

TOWN OF PARADISE VALLEY

HILLSIDE DEVELOPMENT APPLICATION

STAFF CONTACT INFORMATION

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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.



Town of Paradise Valley
6401 E Lincoln Drive
Paradise Valley, AZ 85253
hillside@paradisevalleyaz.gov

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 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.

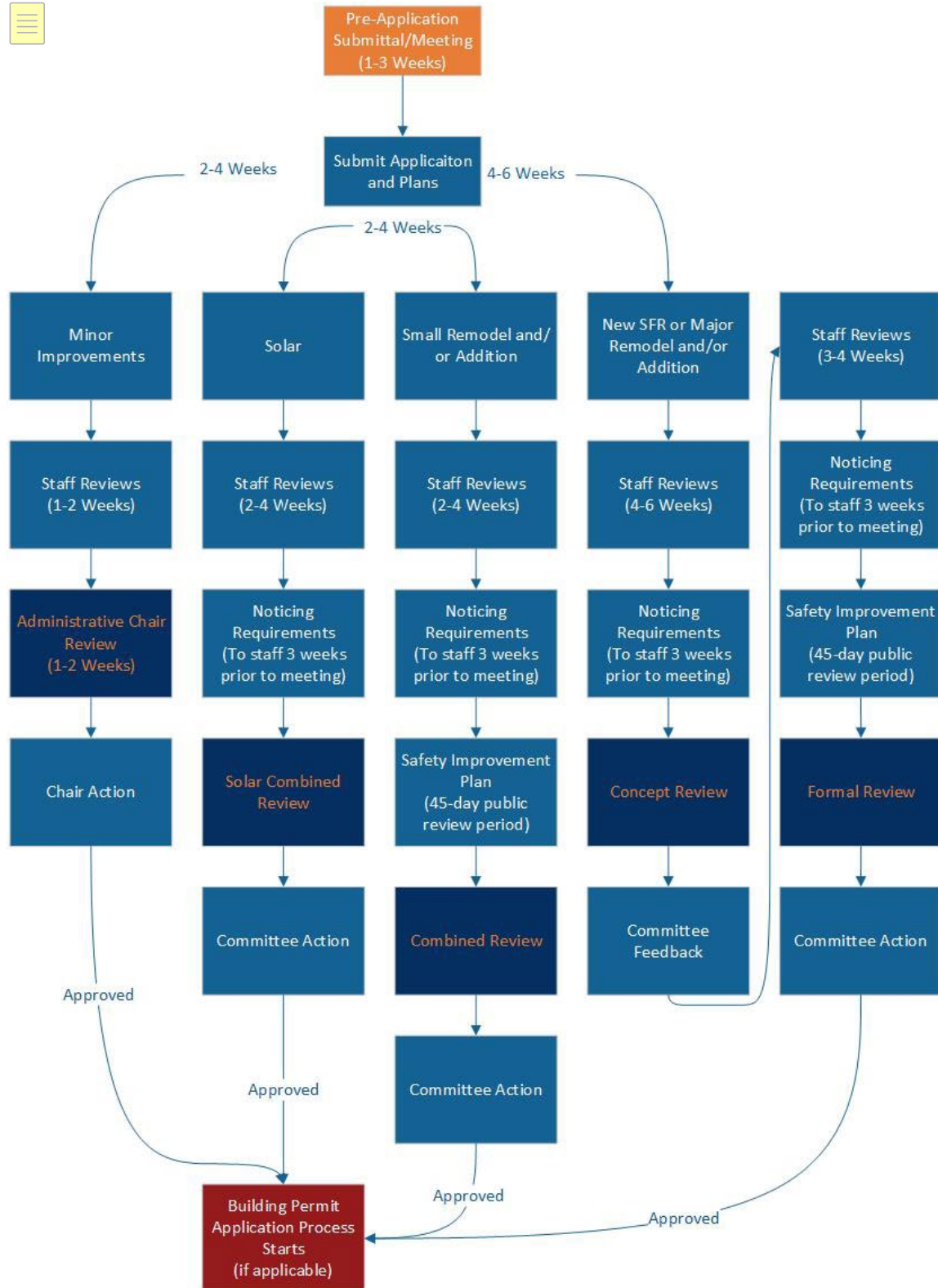


3. Complete the Hillside Development Application

- 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





PARADISE VALLEY

HILLSIDE APPLICATION

SCOPE OF WORK: PROV'D 378 SF NEW LIVABLE ADDITION OCCURRING
UNDER EXST'G REAR COVERED PATIO ROOF



6 | 29

ARCHITECT:


PRINT NAME	PHONE NUMBER
BRIAN FRACASSE, NCARB, AIA	480.659.6745
ADDRESS 4425 E. AGAVE ROAD, #120, PHOENIX, AZ 85044	

ENGINEER:

PRINT NAME	PHONE NUMBER
ADDRESS	

OWNER:

BOB MAHMOUDI	425.829.1835
PRINT NAME	PHONE NUMBER
ADDRESS 5913 N. LA COLINA DRIVE, PARADISE VALLEY, AZ 85253	

	04.20.25
OWNER OR AUTHORIZED AGENT SIGNATURE	DATE



STATEMENT OF ACCURACY

BUILDING INFORMATION¹

USE	AREA (SF) OR LENGTH (FT)
LIVABLE AREA (EXISTING)	5,377 SF
LIVABLE AREA (NEW)	378 SF
LIVABLE AREA (REMODEL)	95 SF
PERCENT NEW + REMODEL	8.8%

¹THE 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 CALCULATION²

USE	UNIT - AREA (SF), LENGTH (FT), OR COUNT	VALUATION PER (UNIT)	VALUATION TOTAL
LIVABLE AREA (NEW)	378 SF	\$225.00	85,050.00
LIVABLE AREA (REMODEL)	95 SF	\$112.50	10,687.50
GARAGE		\$50.00	
STORAGE		\$50.00	
PATIOS/RAMADAS/PORHCES		\$35.00	
FENCES		\$30.00	
POOL		1% OF COST	
BBQ		\$4,200.00 (EA)	
FIREPLACE		\$5,250.00 (EA)	
WATER FOUNTAIN		\$1,000.00 (EA)	
WATER FEATURE		\$2,500.00 (EA)	
SUM	473 SF	-	95,737.50

²TOWN 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

- 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.
- 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.
- 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.

OWNER OR AUTHORIZED AGENT SIGNATURE

☐ Authorization Letter for Agent if Value > \$25,000



Town of Paradise Valley
6401 E Lincoln Drive
Paradise Valley, AZ 85253
hillside@paradisevalleyaz.gov

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	1.24	ACRES	TOTAL AREA OF LOT PER SURVEY RESULTS
	54,016	SF	
FOOTPRINT	8,416	SF	
FLOOR AREA RATIO	15.58	%	AREA UNDER ROOF/AREA OF LOT
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.
VERTICAL HEIGHT OF SLOPE	70	SF	
HORIZONTAL LENGTH OF SLOPE		SF	
ALLOWABLE DISTURBED AREA		%	PER TABLE 1, SECTION 2207-III-J
		SF	
EXISTING DISTURBED AREA		%	IF ANY
		SF	
(+)GROSS DISTURBED AREA		%	PROPOSED GROSS DISTURBANCE OF SITE
		SF	
(-)LIVABLE AREA FOOTPRINT		SF	SUBTRACT LIVABLE AREA FOOTPRINT
(-)GARAGE FOOTPRINT		SF	SUBTRACT ATTACHED GARAGE FOOTPRINT
(-)DRIVEWAY CREDIT		SF	SUBTRACT DRIVEWAY CREDIT IF APPLICABLE
(-)RETENTION BASIN CREDIT		SF	SUBTRACT 50% OF BASIN AREA IF APPLICABLE
(-)FULLY RESTORED AREAS		SF	SUBTRACT AREAS RESTORED TO BOTH NATURAL GRADES AND VEGETATION
(=)NET DISTURBED AREA		%	
		SF	

THE FOLLOWING NOTES ARE REQUIRED ON ALL CIVIL COVER SHEETS:

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



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

MAXIMUM BUILDING HEIGHT FROM NATURAL GRADE		FT	MAXIMUM 24' HEIGHT LIMIT PARALLEL TO THE NATURAL GRADE
MAXIMUM BUILDING HEIGHT FROM ADJACENT GRADE		FT	VERTICAL PLANE IS LIMITED TO 24' FROM ADJACENT GRADE WHEN THE NATURAL GRADE IS NOT RESTORED BACK
MAXIMUM BUILDING HEIGHT		FT	MAXIMUM HEIGHT MEASURED FROM THE LOWEST FINISHED FLOOR TO THE HIGHEST POINT (ROOF, CHIMNEY, ETC.)
MAXIMUM OVERALL HEIGHT		FT	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:

TYPE OF LIGHT FIXTURE	SYMBOL	QUANTITY	FINISH	LUMENS	TEMPERATURE
(EX) WALL SCONCE	□	5	BRONZE	735	2700K
N/A					

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:

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

THE FOLLOWING TABLE IS REQUIRED ON ALL LANDSCAPE LIGHTING SHEETS:

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

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.

