

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.



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 # 214 ~~117~~ -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 \$ _____
- _____ 4. LETTER OF AUTHORIZATION (from property owner(s) if property owner did not sign the application form)
- _____ 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)
- _____ 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).

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

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)

- _____ 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)
 - 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.

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

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- 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.

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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)
- X 9. **WATER STUDY** (basis of design report)
- X 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.

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- _____ 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:** _____

PART VIII -- SUBMITTAL REQUIRMENTS 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**

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

PLEASE PROVIDE 15 ADDITIONAL SETS FOR CITY DEPARTMENTAL REVIEW.

PROJECT COORDINATOR

DATE