

HILLSIDE BUILDING COMMITTEE PLAN REVIEW DIRECTIONS

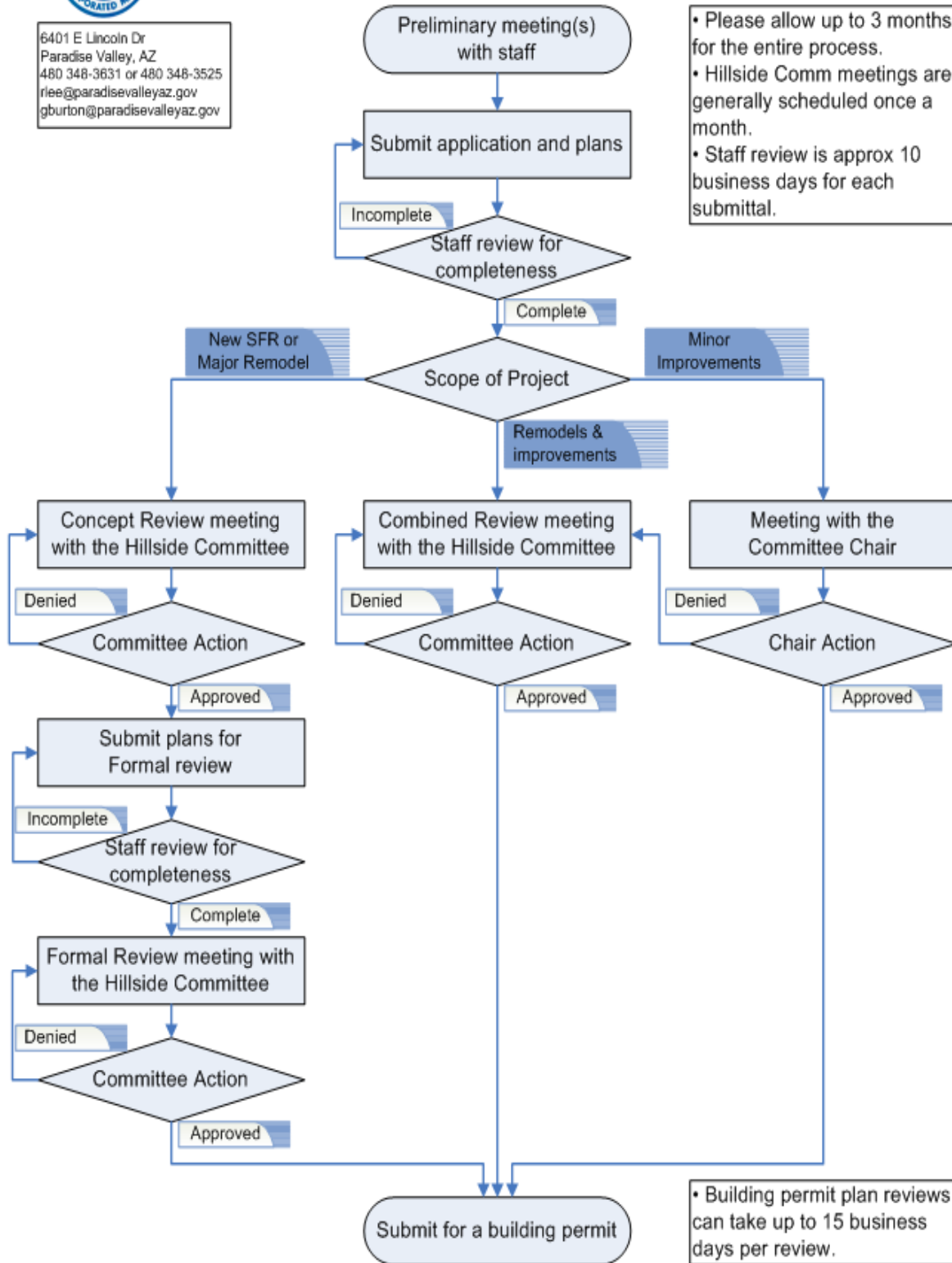
1. Review Hillside Regulations to ensure your design is in conformance with current Town Code.
2. Complete page 3 and contact George Burton at 480-348-3525, Bob Lee at 480-348-3631, or Paul Michaud at 480-348-3574 to make an appointment for the first/preliminary review and submit application along with your application fee:
 - a. \$6,375 Hillside Building Committee Review Fee (Concept & Formal Review).
 - b. \$1,785 Hillside Building Committee Review Fee for Solar Panels on Existing Residence.
 - c. \$1,490 Administrative Review Fee.
 - d. \$850 Hillside Building Committee Re-Approval.
 - e. \$4,125 Combined Hillside Committee Review
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

• Please allow up to 3 months for the entire process.
• Hillside Comm meetings are generally scheduled once a month.
• Staff review is approx 10 business days for each submittal.



• Building permit plan reviews can take up to 15 business days per review.



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: _____

REVIEW # _____ DATE: _____

REVIEW # _____ DATE: _____

REVIEW # _____ DATE: _____

REVIEW # _____ DATE: _____

REVIEW # _____ 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