



Community Development Department
Development Services Division
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

RESIDENTIAL LANDSCAPE PERMIT

APPLICATION PACKET

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APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.

An application shall be submitted along with the landscaping plans and details as the master permit encompassing the overall project per the approved recorded final plat. The master permit will not be released until landscape performance bond (financial assurance) is submitted and approved. Upon approval of the master permit, the applications for subsequent permits shall be submitted.

1. Completed Master Permit Application. It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent.

- Project Description: Residential Landscaping
- Project Location: State the development name (if applicable), subdivision name, MCR, gross acreage and related case number.

2. Completed Contractor/Contact Supplemental form *REQUIRED*

- Applicants must provide the primary contact information for the project

**NOTE: A City of Surprise business license is required to issue all permits. If applying, please allow two weeks to obtain a license. Some uses may require additional time for outside agency review Contact the Finance Department for licensing requirements at 623-222-1856.*

3. Addressing Site Plan

- One 24"x36" overall site plan depicting the exact locations of all irrigation controllers, backflow prevention devices, electric meters, water meters, pools, monuments, water features and ramadas for addressing.
- One copy of the site plan on disk. Required disk format / record electronic files: CAD files (.dwg) shall be provided in the latest commercially available release of AutoCAD. Drawings are to be purged of all extraneous information, shall be "bound" to insert all reference files, shall be accompanied by any non-native fonts, and shall be free of complex file pathing which complicates file openings when transferred from the CDROM. Binding of reference files shall be done using AutoCAD's Xref "Insert" option so as to avoid layer and block name corruption. PC compatible CD in Datum NAD 83 (2002Adjustment) Arizona State Plane Coordinate Systems, Central Zone, and in decimal units. The subject parcel shall reference a minimum of two physical monuments and; the monuments shall be (a) section corner(s) and /or quarter corner(s) as surveyed under the Maricopa County Geodetic Densification and Cadastral Survey (GDACS) project and/or monuments recognized by the National Geodetic Survey (NGS) as B order or better. See Maricopa Website for details at www.mcdot.maricopa.gov/survey/home.htm.

4. Landscape Plans

- All work shall comply with the following adopted codes and ordinances, as amended:

2012 International Building Code 2012 International Plumbing Code
2011 National Electrical Code Ordinance 14-04A (Local Code Amendments)

- **Two complete sets of plans (24"x36")** drawn to scale*

a. Site Plan (scale 1" = 20' is recommended)

- Typical plan sheets shall be 24"x36" and shall be blue line or black line prints and include the following:
 - Identify the property lines with dimensions, and indicate gross site acreage.
 - Indicate all buildings and structures
 - Show public rights of way with curbs, sidewalks and utility easements
 - Indicate the North direction
 - Show all retention and landscape areas
 - Provide all building setback dimensions to the property lines and distances between buildings/structures on the subject parcel and to buildings/structures located on adjacent parcels
 - Provide dimensions for each building/structure
 - Show all proposed site improvements – walls, monuments, lighting, trash enclosures, shade structures, landscape irrigation controllers and backflow assemblies, etc.
 - A table which lists the area consisting of turf, xeriscape, and/or desert as well as the number of plants and/or trees as separate columns and totaled for each metered service area and the meter size to be used.

b. Landscape Details

- Provide details of all site improvement items – walls, monuments, lighting, trash enclosures, shade structures, irrigation equipment, etc.

5. Copy of Approval to Construct (ATC) and related plans from Maricopa County Environmental Services Department. *Required only for projects using reclaimed water.*

6. A master plan depicting the separation requirements from all water, wastewater, and reclaimed lines. *Required only for projects using reclaimed water.*

7. Landscaping Cost Estimate or Signed Contract (See example Form 220)

8. Fees

- Administrative processing fee of \$140 will be required at time of submittal and are non-refundable.
- Address assignment, \$10.00 per address

Subsequent permits will not be accepted until landscape performance bond (financial assurance) is submitted and approved and master landscape permit is released.

1. Completed Permit Application (one application for each subsequent permit). It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent.

- Project Description: Indicate specific item (i.e. water meter, ramada, etc)
- Project Location: State the actual address of the project and the current Assessor's Parcel Number, development name (if applicable), subdivision name, MCR, gross acreage and related case number.

2. Completed Contractor/Contact Supplemental form *REQUIRED*

- Applicants must provide the primary contact information for the project

**NOTE: A City of Surprise business license is required to issue all permits. If applying, please allow two weeks to obtain a license. Some uses may require additional time for outside agency review Contact the Finance Department for licensing requirements at 623-222-1856.*

3. Site Plans

- **Two complete sets of plans (8 1/2"x11")** drawn to scale including the following:
 - Identify the property lines with dimensions
 - Indicate all buildings and structures
 - Show public rights of way with curbs, sidewalks and utility easements
 - Indicate the North direction
 - Show all retention and landscape areas
 - Provide all building setback dimensions to the property lines and distances between buildings/structures on the subject parcel and to buildings/structures located on adjacent parcels
 - Provide dimensions for each building/structure
 - Show all proposed work specific to each application

4. Fees

- Permit fees and development fees are due upon notification the permit is ready for pickup
- Address change at permit, \$50.00 per address (if applicable). May also require revision of addressing site plan to master permit, additional fees may apply.

5. A floodplain use permit may be required for properties located within a floodplain, prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information. The following forms may be required for construction within a floodplain.

- Contractor Architect Civil Engineer Improvement – Repair Affidavit
- Owner Improvement – Repair Affidavit
- Substantial Improvement Determination

AGENCY CONTACT INFORMATION

City of Surprise Departments:

Planning and Zoning Information
(623) 222-3011

Building Inspections
(623) 222-3012

Fire Inspections
(623) 222-3012

Building Safety/Development Services
(623) 222-3000

Code Enforcement
(623) 222-3013

Public Works – Utilities
(623) 222-7000

Public Works – Transportation-Engineering Division
(623) 222-6150

Business License
(623) 222-1856

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Flood Control District of Maricopa County
(602) 506-2419

Blue Stake
(602) 263-1100

Maricopa County Assessor
(602) 506-3406

EPCOR
(800) 383-0834

Maricopa County
Environmental Services
Asbestos Coordinator
(602) 506-6708

State of Arizona
Office of Manufactured Housing
(602) 364-1003

City of El Mirage
Water Services
(623) 933-1228

Maricopa County
Health Dept.
(602) 506-6900



**Community Development Department
Development Services Division**

16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
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Permit/Plan Review Application

Request:

Description of Request: _____

Project Valuation: _____

Property Information:

Property Address (if known): _____

Business Name: _____

Property Location: _____

Parcel Number: _____ Lot Number: _____

Subdivision Name: _____ MCR: _____

Property Owner Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Alternate: _____ E-mail: _____

Check here if proposed construction will be owner/builder
(Residential projects only)

Property Owner and Applicant Authorization:

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

Owner/Agent Printed Name Date

Owner/Agent Signature Date

Internal Use Only

Received By: _____ Date: _____

Permit Number(s): _____



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Contractor/Contact Supplemental

General Contractor:

Company Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 ROC License Number: _____ Business License Number: _____
 Contact: _____ Title: _____
 Phone: _____ Email: _____
 Project Valuation: _____

Subcontractor(s):

Company Name: _____
 ROC License Number: _____ Business License Number: _____
 Company Name: _____
 ROC License Number: _____ Business License Number: _____
 Company Name: _____
 ROC License Number: _____ Business License Number: _____

Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor per State Law.

Primary Contact:

Company Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Primary Contact: _____ Title: _____
 Phone: _____ Email: _____
 Alternate Contact: _____ Title: _____

Only the primary contact(s) listed above will be notified of permit status.

Internal Use Only	
Received By: _____	Date: _____
Permit Number(s): _____	

(continued from previous page)

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal faithfully performs and fulfills all the undertakings, covenants, terms, conditions and agreements of the Contract regarding the construction of the Improvements during the original term of said Contract and any extension of the Contract, with or without notice to the Surety, and during the life of any guaranty required under the Contract, and also performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of all duly authorized modifications of the Contract regarding the construction of the Improvements that may hereafter be made, notice of which modifications to the Surety being hereby waived, then the above obligation is void. Otherwise it remains in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Title 34, Chapter 2, Article 2, of the Arizona Revised Statutes, and all liabilities on this bond shall be determined in accordance with the provisions of Title 34, Chapter 2, and Article 2, Arizona Revised Statutes, to the same extent as if it were copied at length in this agreement.

The prevailing party in a suit on this bond shall recover as part of the judgment reasonable attorney fees as may be fixed by a judge of the court.

Witness our hands this _____ day of _____, 20____.

PRINCIPAL SEAL

BY:_____

SURETY

BY:_____

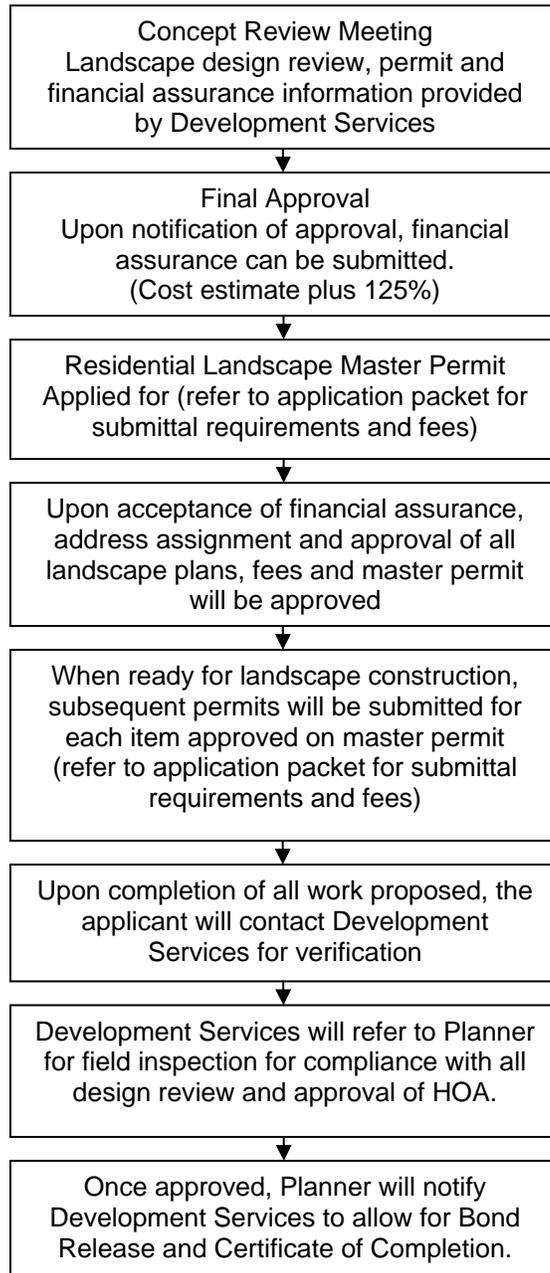
TO BE SIGNED AFTER EXECUTION

I have reviewed this bond and certify that the amount of the bond represents the City's estimated costs to construct the improvements.

COMMUNITY DEVELOPMENT DIRECTOR



RESIDENTIAL LANDSCAPE FLOW CHART





EXAMPLE

(DATE)

City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374

Re: (Project name-parcel)

Dear Community Development,

Based on the landscape and irrigation plans, the following items listed below need to be installed in order to finalize this project. For permit purposes, we have assigned a construction cost estimate for each item.

A.	Landscape	
	1. Landscape & irrigation (lump sum)	\$0,000.00
	2. Backflow preventers (2)-2" @ \$0,000.00	\$0,000.00
	3. Irrigation controllers (2) @ \$0,000.00	\$0,000.00
	4. Power pedestal (2) @ \$0,000.00	\$0,000.00
	5. Water meter (2)-2" @ \$0,000.00	\$0,000.00
	Total	\$000,000.00
B.	Walls	
	1. 6" CMU-6' height (theme) 3,250 LF	\$0,000.00
	2. 6" CMU-6" height (secondary) 1,680 LF	\$0,000.00
	3. 6" CMU-8' height (secondary) 1,385	\$0,000.00
	4. 6" CMU/Wrought iron-6' height (view) 710 LF	\$0,000.00
	5. Planters 300 LF	\$0,000.00
	6. Fencing (wood, chain link, etc) 710 LF	\$0,000.00
	7. Gates	\$0,000.00
	Total	\$000,000.00



C. Features	
1. Ramada (16'square) (2) @ \$00,000.00 each	\$0,000.00
2. Drinking fountains (2) @ \$000.00 each	\$0,000.00
3. Monuments (2) @ \$00,000.00 each	\$0,000.00
4. Lighting	\$0,000.00
5. Water feature (2) @ \$00,000.00 each	\$0,000.00
6. Pool (2) @ \$00,000.00 each	\$0,000.00
Total	\$000,000.00

Grand Total
\$000,000.00

If you should have any question or require additional information, please give me a call.

Sincerely,

Registered Landscape Architect



Registered Landscape Architect

Owner
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA
COUNTY OF _____

Before me this day personally appeared _____
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Owner

Co-Owner

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____

**CONTRACTOR/ARCHITECT/CIVIL ENGINEER
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA
COUNTY OF _____

Before me this day personally appeared _____
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Contractor/Architect/Engineer

Date

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____

**DETERMINATION OF
SUBSTANTIAL IMPROVEMENT
OR SUBSTANTIAL DAMAGE**

(This form must be permanently retained for local, state, and federal review)

DATE OF DETERMINATION:

PERMIT NUMBER(S):

ADDRESS OF STRUCTURE:

PARCEL NUMBER:

PROJECT NAME:

NAME OF OWNER:

OTHER CONTACT(S):

PHONE NUMBER(S):

PHONE NUMBER(S):

MAILING ADDRESS:

MAILING ADDRESS:

SUBSTANTIAL IMPROVEMENT OR DAMAGE:

(Based upon attached computations)

(Circle one)

YES

NO

_____ %

TYPE OF STRUCTURE(S) INVOLVED: (Circle all that apply)

Residential Structure Nonresidential Structure Attached Garage Detached Garage
Accessory Building Shade Structure Other _____

TYPE OF WORK BEING DONE: (Circle all that apply)

Rehabilitation Addition Reconstruction Repair Damage
Modification Demolition Other _____

DATE OF CONSTRUCTION OF EXISTING STRUCTURE: _____

Is the structure **Pre-FIRM** or **Post-FIRM** ?

CURRENT PERMIT VALUE: _____

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

PRIOR PERMIT VALUE(S):

Note: Not applicable if community does not track improvement/damages on a cumulative basis

MARKET VALUE OF STRUCTURE AND METHOD USED:

Note: To establish the "market value" take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, "Answers to Questions About Substantially Damaged Buildings"**, for additional information. Attach copies of information documenting how the value was determined.

SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:
(Current permit value + prior permit values / (value of structure less depreciation))

Note: If equal to or greater than 50%, than it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**