



City of Sierra Vista Community Development Planning Site Plan Review Check List

(This checklist is for internal staff use only. It is provided to the applicant to help with the submittal requirements of the site plan.)

Project Name: _____
Reviewed By: _____

Date: _____

GENERAL SITE PLAN DESIGN ITEMS:

Approved Pending N/A

Legend? <i>(Per Section 151.18.006.A.2.b)</i>	_____	_____	_____
North Arrow? <i>(Per Section 151.18.006.A.2.c)</i>	_____	_____	_____
Adjacent Zoning with Uses? <i>(Per Section 151.18.006.A.2.d)</i>	_____	_____	_____
Location sketch? <i>(Per Section 151.18.006.A.2.a)</i>	_____	_____	_____
Legal Description of the site? <i>(Per Section 151.18.006.A.2.f)</i>	_____	_____	_____
Scale Shown <i>(Per Section 151.18.A.2)</i>	_____	_____	_____
Proof of Ownership attached with Title Report? <i>(Per Section 151.18.006.A.9)</i>	_____	_____	_____
Proof of Agency Letter? <i>(Per Section 151.18.006.A.9)</i>	_____	_____	_____
Two Soils Reports Attached? <i>(Per Section 151.18.006.A.5)</i>	_____	_____	_____
Does creation of lot require a subdivision? <i>(Per Section 151.02.004)</i>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LOCATION OF STRUCTURES

Existing and proposed with distances to lot lines? <i>(Per Section 151.18.006.A.2.j)</i>			

_____	_____	_____	_____

Percentage of site covered showing the following: <i>(Per Section 151.18.006.A.2.l)</i>			
a) Asphalt? _____	_____	_____	_____
b) Concrete? _____	_____	_____	_____
c) Buildings? _____	_____	_____	_____
d) Open Space/Pervious Surface? _____	_____	_____	_____

Floor Plan showing building dimensions? <i>(Per Section 151.18.006.A.2.k)</i>			

_____	_____	_____	_____

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Setback requirements are met and shown?
(Per various sections in Article 151.22)

Is buffer required for development?
(Per Buffer Table in Article 151.15)

Does development show correct buffer distance
to right-of-way?*(Per Buffer Table in Article 151.15)*

Does development show correct buffer distance
between zoning districts? *(Per Buffer Table in
Article 151.15)*

Is a wall required in buffer? *(Per Section 151.15.005)*

Is landscaping required in buffer? (40 feet or greater)
(Per Section 151.15.006.B.5)

Ground mounted mechanical equipment screened?
(Per Section 151.15.005.A.1)

Wall or berm needed to screen headlight impact?
(Only if adjacent to residential zoning districts)
(Per Section 151.09.005.N)

ENVIRONMENTAL

Plant salvage requirements met? (1 acre or more)
(Per Section 151.15.003)

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Oil and/or grease separators required? (Parking lots with 250 or more parking spaces)
(Per Section 151.09.005.C)

Surface water plan requirement met?
(Per Surface Water Plan and Section 151.08.006.F)

Project fall within a FEMA floodplain?
(Per FEMA FIRM Maps and Per Section 151.22.029)

Grading Plan submitted to include existing and proposed contour lines at 1-foot intervals, flow arrows, etc? (Per Section 151.08.006.F.4)

Cross lot drainage easement requirement?
(Per Section 151.08.006.E.4)

PARKING

Does the project have enough parking spaces?
(Per Section 151.09.006)

Parking stall dimensions labeled and conform to Code? (Per Section 151.09.005.Q-Standard Parking Area Dimensions Table)

Parking access aisle conforms to stall dimensions?
(Per Section 151.09.005.Q-Standard Parking Area Dimensions Table)

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Are curb stops needed in any portion of parking lot? (landscaping/sidewalks)
(Per Articles 151.09.005.Q-Standard Parking Area Dimensions Table and 151.15.004.A.6.e)

Does the project provide enough handicapped parking spaces? *(Per Americans With Disabilities Act Accessibility Guidelines ADAAG, Section 4.6)*

Handicapped parking dimensions at 11' (stall) 5' (accessible aisle)?*(Per ADAAG universal design requirements 4.6.3)*

Location and detail drawing of the handicapped parking pole/wall sign shown? *(Per ADAAG requirements 4.6.4 and City Code Chapter 71.04)*

Handicapped parking Citation SVCC 71.02 cited? *(Per City Code Chapter 71.04)*

A diagram of the handicapped ramp slope provided with dimensions shown. *(Per ADAAG requirements 4.8)?*

ADA ramps identified at a slope not exceeding 1:12? *(Per ADAAG requirements 4.8.2.)*

ADA cross-slopes identified not exceeding 1:50? *(Per ADAAG requirements 4.8.6)*

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Striped or paved pedestrian pathway to public sidewalk identified on plan?
(Per Section 151.17.004)

Bike rack required for each building identified?
(Per Section 151.09.005.F)

Provide detail drawings and notes showing pavement cross section?
(Per Section 151.09.005.A)

CIRCULATION

Traffic Impact Analysis Required?
(Per Section 151.17.002.B2, 151.18.006.A.7, 151.19.003.B.9.a)

Rights-of-way dimensions shown on abutting streets? *(Per Section 151.18.006.A.2.m)*

Rights-of-way dedication required?
(Per Section 151.08.003 based on Street Designation)

Adjoining or shared parking with adjacent parking lots shown? Cross parking agreement?
(Per Section 151.09.004)

Proposed one-way driveway and parking aisles to be labeled one way with a minimum width of 20 feet? *(Per Section 151.09.005.G and per the Standard Parking Area Dimensions Table)*

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Full improved street dimensions shown?
(Per Section 151.08.003 based on street designation)

Consistent with Multi-Use Path Map requirements?

Clear vision area shown and accurate?
(Per Section 151.04.010)

Streetlights shown? Are they needed?
(Per Section 151.08.008)

Access locations for dumpster okay? Required
separation okay? *(Per Public Works dumpster
enclosure requirements)*

Dumpster doors required? Are details provided?
Meet PW criteria? *(Per Section 151.15.005.A.1 and
the Public Works dumpster enclosure requirements)*

Dumpster doors open 180 degrees?
(Per Public Works dumpster enclosure requirements)

Locking mechanism or cane bolt detail provided
For dumpster door?
(Per Public Works dumpster enclosure requirements)

EXTERIOR LIGHTING

Are cut sheets for wall and pole lights attached?
(Per Section 151.11.003.A.2)

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Location of wall and pole lighting shown on plan?
(Per Section 151.11.003.A.1)

Lighting fully shielded?
(Per Section 151.11.003.A.4.a)

Pole height with detail shown?
(Per Section 151.11.003.A.4.c.1)

Any wall mounted lighting proposed?
(Per Section 151.11.003.A.1)

Photometrics plan required?
(Per Section 151.11.003.A.4)

Total Outdoor Lumen Output Matrix
(Per Section 151.11.003.D)

UTILITIES

Existing and proposed utilities shown and show
tie-ins to buildings? (Per Section 151.18.006.A.2.v)

Are all easements shown?
(Per Section 151.18.006.A.2.q)

SIGNAGE

Free-standing signage locations shown on plan?
(Per Section 151.10.007 and 151.10.008)

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Note reading, "signage by separate permit"?
(Per Section 151.18.006.A.2.gg)

ARCHITECTURAL

Have elevation drawings been provided for all buildings? Was height requirement met?
(Per Section 151.18.006.A.3)

Statement that "all roof mechanical equipment screened"? Type of screening shown?
(Per Section 151.15.005.2)

MISCELLANEOUS

Is project being phased? If so, Master Plan required?
(Per Section 151.18.006.A.10)

Any outstanding code issues?

Note shown for the need for a future site plan?
(Per Section 151.18.006.A.11)

Development Agreement Conditions on property?

Note on plat regarding Soil Report Compliance and inspection requirements (Site Preparation and Earthwork:

A Geotechnical Evaluation and Report in conjunction with an appropriately sealed City of Sierra Vista Special Inspection Certificate shall be submitted prior to the issuance of a building permit. All earthwork and installation of fill materials shall be done in compliance with soils report. A qualified inspector approved by the Building Official shall conduct all compaction tests. These test results shall be submitted to the City of Sierra Vista Building Department.

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

LANDSCAPING

Is landscape plan provided?
(Per Section 151.15.002.A)

15 percent landscaping on the site?
(Per Section 151.15.003.A.3)

Sizes and quantities of all plants and boulders
identified? (Per Section 151.15.004.A.1.d,
151.15.004.A.5.a)

Are spacing requirements being met?
(Per Section 151.15.004.A.5.d)

Street trees shown? (1 per 50 feet)
(Per Section 151.15.004.A.4.b)

Area averaging 10 feet between sidewalk and site?
(Per Section 151.15.004.A.4.a)

Plant quantities and percentages of the overall site
shown (no more than 20% of one species)?
(Per Section 151.15.004.B)

Plants from Drought Tolerant list (or equivalent)?
(Per Section 151.15.004.A.3, 151.15.004.A.5.c,
151.15.004.A.6.c)

The type and depth of groundcover provided?
(If applicable) (Per Section 151.15.004.A.1)

DEVELOPMENT CODE REQUIREMENTS

Approved

Pending

N/A

Irrigation Plan provided?
(Per Section 151.15.004.A.1.b)

Parking islands every 12 spaces shown with
Dimensions and required landscaping?
(Per Section 151.15.004.A.6.d)



City of Sierra Vista Public Works Engineering Site Plan Review Check List



Project Name _____ Date _____

Community Development Site Plan No. _____

Reviewing Engineer _____

Developer's Certification: I have reviewed and followed this checklist in the preparation of my submittal.

_____ Date _____

Site Plan

Check items included in plan

N/A	Included	Deficient	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans must be stamped and signed by a registered civil engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed improvements must be shown in heavy, darker line-work. Existing features must be shown in lighter, screened line-work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location sketch with adjacent zoning and land uses (151.18.004-A-3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography; contour lines for existing and proposed elevations at one-foot intervals (151.18.004-A-4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural drainage and proposed drainage flow by directional arrows. If applicable, show that the finished floor elevation is above 100-year flood area (151.18.004-A-4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal description of the site to include total area of the site (151.18.004-A-5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spot elevations of existing/proposed key drainage points
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percentage of the site covered by any and all structures (151.18.004-A-8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way dimensions of all abutting streets, whether public or private, and all access points to the site (151.18.004-A10)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations, dimensions, and description of all existing or proposed easements (151.18.004-A12)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of any non-vehicular access strips (151.18.004-A-13)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service areas for uses such as trash disposal (151.18.004-A18)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate dumpster detail (151.18.004-A-18)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed utility locations (151.18.044-A19)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of the nearest fire hydrant (151.18.004-A-20)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street or alley rights-of-way to be dedicated and/or improved pursuant to the requirements (or 151.08.001.J)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb cuts, new and existing per ADA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway entrances need to meet the City's modified version for MAG 250. MAG 250 does not currently meet ADA standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abutting land uses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading, drainage, surfacing, and sub-grading details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils engineering report, if required (151.18.00-A-27)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are traffic control signals or signs required?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The effect of the site development on traffic conditions on abutting streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One access per property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the City have the ability to provide sewer service to the site? Are the sewer main lines public?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show the closest street light and calculate light levels along the road access point to see if any additional streetlights are required (151.08.008-A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Avoid disparity in grade caused by fill between this site and adjacent sites. A slope easement or retaining walls may be required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb, gutter, scupper, and handicapped curb return ramp details included on the plans (if applicable to the site)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADOT contacted for their approval of access and improvements in their right-of-way, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing brick manholes are to be replaced when top needs to be adjusted to grade or new line enters manhole.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make sure that all manholes are accessible to City maintenance trucks and are located in the public right-of-way or an easement. Check turning radii in easement, where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If access to sewer easement MUST be restricted, gates should be used in place of bollards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gates will: <ul style="list-style-type: none"> • Be in accordance with City standard detail • Latch and lock in the middle. • If a gate is to be incorporated with railing, the gate is to match railing design. • Guidelines for gates may be adjusted to fit criteria of the area • Gate posts are to be set in 3 feet of concrete • Gates will swing open in both directions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laterals connecting to a new sewer main line shall be per MAG Detail 440 as modified by the City. Taps into an existing main line shall be per the old Type "B" detail.

Drainage Report

N/A	Included	Deficient	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be submitted with Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design storms to be 10-year, 1-hour storm and 100-year, 1-hour

- storm.
- All hydrology calculations to be complete. Peak flows shown in to be considered final.
- Provide detailed drainage exhibit. Exhibit to show watershed boundaries, concentration points, flow arrows, 10-year peak flows, 100-year peak flows, flow combinations, locations of drainageways, washes, proposed streets, detention basin, overland overflow route from detention basin, etc.
- Correct hydrology method used based on land area:
 1. Rational Method: < 0.5 square miles
 2. Pima County Method: 0.5 square miles - 5 square miles
 3. HEC-1: > 5 square miles
- Use City IDF curves. Available electronically from Engineering Division.
- Use C=0.35 for Rational Method calculations to determine pre-development runoff.
- Uses City of Tucson methodology (Section 4.5) for developing hydrographs based on Rational Method data.
- Detention (preferred) or retention of drainage runoff to match pre-development conditions (check 10-yr and 100-yr peak flows)
- Adequate detention basin size- show hydrograph routing
- Detention basins have bleed off pipes or other means of positive drainage
- All stormwater basins to have overland overflow path (no possibility of clogging) that allows excess flow to discharge without causing damage.
- No drywells in detention basins serving residential subdivisions
- Accommodates upstream drainage runoff from undeveloped land.
- Flow won't damage land or change the flow characteristics of the natural drainage.
- All drainage is discharged to improved public right-of-way, easement, or drainage way.
- No cross lot drainage.
- No encroachment of private land by water from public facility.
- Report to discuss drainage considerations due to phasing of construction.
- Summarize all findings in text of report
- Drainage in adjacent washes addressed in preliminary report, including:
 - Wash designation from Surface Water Plan (NDMC or FECC)
 - Wash hydrology to match FIS or Surface Water Plan
 - Discussion of proposed improvements to wash
 - Discussion of delineated FEMA floodplains. Show limits of floodplain on drainage exhibit.
 - Discussion of any special considerations for the wash
- Natural Drainage Maintenance Corridors should be platted to the most restrictive of the following:
 1. The 100-year floodway;
 2. The limits of the riparian vegetation zone:

- a) 50' setback from each bank of the low flow channel for watersheds < 1.5 square miles;
- b) 100' setback from each bank of the low flow channel for watershed > 1.5 square miles.

Up to a 100' wide drainage way centered within any Flood and Erosion Control Corridor (FECC).

Drainage Report describes collection and conveyance in text section of report. Calculations to support all aspects of collection and conveyance included in report.

Report contains complete hydraulic calculations for catch basin interception in accordance with HEC-22. Use clogging factors as follows:

- Grates in sump- 50%
- Grates on grade- 40%
- Curb openings in a sump- 20%
- Curb openings on grade- 20%
- Combination curb opening/grate in sump- 35%
- Combination curb opening/grate on grade- apply above factors separately
- Slotted drain to be analyzed in same manner as curb openings
- Clearly show bypass flows to next catch basin

Hydraulic calculations for channel conveyance, including streets
 Depth of flow in public street does not exceed 0.6 feet during 100-year storm. Provide accurate hydraulic calculations for bends and areas where large flows come together.

Intersection depth of flow for a collector or arterial street < 0.1' during a 10-year storm.

Verify that all minor losses have been taken into account at channel entrances, and that headwater in street does not exceed 0.6 feet.

Model depressed sidewalks as broad-crested weirs. Use C=2.7

Hydraulic calculations for any necessary energy dissipators

Hydraulic analysis for improvements required in adjacent washes including:

- Local scour calculations
- Equilibrium slope calculations
- Grade control structures are of appropriate depth, width, and spacing
- Appropriate channel armor based on expected flow velocities
- Additional erosion set-back limits in areas with sharp bends

Report contains complete hydraulic calculations for storm drain systems. Analysis must include:

- Elevation of hydraulic grade line through entire system
- Peak flow in each section of pipe
- Pipe slopes

- Pipe roughness coefficients
 - Elevations of all manhole rims and catch basin grates
 - Detailed headloss coefficients for all bends, junctions, expansions, contractions, etc
 - Headloss due to momentum changes
 - Culvert calculations
- All hydraulic channels and detention basins to have at least 1-foot of freeboard
- Drainage does not discharge into a wastewater sewerage system.
- Bank protection provided in the case of intermediate or excessive velocities:
1. Excessive >6 fps for 100 year flow
 2. Intermediate 4-6 fps for 100 year flow
- Plans agree with drainage report. Check channel cross-sections, pipe sizes, detention basin sizes, catch basin sizes, etc.
- Dedication of drainageway to be used for conveyance of public runoff
- Sufficient access for channel maintenance (public channels).
- Provide minimum 20-foot right-of-way for dedicated drainageways.
- Channels in public right-of-way are trapezoidal in shape with no greater than 4:1 side slopes (more if adequate bank protection is provided).
- No depressed sidewalk (to be used as a weir) on arterials or collectors- OK on local streets.
- Channels or pipes discharging to a wash must be stable and protected from erosion due to flow in the main channel.
- Concrete and rip rap pads to have turned down edges.
- Show FHWA or ADOT rip rap gradations on plans if dumped rip rap is to be used.
- Hard channel linings to have turned down edges.
- CMP storm drains in public right-of-way are lined and coated per MAG Standard Detail 510 or Type II aluminum
- No fill materials are placed within the 100-year flood zone. Provide erosion protection in areas where fill is encroaching into the flood zone.
- Make sure storm drain manholes in public right-of-way meet MAG 520, 521, and/or 522
- Steel scuppers in public right-of-way to have spans of 12" or less. Larger scuppers are concrete only.
- Check that interim drainage in future development areas will not cause problems, particularly within the right of way.
- All pipes in public right-of-way to have at least 3 feet of cover or be RGRCP
- Show spacing between pipes if culvert has multiple pipes. See ADOT Standard Detail B-11.14 for large pipes and MAG Standard Detail 501-2 for small pipes.
- Culvert headwalls in public right-of-way to be formed concrete,

- not block (as shown in MAG Standard Detail 501).
- Lots to drain toward street (preferred) or have individual rear-lot drains.
- All catch basins in public right-of-way to have a grate for maintenance access

NOTE: This document is intended for use as an aid for City of Sierra Vista staff in reviewing applications and is provided to developers as a courtesy in order to facilitate their preparation of site development plans. The checklist is not intended to be all-inclusive of the City of Sierra Vista Development Code. Submission of the items in the checklist does not imply acceptability of the contents of specific documents nor of any approval requests.

A copy of this checklist will be included in the project file.

Revised 6/7/2017

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