



HILLSIDE PRE-APPLICATION

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

SCOPE OF WORK: _____

HILLSIDE BUILDING COMMITTEE PLAN REVIEW DIRECTIONS

1. Review Hillside Regulations (Article XXII) and Hillside Safety Manual (Chapter 5) to ensure your design is in conformance with current Town Code.
2. Complete page 1 and contact Hillside Staff at hillside@paradisevalleyaz.gov to make an appointment for the pre-application review and submittal.
3. During the pre-application 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. Please provide electronic copies of the bounded/stamped plans and documents for initial submittal and review.
4. Staff will review the plans and submittals and make any comments as necessary.
5. After the staff pre-application review, if necessary, you will need to make corrections and submit a Hillside Application. Please provide electronic copies of the bounded/stamped plans and documents for initial submittal and review. The applicant may schedule a meeting with staff to discuss any review comments. The Hillside application fees are as follows:
 - a. \$6,600 Hillside Building Committee Review Fee (Concept & Formal Review).
 - b. \$1,825 Hillside Building Committee Review Fee for Solar Panels on Existing Residence.
 - c. \$1,550 Administrative Chair Review Fee.
 - d. \$875 Hillside Building Committee Re-Approval.
 - e. \$4,200 Combined Hillside Committee Review (includes Removal of Hillside Designation Process).
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. Please refer to the Town's Hillside Safety Improvement and Process Manual (see Section 5-10-4 of the Town Code) for safety insurance requirements, Safety Improvement Plan requirements and Construction Staging Plan requirements

8. After approval by the Hillside Building Committee, the applicant will submit a Hillside assurance and the safety insurance to the Town Attorney's Office prior to obtaining a building permit (Per Section 2205.II.B of the Hillside Ordinance and the Hillside Safety Improvement and Process Manual). The Construction Staging Plan must also be submitted to the Town prior to issuance of a building permit.

9. 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.