

DEVELOPMENT REVIEW BOARD 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, a Project Coordinator will check off the items on this Shopping List that are required with your submission. Please contact your Project Coordinator BILL VERSCHUREN at 480-312-7000 if you have any questions concerning your Development Review Board 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 # 220 -PA- 2002

PART I -- GENERAL REQUIREMENTS

- | | | | |
|----------|-------------------------------------|----|--|
| BV OK | <input checked="" type="checkbox"/> | 1. | DEVELOPMENT REVIEW SHOPPING LIST (this list) |
| BV OK | <input checked="" type="checkbox"/> | 2. | COMPLETED APPLICATION FORM (form provided) |
| | <input checked="" type="checkbox"/> | 3. | APPLICATION FEE \$ <u>491.00</u> |
| OK
BV | <input checked="" type="checkbox"/> | 4. | LETTER OF AUTHORIZATION (from property owner(s) if property owner did not sign the application form) |

→ signed Application

53-DR-2002

220-PA-2002

DEVELOPMENT REVIEW BOARD SHOPPING LIST

CASE 220 -PA- 2002

PAGE 2

B.V. OK ✓ 5.

CURRENT TITLE REPORT 8.5" 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

B.V. OK ✓ 6.

LEGAL DESCRIPTION:

8.5" x 11" - 1 copy

B.V. OK ✓ 7.

PROJECT NARRATIVE (form provided)

(WILL BRING IN)

✓ 8.

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 AND 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).

~~OK~~ ✓ 9.

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.

(WILL BRING IN MAP) OK (B.V.)

- Photos mounted on cardboard, foam board, particleboard, poster board 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

B.V. OK ✓ 10.

LOCATION MAP: Provide a map, drawn to scale, showing the location of the site in relation to arterial & intersecting streets and indicating the zoning of the site and adjacent properties.
8-1/2" x 11" - 1 copy

(WILL BRING IN)

X 11.

ABBREVIATED WATER & SEWER NEED REPORT (Provided with Water Resources Non-Residential Development Fee Packet.)

12.

POLICY OR APPEALS OF REQUIRED DEDICATIONS AND/OR EXACTIONS (see copy attached)

PLAN SIZE Full Size: Minimum = 24" x 36", Maximum = 30" x 42"

Full size must be folded to specifications - see attached instructions

- _____ 13. **DESIGN GUIDELINES** (provided to applicant)
- _____ 14. **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
- _____ 15. **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
- _____ 16. **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)
- OK
B.V. ✓ _____ 17. **COMMUNITY INPUT CERTIFICATION** - form attached (completed form to be submitted with application.)
- _____ 18. **PURCHASE AGREEMENT "In Lieu Parking Credits"** (form provided) completed form to be submitted prior to DRB hearing

PART II -- REQUIRED PLANS & RELATED DATA

- B.V. OK ✓ _____ 1. **SITE PLAN:** See attached Site Plan Submittal Requirements list
- Full size - 5 copies
- 11" x 17" - 1 copy
- Digital - 1 copy (See Digital Submittal Plan Requirements)
- B.V. OK ✓ _____ 2. **PROJECT DATA SHEET** (form provided)
- B.V. OK ✓ _____ 3. **SITE PLAN WORKSHEET** including calculations (sample attached)
- Full size - 1 copy
- Digital - 1 copy (See Digital Submittal Plan Requirements)
- _____ 4. **SITE CROSS SECTIONS:** Show existing and proposal grade lines, and all finished floor elevation of adjacent sites (at locations specified by Project Coordination Manager):
- Full size - 1 copy
- 11" x 17" - 1 copy
- _____ 5. **PHASING PLANS** showing the proposed infrastructures and access to each phase of the development.
- Full size - 1 copy
- 11" x 17" - 1 copy
- _____ 6. **TYPICAL LOT LAYOUT** for all lot types - i.e. corner, interior, flag, pie, etc.:
- 8 1/2" x 11" - 2 copies (quality suitable for reproduction)

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"
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- _____ 7. **PRELIMINARY ART PLAN & SCHEMATIC DESIGN** showing location, type and scale of artwork (Required of Downtown Planned Block Developments)

PART III -- ARCHITECTURAL PLANS & RELATED REQUIREMENTS

- B.V. OK*
_____ 1. **ELEVATIONS: Show all sides of all building(s) and indicate building heights & call out materials and colors on plans**

Full size - 1 **UNMOUNTED COLOR COPY** (photo quality paper is not allowed)
11" x 17" - 1 **COLOR** copy
Digital - 1 copy (See Digital Submittal Plan Requirements)

NOTE: For residential developments, provide copies of all alternate elevations and a typical street elevation.

- _____ 2. **STREETSCAPE ELEVATION(S): Include landscaping and site walls**

Full size - 1 **UNMOUNTED COLOR** copy
11" x 17" - 1 copy

- _____ 3. **PERSPECTIVE DRAWING:**

Full size - 1 **UNMOUNTED COLOR** copy
11" x 17" - 1 copy

NOTE: Applicants may bring additional mounted copies to presentations if desired.

- B.V. OK*
_____ 4. **FLOOR PLANS:**

Full size - 1 copy
11" x 17" - 1 copy
Digital - 1 copy (See Digital Submittal Plan Requirements)

- Will bring in OK BV*
_____ 5. **FLOOR PLAN WORKSHEET: (including calculations)**

Full size - 1 copy
Digital - 1 copy (See Digital Submittal Plan Requirements)

- Will bring in OK BV*
_____ 6. **WALL DETAILS & ENTRY FEATURE:**

Full size - 1 copy
11" x 17" - 1 copy

- _____ 7. **CORPORATE IMAGE FEATURES**

- _____ 8. **SIGN DETAILS:**

Full size - 1 copy
11" x 17" - 1 copy

PART IV - LIGHTING PLAN

- Will bring in OK BV*
_____ 1. **LIGHTING DETAILS:**

Full size - 1 copy

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"

Full size must be folded to specifications -- see attached instructions

OK
BV
CUT SHEETS
1/2
to
any
new
ones

- ✓ 2. **PHOTOMETRIC ANALYSIS** with horizontal foot-candle diagram
Full size - 1 copy
- ✓ 3. **LIGHTING SITE PLAN**, include landscape lighting, building lighting and all other lighting
Full size - 1 copy
- ✓ 4. **CUT SHEETS OF ALL PROPOSED LIGHTING**
5. **OTHER:** _____

PART V -- ENGINEERING REPORTS & RELATED REQUIREMENTS

- OK
BV. ✓ 1. **RESULTS OF ALTA SURVEY:**
Full size - 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. **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.
4. **PARKING STUDY:** 3 copies (required for reduction of ordinance requirements)
5. **TRANSPORTATION IMPACT & MITIGATION ANALYSIS (TIMA):** Contact the TIMA Coordinator, _____ at _____, for TIMA requirements.
name phone
- At time of submittal, provide letter from the TIMA coordinator.
6. **PARKING MASTER PLAN:** 2 copies (required for reduction of ordinance requirements)
7. **CROSS SECTION DETAIL:** (no vertical exaggeration)
Full size - 1 copy
11" x 17" - 8 copies
8-1/2" x 11" - 2 copies (quality suitable for reproduction)
8. **WATER STUDY** (basis of design report)
9. **WASTE WATER STUDY** (basis of design report)
10. **LETTER OF APPROVAL FOR FOUNTAINS OR WATER FEATURES** from the Water Conservation Office - Contact Karen Warner at 480-312-5659

PART VI -- ENVIRONMENTAL & LANDSCAPING DATA REQUIREMENTS

***** NOTE: EACH ITEM INDICATED BELOW REQUIRES THE FOLLOWING NUMBER OF COPIES:**

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

Full size - 2 copies
11" x 17" - 1 copy

- OK
BV. ✓
- ✓ 1. **CONCEPTUAL LANDSCAPE PLAN & MATERIALS LIST** (See Zoning Ordinance Section 10.200.A)
- ✓ 2. **LANDSCAPE PLAN WORKSHEET:** *(IF ANY GRASS PROPOSED)*
- Show all turf land area in hatch pattern
 - Show all water features by type
 - Show ADWR Calculations per attached calculation sample
 - Landscape Plan Worksheet must include a calculation of the area of:
1) landscaping not on the approved low water plants list and 2) turf provided.
Also show any water features per City Code requirements Sec. 49-78; Sec 49-79; Sec. 49-79.1; Sec. 49-80; Sec. 49-82; and low water drought tolerant plant list per the Arizona Department of Water Resources.
- _____ 3. **NATIVE PLANT SUBMITTAL:** Aerial with site plan overlay to show spatial relationships of all protected native plants to the proposed development. Coordinator may request a full or partial Native Plant submittal as specified in See Sec. 7.504 of the Zoning Ordinance.
- _____ 4. **REVEGETATION SITE PLAN & TECHNIQUES**
- _____ 5. **TOPOGRAPHY/AERIAL OVERLAY WITH SITE PLAN SUPERIMPOSED**
- _____ 6. **SLOPE ANALYSIS SUPERIMPOSED ON TOPOGRAPHY MAP**
- _____ 7. **CUTS & FILLS SITE PLAN**
- _____ 8. **COMPOSITE FACTORS MAP**
- _____ 9. **UNSTABLE SLOPES/BOULDERS ROLLING MAP**
- _____ 10. **BEDROCK & SOILS MAP**
- _____ 11. **NATURAL AREA OPEN SPACE (NAOS) ANALYSIS PLAN**
- _____ 12. **VISTA CORRIDOR PLAN** (include typical cross section details & concept narrative)
- _____ 13. **SCENIC CORRIDOR PLAN** (include typical cross section details & concept narrative)

PART VII - SAMPLES & MODELS

- OK
BV. ✓
- ✓ 1. **EXTERIOR BUILDING COLOR & MATERIAL SAMPLES:**
1 sample each, 2" x 4" x 4" **maximum size**, mounted on 8-1/2" x 11" sheets. Clearly label each sample for:
- Color (i.e. Frazee #5555 Bright Blue)
 - Finish (i.e. Bronze Anodized Aluminum)
 - Material (i.e. split face CMU)
- ✓ 2. **COLOR BOARDS:** Provide 1 8-1/2" x 11" color sheet for each color and label with material type and colors (manufacturer, color name & number)
- _____ 3. **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).
- _____ 4. **DETAILED MODEL:** Scale to be specified by Project Coordination Manager
- ✓ 5. **OTHER:** *LOT TIE ~~RETRACT~~ SUBMITTAL (APPLICATION)*
(GREG WILLIAMS HAS IT)

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"

Full size must be folded to specifications - see attached instructions

PART VIII - SUBMITTAL REQUIREMENTS AFTER HEARING DATE DETERMINED

***** NOTE: EACH CHECKED ITEM BELOW REQUIRES THE FOLLOWING NUMBER OF COPIES:**

2 - 8.5" x 11" color or black/white copies (of the following items)

9 - 11" X 17" stapled packets (of the following items) in the following order:

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | A. Context aerial and context site plan |
| <input checked="" type="checkbox"/> | B. Color Site Photos |
| <input checked="" type="checkbox"/> | C. Site plan |
| <input checked="" type="checkbox"/> | D. Landscape Plan |
| <input type="checkbox"/> | E. Site cross sections |
| <input type="checkbox"/> | F. Phasing plan |
| <input checked="" type="checkbox"/> | G. Color Elevations |
| <input type="checkbox"/> | H. Streetscape elevations |
| <input type="checkbox"/> | I. Perspective drawing |
| <input checked="" type="checkbox"/> | J. Floor plans |
| <input checked="" type="checkbox"/> | K. Wall details & entry features (IF Any) |
| <input type="checkbox"/> | L. Sign details |
| <input type="checkbox"/> | M. Topography map |
| <input type="checkbox"/> | N. Any item requested in Part VI |

Bill Versch
PROJECT COORDINATOR

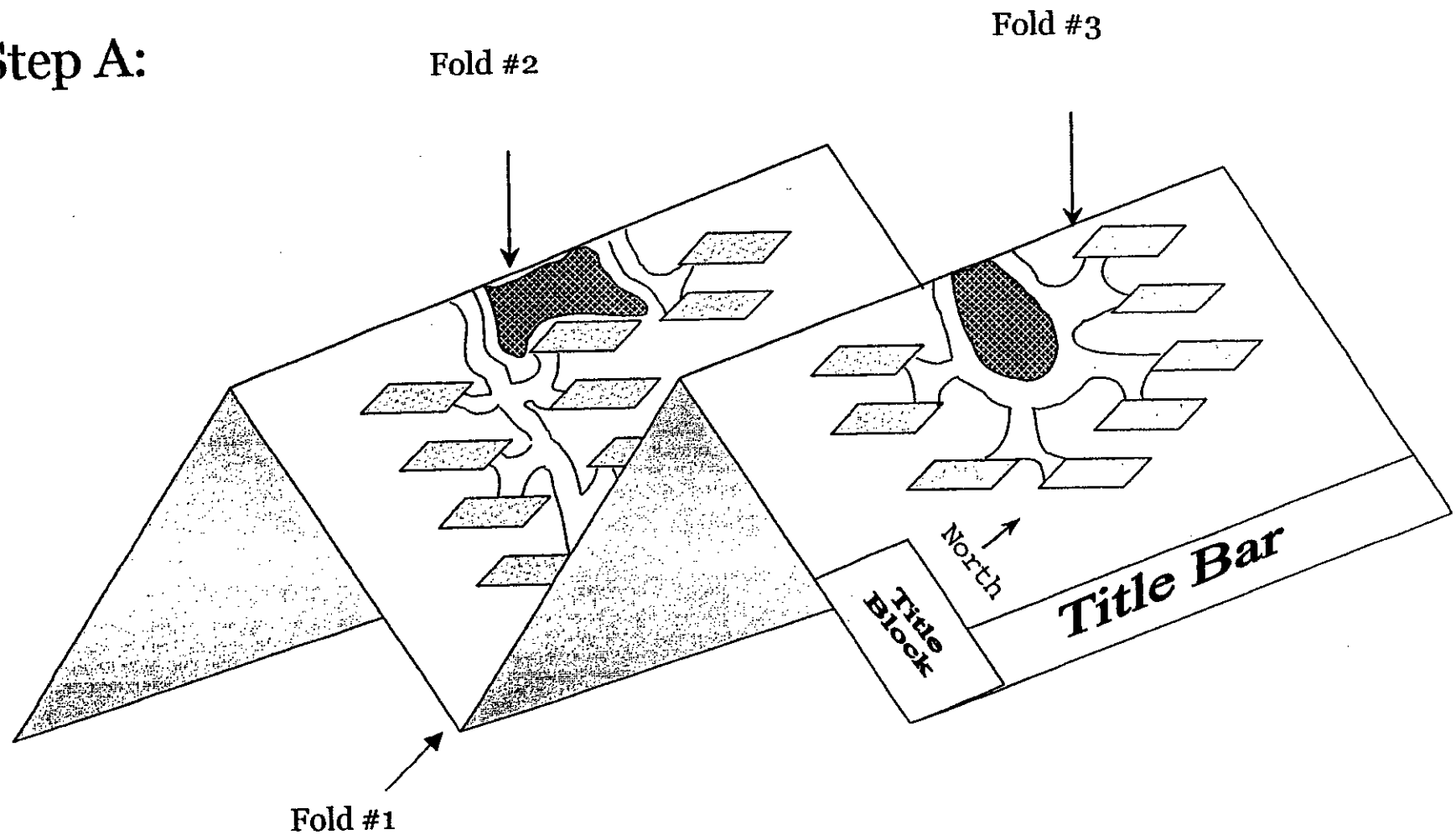
8/7/11/02
DATE

**Items in Part VIII are due to the Coordinator 30 days prior
to the Development Review Board hearing date.**

14 March 2002

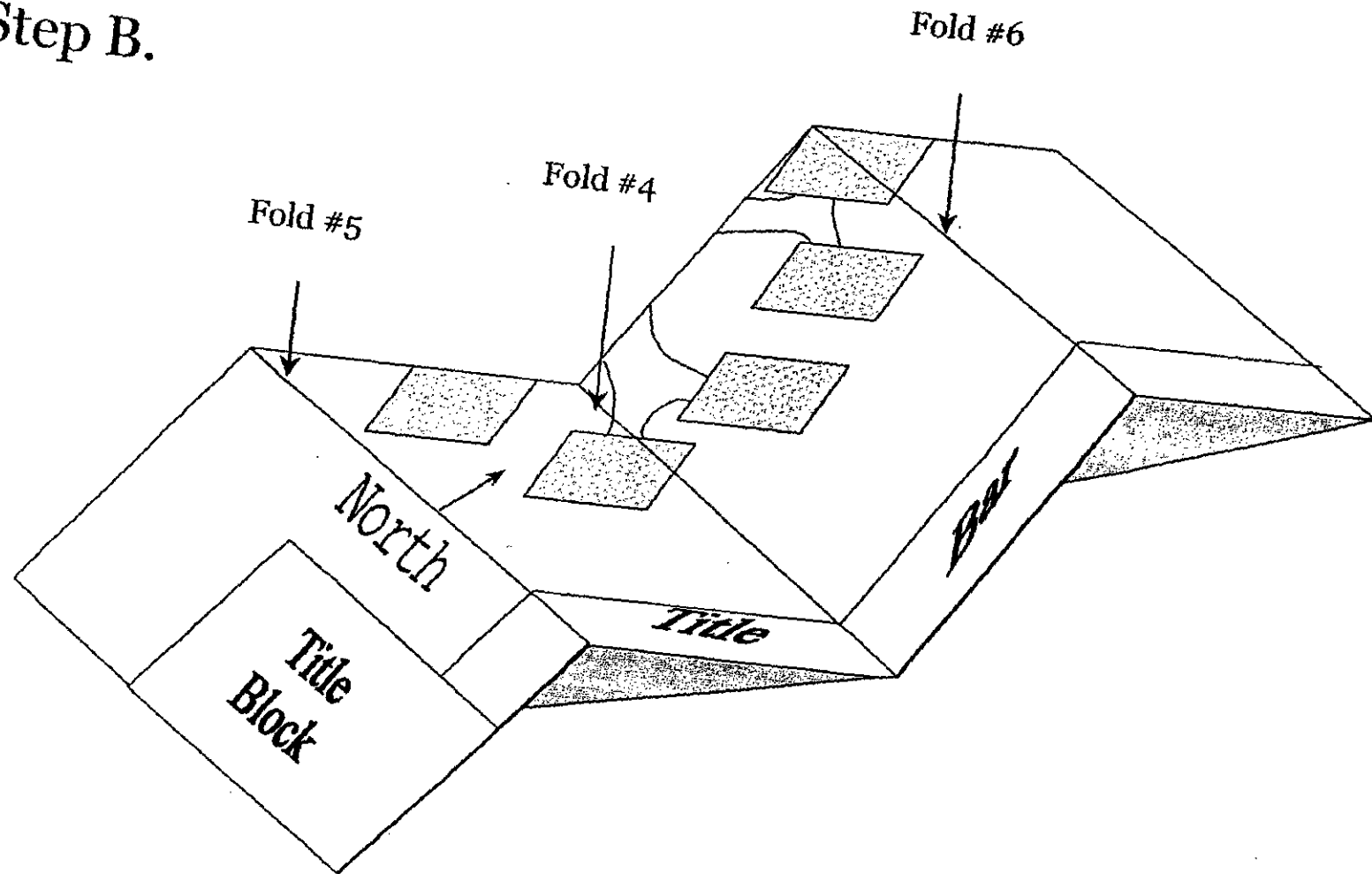
Folded Plan Instructions

Step A:



(Continued on other side)

Step B.



Site Plan Submittal Requirements

Development Summary:

- ☐ Indicate existing and proposed zoning on site and on all adjacent parcels
- ☐ Provide zoning case number(s)
- ☐ Indicate gross floor area (for each building)
- ☐ Indicate required and provided open space square footage
- ☐ Provide site acreage - gross and net
- ☐ Provide number of residential units and density
- ☐ Indicate number of required and provided parking spaces
- ☐ Phased developments - show all data by phase and for total site

Structures:

- ☐ Indicate existing and proposed use(s) of all buildings and outdoor areas
- ☐ Indicate proposed building entrances/exits
- ☐ Indicate proposed building overhangs and canopies
- ☐ Identify all service areas
- ☐ Provide all building dimensions and indicate setback dimensions to all existing and proposed property lines, to planned curb (in downtown district), and between all buildings on the site


Site Features:

- ☐ Show and identify proposed walls, retaining walls, fences, berming, and detention areas
- ☐ Show and identify all existing and proposed easements and rights-of-way
- ☐ Show and identify all existing and proposed right-of-way improvements - curb, gutter, sidewalks, driveways, and bus shelters
- ☐ Indicate the location and size of all refuse enclosures
- ☐ Indicate the location and size of all above grade utility cabinets and plumbing
- ☐ Indicate the location of all existing on-site and off-site fire hydrants
- ☐ Label all streets by name

Circulation and Parking:

- ☐ Provide driveway locations and widths
- ☐ Show sight distance triangles and sight lines
- ☐ Indicate proposed safety curbing and surface materials
- ☐ Indicate location of existing and proposed vehicular, bicycle, and accessible parking spaces
- ☐ Provide dimensions of typical parking stalls, accessible stalls, maneuvering areas, aisles, and parking islands
- ☐ Provide typical angle of proposed parking if less than 90 degrees
- ☐ Provide a parking structure stall and aisle layout for all levels
- ☐ Indicate the location and size of loading dock stalls
- ☐ Show accessible routes to public sidewalks, bus stops, and parking areas
- ☐ Show pedestrian linkages from parking areas to buildings, between buildings on-site, and to surrounding uses

Other:

- ☐ Provide architect's, engineer's, or designer's title block
- ☐ Show north arrow
- ☐ Provide both numeric and graphic scales (Example -- 1" = 10'-0" )

SAMPLE

Site Plan Worksheet

Project Data

Zoning: I-1

Net Lot Area: 79,008 s.f.

Building Height: 22'

(SEE ZONING ORDINANCE FOR
ZONING DISTRICT REQUIREMENTS)

Open Space Calculations

Required Open Space:

maximum building height= 22' proposed (36' allowed)

first 12' of height=10% x net lot area

$$= .10 \times 79,008 = 7,900.8 \text{ s.f.}$$

next 10' of height=10' x .004 x 79,008=3,160.32 sf

Open Space Required (not including parking lot landscaping)

$$= 7,900.8 + 3,160.32 = 11,061.12 \text{ s.f. (14\%)}$$

Open Space Provided = 27,668 s.f.

Parking Lot Landscaping Required

parking lot area x 15%

$$18,037 \text{ s.f.} \times .15 = 2,706 \text{ s.f.}$$

Parking Lot Landscape Provided = 5,596 s.f.

**NOTE: PARKING LOT LANDSCAPING REQUIREMENT
IS IN ADDITION TO REQUIRED OPEN SPACE**



Denotes Front Open Space
10,927 s.f. total

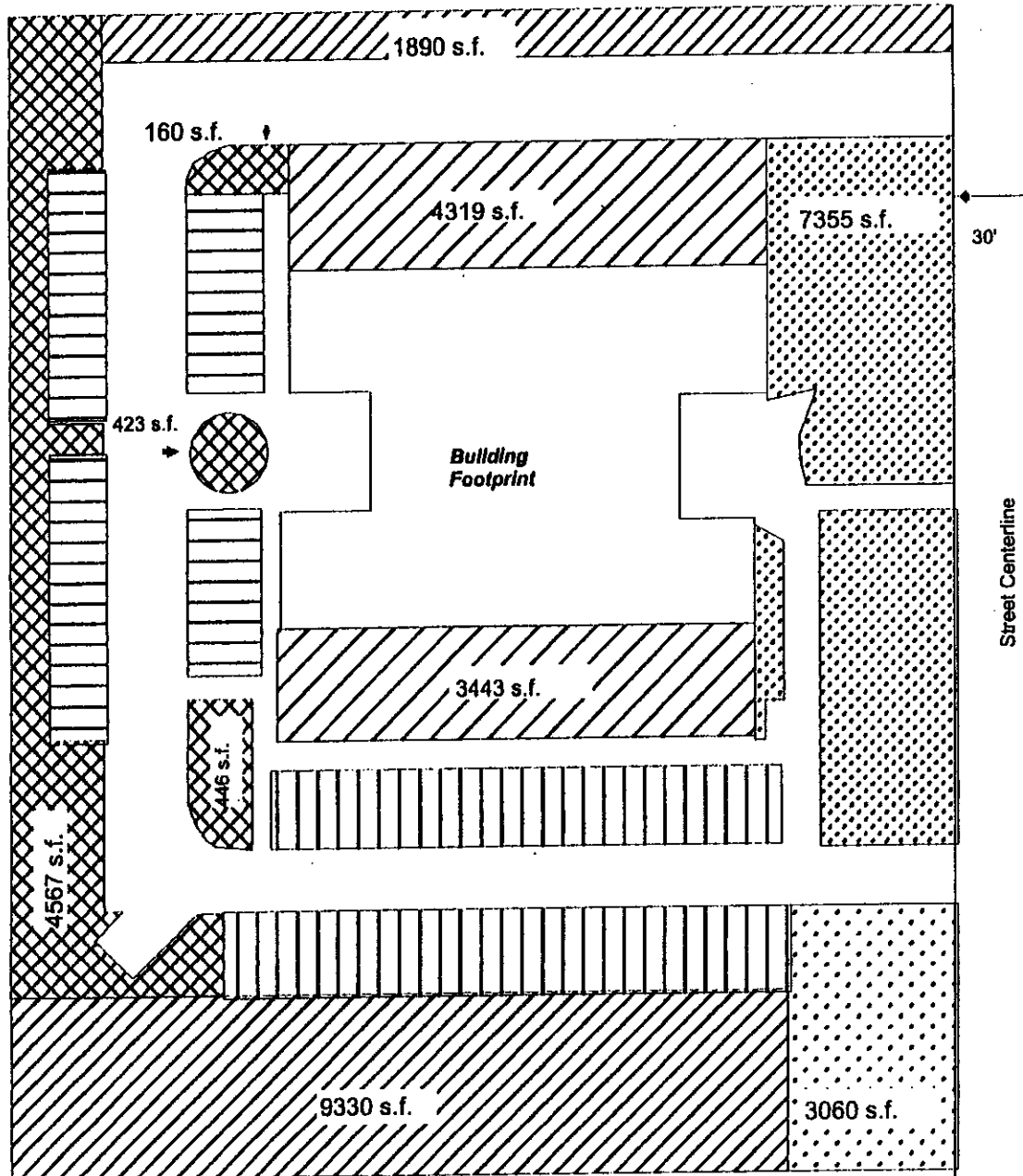


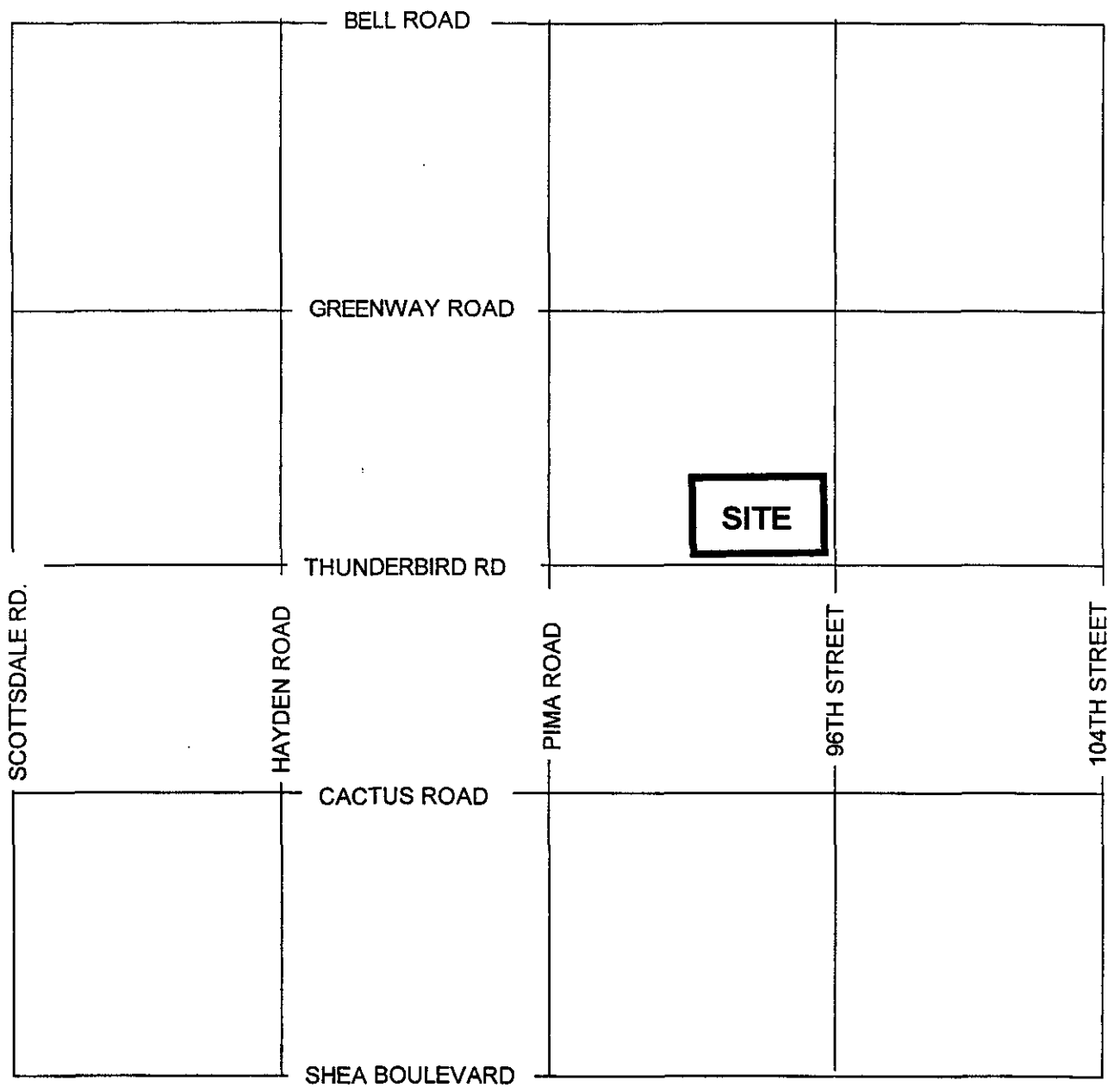
Denotes Open Space other than Front Open Space
18,982 s.f. total



Denotes Parking Lot Landscaping
5,596 s.f. total

NOTE: COLORS MAY BE SUBSTITUTED FOR PATTERNS





SITE LOCATION MAP

Existing Conditions Photo Exhibit

Street Name

Street Name

SITE

1 17 5

4 2 20 18 8 6

3 19 7

29 25

32 30 28 26

31 27

13 21 9

16 14 24 22 12 10

15 23 11

X

Y

Q. S. ____ - ____

Please Note:

+ = Photograph
Number and
Direction of
View

Project Information

Name:

Gross Acres:

Zoning:

Parcel Number:



Please Note:

If distance "X" is greater than 500 ft., Also take photos 17-24.

If distance "Y" is greater than 500 ft., also take photos 25-32.

Color photographs are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent property.



CASE NO: _____

PROJECT LOCATION: _____

COMMUNITY INPUT CERTIFICATION

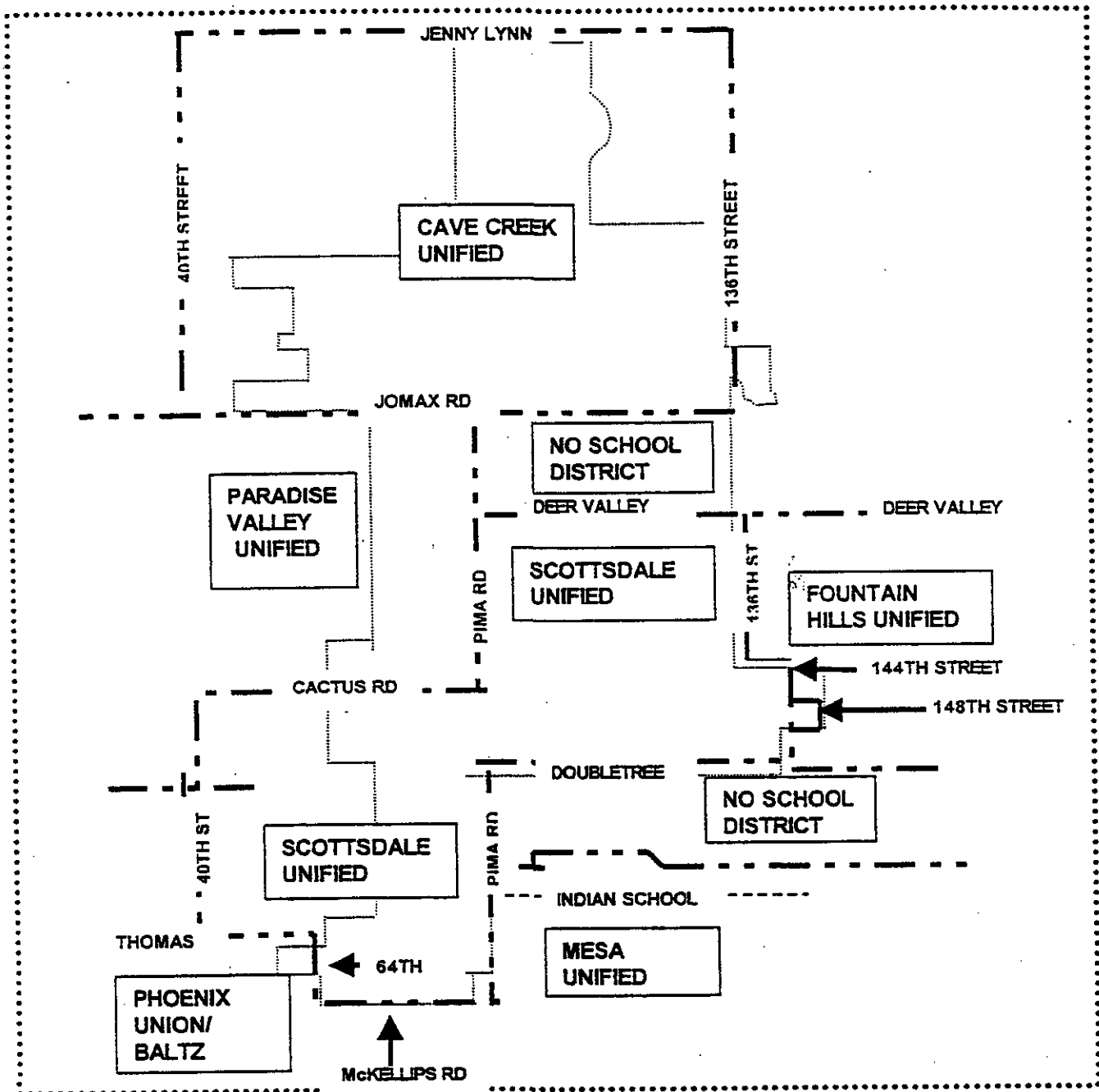
In the City of Scottsdale it is important that all applicants for rezoning, use permit, and/or variances inform neighboring residents, affected school districts, and other parties that may be impacted by the proposed use, as well as invite their input. The applicant shall submit this completed certification with the application as verification that such contact has been made.

DATE	NAME (Person, Organization, Etc. and Address)	Type	Of	Contact
		Meeting	Phone	Letter

Signature of owner/applicant

Date

SCHOOL DISTRICTS



BALTZ SCHOOL DISTRICT 31
 4825 E. Roosevelt Street
 Phoenix, AZ 85008
 602-275-4457

CAVE CREEK UNIFIED SCHOOL DISTRICT 93
 P.O. Box 426
 Cave Creek, AZ 85331
 602-488-9816

PARADISE VALLEY UNIFIED SCHOOL DISTRICT 69
 15002 N. 32nd Street
 Phoenix, AZ 85032
 602-867-5104

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT 9
 14605 N. Del Cumbre
 Fountain Hills, AZ 85268
 602-837-0690

MESA UNIFIED SCHOOL DISTRICT 4
 549 N. Stapley
 Mesa, AZ 85203
 602-472-0000

SCOTTSDALE UNIFIED SCHOOL DISTRICT 48
 3811 N. 44th Street
 Phoenix, AZ 85018
 602-952-6100

Format Requirements for Documents to be RECORDED

To ensure compliance with format requirements for documents submitted to the Maricopa County Recorder's Office (amended ARS 11-480, effective January 1, 1991), you must adhere to the following margin formats.

All resolutions and ordinances to be included on Council Agendas should be prepared in the format shown below. Include the ordinance number and resolution number on each page of the document. Use only 8-1/2" x 11" paper.

Front Page: Top Margin: 1 inch. NO printing in upper right hand corner which is used for county stamp and recording information.

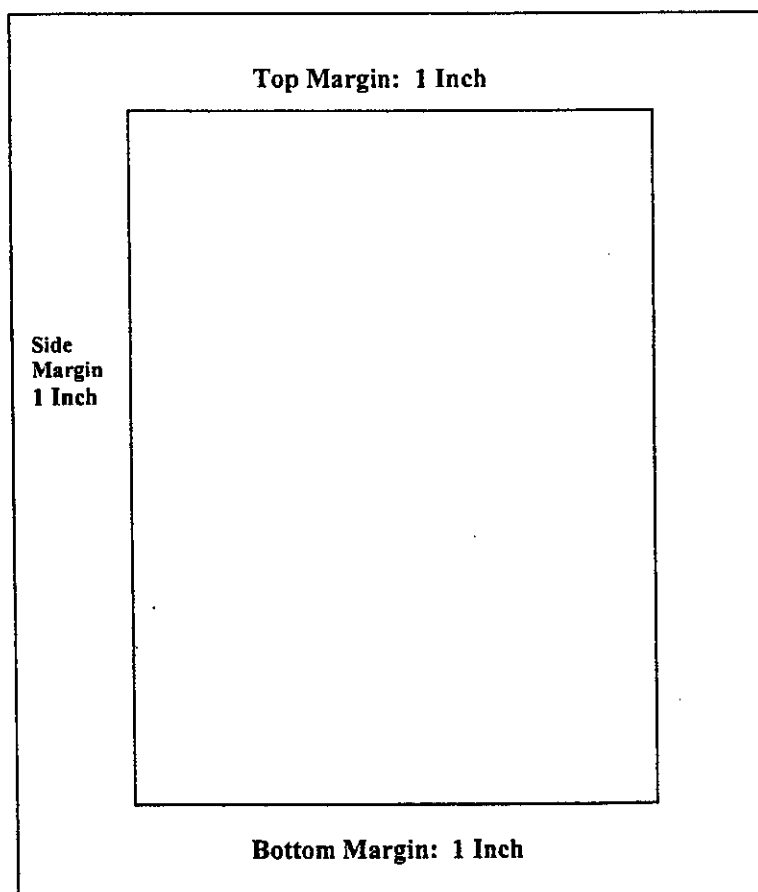
Side Margin(s): 1 inch on both side margins.

Bottom Margin: 1 inch

Additional Pages: 1 inch margins (top, sides and bottom)

Print: Do not use any print size other than 10 or 11 pt. Arial or Universal for ordinances and resolutions. NO CONDENSED TEXT.

DEVELOPMENT AGREEMENTS AND ALL ATTACHMENTS MUST BE SUBMITTED WITH A DISK USING MICROSOFT WINDOWS VERSION 3.1 AND WORD 6.0.



**POLICY OF THE CITY OF SCOTTSDALE
ON APPEALS OF REQUIRED DEDICATIONS OR EXACTIONS
ADOPTED BY RESOLUTION NO. 4351**

RIGHTS OF PROPERTY OWNER

In addition to other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal any dedication or exaction which is required of you by an administrative agency of the city as a condition of granting approval of your request to use, improve or develop your property.

This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example, a zoning ordinance) where an administrative agency or official has no discretion to determine the dedication or exaction.

NOTE: A copy of Ordinance No. 4351 will be supplied upon request

APPEAL PROCEDURE

If you wish to appeal, the following procedures will apply to your appeal:

It must be in writing and filed with or mailed to the hearing officer designated by the city within 30 days after the administrative agency or official has made his determination requiring the dedication or exaction. Address the appeal as follows:

Hearing Officer
C/O City Clerk
3939 N. Drinkwater Boulevard
Scottsdale, Arizona 85251

- No fee will be charged for filing.
- Your hearing will be scheduled within 30 days of receipt by the hearing officer of your request.
- The city will bear the burden of proving that the dedications or exactions to be imposed on your property bear an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedications or exaction is roughly proportional to the impact of the use, improvement or development proposed by you.
- Ten days notice will be given to you of the date, time, and place of hearing unless you indicate to the hearing office in your request that less notice is acceptable to you.
- The hearing officer must render his decision within five working days after the appeal is heard.
- The hearing officer can affirm the dedication or exaction, modify it, or delete the requirement.
- If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial de novo with the Superior Court within 30 days of the hearing officer decision.

QUESTIONS

If you have questions about this appeal process, you may contact:

City Manager's Office
3939 N. Drinkwater Boulevard
Scottsdale, Arizona 85251
(480) 312-2422

City Attorney's Office
3939 N. Drinkwater Boulevard
Scottsdale, Arizona 85251
(480) 312-2405

Site Plan Submittal Requirements

Development Summary:

- ☒ Indicate existing and proposed zoning on site and on all adjacent parcels
- ☒ Provide zoning case number(s)
- ☒ Indicate gross floor area (for each building)
- ☒ Indicate required and provided open space square footage
- ☒ Provide site acreage - gross and net
- ☒ Provide number of residential units and density
- ☒ Indicate number of required and provided parking spaces
- ☒ Phased developments - show all data by phase and for total site

Structures:

- ☐ Indicate existing and proposed use(s) of all buildings and outdoor areas
- ☐ Indicate proposed building entrances/exits
- ☐ Indicate proposed building overhangs and canopies
- ☐ Identify all service areas
- ☐ Provide all building dimensions and indicate setback dimensions to all existing and proposed property lines, to planned curb (in downtown district), and between all buildings on the site


Site Features:

- ☐ Show and identify proposed walls, retaining walls, fences, berming, and detention areas
- ☐ Show and identify all existing and proposed easements and rights-of-way
- ☐ Show and identify all existing and proposed right-of-way improvements - curb, gutter, sidewalks, driveways, and bus shelters
- ☐ Indicate the location and size of all refuse enclosures
- ☐ Indicate the location and size of all above grade utility cabinets and plumbing
- ☐ Indicate the location of all existing on-site and off-site fire hydrants
- ☐ Label all streets by name

Circulation and Parking:

- ☐ Provide driveway locations and widths
- ☐ Show sight distance triangles and sight lines
- ☐ Indicate proposed safety curbing and surface materials
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Other:

- ☐ Provide architect's, engineer's, or designer's title block
- ☐ Show north arrow
- ☐ Provide both numeric and graphic scales (Example -- 1" = 10'-0" )