

Checklist Disclaimer:

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checkmark. At your pre-application meeting, your project coordinator will identify which items are required for submittal.



PRELIMINARY PLAT 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 # ²¹⁴~~142~~ -PA- 2004

PART I -- GENERAL REQUIREMENTS

- 1. PRELIMINARY PLAT APPLICATION LIST (this list)
- 2. COMPLETED APPLICATION FORM (form provided)
- 3. APPLICATION FEE \$ _____ + \$ _____ /lot
- 4. LETTER OF AUTHORIZATION (from property owner(s) if property owner did not sign the application form)
- 5. PROJECT NARRATIVE (form provided) Include justification for any proposed Amended Development Standards
- 6. ¹⁻²⁰⁻⁰⁵ PROPOSED AMENDED DEVELOPMENT STANDARDS (see attached sample) – should meet Maricopa County recording requirements. _____ Proposed amended development standards justification form (attached)
- 7. CURRENT TITLE REPORT 8-1/2" x 11" - 1 copy By 12/30/05
 - 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 (sample attached)

- ✓ 10. **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).

- ✓ 11. **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 copied sets

- ✓ 12. **PRELIMINARY PLAT NOTIFICATION AFFIDAVIT** (form attached)

- ✓ 13. **DIGITAL SUBDIVISION PLAT SUBMITTALS:** (See attached "Notification of Digital Subdivision Plat Submittal," "Subdivision Plats CAD Layering Guidelines," and "Subdivision Plats CAD Standards and Naming Conventions") – 2 copies due as shown below:
- 1st Copy - due at time of submittal for preliminary plat (**Note:** If there are changes in the number of lots during the Development Review process, a revised digital file submittal will be required.)
- 2nd Copy – due with the mylar submittals for final plat

- ✓ 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

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

- _____ 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**)
- ✓ _____ 17. **POLICY ON APPEALS OF REQUIRED DEDICATIONS AND/OR EXACTIONS** (see attached)
- ✓ _____ 18. **SITE POSTING REQUIREMENTS and AFFIDAVIT** (decal provided)
- ✓ _____ 19. **Neighborhood Involvement** (see attached packet for requirements).

PART II -- REQUIRED PLANS & RELATED DATA

- ✓ _____ 1. ✓ **SITE PLAN:** (include all recorded plat information within 100+ feet of the plat boundary and show all applicable setbacks on each site – see attached Site Plan Submittal Requirements list)
 - Full size - 6 copies
 - 11" x 17" - 1 copy
 - Digital - 1 copy (See Digital Submittal Plan Requirements)

-ADD CONTEXT LABELS ON ADJACENT PROPERTIES

PLEASE PROVIDE 21 ADDITIONAL SETS FOR CITY DEPARTMENTAL REVIEW.
- ✓ _____ 2. **CONCEPTUAL LANDSCAPE & WALLS PLANS:**
 - Full size - 1 copy
 - 11" x 17" - 1 copy
- _____ 3. **PROPOSED CODES, COVENANTS, & RESTRICTIONS (CC&R'S):**
 - 8-1/2" x 11" - 1 copy
- _____ 4. **PHASING PLANS** showing the proposed infrastructure and access to each phase of the development:
 - Full size - 1 copy
 - 11" x 17" - 1 copy

PART III – ENGINEERING & RELATED DATA REQUIREMENTS

- ✓ _____ 1. ✓ **RESULTS OF ALTA SURVEY**
 - Full size - 1 copy
- ✓ _____ 2. ✓ **TOPOGRAPHY MAP:** (refer to ESL Ordinance for specific contour intervals):
 - Full size - 1 copy
 - 11" x 17" - 1 copy

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- ✓ 3. *MANY BOBINS* **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.

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. **WATER SAMPLING STATION**
- a. Show location of sample stations on the preliminary plat.
 - 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
5. **TRAFFIC IMPACT STUDY** (Refer to Guidelines) - 3 copies
6. **CROSS SECTION DETAIL** - Conceptual design submittals needed to assess the physical impact of the proposed development
- a. **SITE CROSS-SECTIONS** Showing existing and proposed grade lines, and all finished floor elevations of adjacent sites (as determined by Project Coordination Manager)
 - b. **DRAINAGE STRUCTURES** (when topography or channel are significant)
 - c. **RETAINING WALLS** (when topography is significant).
- water crossing details, size & details of culverts*
7. **WATER STUDY** (basis of design report) *3 copies*
8. **WASTE WATER STUDY** (basis of design report) *3 copies*

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PART IV -- ENVIRONMENTAL SITE PLANS – for each of the following checked site plans provide:

- | | | |
|--|-----------|----------|
| | Full size | - 1 copy |
| | 11" x 17" | - 1 copy |
1. NATURAL AREA OPEN SPACE (NAOS) ANALYSIS PLAN
 2. PROPOSED BUILDING ENVELOPE CONCEPT PLAN
 3. SLOPE ANALYSIS SUPERIMPOSED ON TOPOGRAPHY MAP WITH NAOS CALCULATIONS
 4. CUTS & FILLS SITE PLAN *None over 8'*
 5. NATIVE PLANT SUBMITTAL (identifying location of protected plants in relationship to plat improvements):

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

See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
 6. TOPOGRAPHY/AERIAL OVERLAY WITH SITE PLAN SUPERIMPOSED
 7. LANDFORMS TYPES MAP
 8. UNSTABLE SLOPES/BOULDER ROLLING MAP & REPORT
 9. BEDROCK & SOILS MAP & REPORT
 10. CONSERVATION AREA, SCENIC CORRIDOR, VISTA CORRIDOR PLANS MAP (including typical cross-section details & concept narrative)
 11. BIKEWAYS & TRAILS PLAN (including typical cross-sections)
 12. OTHER: Process Abandonment S

PART V -- 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

- _____ A. Context aerial and context site plan
- _____ B. Site plan
- _____ C. Conceptual landscape plan
- _____ D. Phasing plan
- _____ E. Topography map
- _____ F. Any item required in Part IV

PROJECT COORDINATOR _____

DATE _____

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