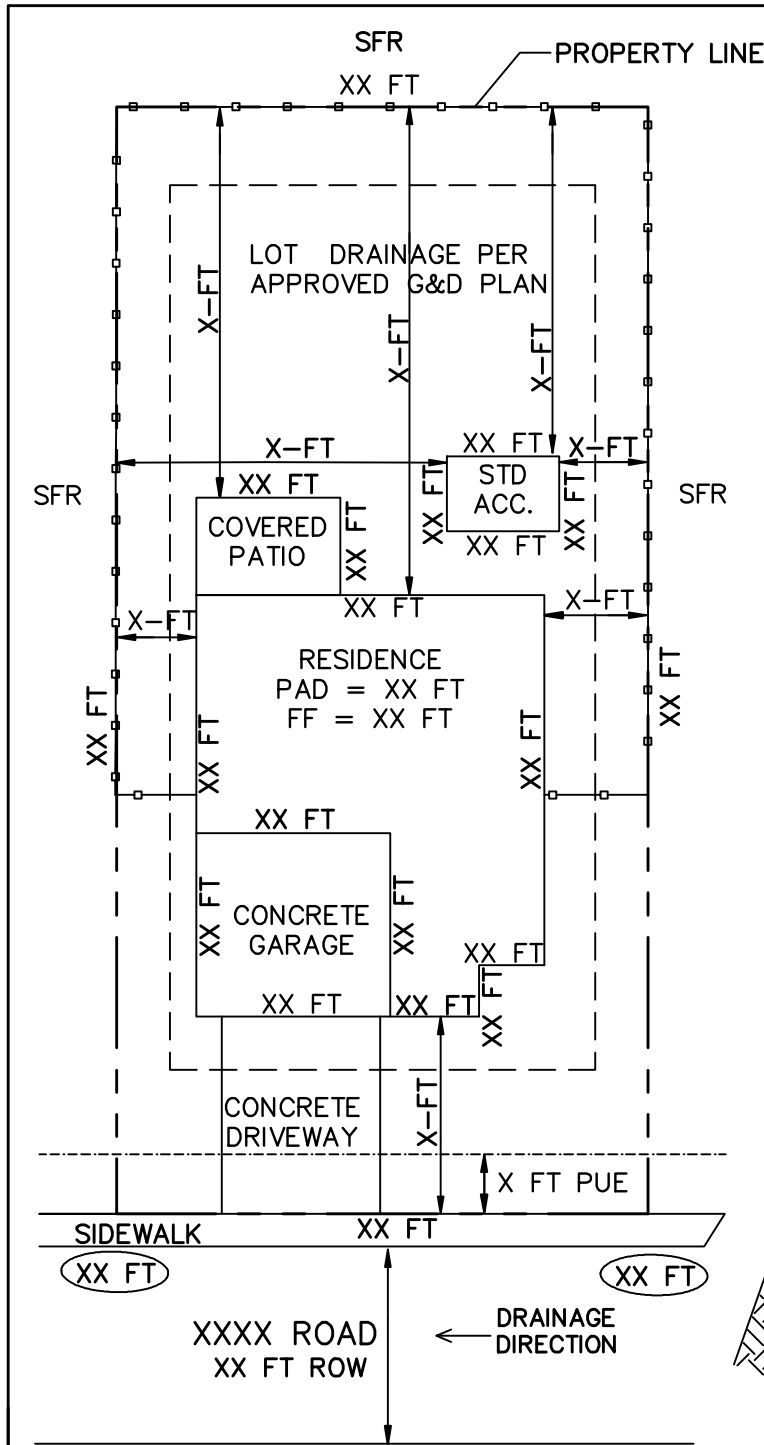
Please check your plan against the listed items for compliance. The following checklist should be used as a guideline. Additional data may be required based upon complexity of the design and location. Submit the checklist with your revised grading and drainage plan.

Applicant **EXPEDITED SITE PLAN**

Check

- 1. TITLE BLOCK WITH PROJECT NAME, PLAN TYPE, SITE ADDRESS, SUBDIVISION, AND LOT NUMBER.
- 2. THE ASSESSOR'S PARCEL NUMBER (APN).
- 3. A SITE LOCATION MAP INDICATING THE SITE LOCATION IN RELATION TO THE NEAREST CROSS STREETS.
- 4. THE OWNER/APPLICANT NAME, ADDRESS, PHONE NUMBER, EMAIL ADDRESS, WITH DATE.
- 5. SITE TOTAL LIVABLE, 2<sup>ND</sup> FLOOR LIVABLE, 1<sup>ST</sup> FLOOR LIVABLE, GARAGE, COVERED PORCH, ADDITIONAL STRUCTURES, AND TOTAL FOOTPRINT AREAS. INCLUDE LOT AREA, LOT COVERAGE PERCENTAGE, AND FENCE LENGTH WITH FENCE TYPE AND HEIGHT.
- 6. USE OF ADJACENT PARCELS WITH APN# - VACANT, RESIDENTIAL, ETC. (ALL SIDES)
- 7. DEDICATED STREET ACCESS INCLUDING STREET NAME, RIGHT-OF-WAY DIMENSION, AND DRAINAGE DIRECTION.
- 8. LIST OF STANDARD PLAN NUMBERS AND BUILDING OPTIONS USED.
- 9. NORTH ARROW AND PLAN SCALE WITH A GRAPHIC SCALE BAR. PLANS MUST BE DRAWN/ PLOTTED TO AN IDENTIFIED SCALE. PLANS MUST BE BASED ON A STANDARD ENGINEERING SCALE (1 INCH EQUAL TO 10, 20, 30, OR 40 FEET) OR ARCHITECTURAL SCALE. MAXIMUM 1"=40 ENGINEERING SCALE TO BE USED ON ALL SITE PLANS, UNLESS APPROVED IN ADVANCE BY COUNTY STAFF.
- 10. THE SIZE OF LETTERING AND SYMBOLS SHALL BE A ONE-TENTH (1/10) OF AN INCH MINIMUM. PLANS SHALL BE SUFFICIENTLY CLEAR TO ALLOW LEGIBLE REPRODUCTION.
- 11. LOCATIONS AND DIMENSIONS OF DRAINAGE TRACTS, EASEMENTS, AND BUILDING SETBACKS.
- 12. FINISHED FLOOR ELEVATION(S).
- 13. AS-BUILT TOP OF CURB ELEVATIONS AT PROPERTY LINE CORNERS FROM RECORD DRAWINGS.
- 14. A DETAIL DEMONSTRATING THE PAD, FINISHED FLOOR, AND FINAL GRADE ELEVATION. NOTE STEM WALL REVEAL PER ENGINEERED PLAN AT THE FRONT AND REAR OF STRUCTURE.
- 15. LOT DRAINAGE PATTERN SHALL CONFORM TO THE APPROVED GRADING AND DRAINAGE PLAN.
- 16. LOT PROPERTY LINE LOCATIONS AND DIMENSIONS.
- 17. OUTLINE, LABEL, AND DIMENSION ALL STRUCTURES.
- 18. DIMENSIONS FROM ALL STRUCTURES TO ALL PROPERTY LINES.
- 19. INCLUDE COPY OF DEVELOPER'S FENCE AND GRADING DETAILS AS APPLICABLE.
- 20. SITE INGRESS/EGRESS LOCATION(S) WITH DRIVEWAY MATERIAL NOTED (CONCRETE, ASPHALT, ABC, ETC.).
- 21. LOCATION OF THE SEPTIC TANK AND LEACH FIELD WITH SETBACK TO NEARBY BUILDINGS.
- 22. LOCATION OF STORAGE TANKS, I.E. PROPANE, WATER. MUST SHOW SETBACK AND TANK SIZE.
- 23. POOL PERIMETER, AREA, AND SPA UL LISTING IF APPLICABLE.

# EXPEDITED SITE PLAN

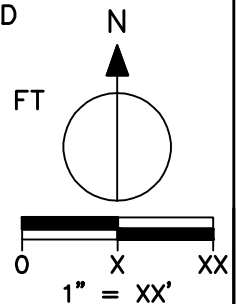
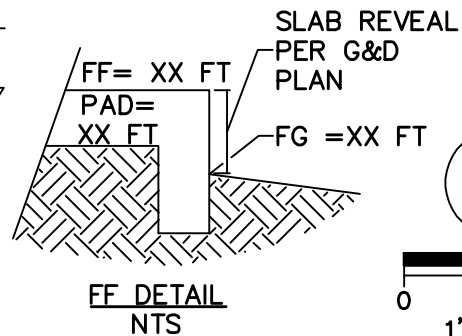
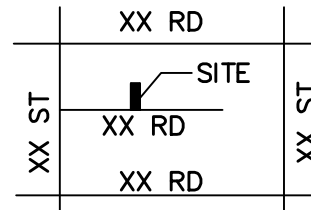


**XX % MAX LOT COVERAGE**  
 TOTAL LIVABLE.....XX SQFT  
 2ND FLOOR LIVABLE.....XX SQFT  
 1ST FLOOR LIVABLE.....XX SQFT  
 GARAGE(S).....XX SQFT  
 COVERED PORCH/PATIO..XX SQFT  
 ADD'L STRUCTURES.....XX SQFT  
 TOTAL FOOTPRINT.....XX SQFT  
 LOT AREA.....XX SQFT  
 LOT COVERAGE %.....XX %  
 FENCE LENGTH .....XX LF  
 FENCE TYPE & HEIGHT..XXXXX, X FT

**STANDARD PLANS & OPTIONS**  
 HOUSE.....SPXXXXXXX  
 POOL/SPA.....SPXXXXXXX  
 ACC. STRUCT. SPXXXXXXX  
 OPTION #1.....XX SQFT  
 OPTION #2.....XX SQFT  
 OPTION #3.....XX SQFT

**POOLS**  
 PERIMETER.....XX LFT  
 AREA.....XX SQFT  
 SPA UL LISTING.....XXXXXXX

**VICINITY MAP**



ASSESSOR'S PARCEL NUMBER		PROJECT NAME	
OWNER NAME		SUBDIVISION NAME	
ADDRESS		LOT NO.	DATE
CITY	STATE	ZIP CODE	OWNER PHONE & EMAIL

INCLUDE COPY OF DEVELOPER'S FENCE AND GRADING DETAILS WITH SUBMITTAL