



39-DR-2004

5/20/04

DEVELOPMENT REVIEW BOARD 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 # 192-PA-2004

PART I -- GENERAL REQUIREMENTS

- ☒ 1. ☒ DEVELOPMENT REVIEW SHOPPING LIST (this list)
- ☒ 2. COMPLETED APPLICATION FORM (form provided) ✓
- ☒ 2a. COPY OF LIQUOR LICENSE APPLICATION FOR ALL BARS / RESTAURANTS
- ☒ 3. ☒ APPLICATION FEE \$ 256
- ☒ 4. ☒ LETTER OF AUTHORIZATION (from property owner(s) if property owner did not sign the application form) LCBE
- ☐ 5. 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
- ☐ 6. LEGAL DESCRIPTION:
8-1/2" x 11" - 1 copy
- ☒ 7. ☒ PROJECT NARRATIVE (form provided) EFFORTS TO MINIMIZE VISUAL IMPACT
CONFORMANCE W/ GUIDELINES OF
- ☐ 8. PROVIDE A COMBINED CONTEXT AERIAL AND CONTEXT SITE PLAN: Letter Commercial center
Full size - 2 copies
11" x 17" - 1 copy OR their approval

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).

- _____ 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.
- 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
- _____ 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
- SP/PA 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)
- _____ 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
- _____ 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**) SENT 5/18
- ✓ 17. **NEIGHBORHOOD INVOLVEMENT** (see attached packet for requirements) SENT 5/18
- _____ 18. **PURCHASE AGREEMENT** "In Lieu Parking Credits" (form provided) completed form to be submitted prior to DRB hearing

- ☐ 2. **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.
- ☐ 3. **REVEGETATION SITE PLAN & TECHNIQUES**
- ☐ 4. **TOPOGRAPHY/AERIAL OVERLAY WITH SITE PLAN SUPERIMPOSED**
- ☐ 5. **SLOPE ANALYSIS SUPERIMPOSED ON TOPOGRAPHY MAP**
- ☐ 6. **CUTS & FILLS SITE PLAN**
- ☐ 7. **COMPOSITE FACTORS MAP**
- ☐ 8. **UNSTABLE SLOPES/BOULDERS ROLLING MAP**
- ☐ 9. **BEDROCK & SOILS MAP**
- ☐ 10. **NATURAL AREA OPEN SPACE (NAOS) ANALYSIS PLAN**
- ☐ 11. **VISTA CORRIDOR PLAN** (include typical cross section details & concept narrative)
- ☐ 12. **SCENIC CORRIDOR PLAN** (include typical cross section details & concept narrative)

PART VII -- SAMPLES & MODELS

- ☒ 1. **EXTERIOR BUILDING COLOR & MATERIAL SAMPLES:**
1 sample each, 2" x 4" x 4" **maximum size**, mounted on 11" x 17" 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)
 - Layout colors in the proportions to be used on the building/structure
- ☒ 2. **COLOR DRAWDOWNS:** Provide 2 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:**
 - ✓ RF Report
 - ✓ NEIGHBORHOOD NOTIFICATION / HOA / Commercial Center
 - ✓ SERVICE AREA MAP
 - ✓ STREET FACILITY MAP
 - ✓ PHOTO - SIM

PART VIII -- SUBMITTAL REQUIREMENTS AFTER HEARING DATE DETERMINED

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

11" x 17"	- 9 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

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

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.

- _____ 4. **TRAFFIC IMPACT STUDY: 3 copies**
- _____ 5. **PARKING STUDY: 3 copies** (required for reduction of ordinance requirements)
- _____ 6. **TRIP GENERATION COMPARISON: 3 copies**
- _____ 7. **PARKING MASTER PLAN: 2 copies** (required for reduction of ordinance requirements)
- _____ 8. **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)
- ONA 9. **WATER STUDY** (basis of design report)
- ONA 10. **WASTE WATER STUDY** (basis of design report)
- _____ 11. **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:

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

- _____ 1. **CONCEPTUAL LANDSCAPE PLAN & MATERIALS LIST** (See Section 10.200.A of the Zoning Ordinance)

Landscape plan 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.

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

- Digital - 1 copy (See Digital Submittal Plan Requirements)
- _____ 5. **FLOOR PLAN WORKSHEET:** (including calculations)
Full size - 1 copy
Digital - 1 copy (See Digital Submittal Plan Requirements)
- _____ 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

- _____ 1. **LIGHTING DETAILS:**
Full size - 1 copy
- _____ 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

- _____ 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.

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

PART II -- REQUIRED PLANS & RELATED DATA

- ✓ 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) 5/19 ydc
- _____ 2. **PROJECT DATA SHEET** (form provided)
- _____ 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)
- _____ 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

- ✓ 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) 5/19 ydc
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
- recommended* ✓ 3. **PERSPECTIVE DRAWING OR SITE LINE REPRESENTATIONS** (From north + south)
Full size - 1 **UNMOUNTED COLOR** copy
11" x 17" - 1 copy **PHOTOS**

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

- _____ 4. **FLOOR PLANS:**
Full size - 1 copy
11" x 17" - 1 copy

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

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

~~PLEASE PROVIDE 15 ADDITIONAL SETS FOR CITY DEPARTMENTAL REVIEW.~~

PROJECT COORDINATOR

DATE

Approved in Resolution 6161, October 7, 2002

**POLICY OF THE CITY OF SCOTTSDALE
ON APPEALS OF DEDICATIONS, EXACTIONS, OR ZONING REGULATIONS**

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 the following City actions relating to your property:

- 1) Any dedication or exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real 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.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decisions.

APPEAL PROCEDURE

The appeal must be in writing and specify the City action appealed and the date final action was taken, and it must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken. Address the appeal as follows:

Hearing Officer, C/O City Clerk
3939 Drinkwater Blvd.
Scottsdale, AZ 85251

- ❖ No fee will be charged for filing
- ❖ The City Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply.
- ❖ Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- ❖ The city will submit a takings impact report to the hearing officer.
- ❖ In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- ❖ In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- ❖ The hearing officer must render his decision within five working days after the appeal is heard.
- ❖ The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- ❖ 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's decision.

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

City Manager's Office
3939 Drinkwater Blvd.
Scottsdale, AZ 85251
(480) 312-2422

City Attorney's Office
3939 Drinkwater Blvd.
Scottsdale, AZ 85251
(480) 312-2405

Please be aware that City staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

CAMPBELL A&Z, LLC

**DESIGN REVIEW BOARD
SUBMITTAL CONTENT PAGE**

**ALLTEL COMMUNICATIONS @ MCDOWELL MOUNATIN RANCH
10421 E. MC DOWELL MOUNTAIN RANCH ROAD**

1. DEVELOPMENT REVIEW SHOPPING LIST
2. COMPLETED APPRLICATION FORM, HERE
3. APPLICATION FEE, \$256.00, HERE
4. LETTER OF AUTHORIZATION/SIGNED LEASE, HERE
5. PROJECT NARRATIVE, HERE
6. LANDLORD APPROVAL LETTER, HERE
7. COMPLETED AND APPROVED AIRPORT FORM, HERE
8. NEIGHBORHOOD INVOLVEMENT INFO, HERE
9. SITE PLANS: FUUL SIZE, 11X17 & DIGITAL, HERE
10. CLEAR TRANSPARENCY OF SITE PLAN, HERE
11. ELEVATIONS, HERE
12. SITE LINE PHOTOS, HERE
13. COLOR SAMPLE, HERE
14. RF REPORT, HERE
15. SERVICE AREA AND EXISTING CELL SITE MAP, HERE
16. PHOTO SIMS, HERE

)-DR-2004

5/20/04



Arcadia

MANAGEMENT GROUP INC.

P.O. BOX 10 • SCOTTSDALE, AZ 85262-0010
602-955-4700 • FAX: 602-955-9777

May 19, 2004

Mr. Tim Curtis
Project Coordination Manager
City of Scottsdale
7447 East Indian School Road, Suite 105
Scottsdale, Arizona 85251

Re: Case# 192-PA-2004
ALLTEL McDowell Mountain Ranch

Dear Mr. Curtis:

Desert Canyon Center, LLC, as the owner of the Desert Canyon Shopping Center located at 10401-10421 East McDowell Mountain Ranch Road, hereby approves the proposed ALLTEL Communications facility as shown on the site plan dated 4/12/04.

The proposed "bell tower" is in conformance with the design of the Center and will complement the existing architecture on the east end of the two-story building.

Please contact the undersigned if you need any further information.

Sincerely,

Peggy C. Burgess
President
Arcadia Management Group, Inc.
As agent for Desert Canyon Center, LLC