

**ZONING CLEARANCE PLAN REVIEW CHECKLIST - RESIDENTIAL**  
**Based on the Town of Carefree 2004 Amended Zoning Ordinance**

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Address: \_\_\_\_\_ APN: \_\_\_\_\_

Lot & Subdivision: \_\_\_\_\_

New SRF: \_\_\_ Addn/Remodel: \_\_\_ Accessory Bld.: \_\_\_ Other: \_\_\_ Zoning District: \_\_\_\_\_

Zoning Application: \_\_\_\_\_ Development Review Board: \_\_\_\_\_

**ZONING STANDARDS**

Item	Required	Existing or Proposed
Minimum Lot Area		
Minimum Lot Width		
Front Yard Setback		
Rear Yard Setback		
Side Yard Setback (1)		
Side Yard Setback (2)		
Max. Lot Coverage		
Max. Disturbed Area		
Max. Height – Primary Building Max. Cumulative Height – Primary Building		
Max. Height Accessory Building Max. Cumulative Height – Accessory Building		
Building Envelopes	See Final Plat	
Use	Conforms with zoning	

**GENERAL INFORMATION REQUIRED**

1	Building permit application form completed.	
2	Development fees form completed.	
3	Copy of plans and documents submitted for Town Engineer.	
4	Copy of deed for access easements.	
5	Copy of Contractor's Bond from the Department of Revenue	
6	Copy of Maricopa County Earthmoving (dust control) permit.	
7	Copy of signed service agreement from water company. (CC _____) (CF _____)	
8	Copy signed service agreement from sewer company.	
9	Copy of Maricopa County septic permit.	
10	Review letter from homeowner's association.	
11	Color chips or samples for exterior, including roof.	
12	Exterior colors and materials referenced on plan. Indicate they match the existing residence.	
13	Recommendations in guidelines have been met.	
14	Any and all conditions of approval from prior zoning cases have been addressed.	

## GRADING AND DRAINAGE

1	Stamped and signed by registered surveyor or engineer.	
2	Scale not smaller than 1"=20'.	
3	North point.	
4	Legal description (lot and subdivision, or metes and bounds).	
5	Assessor's parcel number.	
6	Zoning district.	
7	Date of original plan preparation.	
8	Date of subsequent plan revision(s).	
9	Name of project.	
10	Name, address, telephone number of responsible person.	
11	Name, address, telephone number of owner.	
12	Key map showing location of lot.	
13	Property dimensions.	
14	Area of the lot in square feet.	
15	Property pins found and/or set.	
16	Utility easements, access easements.	
17	Public roadways, centerline and right-of-way boundary.	
18	Approved building envelope.	
19	All buildings.	
20	Required yard (setback) lines.	
21	Show distances to property lines from all structures, buildings, fences, retaining walls, swimming pools, etc.	
22	Topographic survey with 1 foot or 2 foot contour intervals.	
23	Location and elevation of benchmark used, or assumed elevation.	
24	Proposed contour lines, 1 foot or 2 foot intervals.	
25	Existing contour lines under the structure(s).	
26	Lowest existing elevation (natural grade) under the structure(s).	
27	Proposed finished floor elevation(s) for dwelling.	
28	Proposed finished floor elevation(s) for garage.	
29	Proposed finished floor elevations(s) for accessory building.	
30	Provide at least two sections across building pad and through structure(s).	
31	Provide a section across driveway.	
32	Show existing and proposed drainage including all washes to be disturbed.	
33	Show all drainage structures, i.e. culverts, rip rap, retaining walls, channels, berms...	
34	Historical entrance and exit points and hydraulic properties of all existing drainage channels shall be preserved in their natural conditions.	
35	Show on plans floodplain(s) containing 24-hour 100-year storm event discharge of 50 cfs or greater, and show erosion setbacks.	
36	Show erosion setbacks and scour protection details for any buildings and/or pools located within the erosion setback(s).	
37	If there is a FEMA floodplain being disturbed, proper approvals have been obtained from the County or State, as necessary.	
38	Grading shall not disturb or obscure significant visual or environmental features including: boulders, rock outcrops, archaeological sites, washes that have a 100-year flow of 50 cfs or greater, etc.	
39	Modification of boulder features on slopes > 10% is supported by a geological analysis and requires approval by the Development Review Board.	
40	Show septic system and leach fields(s) or pit(s).	
41	Grading or disturbance of natural terrain for installing septic system limited to 7 feet outside the edge of the infrastructure.	
42	All utility lines underground and within the driveway graded area.	

43	Disturbance for utility trenches confined to 4 feet either side.	
44	Provide utility plans, including sewer and water.	
45	If not in the driveway area, utility line trenches and revegetation plans shall be reviewed by the Development Review Board	
46	Cut and fill slopes: 1. Typical maximum slope of 3H:1V maximum vertical 4 feet; or 2. If more than 4 ft., then slope contained by retaining walls; or 3. Soil report certifies stability, and cut surface is stained or treated.	
47	Cut slope or retaining wall behind house: 1. Shall not exceed 12 feet. 2. Building shall screen cut and/or retaining wall from view.	
48	Spill slopes prohibited	
49	Quantity of fill material does not exceed quantity of cut material below the structure.	
50	Driveway width 16 feet at street diminishing to 12 feet.	
51	Driveway with 10% slope or greater, review width diminishing to 14 ft. Driveway with 15% slope or greater, review by Development Review Board and/or Rural Metro.	
52	State percentage of slope on steepest portion of driveway. 18% maximum.	
53	Driveway disturbed area width not to exceed 20 feet.	
54	Driveway cross-section, minimum 2/3 on cut material or natural grade.	
55	Driveway over 150 feet long, review by Rural Metro.	
56	Spill slopes prohibited on driveway.	
57	Two covered, enclosed parking spaces per residence.	
58	State lot coverage in square feet.	
59	State lot coverage for horse stables and shade structure.	
60	Lot coverage not to include 4 feet of roof overhang.	
61	State disturbed area in square feet.	
62	Outline and label area to be disturbed.	
63	Label areas to be revegetated.	
64	Excess disturbed area due to driveway over 150 feet long to be reviewed by Development Review Board.	
65	Allowed projections into required yard(s).	
66	Show location of all mechanical equipment, with screening.	
67	Show location for storage of refuse containers, with screening.	
68	No more than one guest house per lot or parcel.	
69	Pool does not encroach into building setbacks.	
70	Guest house livable area not to exceed 1/3 livable area of dwelling.	
	<b>Include all applicable notes below:</b>	
71	"Measures shall be taken during construction to avoid sediment run-off from any disturbed area."	
72	"Finished floor elevations are a minimum of 1 foot above the 100-year stormwater surface elevation."	
73	"Excess cut material shall be removed from the site."	
74	"All constructed slopes shall be erosion protected with rip rap and plants."	
75	"An as-built survey prepared and certified by a surveyor registered in the State of Arizona will be submitted prior to pouring the floor, and will verify setbacks and finished floor elevations."	
76	"At the framing inspection, a height certification prepared and certified by a surveyor registered in the State of Arizona will be submitted verifying building height."	
77	"A 6-foot chain link construction fence shall be placed on the disturbed area boundary prior to excavation and grading."	
78	"A letter from a surveyor registered in the State of Arizona shall be submitted verifying that the 6-foot construction fence has been installed along the disturbed area shown on the plan prior to excavation and grading."	

## BUILDING HEIGHT / ELEVATIONS

1	Residence no more than 24 feet above natural and finished grades directly below.	
2	No wall of residence higher than 20 feet without significant break.	
3	Cumulative height of residence no more than 30 feet.	
4	Accessory structure no more than 16 feet above natural and finished grades.	
5	Cumulative height of accessory structure no more than 18 feet.	
6	Accessory airplane hangar no more than 20 feet above natural grade.	
7	Chimney does not exceed 3 feet above highest point of roof.	
8	20 feet maximum height for buildings within 500 feet of runaway centerline.	
9	Building elevations to show natural and finished grades below building.	
10	Building cross sections to show natural and finished grades below building.	
11	Elevations to show roof-mounted equipment and screening.	

## RETAINING WALLS, FENCES, AND FREE-STANDING WALLS

1	Retaining walls in required yard not to exceed 4-1/2 feet in height.	
2	Retaining walls in buildable area not to exceed 5 feet in height, or 7 feet if terraced.	
3	Excess retaining wall height to go to Development Review Board.	
4	Terracing required for retaining walls over 5 ft., with upper section $\leq$ 4 ft. high and 5 ft. buffer in between with landscaping designed to screen the upper section.	
5	Open rail fencing on retaining wall up to 3 feet high in required yard.	
6	Open rail fences in buildable area up to 6 feet high in buildable area.	
7	Walls and fences in required yard not to exceed 4-1/2 feet in height.	
8	Walls and fences in buildable area up to 6 feet in height.	
9	Solid walls on top of retaining walls in buildable area do not exceed 6 feet in combined height measured from outside grade.	
10	Courtyard gate and entry not to exceed 10 feet in height.	
11	Show top of wall (TOW) and bottom of wall (BW) elevations for retaining walls, fences, and walls.	
12	State total length in feet of all retaining walls, fences, and walls.	
13	Walls and fences not to extend more than halfway into side/rear building setbacks.	
14	No masonry walls allowed in front yard.	
15	Areas inside the masonry walls included in disturbed area.	
16	Horizontal undulation for wall in required yard.	
17	Natural features preserved.	
18	Breaks in wall for washes and wildlife.	
19	Corral fencing 100 feet from any lot line.	
20	Pool enclosure walls/fences no more than halfway into side and/or rear required yard.	
21	No pool enclosure walls/fences in front required yard.	
22	Pool enclosures no less than 5 feet in height.	
23	Pool enclosures in required yard no more than 5 feet in height.	
24	Pool equipment with solid screen wall and gate t least 4-1/2 feet high.	
25	Private tennis court fence, Section 9.09.	
26	Show sight visibility triangle on corner lots.	

## EXTERIOR LIGHTING

1	Provide a detailed lighting plan or state on plans, "All exterior lighting will be shielded to comply with Section 9.12 of the Carefree Zoning Ordinance."	
2	Motion activated security lights shielded, maximum of 75 watts.	
3	Security lights mounted no higher than 12 feet.	
4	Free-standing light fixtures no higher than 4-1/2 feet.	
5	Wall mounted lights shielded and no higher than 8 feet.	
6	Fixtures over 25 watts fully shielded.	
7	Landscape uplighting a maximum of 25 watts per fixture	
8	Landscape uplights a minimum of 20 feet apart	
9	Bulbs not visible on recessed lights.	
10	Lights directed only onto landscape features, or on sign pursuant to signage requirements.	

## LANDSCAPE PLAN / PLANT SALVAGE

1	Scale not less than 1"=20'.	
2	Outline and label all areas to be disturbed during construction, including driveway, septic system, and utility trenches.	
3	Except for removal of packrat nests and pruning of diseased or dead tree limbs, undisturbed areas are preserved in their natural state.	
4	Provide a plant inventory listing every protected plant in the disturbed area.	
5	Show stands of significant vegetation.	
6	As per notes on grading & drainage plan, ensure disturbed areas are secured along the disturbed area boundary.	
7	Provide salvage assessment of protected plants.	
8	Show nursery area for storing salvaged plants.	
9	State on plans that small cacti protected by Carefree will be salvaged.	
10	State whether trees will be boxed or spaded.	
11	State that saguaro transplanting methodology recommended by the Town of Carefree will be used.	
12	Show where landscape materials will be placed on the subject site. Provide a list of landscaping materials, including type, size, and quantities.	
13	Show the plants to be used in revegetated areas such as building setbacks, utility trenches and septic system areas. Indicate size and quantities.	
14	Plant density in revegetation areas is consistent with surrounding natural landscape.	
15	Trees minimum 15-gallon size at a time of planting. Minimum 1-gallon shrubs.	
16	Indicate where the protected plants will be relocated.	
17	Show any plants to be located adjacent to retaining walls.	
18	Show oasis and transition zones, per landscape guide lines.	
19	Use irrigated landscaping at the base of the building.	
20	Grass areas to be enclosed by solid wall at least 2 feet high.	
21	Landscaping in the street right-of-way consists of native desert plants. A sufficient separation from edge of pavement is provided for traffic safety.	
22	Show sight visibility triangle for corner lots.	
23	Retention basins include xeriscape plants and erosion control measures.	
24	State that drip irrigation will be used on newly installed plants and salvaged trees, and whether permanent or temporary.	
25	State on plan, "All plants protected by the Town of Carefree, including small cacti, shall be salvaged and relocated to designated places."	

26	State on plan, "A pre-grading inspection is required after the permit is issued and before any grading begins. All protected plants are to be moved into the designated areas, the construction fence is to be in place, and the Building Department is to be called for an inspection."	
27	State on plan, "All landscaping shall be completed prior to final inspection and issuance of a Certificate of Occupancy."	
28	If necessary, state on plan the following, "Disturbed areas shall be revegetated with native plants in conformance with the density of plants in the surrounding natural environment, typically ____ plants and/or cacti per ____ square feet and ____ tree per ____ square feet."	
29	Show areas of rip rap under roof drains, in drainage swales, and other areas where erosion control is required.	
30	Show the treatment, including rip rap and irrigated plants, of all cut and fill slopes not contained by retaining walls. State on plans, "Rip rap shall be placed on constructed slopes and erosion prone areas, such as swales, under roof drains, and in areas of concentrated stormwater runoff. Hydroseed, plants, boulders, and decomposed granite may be used to supplement erosion protection measures."	