

September 17, 2010

88-DR-2010
David Hovey, Jr.
Optima Dch Development Inc
7147 E Rancho Vista Dr Ste 104
Scottsdale, AZ 85251

RE: DRB/PRELIMINARY PLAT APPROVAL NOTIFICATION

Case Reference No: 88-DR-2010 Optima Sonoran Village

The Development Review Board approved the above referenced case on September 16, 2010. For your use and reference, we have enclosed the following documents:

- Approved Stipulations/Ordinance Requirements
- Fire Ordinance Requirements
- Site Plan with Fire Dept. Requirements Notations
- Construction Document Submittal Requirements/Instructions
 - These instructions are provided to you so that you may begin to assemble information you will need when submitting your construction documents to obtain a building permit. For assistance with the submittal instructions, please contact your project coordinator Brad Carr, AICP, 480-312-7713.
- Table: "About Fees"
 - A brief overview of fee types. A plan review fee is paid when construction documents are submitted, after which construction may begin. You may review the current years fee schedule at:

http://www.scottsdaleaz.gov/bldgresources/Fees/default.asp

Please note that fees may change without notice. Since every project is unique and will have permit fees based upon it's characteristics, some projects may require additional fees. Please contact the One Stop Shop at 480-312-2500.

Finally, please note that as the applicant, it is your responsibility to distribute copies of all enclosed documents to any persons involved with this project, including but not limited to the owner, engineers, architect, and developer.

Sincerely,

Brad Carr, AICP Senior Planner

bcarr@ScottsdaleAZ.gov

Stipulations for the Development Review Board Application: Optima Sonoran Village Case Number: 88-DR-2010

These stipulations are intended to protect the public health, safety, welfare, and the City of Scottsdale. Unless otherwise stated, the owner's completion of all requirements below is subject to the satisfaction of Project Coordinator and the Final Plans staff.

APPLICABLE DOCUMENTS AND PLANS:

- 1. Except as required by the Scottsdale Revised Code, the Design Standards and Policies Manual (DS&PM), and the other stipulations herein, the site design and construction shall substantially conform to the following documents:
 - a. Architectural elements, including dimensions, materials, form, color, and texture, shall be constructed to be consistent with the building elevations submitted by David Hovey & Associates Architect, Inc., with a city staff date of 08/13/2010.
 - b. The location and configuration of all site improvements shall be consistent with the site plan submitted by David Hovey & Associates Architect, Inc., with a city staff date of 08/13/2010.
 - c. Landscape improvements, including quantity, size, and location shall be installed to be consistent with the conceptual landscape plan submitted by David Hovey & Associates Architect, Inc., with a city staff date of 08/13/2010.
 - d. The case drainage report submitted by Kimley-Horn & Associates (City of Scottsdale Project# 478-10) and accepted in concept by the Stormwater Management Division of the Municipal Services Department.
 - e. The water and sewer basis of design report (City of Scottsdale Project# 478-10-1) submitted by Kimley-Horn and Associates, Inc and accepted in concept by the Water Resources Department on March 26, 2010.

RELEVANT CASES:

Ordinance

A. At the time of review, the applicable General Plan Amendment, Zoning, and Abandonment cases for the subject site were: 1-GP-2010, 1-ZN-2010 and 3-AB-2010.

SITE DESIGN:

DRB Stipulations

 Refuse enclosures shall be constructed in conformance with the City of Scottsdale Supplements to MAG Standard Details. Details for construction of refuse enclosures can be found in the City of Scottsdale Supplements to MAG Standards Details, standard detail #2146-1 for single enclosures, and #2147-1 for double enclosures.

LANDSCAPE DESIGN:

DRB Stipulations

Prior to the issuance of a building permit, the owner shall submit landscape improvement
plans that require the utilization of the City of Scottsdale's Supplement to MAG Standard
Specifications for the landscape and irrigation improvements within the public right-of-way
median(s).

EXTERIOR LIGHTING:

DRB Stipulations

- 4. All exterior luminaires shall meet all IESNA requirements for full cutoff, and shall be aimed downward and away from property line except for sign lighting.
- 5. Incorporate the following parking lot and site lighting into the project's design: Parking Lot and Site Lighting:
 - a. The maintained average horizontal illuminance level, at grade on the site, shall not exceed 2.5 foot-candles. All exterior luminaires shall be included in this calculation.
 - b. The maintained maximum horizontal illuminance level, at grade on the site, shall not exceed 10.0 foot-candles. All exterior luminaires shall be included in this calculation. All exterior luminaires shall be included in this calculation.
 - c. The initial vertical illuminance at 6-foot above grade, along the entire property line, or 1-foot outside of any block wall exceeding 5-foot in height, shall not exceed 1.5 foot-candles. All exterior luminaires shall be included in this calculation.

VEHICULAR AND BICYCLE PARKING:

DRB Stipulations

6. The developer shall provide bicycle racks per City of Scottsdale's requirements. Location of the bicycle rack shall be identified on the plans. Double bicycle rack per City of Scottsdale Standard Detail# 2285 shall be used.

STREETS, IMPROVEMENTS AND RELATED DEDICATIONS:

DRB Stipulations

7. Before any building permit is issued for the site, dedicate the following right-of-way and construct the following street improvements:

Street Name	Street Type	Dedications	Improvements	Notes
Camelback Road	Minor Arterial	55' half street right-of-way (existing)	Sidewalk, deceleration lane, transit improvement	a, d
68 th Street	Minor Collector	40' half street right-of-way (existing)	Sidewalk, deceleration lane	b, c

Public Alley	Alley	20' right-of-way (existing)		
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- a. The developer shall upgrade the sidewalk on Camelback Road to minimum 10 foot width located at back of curb.
- b. The developer shall upgrade the sidewalk on 68th Street to minimum 8 foot width. The sidewalk shall be separated from the back of curb with a five (5) foot minimum separation.
- c. A deceleration lane shall be provided at the site entrance on 68th Street. The length of deceleration lane may be minimized to lessen the impact to the property to the south.
- d. The developer shall construct transit improvement on Camelback Road, east of 68th Street. The transit design shall include a transit shelter, a bus bay, a trash can and a bicycle rack. The bus bay can be designed as a combination of deceleration lane/bus bay/fire access pad and can be located close to 68th Street to provide more room for the bus to merge into Camelback Road. The developer has the flexibility to choose the City's standard design or an alternative design to reflect site architecture. The transit design shall be reviewed and approved by City of Scottsdale Transportation Engineering staff.
- 8. Before any building permit is issued for the site, the owner shall submit plans and receive plan approval to construct two driveways, one on 68th Street and one on Camelback Road in general conformance with City of Scottsdale's Supplement to the MAG Standard details, detail 2257 -1, Type CH-1.

EASEMENTS DEDICATIONS AND RELATED IMPROVEMENTS:

Ordinance

B. Before any building permit is issued for the site, the owner shall dedicate a sight distance easement over sight distance triangle(s) in conformance with figures 5.3-26 and 5.3-27 of Section 5.3 of the DS&PM.

DRB Stipulations

- The developer shall dedicate additional right-of-way along Camelback Road and 68th Street
 to extend over the sidewalk and Scottsdale Fire Department access pad and deceleration
 lanes located on private property.
- 10. Before any building permit is issued for the site, the owner shall dedicate a bus stop easement over the transit shelter and pad located on Camelback Road, east of 68th Street.
- 11. Before any building permit is issued for the site, the owner shall dedicate a minimum twenty (20) foot wide water line easement centered on the public water line.

WATER AND WASTEWATER STIPULATIONS

DRB Stipulations

12. Existing water and sewer service lines to this site shall be utilized, or shall be disconnected at the main pursuant to the Water Resources Services Department requirements.

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- 13. For any design that modifies the accepted Basis of Design reports, the owner shall submit a site-specific addendum to the Basis of Design Reports, subject to review and acceptance by City of Scottsdale Water Resources Department
- 14. The developer shall abandon the existing 6" water line along east property line by remove and dispose the line in compliance with all applicable environmental requirements.
- 15. The developer shall maintain minimum 7-feet offset between the tree trunks and new water line.
- 16. The developer shall install reduce pressure backflow prevention close to the water meter. The backflow prevention apparatus shall be aesthetically screened.
- 17. The developer shall provide a grease interceptor, if the commercial component of this development will include food preparation.

DRAINAGE AND FLOOD CONTROL:

DRB Stipulations

18. With the improvement plan submittal, the owner shall submit a final drainage report that demonstrates consistency with the DS&PM and the case drainage report accepted in concept by the Director or designee of the Stormwater Management Division of the Municipal Services Department.

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FIRE ORDINANCE REQUIREMENTS

(INCORPORATE INTO BUILDING PLANS AS GENERAL NOTE BLOCK - USE ONLY THE DESIGNATED STIPULATIONS)

- ☑ 1. PREMISES IDENTIFICATION TO BE LEGIBLE FROM ☑ 11. BACKFLOW PREVENTION WILL BE REQUIRED STREET OR DRIVE & MUST BE ON ALL PLANS. ON VERTICAL RISER FOR CLASS 1 & 2 FIRE SPRINKLER SYSTEMS PER SCOTTSDALE ☑ 2. FIRE LANES & EMERGENCY ACCESS SHALL BE REVISED CODE
 - PROVIDED & MARKED IN COMPLIANCE WITH CITY ORDINANCE & IFC AT THE FOLLOWING LOCATIONS. ☑ 12. PROVIDE ALL WEATHER ACCESS ROAD (MIN. 16') TO ALL BUILDINGS & HYDRANTS FROM PUBLIC WAY
 - □ 13. SEE APPROVED CIVILS FOR THE NUMBER OF FIRE HYDRANTS REQUIRED. DEVELOPER SHALL HAVE THE REQUIREDHYDRANTS INSTALLED & DETERMINE ULTIMATE COMPLIANCE WITH THE FAIR OPERABLE PRIOR TO THE FOOTING INSPECTION. HOUSING ADMENDMENTS ACT & AMERICANS WITH HYDRANTS SHALL BE SPACED AT A MAXIMUM OF **DISABILITIES ACT & INCORPORATE SAME INTO** tbd AT **GPM. THE DEVELOPER SHALL MAKE** THE C.O.S. APPROVED CIVIL WATER PLANS THEIR BUILDING PLANS. AVAILABLE TO THE FIRE SPRINKLER CONTRACTOR.
 - **□ 14. PORTABLE FIRE EXTINGUISHERS SHALL BE** INSTALLED. SEE SHEET(S)

DURING CONSTRUCTION.

- **☑ 15. EXIT & EMERGENCY LIGHTING SHALL COMPLY** WITH THE C.O.S. ORDINANCE & THE IFC. SEE SHEETS tbd
- **☑** 16. SUBMIT MSDS SHEETS & AGGREGATE QUANTITY FOR ALL HAZARDOUS MATERIALS INCLUDING FLAMMABLES, PESTICIDES, HERBICIDES, CORROSIVES, OXIDIZERS, ETC. A PERMIT IS REQUIRED FOR ANY AMOUNT OF HAZARDOUS MATERIALS STORED, DISPENSED, **USED OR HANDLED. COMPLETE AN HMMP & SUBMIT** WITH THE BUILDING PLANS.
- **□ 17. FIRELINE. SPRINKLER & STANDPIPE SYSTEM SHALL** BE FLUSHED & PRESSURE TESTED PER NFPA STANDARDS & SCOTTSDALE REVISED CODES.
- **☑ 18. FDC SIAMESE CONNECTIONS FOR SPRINKLERS** AND/OR STANDPIPES WILL BE LOCATED PER ORDINANCE AND/OR AT AN APPROVED LOCATION. (NSHT) MINIMUM SIZE 2-1/2 x 2-1/2 x ☑ 4' TO 8' BACK OF CURB; INDEP. WET LINE. WALL MOUNTED - 15' CLEAR OF OPENINGS.
- ☑ 19. ADEQUATE CLEARANCE SHALL BE PROVIDED AROUND FIRE RISER. DIMENSIONS FROM FACE OF PIPE SHALL MEASURE A MINIMUM OF 12" OFF THE BACK OF WALL, 18" ON EACH SIDE & 36" CLEAR IN FRONT WITH A FULL HEIGHT DOOR. THE FIRE LINE SHALL EXTEND A MAXIMUM OF 3' INTO THE BUILDING FROM INSIDE FACE OF WALL TO CENTER OF PIPE.

- ☑ 3. IT IS THE DEVELOPERS RESPONSIBILITY TO
- **□ 4. SUBMIT PLANS & SPECS FOR SUPERVISED AUTOMATIC EXTINGUISHING SYSTEM FOR ALL COOKING APPLIANCES, HOOD PLENUMS & EXHAUST DUCTS.**
 - 5. PROVIDE A KNOX ACCESS SYSTEM:
 - A. KNOX BOX
 - B. PADLOCK
 - □ C. KNOX OVERRIDE & PRE-EMPTION STROBE SWITCH FOR AUTOMATIC GATES.
- ☐ 6. INSTALL AN AS BUILT DRAWING CABINET ADJACENT TO THE FIRE SPRINKLER RISER. IT SHALL BE OF ADEQUATE SIZE TO ACCOMMODATE **BOTH THE FIRE SPRINKLER & FIRE ALARM** DRAWINGS. THE CABINET SHALL BE PROVIDED WITH A LOCK & KEYED TO MATCH THE FIRE ALARM CONTROL PANEL & SUPERVISED BY THE FACP IF APPLICABLE.
- ☑ 7. SUBMIT PLANS FOR A CLASS tbd FIRE ALARM SYSTEM PER SCOTTSDALE REVISED CODES.
- 8. PROVIDE INTERIOR TENANT NOTIFICATION WHEN OFF-SITE MONITORING IS REQUIRED. (SEE FIRE ALARM INTERPRETATIONS FOR CLARIFICATION)
- ☑ 9. ADD 2-1/2" WET FIRE HOSE VALVES (NSHT) IF FLOOR AREA EXCEEDS 10,000 SQ. FT. PER FLOOR LEVEL AND/OR IF FIRE DEPT. ACCESS IS LIMITED TO LESS THAN 360°. Exterior hose valves will be required
- ☑ 10. BUILDINGS MAY BE SUBJECT TO INSTALLATION AND TESTING REQUIREMENTS FOR A PUBLIC SAFETY RADIO AMPLIFICATION SYSTEM.

88 DR 2010 DATE: 8/12/10

⊠		SPRINKLER SYSTEM SHALL BE INSTALLED TO COMPLY WITH MINIMUM NFPA CRITERIA 2002 EDITION & SCOTTSDALE REVISED CODES. SYSTEMS WITH 100 HEADS OR MORE SHALL HAVE OFF-SITE MONITORING. AFTER BUILDING PLAN REVIEW, INSTALLING CONTRACTOR SHALL SUBMIT (3) THREE COMPLETE SETS OF DRAWINGS & HYDRAULIC CALCULATIONS REVIEWED BY A MINIMUM NICET III DESIGN TECHNICIAN.
	A.	MODIFIED NFPA 13-D SYSTEM WITH RESIDENTIAL QUICK RESPONSE SPRINKLER HEADS (2002 EDITION)
	8.	MODIFIED NFPA 13R SYSTEM (2002 EDITION) WITH RESIDENTIAL QUICK RESPONSE SPRINKLER HEADS IN DWELLING UNITS & ATTIC AREAS FED FROM SEPARATE FIRELINE PER C.O.S. ORDINANCE & INTERPRETATIONS & APPLICATIONS. CALCULATE UP TO FOUR REMOTE HEADS & 900 SQ FT MIN. IN ATTIC.
\boxtimes	C.	NFPA 13 2002 EDITION COMMERCIAL SYSTEM / DESIGN CRITERIA: tbd SEISMIC DESIGN CATEGORY SHALL BE DETERMINED BY STRUCTURAL ENGINEER.
	D.	THE FIRE SPRINKLER SYSTEM DESIGN FOR WAREHOUSE / STORAGE OCCUPANCIES SHALL BE BASED ON THE FULL HEIGHT CAPACITY OF THE BUILDING PER SCOTTSDALE REVISED CODE. DENSITY CRITERIA: tbd
	E,	SPRINKLER DESIGN CRITERIA FOR UNSPECIFIED WAREHOUSE COMMODITIES: .45 OVER 3000 SQ. FT.
	F.	THE PROJECT SPECIFICATIONS SHALL BE SUBMITTED WITH CONTRACT DRAWINGS.

☐ G. Due to limited access, supplemental fire protection will be required for this project. A preliminary design shall be cepted by the Fire Department before completion of improvement plans.

Submit three (3) complete sets of drawings submitted by installing contractor, after building plan review is complete. Please refer questions to Fire Dept. Plan Review, 312-7070, 312-7684, 312-7127, 312-2372.





A copy of these Construction Document Application submittal requirements must accompany your first Construction Document Application submittal. Provide each item listed on the submittal checklists with your first construction document plan review application.



The Architectural Plan Application, Improvement Plan Application, Fire Department Deferred Shop Drawings, and Map of Dedication Application (if required) must be submitted at the same time, in separate packages as described below. The Native Plant Application, (This is also used for Downtown "D" zoned properties) may be submitted prior to any other application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

To modify these requirements, the applicant must contact the City of Scottsdale's Project Coordinator in the Planning, Neighborhood, and Transportation Division. Any modification to the Construction Document Application Requirements must be completed prior to coming into the City of Scottsdale's Planning, Neighborhood, and Transportation Division's One Stop Shop to submit for the first Construction Document Application plan review application. The City of Scottsdale's Planning, Neighborhood, and Transportation Division Staff reserves the right to refuse to modify these requirements.



The applicant is responsible for consolidating each application submittal package by Section and each section must be separated by the review discipline (Building Review, Fire Review, Planning Review and Stormwater Review) prior to logging into the Planning and Development Services Department's One Stop Shop.

- The following Construction Document Applications must be in separate packages by Section and each section must be separated by the review discipline. See the individual sections herein for each of the application submittal content requirements:
 - Native Plant Plan Application (Section 1)
 - Architectural Plan Application (Section 2)
 - | Improvement Plan Application (Section 3)
 - Map of Dedication Application (Section 4)
 - Fire Department Requirements for Deferred Shop Drawings of the Sprinkler and/or Extinguishing System (Section 5)



Optima Sonoran Village (88-DR-2010)

SECTION I.Native Plant Application Requirements



This information pertains to submittals made for native/salvage plant plan review. Submittals must be complete and submitted to the One Stop Shop of the Planning and Development Services Department with the appropriate plan check fees. The Native / Salvage Plant Submittal may be submitted prior to or concurrent with the first construction document submittal.

NATIVE/SALVAGE PLANT APPLICATION

Submit the Native/Salvage Plans

 The Native/Salvage Plant Plan Application may be submitted prior to or concurrent with the first submittal of any Construction Document Application. For the most recent Native/Salvage Plant submittal requirements and application form, please see the Native Plant Permit Application on the City's website at:

http://www.scottsdaleaz.gov/bldgresources/forms.asp#n



Optima Sonoran Village (88-DR-2010)

SECTION II.

Architectural Constuction Document Application Requirements



Items listed must be submitted with the first submittal of the construction document application, with a copy of this list. All plans must be signed and sealed. Incomplete application will not be accepted. If necessary, the plan reviewer may require additional information and plans after the first submittal. The applicant is strongly encouraged to consult www.scottsdaleaz.gov/bldgresources/planreview for minimal submittal and construction document preparation requirements.

Architectural Construction Document Application plans shall include four (4) complete sets (Building, Planning, and Fire Reviews), each on 24" x 36" paper – minimum or 30" x 40" – maximum, drawn at 1/8-inch scale or larger. In addition to the complete sets, additional plans and/or reports as indicated below shall be included with the Architectural Construction Document Application.



The applicant is responsible for consolidating each review set and related documents by review discipline, (Building Review, Fire Review, and Planning Review) prior to logging into the Planning and Development Services Department's One Stop Shop.

How to read the submittal requirements checklist

Plans and Related Documents		uildi Revie	7.7	Fire	e Revi	iew	Planning Review								
	Tw	Sets	One (1) Set			One (1) Set									
	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included						
Submittal Item				\boxtimes			\boxtimes								
The submittal item cell identifies the items to h	e suhn	nitte	Ч		The submittal item cell identifies the items to be submitted										

The 'Require' check boxes (completed by City Staff) indicate whether or not the submittal item is required.

The 'Provided check box is to be completed by the applicant. Check the box if the submittal item is included with the submittal.

The 'Included' check box is to be completed by City Staff at the time the plans are submitted to the city.



		uildir Revie		Fire	Revi	iew		annir eviev	
Plans and Related Documents	Tw	o (2)	Sets	On	e (1)	Set	On	e (1)	Set
Plans and Related Documents	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included
Architectural Plan Set (4 Sets) :	\boxtimes			\boxtimes			\boxtimes		
Architectural Plans									
Electrical Plans									
 Foundation Plans 									
Mechanical Plans									
 Structural Plans 									
 Photometrics Plans 									
 Exterior Lighting Manufacture Cut Sheets (on 24" x 36" paper minimum) 									
 Civil & Landscape Plans (for reference only) 									
One (1) copy of structural, electrical, and water calculations (may be on drawings)									
One (1) copy of soils report									
Two (2) copies of the International Environmental Energy Code Calculations (Com-Check is acceptable).									
One (1) set of Water & Sewer Development Fee Documents for each NON-RESIDENTIAL Building Permit Application.									
One (1) copy of the Construction Specifications - 8 ½" x 11" bound copies or on plan sheets									
Two (2) copies of the Hazards Materials Report- 8 ½" x 11" bound copies or on plan sheets			5						
One (1) copy of the Storage Report									



			ling ew	Fire	e Rev	iew		Planning Review			
Diamagnad Balatad Bassassa	Two	o (2) Sets	On	e (1)	Set	On	e (1)	Set		
Plans and Related Documents One (1) copy of the Fire & Life Safety Report/Code report One (1) copy Owners Information Certificate (NFPA 13) One (1) copy of the Water Resource Department's approval of the water	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included		
One (1) copy of the Water Resource Department's approval of the water features/fountains											
Owner-Builder Statement (1 copy of original) Obtain Form from the City's Web site at: http://www.scottsdaleaz.gov/bldgresources/fo	rms.as	р	The cor to the C Services submits	One St s Repr	op Sl	nop D	evelo	omen	nt		



Optima Sonoran Village (88-DR-2010)

SECTION III.

Improvement Plan Construction Document Application Requirements



Items listed must be submitted with the first submittal of the construction document application, with a copy of this list. Incomplete application will not be accepted. If necessary, the plan reviewer may require additional information and plans after the first submittal. The applicant is strongly encouraged to consult the City of Scottsdale's Design Standards and Policies Manual (DS&PM) for the minimal submittal and construction document preparation requirements.

Improvement Plan Construction Document Application shall include **four (4) complete sets** (Civil, Fire, Planning and Stormwater), each on 24" X 36" plan sheets, (no other plan size will be accepted) with a minimum horizontal Scale: 1" = 20', a minimum vertical scale: 1" = 2'. The landscape plans and improvement plans shall be drawn at the same scale. In addition to the complete sets, additional plans and/or reports as indicated in the table below shall be included with the Improvement Plan Construction Document Application.



The applicant is responsible for consolidating each review set and related documents by review discipline, (Building Review, Civil Review, Fire Review, Planning Review, and Stormwater Review) prior to logging into the Planning and Development Services Department's One Stop Shop.

Plans and Related Documents		Civil Review One (1) Set			Fire Review One (1) Set			annii eviev	N	Stormwater Review One (1) Set		
	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included
Submittal Item	\boxtimes			\boxtimes								

The 'Require' check boxes (completed by City Staff) indicate whether or not the submittal item is required. The 'Provided check box is to be completed by the applicant. Check the box if the submittal item is included with the submittal. The 'Included' check box is to be completed by City Staff at the time the plans are submitted to the city.



Civ	il Rev	iew	Fire	e Rev	iew				50000000			
On	e (1)	Set	On	One (1) Set			One (1) Set			One (1) Set		
Required	Provided	Included	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included	
									¥.			
			ŭ.			·			e C			
	Required	Required Provided		Required One (1) Set On One (1) Set One	Required Provided Included Required Provided Pro	Provided Included Provided Provided Provided Included Inc	Required Provided Included Provided Included Provided Provided Provided Required Req	Reduired Provided Pro	Reduired Provided Included Provided Provided Provided Provided Provided Provided Included Provided Included Provided Pro	Reduired Browided Browing Brown	Review One (1) Set One (1) Set	



Plans and Related Documents	Civil Review	Fire Review	Planning Review	Stormwater Review		
	One (1) Set	One (1) Set	One (1) Set	One (1) Set		
	Required Provided Included	Required Provided Included	Required Provided Included	Required Provided Included		
Two (2) copies of the Street Light Plan						
One (1) copy of the Final Drainage Report						
One (1) copy of the Master Drainage Report for reference (See Note 3 Below)						
One (1) copy of the following engineering documents for reference (See Note 3 Below): Master Water Report Water Basis Of Design Report Master Sewer Report Sewer Basis Of Design Report						
One (1) copy per set of the Commitment for Title Insurance (not more than 30 days old from the date of the first submittal)						
One (1) copy of the Geotechnical Report						
One (1) copy of structural calculations for retaining walls, fences, and box culverts.						



Plans and Related Documents	Civil Re	eview	Fire Review			Planning Review			Stormwater Review		
	One (1) Set	One	e (1)	Set	One	e (1)	Set	On	e (1)	Set
	Required	Included	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included
One (1) copy of the Engineer's Estimate for:									\boxtimes		
 Box culverts 											
Street improvements											
Two (2) copies of the following documents:									\boxtimes		
 Completed 404 Certification Form 											
Notice of Intent (NOI)											
 The approved Storm Water Storage Waiver Request Form (must be signed by City Staff) 											
One (1) copy of the No-Conflict Forms (Originals must be signed by each utility prior to plan approval)											
One (1) copy of the Original completed easement (PUE, Drainage, Sight Visibility, Access, etc.) dedication form(s), conformation form(s), and legal description(s).											
One (1) copy of the Original completed right-of-way dedication form, conformation form and legal description.											



NOTES:

- Retaining walls, fence walls and fences over 3-feet, monuments over 3-feet, entry gate
 features, building structures, and high voltage electrical or panel electrical must be included
 in the Architectural Plan Application for review and approval. Walls may be designed by a
 Landscape Architect, but shall not be included in the Landscape plan set. High voltage
 connections, electrical panels, electrical meters, and high voltage electrical shall be designed
 by an electrical Engineer and submitted for Building Code Review.)
- Fountain/Water feature details and elevations (fountain structures shall be included in the Architectural Plan Application for review and approval, but shall not be included in the Landscape plan set.)
- 3. All reports shall be accepted by the City prior to the first submittal of Improvement Plans. The owner shall, at a minimum, provide a copy of the cover sheet with the City Staff signatures of acceptance.



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SECTION IV.Map of Dedication Application Requirements



Items listed must be submitted with the first submittal of construction document application, with a copy of this list. Incomplete application will not be accepted. If necessary, the plan reviewer may require additional information and plans after the first submittal of the applicant. The applicant is strongly encouraged to consult the City of Scottsdale's Design Standards and Policies Manual (DS&PM) for the Map of Dedication preparation requirements.

Map of Dedication application shall include **four (4) complete sets,** (Civil, Fire, Planning and Stormwater) each on 24" X 36" plan sheets (no other plan size will be accepted). In addition to the complete sets, additional plans and/or reports as indicated in the table below shall be include with the Improvement Plan Application.



The applicant is responsible for consolidating each review set and related documents by review discipline (Civil Review, Fire Review, Planning Review and Stormwater) prior to logging in to the Planning and Development Services Department's One Stop Shop.

	Ci	vil Revi	iew	Fire	e Revie	ew	Plan	Stormwate Review				
Plans and Related	0	One (1) Set			One (1) Set			ne (1) S	One (1) Set			
Documents	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included	Required	Provided	Included
Submittal Item	\boxtimes			\boxtimes						\boxtimes		
The 'Require' check boxes (completed by City Staff) indicate whether or not the submittal item is required. The 'Provided check box is to be completed by the applicant. Check the box if the submittal item is included with the submittal. The 'Included' check box is to be completed by City Staff at the time the plans are submitted to the city.												
Map of Dedication Plan Set: • Map of										\boxtimes		
Dedication Plans												
ALTA Survey (for reference only)												



Plans and Related Documents	Civil Review One (1) Set			Fire Review One (1) Set			Plani	Stormwater Review One (1) Set				
	Required	Provided	lncluded	Required				One (1) Set Provided Included			Required Provided	
One (1) copy per set of the Commitment for Title Insurance (not more than 30 days old from the date of the 1st submittal)	\boxtimes											

SECTION V.

Fire Department Requirements For Deferred Shop Drawings of the Sprinkler, Extinguishing, and/or Alarm Systems



INSTRUCTIONS -

After building plan and civil plan approval, the installing contractor(s) shall submit the following information:

	Fi	re Revie	w			
Plans and Related Documents		Provided	Included			
Submittal Item						
The 'Require' check boxes (completed by City Staff) indicate whether or not the submittal item is required. The 'Provided check box is to be completed by the applicant. Check the box if the submittal item is included with the submittal. The 'Included' check box is to be completed by City Staff at the time the plans are submitted to the city.						
Three (3)copies of Sprinkler and/or Extinguishing System Plan Sets						
One (1) copy of water and sprinkler calculations	\boxtimes					
One (1) copy of Material Safety Data Sheets	\boxtimes					



NOTE:

At a minimum, all submitted information shall be reviewed by the applicant's NICET level III Certified Engineering Technician (CET) or a Professional Engineer, as required, prior to the submittal – refer to the more comprehensive base checklists on-line.



The plans must demonstrate compliance with the adopted codes, ordinances, and interpretations for each appropriate application. Additional information is available online under 'Fire' at:

http://www.scottsdaleaz.gov/bldgresources/forms.asp#f; and

http://www.scottsdaleaz.gov/design/dspm.asp.



SECTION VI. Additional Information

Arizona Department of Environmental Quality (ADEQ):

The developer shall be responsible for conformance with ADEQ regulations and requirements for submittals, approvals, and notifications. The developer shall demonstrate compliance with Engineering Bulletin #10 Guidelines for the Construction of Water Systems, and applicable chapters of the Arizona Administrative Code, Title 18, and Environmental Quality. In addition:

Maricopa County Environmental Services Department (MCESD):

- Before approval of final improvement plans by the Plan Review and Permit Services Division, the developer shall submit a cover sheet for the final improvement plans with a completed signature and date of approval from the Maricopa County Environmental Services Department (MCESD).
- Before issuance of encroachment permits by city staff, the developer shall provide evidence to city staff that a Certificate of Approval to Construct Water and or Wastewater Systems has been submitted to the MCESD. The MCESD staff shall on a document developed County and date stamp this evidence.
- Before commencing construction, the developer shall submit evidence to city staff that Notification of Starting Construction has been submitted to the MCESD. The MCESD staff shall on a document developed County and date stamp this evidence.
- Before issuance of Letters of Acceptance by the City's Inspection Services Division, the developer shall provide to the City a final set of as-built mylars of the improvements.

Water and Wastewater Requirements:

- The developer shall pay a Sewer Development Fee for City sewer service in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City sewer system. All questions may be referred to Water Resources at 480-312-5650.
- The developer shall pay a Water Development Fee and Water Resources Development Fee for City water supply in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City water system. All questions may be referred to Water Resources at 480-312-5650.
- Prior to the issuance of any building permit, the developer shall pay a Water Meter Fee for connection to the City water system in accordance with City Ordinance. If there is an existing water meter for this project, applicable water meter fees must be paid only if a larger meter is required.



Arizona Department of Environmental Quality (ADEQ) Requirements:

- All construction activities that disturb one or more acres shall obtain coverage under the Arizona Pollutant Discharge Elimination System (AZPDES) Construction General Permit. To gain coverage, operators of construction sites must:
- Submit a Notice of Intent (NOI) to ADEQ;
- Prepare a Stormwater Pollution Prevention Plan (SWPPP) and keep a copy on site;
- Send a Notice of Termination (NOT) to ADEQ when construction is completed.
- Contact ADEQ at 602-771-4449 for further information. Forms are available from the City of Scottsdale One Stop Shop, or from ADEQ.

About Fees -

The following table is intended to assist you in estimating your potential application, plan review, and building permit fees. Other fees may also apply, for example Water Resources non-Residential Development, Parking-in-Lieu Fees, or Assessment District Fees; and those fees are not listed in this package the plan review staff is responsible for determining additional applicable fees.

Type of Activity	Type of Fee	Subcategory	When paid?
Commercial	Application	 Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment 	At time of application submittal
	Plan Review	 Commercial, foundation, addition, tenant improvement/remodel Apartments/Condos Engineering site review Signs Plat fees Misc. Plan Review Lot Tie/Lot Split Pools & Spas Recordation 	At time of construction document submittal
	Building Permit	 Commercial addition, remodel, tenant improvement, foundation only, shell only Fence walls or Retaining walls Misc. Permit Signs 	After construction document approval and before site construction begins
Residential	Application	 Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment 	At time of application submittal
	Plan Review	 Single family custom, addition, remodel, standard plans Engineering site review Misc. plan reviews 	At time of construction document submittal
	Building Permit	 Single family custom, addition, remodel, detached structure, standard plans Fence walls or Retaining walls Misc. Permit Signs 	After construction document approval and before site construction begins