



City of Flagstaff

Engineering Division

211 W. Aspen Ave

P: (928) 213-2600

Flagstaff, AZ 86001

www.flagstaff.az.gov

Staff contact: CDFrontCounter@flagstaffaz.gov

EPCK

Date Received	Application for Civil Construction Plan Approval		Permit Number
Project Name			
Site Address		COF Project Number	
Engineering Section Project Manager			
Description of Work			
Project Owner			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Engineering Firm			
Address		City, State, Zip	
Contact Name			
Contact Phone		Contact Email	
Submittal Requirements			
Required submittal information for Civil Construction Plan Approval is provided in this application packet. Specific information on Civil Construction Approval is located in the Engineering Standards and the Zoning Code.			
<ol style="list-style-type: none">1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached.2. The City and an applicant may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more than 50% of the overall time frame.3. An applicant may receive clarification from the City of how it is interpreting the Engineering Standards.			

_____ (Owner's Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.

Project Owner Signature

Date

Engineer Signature

Date

For City Use

Received By:

Fee Receipt #:

Approval: Yes No

Staff Initial:

Date Approved:



CIVIL CONSTRUCTION PLAN SUBMITTAL & PROCESSING

for

Residential & Commercial Development Projects

January 28, 2022

The City of Flagstaff (COF) requires that civil construction plans and associated documents pertaining to new improvements for private land development projects be reviewed and approved prior to construction. This includes improvements (including water and sewer main extensions to existing lots) for residential and non-residential subdivisions and land splits (hereinafter referred to as *subdivisions*) as well as improvements for commercial/industrial/multi-family sites and parking lots (hereinafter referred to as *commercial sites*). This handout is intended to provide guidance to applicants and consultants so that a clear understanding of the City of Flagstaff civil construction plan submittal and review process can be gained.

Submittal of a Civil Construction Plan Application

Application may be made after preliminary plat approval for a subdivision or IDS site plan approval for a commercial site is obtained and shall be submitted and processed independently of the COF building permit submittal process utilizing the application form and flow chart included in this packet. COF review time frames are: completeness review – 3 working days, substantive review – 45 working days. **For plan sets of 20 or more sheets, or at the discretion of the City Engineer, an additional 15 days are added to the substantive review time frame, for a total of 60 days for substantive review.**

House Bill 2443 Requirements and Application Processing

Arizona House Bill 2443 (an amendment to Arizona Revised Statutes resulting from Senate Bill 1598 which is known as the Regulatory Bill of Rights), became effective September 13, 2013 and is intended by the legislature to ensure fair, consistent, and open regulation of permit applications by Arizona municipalities. As a result, the COF is required to follow application processing procedures outlined and mandated by HB 2443. Following is a summary of key rules, policies and procedures that are now in effect for the above listed applications.

- A completeness review of an application must be performed prior to the substantive review. The COF must provide a written list of application deficiencies within the published time frame for the completeness review. The COF review time frame will be suspended (the clock is stopped) during the applicant's time to prepare a resubmitted application. The COF may issue additional lists of application deficiencies within the published time frame for the completeness review. The published submittal checklist for each application type will be used to determine completeness, and the application is not deemed complete until all required information has been submitted.
- A substantive review (detailed compliance review) can only commence once the application is deemed complete. The COF substantive review of an application must be performed within the published time frame. The COF review time frame will be suspended (the clock is stopped) during the applicant's time to prepare a resubmitted application. The COF may make supplemental requests for corrections to the application as long as the review time frame is not exceeded. The COF must issue an approval or denial of the overall application within the published time frame.
- A denial of the application by the COF will result in the need for the applicant to reapply and to restart the entire process with additional application fees being assessed.
- The COF and the applicant may mutually agree in writing to extend the substantive review time frame up to 50% of the overall review time frame.

An expedited review process that allows the COF to review and process an application within a faster time schedule than usual is offered to an applicant if the project includes affordable housing units within the development. Following COF approval of all construction plan submittal documents, the Engineering Project Manager will notify the applicant's consultant and request mylar drawings for City signatures. The mylars shall have franchise utility signatures prior to submittal to the City. One complete set of mylar plans plus one additional mylar cover sheet shall be submitted. The City retains the complete set while the additional cover sheet is returned to the consultant to print the required plan sets for future permitting purposes.

References

The following documents adopted by the City of Flagstaff may be of use to the applicant and design professional during preparation of the required submittal documents. The COF prepared documents can be found at the City's website (under each listed division/section) at www.flagstaff.az.gov.

- *COF Zoning Code*, abbreviated as **ZC** (Community Development/Zoning Code)
- *COF Engineering Design and Construction Standards & Specifications for New Infrastructure*, abbreviated as **ES** (Community Development/Engineering/Engineering Design Standards)
- *Maricopa Association of Governments - Uniform Standards for Public Works Construction*, abbreviated as **MAG** (www.azmag.gov)
- *COF Stormwater Management Design Manual*, abbreviated as **SMDM** (Utilities/Stormwater Management)
- *COF Low Impact Development Guidance Manual for Site Design and Implementation*, abbreviated as **LID** (Utilities/Stormwater Management)
- *International Building Code*, abbreviated as **IBC** (Community Development/Planning & Development Services/Building & Safety)
- *COF Incentive Policy for Affordable Housing*, abbreviated as **IPAH** (Community Development/Housing Section)

Required Submittal Documents

The following documents must be included in a construction plan submittal in order for the application to be deemed complete. Incomplete applications will not be accepted for substantive review. Submittal documents shall be sealed by a licensed design professional in accordance with Arizona Revised Statutes Title 32, Chapter 10 and Arizona Administrative Code Title 4, Chapter 30.

1. Completed Application Form – 1 copy

Application form is included in this packet.

2. Comment Response to Site Plan Approval

Provide a copy of, and responses to, the conditions of approval and subsequent submittal requirements provided with your site plan approval.

3. Construction Plans for Improvements - 4 copies (4 copies for subsequent submittals)

Construction plans representing the detailed design of public and private improvements are required. Construction plan content and format shall conform to *ES* and *SMDM*.

For subdivisions, construction plans shall include the following:

- ✓ cover
- ✓ general notes
- ✓ master utility plan
- ✓ domestic water system
- ✓ sanitary sewer collection system
- ✓ drainage facilities including detention, LID, & conveyance
- ✓ irrigation system for public landscaping
- ✓ streets, including striping and signage
- ✓ street lighting
- ✓ traffic signal (if applicable)
- ✓ site grading
- ✓ retaining walls (if applicable)
- ✓ FUTS trail (if applicable)

- ✓ erosion control/stormwater pollution prevention plan sheets
- ✓ details

For commercial sites, construction plans shall include the following:

- ✓ cover
- ✓ general notes
- ✓ parking lot, including striping, ADA requirements, dumpster screening
- ✓ off-site street improvements (if applicable)
- ✓ domestic water system
- ✓ sanitary sewer collection system
- ✓ drainage facilities including detention, LID, & conveyance
- ✓ site grading
- ✓ retaining walls (if applicable)
- ✓ FUTS trail (if applicable)
- ✓ erosion control/stormwater pollution prevention plan sheets
- ✓ details

4. Final Landscape Plan – Include in Construction Plans

The Final Landscape Plan prepared in accordance with *ZC*, *ES*, and *LID* shall represent required public and/or private landscaping and shall also delineate the boundaries of proposed stormwater detention and LID drainage features. The plan shall be incorporated into the final mylar construction plan set.

5. Final Resource Protection Plan – Include in Construction Plans

The Final Resource Protection Plan prepared in accordance with *ZC* and *ES* shall represent required resource protection and shall also delineate the boundaries of proposed stormwater detention and LID drainage features. The plan shall be incorporated into the final mylar construction plan set.

6. Water & Sewer Systems Design Report (if applicable) – 2 copies

A Water & Sewer Systems Design Report is required for new subdivisions and for public water or sewer system additions or modifications for a commercial site. The report shall be prepared in accordance with *ES*.

7. Geotechnical Soils Report (if applicable) – 2 copies

A Geotechnical Soils Report is required per *ES* and *IBC* for projects with 1) a required pavement section design, or 2) graded slopes steeper than those allowed by COF standards, or 3) a retaining wall. The report shall address the listed site issues if they are applicable to the project site.

8. Final Drainage Report – 2 copies

The Final Drainage Report shall be prepared in accordance with *SMDM*.

9. Operation & Maintenance Manual for LID Drainage Facilities – 2 copies

The O & M Manual shall be prepared in accordance with *LID*.

10. Retaining Wall Design Calculations (if applicable) – Electronic only

In addition to wall details provided in the construction plans, projects with a retaining wall require submittal of structural calculations certified by a licensed design professional.

11. Engineer’s Estimate of Construction Cost – 1 copy

An Engineer’s Estimate of construction costs for all improvements for which Assurance of Performance is required shall be prepared in accordance with *ZC* and shall be certified by a licensed design professional. Guidelines for preparing the estimate can be located on the Community Development/Engineering/Engineering Applications website.

12. Request for Variance to COF Engineering Standards or Stormwater/LID Requirements – 2 copies

A written request for all proposed variances shall be submitted in accordance with *ES*, *SMDM*, and *LID*.

13. Electronic files of all required submittal documents – 1 copy

All documents must be submitted on a CD or DVD in .pdf file format.

14. Application Fee Deposit

The COF requires a non-refundable application fee with a construction plan submittal. A fee deposit of \$250 per plan sheet (for plan sets with 10 or more sheets) or a flat fee of \$500 (if less than 10 sheets) is

required with the submittal. Total fees will be calculated by the Engineering Project Manager during review of the first submittal and the remaining balance will be due and payable prior to approval of the application. Full review fees are calculated based on the Engineering User Fees adopted by COF Ordinance #2017-16. Below is the summary of fees that will be charged.

- \$513 per sheet – *all sheets*
- \$166 per sheet – *Grading and Drainage sheets*
- \$266 Drainage Report Review Fee
- \$59 Soils Report Review Fee

Further Information

For further information regarding civil construction plan submittal & processing, please contact:

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