

# CITY OF MARICOPA

PROUD HISTORY • PROSPEROUS FUTURE



## Off-Site (Public/Commercial) Improvement Requirements

DEVELOPMENT SERVICES  
DEPARTMENT  
39700 W. Civic Center Plaza  
Maricopa, AZ 85138  
Phone: 520.316.6920  
Fax: 520.568.9120  
[www.maricopa-az.gov](http://www.maricopa-az.gov)



## **Submittal Requirements:**

- 1. Traffic Impact Analysis (Final) (required)**
- 2. Drainage Report (required)**
- 3. Water Report (required)**
  - Final submittal must be accompanied by approval from water service provider.
  - Include square footage of building and flow test information on site detail.
- 4. Sewer Report (required)**
  - Final submittal must be accompanied by approval from sewer service provider.
- 5. Geotechnical Soil Report (required)**
- 6. SWPP (required)**
  - When the development will disturb 1 acre or more.
  - Final submittal must be accompanied by approval from the Arizona Department of Environmental Quality.
- 7. Sealed Engineer's Construction Cost Estimate (required)**
- 8. Signing and Striping Plan (required)**
- 9. Water Plan (required)**
  - Final submittal must be accompanied by approval from water service provider.
- 10. Paving, Grading, & Drainage Plans (required)**
- 11. Sewer Plans (required)**
- 12. Street Light Plans (required)**
  - ED-3 streetlight and conduit plan.
- 13. Landscape Plan (required)**

---

Note: Please follow this file naming format when submitting your plans and/or documents:

***(Plan Type) – (Project Name) – (Submittal #)***

***Example: Landscape Plan – The Lofts on Edison – 2nd Submittal***

\*Please note that only PDF files will be accepted



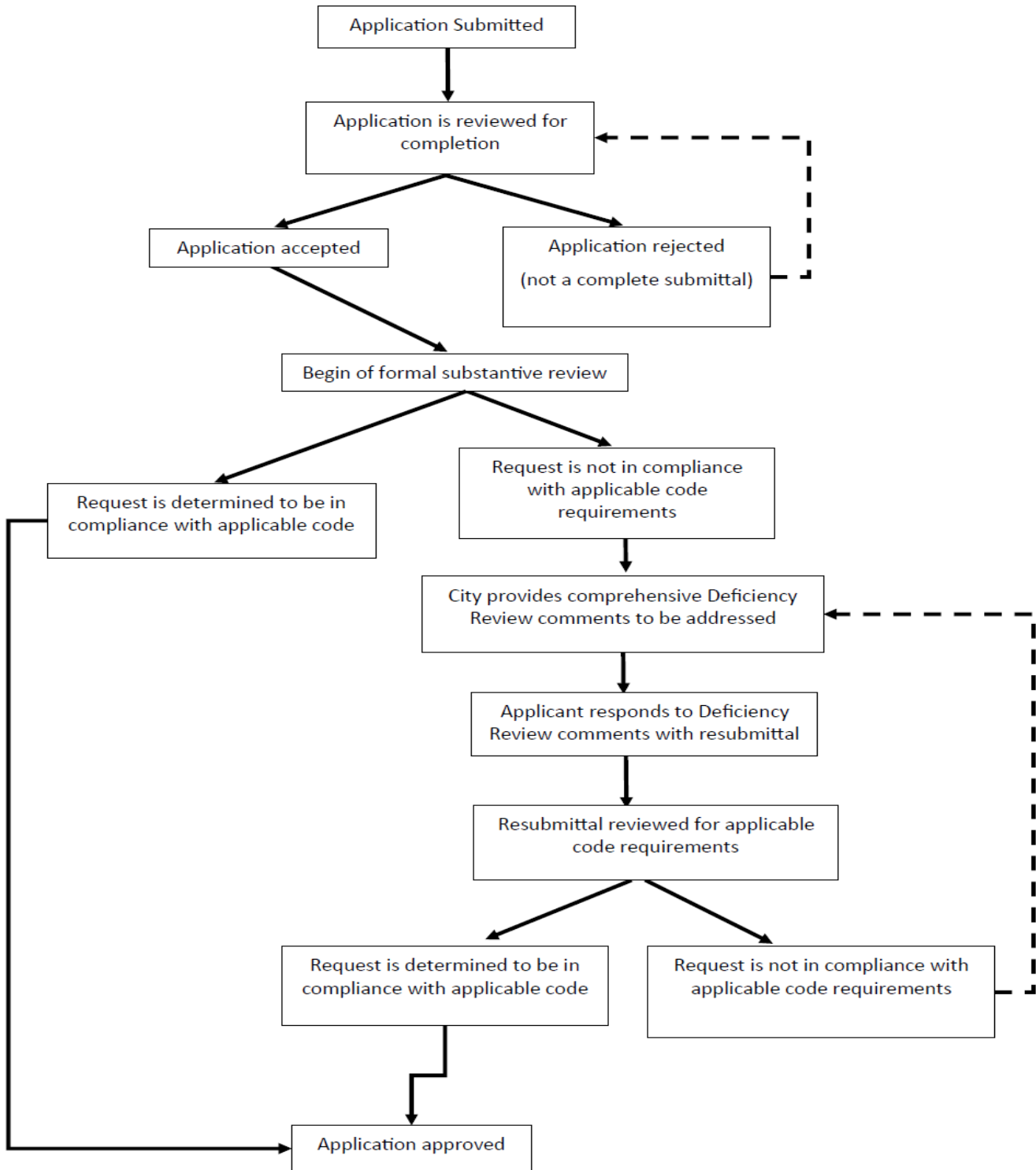
## **How to Apply:**

To complete an application, please click on our [VIP](#) portal. Apply for the Off-Site Improvement Permit (either Commercial or Subdivision). Submit the required documents, plans, and [fees](#). You will be contacted once we have reviewed your submission. For information on application fees and review times see the following links below. For questions, please email us at [DSD@maricopa-az.gov](mailto:DSD@maricopa-az.gov) or call us at 520-316-6920.

- Development Fees – [Click Here](#)
- Plan Review Times – [Click Here](#)



## Process Flow Chart



### ***REGULATORY BILL OF RIGHTS***

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

#### **A.R.S. § 9-832: REGULATORY BILL OF RIGHTS**

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
  - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
  - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832.

