



# Planning and Development Department



## DEPARTMENTAL DIRECTIVE

<b>DD NUMBER:</b>	DD 2000-69	<b>AUTHOR:</b>	KATIE PYLE / DEBBIE WHITE
<b>REVISED:</b>	04/11/01	<b>INITIATED BY:</b>	CAROLYN LONG <b>CL</b>
<b>SUPERSEDES:</b>	DD-050	<b>APPROVED BY:</b>	JOY RICH <b>JR</b>
<b>EFFECTIVE DATE:</b>	3/13/00	<b>RESPONSIBLE AUTHORITY:</b>	Planning & Development Department
<b>SUBJECT: GRADING, DRAINAGE AND INFRASTRUCTURE PERMITS FOR SUBDIVISIONS</b>			

### PURPOSE:

To clarify the Planning and Development Department's policy for issuance of grading and drainage permits for subdivision developments

### REFERENCE:

Building Safety Division- Directive-1/96 ADM

### POLICY:

The following departmental policy is established for the issuance of **Grading and Drainage Permits:**

- The Planning and Development Department will no longer issue "At-Risk" Development Permits
- An applicant may, by right, request a **Grading and Drainage Permit** for a parcel of land in any of the **Rural/Residential Zoning Districts** within Maricopa County. The requested *Grading and Drainage Permit* may include the construction of retaining walls **with a separate activity number assigned**.
- A *Grading and Drainage Permit* submittal must meet all requirements of the 1997 UBC (Uniform Building Code), as adopted by Maricopa County.
- If the applicant requesting the *Grading and Drainage Permit* has a concurrent application for a Subdivision in the approval process, for the subject parcel, it shall be required that the applicant provide a signed and notarized *Disclaimer* (see attached) along with the *Grading and Drainage Permit* application submittal. The subject *Disclaimer* shall be placed in the case file with the other related supporting documentation.
- The subject *Disclaimer* states that the applicant acknowledges that only a *Grading and Drainage Permit* is being considered for issuance. If a *Grading and Drainage Permit* is subsequently issued, the owner is solely responsible for any additional expenses, which might arise due to changes required during the Subdivision Approval Process.



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- The approval and issuance of a *Grading and Drainage Permit* does not constitute approval to construct or install any utilities or other related infrastructure improvements. The related infrastructure improvements shall not be permitted until such time as the Final Plat is approved by the Board of Supervisors and recorded with the County Recorder's Office.
- By signing the disclaimer the applicant further acknowledges that approval of a *Grading and Drainage Permit* is in no way approving or suggesting that the Final Plat for the related Subdivision will be approved by the Board of Supervisors.

**PROCEDURES:**

The following procedures are to be followed:

- 1) The applicant shall submit the following items for a *Grading and Drainage Permit*:
  - a. A recorded copy of the deed for ownership and property description (metes and bound legal description).
  - b. The Assessor Tax Parcel Number
  - c. A copy of the Earth Moving and Dust Control permit, issued by Environmental Services
  - d. 7 sets of Grading and Drainage Plans (The number of sets of plans are subject to change as necessary)
  - e. **If prior to final recordation, a disclaimer is required.**
- 2) One (1) permit is required for each parcel of record. If there are 3 parcels involved in the request, then 3 permits shall be required. Each permit will require its own application, sets of plans, recorded deed for ownership and property lines, APN # and Earth-Moving Permit from Environmental Services, etc.
- 3) Once the application is submitted and determined to be complete the Development Services Division shall route the *Grading and Drainage Permit* submittal to the following departments/divisions:
  - a. Development Plan Review Division
  - b. Flood Control Department
  - c. MCDOT
- 4) The requested *Grading and Drainage Permit* shall not be issued until the submittal has been Reviewed and approved by all of the responsible departments/divisions.
- 5) The *Grading and Drainage Permit* is a stand-alone permit and can not be converted into an *Infrastructure Permit*.
- 6). A *Grading and Drainage Permit* must be approved and issued prior to the issuance of any related *Infrastructure Permits*.
- 7) Once the Final Plat has been approved, by the Board of Supervisors, and recorded with the Maricopa County Recorders Office, the applicant may apply for an *Infrastructure Permit* to construct all utilities, storm drains, curbs, gutters, sidewalks, paving and etc.



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- 8). All subdivisions that had previously been issued *Grading and Drainage Permits* prior to Final Plat approval and recordation shall be required to obtain an *Infrastructure Permit* within 90 days from the subdivisions Final Plat approval and recordation.
- 9). The applicant shall submit the following items for *an infrastructure permit*:
- Assessor tax parcel number (mother parcel prior to split).
  - Seven total site plans (recorded plat)
  - Three sets improvement plans (paving, utilities, storm drains, curbs, gutters, sidewalks, etc.)
  - Three sets of grading and drainage if no previously applied for. Grading will have separate activity number assigned.
- One permit is required unless application includes, grading and perimeter fencing then, additional activity numbers will be assigned for each project.
- 10) An applicant may apply for *Building Permits, related to the Subdivision* only after an *Infrastructure Permit* has been issued.
- 11) The Planning & Development Department currently does not process *Infrastructure Permits* for MCDOT and Environmental Services. It is the responsibility to the applicant to provide evidence that all necessary *Development Permits* from these agencies have been applied for and have been issued.
- 12) Building Permits for model homes, model home complexes, job trailers and construction yards within an approved subdivision may be finalized prior to the related *Infrastructure Permit* being finalized.
- 13) Building Permits for single-family residences, within an approved subdivision, may be issued prior to the *Infrastructure Permit* being finalized.
- 14) Building Permits for single-family residences, within an approved subdivision, may not be finalized until the related *Infrastructure Permit* has been finalized.

If you should have any questions concerning this matter please contact your supervisor for clarification.



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DISCLAIMER FOR GRADING AND DRAINAGE PERMIT  
AT OWNER'S RISK



Subdivision Name: \_\_\_\_\_

Subdivision/Zoning Case Number: \_\_\_\_\_ Preliminary Plat Approval Date: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

\_\_\_\_\_ I hereby acknowledge that this application for a permit is made prior to Final  
Initial Plat approval and is done solely at my own risk. I will, at my expense, comply  
with any necessary changes that may be required prior to Final Plat  
approval.

\_\_\_\_\_ I hereby agree to hold Maricopa County harmless from any and all actions of  
Initial any kind, which may result from the issuance of this permit

\_\_\_\_\_ I further hereby agree to obtain a Final Grading and Drainage/Infrastructure  
Initial Permit once the Final Plat has been approved and recorded

\_\_\_\_\_ Property Owners Name (please print) \_\_\_\_\_ phone #

\_\_\_\_\_ Property Owners signature \_\_\_\_\_ Date

\_\_\_\_\_ Applicants Name (if different from owner - please print) \_\_\_\_\_ phone #

\_\_\_\_\_ Applicants Signature \_\_\_\_\_ Date