



Development Services Department

Glendale Permit-Ready Plans Standard Home Submittal Requirements Checklist

INTRODUCTION- Pursuant to [Arizona Revised Statutes Section 9-461.19](#), the “Glendale Permit-Ready Plan” Program has been created by City of Glendale. The Glendale Permit-Ready Plans Program allows residents to utilize pre-approved housing plans for certain residential types to increase housing supply and streamline permitting. While the plans are free, a site plan review to check for site-specific development standards is required. Permit and impact fees are required prior to receiving approved construction documents and permits for construction. Inspections are required once construction begins and to receive a Certificate of Occupancy at completion.

STEP ONE- HOW TO GET STARTED

Review and complete the following documents:

☐ **HOLD HARMLESS AGREEMENT**

☐ **SITE PLAN REVIEW AND BUILDING PERMIT APPLICATION**

☐ **ORDINANCE FOR ADU IS ATTACHED, AS ADDITIONAL INFORMATION**

Please note that approved construction documents will be available after permits have been issued.

STEP TWO:

SELECT ONE PLAN FROM BELOW:

☐ **SINGLE FAMILY RESIDENCE (SFR) PLANS- 1,792 SQ. FT.**

☐ **SINGLE FAMILY RESIDENCE (SFR) PLANS- 1,610 SQ. FT.**

☐ **SINGLE FAMILY RESIDENCE (SFR) PLANS- 1,359 SQ. FT.**

☐ **ACCESSORY DWELLING UNIT (ADU) PLANS- 994 SQ. FT.**

☐ **ACCESSORY DWELLING UNIT (ADU) PLANS- 512 SQ. FT.**

☐ **ACCESSORY DWELLING UNIT (ADU) PLANS- 204 SQ. FT.**

SELECT BUILDING ELEVATION FROM BELOW:

☐ **CONTEMPORARY STYLE**

☐ **SPANISH STYLE**

☐ **RANCH STYLE**

STEP THREE: SUBMITTAL INSTRUCTIONS

Submit the completed application and all associated documents per the checklist in one PDF document to the Development Services Department (DSC) at permits@glendaleaz.com for completeness review and processing. Site plan review fees are due at the time of submittal. For fee information or additional assistance regarding your submittal, please contact DSC at permits@glendaleaz.com or (623) 930-2800.

SUBMITTAL CHECKLIST - Review takes 10 business days after payment is received. Review and finalize the following documents:

1. **SITE PLAN, provide:** (see attached example)

- ☐ Vicinity map- show North arrow, the area of construction and all building locations on site.
- ☐ Include lot coverage calculation (the area under roof divided by the lot area, including the roof overhang).
- ☐ Show lot dimensions and all easement dimensions.
- ☐ Identify all utility service locations.
- ☐ Show specific tank and leach field dimensions if applicable.
- ☐ Identify: parking areas, driveways, and surface materials; all fences and gates.
- ☐ Provide the location of all fire hydrants within 500 feet of the property line

2. **DRIVEWAY LOCATION(S)**

☐ **EXISTING**

- ☐ **PROPOSED** - Review of the Driveway Plan Sample and Engineering Process Guide.
- ☐ **DRIVEWAY CURB-CUT** - Only if a new driveway curb cut is required.

3. **WATER/ SEWER SERVICE**

☐ **WATER/SEWER SERVICE** - Only if a new water and/or sewer tap is required. Review the Engineering Process Guide and examples and complete the Sewer Tap Plan and Water Service Plan.

☐ **MARICOPA COUNTY SEPTIC SEWER APPROVAL LETTER** - Required for lots with septic sewer systems.

4. ☐ **TRUSS CALCULATIONS** - Sealed truss design and calculations by a registered engineer, with the State of Arizona, required during field inspection. This will be provided by the truss manufacturer selected by the customer.

5. ☐ **SOILS REPORT**- By a registered engineer with the State of Arizona. Required for lots with single family new construction, **not required for ADUs.**

6. ☐ **GRADING AND DRAINAGE PLAN**-Required for lots over (1) acre.

7. ☐ **OWNER/BUILDER ADDENDUM**- Required for owner/builder submittals: list all subcontractors being used.



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STEP FOUR: PERMIT FEES

Pay at the time of permit issuance. An estimate of the building permit fee may be requested when the permit application is submitted.

1. Pay Permit Fees
2. Receive Approved Plans and Permits for construction
3. Schedule Inspections

DISCLAIMER:

1. Any necessary floodplain permits will be required, if applicable.
2. Other City of Glendale permitting applications may be required depending on the lot's location.
3. Please note that this list includes most requirements but is not exhaustive. It remains the applicant's responsibility to ensure compliance with all codes and amendments, posted on City's website at <https://www.glendaleaz.gov/>.
4. Separate water meter may **not be required for ADUs**, subject to City Council approval after October 2026.

General Requirements for the Site Plan

1. **Digital Plans** – A digital copy of required documents per the provided checklist shall be submitted to the Developed Services Department.
2. **North Arrow** – Show north arrow on the bottom of site plan.
3. **Property Information** –Include the following information:
 - a. Assessor's Parcel No. – Obtain from tax bill or Assessor's Office or [Parcel Viewer \(https://maps.mcassessor.maricopa.gov/\)](https://maps.mcassessor.maricopa.gov/)
 - b. Site Address – If no address assigned, use nearest cross streets.
 - c. Property Zoning Classification- call Planning and Zoning at 623 930 2553.
4. **Location Map** –Include the following on the site plan:
 - a. Existing street pattern with names (from the first public road). If the property is more than ½ mile to the nearest public road, note approximate distance.
 - b. Highlight proposed structure, e.g. with cross-hatching.
 - c. Show general location of existing and proposed structures and delineate any outdoor storage areas.
5. **Building Identification and Proposed Improvements** - Each building and structure shall be labeled and referenced on the required site plan.

Specific Requirements for Site Plans (see attached example Site Plan)

1. **Property Lines and Setbacks** – Show property lines and their legal dimensions; required setback lines around property.
2. **Adjacent Streets** – Adjacent Street Location and Names
3. **Access/travel easements to and through the site and alleys servicing the parcel** – Show configuration and dimensions.
4. **Covered parking structures** (garages and carports) and uncovered parking spaces.
5. **Lot Coverage including the roof overhang of all existing and proposed structures** – Label the structure same as "Bldg. Sq. Ft. Data" entry.
6. **Show footprint of all existing and proposed "flatwork"** – Driveways, patios, decks, pools, spas, ponds, required uncovered parking spaces, etc.
7. **Designate the use of all proposed and existing structures.**
8. **Show distances between all existing and proposed buildings.**
9. **Complete Development Data Table**

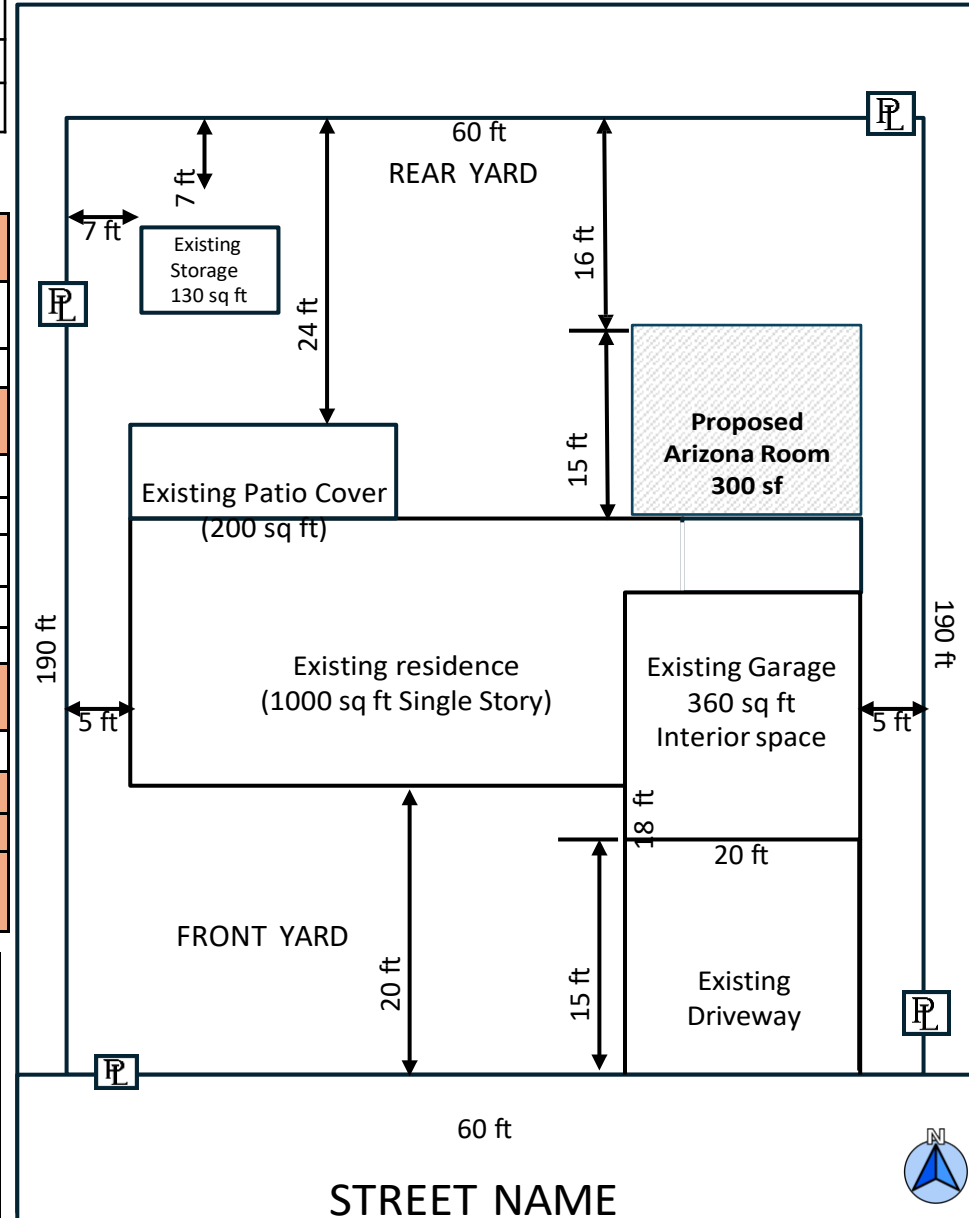
PROPERTY INFORMATION

Parcel Number:	801-33-678
Property Address:	5555 West Glendale Avenue, Glendale, AZ 85301
Zoning District:	R1-6

DEVELOPMENT DATA TABLE

Existing Principal Structure	Square Feet Under Roof
Includes House, attached Garage/Car Port, Patio Covers and Covered Front Porch	1,560
TOTALS	1,560
Existing Detached Accessory Structures	Square Feet Under Roof
Detached Garage/Car Port	
Shed	
Workshop/Other Accessory Structure	130
Detached Patio Cover	
TOTALS	130
Proposed Addition/Modification	Square Feet Under Roof
Addition of Arizona Room	300
Total Area Under Roof	1,990
Lot Size (In Square Feet)	11,400
Total Lot Coverage (40% Max)	
(Total Area Under Roof ÷ Lot Size=)	17 %

Setbacks	Feet From Property Line
Front: living area/side entry garage; front entry garage	15 / 20
Side 1:	5'
Side 2:	5'
Rear:	15'
Notes: Home built prior to 6/22/93	





SITE PLAN

PROPERTY INFORMATION

Parcel Number:	
Property Address:	
Zoning District:	

DEVELOPMENT DATA TABLE

Existing Principal Structure	Square Feet Under Roof
Includes House, attached Garage/Car Port, Patio Covers and Covered Front Porch	
TOTALS	
Existing Detached Accessory Structures	Square Feet Under Roof
Detached Garage/Car Port	
Shed	
Workshop/Other Accessory Structure	
Detached Patio Cover	
TOTALS	
Proposed Addition/Modification	Square Feet Under Roof
Description:	
Total Area Under Roof	
Lot Size (In Square Feet)	
Total Lot Coverage	
(Total Area Under Roof ÷ Lot Size=)	
Setbacks	Feet From Property Line
Front:	
Side 1:	
Side 2:	
Rear:	
Notes:	