

U CRAFTSMAN COURT



## REZONING SHOPPING LIST

### SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR **BEFORE** SUBMITTING APPLICATION.

This shopping list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, your Project Coordinator will check off the items on this Shopping List that are required with your submission. Please contact your Project Coordinator DON MEESE at 480/312-7000 if you have any questions concerning your Rezoning application.

### NOTICE - DRAINAGE REQUIREMENTS

Be advised that obtaining these permits or providing the Special Inspection Checklists and Certificate of Special Inspection of Drainage Facilities may be a lengthy process and may affect the timing of your project.

**SECTION 404 PERMITS.** Prior to issuance of any City permits, developers must submit the City of Scottsdale Section 404 Certification Form.

**NPDES.** A NPDES Notice of Intent and Storm Water Pollution Prevention Plan may be required (see DSPM Guidelines).

**SPECIAL INSPECTIONS AND CERTIFICATION.** Prior to the issuance of Certificates of Occupancy and/or Letters of Acceptance by the Inspection Services Division, the developer, at its expense, shall submit the Certificate of Special Inspection of Drainage Facilities, Certificate of Compliance, and all special Inspection Checklists required by the Project Quality/Compliance Div.

CASE # 148-PA02  
7-2N-2002

### PART I - GENERAL REQUIREMENTS

- 1. REZONING SHOPPING LIST (this list)
- 2. COMPLETED APPLICATION FORM (form provided)
- 3. ZONING APPLICATION FEE \$ WAIVED - CITY INITIATED
- 4. GENERAL PLAN AMENDMENT APPLICATION FEE \$ \_\_\_\_\_
- 5. LETTER OF AUTHORIZATION (from property owner(s) if the property owner did not sign the application form)  
-HPC 3/14 MINUTES & ANY PROP. OWNER LETTERS OF SUPPORT

6. **CITIZEN REVIEW PROCESS CHECKLIST: PLAN AND REPORT**  
(see attached checklist and posting requirements)
7. **CURRENT TITLE REPORT:** 8-1/2" x 11" - 1 copy  
A) Not older than 30 days  
B) Must show current owner  
C) Include Schedule A and Schedule B  
D) Commitment of Title is not acceptable  
*- WARRANTY DEED OR OTHER CURRENT PROOF OF OWNERSHIP*

8. **LEGAL DESCRIPTION:**  
8-1/2" x 11" - 2 copies

9. **SITE LOCATION MAP:**  
8-1/2" x 11" - 1 copy (quality suitable for reproduction)

10. **ASSESSOR'S MAP:** (obtain from Records) identifying parcel(s); project location is to be **clearly marked**  
8-1/2" x 11" - 2 copies (quality suitable for reproduction)

11. **PROVIDE A COMBINED CONTEXT AERIAL AND CONTEXT SITE PLAN:**  
Full size - 2 copies  
11" x 17" - 1 copy

**AERIAL SHALL NOT BE MORE THAN 1 YEAR OLD AND SHALL INCLUDE AN OVERLAY OF THE SITE PLAN** showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

- 500 feet  
 1/4 mile  
 1 mile  
 other

Show the proposed site plan in relation to surrounding development including the following:

- 1) Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- 2) Label surrounding zoning and land uses;
- 3) Streets including sidewalks, and any surrounding driveways or intersections;
- 4) Show bike paths and trails; and
- 5) Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

12. **MASSING MODEL:** Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

13. **EXISTING CONDITIONS PHOTO EXHIBIT: PROVIDE PHOTOS MOUNTED OR PRINTED ON 8-1/2"x11" PAPER - FOR INCLUSION IN THE PACKETS.** Printed digital photos are OK.

- Photos mounted on cardboard, foam board, particleboard, poster board or other material will not be accepted.

*KEY OF PHOTO LOCATIONS IF NEEDED.*

**PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"**  
**Full size must be folded to specifications - see attached instructions**

- See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
- Provide 1 color original set and 8 color copy sets

14. **PROJECT NARRATIVE** (form provided)
15. **GENERAL PLAN AMENDMENT JUSTIFICATION** (form provided)
16. **PROPOSED AMENDED DEVELOPMENT STANDARDS**  
(see attached sample) – should meet Maricopa County recording requirements.  
 **Proposed amended development standards justification form (attached)**
17. **SCHOOL DISTRICT NOTIFICATION** - map attached. (see attached Community Input Certification form)
18. **POLICY** for Appeal of Required Dedications or Exactions (copy provided to applicant)
19. **ARCHAEOLOGICAL RESOURCES:** (information sheets provided)
- 1. Certificate of No Effect / Approval Application Form (provided)
  - 2. Archaeology Survey and Report - 3 copies
  - 3. Archaeology 'Records Check' Report only - 3 copies
  - 4. Copies of Previous Archeological Research - 1 copy
  - 5. Maps(s)/Narrative for any archaeological resources within a Master Planned Development or larger project - 1 copy
20. **HISTORIC PROPERTY:** (existing or potential historic property)
- 1. Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan.
21. **SITE POSTING REQUIREMENTS** (decal provided) and
- 1. **AFFIDAVIT OF POSTING FOR PROJECT UNDER CONSIDERATION**  
(Affidavit must be turned in no later than 14 days after application submittal.)
  - 2. **AFFIDAVIT OF POSTING FOR PUBLIC HEARING**  
(Affidavit must be turned in 20 days prior to P.C. hearing.)  
*POST SIGN 10 DAYS AFTER SUBMITAL*
22. **DRAFT DEVELOPMENT AGREEMENT** (if applicable)
23. **COMPLETED AIRPORT COMMUNICATION FORM** - Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)

**PART II -- REQUIRED PLANS & RELATED DATA**

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"  
**Full size must be folded to specifications – see attached instructions**

- \_\_\_\_\_ 1. **SITE PLAN:** (include all existing or approved site plan data on all adjacent property within 100+ feet of the site - see attached Site Plan Submittal Requirements list)
  - Full size - 2 copies
  - 11" x 17" - 1 copy
  - Digital - 1 copy (See Digital Submittal Plan Requirements)
- \_\_\_\_\_ 2. **PROJECT DATA SHEET** (form provided)
- \_\_\_\_\_ 3. **SITE PLAN WORKSHEET:** including calculations (sample attached)
  - Full size - 1 copy
- \_\_\_\_\_ 4. **CONCEPTUAL ELEVATIONS:**
  - Full size - 1 color copy
  - 11" x 17" - 1 color copy
  - Digital - 1 copy (See Digital Submittal Plan Requirements)
- \_\_\_\_\_ 5. **CONCEPTUAL LANDSCAPING PLAN:**
  - Full size - 1 copy
  - 11" x 17" - 1 copy
- \_\_\_\_\_ 6. **FLOOR PLANS:**
  - Full size - 1 copy
  - 11" x 17" - 1 copy
- \_\_\_\_\_ 7. **FLOOR PLAN WORKSHEET:** (including calculations)
  - Full size - 1 copy
  - Digital - 1 copy (See Digital Submittal Plan Requirements)
- \_\_\_\_\_ 8. **DRAINAGE REPORT:** See Sec. 2-202 of the City's Design Standards & Policies Manual for specific submittal and content requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
  - 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
  - Digital - 1 copy (See Digital Submittal Plan Requirements)

Planning Systems will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.
- \_\_\_\_\_ 9. **WATER SAMPLING STATION**
  - X   a. Show location of sample stations on the preliminary plat.
  - X   b. Fax 8 1/2" x 11" copy of the preliminary plat with sampling stations to the Water Quality Division. Attn: Craig Miller. Fax 480-312-5615/ Phone 480-312-5016

**PART III - ADDITIONAL REQUIREMENTS**

**PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"**  
**Full size must be folded to specifications – see attached instructions**



\*\*\* NOTE: EACH CHECKED ITEM INDICATED BELOW REQUIRES THE FOLLOWING NUMBER OF COPIES: 11" x 17" (23) ~~16~~ **COLOR COPIES, STAPLED INTO SETS IN THE ORDER SHOWN BELOW** (A set consists of one of each required 11"x17")  
8-1/2" x 11" - 2 color or black and white copies → For HPC, PC, CC

- \_\_\_\_\_ A. Context aerial and context site plan
- \_\_\_\_\_ B. Site plan
- \_\_\_\_\_ C. Conceptual elevations
- \_\_\_\_\_ D. Conceptual landscape plan
- \_\_\_\_\_ E. Floor plans
- \_\_\_\_\_ F. Topography map

[Signature]  
PROJECT COORDINATOR

2/2/02  
DATE

11 February 2002

**Items in Part IV are due to the Coordinator 30 days prior to the Planning Commission hearing date.**



## DIGITAL SUBMITTAL PLAN REQUIREMENTS

- Acceptable File Formats:
  - DWG, DXF, and DGN
- Media – must be stamped & signed by Certified professional on disk label.
  - CD-Rom
  - Floppy disk
  - Zip disk
- Layers
  - Provide hardcopy index of layers, which should include the following: Plan name, layer name, and description.

### Example

Plan Name	Layer	Description
Site Plan	Site_01	Site plan
A1.2	Wrk-sht	Site plan worksheet
FP-WS	Fir_pln ws	Floor Plan worksheet

- Rules for layering include:
  - Max 31 characters long
  - May contain letters, numbers, the dollar sign, the hyphen, and the underscore. (No spaces)
  - Limited to the following true type fonts: Arial, Times New Roman, and Courier New.
- Georeferencing
  - **ALL DRAWINGS MUST BE GEOREFERENCE WITH THE FOLLOWING COORDINATE SYSTEM:**
  - North American Datum (NAD) 1983
    - State Plane = Arizona Central
    - Units of Measure = Feet
  - If you need assistance in georeferencing your drawings, please contact your software provider or refer to reference documentation for your software.

**DRAWINGS THAT ARE NOT GEOREFERENCE WILL BE REJECTED FOR CORRECTION WITHOUT ANALYSIS.**