



Conditional Use Permit Application Checklist

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.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application will be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. Completed Application Checklist (<i>this form</i>)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee -- \$ <u>2,385.00</u> (subject to change every July) \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Application Form (<i>form provided</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Proposition 207 information handout (sample agreement provided) → <u>TO COME</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Authorization (from property owner(s) if property owner did not sign the application form) <ul style="list-style-type: none"> List owners of property and/or list of principal of Limited Liability Company (LLC) controlling property Affidavit of Authority to Act for Property Owner
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Project Narrative (<i>form provided</i>) Describe criteria in Sect. 1.400 and any additional criteria Add additional criteria: <input checked="" type="checkbox"/> Bar <input type="checkbox"/> Live Entertainment <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u> 7. Current Title Report (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – 1 copy Include legal description and complete Schedule A and Schedule B.

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8. Provide a Combined Context Aerial and Context Site Plan

N/A

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:

- 350 feet radius from site
- Other: _____

- 24" x 36" - **FOLDED**- 2 color copies
- 11" x 17" - 1 color copy (quality suitable for reproduction)

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;
- Streets including sidewalks, and any surrounding driveways or intersections;
- Show bike paths and trails; and
- 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: Mounted Or Printed On 8-1/2"X11" Paper (Printed digital photos are OK)

N/A

- 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 12 color copy sets - 8-1/2" x 11"

11. Assessor's Map (obtain from Records Department) identifying parcel(s); project location is to be clearly marked:

N/A

- 8-1/2" x 11" - 2 copies

12. Location Map

N/A

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 (quality suitable for reproduction - sample attached)

13. Neighborhood Involvement Requirements - (form provided)

14. Community Input Certification-(form provided)

15. School District Notification: map attached

16. Policy for Appeal of Required Dedications or Exactions (form provided)

TO COME

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17. Archaeological Resources (information sheets provided)
N/A
- Certificate of No Effect / Approval Application Form (provided)
 - Archaeology Survey and Report - 3 copies
 - Archaeology 'Records Check' Report Only - 3 copies
 - Copies of Previous Archeological Research - 1 copy
 - Maps(s)/Narrative for any archaeological resources within a Master Planned Development or larger project - 1 copy

17. Historic Property (existing or potential historic property)
N/A
- Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan

18. Completed Airport Vicinity Development Checklist
N/A
- Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)

19. Site Posting Requirements and Affidavit (decals provided) **REMOVED (READ)**

20. Purchase Agreement for "In Lieu Parking Credits" (form provided)
N/A
- Completed form to be submitted prior to DRB hearing

PART II -- REQUIRED PLANS & RELATED DATA

All Graphics And Plans Shall Be To Scale And Dimensioned.

1. Site Plan (Include all existing or approved site plan data. Use an engineer's scale not less than 1" = 40')
- 24" x 36" - 11 copies, FOLDED **OVERALL SITE PLAN w/ MINIBAR**
 - 11" x 17" - 1 copy (quality suitable for reproduction) **HIGHLIGHTED**
 - Digital - 1 copy (See Digital Submittal Plan Requirements)

2. Project Data Sheet (form provided)

3. Site Plan Worksheet including calculations (sample provided)
N/A
- 24" x 36" - 1 copies, FOLDED

4. Floor Plans: (Use an architect's scale not less than 1/8" = 1'. The floor plan data shall be used to determine parking requirements & kitchen area as a percentage of total square footage).
- 24" x 36" - 1 copies, FOLDED
 - 11" x 17" - 1 copy
 - Digital - 1 copy (See Digital Submittal Plan Requirements)

5. Floor Plan Worksheet: (Including calculations) **IDENTIFY BAR SERVICE AREA.**
- 24" x 36" - 1 copies, FOLDED

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16. ESL Addendum, Slope Analysis, NAOS Plan, Site Plan with Superimposed Topographic Map
N/A • 2 copies each (forms provided)

17. Security, Maintenance & Operations Plan (For Bars and Live Entertainment)

18. Operations Plan → NEEDS TO BE REVIEWED + APPROVED BY SCOTTSDALE PD.

19. Other

20. Submit items pursuant to the Submittal Instructions provided.
 21. An appointment must be scheduled to submit this application. To schedule your submittal Meeting. Please call Current Planning at 312-7000.

Notes:

Coordinator Date 10/19/10

This application needs a: New Project Number _____ or Old Project Number: _____

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