

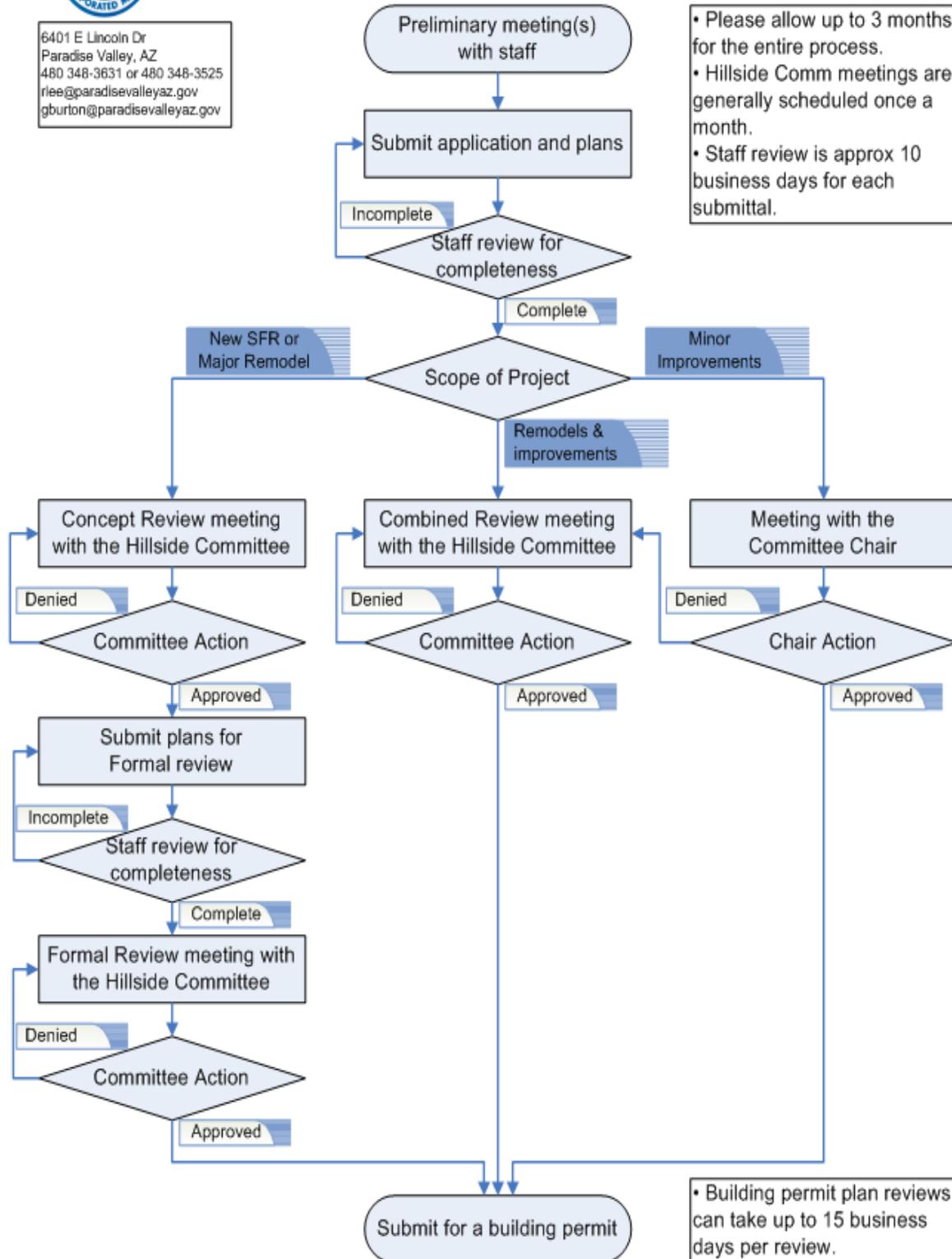
## **HILLSIDE BUILDING COMMITTEE PLAN REVIEW DIRECTIONS**

1. Review Hillside Regulations to ensure your design is in conformance with current Town Code.
2. Complete page 3 and contact George Burton at 480-348-3525, Bob Lee at 480-348-3631, or Paul Michaud at 480-348-3574 to make an appointment for the first/preliminary review and submit application along with your application fee:
  - a. \$1,470 Hillside Building Committee Review Fee.
  - b. \$200 Hillside Building Committee Review Fee for Solar Panels on Existing Residence.
  - c. \$200 Administrative Review Fee.
  - d. \$500 Hillside Building Committee Re-Approval.
3. During the first/preliminary review, staff will determine if the scope of work constitutes an administrative, solar panel, concept, formal or combined review and if the application is complete.
4. Staff will review the plans and submittals and make any comments as necessary.
5. After the staff review, if necessary, you will need to make corrections. The applicant may schedule a meeting with staff to discuss any review comments.
6. Upon resubmittal, staff will again review the plans and if all comments have been corrected, you will be tentatively placed on the next available Hillside Building Committee agenda for your concept, formal or combined review (Please refer to the Hillside Code Process Flow Chart for an overview of the hillside review process). However, a meeting **will not** be scheduled with the Hillside Building Committee until the corrected plans are returned to and deemed complete by the Town.
7. After approval by the Hillside Building Committee, the applicant will submit a hillside assurance to the Town Attorney's Office prior to obtaining a building permit (Per Section 2205.II.B of the Hillside Ordinance).
8. The plans for any development in the Hillside Development Area must be approved by the Town and appropriate permits issued before any clearing and grubbing, grading, bulldozing, blasting or movement of earth is commenced. If development does not commence within twelve months after securing such approval from the Hillside Building Committee, no construction shall occur until plans have been resubmitted and re-approved or if appropriate, based upon circumstances outside the control of the applicant, a one-time six (6) month extension may be granted by the Town Manager or Designee.



6401 E Lincoln Dr  
Paradise Valley, AZ  
480 348-3631 or 480 348-3525  
rlee@paradisevalleyaz.gov  
gburton@paradisevalleyaz.gov

# Hillside Code Process Flow Chart





# TOWN OF PARADISE VALLEY HILLSIDE DEVELOPMENT

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

**SUBDIVISION NAME:** \_\_\_\_\_

**ADDRESS OF PROPERTY** \_\_\_\_\_

\_\_\_\_\_

**ASSESSOR'S PARCEL NUMBER:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

**ARCHITECT:** \_\_\_\_\_  
NAME PHONE NUMBER

ADDRESS E-MAIL ADDRESS

**ENGINEER/OTHER:** \_\_\_\_\_  
NAME PHONE NUMBER

ADDRESS E-MAIL ADDRESS

**OWNER:** \_\_\_\_\_  
PRINT NAME PHONE NUMBER

ADDRESS E-MAIL ADDRESS

SIGNATURE OF OWNER OR REPRESENTATIVE DATE

**PRE-APPLICATION CONFERENCE WITH STAFF ON:** \_\_\_\_\_

**APPLICATION SUBMITTED ON:** \_\_\_\_\_

**APPLICATION FEE:** \_\_\_\_\_

**RECEIPT NUMBER:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_

## **STAFF/ARCHITECT HILLSIDE PLAN REVIEW**

### **SUBMITTALS NEEDED FOR CONCEPT REVIEW MEETING**

- \_\_\_\_\_ TITLE REPORT (IF ROADWAY DEDICATION IS REQUIRED)
- \_\_\_\_\_ SITE PLAN WITH TOPOGRAPHY (MAXIMUM 2-FOOT INTERVALS), BUILDING FOOTPRINT, DRIVEWAY, POOL AND WATER FEATURES, ACCESSORY BUILDING LOCATIONS, DISTURBED AREA CALCULATIONS, PROPOSED DRAINAGE, AND A BRIEF NARRATIVE OF PROJECT.
- \_\_\_\_\_ MASS MODEL OR A 3-DIMENSIONAL RENDERING OR COMPUTER GENERATED MODEL. IF A MASS MODEL IS USED THE APPLICANT MUST FURNISH PICTURES OF THE MODEL AND INCLUDE THEM IN THE SUBMITTAL WITH THE SEVEN SETS. (A STUDY MODEL WILL BE REQUIRED AT THE FORMAL HILLSIDE COMMITTEE).
- \_\_\_\_\_ AERIAL PHOTO-LESS THAN 3-YEARS OLD WITH TOPOGRAPHY, LOT LINES, BUILDING FOOTPRINT AND ANY NATURAL FEATURES ON 24"X 36" SHEET.
- \_\_\_\_\_ FIRE MARSHAL SITE PLAN REVIEW
- \_\_\_\_\_ NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO HILLSIDE MEETING

#### **NOTE**

The purpose of the Concept Review Meeting is to discuss, review and give suggestions and guidance to the applicant regarding the proposed development, location of the building pad, accessory structures and any other items of discussion. The owner or his representative should be prepared to demonstrate how this application relates to site conditions, significant natural features, preservation of existing vegetation, grading concepts and their adaptation to the natural hillside topography.

### **SUBMITTALS NEEDED FOR THE FORMAL REVIEW MEETING**

- \_\_\_\_\_ PROVIDE A WRITTEN PROJECT NARRATIVE DESCRIBING WHAT YOU ARE DOING.
- \_\_\_\_\_ DETAILED SITE PLAN (SEE SECTION 2206-2-C OF HILLSIDE CODE).
- \_\_\_\_\_ LEGAL SURVEY WITH SURVEYOR'S SEAL
- \_\_\_\_\_ GRADING AND DRAINAGE PLAN WITH WRITTEN NARRATIVE DESCRIBING DRAINAGE FLOWS (2206-II-F):

NOTES TO BE INCLUDED ON CIVIL SITE PLAN

1. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL ALL HILLSIDE STIPULATIONS AND ALL TOWN CODE REQUIREMENTS ARE COMPLIED

- INCLUDING, BUT NOT LIMITED TO LANDSCAPING, GROUND RESTORATION, FIRE FLOW, FIRE SAFETY AND ALL ONSITE AND OFFSITE IMPROVEMENTS.
2. ALL OUTDOOR LIGHTING SHALL BE IN CONFORMANCE WITH ARTICLE XXII OF THE TOWN ZONING ORDINANCE.
  3. ALL EXCESS FILL MATERIAL SHALL BE REMOVED FROM THE SITE WITH NO NEW SPILL SLOPES.
  4. THE USE OF HYDRAULIC RAM HAMMERS, OR OTHER HEAVY EQUIPMENT USED TO CUT THROUGH ROCK, INCLUDING MACHINERY WITH AUDIBLE BACK UP WARNING DEVICES SHALL BE LIMITED TO USE BETWEEN THE HOURS OF 7:00AM OR SUNRISE, WHICHEVER IS LATER, AND 6:00PM OR SUNSET, WHICHEVER IS EARLIER, MONDAY THROUGH FRIDAY, WITH LIMITED WORK ON SATURDAY AND NO WORK ON SUNDAY OR LEGAL HOLIDAYS. RAM HAMMERS AND OTHER HEAVY EQUIPMENT CANNOT BE USED ON SATURDAYS WITHOUT A WAIVER FROM THE TOWN MANAGER.
  5. CONSTRUCTION STAKING AND /OR FENCING SHALL BE PLACED AROUND THE CONSTRUCTION SITE SO AS TO PROTECT THE UNDISTURBED NATURAL AREA.

\_\_\_\_\_ PHOTOGRAPHS OF THE SITE (2206-II-D).

\_\_\_\_\_ SEISMIC REFRACTION SURVEY (2206-II-B).

\_\_\_\_\_ LANDSCAPE PLAN (2206-II-G)

\_\_\_\_\_ LIGHTING PLAN (2206-II-I).

\_\_\_\_\_ CROSS-SECTIONS, ELEVATIONS, BUILDING HEIGHTS FULLY DIMENSIONED.

\_\_\_\_\_ STUDY MODEL (2206-II-J).

\_\_\_\_\_ ACCURATE OBLIQUE VIEW ARCHITECTURAL RENDERING (2206-II-K).

\_\_\_\_\_ EXTERIOR MATERIAL SAMPLES (2206-II-L).

\_\_\_\_\_ HOUSE CORNER MARKERS STAKED 2 WEEKS PRIOR TO MEETING (2206-II-M).

\_\_\_\_\_ NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO MEETING (2206-II-A).

**DISTURBED AREA CALCULATIONS (INCLUDE ON SITE PLAN).**

\_\_\_\_\_ AREA OF LOT \_\_\_\_\_ ACRES \_\_\_\_\_ SQUARE FEET

\_\_\_\_\_ AREA UNDER ROOF \_\_\_\_\_ SQUARE FEET

\_\_\_\_\_ FLOOR AREA RATIO \_\_\_\_\_ % (AREA UNDER ROOF/AREA OF LOT)

\_\_\_\_\_ BUILDING PAD SLOPE \_\_\_\_\_ %  
                   VERTICAL \_\_\_\_\_ FEET  
                   HORIZONTAL \_\_\_\_\_ FEET

Building Pad Slope - The percent of slope measured at right angles to the natural contours along a line passing through the center of the proposed building and terminating at the ends of the disturbed area limits of the building site.

\_\_\_\_\_ ALLOWABLE DISTURBED AREA \_\_\_\_\_ %

\_\_\_\_\_ ALLOWABLE DISTURBED AREA \_\_\_\_\_ SQUARE FEET

\_\_\_\_\_ EXISTING DISTURBED AREA \_\_\_\_\_ SQUARE FEET (IF ANY)

\_\_\_\_\_ PROPOSED DISTURBED AREA \_\_\_\_\_ SQUARE FEET

\_\_\_\_\_ PERCENT OF LOT STEEPER THAN NATURAL GRADE (5% MAX.) \_\_\_\_\_ %

\_\_\_\_\_ VOLUME OF CUT \_\_\_\_\_ C.Y. VOLUME OF FILL \_\_\_\_\_ CY

\_\_\_\_\_ HILLSIDE ASSURANCE @ \$25/CUBIC YARD OF CUT + FILL \$ \_\_\_\_\_

**SITE PLAN**

\_\_\_\_\_ NUMBER OF RETAINING WALLS \_\_\_\_\_

\_\_\_\_\_ TOTAL LENGTH OF ALL RETAINING WALLS \_\_\_\_\_ FEET

\_\_\_\_\_ MAXIMUM HEIGHT OF RETAINING WALLS \_\_\_\_\_ FEET

\_\_\_\_\_ MAXIMUM CONTINUOUS LENGTH OF RETAINING WALLS \_\_\_\_\_ FEET

\_\_\_\_\_ MAXIMUM LENGTH OF VISIBLE RETAINING WALL MEASURED FROM ANY POINT AROUND THE PROPERTY \_\_\_\_\_ FEET

\_\_\_\_\_ DRIVEWAY:     MATERIAL \_\_\_\_\_  
                           COLOR \_\_\_\_\_  
                           CREDIT \_\_\_\_\_

\_\_\_\_\_ SLOPE OF DRIVEWAY \_\_\_\_\_ % (30% MAXIMUM)

\_\_\_\_\_ DRIVEWAY CUT OVER 8 FEET LESS THAN 100 FEET IN LENGTH

- \_\_\_\_\_ MINIMUM DRIVEWAY WIDTH (12 FEET MINIMUM)
- \_\_\_\_\_ POOL FENCE DETAIL SHOWING POOL PROTECTION AND 80% OPEN FENCE
- \_\_\_\_\_ WATER (ADEQUATE WATER PRESSURE TO MEET FIRE SAFETY STANDARDS)
- \_\_\_\_\_ FIRE HYDRANT INSTALLATION REQUIRED? YES/NO
- \_\_\_\_\_ IDENTIFY LOCATION OF SEPTIC SYSTEM OR SEWER SYSTEM ON PLAN
- \_\_\_\_\_ ILLUSTRATE ALL EASEMENTS
- \_\_\_\_\_ WASH EASEMENT REQUIRED? YES/NO
- \_\_\_\_\_ BRIDGE CROSSING OF WASH (SEE SECTION 2207, V, E OF HILLSIDE CODE)
- \_\_\_\_\_ UTILITY TRENCH LOCATIONS
- \_\_\_\_\_ METHOD OF COVERING UTILITY TRENCH
- \_\_\_\_\_ RESTORATION OF CUT AND SPILL SLOPES (AGING AGENT AND/OR SEED MIX)
- \_\_\_\_\_ LIMITS OF DISTURBED AREA CLEARLY SHOWN ON PLANS
- \_\_\_\_\_ HALF STREET OR RIGHT-OF-WAY IMPROVEMENTS YES/NO

## **BUILDING PLANS**

- \_\_\_\_\_ CROSS SECTIONS OF AT LEAST THREE LOCATIONS BISECTING THE PROPOSED RESIDENCE SHOWING IMPERVIOUS PLANE FOR 24-FOOT HEIGHT
- \_\_\_\_\_ EXTERIOR BUILDING ELEVATIONS FULLY DIMENSIONED (DO NOT USE ELEVATIONS)
- \_\_\_\_\_ MAXIMUM BUILDING HEIGHT \_\_\_\_\_ FEET (24-FOOT VERTICAL PLANE FROM FINISH GRADE)
- \_\_\_\_\_ OVERALL HEIGHT \_\_\_\_\_ FEET (40-FOOT MAXIMUM)
- \_\_\_\_\_ LOCATION OF ALL MECHANICAL EQUIPMENT AND METHOD OF SCREENING (MECHANICAL EQUIPMENT IS NOT ALLOWED ON ROOF)
- \_\_\_\_\_ NON-REFLECTIVE GLASS ON BUILDINGS (BRING SAMPLE TO MEETING)
- \_\_\_\_\_ LOCATION OF ALL AMENITIES:
- \_\_\_\_\_ POOL/SPA
  - \_\_\_\_\_ TENNIS COURT/GAME COURTS – NO LIGHTED COURTS ALLOWED
  - \_\_\_\_\_ ACCESSORY STRUCTURES
  - \_\_\_\_\_ SCREEN WALLS
  - \_\_\_\_\_ OTHER (E.G. WATER FEATURES, BBQ'S, ETC.)

\_\_\_\_\_ PROPOSED COLOR/MATERIAL SAMPLES (BOARD MOUNTED) BLENDING WITH THE NATURAL SURROUNDING HAVING A LRV OF 38% OR LESS. NAME OF COLOR \_\_\_\_\_

## LANDSCAPE PLAN

THE TOWN RECOMMENDS USE OF NATIVE PLANTS AS LISTED IN THE LANDSCAPE GUIDELINES. PLAN SHALL CLEARLY SHOW LOCATION AND TYPE OF PLANTS TO BE USED.

\_\_\_\_\_ SEPARATE LANDSCAPE PLAN SHOWING ALL PROPOSED LANDSCAPING, EXISTING PLANTS AND NEW LOCATION OF SALVAGED PLANTS.

INCLUDE IN TABLE FORM AND CLEARLY LABEL ON YOUR LANDSCAPE PLAN THE FOLLOWING:

\_\_\_\_\_ SPECIES

\_\_\_\_\_ SIZE

\_\_\_\_\_ LOCATION (BY SYMBOL) CLEARLY INDICATED ON PLAN

\_\_\_\_\_ QUANTITY

## LIGHTING

IT IS STRONGLY SUGGESTED THAT YOU READ SECTION 2208 OF THE HILLSIDE CODE PRIOR TO DESIGNING YOUR OUTDOOR LIGHTING. BOTH BUILDING AND OUTDOOR LIGHTING MUST BE PROVIDED IN TABLE FORM ON YOUR PLANS. CUT SHEETS OF EACH LIGHTING FIXTURE SHALL BE INCLUDED ON THE LIGHTING PLAN.

LIGHTS ATTACHED TO BUILDING ON SEPARATE PLAN SHEET

\_\_\_\_\_ TYPE OF LIGHTING FIXTURE

\_\_\_\_\_ LOCATION CLEARLY SHOWN ON PLAN

\_\_\_\_\_ WATTS AND LUMENS (75 WATTS, 750 LUMENS MAX.)

\_\_\_\_\_ QUANTITY

LANDSCAPE LIGHTING ON LANDSCAPING PLAN

\_\_\_\_\_ TYPE OF LIGHTING FIXTURE (CUT SHEET OF LIGHT ON PLAN)

\_\_\_\_\_ LOCATION CLEARLY SHOWN ON PLAN

\_\_\_\_\_ WATTS AND LUMENS (25 WATTS, 250 LUMENS MAX)

\_\_\_\_\_ UP-LIGHTS (150 LUMENS MAX & 1 FIXTURE PER 1,000 SQ FT OF ALLOWABLE DISTURBED AREA)

\_\_\_\_\_QUANTITY

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS**

**STAFF REVIEW**

PRELIMINARY REVIEW DATE: \_\_\_\_\_

FINAL REVIEW DATE: \_\_\_\_\_

\_\_\_\_\_

PREAPPLICATION DATE: \_\_\_\_\_

APPLICATION SUBMITTAL DATE: \_\_\_\_\_

REVIEW # \_\_\_\_\_ DATE: \_\_\_\_\_

**COMPLETE APPLICATION REVIEWED AND APPROVED ON: \_\_\_\_\_**

HILLSIDE BUILDING COMMITTEE DATE: \_\_\_\_\_

**SAMPLE LETTER**  
**Conceptual Plan Review Notification**

Date

Address of recipient

Subject: Conceptual Plan Review for (Describe what it is you are applying for)

Dear Mr. and Mrs. Doe,

An application has been submitted to the Town of Paradise Valley for a new/remodel home at 9999 E Paradise Valley Lane. In compliance with Town requirements, this letter is being sent to you as a courtesy to inform you of the pending application. The Hillside Building Committee will be reviewing this application on Friday, May 20, 2005 at 8:00 AM at the Paradise Valley Town Hall located at 6401 East Lincoln Drive.

The purpose of Conceptual Plan Review meeting is to discuss, review, and provide suggestions and guidance to the Applicant regarding the proposed development including:

Location of the building pad, driveway, and accessory uses

Significant natural features

Preservation of existing vegetation

Grading concepts and their adaptation to the natural hillside topography

The Conceptual meeting provides suggestions and guidance for the Applicant.

Prior to final approval of this application, there will be a Formal Hillside Committee Review Meeting. Notification will be sent to you. Both meetings are open to the public and you may feel free to attend.

If you have any questions please call me at (999) 999-9999

Sincerely,

Applicant or Architect

**SAMPLE LETTER**  
**Formal Plan Review Notification**

Date

Address of recipient

Subject: Formal Plan Review for (Describe what it is you are applying for)

Dear Mr. and Mrs. Doe,

An application has been submitted to the Town of Paradise Valley for a new/remodel home at 9999 E Paradise Valley Lane. In compliance with Town requirements, this letter is being sent to you as a courtesy to inform you of the pending application. The Hillside Building Committee will be reviewing this application on Friday, May 20, 2005 at 8:00 AM at the Paradise Valley Town Hall located at 6401 East Lincoln Drive.

The purpose of Formal Plan Review meeting is for the Hillside Committee to review the submittal for compliance with the goals, purposes, and specific criteria of the Town of Paradise Valley Hillside Development Regulations.

The Hillside Committee will approve, approve with stipulations, or deny the submittal.

This meeting is open to the public and you may feel free to attend.

If you have any questions please call me at (999) 999-9999

Sincerely,

Applicant or Architect

**SAMPLE LETTER**  
**Combined Plan Review Notification**

Date

Address of recipient

Subject: Combined Plan Review for (Describe what it is you are applying for)

Dear Mr. and Mrs. Doe,

An application has been submitted to the Town of Paradise Valley for a new/remodel home at 9999 E Paradise Valley Lane. In compliance with Town requirements, this letter is being sent to you as a courtesy to inform you of the pending application. The Hillside Building Committee will be reviewing this application on Friday, May 20, 2005 at 8:00 AM at the Paradise Valley Town Hall located at 6401 East Lincoln Drive.

The purpose of Combined Plan Review meeting is for the Hillside Committee to review the submittal for compliance with the goals, purposes, and specific criteria of the Town of Paradise Valley Hillside Development Regulations.

The Hillside Committee will approve, approve with stipulations, or deny the submittal.

This meeting is open to the public and you may feel free to attend.

If you have any questions please call me at (999) 999-9999

Sincerely,

Applicant or Architect