

## On-Site (Private) Improvement Application Submittal Requirements:

- **Project Narrative (required)**
  - Scope of work proposed.
- **Traffic Impact Analysis (Final) (required)**
- **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.
- **Sewer Report (required)**
- **Paving Plan (required)**
- **Grading & Drainage Plans (required)**
- **Water Plans (required)**
  - Final submittal must be accompanied by approval from water service provider.
- **Sewer Plans (required)**
  - Final submittal must be accompanied by approval from sewer service provider.
- **Grading & Drainage Report (required)**
- **Lighting (Photometric) Plan (required)**
- **GeoTechnical Soils Report (required)**
- **Landscape Plan (required)**
- **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](#).

### Miscellaneous Notes:

As with all other permits, submitted files will need to be flattened PDFs with no layers and no special characters in the file name. An initial payment will need to be made before the files are routed to plan review staff. Building, fire requirements, landscaping, entitlement and design, are all completed under separate permits.