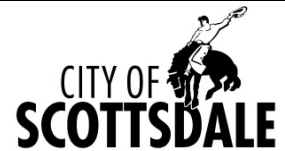


Plan Cover Sheet & Typical Sheet Checklist



This checklist is a guide for submitting complete and accurate plans to the city. See your project's DR, PP, ZN, UP, the Design Standards & Policies Manual (DS&PM), and contact your Project Coordinator for specific requirements.

Cover Sheet

- 1. Title
- 2. City Name
- 3. Vicinity Map
- 4. Legal Description
- 5. Benchmark per 1988 NAVD datum.
<https://geodesy.noaa.gov/> and <https://www.maricopa.gov/592/Benchmark-Information>
- 6. Additional information (see DS&PM Figure 1.2-1)
 - a. Approval blocks for signatures (see DS&PM Chapter 1-2.300)
 - b. City project #, case # (PP, DR, ZN, UP), plan check #, and quarter section # in the right hand border of all sheets.
 - c. "City of Scottsdale General Construction Notes for Public Works Construction" (see DS&PM Figure 1.2-13)
 - d. Sheet Index
 - e. Utility system ownerships.
 - f. Other agency approvals as required
 - g. Engineer, Architect, and/or Developer names, contacts, addresses, and telephone/fax numbers
 - h. Provide construction quantities for all work in public rights-of-way or easements. Units to conform to those found in City Code Sec.47-100 (see Encroachment Permit Fee Sheet).
 - i. Current zoning for the property
 - j. Legend
 - k. "Blue-Stake" note
 - l. Key-Map
 - m. Assessor's parcel number
 - n. Native plant plan & permit number
 - o. Required retention or detention; provide retention or detention in cubic feet.

Typical Sheet—include on each sheet

- | | |
|---|--|
| <input type="checkbox"/> 1. Standard title blocks (see DS&PM Chap. 1-2) | <input type="checkbox"/> 5. Plan check number in right hand margin |
| <input type="checkbox"/> 2. North arrow (up or to the right) | <input type="checkbox"/> 6. Match lines, sheet references, and stations, as applicable |
| <input type="checkbox"/> 3. Graphic scale (horizontal and vertical) | <input type="checkbox"/> 7. City project #, case # (PP, DR, ZN, UP), plan check #, and quarter section # in right hand border. |
| <input type="checkbox"/> 4. Engineer's seal; signed and dated | |

Planning & Development Services Department

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