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HILLSIDE BUILDING COMMITTEE PLAN REVIEW DIRECTIONS

1. Review Hillside Regulations (Article XXII) and Hillside Safety Manual (Chapter 5) to ensure your design is in conformance with current Town Code.
2. Complete page 4 and contact Paul Mood at 480-348-3573 to make an appointment for the pre-application review and submittal.
3. During the pre-application review, staff will determine if the scope of work constitutes an administrative, solar panel, concept, formal or combined review and if the application is complete. Please provide two (2) copies of the bounded/stamped plans and documents for initial submittal and review.
4. Staff will review the plans and submittals and make any comments as necessary.
5. After the staff pre-application review, if necessary, you will need to make corrections and submit hillside application. Please provide two (2) copies of the bounded/stamped plans and documents for initial submittal and review. The applicant may schedule a meeting with staff to discuss any review comments. The hillside application fees are as follows:
 - a. \$6,375 Hillside Building Committee Review Fee (Concept & Formal Review).
 - b. \$1,785 Hillside Building Committee Review Fee for Solar Panels on Existing Residence.
 - c. \$1,490 Administrative Chair Review Fee.
 - d. \$850 Hillside Building Committee Re-Approval.
 - e. \$4,125 Combined Hillside Committee Review (includes Removal of Hillside Designation Process).
6. Upon resubmittal, staff will again review the plans and if all comments have been corrected, you will be tentatively placed on the next available Hillside Building Committee agenda for your concept, formal or combined review (Please refer to the Hillside Code Process Flow Chart 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.
7. 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

8. After approval by the Hillside Building Committee, the applicant will submit a hillside assurance and the safety insurance 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.
9. 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 (6) month extension may be granted by the Town Manager or Designee.



TOWN OF PARADISE VALLEY HILLSIDE DEVELOPMENT

DATE: _____

SUBDIVISION NAME: _____

ADDRESS OF PROPERTY _____

ASSESSOR'S PARCEL NUMBER: _____

LEGAL DESCRIPTION: _____

ARCHITECT: _____

NAME

PHONE NUMBER

ADDRESS

E-MAIL ADDRESS

ENGINEER/OTHER: _____

NAME

PHONE NUMBER

ADDRESS

E-MAIL ADDRESS

OWNER: _____

PRINT NAME

PHONE NUMBER

ADDRESS

E-MAIL ADDRESS

SIGNATURE OF OWNER OR REPRESENTATIVE

DATE

Danfeter

SCOPE OF WORK: _____

STAFF/ARCHITECT HILLSIDE PLAN REVIEW**HILLSIDE PLANS SHALL BE ORGANIZED IN THE FOLLOWING ORDER:****CONCEPT REVIEW:**

1. COVER SHEET WITH VICINITY MAP
2. SITE PLAN
3. ARCHITECTURAL RENDERINGS
4. AERIAL PHOTO WITH IMPROVEMENTS AND TOPO

FORMAL/COMBINED REVIEW:

1. COVER SHEET WITH VICINITY MAP
2. PHOTOGRAPHS OF PROPERTY
3. ARCHITECTURAL RENDERINGS
4. AERIAL PHOTO WITH IMPROVEMENTS AND TOPO
5. LEGAL SURVEY
6. GRADING & DRAINAGE PLAN
7. SITE PLAN
8. CROSS SECTIONS
9. BUILDING LIGHTING PLAN
10. LANDSCAPE AND LANDSCAPE LIGHTING PLAN(S)
11. 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

SAFETY IMPROVEMENT PLAN:

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

SUBMITTALS NEEDED FOR CONCEPT REVIEW MEETING

- _____ TITLE REPORT (IF ROADWAY DEDICATION IS REQUIRED)
- _____ PROVIDE A WRITTEN PROJECT NARRATIVE DESCRIBING SCOPE OF WORK.
- _____ VICINITY MAP SHOWING LOCATION AND ADDRESS OF THE 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 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)

NOTE

The purpose of the Concept Review Meeting is to discuss, review and give suggestions and guidance to the applicant regarding the proposed development, location of the building pad, 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 their adaptation to the natural hillside topography.

SUBMITTALS NEEDED FOR THE FORMAL/COMBINED REVIEW MEETING

_____ PROVIDE A WRITTEN PROJECT NARRATIVE DESCRIBING SCOPE OF WORK.

_____ VICINITY MAP SHOWING LOCATION AND ADDRESS OF THE PROPERTY

_____ NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO MEETING. (APPLICATION AND NOTICE MUST BE REVIEWED AND DEEMED COMPLETE BY TOWN STAFF PRIOR TO MAILING). SEE SAMPLE NOTIFICATION BELOW. (2206-III-A).

_____ SEISMIC REFRACTION SURVEY (2206-III-B). SEE HILLSIDE SAFETY IMPROVEMENT AND PROCESS MANUAL REQUIREMENTS PER SECTION 5-10-4 OF THE TOWN CODE.

_____ DETAILED SITE PLAN (SEE SECTION 2206-III-C OF HILLSIDE CODE).

_____ 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.

_____ LEGAL SURVEY WITH SURVEYOR'S SEAL (IF APPLICABLE)

_____ 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):

NOTES TO BE INCLUDED ON GRADING AND DRAINAGE PLAN:

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.
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).

_____LANDSCAPE PLAN (2206-III-F).

_____THREE (3) CROSS-SECTIONS, ELEVATIONS, BUILDING HEIGHTS FULLY DIMENSIONED (2206.III.G):

1. IDENTIFY MAXIMUM BUILDING HEIGHT AND ACCESSORY BUILDING HEIGHT MEASURED FROM NATURAL GRADE (2207-II-A-1 AND 2207-II-A-2)
2. IDENTIFY OVERALL BUILDING HEIGHT (2207-II-A-3)

_____LIGHTING PLAN (2206-III-H).

_____3D SCALED COMPUTER MODEL OR 3D SCALED STUDY MODEL (2206-III-I).

_____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).

NOTES TO BE INCLUDED ON THE ARCHITECTURAL PLANS

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

DISTURBED AREA CALCULATIONS (INCLUDE ON SITE PLAN).

_____ AREA OF LOT _____ ACRES _____ SQUARE FEET

_____ AREA UNDER ROOF _____ SQUARE FEET

_____ FLOOR AREA RATIO _____ % (AREA UNDER ROOF/AREA OF LOT)

_____ BUILDING PAD SLOPE _____ %
 VERTICAL _____ FEET
 HORIZONTAL _____ FEET

Building Pad Slope - 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.

_____ ALLOWABLE DISTURBED AREA _____ % (PER TABLE 1, SECTION 2207-III-J)

_____ ALLOWABLE DISTURBED AREA _____ SQUARE FEET

_____ EXISTING DISTURBED AREA _____ % (IF ANY)

_____ EXISTING DISTURBED AREA _____ SQUARE FEET (IF ANY)

INCLUDE THE FOLLOWING CALCULATION:

GROSS DISTURBED AREA _____ SQUARE FEET
 SUBTRACT (-) TOTAL LIVABLE FOOTPRINT _____ SQUARE FEET
 SUBTRACT (-) ATTACHED GARAGE FOOTPRINT _____ SQUARE FEET
 SUBTRACT (-) DRIEVDWAY CREDIT _____ SQUARE FEET
 SUBTRACT (-) RETENTION BASIN CREDIT _____ SQUARE FEET
 SUBTRACT (-) RESTORED AREAS _____ SQUARE FEET
 EQUALS (=) NET PROPOSED DISTURBED AREA _____ SQUARE FEET

_____ NET PROPOSED DISTURBED AREA _____ %

_____ LIMITS OF DISTURBED AREA CLEARLY SHOWN ON PLANS

_____ PERCENT OF LOT STEEPER THAN NATURAL GRADE (5% MAX.) _____ %

_____ VOLUME OF CUT _____ C.Y. VOLUME OF FILL _____ CY

_____ HILLSIDE ASSURANCE IS EQUAL TO 35 TIMES THE GRADING PERMIT FEE (2205.VI.B) – PROVIDE CALCULATION ON CIVIL PLAN AND SITE PLAN

Grading Permit Fees

Grading Permit	\$142 first 100 cy + \$95 each additional 100 cy
Grading Permit > 10,000 CY	\$9,547 first 10,000 cy + \$95 each additional 1,000 cy

ASSURANCE AMOUNT \$ _____

PROVIDE THE FOLLOWING INFORMATION ON CIVIL PLAN AND/OR SITE PLAN:

_____ RETAINING WALL TABLE WITH THE FOLLOWING:

_____ TOTAL NUMBER OF RETAINING WALLS _____

_____ LENGTH OF EACH RETAINING WALL _____ FEET

_____ HEIGHT OF EACH RETAINING WALL _____ FEET

_____ MAXIMUM CONTINUOUS LENGTH OF RETAINING WALLS _____ FEET (SHALL NOT EXCEED 100 L.F. PER SECTION 2207-VI-C-1-C)

_____ MAXIMUM LENGTH OF VISIBLE RETAINING WALLS MEASURED FROM ANY POINT AROUND THE PROPERTY _____ FEET (SHALL NOT EXCEED 300 L.F. PER SECTION 2207-VI-B). IDENTIFY THE POINT/LOCATION AND THE APPLICABLE RETAINING WALLS ON THE SITE PLAN.

_____ STORM WATER RETENTION CALCULATIONS (SEE STORM DRAINAGE DESIGN MANUAL)

_____ DRIVEWAY:

AREA _____ SQUARE FEET

MATERIAL _____

COLOR & LRV _____

MAX. DISTANCE FROM NATURAL GRADE _____ INCHES

CREDIT _____ % and SQUARE FEET

- _____ MAXIMUM DRIVEWAY SLOPE _____ % (30%
MAXIMUM)
- _____ MINIMUM DRIVEWAY WIDTH _____ (12 FEET
MINIMUM)
- _____ DRIVEWAY CUT OVER 8 FEET LESS THAN 100 FEET IN LENGTH
- _____ POOL FENCE DETAIL SHOWING POOL PROTECTION AND 80% OPEN
FENCE
- _____ WATER (ADEQUATE WATER PRESSURE TO MEET FIRE SAFETY
STANDARDS)
- _____ FIRE HYDRANT INSTALLATION REQUIRED YES/NO
- _____ IDENTIFY LOCATION OF SEPTIC SYSTEM OR SEWER SYSTEM ON
PLAN
- _____ ILLUSTRATE ALL EASEMENTS
- _____ WASH EASEMENT REQUIRED YES/NO
- _____ UTILITY TRENCH LOCATIONS
- _____ METHOD OF COVERING UTILITY TRENCH
- _____ RESTORATION OF CUT AND SPILL SLOPES (AGING AGENT AND/OR
SEED MIX)
- _____ HALF STREET OR RIGHT-OF-WAY IMPROVEMENTS YES/NO

BUILDING PLANS

- _____ 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)
- _____ MAXIMUM BUILDING HEIGHT _____ FEET (24-FOOT
VERTICAL PLANE FROM FINISH GRADE FOR PRIMARY STRUCTURE
AND 16-FOOT VERTICAL PLANE FOR ACCESSORY STRUCTURE)

_____ OVERALL HEIGHT _____ FEET (40- FEET MAXIMUM)

_____ 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 ALL AMENITIES:

_____ POOL/SPA

_____ TENNIS COURT/GAME COURTS – NO LIGHTED COURTS ALLOWED

_____ ACCESSORY STRUCTURES

_____ SCREEN WALLS

_____ OTHER (E.G. WATER FEATURES, BBQ'S, ETC.)

_____ PROPOSED COLOR/MATERIAL SAMPLES (BOARD MOUNTED) BLENDING WITH THE NATURAL SURROUNDING HAVING A LRV OF 38% OR LESS. NAME OF COLOR and LRV: _____

LANDSCAPE PLAN

THE TOWN RECOMMENDS 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.

INCLUDE IN TABLE FORM AND CLEARLY LABEL ON YOUR LANDSCAPE PLAN THE FOLLOWING:

_____ SPECIES

_____ SIZE

_____ LOCATION (BY SYMBOL) CLEARLY INDICATED ON PLAN

_____ QUANTITY

LIGHTING

IT IS STRONGLY SUGGESTED THAT YOU READ SECTION 2208 OF THE HILLSIDE CODE PRIOR TO DESIGNING YOUR OUTDOOR LIGHTING, BOTH BUILDING AND OUTDOOR LIGHTING MUST BE PROVIDED IN TABLE FORM ON YOUR PLANS. CUT SHEETS OF EACH LIGHTING FIXTURE SHALL BE INCLUDED ON THE LIGHTING PLAN.

BUILDING LIGHTING PLAN

_____ LOCATION CLEARLY SHOWN ON PLAN AND NUMBERED

_____ PROVIDE CUT SHEETS OF EACH LIGHT FIXTURE

PROVIDE LIGHTING TABLE IN THE FOLLOWING ORDER:

_____ QUANTITY

_____ SYMBOL (WITH QUANTITY NUMBER)

_____ TYPE OF LIGHTING FIXTURE

_____ FINISH OF LIGHTING FIXTURE

_____ LUMENS (750 LUMENS MAX.)

_____ COLOR TEMPERATURE (3,000 KELVIN MAX.)

LANDSCAPE LIGHTING PLAN

_____ LOCATION CLEARLY SHOWN ON PLAN AND NUMBERED

_____ PROVIDE CUT SHEETS OF EACH LIGHT FIXTURE

PROVIDE LIGHTING TABLE IN THE FOLLOWING ORDER:

_____ QUANTITY

_____ SYMBOL (WITH QUANTITY NUMBER)

_____ TYPE OF LIGHTING FIXTURE

_____ FINISH OF LIGHTING FIXTURE

_____ LUMENS (250 MAX. LUMENS FOR PATH/STEP LIGHTS AND 150 MAX.
LUMENS FOR UP-LIGHTS)

_____ COLOR TEMPERATURE (3,000 KELVIN MAX.)

**SUBMITTALS NEEDED FOR SOLAR COMBINED REVIEW MEETING
(SECTION 2207-II-D AND SECTION 2207-II-E)**

- _____ 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.

- _____ NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO HILLSIDE MEETING. (APPLICATION AND NOTICE MUST BE REVIEWED AND DEEMED COMPLETE BY TOWN STAFF PRIOR TO MAILING). SEE SAMPLE NOTIFICATION BELOW. (2206-III-A).

SAMPLE LETTER
Hillside Conceptual Plan Review Notification

[Insert Date of Letter]

[Insert Address of Recipient]

Subject: Conceptual Plan Review for [Describe what it is you are applying for]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for a [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 [Insert Phone Number].

Sincerely,

[Applicant or Architect]

SAMPLE LETTER
Hillside Formal Plan Review Notification

[Insert Date of Letter]

[Insert Address of Recipient]

Subject: Formal Plan Review for [Describe what it is you are applying for]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for a [Scope of Work] 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 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 [Insert Phone Number].

Sincerely,

[Applicant or Architect]

SAMPLE LETTER
Combined Plan Review Notification

[Insert Date of Letter]

[Insert Address of Recipient]

Subject: Combined Plan Review for [Describe what it is you are applying for]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for a [Scope of Work] 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 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 [Insert Phone Number].

Sincerely,

[Applicant or Architect]

SAMPLE LETTER
Hillside Safety Improvement Plan Review Notification

[Insert Date of Letter]

[Insert Address of Recipient]

Subject: Hillside Safety Plan Review for [Describe what it is you are applying for]

Dear Property Owner,

An application has been submitted to the Town of Paradise Valley for a [Scope of Work] at [Property Address]. In compliance with Town requirements, this letter is being sent 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 Engineer Department (located at 6401 E. Lincoln Drive).

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 [Insert Phone Number].

Sincerely,

[Applicant or Architect]

AFFIDAVIT OF MAILING NOTIFICATION

STATE OF ARIZONA)

) ss:

County of Maricopa)

In accordance with the requirements of the Town of Paradise Valley, the undersigned hereby certifies that the mailing list for the proposed project is a complete list of property owners within _____ feet of the subject property, as obtained from the Maricopa County Assessor’s Office on the following date _____, 201____, and such notification has been mailed on the following date _____, 201____.

Signature

The foregoing instrument was acknowledged by me this _____ day of _____, 20____, by _____.
Name

NOTARY PUBLIC

My commission expires:

AFFIDAVIT OF POSTING

STATE OF ARIZONA)

) ss:

County of Maricopa)

I, _____, depose and state that the attached notice, of proposed application _____ located at _____ for the (Planning Commission/Town Council/Board of Adjustment/Hillside Committee) meeting date of _____, 201__ is a true and correct copy of a notice which I cause to be posted by the following day of the week _____, and on the following date _____, 201__ in the following location(s):

All in the Town of Paradise Valley, Arizona and County and State aforesaid, the same being public places in said County and in the following locations:

All to the Town of Paradise Valley, Arizona and County and State aforesaid.

DATED this _____ day of _____, 20__.

Signature

This affidavit was SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

NOTARY PUBLIC

My commission expires:

HILLSIDE SAFETY IMPROVEMENT MEASURES AND PROCESS MANUAL

I. PURPOSE

This Hillside Safety Improvement Measures and Process Manual provides guidance for compliance with specific town regulations applicable to building and construction on all land within the **Hillside Development Area**, as designated and defined pursuant to Section 2202 of Article 22 of the Zoning Ordinance of the Town of Paradise Valley, that is, the “Hillside Development Regulations.” This manual does not modify or change any requirements or approval processes required pursuant to the Hillside Development Regulations, but it does supplement the Hillside Development Regulations with specific requirements related to building and construction activities within the Hillside Development Area to ensure construction plans and construction activities on properties within the Hillside Development Area are conducted in a manner that improves safety.

In furtherance of this purpose, the Town Engineer may require a Safety Improvement Plan (“SIP”) (as defined in the Requirements section below) to reduce the negative impacts of construction activities in the Hillside Development Area on the surrounding neighborhoods by mitigating potential civil engineering infrastructure failure; subsurface or hillside seismic refraction damage that may result in future landslides; falling boulders; subsurface or surface erosion; subsurface water erosion created by seismic cracks or fissures; noise; and/or dust.

A Construction Staging Plan (“CSP,” as defined in Requirements section below) is required for all construction activities in Hillside Development Areas.

Safety Measures and Review Process. The Safety Measures and Review Process (as defined herein) consists of a Safety Improvement Plan. The Safety Improvement Plan shall be reviewed prior to Combined Hillside Building Committee Review or Formal Hillside Building Committee Review (as such are defined in the Hillside Development Regulations). The Town may hire outside firms or technical advisors to assist with the Safety Improvement Plan review or may require third party inspections. Unless waived by the Town Manager, the costs associated with such reviews and inspections shall be borne by the applicant.

Construction Staging Plan Requirement and Review Process. The Construction Staging Plan shall be required and reviewed no later than the beginning of the building permit application process. The applicant may wish to submit sooner in the review process, which is deemed acceptable by the Town.

II. DEFINITIONS

- Red indicates new language or terms. Black indicates existing code definitions

CHECKLIST ITEMS	CORRESPONDING DEFINITION/TERM
Boulders	<p>“Boulder(s)” – A rock fragment that has been detached and whose size in its least dimension is 36 inches or as determined by a registered geologist.</p>
Loose Fill or Raw Spill Slope	<p>“Fill” – A deposit of soil, rock, or other materials placed by man.</p> <p>“Raw Spill Slope” – An area created by causing or allowing earth or other material to fall, flow or run down a slope, thereby altering its natural appearance and topography.</p>
Drainageways, Watercourse or Hillside Washes	<p>“Hillside Wash” – A natural watercourse at least two feet deep from the top of bank and measuring at least five feet wide at the top of bank in accordance with the Storm Drainage Design Manual.</p>
Subsurface or Seismic Damage that may result in future landslides/rockslides	<p>“Subsurface or Seismic Damage” – Knowledge of subsurface or seismic damage that may have resulted from adjacent or previous development and should be verified and noted through the seismic refraction survey.</p> <p>“Seismic Refraction Survey” – Unless waived by the Town Manager or designee, all proposed Cuts shall require a seismic refraction survey performed by a registered geologist or registered geotechnical engineer. If the geological report, geotechnical report, or seismic refraction survey indicates fractured or unstable rock, the proposed location of the Building Site (or appurtenances) shall be changed to a stable location unless unstable condition(s) can be mitigated by an engineered design that creates a stable location and complies with the provisions of this Article and</p>

	<p>other Articles of this Zoning Ordinance. The geological report and results of the seismic refraction survey shall be submitted to the Town.</p>
<p>Any blasting associated with construction</p>	<p>All blasting operations must comply with the requirements of Article 5-10-4 of the Town Code.</p>
<p>Applicant</p>	<p>“Applicant” refers to an applicant, a property owner, an owner/builder, architect, developer, engineer or contractor.</p>
<p>Technical Advisory Board (“TAB”)</p>	<p>“Technical Advisory Board” or “TAB” – a group consisting of the Town Engineer, the Town Building Official, and the Hillside Development Administrator.</p>
<p>Registered Professional Engineer</p>	<p>“Registered Professional Engineer” – A registered professional engineer including, but not limited to, a geotechnical engineer, civil engineer, or structural engineer, consistent with the registration requirements of Title 32 of the Arizona Revised Statutes.</p>

III. REQUIREMENTS

A. SAFETY IMPROVEMENT PLAN

Purpose: The Hillside Safety Improvement Plan (or “SIP”) is intended to improve safety at the property and in the surrounding area via technical review of various items. The SIP formalizes unwritten practices and is intended to reduce the negative impacts of construction activities on the surrounding neighborhoods by implementing safety standards and mitigating potential civil engineering infrastructure failure, subsurface or hillside seismic damage that may result in landslides, falling Boulders, subsurface or surface erosion, subsurface water erosion created by seismic cracks or fissures, noise, and dust as applicable.

Process: A Pre-application conference to review the Safety Improvement Plan Checklist will occur with the Town Engineer. The final approved SIP will be submitted to the Town Engineer, and the final approved SIP will be maintained by the Town and kept as a permanent record to ensure consistent administration.

Content: On Hillside exterior remodels, additions or new construction, and projects not eligible for Hillside Chairman review, the Town Engineer may, as applicable, require a Safety Improvement Plan that includes, but is not limited to, the following:

1. Geotechnical Report – The Applicant shall submit a geotechnical report authored by a Registered Professional Engineer that evaluates the area within two hundred feet (200') of the building pad up to the property line and the entire driveway to the access road.

A. This geotechnical report shall include:

- Seismic refraction survey;
- Groundwater occurrences;
- Slope stability report; and,
- Boulder survey, if necessary and as required;

B. These sub-reports shall address the following:

- Indicate and evaluate the location of subterranean fractured or unstable rocks and fissures;
- Indicate and evaluate loose or unstable Fill;
- Indicate and evaluate risk of Boulder movement, if necessary;
- Identify recent geologic events in area, such as (but not limited to) rock slides, mudslides, and earthquakes, and address potential impacts and results to the site;
- Identify presence of groundwater; and
- Other conditions that create hazards to person or property in the vicinity of the building site.

2. Stabilization and Mitigation Plan

A. A Registered Professional Engineer shall provide an engineering design to stabilize the site and mitigate those items identified above, including rock fall, or based upon construction activity (e.g. the plan can illustrate buffer zones and rock catching devices, pinning, netting, etc.).

B. The Town Engineer may require the Applicant to procure an approved third party inspector (e.g. geotechnical engineer) to inspect recommendations in all approved geotech reports and evaluate the stabilization and mitigation plan. Inspection reports shall be provided to the Town.

3. Blasting Plan & Permit

- A. If blasting is proposed, all blasting requirements identified in Article 5-10-4 of the Town Code must be fulfilled and complied with;
- B. The Town and/or a third-party inspector must be present at the time of the blast;
- C. The property owner must provide an umbrella insurance policy or other form of insurance acceptable to the Town Attorney before blasting.

4. Grading and Drainage Plan

- A. Provide hydrologic study, grading and drainage plan for the property assuming a 100-year storm event per the Storm Drainage Design Manual.
- B. Town and/or third-party inspector to review grading and drainage construction is consistent with plan.

When deemed necessary, the Town Engineer may hire an outside firm to assist with or review an application, including the Safety Improvement Plan, and may require Applicant to pay for and provide a third-party report or inspection.

Town Engineer may require inspection(s) by a third-party as deemed necessary. Any fees associated with outside review shall be paid by the Applicant at the Town Engineer's discretion.

HILLSIDE INSURANCE REQUIREMENTS

All Hillside development not eligible for a Hillside Chair review shall require the Applicant to provide a continuous project specific liability insurance policy for the duration of construction (from grading to Certificate of Occupancy/Completion) with a minimum limit of \$2 million per occurrence and \$5 million aggregate, and the Town must be named as an additional insured. Appropriate dollar values for insurance shall be the responsibility of the Applicant for the project.

Insurance certificates must be provided to Town annually.

B. CONSTRUCTION STAGING PLAN

The Construction Staging Plan must be provided to the Town no later than at the time of the Building Permit process. An engineering seal is not required. All Town Hillside construction projects and activities will submit a Construction Staging Plan. When deemed necessary, the Town Engineer may hire an outside firm to assist with or review an application, including the Construction Staging Plan. The following elements will be required by the Town in a Construction Staging Plan:

Construction Staging Plan Checklist

- Location of construction entrances and exits;
- Location of equipment and material staging and storage;
- Onsite circulation for construction vehicles and equipment (plan includes on-site and off-site deliveries, employee parking, turn-arounds, etc.) on public and private roads and on private driveways, as applicable;
- Parking plan for construction vehicles and equipment. Parking plans considerations may include (but are not limited to) no parking within five feet of driveways or mailboxes, parking on only one side of street. Hillside parking must be on the uphill side of a hillside road, as tonnage weight of vehicles and equipment can undermine hillside roads. If an alternate location other than uphill side parking is identified, it must be approved by the Town Engineer;
- Special temporary traffic control plan as necessary (e.g. for crane);
- Conveyance of neighborhood traffic, including emergency vehicles;
- Location and plan regarding any aerial deliveries, as applicable;
- Trash storage and removal plan;
- Fencing plans;
- Location of toilet facilities; and
- Other items identified by Town based on circumstances of the property or surrounding area.

The Town and/or third-party inspector must review construction site for compliance with the Construction Staging Plan.

IV. PROCESS - HILLSIDE SAFETY IMPROVEMENT PLAN TIMELINE

A. Applicant Submits Pre-application

1. The Safety Improvement Plan review is on a track parallel to the overall Hillside Building Committee (HBC) review.
2. A pre-application meeting between the Town Engineer and Applicant is required to review hillside development regulation requirements, insurance requirements, Safety Improvement Plan requirements, Construction Staging Plan requirements, and any other building items or building requirements:
 - a. Safety Improvement Plan (SIP):
 - The SIP may be submitted with either the Concept Plan Review or the Formal Plan Review.
 - At latest, the SIP must be submitted with the Formal Plan Review. The Applicant may choose to submit the SIP with either the Concept Plan Review or the Formal Plan Review. However, the SIP review **must** be finished and deemed complete by the Town prior to the HBC Formal Review Meeting.
 - The Town Engineer reviews Safety Improvement Plan Checklist with the Applicant to inform them of SIP requirements.
 - b. Construction Staging Plan (CSP):
 - At latest, the Applicant must submit the CSP with building permit application. The Applicant may opt to submit the CSP earlier in the process (e.g. submit the CSP with Concept Plan Review or Formal Plan Review).
 - c. The Town Engineer informs the Applicant that a \$5 million aggregate, \$2 million per occurrence project specific liability insurance policy is required, and Town shall be named as an additional insured on policy.

1. Applicant Submits Concept Plan

1. Applicant submits materials required for the HBC Concept Plan Review in accordance with the Hillside Development Regulations.
2. Applicant may opt to submit the SIP with other Hillside materials at this stage.

2. Staff Reviews Concept Plan Submittal

1. Staff reviews the Concept Plan in accordance with the regulations and prepares the packet for HBC Concept Plan Review.
2. If the Applicant submits the SIP at this stage, staff conducts steps according to the Safety Improvement Plan Review Box.

3. HBC Concept Plan Review Meeting

1. Notice of the HBC Concept Plan Review meeting is given. Notice is sent by Applicant to neighbors within 1,500 feet by mail with affidavit of mailing. Staff give notice to all those on "Notify Me".
2. HBC reviews the Concept Plan in accordance with regulations and provides the Applicant with input and direction.
3. After the HBC Concept Plan Review meeting, the Applicant submits the Formal Plan Review and Safety Improvement Plan. The Town Engineer reviews the SIP requirements.

4. Applicant Submits Formal Plan

1. Applicant submits material required for the Formal Plan Review per the Hillside Development Regulations.
2. If not already submitted, the Applicant must submit the Safety Improvement Plan at this stage. Once submitted, staff follows the steps in the Safety Improvement Plan Review Protocol below.
3. Town Engineer reiterates to the Applicant that the Construction Staging Plan (CSP) is required as part of the building permit application process (but the Applicant may choose to submit CSP prior to building permit application submission).

Safety Improvement Plan Review Protocol

1. Applicant submits 2 copies and a digital version of the Registered Professional Engineer sealed reports comprising the SIP to the Town Engineer.
2. The Town (using members of the Technical Advisory Board and a third-party engineer if deemed appropriate) reviews the Safety Improvement Plan in accordance with Article 5 of the Town Code and cross references it as applicable to the Hillside Development Regulations.
3. Applicant sends a notice of the Safety Improvement Plan availability to neighbors within 1,500 feet of the subject property and provides an affidavit of mailing. Town staff sends notice to "Notify Me" list. Copy of the SIP available at the Town Engineer's office:

- a. The notice shall identify: 1) that a copy of the SIP is available for review at the Town; 2) that comments regarding the proposed SIP must be submitted to the Town within forty-five (45) calendar days from the notice mailing date; and 3) that any comments regarding the SIP must be sealed by a Registered Professional Engineer.
4. At expiration of the forty-five (45) days from the notice mailing date, the Town aggregates comments from neighbors' engineers, comments from Technical Advisory Board, and comments from any Town-hired Registered Professional Engineer(s) and directs the Applicant to address the comments and, if applicable, return a newly sealed SIP.
5. When the newly sealed SIP is returned, the Technical Advisory Board, in conjunction with any Town-hired Registered Professional Engineer(s), reviews and determines whether the updated Safety Improvement Plan adequately address all concerns.
6. The Technical Advisory Board ("TAB") consists of the Town Engineer, Building Official, and Hillside Development Administrator.
7. If concerns are not adequately addressed, the Town returns the SIP to the Applicant. This redline process can continue until the Technical Advisory Board is satisfied.
 - a. If the Applicant feels it is unreasonable and a violation of due process, they may elect to file in a court of law
8. The Town Engineer and/or Technical Advisory Board, in his or their sole discretion, may choose to require the Applicant to address additional concerns, delete elements or maintain the SIP in the presented form (e.g. ignore the sealed engineer comments of neighbor(s) and approve the Applicant's submitted SIP).
 - a. If the Applicant feels it is unreasonable, they can file a court action.
 - b. If the neighbor(s) feel the Safety Improvement Plan is unsatisfactory, they can file an action or pursue private cause of action against the Applicant, if applicable.
 - c. All lawsuits against the Town will likely be tendered to the Applicant and/or Applicant's engineer.
9. The Town Engineer and/or Technical Advisory Board also reserve the right to add or delete checklist requirements based upon new information made available during the review process.
10. When the Town Engineer and/or Technical Advisory Board are satisfied, the Applicant's Registered Professional Engineer sealed reports comprising the SIP and the Formal Hillside Plans are forwarded to the HBC as part of Formal Plan Review. SIP reports are public records that remain the responsibility of the Applicant and have the seal of the Applicant's engineer who would be liable for any failure of the SIP.
11. Town signs/stamps SIP reports where appropriate.

5. HBC Formal Plan Review

1. Notice of the HBC Formal Plan Meeting is given. The Applicant sends notice to neighbors within 1500 feet by mail with affidavit of mailing. Staff provide notice to all those on "Notify Me".
2. HBC reviews the Formal Plan in accordance with the code and takes action on the application (e.g. approve, approve with stipulations, deny, or continue).
3. Once the HBC approves the Formal Plan, the Applicant submits plans for building permit.

6. Building Permit Process

1. Town Engineer and Building Official review elements of Construction Staging Plan with the Applicant and establish requirements to be met as a condition of issuing and maintaining the building permit.
2. Normal building permit process is followed.
3. Town and/or third-party inspector verify that construction site is consistent with the CSP.

TOWN OF PARADISE VALLEY	
Community Development Department Policy/Procedure	
SUBJECT: Expiration of Hillside Applications	Policy/Procedure #: 63
<p>BACKGROUND: This policy is meant to clarify the expiration of hillside applications.</p> <p><u>Section 2205.VI.A states:</u> The plans, including any safety measures and reports, for any Development in the Hillside Development Area, must be approved by the Town and appropriate legal permit(s) issued before any clearing and grubbing, grading, bulldozing, blasting, or movement of earth is commenced. Building permit applications must be submitted within a twelve-month period after the date of approval from the Hillside Building Committee or Hillside Building Committee Chair. If a building permit application is not submitted within a twelve-month period, the Hillside Building Committee or Hillside Building Committee Chair approval shall be null and void. If appropriate, based upon circumstances outside the control of the Applicant, a one-time six (6) month extension may be granted by the Town Manager or designee. If the permit expires, at no time after that expiration period does the applicant have any vested prior approval rights.</p> <p><u>Currently, Section 5-2-2.A.8 of the Town Code, regarding building permit applications, states:</u> Any permittee holding an active permit may apply for an extension of the time within which work may commence or be completed under that permit when the permittee is unable to commence or complete work within the time required by this section. The Building Official may extend the time for either commencement or completion of work by the permittee by granting up to three additional "extension dates" for periods not exceeding 180 days each. On written request by the permittee the Building Official's granting of each 180-day extension date shall be based on a hardship or other circumstance beyond the permittee's control and only after payment of the extension date fees specified herein.</p>	
<p>POLICY: Similar to the treatment of building permit applications, hillside applications have an expiration. Therefore, a hillside application that fails to receive Hillside Building Committee or Hillside Building Committee Chair approval within eighteen (18) months from the date of hillside application submittal is null and void. Thereafter, the applicant must file a new application (along with the applicable application fee and submittal requirements) and the new application is subject to the ordinance in effect at the time of the new application. Expired applications that did not receive Hillside Building Committee review may request a partial refund of 80% of the original application fee. Expired permits that received Hillside Building Committee review (e.g. a Concept Hillside Review) are not subject to a refund. However, an applicant may apply for a</p>	

one-time six (6) month extension. The maximum extension is measured from the original date of expiration. After such one-time extension, the Town Manager or designee may extend the time if the Town Manager or designee finds that the applicant establishes, to the satisfaction of the Town Manager or designee, a hardship or other circumstance beyond the applicant's control that has led to the delay. The Town Manager or designee may then grant up to two (2) additional "extension dates" for periods not exceeding one hundred eighty (180) days each. All requests for extensions shall be in writing and shall specify the hardship or other circumstance beyond the applicant's control that justifies the extension request. The application expiration shall be tolled during the time period of any court action that delays the application.

This policy applies to all hillside applications. June 21, 2018 will be used as the application submittal date for purposes of expiration of all hillside applications that are currently under review by Town staff or the Hillside Building Committee.

APPROVED BY:



DATE APPROVED/REVISED:

7-2-18

<p>TOWN OF PARADISE VALLEY</p> <p>Community Development Department Policy/Procedure</p>	
<p>SUBJECT: Hillside Applications and Applicable Hillside Codes</p>	<p>Policy/Procedure #: 64</p>
<p>BACKGROUND: This policy is meant to clarify the timing and applicability of the Hillside Development Regulations (Article 22) and the Hillside Safety Code (Chapter 5) to hillside applications.</p> <p>The Hillside Code was recently updated and a new Hillside Safety Code was recently adopted. The effective date for the updated Hillside Development Regulations is June 21, 2018 and the effective date for the Hillside Safety Code is July 14, 2018. Please reference Policy #63 regarding hillside application expiration limits.</p>	
<p>POLICY:</p> <p><u>Hillside Development Regulations (Article 22)</u> Hillside applications that have been submitted and paid the applicable application fee, are subject to the Zoning Ordinance at the time of the application submittal.</p> <p><u>Hillside Safety Code (Chapter 5)</u> <i>New Hillside Applications.</i> The Hillside Safety Code will apply to hillside applications submitted on or after July 14, 2018. Please reference Ordinance 2018-09 and Ordinance 2018-13 for the Hillside Safety Code requirements.</p> <p><i>Hillside Applications Currently Under Review.</i> For hillside applications that received a concept, combined, or formal Hillside Building Committee (HBC) review before July 14, 2018, the Hillside Safety Code will not apply. The hillside applications that did not receive a concept, combined, or formal HBC review before July 14, 2018 are subject to the Hillside Safety Code requirements. Please reference Ordinance 2018-09 and Ordinance 2018-13 for the Hillside Safety Code requirements. Please reference Policy #63 regarding hillside application expiration limits.</p>	
<p>APPROVED BY:</p> 	<p>DATE APPROVED/REVISED:</p> <p>7-2-18</p>

Hillside Building Regulation & Safety Code Comments



Submitted by: _____ Email: _____

The Hillside Development Regulations were recently updated and a new Hillside Safety Code was recently adopted by the Town of Paradise Valley. The effective date for the updated Hillside Development Regulations is June 21, 2018 and the effective date for the Hillside Safety Code is July 14, 2018.

The Town Council added a “one-year look back” with the approval of the updated Hillside Development Regulations (Article 22 of the Zoning Ordinance) and the new Hillside Safety Code (Sections 5-10-4 and 5-10-9 of the Town Code). This one year look back is intended to allow staff to receive and review input from the residents and the building community regarding the adopted hillside codes and hillside processes.

Please identify any issues, concerns, or questions with the Hillside Development Regulations and/or Hillside Safety Code requirements. All comments shall be submitted to the Hillside Administrator, Paul Mood, at pmood@paradisevalleyaz.gov. You may submit this form with your comments listed below or you may email comments directly to Paul Mood. All comments received will be used to update the Council regarding issues or concerns with the Hillside Development Regulations and Hillside Safety Code.

Hillside Code Comments/Issues (Article 22 of the Zoning Ordinance):

Hillside Safety Code Comments/Issues (Sections 5-10-4 and 5-10-9 of the Town Code):