



# Development Review Board

## Application Checklist

Project Name: \_\_\_\_\_ COS Project Number: \_\_\_\_\_ - PA - \_\_\_\_\_

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that **ALL** items checked will be required at the time of formal submittal. An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call Current Planning at 480-312-7000.

call for appt

### PART I -- GENERAL REQUIREMENTS

*All Graphics And Plans Shall Be To Scale And Dimensioned. (No binders please)*

Req'd	Rec'd		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 1.	Development Review Application Checklist ( <i>this form</i> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 2.	Application Fee -- \$ <u>165</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 3.	Completed Application Form ( <i>form provided</i> )
<input type="checkbox"/>	<input type="checkbox"/>	3a.	Copy Of Liquor License Application (For All Bars / Restaurants)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4.	Proposition 207 information handout (sample agreement provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 5.	Letter Of Authorization of Affidavit (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 6.	Project Narrative ( <i>form provided</i> ) Describe site and building design
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 7.	Current Title Report (requirements form provided)- no older than 30 days <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 1 copy.</li> <li>• Include complete Schedule A and Schedule B.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 8.	Legal Description (if not included in Title Report) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" -1 copy</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 9.	Provide A Combined Context Aerial And Context Site Plan: <ul style="list-style-type: none"> <li>• 24" x 36" -1 FOLDED color copy</li> <li>• 11" x 17" - 1 color copy</li> </ul> <p>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:</p> <p style="text-align: center;"> <math>\frac{\quad}{\quad}</math> 1 mile  <u>1/4 MILE</u> other         </p>

### Planning & Development Services Department

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75-DR-2007  
1ST: 11/06/07

## DRB Application Checklist

Show the proposed site plan in relation to surrounding development including the following:

- Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls)
- Label surrounding zoning and land uses, in white letters
- Streets including sidewalks, and any surrounding driveways or intersections
- Bike paths and trails
- 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):

- |                                     |                          |     |   |
|-------------------------------------|--------------------------|-----|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. | <p><b>Existing Conditions Photo Exhibit And Index Of Photos For Inclusion In DRB Packets (15 sets)</b></p> <ul style="list-style-type: none"> <li>• Color copies are required (Printed digital photos are OK).</li> <li>• Photos must be numbered; you may place up to four (4) photos per page</li> <li>• Page size must be 8-1/2" x 11"</li> <li>• Provide 1 set of photos with index graphic at time of submittal</li> <li>• An index graphic showing the required photo locations and numbers must be attached as the 1st page of the photo exhibit on each of the 15 sets</li> <li>• Show all existing buildings on site</li> <li>• We will not accept photos mounted on cardboard, foamboard, particleboard, posterboard, or other materials.</li> <li>• 1 or 2 photos of the existing condition of the site and representative photos of the architecture</li> </ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. | <p><b>Location Map:</b> Provide a map, drawn to scale, showing the location of the site in relation to arterial &amp; intersecting streets and indicating the zoning of the site and adjacent properties.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" -1 copy</li> </ul>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. | <p><b>Abbreviated Water &amp; Sewer Need Report</b> (Provided with Water Resources Non-Residential Development Fee Packet.)</p>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. | <p><b>Policy Or Appeals Of Required Dedications And/Or Exactions</b> (form provided): This document must be signed and dated by the property owner</p>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | 14. | <p><b>Design Guidelines</b> (provided to applicant)</p>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | 15. | <p><b>Archaeological Resources</b> (information sheets provided):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of No Effect / Approval Application Form (provided)</li> <li><input type="checkbox"/> Archaeology Survey and Report -2 copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only -2 copies</li> <li><input type="checkbox"/> Copies of Previous Archeological Research -1 copy</li> <li><input type="checkbox"/> Map(s)/Narrative for any archaeological resources within a Master Planned Development or larger project- 1 copy</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | 16. | <p><b>Historic Property:</b> (existing or potential historic property)</p> <ul style="list-style-type: none"> <li>• Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | 17. | <p><b>Completed Airport Vicinity Development Checklist</b> -Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)</p>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | 18. | <p><b>Neighborhood Involvement</b> (see provided packet for requirements)</p>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | 19. | <p><b>Purchase Agreement "In Lieu Parking Credits"</b> (form provided) completed form to be submitted prior to DRB hearing</p>  |

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**PART II -- REQUIRED PLANS & RELATED DATA**

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- 1. **Site Plan:** See provided Plan and Report Requirements
  - 24" x 36" -15 FOLDED copies
  - 11" x 17" -1 copy
  - Digital -1 copy (See Digital Submittal Plan Requirements)
  - 8-1/2" x 11" -1 copy
- 2. **Project Data Sheet** (form provided)
- 3. **Site Plan Worksheet** including calculations (sample attached)
  - 24" x 36" -1 FOLDED 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):
  - 24" x 36" -1 FOLDED copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 copy
- 5. **Phasing Plans** showing the proposed infrastructures and access to each phase of the development.
  - 24" x 36" -1 FOLDED copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 copy
- 6. **Typical Lot Layout** for all lot types - i.e. corner, interior, flag, pie, etc.:
  - 8 1/2" x 11" -1 copy (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**

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- 1. **Elevations:** Show all sides of all building(s) and indicate building heights & label all materials and colors on plans.
  - 24" x 36" -2 FOLDED color copies (photo quality paper is not allowed)
  - 11" x 17" -1 color copy
  - Digital -1 copy (See Digital Submittal Plan Requirements)
  - 8-1/2" x 11" -1 color copy
- 2. **Streetscape Elevation(s):** Include landscaping and site walls
  - 24" x 36" -1 FOLDED copy
  - Unmounted color copy 11" x 17" -1 copy
  - 8-1/2" x 11" -1 copy
- 3. **Perspective Drawing:**
  - 24" x 36" -1 FOLDED color copy
  - 11" x 17" -1 color copy
  - 8-1/2" x 11" -1 color copy

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

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**DRB Application Checklist**

- 4. Floor Plans:**
- 24" x 36" -1 **FOLDED** copy
  - 11" x 17" -1 copy
  - Digital -1 copy (See Digital Submittal Plan Requirements)
  - 8-1/2" x 11" -1 copy

- 5. Floor Plan Worksheet:** (including calculations)
- 24" x 36" -1 **FOLDED** copy
  - Digital -1 copy (See Digital Submittal Plan Requirements)

- 6. Wall Details & Entry Feature:**
- 24" x 36" -1 **FOLDED** copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 copy

- 7. Corporate Image Features**

- 8. Sign Details:**
- 24" x 36" -1 **FOLDED** copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 copy

**PART IV – LIGHTING PLAN**

- 1. Photometric Analysis** with horizontal foot candle diagram
- 24" x 36" -1 **FOLDED** copy

- 2. Lighting Site Plan;** include landscape lighting, building lighting and all other lighting
- 24" x 36" -1 **FOLDED** copy

- 3. Manufacturer Cut Sheets Of All Proposed Lighting Shall Be Submitted On Full Size 24" x 36" Sheets**

- 4. OTHER:** \_\_\_\_\_

**PART V -- ENGINEERING REPORTS & RELATED REQUIREMENTS**

- 1. Results Of Alta Survey:**
- 24" x 36" -1 **FOLDED** copy no older than 30 days, may submit with boundary survey

- 2. Topography Map:** (include 2'-0" minimum contours except where slopes exceed 15%)
- 24" x 36" -1 **FOLDED** copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -1 Copy

- 3. Drainage Report:** See Sec. 4.700 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.
- Demonstrate compliance with Army Corp. Of Engineers with 404 compliance
  - Demonstrate compliance with National Pollutant Discharge Elimination Systems (NPES)
  - 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)

**Current Planning will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.**

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- 4. Traffic Impact Study:**
  - 3 copies
- 5. Parking Study:**
  - 2 copies (required for reduction of ordinance requirements)
- 6. Trip Generation Comparison:**
  - 2 copies
- 7. Parking Master Plan:**
  - 2 copies (required for reduction of ordinance requirements)
- 8. Cross Section Detail: (no vertical exaggeration)**
  - 24" x 36" -1 **FOLDED** copy
  - 11" x 17" -1 copy
  - 8-1/2" x 11" -2 copies (quality suitable for reproduction)
- 9. Water Study (basis of design report)- 3 copies**
  - To be submitted for distribution to Water Resources
- 10. Waste Water Study (basis of design report) - 3 copies**
  - To be submitted for distribution to Water Resources
- 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:

- 24" x 36" -2 **FOLDED** copies: 1 color and 1 black & white
- 11" x 17" -1 color copy
- 8-1/2" x 11" -1 color 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:
  - landscaping not on the approved low water plants list and
  - turf provided. Also show any water features per City Code requirements Section 49-241 through section 49-247, and low water drought tolerant plant list per the Arizona Department of Water Resources.
- 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**

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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 of each material used, 2"x 2" maximum size, mounted on 8-1/2" x 11" or 11" x 17" board. Clearly label each sample for: Color (i.e. Frazee #5555 Bright Blue) Finish (i.e. Bronze Anodized Aluminum for windows and doors)
- Glass sample 3" x 3" and identify reflectivity
- Material (i.e. split face CMU), (Stucco 3" x 3")
- Layout colors in the proportions to be used on the building/structure
- Include a photo of the elevations
- Photo of the material board

2. Color Drawdowns:

- Provide 1 5" x 7" minimum 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: \_\_\_\_\_

*By signing below, the parties agree that the above documentation has been submitted/received.*

\_\_\_\_\_  
Applicant Signature

  
Coordinator Signature

\_\_\_\_\_  
Date

10/10/2007  
Date

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