Application
Narrative
Cash Transmittal
Pre-Application
Pre-App Narrative
Pre-App Cash Transmittal
Project Data Sheet

Scottsdale Bible Church
Preliminary Plat – Project Narrative
619-PA-2012

I. Project Overview

This request for Preliminary Plat approval is submitted concurrently with the Design Review Board ("DRB") application for the following described Project:

Scottsdale Bible Church ("SBC") is requesting DRB approval for their existing campus on a 19.91 acre parcel at the southeast corner of Shea Boulevard and Miller Road at 7601 E. Shea Boulevard. The original master plan of the church was approved in 1982. Since then, renovations to the campus include: the addition of a new Children's Ministry Building, some interior and exterior updates to the Adult Classrooms, façade improvements to the Youth Ministry Building, a renovation to the Worship Center book area and prayer garden, and improvements to the south parking lot.

Within this proposed master plan, the new work will include modernization of existing buildings, greater functional efficiency, visually stunning spaces, improved pedestrian safety and flow, and the creation of more cohesive and unique identities for each ministry space. The church proposes to further develop and refine features of site work, landscaping, and baptismal pool. Changes that are more significant include the demolition of two buildings and a pedestrian bridge, the construction of three new buildings, in addition interior and exterior remodeling of four other buildings.

Scottsdale has natural watercourses and aqueducts, which flood the harsh environment of the desert with nourishment. SBC has embraced this idea of bringing life to the desert community and for the past 50 years, has enriched the lives of people through worship, ministries, and outreach programs. By enhancing its aging campus, the church is bringing new energy and activity into the community and, at the same time, beautifying the environment within which it resides.

II. Context/Zoning History

The mix of land uses in the neighboring vicinities predominantly includes single-family residential subdivisions and multi-family development within master planned communities.

There are also established commercial retail and office developments along main vehicular thoroughfares of Scottsdale Road and Hayden Road.

Because some existing buildings will be demolished and/or redesigned with the proposal of three new structures, the total building footprint will remain under the allowable floor-to-area ratio of the site. The projected buildings have an A-3 occupancy Church use, while zoning remains RI-35. Building heights conform to previously approved Conditional Use Permit regulations given corresponding setbacks. The proposed project development, tenant improvements and refinements are within the local zoning regulations and previous master plan approvals, while the proposed architectural styles and building massing maintain compatibility to the surrounding areas.

III. Platting Requirements

As part of this Project, Tract 'A' of the Casa Buena subdivision will be acquired and incorporated into the site development. Based on discussions with City of Scottsdale staff, this will required two separate plats. The first plat will be a "one-lot" plat combining Tract 'A' with the Scottsdale Bible Church property. This is a re-plat of "Lot 1 Scottsdale Bible Church" (Book 929, Page 41, MCR). The second plat is a re-plat of Casa Buena to reflect the removal of Tract 'A' from the subdivision. The Casa Buena re-plat will require ratification by the subdivision Homeowner's Association (HOA).

Casa Buena is an existing residential single family home subdivision west of Scottsdale Bible Church. The subdivision was originally platted in 1977 (Book 192, Page 22, MCR). Tract 'A' is described on the plat as a "private landscape area". It was likely created as a means to align Miller Road with the existing street north of Shea Boulevard. The subdivision to the north, "Golomb Estates" (Book 124, page 11, MCR), was platted in 1969 prior to Casa Buena. The tract is not intended or required to meet any landscape or open space requirements.

Similarly, the tract does not contain any drainage or storm water storage facilities. Additional storm water storage will be provided with this Project to account for the development of the tract area as part of the Scottsdale Bible Church campus.

As previously mentioned, this Preliminary Plat application/submittal is being made concurrently with the Project DRB submittal. Please reference the DRB application documents for additional information.

11-PP-2013

CITY OF SCOTTSDALE

Development Application

Development Application Type:
Please check the appropriate box of the Type(s) of Application(s) you are requesting

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

Project Name: Scottsdale Bible Church Renovation

Property's Address: 7601 E. Shea Blvd, Scottsdale, Az 85260

Property's Current Zoning District Designation: R1-35

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

Owner: Tom Shields	**Agent/Applicant:** Art Velasco
Company: Scottsdale Bible Church	**Company:** Visioneering Studios
Address: 7601 E. Shea Blvd, Scottsdale Az 85254	**Address:** PO Box 19700, Irvine CA 92623
Phone: 480-824-7200 **Fax:** 480-707-0495	**Phone:** 949-417-5878 **Fax:**
E-mail: tshields@sbcaz.org	**E-mail:** avelasco@visioneeringstudios.com
Designer: Art Velasco	**Engineer:** Wade Cooke
Company: Visioneering Studios	**Company:** Landtech Consulting
Address: P.O. Box 19700, Irvine, CA 92623	**Address:** 2663 E. Hobart St. Gilbert Az 85296
Phone: 949-417-5878 **Fax:**	**Phone:** 480-223-8573 **Fax:** 480-827-7661
E-mail: avelasco@visioneeringstudios.com	**E-mail:** wadecooke@cox.net

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- *This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications[1] will be reviewed in a format similar to the Enhanced Application Review methodology.*

☒	**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.

3/20/13

Owner Signature | Agent/Applicant Signature

Official Use Only *Submittal Date:* Development Application No.:

11-PP-2013
4/15/2013

Submittal Date: _____ Project No.: 619 -PA- 2012

Preliminary Plat

Development Application Checklist

Subdivision, Minor Subdivision, Master Planned Property

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; and
- the city's design guidelines.

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 11 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.
☑	☑	1. **Preliminary Plat Application Checklist** (this list)
☑	☐	2. **Application Fee** $ $1200 + $18 x 2 (subject to change every July)
		3. **Plan & Report Requirements For Development Applications Checklist (form provided)**
☑	☐	4. **Completed Development Application Form** *(form provided)* *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.*
☑	☑	5. **Letter of Authorization** (from property owner(s) if property owner did not sign the application form)
☑	☐	6. **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

11-PP-2013
4/15/2013

☑	☑	**7. Policy for Appeal of Required Dedications or Exactions** (form provided)
☑	☑	**8. Request for Site Visits and/or Inspections Form** *(form provided)*
☑	☑	**9. Commitment for Title Insurance – No older than 30 days from the submittal date** (requirements form provided) • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B.
☑	☑	**10. Legal Description:** (if not provided in Commitment for Title Insurance) • 8-1/2" x 11" – 2 copies
☑	☑	**11. Results of ALTA Survey (24" x 36") FOLDED** • 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)
☑	☐	**12. Preliminary Plat Notification Affidavit** (form provided)
☐	☐	**13. Proposed Covenants, Conditions, and Restrictions (CC&R'S)** • 8-1/2" x 11" – 1 copies
☐	☐	**14. Proposed Development Agreement** (shared facilities, etc.) *(Must adhere to the Maricopa County Recorder requirements)* • 8-1/2" x 11" – 1 copy
☐	☐	**15. Neighborhood Notification Process Requirements:** (form provided) • 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.
☐	☐	**16. Existing Conditions Photo Exhibit: Printed digital photos on 8-1/2"x11" Paper** • 8-1/2" x 11" - 1 copy of the set of prints • See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers. • 8-1/2" x 11" - 11 copies of the set of prints (***Delayed submittal.*** 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.
☐	☐	**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
☐	☐	**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**)

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
☑	☐	**19. Application Narrative** (On provided form or on separate 8 ½" x 11") • 8 ½" x 11" – 17 copies 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. The application narrative shall provide and explanation and justification for any proposed amended development standard(s) 3. 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.
☐	☐	**20. Proposed Amended Development Standards** *(Must adhere to the Maricopa County Recorder requirements)* • 8 ½" x 11" – 2 copies (quality suitable for reproduction)
☑	☐	**21. Context Aerial with the proposed site improvements superimposed** • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) 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: _____ 750 foot radius from site _____ 1/4 mile radius from site _____ Other: _____
☑	☐	**22. Preliminary Plat** • 24" x 36" – 12 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital - 1 copy (See Digital Submittal Plan Requirements)
☐	☐	**23. Site Plan** • 24" x 36" – 12 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital - 1 copy (See Digital Submittal Plan Requirements)

☑	☑	**24. Open Space Plan (Site Plan Worksheet)** • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – **1** copy (See Digital Submittal Plan Requirements)
☐	☐	**25. Site Cross Sections** • 24" x 36" 1 – copy, folded • 11" x 17" 1 – copy, folded
		26. Construction Envelope Plan (ESL Areas) • 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 (See Digital Submittal Plan Requirements)
☐	☐	**27. Natural Area Open Space Plan** (ESL Areas) • 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 (See Digital Submittal Plan Requirements)
☐	☐	**28. Topography and slope analysis plan** (ESL Areas) • 24" x 36" **1** – copy, folded
☐	☐	**29. Phasing Plan** • 24" x 36" – **2** copies, folded • 11" x 17" – **1** copy (quality suitable for reproduction) • 8 ½" x 11" – **1** color copy (quality suitable for reproduction) • Digital – **1** copy (See Digital Submittal Plan Requirements)
☐	☐	**30. Landscape Plan** • 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 accept.)* • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
☐	☐	**31. Hardscape Plan** • 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 accept.)* • 11" x 17" – 1 copy, folded (quality suitable for reproduction)

☐	☐	**32. Parking Plan** • 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 (See Digital Submittal Plan Requirements)
☐	☐	**33. Parking Master Plan** See the City's Zoning Ordinance, Article IX 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. • 8-1/2" x 11" - 2 copies
☐	☐	**34. Pedestrian and Vehicular Circulation** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
		35. Bikeways & Trails Plan • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
☐	☐	**36. Wall Elevations and Details and/or Entry Feature Elevations and Details** • 24" x 36" – 1 copies, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
☐	☐	**37. Community Features (mail kiosk, private street signs, etc) Elevations and Details** • 24" x 36" – 1 copies, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
☐	☐	**25. Exterior Lighting Site Plan (including exterior building mounted fixtures)** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
☐	☐	**26. Exterior Lighting Photometric Analysis** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
☐	☐	**27. Manufacturer Cut Sheets of All Proposed Lighting** • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)

☐	☐	**28. Sensitive Design Concept Plan and Proposed Design Guidelines** *(Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)* • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
☑	☑	**29. Drainage Report** See the City's Design Standards & Policies Manual 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. • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
☐	☐	**30. Master Drainage Plan** See the City's Design Standards & Policies Manual 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. • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
☐	☐	**31. Basis of Design Report for Water and Wastewater** See the City's Design Standards & Policies Manual 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. • 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets
☐	☐	**32. Basis of Design Report for Wastewater** See the City's Design Standards & Policies Manual 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. • 8-1/2" x 11" - 2 copies of the Basis of Design Report for Wastewater including full size plans/maps in pockets
☐	☐	**33. Master Plan and Design Report for Water** See the City's Design Standards & Policies Manual 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. • 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets

34. Master Plan and Design Report for Wastewater

Please review the City's Design Standards & Policies Manual 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.

- 8-1/2" x 11" - 2 copies of the Basis of Design Report for Water including full size plans/maps in pockets

35. Water Sampling Station

- Show location of sample stations on the preliminary plat.
- Fax 8 ½" x 11" copy of the preliminary plat with sampling stations to the Water Quality Division.
- Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743

36. Water Of Approval For Fountains Or Water Features from the Water Conservation Office

Please contact Elisa Klien at 480-312-5670

- 1 copy of the approval from the Water Conservation Office

37. Transportation Impact & Mitigation Analysis (TIMA)

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.

☐ Category 1 Study

☐ Category 2 Study

☐ Category 3 Study

- 8-1/2" x 11" - **3** copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets

38. Native Plant Submittal:

- 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.

39. Revegetation Site Plan, including Methodology and Techniques

- 24" x 36" – 1 copy, folded
- 11" x 17" – 1 copy, folded (quality suitable for reproduction)

40. Landform Types Maps

- 24" x 36" – 1 copy, folded

		41. Cuts and Fills Site Plan • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		42. Cuts and Fills Site Cross Sections • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		43. Composite Factors Map • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		44. Unstable Slopes / Boulders Rolling Map • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		45. Bedrock & Soils Map • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
		46. Conservation Area, Scenic Corridor, Vista Corridor Plan • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
☐	☐	**47. Other:** _____ _____ _____ _____ _____ _____ _____ _____ _____ ☐ 24" x 36" – _____ copy(ies), folded ☐ 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction) ☐ 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) ☐ Digital – 1 copy (See Digital Submittal Plan Requirements)

PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
☐	☐	**1. Paint Color Drawdowns** • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
☐	☐	**2. Other:**

PART IV – 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.
☑	☐	**1. 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; 69 -PA- 2012**
☑	☐	**2. Submit all items indicated on this checklist pursuant to the submittal requirements.**
☑	☐	**3. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon**
☑	☐	**4. Delayed Submittal.** Additional copies of all or certain required submittal indicated items above will be require 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.
☐	☐	**5. Other:**

☒

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

Coordinator Name (print): JESUS MURILLO **Phone Number:** 480.312.7849

Coordinator email: jmurillo@scottsdaleaz.gov **Date:** 2/8/2013

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 need 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

Development Applications Process

Enhanced Application Review

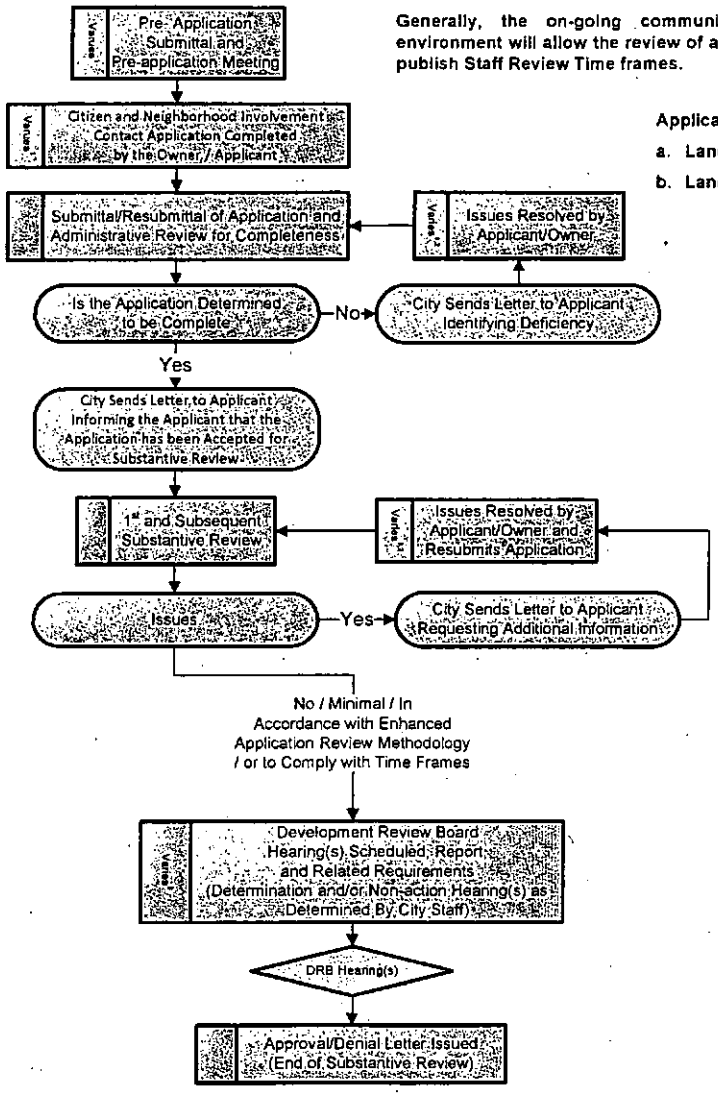
Preliminary Plat (PP)

Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statues, 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.



Application Types:

a. Land Divisions – Subdivision (PP)

b. Land Divisions – Master Planned Property (PP)

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	Substative Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame	Time Frames Vary	Letter Issued

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

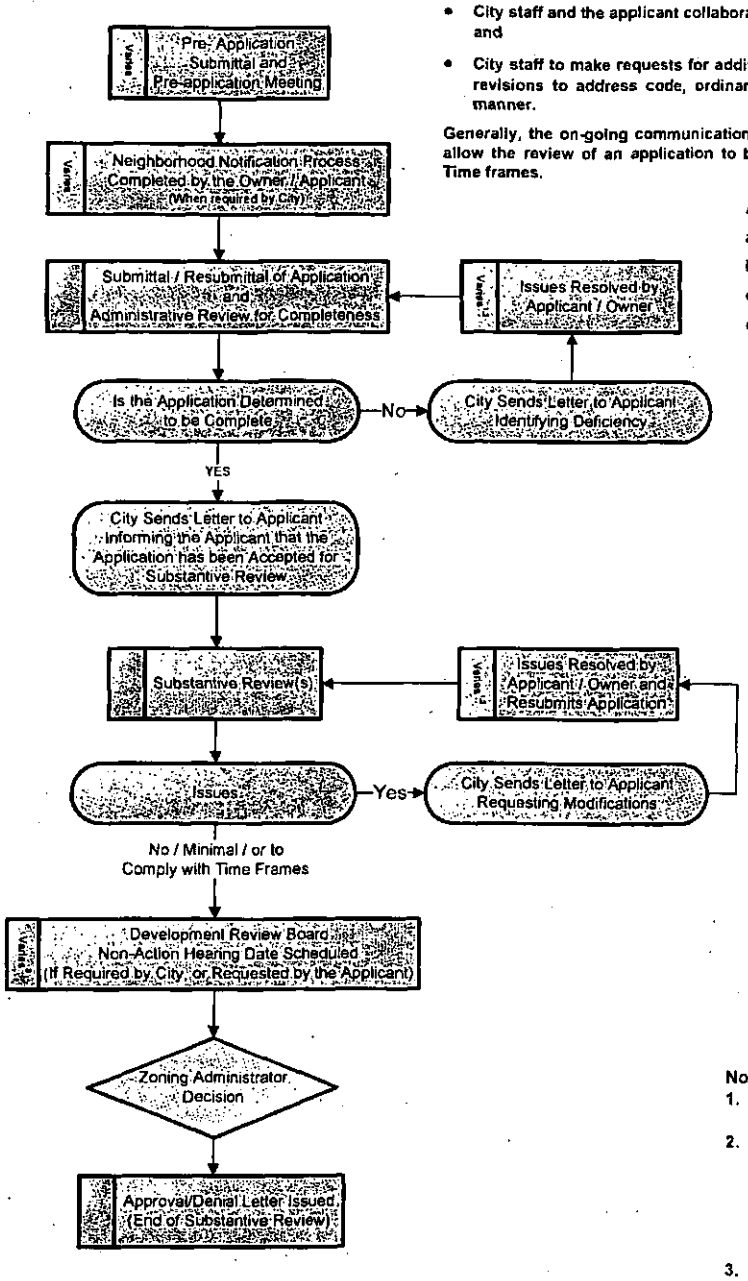
Development Application Process
Enhanced Application Review
Staff Review Applications: SA, WM, & PP

<u>Enhanced Application Review Methodology</u>

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statues, 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.



Application Types:

a. Development Review – Minor (SA)
b. Wash Modifications (WM)
c. Land Divisions – Condominium Plat (PP)
d. Land Division – Minor Subdivision (PP)

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. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review	Substative Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days; Multiple City Reviews in This Time Frame[2,3,4]	Letter Issued

Planning, Neighborhood & Transportation
7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088
City of Scottsdale Website: www.scottsdaleaz.gov

Development Applications Process

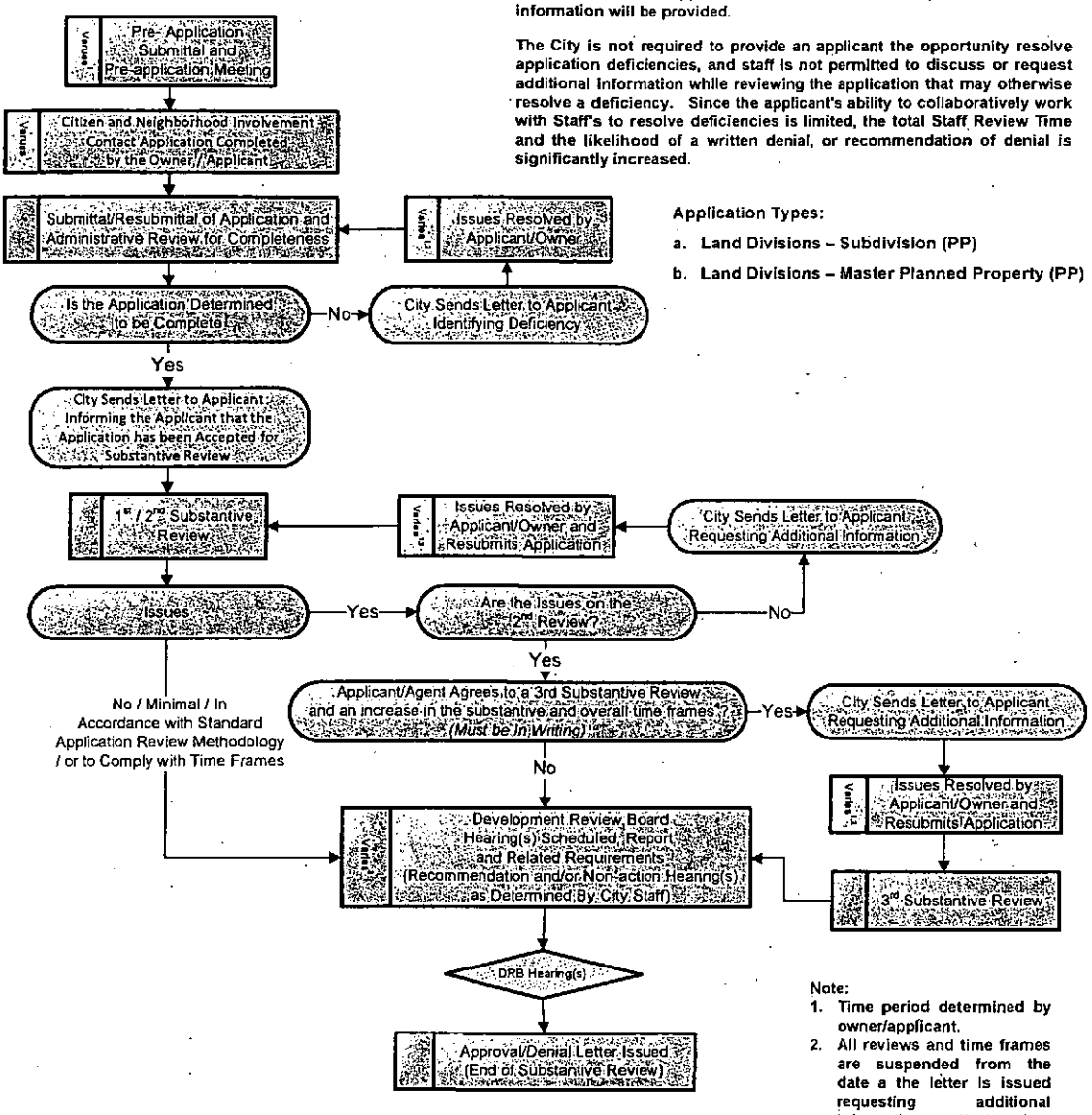
Standard Application Review

Preliminary Plat (PP)

Standard Application Review Methodology:

Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statues. 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 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.



Application Types:

a. Land Divisions – Subdivision (PP)

b. Land Divisions – Master Planned Property (PP)

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	Substative Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame[2,3,4]	Time Frames Vary	Letter Issued

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Development Application Process

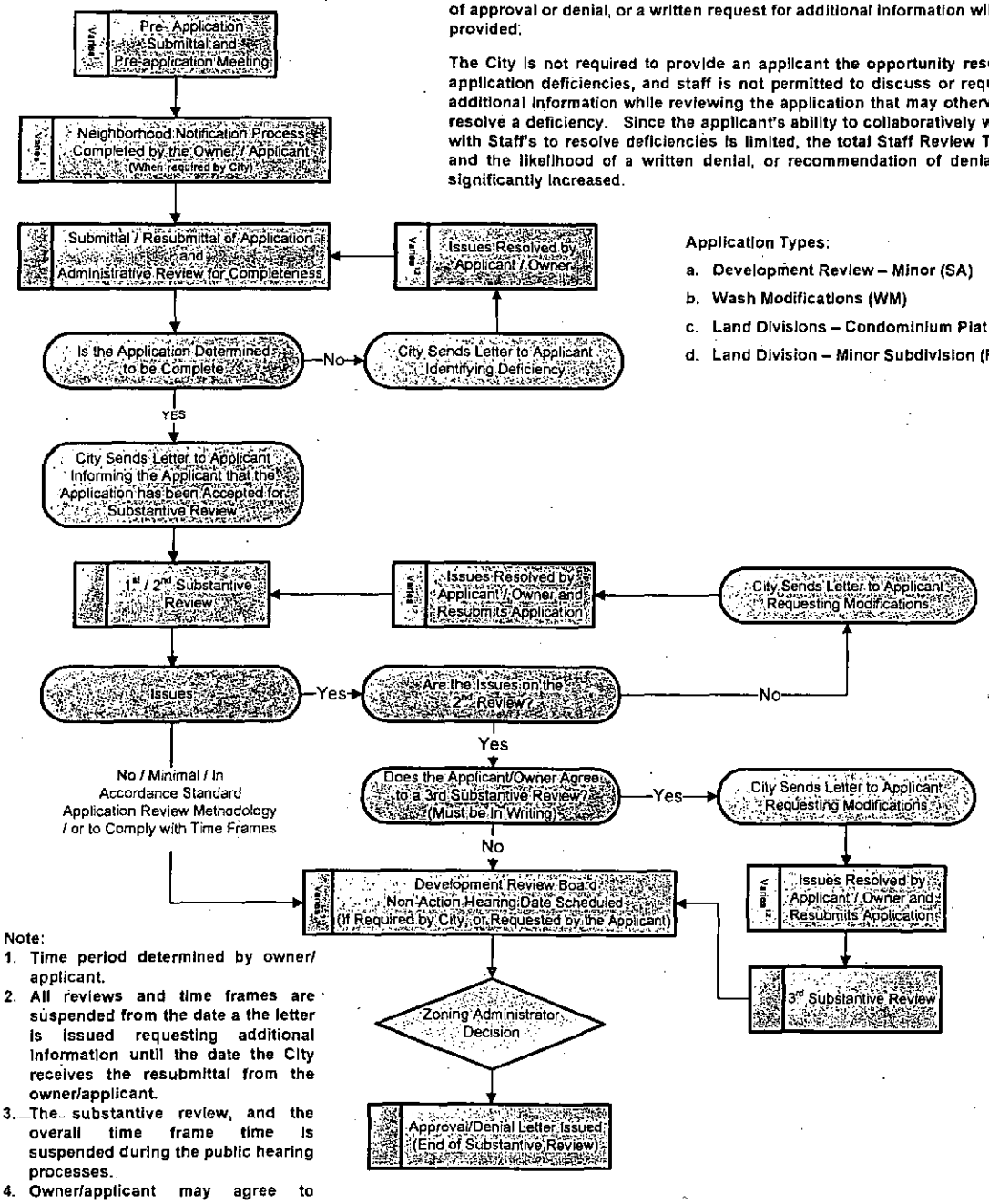
Standard Application Review

Staff Review Applications: SA, WM, & PP

Standard Application Review Methodology:

Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statues. These provisions significantly minimize the applicant's ability to collaboratively work with 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 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.



Application Types:

a. Development Review – Minor (SA)
b. Wash Modifications (WM)
c. Land Divisions – Condominium Plat (PP)
d. Land Division – Minor Subdivision (PP)

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	Substative Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days Two Reviews in This Time Frame	Letter Issued

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