

# TOWN OF PARADISE VALLEY

# HILLSIDE DEVELOPMENT APPLICATION

## STAFF CONTACT INFORMATION

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Town of Paradise Valley  
6401 E Lincoln Drive  
Paradise Valley, AZ 85253  
[hillside@paradisevalleyaz.gov](mailto:hillside@paradisevalleyaz.gov)

## GENERAL APPLICATION INFORMATION

Development on property designated hillside within the Town limits of Paradise Valley has additional or different requirements than property not designated hillside. One such additional requirement is the Hillside Building Committee approval process before the building permit process. The property owner and/or person developing on hillside property should be familiar with the applicable regulations. If there are questions, then contact the person listed under Staff Contact Information above. Key hillside regulations to be familiar with are Article X, [Article XXII](#), Article XXIV, Hillside Development Regulations, the [Hillside Safety Improvement Measures and Process Manual](#), and the Town Zoning Ordinance and the [Storm Drainage Design Manual](#).

The purpose of the **Pre-Application Review** is for the applicant to submit and present the proposed development to Town staff to discuss the level of review and provide the applicant with preliminary feedback prior to formally submitting one of the applications described below. This helps to expedite the process by assisting applicants to understand what Town procedures will apply and broadly identify how the proposal meets or lacks requirements pursuant to the Hillside Development Regulations and the Hillside Safety Improvement Measures and Process Manual.

A **Demolition-Only Review** is to ensure that disturbed areas are marked, and all demolition activity occurs within the marked area. The purpose of this review is to reduce storm water impact to downstream properties with the review and approval of a grading and drainage plan; submittal of a Storm Water Pollution Prevention Plan (SWPPP) that is inspected periodically and maintained in working order; and providing a financial assurance prior to the issuance of the demolition permit to be refunded when the lot is developed or if the site is restored back to native conditions.

The **Administrative Hillside Chair Review (Chair Review)** process is for the Hillside Building Committee Chair to review the submittal for compliance with the goals, purposes, and specific criteria of the Town of Paradise Valley Hillside Development Regulations. The Chair can review accessory structures and additions provided the proposed improvements do not: (i) exceed or increase the building height of the main residence; (ii) increase the existing building Footprint by more than 100 square feet; (iii) create more than 100 square feet of additional Disturbed Area; (iv) increase the length of walls by more than 15 lineal feet; (v) propose a significant addition of exterior lighting; or (vi) create a significant adverse visual impact. The Hillside Building Committee Chair will approve, approve with stipulations, forward the request to the Hillside Building Committee, or deny the submittal.

The purpose of the **Concept Plan Review Meeting (Concept Review)** is for the applicant and Town staff to discuss, review, and give guidance to the applicant regarding the proposed development, location of the building pad and accessory structures, and any other items of discussion. The owner or his representative should be prepared to demonstrate how this application relates to site conditions, significant natural features, preservation of existing vegetation, grading concepts, and adaptation to the natural hillside topography. A **Formal Hillside Building Committee Review Meeting (Formal Review) or Combined Review Hillside Building Committee Review Meeting (Combined Review)** is for the Hillside Building Committee to review the submittal for compliance with the goals, purposes, and specific criteria of the Town of Paradise Valley Hillside Development Regulations. The Hillside Building Committee will approve, approve with stipulations, continue, or deny the submittal.



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After approval by the Hillside Building Committee, the applicant will provide the required financial assurances to the Town Attorney's Office prior to obtaining a building permit (per Section 2205.II.B of the Hillside Ordinance and the Hillside Safety Improvement and Process Manual). The Construction Staging Plan must also be submitted to the Town prior to issuance of a building permit.

The plans for any development in the Hillside Development Area must be approved by the Town and appropriate permits issued before any clearing and grubbing, grading, bulldozing, blasting, or movement of earth is commenced. If development does not commence within twelve months after securing such approval from the Hillside Building Committee, no construction shall occur until plans have been resubmitted and re-approved or if appropriate, based upon circumstances outside the control of the applicant, a one-time six-month extension may be granted by the Town Manager or Designee.

## HILLSIDE DEVELOPMENT PROCESS STEPS

1. Review and ensure that the design is in conformance with current requirements (i.e., Hillside Development Regulations (Zoning Ordinance - Article XXII) and Hillside Safety Manual (Town Code - Chapter 5). Contact staff (See Page 2) with questions and/or to schedule a preliminary meeting to discuss the proposed project prior to filing the Pre-Application.
2. Complete the Hillside Development Pre-Application
  - a. Pursuant to Section 2205.I of the Town Zoning Ordinance, the applicant for all applications for development or building and construction within the Hillside Development Areas (Figure 1 of Article XXII, Hillside Development Regulations, of the Town Zoning Ordinance or those areas with a slope of 10-percent or greater pursuant to Section 2202 of Article XXII, Hillside Development Regulations) are required to submit a pre-application prior to making application to the Hillside Building Committee.
  - b. The pre-application is the first official means for both the applicant and Town staff to understand the scope of work, the appropriate Hillside Building Committee application(s) process (i.e., Demolition-Only Review, Chair Review, Concept Review, Formal or Combined Review), other application(s) process (e.g. variance), and necessary plans and documents. Also, it provides an opportunity to identify where the proposed scope is and is not meeting the Hillside Development Regulations and the Hillside Safety Improvement Measures and Process Manual Code.
  - c. At a minimum, the applicant shall submit a narrative describing the scope of work along with a site plan. Other plans and documents may be submitted and contact [hillside@paradisevalleyaz.gov](mailto:hillside@paradisevalleyaz.gov) to make an appointment for the pre-application review and submittal.
  - d. During the pre-application review, staff will notify the applicant of any necessary corrections or additional information needed prior to submitting the Hillside Development Application, which may result in a meeting(s) with staff.

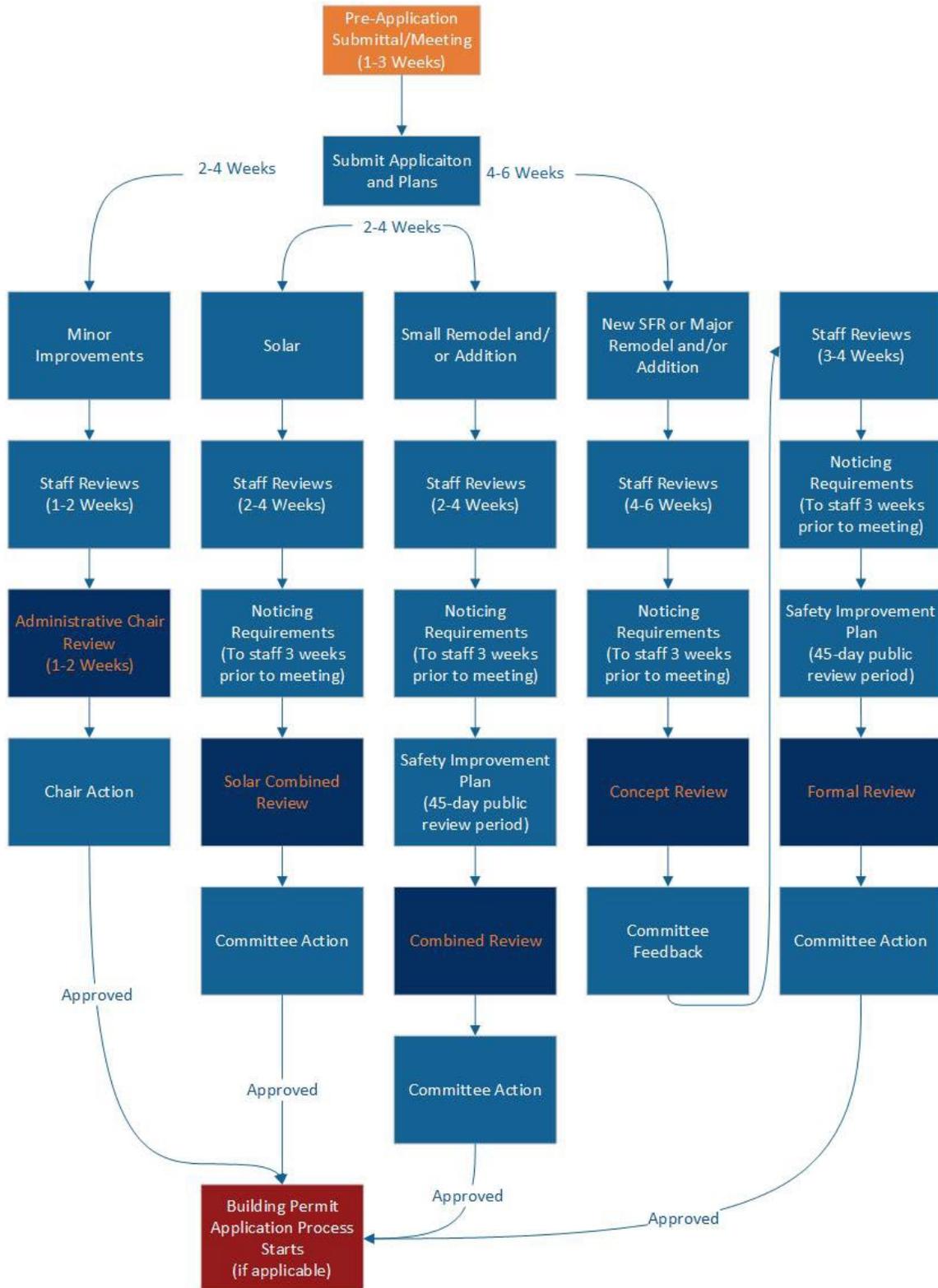


### 3. Complete the Hillside Development Application

- a. After the Hillside Development Pre-Application review is complete, the applicant can submit the Hillside Development Application. This will include PDF copies of the stamped plans and documents for initial submittal and review. The applicant may schedule a meeting with staff to discuss any review comments. The Hillside Development Application fees are as follows:
  - \$6,600 Hillside Building Committee Review Fee (Concept & Formal Review).
  - \$1,825 Hillside Building Committee Review Fee for Solar Panels on Existing Residence.
  - \$1,550 Administrative Chair Review Fee.
  - \$875 Hillside Building Committee Re-Approval.
  - \$4,200 Combined Hillside Committee Review (includes Removal of Hillside Designation Process).
  - \$0 Hillside Demolition-Only Review (Staff-only)
- b. Staff will review the submittal material. If all comments have been corrected and the application deemed complete, the application will be placed on the next available Hillside Building Committee agenda. Please refer to the Hillside Code Process Flow Chart and Hillside Timeline Chart below for an overview of the hillside review process. However, a meeting will not be scheduled with the Hillside Building Committee until the corrected plans are returned to and deemed complete by the Town.
- c. The applicant shall complete the required notification and posting provisions. Notification to the property owners within 1,500 feet of the perimeter of the property generally occurs three weeks prior to the Hillside Building Committee meeting.
- d. Please refer to the Town's Hillside Safety Improvement and Process Manual (see Section 5-10-4 of the Town Code) for safety insurance requirements, Safety Improvement Plan requirements and Construction Staging Plan requirements.



# HILLSIDE DEVELOPMENT PROCESS FLOW CHART



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TOWN  
*of*



Hillside Application  
Community Development Department  
6401 E Lincoln Drive  
Paradise Valley, AZ 85253

PARADISE VALLEY

(480) 348-3692

**HILLSIDE APPLICATION**

**DATE:** 11/19/2025

**SUBDIVISION NAME:** TURQUOISE HILLS

**PROPERTY ADDRESS:** 8229 N 54TH ST PARADISE VALLEY 85253

**ASSESSOR'S PARCEL NUMBER:** 168-65-030

**LEGAL DESCRIPTION:** PER WARRANTY DEED 2011-1016858 LOT 37 TURQUOISE HILLS, ACCORDING TO BOOK 75 OF MAPS, PAGE 27, RECORDS OF MARICOPA COUNTY, ARIZONA

**SCOPE OF WORK:** THE PROJECT INVOLVES THE CONSTRUCTION OF A 650 SF HOME GYM ADDITION TO AN EXISTING 6,123 SF SINGLE-FAMILY RESIDENCE. THE NEW ADDITION WILL INTEGRATE SEAMLESSLY WITH THE EXISTING STRUCTURE, PROVIDING A DEDICATED SPACE FOR EXERCISE AND WELLNESS WHILE MAINTAINING THE ARCHITECTURAL CHARACTER AND AESTHETIC CONTINUITY OF THE HOME.



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**ARCHITECT:**

PRINT NAME	PHONE NUMBER
<hr/>	
PHILIP A. CARHUFF (520) 577-4560	
<hr/>	
ADDRESS 2930 N. SWAN ROAD TUCSON, AZ 85712 #210	
<hr/>	

**ENGINEER:**

<b>N/A</b>	
PRINT NAME	PHONE NUMBER
<hr/>	
ADDRESS	
<hr/>	

**OWNER:**

PRINT NAME	PHONE NUMBER
<hr/>	
GILA MONSTER LLC.	
<hr/>	
ADDRESS 8229 N. 54TH STREET PARADISE VALLEY, AZ 85253	
<hr/>	

 OWNER OR AUTHORIZED AGENT SIGNATURE	11/19/2025 DATE
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## STATEMENT OF ACCURACY

BUILDING INFORMATION<sup>1</sup>

USE	AREA (SF) OR LENGTH (FT)
LIVABLE AREA (EXISTING)	6,123 SF
LIVABLE AREA (NEW)	650 SF
LIVABLE AREA (REMODEL)	N/A
PERCENT NEW + REMODEL	N/A

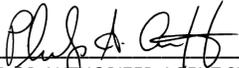
<sup>1</sup>THE FOLLOWING CONDITIONS MAY APPLY TO REMODELS OR ADDITIONS OF 50% OR GREATER: 1) ZONING ORDINANCE, ARTICLE XXIII – SECTION 2307 REQUIRES THAT NON-CONFORMING STRUCTURES BE BROUGHT INTO COMPLIANCE IF THEY DO NOT MEET CURRENT HEIGHT, SETBACK, FINISH, AND ANY OTHER APPLICABLE ORDINANCE REQUIREMENTS. 2) ZONING ORDINANCE, ARTICLE XXIV – SECTION 2415 REQUIRES THAT NON-CONFORMING WALLS BE BROUGHT BE INTO COMPLIANCE IF THEY DO NOT MEET CURRENT HEIGHT AND/OR SETBACK REQUIREMENTS. 3)TOWN CODE, CHAPTER 13 REQUIRES FIRE SPRINKLER SYSTEMS.

VALUATION CALCULATION<sup>2</sup>

USE	UNIT - AREA (SF), LENGTH (FT), OR COUNT	VALUATION PER (UNIT)	VALUATION TOTAL
LIVABLE AREA (NEW)	650 SF	\$225.00	\$146,250
LIVABLE AREA (REMODEL)	N/A	\$112.50	
GARAGE	N/A	\$50.00	
STORAGE	N/A	\$50.00	
PATIOS/RAMADAS/PORHCES	358 SF	\$35.00	\$12,530
FENCES	(NEW) 40 LF	\$30.00	\$1,200
POOL	N/A	1% OF COST	
BBQ	N/A	\$4,200.00 (EA)	
FIREPLACE	N/A	\$5,250.00 (EA)	
WATER FOUNTAIN	N/A	\$1,000.00 (EA)	
WATER FEATURE	N/A	\$2,500.00 (EA)	
<b>SUM</b>	-	-	<b>\$159,980</b>

<sup>2</sup>TOWN CODE, CHAPTER 5 REQUIRED IMPROVEMENTS MAY INCLUDE RIGHT-OF-WAY DEDICATION AND STREET IMPROVEMENTS, DRAINAGE IMPROVEMENTS, SEWER IMPROVEMENTS, FIRE HYDRANT INSTALLATION, AND ELECTRICAL UNDERGROUNDING FOR BUILDING PERMIT VALUATIONS OF \$500,000 OR GREATER CALCULATED OVER A 730 DAY PERIOD. YOU MAY USE THE TOWN MASTER FEE SCHEDULE TO DETERMINE THE MINIMUM CONSTRUCTION VALUATION: <https://www.paradisevalleyaz.gov/DocumentCenter/View/104/Master-Fee-Schedule>

## CERTIFICATION

<ul style="list-style-type: none"> <li>I hereby certify that the above information and the information in this application is true and accurate. I further certify that I will comply with all Federal, State, County and Town laws relating to construction and demolition.</li> <li>I understand that any changes made during or after the hillside development process may require a modification to the statement of accuracy. Additional requirements may be required for a modified scope of work.</li> <li>The issuance of an approval shall not be considered as an adoption by the inspector of the manifested technical construction or demolition contained in the plans and specifications, if thereafter it can be shown that any portion of the work is in conflict with any portion of the ordinances and laws of the Town of Paradise Valley, Arizona. It is agreed that this work will be done in conformity with the laws of the Town of Paradise Valley, Arizona, Maricopa County, and the State of Arizona.</li> </ul>	<input type="checkbox"/> Authorization Letter for Agent if Value > \$25,000
 _____ OWNER OR AUTHORIZED AGENT SIGNATURE	



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## SUMMARY OF SUBMITTAL DOCUMENTS

### CONCEPT REVIEW:

1. COVER SHEET WITH VICINITY MAP
2. SITE PLAN
3. HISTORIC/NATURAL GRADE EXHIBIT
4. GRADING AND DRAINAGE PLAN (WITH PRELIMINARY DISTURBANCE/CUT/FILL)
5. ARCHITECTURAL RENDERINGS (INCLUDING 3-D MASSINGS)
6. AERIAL PHOTO WITH IMPROVEMENTS AND TOPOGRAPHIC MAP

### FORMAL/COMBINED REVIEW:

1. COVER SHEET WITH VICINITY MAP
2. PHOTOGRAPHS OF PROPERTY
3. ARCHITECTURAL RENDERINGS
4. 3-D MODEL
5. AERIAL PHOTO WITH IMPROVEMENTS AND TOPOGRAPHIC MAP
6. LEGAL SURVEY
7. HISTORIC/NATURAL GRADE EXHIBIT
8. GRADING & DRAINAGE PLAN (WITH PRELIMINARY DISTURBANCE/CUT/FILL)
9. SITE PLAN
10. CROSS SECTIONS
11. BUILDING LIGHTING PLAN
12. LANDSCAPE AND LANDSCAPE LIGHTING PLAN(S)
13. MATERIAL SAMPLE BOARD

### SOLAR COMBINED REVIEW:

1. COVER SHEET
2. SITE PLAN
3. CROSS SECTIONS
4. AERIAL PHOTO WITH IMPROVEMENTS
5. SITE PHOTOS
6. DETAILS

### DEMOLITION-ONLY REVIEW:

1. LEGAL SURVEY
2. HISTORIC/NATURAL GRADE EXHIBIT
3. GRADING & DRAINAGE PLAN (FOR DEMO DISTURBANCE)
4. STORM WATER POLLUTION PREVENTION PLAN
5. GRADING PERMIT APPLICATION
6. DEMOLITION PERMIT APPLICATION

### SAFETY IMPROVEMENT PLAN (FOR FORMAL/COMBINED REVIEWS):

1. SEE HILLSIDE "SAFETY IMPROVEMENT MEASURES AND PROCESS MANUAL" (MUST BE REVIEWED AND APPROVED PRIOR TO FORMAL OR COMBINED HILLSIDE BUILDING COMMITTEE REVIEW)



## REQUIRED NOTES, EXHIBITS, AND CALCULATIONS

THE FOLLOWING MUST BE COMPLETED FULLY AND SUBMITTED WITH ALL OTHER REQUIRED DOCUMENTS OR THIS MAY LEAD TO REVIEW DELAYS. LABEL "N/A" IF ITEM IS NOT APPLICABLE TO SCOPE OF WORK.

### THE FOLLOWING NOTES ARE REQUIRED ON ALL ARCHITECTURAL AND CIVIL COVER SHEETS:

AREA OF LOT	1.07	ACRES	TOTAL AREA OF LOT PER SURVEY RESULTS
	46,761	SF	
FOOTPRINT	6,773	SF	
FLOOR AREA RATIO	14.48	%	AREA UNDER ROOF/AREA OF LOT
BUILDING PAD SLOPE	20.51	%	THE PERCENT OF SLOPE MEASURED AT RIGHT ANGLES TO THE NATURAL CONTOURS ALONG A LINE PASSING THROUGH THE CENTER OF THE PROPOSED BUILDING AND TERMINATING AT THE ENDS OF THE DISTURBED AREA LIMITS OF THE BUILDING SITE.
VERTICAL HEIGHT OF SLOPE	N/A	SF	
HORIZONTAL LENGTH OF SLOPE	N/A	SF	
ALLOWABLE DISTURBED AREA	18.96	%	PER TABLE 1, SECTION 2207-III-J
	8,866	SF	
EXISTING DISTURBED AREA	15.76	%	IF ANY NO NEW DISTURBED FOR THIS PROJECT
	7,368	SF	
(+)GROSS DISTURBED AREA	N/A	%	PROPOSED GROSS DISTURBANCE OF SITE
	N/A	SF	
(-)LIVABLE AREA FOOTPRINT	N/A	SF	SUBTRACT LIVABLE AREA FOOTPRINT
(-)GARAGE FOOTPRINT	N/A	SF	SUBTRACT ATTACHED GARAGE FOOTPRINT
(-)DRIVEWAY CREDIT	N/A	SF	SUBTRACT DRIVEWAY CREDIT IF APPLICABLE
(-)RETENTION BASIN CREDIT	N/A	SF	SUBTRACT 50% OF BASIN AREA IF APPLICABLE
(-)FULLY RESTORED AREAS	N/A	SF	SUBTRACT AREAS RESTORED TO BOTH NATURAL GRADES AND VEGETATION
(=)NET DISTURBED AREA	N/A	%	
	N/A	SF	

### THE FOLLOWING NOTES ARE REQUIRED ON ALL CIVIL COVER SHEETS:

PERCENT OF LOT STEEPER THAN NATURAL GRADE	N/A	%	5% MAX IS ALLOWED
VOLUME OF CUT	N/A	CY	CALCULATE TOTAL CUT AND FILL REQUIRED TO RESTORE THE SITE BACK TO THE ORIGINAL NATURAL GRADES AFTER CONSTRUCTION
VOLUME OF FILL	N/A	CY	
GROSS VOLUME OF CUT + FILL	N/A	CY	
GRADING PERMIT FEE	N/A	\$	FOR ≤ 10,000 CY OF CUT + FILL: \$142 FIRST 100 CY + \$95 EACH ADDITIONAL 100 CY
	N/A		FOR > 10,000 CY OF CUT + FILL: \$9,547 FIRST 10,000 CY + \$95 EACH ADDITIONAL 1,000 CY
	N/A		
HILLSIDE ASSURANCE	N/A	\$	35 X GRADING PERMIT FEE



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**THE FOLLOWING TABLE IS REQUIRED ON ALL CIVIL SITE PLANS:**

# OF RETAINING WALLS				
RETAINING WALL ID #	LENGTH	FT	HEIGHT	FT
(EX) WALL ID "EX"	100		8	
N/A	N/A		N/A	
<b>MAXIMUM CONTINUOUS WALL LENGTH OF SINGLE WALL</b>		FT	MAXIMUM CONTINUOUS LENGTH OF RETAINING WALLS SHALL NOT EXCEED 100 LINEAR FEET PER SECTION 2207-VI-C-1-C.	
<b>MAXIMUM LENGTH OF VISIBLE RETAINING WALLS MEASURED FROM ANY POINT AROUND THE PROPERTY</b>		FT	MAXIMUM LENGTH OF VISIBLE RETAINING WALLS MEASURED FROM ANY POINT AROUND THE PROPERTY SHALL NOT EXCEED 300 L.F. PER SECTION 2207-VI-B. IDENTIFY THE POINT/LOCATION AND THE APPLICABLE RETAINING WALLS ON THE SITE PLAN.	

10 ENTRIES FOR A WALL ARE PROVIDED ABOVE. IF NECESSARY, ADD MORE ON PLANS. COMPLETE ABOVE SHEET TO THE EXTENT POSSIBLE.

**THE FOLLOWING TABLE AND NOTES ARE REQUIRED ON ALL ARCHITECTURAL AND CIVIL SITE PLANS:**

<b>AREA OF DRIVEWAY</b>	N/A	SF	AREA OF DRIVEWAY NOT INCLUDING AUTO COURT OR PARKING AREAS
<b>MAXIMUM DRIVEWAY SLOPE</b>	N/A	%	30% MAXIMUM IS ALLOWED
<b>MINIMUM DRIVEWAY WIDTH</b>	N/A	FT	MINIMUM 12 FT WIDTH IS REQUIRED
<b>LENGTH OF MAXIMUM DRIVEWAY CUT OVER 8 FT</b>	N/A	FT	DRIVEWAY CUT OVER 8 FEET LESS THAN 100 FEET IN LENGTH
<b>MATERIAL</b>	N/A		INDICATE IF EXPOSED AGG. CONCRETE, PAVER, ASPHALT, ETC.
<b>COLOR</b>	N/A		INDICATE COLOR OF MATERIAL
<b>LRV</b>	N/A		INDICATE LIGHT REFLECTANCE VALUE OF MATERIAL
<b>MAX DISTANCE FROM NG</b>	N/A	IN	PROVIDE MAXIMUM DISTANCE FROM NATURAL GRADE ALONG ENTIRE LENGTH OF THE DRIVEWAY
<b>CREDIT</b>	N/A	%	CREDIT ONLY APPLIES IF ENTIRE LENGTH OF DRIVEWAY IS WITHIN ALLOWABLE HEIGHT FROM NATURAL GRADE
	N/A	SF	



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**THE FOLLOWING TABLE IS REQUIRED ON ALL ARCHITECTURAL ELEVATION AND SECTION SHEETS:**

<b>MAXIMUM BUILDING HEIGHT FROM NATURAL GRADE</b>	23' - 2"	<b>FT</b>	MAXIMUM 24' HEIGHT LIMIT PARALLEL TO THE NATURAL GRADE
<b>MAXIMUM BUILDING HEIGHT FROM ADJACENT GRADE</b>	22' - 8"	<b>FT</b>	VERTICAL PLANE IS LIMITED TO 24' FROM ADJACENT GRADE WHEN THE NATURAL GRADE IS NOT RESTORED BACK
<b>MAXIMUM BUILDING HEIGHT</b>	22' - 8"	<b>FT</b>	MAXIMUM HEIGHT MEASURED FROM THE LOWEST FINISHED FLOOR TO THE HIGHEST POINT (ROOF, CHIMNEY, ETC.)
<b>MAXIMUM OVERALL HEIGHT</b>	23' - 2"	<b>FT</b>	MAXIMUM HEIGHT FROM THE LOWEST STRUCTURE (RETAINING WALL, POOL, ETC.) TO THE HIGHEST (ROOF, CHIMNEY, ETC.)

ACCESSORY STRUCTURES ARE LIMITED TO 16' FROM NATURAL GRADE IN HEIGHT VS 24' FOR MAIN RESIDENCE.

**THE FOLLOWING TABLE IS REQUIRED ON ALL BUILDING LIGHTING SHEETS:**

<b>TYPE OF LIGHT FIXTURE</b>	<b>SYMBOL</b>	<b>QUANTITY</b>	<b>FINISH</b>	<b>LUMENS</b>	<b>TEMPERATURE</b>
(EX) WALL SCONCE	☐	5	BRONZE	735	2700K

6 ENTRIES FOR A FIXTURES ARE PROVIDED ABOVE. ADD MORE, IF NECESSARY, ON PLANS. COMPLETE ABOVE SHEET TO THE EXTENT POSSIBLE. MAXIMUM OUTPUT FOR BUILDING MOUNTED LIGHTS IS 750 LUMENS. MAXIMUM COLOR TEMPERTAURE IS 3000K.

**THE FOLLOWING TABLE IS REQUIRED ON ALL LANDSCAPE PLAN SHEETS:**

<b>COMMON PLANT NAME (SCIENTIFIC NAME)</b>	<b>SYMBOL</b>	<b>QUANTITY</b>	<b>TYPE</b>
(EX) FOOTHILL PALO VERDE ( <i>Parkinsonia microphylla</i> )	☉	7	TREE
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**THE FOLLOWING TABLE IS REQUIRED ON ALL LANDSCAPE LIGHTING SHEETS:**

<b>TYPE OF LIGHT FIXTURE</b>	<b>SYMBOL</b>	<b>QUANTITY</b>	<b>FINISH</b>	<b>LUMENS</b>	<b>TEMPERATURE</b>
(EX) UP LIGHT	▼	12	BLACK	145	3000K
<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

6 ENTRIES FOR A FIXTURES ARE PROVIDED ABOVE. IF NECESSARY, ADD MORE ON PLANS. COMPLETE ABOVE SHEET TO THE EXTENT POSSIBLE. 1 UP LIGHT IS ALLOWED FOR EVERY 1000 SQUARE FEET OF ALLOWABLE DISTURBANCE IS ALLOWED PER LOT. MAXIMUM OUTPUT FOR DOWN LIGHTS IS 250 LUMENS AND 150 LUMENS FOR UP LIGHTS. MAXIMUM COLOR TEMPERTAURE IS 3000K.



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 6401 E Lincoln Drive  
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**THE FOLLOWING NOTES ARE REQUIRED ON ALL CIVIL COVER SHEETS:**

1. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL ALL HILLSIDE STIPULATIONS AND ALL TOWN CODE REQUIREMENTS ARE COMPLIED INCLUDING, BUT NOT LIMITED TO LANDSCAPING, GROUND RESTORATION, FIRE FLOW, FIRE SAFETY AND ALL ONSITE AND OFFSITE IMPROVEMENTS.
2. ALL OUTDOOR LIGHTING SHALL BE IN CONFORMANCE WITH ARTICLE XXII OF THE TOWN ZONING ORDINANCE.
3. ALL EXCESS FILL MATERIAL SHALL BE REMOVED FROM THE SITE WITH NO NEW SPILL SLOPES.
4. THE USE OF HYDRAULIC RAM HAMMERS, OR OTHER HEAVY EQUIPMENT USED TO CUT THROUGH ROCK, INCLUDING MACHINERY WITH AUDIBLE BACK UP WARNING DEVICES SHALL BE LIMITED TO USE BETWEEN THE HOURS OF 7:00AM OR SUNRISE, WHICHEVER IS LATER, AND 6:00PM OR SUNSET, WHICHEVER IS EARLIER, MONDAY THROUGH FRIDAY, WITH LIMITED WORK ON SATURDAY AND NO WORK ON SUNDAY OR LEGAL HOLIDAYS. RAM HAMMERS AND OTHER HEAVY EQUIPMENT CANNOT BE USED ON SATURDAYS WITHOUT A WAIVER FROM THE TOWN MANAGER.
5. CONSTRUCTION STAKING AND /OR FENCING SHALL BE PLACED AROUND THE CONSTRUCTION SITE SO AS TO PROTECT THE UNDISTURBED NATURAL AREA. THE FOLLOWING NOTE TO BE ADDED TO GRADING AND DRAINAGE AND ANY CIVIL PLANS: "CONSTRUCTION/DISTURBANCE STAKING TO REMAIN IN PLACE FOR THE DURATION OF THE PROJECT. ANY DAMAGE OR REMOVAL WILL REQUIRE RESTAKING."
6. ALL RETAINING WALLS SHALL NOT EXTEND MORE THAN 6 INCHES ABOVE THE MATERIAL THEY RETAIN (WITH EXCEPTION OF DRIVEWAY RETAINING WALLS IN ACCORDANCE WITH 2207.VI.6).

**THE FOLLOWING NOTES ARE REQUIRED ON ALL ARCHITECTURAL COVER SHEETS:**

1. ALL EXTERIOR MATERIAL PALETTE SHALL BE IN ACCORDANCE WITH SECTION 2207.II.D.
2. ALL EXTERIOR LIGHTING SHALL COMPLY WITH SECTION 2208

**THE FOLLOWING NOTES ARE REQUIRED ON ALL DEMOLITION GRADING PLAN COVER SHEETS:**

1. ALL EXCESS FILL MATERIAL SHALL BE REMOVED FROM THE SITE WITH NO NEW SPILL SLOPES.
2. THE USE OF HYDRAULIC RAM HAMMERS, OR OTHER HEAVY EQUIPMENT USED TO CUT THROUGH ROCK, INCLUDING MACHINERY WITH AUDIBLE BACK UP WARNING DEVICES SHALL BE LIMITED TO USE BETWEEN THE HOURS OF 7:00AM OR SUNRISE, WHICHEVER IS LATER, AND 6:00PM OR SUNSET, WHICHEVER IS EARLIER, MONDAY THROUGH FRIDAY, WITH LIMITED WORK ON SATURDAY AND NO WORK ON SUNDAY OR LEGAL HOLIDAYS. RAM HAMMERS AND OTHER HEAVY EQUIPMENT CANNOT BE USED ON SATURDAYS WITHOUT A WAIVER FROM THE TOWN MANAGER.
3. CONSTRUCTION STAKING AND /OR FENCING SHALL BE PLACED AROUND THE CONSTRUCTION SITE SO AS TO PROTECT THE UNDISTURBED NATURAL AREA.



SUBMITTAL REQUIREMENT	APPLICANT TO CHECK IF SUPPLIED OR MARK N/A	APPLICABLE ITEMS BY REVIEW TYPE					
		CHAIR	CONCEPT	FORMAL	COMBINED	SOLAR	DEMO
TITLE REPORT. (IF DEDICATION IS REQUIRED)		*	✓	✓	✓		
WRITTEN NARRATIVE DESCRIBING THE SCOPE OF WORK.		✓	✓	✓	✓	✓	
VICINITY MAP SHOWING LOCATION AND ADDRESS OF PROPERTY.		✓	✓	✓	✓	✓	✓
SITE PLAN WITH TOPOGRAPHY (MAXIMUM 1-FOOT INTERVALS), BUILDING FOOTPRINT, TOTAL FLOOR AREA, DRIVEWAY, POOL AND WATER FEATURES, ACCESSORY BUILDING LOCATIONS, PROPOSED DISTURBED AREA CALCULATIONS, AND PROPOSED DRAINAGE. (Section 2206-II-B)		*	✓	✓			
MASS MODEL OR A 3-DIMENSIONAL RENDERING OR COMPUTER-GENERATED MODEL. IF A MASS MODEL IS USED THE APPLICANT MUST FURNISH PICTURES OF THE MODEL AND INCLUDE THEM IN THE SUBMITTAL WITH THE SEVEN SETS. (A STUDY MODEL WILL BE REQUIRED AT THE FORMAL HILLSIDE COMMITTEE). (Section 2206-II-C)		*	✓	✓	*		
AERIAL PHOTO-LESS THAN 1-YEAR OLD WITH TOPOGRAPHY, LOT LINES, BUILDING FOOTPRINT, DRIVEWAY, ANY NATURAL FEATURES, AS WELL AS ADJACENT LOTS AND STRUCTURES WITHIN 100 FEET OF PERIMETER OF SUBJECT PROPERTY ON 24"X 36" SHEET. (Section 2206-II-D)		*	✓	✓	✓	✓	✓
FIRE MARSHAL SITE PLAN REVIEW.		*	✓	✓	*		
NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO THE HILLSIDE MEETING. (APPLICATION AND NOTICE MUST BE REVIEWED AND DEEMED COMPLETE BY TOWN STAFF PRIOR TO MAILING). SEE SAMPLE NOTIFICATION BELOW. (Section 2206-II-A)			✓	✓	✓	✓	
PROVIDE HISTORICAL GRADE EXHIBIT OF PROPERTY, UNLESS THE PROPERTY IS AN UNDISTURBED STATE. EXHIBIT SHALL BE SEALED BY A PROFESSION ENGINEER.		*	✓	✓	*		✓
COMPLETE HILLSIDE SAFETY IMPROVEMENT PLAN REQUIREMENTS PRIOR TO SCHEUDLING A REVIEW MEETING.				✓	*		
DETAILED SITE PLAN (SEE SECTION 2206-III-C OF HILLSIDE CODE).		*	✓	✓	✓	✓	✓
LEGAL SURVEY WITH SURVEYOR'S SEAL (IF APPLICABLE)		*	✓	✓	*	*	✓



SUBMITTAL REQUIREMENT	APPLICANT TO CHECK IF SUPPLIED OR MARK N/A	APPLICABLE ITEMS BY REVIEW TYPE					
		CHAIR	CONCEPT	FORMAL	COMBINED	SOLAR	DEMO
PHOTOGRAPHS OF THE SITE ON PLAN SHEET WITH KEY MAP (2206-III-D).				✓	✓	✓	
GRADING AND DRAINAGE PLAN WITH WRITTEN NARRATIVE DESCRIBING DRAINAGE FLOWS (2206-III-E):			✓	✓	✓		✓
LANDSCAPE PLAN (2206-III-F).		*	✓	✓	✓		✓
THREE (3) CROSS-SECTIONS, ELEVATIONS, BUILDING HEIGHTS FULLY DIMENSIONED (2206.III.G):			✓	✓	✓		
CROSS SECTIONS OF AT LEAST THREE LOCATIONS BISECTING THE PROPOSED RESIDENCE AND/OR ACCESSORY STRUCTURE PERPENDICULAR TO THE CONTOURS AND SHOWING HEIGHT LIMIT ABOVE NATURAL GRADE (PER SECTION 2207-II)			✓	✓	✓		
EXTERIOR BUILDING ELEVATIONS FULLY DIMENSIONED (DO NOT USE ELEVATIONS)			✓	✓	✓		
IDENTIFY MAXIMUM BUILDING HEIGHT AND ACCESSORY BUILDING HEIGHT MEASURED FROM NATURAL GRADE (2207-II-A-1 AND 2207-II-A-2)			✓	✓	✓		
IDENTIFY OVERALL BUILDING HEIGHT (2207-II-A-3)			✓	✓	✓		
LIGHTING PLAN (2206-III-H).		*		✓	✓		
ACCURATE OBLIQUE VIEW ARCHITECTURAL RENDERING (2206-III-J).			✓	✓	✓		
EXTERIOR MATERIAL SAMPLES (2206-III-K).		✓		✓	✓		
HOUSE CORNER MARKERS STAKED 2 WEEKS PRIOR TO MEETING (2206-III-L).				✓	✓		
DISTURBED AREA CALCULATIONS. (SEE BELOW).			✓	✓	✓	✓	✓



SUBMITTAL REQUIREMENT	APPLICANT TO CHECK IF SUPPLIED OR MARK N/A	APPLICABLE ITEMS BY REVIEW TYPE					
		CHAIR	CONCEPT	FORMAL	COMBINED	SOLAR	DEMO
HILLSIDE ASSURANCE CALCULATIONS. (SEE BELOW).				✓	✓		✓
RETAINING AND SITE WALL TABLE. (SEE BELOW).			✓	✓	✓		
STORM WATER RETENTION CALCULATIONS (SEE STORM DRAINAGE DESIGN MANUAL)			✓	✓			✓
DRIVEWAY DETAILS. (SEE BELOW)			✓	✓	✓		✓
POOL FENCE DETAIL SHOWING POOL PROTECTION AND 80% OPEN FENCE.		*	✓	✓	✓		
WATER. (ADEQUATE WATER PRESSUE TO MEET FIRE SAFETY STANDARDS)				✓	✓		
IDENTIFY LOCATION OF FIRE HYDRANT INSTALLATION. (IF REQUIRED)		*	*	*	*		
IDENTIFY LOCATION OF SEPTIC SYSTEM OR SEWER SYSTEM ON PLAN.				✓	✓		
ILLUSTRATE ALL EASEMENTS.			✓	✓	✓		
IDENTIFY LOCAITON OF WASH EASEMENT(S). (IF REQUIRED)			✓	✓	✓		
IDENTIFY LOCATION OF UTILITY TRENCH LOCATIONS.				✓	✓		
PROVIDE METHOD OF COVERING UTILITY TRENCH.				✓	✓		
PROVIDE RESTORATION OF CUT AND SPILL SLOPES. (AGING AGENT AND/OR SEED MIX)				✓	✓		✓



SUBMITTAL REQUIREMENT	APPLICANT TO CHECK IF SUPPLIED OR MARK N/A	APPLICABLE ITEMS BY REVIEW TYPE					
		CHAIR	CONCEPT	FORMAL	COMBINED	SOLAR	DEMO
HALF STREET OR RIGHT-OF-WAY IMPROVEMENTS.				✓	✓		
LOCATION OF ALL MECHANICAL/POOL EQUIPMENT AND METHOD OF SCREENING. (MECHANICAL EQUIPMENT IS NOT ALLOWED ON ROOF)		*	✓	✓	✓	✓	
NON-REFLECTIVE GLASS ON BUILDINGS. (BRING SAMPLE TO MEETING)		*	*	✓	✓		
LOCATION OF POOL/SPA			✓	✓	✓		
LOCATION OF TENNIS OR GAME COURTS (NO LIGHTED COURTS ALLOWED)			✓	✓	✓		
LOCATION OF ACCESSORY STRUCTURES			✓	✓	✓		
LOCATION OF SCREEN WALLS AND OTHER AMENITIES (E.G. WATER FEATURES, BBQ,			✓	✓	✓		
PROPOSED COLOR/MATERIAL SAMPLES (BOARD MOUNTED) BLENDING WITH THE NATURAL SURROUNDING HAVING A Light Reflective Value (LRV) OF 38% OR LESS. NAME OF COLOR AND LRV.		*		✓	✓	✓	
LANDSCAPE PLAN.		*		✓	✓		
THE TOWN RECOMMENDS THE USE OF NATIVE PLANTS AS LISTED IN THE LANDSCAPE GUIDELINES. PLAN SHALL CLEARLY SHOW LOCATION AND TYPE OF PLANTS TO BE USED.		*		✓	✓		*
SEPARATE LANDSCAPE PLAN SHOWING ALL PROPOSED LANDSCAPING, EXISTING PLANTS AND NEW LOCATION OF SALVAGED PLANTS.				✓	✓		
LIMITS OF DISTURBED AREA CLEARLY SHOWN ON PLANS.			✓	✓	✓		✓
DISTURBED AREA CALCULATIONS			✓	✓	✓		✓



SUBMITTAL REQUIREMENT	APPLICANT TO CHECK IF SUPPLIED OR MARK N/A	APPLICABLE ITEMS BY REVIEW TYPE					
		CHAIR	CONCEPT	FORMAL	COMBINED	SOLAR	DEMO
COVER SHEET WITH SITE VICINITY MAP AND PROJECT NARRATIVE OUTLINING THE LOCATION, NUMBER OF SOLAR MODUALS, ARRAYS, ETC.						✓	
SITE PLAN SHOWING LOCATION OF SOLAR PANELS/TILES, INVERTERS, METER, DISCONNECT, ETC.						✓	
CROSS SECTIONS THROUGH EACH SOLAR ARRAY SHOWING METHOD OF SCREENING AND ASSOCIATED HEIGHTS.						✓	
AERIAL PHOTO-LESS THAN 1-YEAR OLD SHOWING LOCATION OF SOLAR PANELS/TILES, INVERTERS, METER, DISCONNECT, ETC.						✓	
SITE PHOTOS FROM VARIOUS ANGLES OR VIEWS OF THE PROPERTY INCLUDING PHOTOS OF OUTDOOR EQUIEMPENT LOCATIONS. PROVIDE A KEY MAP SHOWING LOCATION OF EACH CORRESPONDING PHOTO.						✓	
DETAILS SHOWING TYPE OF SOLAR PANEL OR TILE USED, INVERTERS, RACKING SYSTEM, CONDUITS, METER, DISCONNECT, ETC. IDENTIFY THE COLOR AND LIGHT REFLECTIVE VALUES (LRV) OF EACH ITEM.						✓	
READ SECTION 2208 OF THE HILLSIDE CODE PRIOR TO DESIGNING YOUR OUTDOOR LIGHTING. COMPLETE REQUIREMENTS LISTED BELOW FOR BUILDING AND LANDSCAPE LIGHTING.				✓	✓		
LOCATION OF BUILDING LIGHT FIXTURES CLEARLY SHOWN ON BUILDING LIGHTING PLAN AND NUMBERED				✓	✓		
PROVIDE CUT SHEETS OF EACH LIGHT FIXTURE ON BUILDING LIGHTING PLAN				✓	✓		
LOCATION OF LANDSCAPE LIGHT FIXTURES CLEARLY SHOWN ON LANDSCAPE LIGHTING PLAN AND NUMBERED				✓	✓		
PROVIDE CUT SHEETS OF EACH LIGHT FIXTURE ON LANDSCAPE LIGHTING PLAN				✓	✓		
PROVIDE LANDSCAPE PLANT TABLE.				✓	✓		✓



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 Paradise Valley, AZ 85253  
[hillside@paradisevalleyaz.gov](mailto:hillside@paradisevalleyaz.gov)

SUBMITTAL REQUIREMENT	APPLICANT TO CHECK IF SUPPLIED OR MARK N/A	APPLICABLE ITEMS BY REVIEW TYPE					
		CHAIR	CONCEPT	FORMAL	COMBINED	SOLAR	DEMO
A GRADING AND DRAINAGE (G&D) PLAN SIGNED BY AN ARIZONA REGISTERED CIVIL ENGINEER PROVIDING RETENTION FOR THE GROSS SITE DISTURBANCE PER THE TOWN'S STORM DRAINAGE DESIGN MANUAL			*	✓	✓		✓
DEMOLITION GRADING PLAN NOTES							✓
STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SIGNED BY AN ARIZONA REGISTERED CIVIL ENGINEER				✓	✓		✓
DEMOLITION PERMIT APPLICATION SUBMITTED TO BUILDING DEPARTMENT INCLUDING THE ABOVE REQUIREMENTS							✓
GRADING PERMIT APPLICATION SUBMITTED TO THE ENGINEERING DEPARTMENT INCLUDING THE ABOVE REQUIREMENTS				✓	✓		✓
PROPOSED DISTURBED AREA MARKED. THE AREA SHALL BE CLEARLY STAKED IN THE FIELD WITH A MINIMUM BARRIER OF VISIBLE ROPING AND SHALL REMAIN IN PLACE THROUGHOUT THE DEMOLITION.				✓	✓		
PHOTOGRAPHS OF THE MARKED AREAS SHALL BE PROVIDED IN ELECTRONIC FORMAT (E.G. EMAIL OR USB FLASH DRIVE WITH JPEG FILES).				✓	✓		
PROPOSED BUILDING MATERIALS CALLED OUT ON ELEVATIONS, ROOF PLANS, AND HARDSCAPE PLANS. PROVIDE CALLOUT AND KEY NOTES WITH COLOR AND LRV FOR ALL ITEMS, INCLUDING BUT NOT LIMITED, BODY COLORS, ROOFS, ETC.				✓	✓	✓	
COMPLETE ALL REQUIRED TABLES AND WORKSHEETS IN THIS APPLICATION				✓	✓		



## IMPORTANT INFORMATION

Permit reviews include a hillside compliance review.

Final Hillside inspection required prior to any permit close.

## HILLSIDE SAFETY IMPROVEMENT PLAN REQUIREMENTS

The following documents are required to be submitted for the Hillside Safety Improvement Plan portion of the development process, unless otherwise noted by Staff. Safety Improvement Plans are applicable to all developments including the potential to affect safety, such as land disturbance, cutting operations, and increases in storm water runoff. The Hillside Safety Improvement Plan requires a minimum 45-day public review period with appropriate noticing. **Staff must deem the submittal complete prior to mailing notices. Use numbering and labeling template below to the extent possible.**

1. Hillside Safety Improvement Plan Cover
2. Geotechnical Executive Summary
3. Geotechnical Investigation Report w/ Seismic Refraction Survey and Double Ring Infiltrometer Percolation Testing
4. Geotechnical Rock Cut Slope Analysis
5. Geotechnical Boulder Stability Evaluation
6. Drainage Executive Summary
7. Drainage Report
8. Grading & Drainage Plan
9. Blasting Plans (if applicable)
10. Notification Materials

See **Hillside Safety Improvement Measures and Process Manual** for more information.

## HILLSIDE SUGGESTED PLANTING LIST

The guide linked below has been provided to assist with the landscape design for properties in the Hillside Development Area. Non-native plants are not recommended on site, however if used, they are suggested to be placed in areas well screened by native vegetation. At no point should non-native vegetation be placed in undisturbed areas of the property.

<https://www.paradisevalleyaz.gov/DocumentCenter/View/10233/TOPV-Hillside-Suggested-Plant-List>



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## HILLSIDE PACKET ORGANIZATION

Applicants to organize sheets in the following manner:

1. Cover sheet with brief narrative, disturbance area calculations, building heights, assurance bond numbers, lot area, footprint (in square footage and percentage), building pad slope, Floor Area Ratio (In square footage and percentage), and total livable square footage.
2. Site Plan with Aerial Overlay.
3. Elevations with heights and grade offsets (24' for SFR, 16" for accessory structures)
4. Colored 3D Renderings
5. Materials Board
6. Building Lighting Plan, with specs and details.
7. Landscape/Hardscape plans with lighting. (Lumen count, lighting accessories, fence materials, and driveway materials to be included)
8. Grading and Drainage plan (include disturbance counts, construction notes, storm drain details, inverts, any boulder stabilization methods, outline disturbance areas, and include revegetation area.)
9. (Circumstantial) Solar, with panel specs, details, equipment locations, site photos, and roof parapet measurements (if applicable).



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## NOTICING REQUIREMENTS

Notices are required for all scheduled public reviews. Town Staff will coordinate the meeting and mailing date with the applicant once reviews have been completed and all comments have been addressed. Notices shall be sent to all residents within a 1500-foot radius from the subject property. Instructions on how to generate a current mailing list have been provided below. **At no point should notices be mailed out without prior approval from Town Staff.**

Use the Maricopa County Assessor's map website (<https://maps.mcasessor.maricopa.gov/>) to generate a list by using the magnifier icon on the upper right-hand corner of the webpage. **YOU (MUST GENERATE AN UPDATED/CURRENT LIST FOR EACH MAILING.** You enter the known parcel number, search, and then use the buffer tab to create the 1500-foot buffer (type in 1500 and apply buffer). Be sure to then use option "B. Within or touching the Buffer" to generate the correct number of addresses. After generating the list, you can then use the "..." (dot) menu to export the list to a CSV file to open in Microsoft Excel.

	<p>Town of Paradise Valley Community Development Department - Hillside 6401 East Lincoln Drive Paradise Valley, AZ 85253</p>	<p>Resident Name Address City, State, Zip Code</p>
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Sample notices are provided on the following pages in this order:

1. Concept Review
2. Formal Review
3. Combined Review
4. Safety Improvement Plan



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## Hillside Conceptual Plan Review Notification

[date of letter]

Subject: Conceptual Plan Review for [scope of work]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for [scope of work] located at [property address]. In compliance with Town requirements, this letter is being sent to you as a courtesy to inform you of the pending application. The Hillside Building Committee will be reviewing this application on [meeting date] at 8:00 AM at the Paradise Valley Town Hall located at 6401 East Lincoln Drive.

The purpose of Conceptual Plan Review meeting is to discuss, review, and provide suggestions and guidance to the Applicant regarding the proposed development including:

- Location of the building pad, driveway, and accessory uses
- Significant natural features
- Preservation of existing vegetation
- Grading concepts and their adaptation to the natural hillside topography

The Conceptual meeting provides suggestions and guidance for the Applicant. Prior to final approval of this application, there will be a Formal Hillside Building Committee Review Meeting. Notification will be sent to you for this meeting. Both meetings are open to the public and you may feel free to attend.

If you have any questions, please call me at [phone number].

Sincerely,

[Applicant or Architect]



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## Hillside Formal Plan Review Notification

[date of letter]

Subject: Formal Plan Review for [scope of work]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for [scope of work] located at [property address]. In compliance with Town requirements, this letter is being sent to you as a courtesy to inform you of the pending application. The Hillside Building Committee will be reviewing this application on [meeting date] at 8:00 AM at the Paradise Valley Town Hall located at 6401 East Lincoln Drive.

The purpose of the Formal Plan Review meeting is for the Hillside Building Committee to review the submittal for compliance with the goals, purposes, and specific criteria of the Town of Paradise Valley Hillside Development Regulations.

The Hillside Building Committee will approve, approve with stipulations, continue, or deny the submittal. This meeting is open to the public and you may feel free to attend.

If you have any questions, please call me at [phone number].

Sincerely,

[Applicant or Architect]



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## Hillside Combined Plan Review Notification

[date of letter]

Subject: Combined Plan Review for [scope of work]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for [scope of work] located at [property address]. In compliance with Town requirements, this letter is being sent to you as a courtesy to inform you of the pending application. The Hillside Building Committee will be reviewing this application on [meeting date] at 8:00 AM at the Paradise Valley Town Hall located at 6401 East Lincoln Drive.

The purpose of the Combined Plan Review meeting is for the Hillside Building Committee to review the submittal for compliance with the goals, purposes, and specific criteria of the Town of Paradise Valley Hillside Development Regulations.

The Hillside Building Committee will approve, approve with stipulations, continue, or deny the submittal. This meeting is open to the public and you may feel free to attend.

If you have any questions, please call me at [phone number].

Sincerely,

[Applicant or Architect]



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# Hillside Safety Improvement Plan Review Notification

[date of letter]

Subject: Hillside Safety Improvement Plan Review for [scope of work]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for [scope of work] located at [property address]. In compliance with Town requirements, this letter is being sent to you as a courtesy to notify you that a Hillside Safety Improvement Plan has been submitted to the Town of Paradise Valley and is available for review and comment at the Town Engineering Division.

The Safety Improvement Plan may include the following items:

- Geotechnical Reports
- Stabilization and Mitigation Plan
- Blasting Plan
- Grading & Drainage Plan

Comments regarding the Safety Improvement Plan must be submitted to the Town Engineer within 45 calendar days from the date of this letter. Any comments must be sealed by a registered professional engineer.

If you have any questions, please call me at [phone number].

Sincerely,

[Applicant or Architect]



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## REQUIRED WORKSHEET FORM

SUBMITTAL FORM MUST BE COMPLETED FULLY AND SUBMITTED WITH ALL OTHER REQUIRED DOCUMENTS OR THIS MAY LEAD TO REVIEW DELAYS. LABEL "N/A" IF ITEM IS NOT APPLICABLE TO SCOPE OF WORK.

### BACKGROUND/DISCUSSION/SUMMARY

[Summary of the request.] This describes the request of the applicant/property owner. It is like a narrative of the request.

Lot Data	
1. Area of Lot	0 ac or 0 SF
2. Total Floor Area <sup>1</sup>	0 SF
3. Floor Area Ratio <sup>2</sup>	00.00%
4. Building Site Slope	00.00%
5. Allowable Disturbed Area	0 SF (00.00%)
6. Existing Net Disturbed Area	0 SF (00.00%)
7. Proposed Net Disturbed Area	0 SF (00.00%)
8. Maximum Building Height	0 ft - 0 in
9. Overall Height	0 ft - 0 in
10. Volume of Cut/Fill	0 CY
11. Hillside Assurance	\$0,000

<sup>1</sup>The area under roof added to the floor area of any second story. The total floor area also includes any courtyard areas, the solid portion(s) of trellises and/or open weave roofs, and all area under roof in accessory buildings such as gazebos, ramadas and other accessory buildings. The total floor area excludes the floor area of any fully subterranean portions of a building.

<sup>2</sup>The total floor area divided by the total lot area.

### New Single-Family Residence [or Major Remodel/Addition]

[Provide the total square footage of livable area with applicable breakdown of existing and proposed]

### Guesthouse and/or Accessory Structures

[Provide statement on the additional structures if applicable]

### Driveway

[Describe driveway access location from the right-of-way or easement.] [Provide proposed materials for driveway, including color and LRV.]

### Pool

[Provide description of pool type and location on property (deck materials are covered under Hardscape Materials section).] [Provide location of pool equipment on property.]



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Solar

[If applicable, provide description of installation size, type of installation (ground or roof mount), screening method, and location on property.] [Provide proposed materials finishes for panels, racking, attachments, screening, etc., including color and LRV.]

Walls and Fences

[Provide description of wall types (retaining, screen, courtyard, etc.) and fence locations (wall and fence materials are covered under Building Materials section).] [Indicate height and length of each retaining wall on property.]

Building Materials

[Provide description of all hardscape materials (such as stucco color, roof color, roof type (ballasted?), exposed ceilings, retaining walls, fencing, fascia, window/door trim, etc.), locations, color, and LRV.]

Hardscape Materials

[Provide description of all hardscape materials (such as pool decks, pool finishes, patio decks, walkways, etc.), locations, color, and LRV.]

Building Lighting

[Provide a table listing the exterior building light fixtures that includes total number, fixture type, lumens actual, and lumens allowable.]

Landscape & Driveway Lighting

[Provide a table listing the landscape and driveway light fixtures that includes total number, fixture type, lumens actual, and lumens allowable.]

Landscaping

[Provide a summary of the proposed landscaping along with a proposed site vegetation table as illustrated below. Landscape plan details will be shown on the landscape plan.]

Trees	Cacti / Accents / Shrubs	Cacti / Accents / Shrubs
[Common Name]	[Common Name]	[Common Name]

Mountain Profile Inviolate

[Include the statement below noting whether or not the property is within the Mountain Profile Inviolate.]

At and above an elevation of 1,500 feet mean sea level, no Development shall occur which will alter the mountain top ridge lines. Further, no structure may extend above a plane that originates on the Primary Ridge Line and angles downward from the Primary Ridge Line by twenty degrees. [The property is under the 1,500 feet in elevation and no further restrictions shall apply.] or [The property has met the requirements of Article XXII, Section 2207.I-A.]

Land Disturbance

[Include the statement below regarding the existing and proposed amount of land disturbance.]

[No disturbance or X,XXX SF of disturbance] currently exists on the lot and the building pad slope of [00.00]% allows a disturbance of ([X,XXX] SF, 00.00)% the lot. The applicant has proposed a net disturbed area of approximately ([X,XXX] SF, 00.00)%, which is less than the [allowable or existing net] disturbance.



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Grading and Drainage

[Indicate whether a grading and drainage plan has been provided, how it complies with requirements, and summarize the findings. Grading and Drainage must meet first flush, 100-year drainage requirements in accordance with the Town of Paradise Valley Storm Drain Manual.]

Sewer

[Provide information on proposed sewer or septic system and whether an extension is required.]

Fire Protection

[Provide a statement on the proposed fire protection.]

Hillside Safety Improvement Plan

[Include the statement below regarding the Hillside Safety Improvement Plan with any additional comments.

[The Applicant submitted a Hillside Safety Improvement Plan in accordance with the Hillside Safety Improvement Measures and Process Manual per Section 5-10-9 of the Town Code. The plan completed 45 days without any public comment. [or add any comments if applicable]]

