



# Flood Control District

## of Maricopa County

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### PLAN REVIEW SUBMITTAL CHECKLIST FOR A RIGHT-OF-WAY PERMIT WITH THE FLOOD CONTROL DISTRICT OF MARICOPA COUNTY

Upon submittal of a Right-of-Way (ROW) use permit application to the Flood Control District (District), a permit number will be assigned along with a District permit coordinator.

The following documents, in Adobe PDF format, are required to be uploaded to the District's permitting portal for review:

#### **1. Design report or memo that includes the following information:**

- Project name and reference to the FCD ROW Use Permit number
- Project location, site description and background information
- Proposed improvements and objectives
- Detailed design documentation and assumptions including diagrams, figures & tables
- Drainage analysis (if applicable);
  - Existing and future conditions.
  - Discussion of capturing on-site and off-site stormwater and how they are to be conveyed into District structures.
  - Drainage criteria and discussion on the proposed drainage system.
  - Demonstrate that the project site can treat and retain the first flush onsite without discharging into District ROW. Include first flush calculations showing volumes of first flush retention required for each drainage area retention basin.
  - Capacity and freeboard analysis of existing facilities.
  - Modeling results (HEC-1, HEC-RAS, Flo-2D, FlowMaster, HY8, etc.)
  - Identification of type and limits of any FEMA Flood Zones.
- Erosion control and sediment analysis, including relevant modeling and calculations (if applicable)
- Geotechnical analysis, including test results and calculations (if applicable)
- Structural analysis, including calculations (if applicable)
- Conclusions and recommendations
- Reports to be signed and sealed in accordance with the requirements of the Arizona State Board of Technical Registration.

## **2. Construction plans that include the following information:**

- Cover sheet, including a vicinity map with a depiction of the beginning and end of the project and showing the nearest major cross streets.
- Index of sheets including a legend of symbols and Blue Stake sticker. All topographic features, north arrow and graphic scale shall be shown on all plan and profile views.
- Clearly label and show District ROW. Display all adjacent property lines, parcel numbers and APN's. Show local jurisdiction limits, and Section, Township & Range. Include existing prior right (i.e. easement) information and its recording number. If the applicant is requesting a new easement, depict proposed easement limits
- Show relevant subdivision information such as: lots, blocks, tract numbers, with recording information (if applicable)
- Provide survey ties for the project from the nearest known section corner, quarter section corner, basis of bearing or other permanent survey marker. Reference points must be on the Arizona Coordinate System, Central Zone and horizontal datum of 1983. The corresponding elevation must be provided in both 1929 NGVD and 1988 NAVD. All plans must clearly state the vertical datum used for the project.
- Add the [District's Standard Construction Notes](#) to the General Notes sheet.
- Reference [District's Standard Details](#) as needed.
- Reference MAG requirements, local and state requirements (when applicable).
- Show the location of District structures (dams, levees, storm drains, drainage channels, pipes, culverts, access roads, etc.).
- Show and callout all utilities, associated infrastructure, utility easements boundaries and provide dimensions from proposed improvements. All existing utilities within the District ROW shall be located and shown dashed with the size, construction materials, type of utility line, location, and depth below grade.
- Show footprint and alignments of all proposed improvements and features. Identify and callout dimensions of improvements in relation to District ROW boundary lines and/or from monument lines or centerlines. Identify these areas being impacted as temporary construction easement, permanent easement or fee.
- Underground improvements (i.e. utilities, drainage pipes, etc.) will need both plan and profile views.
- Identify the location of proposed new facilities, easements, use areas, etc., by reference to the District structure stationing numbers and offsets. The structure station locations are generally identified in the field with station markers at 500 foot intervals and/or are identified on the District's as-built plans.
- Show access points, including ingress/egress (access) to proposed project.
- Area calculations for each proposed use type and area shall be shown in square feet and acres.
- Plans to be signed and sealed in accordance with the requirements of the Arizona State Board of Technical Registration.

### **3. Real Estate Documents:**

- List of each District parcels that the proposed use will impact.
- CAD files of the plans if requested by District.
- If applicant has Prior Rights, applicant shall provide a copy of the land right document.
- Legal description and map exhibit if new easement is being requested.  
Applicant shall follow the [RED Guidelines for creating map and legal descriptions.](#)

### **4. Other Documents:**

- Detailed project design schedule
- Storm Water Quality Standards for runoff into District facilities (if applicable)
- Project work plan (Contractor provided)
- Emergency Action Plan (*EAP*) (Contractor provided if applicable)
- Performance bond (Contractor provided)
- Certificate of Insurance (Contractor provided)