



# 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.

☒ ☒ 1. Completed Application Checklist (*this form*)

☒ ☐ 2. Application Fee -- \$ 2,385.00 (subject to change every July)  
\$ \_\_\_\_\_ (subject to change every July)

☒ ☒ 3. Completed Application Form (*form provided*)

☒ ☐ 4. Proposition 207 information handout (sample agreement provided)

*working*

☒ ☐ 5. Authorization (from property owner(s) if property owner did not sign the application form)

- List owners of property and/or list of principal of Limited Liability Company (LLC) controlling property
- Affidavit of Authority to Act for Property Owner

☒ ☒ 6. Project Narrative (*form provided*) Describe criteria in Sect. 1.400 and any additional criteria  
Add additional criteria : ☐ Bar ☒ Live Entertainment ☐ Other

☐ ☒ *IF CHANGE IN OWNERSHIP.*  
7. Current Title Report (requirements form provided)

- 8-1/2" x 11" -- 1 copy
- Include legal description and complete Schedule A and Schedule B.

### Planning, Neighborhood & Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 Phone 480-312-7000 Fax 480-312-7000

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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)

- 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:

- 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)

Working

☒ ☐ 14. Community Input Certification-(form provided)☒ ☐ 15. School District Notification: map attached☒ ☐ 16. Policy for Appeal of Required Dedications or Exactions (form provided)

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☒ ☒

N/A

**17. Archaeological Resources** (*information sheets provided*)

- ☐ 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

☒ ☒

N/A

**17. Historic Property** (*existing or potential historic property*)

Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan

☒ ☒

N/A

**18. Completed Airport Vicinity Development Checklist**

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** (*decal provided*)

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☒ ☒

N/A

**20. Purchase Agreement** for "In Lieu Parking Credits" (*form provided*)

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')

IDENTIFY TENANTS w/ LE

- 24" x 36" - **11** copies, **FOLDED**
- 11" x 17" - **1** copy (quality suitable for reproduction)
- Digital -1 copy (See Digital Submittal Plan Requirements)

☒ ☒

N/A

**2. Project Data Sheet** (*form provided*)☒ ☒

N/A

**3. Site Plan Worksheet** including calculations (*sample provided*)

- 24" x 36" - **1** copies, **FOLDED**

☒ ☒

N/A

**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)

☒ ☒

N/A

**5. Floor Plan Worksheet:** (including calculations)

- 24" x 36" - **1** copies, **FOLDED**

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☒ ☒ 6. Elevations:

N/A

- 24" x 36" - 1 color copy **FOLDED**
- 11" x 17" - 1 color copy
- Digital- 1 copy (See Digital Submittal Plan Requirements)

☒ ☒ 7. Conceptual Landscaping Plan:

- 24" x 36" - 1 color copy **FOLDED**
- 11" x 17" - 1 color copy

☒ ☒ 8. Corporate Image Features☒ ☒ 9. Lighting Details And Cut Sheets:

- 24" x 36" - 1 copy **FOLDED**

☒ ☒ 10. Photometric Analysis with horizontal foot-candle diagram

- 24" x 36" - 1 copy **FOLDED**

☒ ☒ 11. Lighting Site Plan, include landscape lighting, building lighting and all other lighting

- 24" x 36" - 1 copy **FOLDED**

☒ ☒ 12. Parking Analysis☒ ☒ 13. Parking Master Plan:

N/A

- 3 copies (required for reduction of ordinance requirements)

☒ ☒ 14. \_\_\_\_\_ Transportation Impact & Mitigation Analysis (TIMA): Contact the TIMA Coordinator,

MAY OR MAY \_\_\_\_\_ at \_\_\_\_\_, for TIMA requirements.

Name

Phone

NOT NEED At time of submittal, provide letter from the TIMA coordinator.

FULL TIMA. \_\_\_\_\_ Trip Generation Analysis- 3 copies

ADDRESS TRAFFIC. \_\_\_\_\_ Traffic Impact Study- 3 copies

ADDRESS TRAFFIC. \_\_\_\_\_ Traffic Evaluation- 3 copies (for Bars, Live Entertainment)

☒ ☒ 15. 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.

N/A

- Demonstrate compliance with Army Corp. of Engineers 404 compliance
- Demonstrate compliance with National Pollutant Discharge Elimination Systems (NPDES)
- 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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☒ ☒ 16. ESL Addendum, Slope Analysis, NAOS Plan, Site Plan with Superimposed Topographic Map

N/A

- 2 copies each (forms provided)

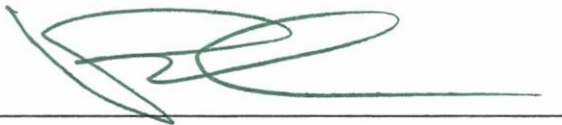
☒ ☒ 17. Security, Maintenance & Operations Plan (For Bars and Live Entertainment)☒ ☒ 18. Operations Plan☐ ☐ 19. Other

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☒ 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

10/13/10

This application needs a: ☒ New Project Number \_\_\_\_\_ or ☐ Old Project Number: \_\_\_\_\_

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