

**Application
Narrative
Cash Transmittal
Pre-Application
Pre-App Narrative
Pre-App Cash Transmittal
Development Standards**



Project Narrative

This document will be uploaded to a Case Fact Sheet on the City's web site.

Date: March 24, 2014

Coordinator: Greg Bloemberg

Project Name: MIXX

Project No: 272 -PA- 14

Case No: _____

Project Location:

Property Details: Single-Family Residential Multi-Family Residential Commercial Industrial

Current Zoning: C-3, P-2, P-3, DO Proposed Zoning: SAME

Number of Buildings: 1 Parcel Size: 4,942

Gross Floor Area/Total Units: 3298 Floor Area Ration/Density: .51

Parking Required: 48 Parking Provided: 48

Setbacks: N - 16' E - NONE S - NONE W - 16'

Description or Request:

Please see attachment.

Planning, Neighborhood & Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

MIXX Project Narrative Attachment

MIXX is slated as a "Mixed-use" venue. This business will be a comfortable event venue, for Bar/Bat Mitzvahs, Sweet 16s, Graduation Receptions, and private/corporate functions. On the weekends, MIXX will be available as an upscale lounge, catering to the more refined clientele of Scottsdale. Live entertainment may include jazz musicians, guitar players, and pianists. DJs may also be used to play music from 60s, 70s, 80s, and more. MIXX has prioritized addressing the Planning Commission's recommendations regarding use permits.

Sec. 1.401 Concerns

A.1. Damage or nuisance arising from noise, smoke, odor, dust, vibration, or illumination.

MIXX will have no impact on the surrounding area regarding the above. MIXX will be available for private events 7 days a week, after 6pm. There are no plans to utilize any smoke, odors, or dust. Light from MIXX will not be visible on the north or east due to the existing full height masonry wall. The existing wall will also act as a buffer for noise. Noise and light from the west and south side will be controlled through the use of controlled volume levels, the masonry wall, and tinted paned windows.

A.2. Impact on surrounding areas resulting from an unusual volume or character of traffic.

MIXX will have no impact on the surrounding weekday daytime office uses as it will be closed during that time. On the weekends and after hours, due to the limited size of the venue and nature of private events, it will have no impact on surrounding area resulting from an unusual volume or character of traffic.

B. The characteristics of the proposed conditional use are reasonably compatible with the types of uses in the surrounding areas.

The proposed use as an event space and lounge is compatible with the other high-end restaurants and businesses in the area. Appropriately, this site was formerly a licensed bar located in the Entertainment District. It was and is zoned, appropriately.

Sec. 1.403 (C.1.) Concerns

1. The use shall not disrupt existing balance of daytime and nighttime uses.

MIXX will occupy the currently vacant premises at 4301 N. Civic Center Plaza. No new construction will occur resulting in an immediate and seamless blending of MIXX into the surrounding business environment. The operating hours and nature of business of MIXX will integrate with, not disrupt, the existing balance of daytime and nighttime uses in the area.

2. The use shall not disrupt pedestrian-oriented daytime activities.

MIXX will operate in the evenings, after the 8-5/9-6 daytime hours of surrounding daytime businesses, as well as on the weekends, insuring no effect on existing weekday, daytime operations of adjacent businesses. The site has an existing sidewalk along the west and south that will remain in place. The prior tenant added a new hard-scape that was incorporated to provide a pedestrian friendly path to avoid congestion along the sidewalk during evening operating hours.

3.b. The required parking for the use shall be within six hundred (600) feet of the property and shall not be separate from the property by a major or minor arterial street.

MIXX's proposed use requires forty-eight (48) parking spaces. Six (6) spaces are located onsite, however five (5) were used for the addition of a refuse enclosure in accordance with the City of

Scottsdale standard 2146-2. Eleven (11) spaces are credited per P-3 zoning. Six (6) spaces are located at 7403 E. 6th Ave. Three (3) spaces are located at 4307 N. Civic Center Plaza. Fourteen (14) are located at 7425 E. Stetson Drive. Nine (9) spaces are located at 7375 E. 6th St. Five (5) spaces are provided by the City of Scottsdale via In-Lieu Parking agreement. All parking is located within the 600 feet of the premises. The attachment shows ample parking within the immediate surrounding area.

5. An active management and security plan shall be created, approved, implemented, maintained, and enforced by the business.

The project owner has created/established a security and maintenance plan, which has already been approved by Detective Miller. The plan will be implemented and enforced by management.

6. The applicant shall provide, with the application for a conditional use permit, a written exterior refuse control plan which must be approved by the planning and development department staff as complying with the written guidelines of the department.

The refuse control plan is part of the security and maintenance plan created by the owner of the business. The plan will be implemented and enforced by management. A refuse enclosure is onsite and located on the property behind the building in the alley, five (5) parking spaces were removed in order to incorporate the enclosure per city of Scottsdale standard detail 2146-2. MIXX will utilize its plan to control exterior refuse.

7. The applicant shall demonstrate how noise and light generated by the use shall be mitigated.

Light from MIXX will not be visible on the north or east due to the existing full height masonry wall. The existing wall will also act as a buffer for noise. Noise and light from the west and south side will be controlled through the use of controlled volume levels, the masonry wall, and tinted paned windows.

8. The applicant shall demonstrate that the uses shall meet required parking and shall not exceed capacity for traffic in the area.

MIXX's proposed use requires forty-eight (48) parking spaces. MIXX will have at least 48 spaces. Six (6) spaces are located onsite, however five (5) were used for the addition of a refuse enclosure in accordance with the City of Scottsdale standard 2146-2. Sixteen (16) spaces are credited per P-3 zoning. Six (6) spaces are located at 7403 E. 6th Ave. Three (3) spaces are located at 4307 N. Civic Center Plaza. Fourteen (14) are located at 7425 E. Stetson Drive. Nine (9) spaces are located at 7375 E. 6th St. Five (5) spaces are provided by the City of Scottsdale via In-Lieu Parking agreement. All parking is located within the 600 feet of the premises. The attachment shows ample parking within the immediate surrounding area. MIXX will operate in the evenings, after the 8-5/9-6 daytime hours of surrounding daytime businesses, as well as on the weekends, insuring no effect on existing weekday, daytime operations of adjacent businesses. MIXX's small size will insure no significant nighttime traffic in excess of what already exists in the Entertainment District.

Sec. 1.403 (J) Concerns

1. The site plan shall demonstrate that (a.) Buffering by a wall and/or landscaping will be provided in a manner which physically separates and restricts access from the establishment and its required parking area to residential districts and (b.) all patron entrances will be well lit and clearly visible to patrons from the parking lot or a public street.

A full height masonry wall exists to and acts as a buffer for noise on the north and east side of the premises. All patron entrances are on the street and readily visible to patrons approaching the building.

3. The applicant has provided a written public safety plan which the city police and fire departments have approved as complying with the written guidelines of the Planning and Development Department.

The project owner has created/established a security and maintenance plan, which has already been approved by Detective Miller. The plan will be implemented and enforced by management.

5. The applicant shall provide a written exterior refuse control plan with must be approved by the Planning and Development Department staff as complying with the written guidelines of the department.

The refuse control plan is part of the security and maintenance plan, which has already been approved by Detective Miller. The plan will be implemented and enforced by management.



Development Application

Development Application - Application Fee: \$1000.00 (Application Fee) + \$1000.00 (Development Fee) = \$2000.00

Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other:
<input checked="" type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Project Name: MIXX

Property's Address: 4301 N. Civic Center Plaza, Scottsdale, AZ 85251

Property's Current Zoning District Designation: C-3/P-3/P-2/DO

Application Fee: \$1000.00 (Application Fee) + \$1000.00 (Development Fee) = \$2000.00

Owner: Bob Katzin <u>David Katzin</u>	Agent/Applicant: <u>Michael Stein</u>
Company: <u>Civic Center Enterprises LLC</u>	Company: <u>M1 Hospitality1 LLC d/b/a MIXX</u>
Address: <u>10040 Happy Valley Rd. Scottsdale, AZ 85255</u>	Address: <u>4301 N. Civic Center Plaza</u>
Phone: <u>602-412-7536</u> Fax: _____	Phone: <u>602-774-6828</u> Fax: _____
E-mail: <u>bkatzin@gmail.com</u>	E-mail: <u>mstein@m1hospitality.com</u>
Designer: _____	Engineer: _____
Company: _____	Company: _____
Address: _____	Address: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____

Enhanced Application Review: I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

Standard Application Review: I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

David Katzin Attorney in Fact
 Owner Signature

Michael Stein
 Agent/Applicant Signature

Application Fee: \$1000.00 (Application Fee) + \$1000.00 (Development Fee) = \$2000.00

Development Application - Application Fee: \$1000.00 (Application Fee) + \$1000.00 (Development Fee) = \$2000.00



Development Application

Review Methodologies

Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

Planning, Neighborhood & Transportation

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City of Scottsdale's Website: www.scottsdaleaz.gov

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Revision Date: 01/31/2013

2-UP-2014
4/14/2014



Conditional Use Permit

Development Application Checklist

Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 8 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

PART I -- GENERAL REQUIREMENTS

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. Conditional Use Permit Application Checklist (this list) → <i>Bar and L.E. Capt.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>2440.⁰⁰ x 2</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology. Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)

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4/14/2014

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Conditional Use Permit Application Checklist

		5. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing (sample agreement information provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner(form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Appeal of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
		12. Addressing Requirements and Addressing Request Application (forms provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> • Provide one copy of the Neighborhood Notification Report • Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report • If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.
		14. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15. Site Posting Requirements: (form provided (white and red signs) <ul style="list-style-type: none"> • Affidavit of Posting for Project Under Consideration • Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing) • Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper – (form provided) <ul style="list-style-type: none"> • Provide 1 color original set and 1 - 8-1/2" x 11"
<input type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of No Effect / Approval Application Form (provided) <input type="checkbox"/> Archaeology Survey and Report - 3 copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies <input type="checkbox"/> Copies of Previous Archeological Research - 1 copy
<input type="checkbox"/>	<input type="checkbox"/>	18. Historic Property <ul style="list-style-type: none"> <input type="checkbox"/> Historic Property Certificate of No Effect Application (form provided) <input type="checkbox"/> Historic Property Certificate of Appropriateness Application (form provided)

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Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>19. 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)</p> <p><input type="checkbox"/> Airport Data Page</p> <p><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</p>
PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		20. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>21. Results of ALTA Survey (24" x 36") FOLDED</p> <ul style="list-style-type: none"> • 24" x 36" –1 copy, folded (The ALTA Survey shall not be more than 30 days old)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>22. Application Narrative</p> <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies a. The application narrative shall include: <ul style="list-style-type: none"> • A one paragraph explanation of the request. This shall be no greater than a half page. • Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response. • Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response. <input checked="" type="checkbox"/> Bar <input checked="" type="checkbox"/> Live Entertainment <input type="checkbox"/> Other b. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>23. Security, Maintenance & Operations Plan (For Bars and Live Entertainment) (form provided)</p> <ul style="list-style-type: none"> • The Security, Maintenance & Operations Plan shall accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions. <i>onfile</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>24. Operations Plan (form provided) <i>onfile</i></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>25. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) <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>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>

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Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>26. Site Plan</p> <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> 24" x 36" – 11 copies, folded • <input checked="" type="checkbox"/> 11" x 17" – 1 copy (quality suitable for reproduction) • <input checked="" type="checkbox"/> 8 ½" x 11" – 1 copies (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>27. Open Space Plan (Site Plan Worksheet) (sample provided)</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>28. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>29. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded
<input type="checkbox"/>	<input type="checkbox"/>	<p>30. Landscape Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>31. Hardscape Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) • 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>32. Parking Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	<p>33. Parking Master Plan</p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. 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.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies

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Conditional Use Permit Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	34. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	35. Elevations <ul style="list-style-type: none"> • 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy, (quality suitable for reproduction) • 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. Floor Plans <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" - 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	37. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" - 1 copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	38. Exterior Lighting Site Plan (policy provided) <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	39. Exterior Lighting Photometric Analysis <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	40. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded ((Text and drawing shall be black and white, and in the DWF format)

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Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>41. Drainage Report (information provided)</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. 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, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>42. Master Drainage Plan</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. 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, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>43. Basis of Design Report for Water and Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. 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, and plans.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>44. Basis of Design Report for Wastewater</p> <p>See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. 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, and plans.</p> <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Basis of Design Report for Wastewater including full size plans/maps in pockets
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>45. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific 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, and plans.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 1 Study – Bar & Live Entertainment <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study <ul style="list-style-type: none"> • 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis

Planning, Neighborhood & Transportation Division

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Conditional Use Permit Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	46. Native Plant Submittal <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	47. Other Plans and Report Requirements <ul style="list-style-type: none"> • Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc) • 24" x 36" 1 – copy, folded. (Plans and graphics) • 8-1/2" x 11" - 3 copies of any report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48. Other: <i>serial photo showing locations of remote property leases.</i> <hr/> <hr/> <hr/>

PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

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"/>	49. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____-PA-_____.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	50. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	51. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be required at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	52. Other: <hr/> <hr/> <hr/>

Conditional Use Permit Application Checklist



53. If you have any question regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): Greg Blumberg Phone Number: 480-312-4886

Coordinator email: gblumberg@scottsdaleaz.gov Date: 3-27-14

Coordinator Signature: _____

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application needs a: New Project Number, or

A New Phase to an old Project Number: _____

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning, Neighborhood and Transportation Division, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning, Neighborhood and Transportation Division

One Stop Shop

Planning, Neighborhood & Transportation Administrator

7447 E. Indian School Rd, Suite 105

Scottsdale, AZ 85251

Phone: (480) 312-7000

Planning, Neighborhood & Transportation Division

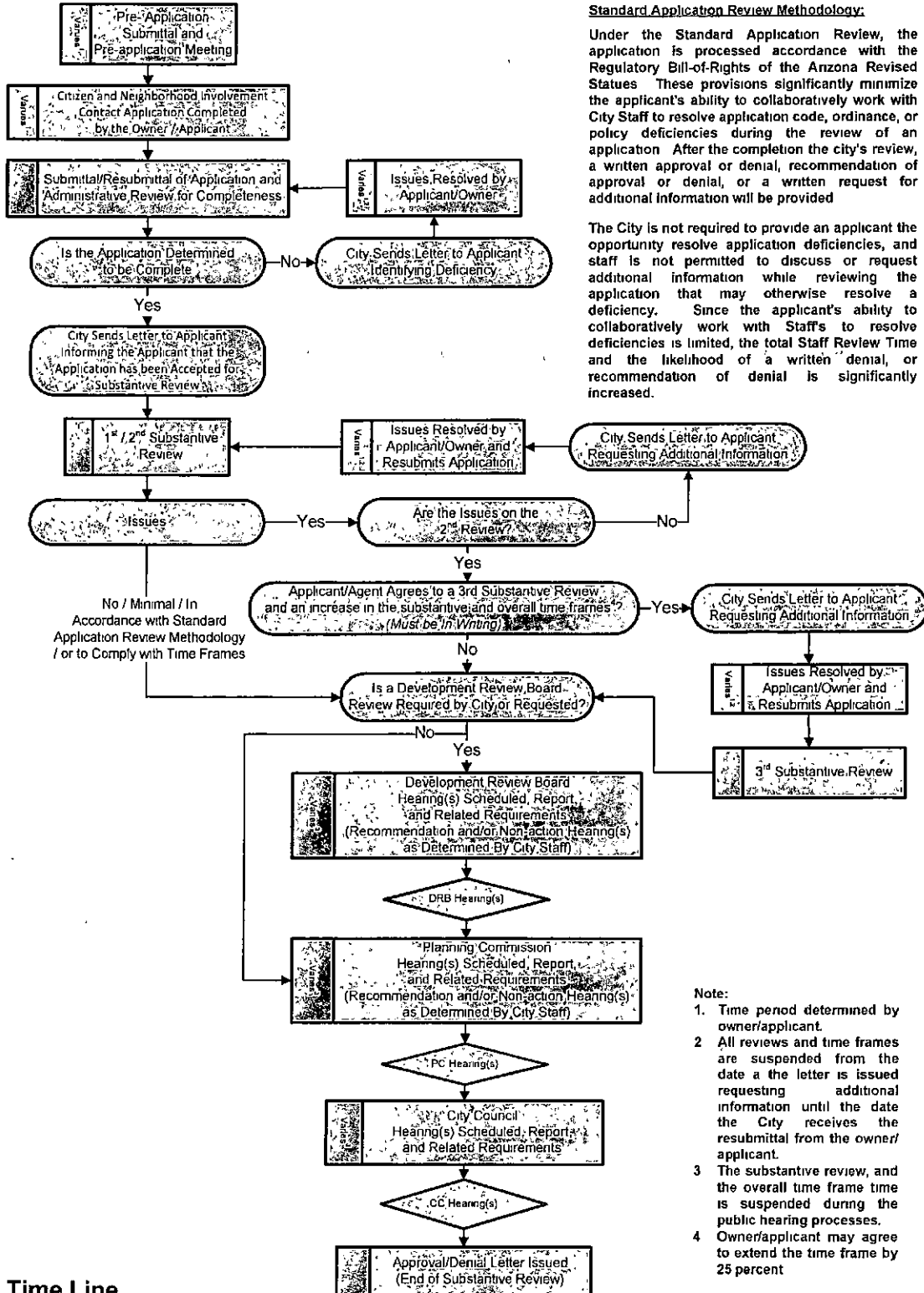
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Development Applications Process

Standard Application Review

Conditional Use Permit (UP)



Standard Application Review Methodology:
 Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion of the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity resolve application deficiencies, and staff is not permitted to discuss or request additional information while reviewing the application that may otherwise resolve a deficiency. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

- Note:**
1. Time period determined by owner/applicant.
 2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/ applicant.
 3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
 4. Owner/applicant may agree to extend the time frame by 25 percent

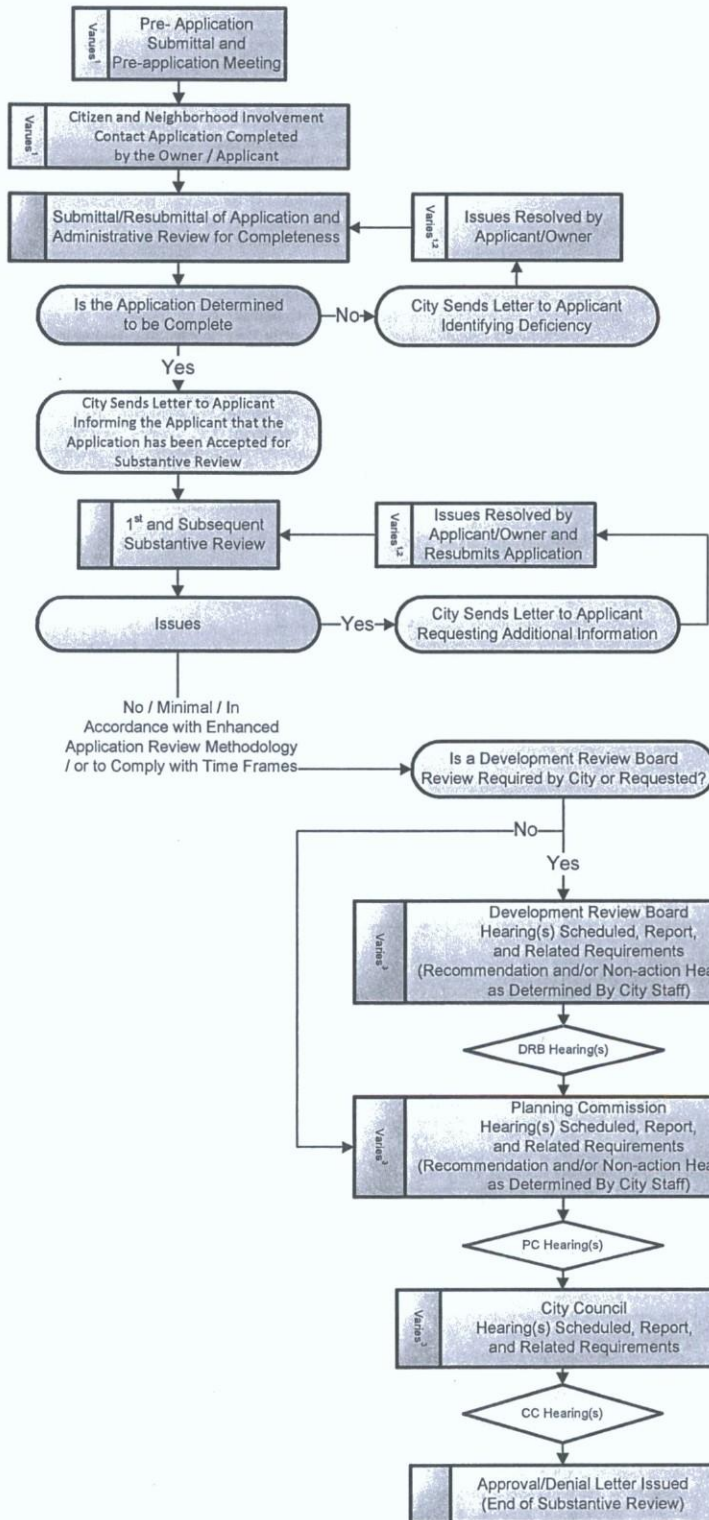
Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days per Review	95 Total Staff Working Days, two Reviews in This Time Frame	Time Frames Vary	Letter Issued



Development Applications Process

Enhanced Application Review

Conditional Use Permit (UP)



Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the publish Staff Review Time frames.

Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial Letter Issued
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ²	Letter Issued

Planning, Neighborhood & Transportation Division

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Community & Economic Development Division
Planning, Neighborhood & Transportation

7447 East Indian School Road
Scottsdale, Arizona 85251

Date: 4/14/14
Contact Name: MIXE
Firm name: MICHAEL STEIN
Address: 4301 N. CIVIC CENTER
City, State Zip: _____

RE: Application Accepted for Review.

Dear _____:

It has been determined that your Development Application for _____ has been accepted for review.

Upon completion of the Staff's review of the application material, you will be informed in writing or electronically either: 1) the steps necessary to submit additional information or corrections; 2) the date that your Development Application will be scheduled for a public hearing or, 3) City Staff will issue a written or electronic determination pertaining to this application. If you have any questions, or need further assistance please contact me.

Sincerely,

Name: Greg Blumenthal
Title: Senior Planner
Phone number: 480-312-4306
Email address: gblumenthal@scottsdaleaz.gov

2-UP-2014
4/14/2014