



USE PERMIT 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-PA-2004

PART I -- GENERAL REQUIREMENTS

- 1. LVA USE PERMIT APPLICATION LIST (this list)
- 2. LVA COMPLETED APPLICATION FORM (form provided)
- 3. C APPLICATION FEE \$ 2045 2106 *see in file 1-21-05*
- 4. C LETTER OF AUTHORIZATION (from property owner(s) if the property owner did not sign the application form)
- 5. C 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. W-P LEGAL DESCRIPTION: 8-1/2" x 11" - 2 copies
- 7. 3D LVA PROJECT NARRATIVE (form provided)

Need JP criteria Sect. 1.403

- 8. LVA 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:

Need McDowell MTN BackBowl

Need overl context

- 500 foot
- 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. LVA **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 15 color copy sets.

10. LVA **ASSESSOR'S MAP** (obtain from Records) identifying parcel(s); project location is to be **clearly marked:**
8-1/2" x 11" - 2 copies

11. LVA **SITE LOCATION MAP** (quality suitable for reproduction - sample attached)

12. TS **NEIGHBORHOOD INVOLVEMENT** (see attached packet for requirements)

13. **SCHOOL DISTRICT NOTIFICATION:** map attached (see attached Community Input Certification form)

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

15. (1-2-05) **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

Show on site or see 1-2-05

16. **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.

17. **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)

18. (TS) **SITE POSTING REQUIREMENTS and AFFIDAVIT** Decal provided.

BD
Not posted as of 10/18/05

PART II -- REQUIRED PLANS & RELATED DATA

1. LVA **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)

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

2. LVA **PROJECT DATA SHEET** (form provided) *FOR THIS LOT/PARCEL*

3. LVA **SITE PLAN WORKSHEET**: including calculations (sample attached)

- Full size - 1 copy

4. BSSB **FLOOR PLANS**: (The following building code data shall be included: occupancy group(s); type of construction; floor area, height and number of stories, occupant load. The preceding data shall be determined in accordance with the currently adopted edition of the Uniform Building Code.)

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

5. BSSB **FLOOR PLAN WORKSHEET**: (including calculations) *PARKING ANALYSIS*

- Full size - 1 copy

6. BSSB **ELEVATIONS**:

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

7. LVA **CONCEPTUAL LANDSCAPING PLAN**:

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

8. **CORPORATE IMAGE FEATURES**

9. BSSB **LIGHTING DETAILS AND CUT SHEETS**:

- Full size - 1 copy

10. BSSB **PHOTOMETRIC ANALYSIS** with horizontal foot candle diagram

- Full size - 1 copy

11. LVA **LIGHTING SITE PLAN**, include all lighting (free standing, building mounted, canopy, landscaping, etc.)

- Full size - 1 copy

12. **TRAFFIC IMPACT STUDY** (Refer to Guidelines) - 3 copies

13. **PARKING STUDY** - 3 copies

14. W-P **TRIP GENERATION COMPARISON** - 3 copies

15. **PARKING MASTER PLAN**: 3 copies (required for reduction of ordinance requirements)

16. W-P **DRAINAGE REPORT**: *THIS SITE* 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 & Development Services 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.

17. **ESL ADDENDUM** (refer to Guidelines) - 2 copies (forms provided)

✓ 18. **LVA OTHER** UP CRITERIA ADDRESSED IN NARRATIVE

PART III - 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")

- | | |
|---|---|
| <p>WA
WA</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>8-1/2" x 11" - 2 color or black and white copies</p> <p>A. Context aerial and context site plan</p> <p>B. Site plan</p> <p>C. Floor plans</p> <p>D. Elevations</p> <p>E. Landscape plans</p> <p>F. Other _____</p> |
|---|---|

Tim Curtis
PROJECT COORDINATOR

5/31/2005
DATE