



APPLICATION LIST

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

This Application 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, a Project Coordinator will check off the items on this Application List that are required with your submission. Please call 480-312-7000 if you have any questions concerning this application and to schedule your submittal meeting.

CASE # _____ -PA- _____

PART I - GENERAL REQUIREMENTS

- 1. APPLICATION LIST (this list)
- 2. COMPLETED APPLICATION FORM (form provided)
- 3. APPLICATION FEE \$ _____
- 4. LETTER OF AUTHORIZATION (from property owner(s) if the property owner did not sign the application form)
- 6. CITIZEN REVIEW PROCESS REQUIREMENTS: (see attached)
- 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
- 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, foamboard, particleboard, posterboard or other material will not be accepted.
- 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. **PROPOSED AMENDED DEVELOPMENT STANDARDS**
(see attached sample) – should meet Maricopa County recording requirements.

_____ Proposed amended development standards justification form (attached)

16. **SCHOOL DISTRICT NOTIFICATION** - map attached. (see attached Community Input Certification form)

_____ 17. **POLICY** for Appeal of Required Dedications or Exactions (copy provided to applicant)

18. **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

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

- _____ 19. **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.
- ✓ _____ 20. **SITE POSTING REQUIREMENTS** (decals 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.)
- ✓ _____ 21. **DRAFT DEVELOPMENT AGREEMENT** (if applicable) - *per talking agreement list of*

PART II -- REQUIRED PLANS & RELATED DATA

- ✓ _____ 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.

PART III -- ADDITIONAL REQUIREMENTS

- ✓ 1. **RESULTS OF ALTA SURVEY (24"X36") - 1 copy**
- 2. **TOPOGRAPHY MAP:** (include 2'-0" minimum contours except where slopes exceed 15%)
 - Full size - 1 copy
 - 11" x 17" - 1 copy
- 3. **SITE CROSS SECTIONS:** Show existing and proposed grade lines, and all finished floor elevations of adjacent sites (at locations specified by the Project Coordination Manager)
 - Full size - 2 copies
 - 8-1/2" x 11" - 1 copy (quality suitable for reproduction)
- ✓ 4. **Traffic Impact Mitigation Analysis (TIMA) - SCOPE**
TRAFFIC IMPACT STUDY (Refer to Guidelines) - 3 copies
- 5. **PARKING STUDY (Refer to Guidelines) - 3 copies** (required for reduction of Ordinance requirements)
- 6. **TRIP GENERATION COMPARISON) - 3 copies**
- 7. **PARKING MASTER PLAN - 3 copies** (required for reduction of Ordinance requirements)
- 8. **NATIVE PLANT SUBMITTAL:** identifying significant concentrations of vegetation
 - Full size - 1 copy (aerial with site plan overlay to show spatial relationships of existing protected plants to proposed development)
 - See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
- 9. **PHASING PLAN** showing the proposed infrastructure and access to each phase of the development
 - Full size - 1 copy
- 10. **PRD ADDENDUM (refer to Guidelines) - 2 copies**
- 11. **PCD ADDENDUM (refer to Guidelines) - 2 copies**
- 12. **PBD ADDENDUM (refer to Guidelines) - 2 copies**
- 13. **OTHER _____**

PART IV – SUBMITTAL REQUIREMENTS AFTER HEARING DATE DETERMINED

***** NOTE: EACH CHECKED ITEM INDICATED BELOW REQUIRES THE FOLLOWING NUMBER OF COPIES: 11" x 17" - 16 COLOR COPIES STAPLED IN SETS (A set consists of one of each required 11"x17")**

8-1/2" x 11" - 2 color or black and white copies

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

PLEASE PROVIDE 15 ADDITIONAL SETS FOR CITY DEPARTMENTAL REVIEW.

Kurt Jones
PROJECT COORDINATOR

5-2/03
DATE